

**COLLEGE OF THE SISKIYOU**

**Procedure Manual**

**Title:** **Records Retention and Destruction**

**Adoption Date:** **October 7, 2008**

**Review Date:** **July 25, 2012;**

**Revision Date:** **March 14, 2017**

**Responsible Area:** **Superintendent/President**

**Responsible Office:** **President's Office**

**Policy 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 Superintendent/President shall supervise the classification and destruction of records and ESI. The District must preserve ESI and ESI that is relevant to actual or potential litigation pursuant to the Federal Rules of Civil Procedure. 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.

Records shall be classified as required by Title 5 and other applicable statutes, federal and state regulations.

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 year in which they were originally created.

Destruction is by any method that assures the record is permanently destroyed, e.g. shredding, burning, and pulping.

Classification of Records

- A. The Superintendent/President or his/her designee shall annually review documents and papers received or produced during the prior year and classify them as Class I - Permanent, Class II - Optional, or Class III - Disposable.
- B. Records originating during a current academic year shall not be classified during that year.
- C. Records of a continuing nature, i.e., active and useful for administrative, legal, fiscal, or other purposes over a period of years, shall not be reclassified until such usefulness has ceased.
- D. Whenever an original Class I - Permanent Record is photographed, microfilmed, or otherwise reproduced, the copy thus made is classified as Class I - Permanent. The original record, unless classified as Class II - Optional, may be classified as Class III - Disposable, and may then be destroyed in accordance with this policy.

II. Categories of Documents for Retention

- A. Class I - Permanent Records  
The original of each of the records listed in this section or one exact copy thereof when the original is required by law to be filed with another agency, is a Class I - Permanent Record, and shall be retained indefinitely unless microfilmed.
  - 1. Annual Reports
    - a. Official budget.
    - b. Financial report of all funds, including cafeteria and student body funds.
    - c. Audit of all funds.
    - d. Full-time Equivalent Students (FTES), including Period 1 and Period 2 reports.
    - e. Other major annual reports, including:
      - (1) Those containing information relating to property, activities, financial condition, or transactions.
      - (2) Those declared by Board minutes to be permanent.
  - 2. Official Actions
    - a. Minutes of the Board of Trustees thereof, including the text of a rule regulation, policy, or resolution not set forth verbatim in the Minutes, but included therein by reference only.
    - b. Elections, including the call, if any, for and the result (but not including detail documents, such as ballots) of an election called, conducted, or canvassed by the Board of Trustees 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. Personnel Records of Employee
    - a. 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, and rate of compensation.

- b. Salaries or wages paid deductions or withholdings made and the person or agency to which such amounts were paid. In lieu of the detail payroll records, a complete proven summary payroll record for every employee of the school district containing the same data may be classified as Class I - Permanent, and the detail records may then be classified as Class III - Disposable.

4. Student Records

The records of enrollment and scholarship for each student. Such records of enrollment and scholarship may include, but need not be limited to:

- a. Name of student.
- b. Date of birth.
- c. Place of birth.
- d. Name and address of parent having custody or a guardian, if the student is a minor.
- e. Entering and leaving date for each school year and for any summer session or other extra session.
- f. Subjects taken during each year, half year, summer session, or quarter.
- g. If grades or credits are given, the grades and number of credits toward graduation allowed for work taken.

5. 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 I - Permanent, and the detail records may then be classified as Class III - Disposable, if the property ledger includes:

- a. All fixed assets.
- b. An equipment inventory.
- c. 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.

B. Class II - Optional Records

Any record worthy of further preservation but not classified as Class I - Permanent may be classified as Class II - Optional and shall then be retained until classified as Class III - Disposable. If the Superintendent/President or designee determines that classification should not be made by the time specified in "I" above, all records of the prior year may be classified as Class II, Optional, pending further review and classification within one year.

C. Class III - Disposable Records

All records, other than Continuing Records, not classified as Class I - Permanent, or Class II - Optional, shall be classified as Class III - Disposable, including, but not limited to, detail records relating to:

1. Records Basic to Audit, including those relating to attendance, FTES, or a business or financial transaction (purchase orders, invoices, warrants, ledger sheets, cancelled checks, and stubs, student body and cafeteria fund records, etc.) and detail records used in the preparation of any other report.
2. Periodic Reports, such as daily, weekly, and monthly reports, bulletins, and instructions.
3. Student enrollment documents, e.g., application for admission and add/drop forms.

III. Retention Period

- A. Generally, a Class III, Disposable Record, unless otherwise specified in this policy should be destroyed during the third school year after the school year in which it originated, e.g., 1991-92 plus 3 = 1994-95.
- B. Records Basic to an Audit. A Class III, Disposable Record shall not be destroyed until after the third July 1 succeeding the completion of an audit required by Education Code Section 84040 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.
- C. Continuing Records. A continuing record shall not be destroyed until the third year after it has been classified as Class III, Disposable.

IV. Procedures for Destruction

- A. The Superintendent/President or his/her designee shall personally:
  1. Supervise the classification of records.
  2. Mark each file or container as to classification and the school year in which the records originated. If the records are classified as Class III -Disposable, the Superintendent/President or designee shall also mark the school year in which the records are to be destroyed.
- B. Manner of Destruction  
The specific records shall be permanently destroyed by shredding, burning or pulping and shall be supervised by the Superintendent/President or his/her designee.