



**COMPTON COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES POLICIES**

BP 3310 Records Retention and Destruction

Issued: July 21, 2020

References:

Title 5, Sections 59020, et seq.

Federal Rules of Civil Procedures, Rules 16, 26, 33, 34, 37, 45

The President/Chief Executive Officer 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.

Applicable Administrative Regulation:

AR 3310 Records Retention and Destruction