

2007. ADMINISTRATIVE REGULATIONS ON RETENTION
AND DESTRUCTION OF RECORDS

2007.1 Responsibility

- A. The Superintendent-President shall be responsible for the implementation of all regulations regarding the retention and destruction of all District Board related records and other records maintained in the President's Office.
- B. The Vice President, Academic Affairs shall be responsible for the implementation of all regulations regarding the retention and destruction of academic records.
- C. The Vice President, Administrative Services shall be responsible for implementation of all regulations regarding the retention and destruction of personnel, fiscal, and facilities records.
- D. The Vice President, Student Services shall be responsible for the implementation of all regulations regarding the retention and destruction of student records.

2007.2 Definitions

"Records" are as defined in section 59020 of Title 5.

Class 1 - Permanent Records

In general, a permanent record is the original document, or an exact copy if the original is required by law to be filed with another agency. Whenever an original document or exact copy as described above has been microfilmed, the filmed document is classified as Class 1 and the original or copy from which it was filmed is reclassified as Class 2 or 3, as appropriate.

Class 2 - Optional Records

Optional records are those that are not required by law to be retained permanently but are deemed worthy of further preservation by the District. When no longer deemed worthy of preservation, they may be reclassified as Class 3 and destroyed.

Class 3 - Disposable Records

Disposable records are those which are other than Class 1 or 2 and which also have a retention period and destruction requirements as described in later sections.

Class 4 - Nonrecords

The following documents are not classified as "records" and can be destroyed at any time:

- Duplicated copies of an original (except the exact copy requirement if the original is forwarded). For example, a person receiving a duplicate copy of an original is not required to retain it.
- Individual memoranda except those relating to personnel matters or a student record.
- Advertisements, brochures, magazines and other periodicals received.

2007.3 Classification of Records

Records are generally grouped into two categories, continuing and those originating during the last academic year.

- A. Continuing records are those which are active and useful for administrative, legal, fiscal, or other purposes over a period of years, and they shall not be categorized until such usefulness has ceased.
- B. At the end of each academic year, each area administrator shall review documents and papers received or produced during that year and classify them as Class 1 - Permanent, Class 2 - Optional, Class 3 - Disposable, or Class 4 - Nonrecords.

Area administrators shall maintain a current listing of all documents, and their classifications, for which they are responsible. They shall also indicate the year in which Class 3 - Disposable records are to be destroyed.

Whenever Class 1 records are microfilmed, the filmed copy is also classified as Class 1 and the original record, unless classified as Class 2 - Optional, may be classified as Class 3 - Disposable, and may then be destroyed in accordance with these regulations.

2007.4 Required Permanent Records

The following records must be classified as Class 1 - Permanent:

- A. Annual Reports:
 - 1. Official budget.
 - 2. Financial report of all funds, including cafeteria and student body funds.
 - 3. Audit of all funds.
 - 4. Average daily attendance.
 - 5. Other major annual reports, including those containing information relating to property, activities, financial condition, or transactions and those declared by Board Minutes to be permanent.

B. Official Actions:

1. Minutes of the Board or committees thereof, including the text of a rule, regulation, policy, or resolution not set forth verbatim in Minutes but included therein by reference only.
2. Elections, including the call, if any, for and the result of an election called, conducted or canvassed by the governing board for a board member, the board member's recall, issuance of bonds, incurring any long-term liability, change in maximum tax rates, reorganization, or any other purpose.
3. Records transmitted by another agency that pertain to that agency's action with respect to district reorganization.

C. Personnel Records:

All detail records relating to employment, assignment, employee evaluations, 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 or withholdings made and the person or agency to whom such amounts were paid.

In lieu of the detail records, a complete proven summary payroll record for every employee of the district containing the same data may be classified as Class 1 - Permanent, and the detail records may then be classified as Class 3 - Disposable.

D. Student Records:

1. Records of enrollment and scholarship for each student. Such records may include but need not be limited to name, student identification number (social security number), date of birth, place of birth, entering and leaving date for each term, subjects taken, and grades and credits awarded.
2. All records pertaining to any accident or injury involving a student 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 after the applicable statute of limitations has run.

E. 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, and adequate description or identification, and the amount paid, and comparable data if the unit is disposed of by sale, loss, or otherwise.

2007.5 Retention of Records

A. Class 1 - Permanent

The original of each permanent record shall be retained indefinitely unless microfilmed, after which it can be reclassified as Class 3 - Disposable.

B. Class 2 - Optional Records

Any record worthy of further preservation but not classified as Class 1, shall be retained until reclassified as Class 3 - Disposable.

C. Class 3 - Disposable Records

1. Generally a Class 3 - Disposable Record, unless otherwise specified, should be destroyed during the third school year after the school year in which it originated (e.g., 1986-87 plus 3 = 1989-90).
2. Class 3 - Records Basic to an Audit, shall not be destroyed until after the third July 1 succeeding the completion of the annual audit required by the Education Code or of any other legally required audit, or after the ending date of any retention period required by any agency other than the State of California, whichever date is later.

D. Class 4 - Nonrecords

Nonrecords may be destroyed at any time and do not have to be retained for any period of time.

E. Continuing Records

A continuing record shall not be destroyed until the third year after it has been classified as Class 3 - Disposable.

2007.6 Destruction of Records

- A. Each area administrator shall supervise the destruction of Class 3 records within his or her area of responsibility.
- B. Annually, each area administrator shall submit to the Board of Trustees through the Superintendent-President, a list of records recommended for destruction and shall certify that no records are included in the list in conflict with these regulations.
- C. The Board of Trustees shall:

1. Approve or disapprove the recommendation of the Superintendent-President.
2. Order a reclassification when necessary or desirable.
3. Order by action recorded in the minutes (with lists attached) the destruction of records in accordance with these regulations.

D. Manner of Destruction:

Upon the order of the Board of Trustees that specified records shall be destroyed, such records shall be permanently destroyed by such foolproof methods as shredding, burning, or pulping, and such destruction shall be supervised by the Superintendent-President or his or her designee.