

**Allan Hancock Joint Community College District  
Board Policy  
Chapter 3 – General Institution**

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**BP 3310 RETENTION AND DESTRUCTION OF RECORDS**

The superintendent/president shall establish administrative procedures to assure the retention and destruction of all district records, including but not limited to student records, employment records and financial records that comply with provisions established under Chapter 2.5 (commencing with Section 59020 of Division 10, Part VI) of Title 5, California Administrative Code.

As used in this policy, records means all records, maps, books, papers, data processing output, and documents of the district required by law to be prepared or retained as necessary or convenient to the discharge of official duty.

Reference: Title 5, California Administrative Code, Sections 59020-59029

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**Revised:**

*(Replaces Board Policy 8941)*

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**Allan Hancock Joint Community College District**  
**Administrative Procedure**  
Chapter 3 – General Institution

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## **AP 3310 RETENTION AND DESTRUCTION OF RECORDS**

### **CLASSIFICATION**

The superintendent/president or his/her designee shall supervise the classification and destruction of records. Records shall be identified and classified as required by Title 5 and other applicable statutes, federal and state regulations.

The following documents are not records and may be destroyed at any time:

1. Copies of records (A person receiving a duplicated copy need not retain it.);
2. An individual memorandum, other than one relating to personnel matters, between one employee and another employee of the District
3. Notice of meetings
4. Advertisements and other sales material received;
5. Library books, pamphlets, and magazines;
6. Textbooks, maps used for instruction and other instructional materials.

Records to be retained shall be reviewed annually to determine whether they should be classified as:

- Class 1 – Permanent
- Class 2 – Optional
- Class 3 - Disposable

### **Class 1 - Permanent**

The original of the records listed below is a Class 1- Permanent Record and shall be retained indefinitely.

- a) Annual Reports
  - Official budget.
  - Financial report of all funds including cafeteria and student body funds.
  - Audit of all funds.
  - Fulltime equivalent student reports.

Other major annual reports, including (1) those containing information relating to property, activities, financial conditions or transactions, and (2) those declared by board minutes to be permanent.

b) Official Actions

Minutes of the board or committees thereof.

Elections and election result totals.

Records transmitted by another agency that pertain to that agency's action with respect to district organization.

c) Personnel Records

**Employees** - All records relating to employment, assignment, amounts and dates of service rendered, termination, or dismissal of an employee in any position, sick leave record, rate of compensation, salaries or wages paid, deductions on withholdings made and the person or agency to whom such amounts were paid.

**Students** - Student transcripts or records of enrollment and scholarship for each student. All records pertaining to any accident or injury for which a claim for damages has been filed as required by law, including any policy of liability insurance relating thereto, except that these records cease to be Class 1 - Permanent one year after the claim has been settled or the statute of limitations has expired. (E.C. Section 76210)

d) Property Records

All detail records relating to land, buildings, and equipment. In lieu of such detail records, a complete property ledger may be classified as Class 1 - Permanent, and the detail records may then be classified as Class 3 - Disposable, if the property ledger includes:

- 1) All fixed assets.
- 2) An equipment inventory.
- 3) For each unit of property, the date of acquisition or augmentation, the person from whom acquired, an adequate description or identification, and the amount paid, and comparable data if the unit is disposed of by sale, loss, or otherwise.

**Class 2 - Optional** (Title 5, Section 59024)

Any record worthy of further preservation, but not classified as Class 1 - Permanent, may be classified as Class 2 - Optional and shall then be retained until reclassified as Class 3 - Disposable.

**Class 3 - Disposable** (Title 5, Section 59025)

All records, other than continuing records, not classified as Class 1 - Permanent or Class 2 - Optional, shall be classified as 3 - Disposable, including, but limited to, detail records relating to:

- a) Records basic to audit, including those relating to attendance, average daily attendance, or a business or financial transaction (purchase orders, invoices, warrants, ledger sheets, canceled checks and stubs, student body and cafeteria fund records, etc.), and detail records used in the preparation of any other report.
- b) Periodic reports, such as daily, weekly, and monthly reports, bulletins, and instructions.

### **RETENTION OF RECORDS**

Class 3 – disposable records shall be maintained for the period required by applicable law or regulation, but in any event shall be retained for at least three fiscal years after the year in which they were originally created.

Records in storage shall be marked as to classification and the year in which the records originated. If the records are classified as disposable, the file will also be marked with the fiscal year in which the records are to be destroyed.

### **DESTRUCTION OF RECORDS**

The superintendent/president will submit a list of records recommended for destruction to the governing board and will certify that no records included in the list are in conflict with these regulations. After the board of trustees has specified that the identified records are to be destroyed, such records will be permanently destroyed by such methods as shredding, burning, or pulping. The superintendent/president of the college or his/her designee will supervise destruction.

References: Title 5, California Administrative Code Sections 59020-59029

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