



Administrative Regulation
Chapter 3 – General Institution

AR 3310 RECORDS RETENTION AND DESTRUCTION

Records Classification and Retention

The administrators responsible for Admissions and Records, Financial Aid, and Student Life will annually classify student records into the following categories:

Class 1

Permanent Records (as defined in Title 5 Section 59024). Those records that are defined as permanent must be retained indefinitely.

Class 2

Optional Records (as defined in Title 5 Section 59024). Those records which are not required by law to be retained permanently but determined by the college to be worthy of further preservation.

Class 3

Disposable Records (as defined in Title 5 Section 59025). Those records are to be retained for three years beyond the academic year in which they were originated.

Class 4

Disposable Records. Those records which have no required retention period may be destroyed at any time.

References:

- Education Code Section 76220;
- Title 5, Sections 54608-and 59020 et seq.;
- Federal Rules of Civil Procedure, Rules 16, 26, 33, 34, 37, and 45

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