

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

Records means all records, maps, books, papers, data processing output and documents of the District required by Title 5 to be retained, including, but not limited to, records created originally by computer and electronically stored information (ESI), as that term is defined by the Federal Rules of Civil Procedure.

The Deputy Chancellor shall supervise the classification and destruction of records and ESI. The District shall comply with the Federal Rules of Civil Procedure and produce relevant ESI in the form in which it is ordinarily maintained or readily usable. An annual report shall be made to the Board of Trustees regarding the classification and destruction of records and ESI.

Records shall annually be reviewed to determine whether they should be classified as Class 1 (Permanent), Class 2 (Optional), or Class 3 (Disposable), as defined in Title 5.

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 college years after the event in which they were originally created.

All records that are subject to destruction shall be labeled when boxed for storage as to the destruction date. All records and documents that are permanent records shall be labeled as such.

Destruction is by any method that assures the record is permanently destroyed (i.e. shredding; burning; pulping).

#### Records Retention Related to Federal Programs

All records related to federal and state grants including financial and programmatic records required by program regulations, grant agreements, or documents reasonably considered pertinent to program regulations or grant agreement must be kept for five (5) years after submission of the final expenditure report. This applies to all supporting documentation, statistical records, and all records that pertain to the grant award.

If any litigation, claims, or audits are initiated before the expiration of the three year period, all applicable records shall be retained until all of the findings have been resolved and final action has been taken.

Board approval date: 1/24/06  
Revised: 2/11/14; 4/2/14