BP 3310  RECORDS RETENTION AND DESTRUCTION

References:

Title 5 Sections 59020 et seq.;
Federal Rules of Civil Procedure, Rules 16, 26, 33, 34, 37, and 45

The Superintendent/President shall establish administrative procedures to assure the retention and destruction of all District records—including electronically stored information as defined by the Federal Rules of Civil Procedure—in compliance with Title 5. Such records shall include but not be limited to student records, employment records, and financial records.

- From current College of Marin Policy 4.0032 titled Student Records Retention and Destruction

The Superintendent/President shall establish a procedure by which he or she, or appropriate designee, shall annually (each fall) review and classify all student administrative documents filed during the preceding school year, according to the provision of Title 5, Community College Regulations, Sections 59020-59022. The Superintendent/President shall submit to the Board a list of records recommended for destruction, certifying that no records are included which conflict with the provisions of Sections 59023-59027. The Board shall approve or disapprove the recommendation, changing classifications where necessary under the provisions of Section 59028. The Superintendent/President or designee shall then destroy specified records according to Section 59029.

NOTE: The red type signifies legally required language recommended from the Community College League and legal counsel (Liebert Cassidy Whitmore). The language in black ink is from current College of Marin Policy 4.0032 titled Student Records Retention and Destruction adopted on 6/4/80 and revised on 2/12/85. Recommended to move forward by BP/AP Task Force 3/4/10.

Date Adopted:
(Replaces College of Marin Policy 4.0032)