



**Kern Community College District
Board Policy
Chapter 3 – General Institution**

BP 3310 Retention and Destruction of Records

References:

Title 5 Sections 59020, et seq.;

Federal Rules of Civil Procedure, Rules 16, 26, 33, 34, 37, and 45

Records are all books, papers, data processing output, and documents of the District.

The District Chancellor 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.*

The Chancellor or designee shall periodically, at a minimum, once every three years, review and classify records of the District. See [Procedure 3310](#) of this Manual for Classification of Records.