

**CHAPTER 3: GENERAL INSTITUTION  
BOARD POLICY NO.: 3310**

**BOARD POLICY  
SISKIYOU JOINT COMMUNITY COLLEGE DISTRICT**

**Subject:                   Records Retention and Destruction**

**Adoption Date:  
1/11/94**

**Revision Date(s):  
9/2/08  
10/07/08**

**Review Date(s):  
6/5/12  
5/2/17**

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

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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.

**See Administrative Procedures 3310**