



San Diego Community College District

City College · Mesa College · Miramar College · College of Continuing Education

Board Policy

Chapter 3 – General Institution

BP 3310 – RECORDS RETENTION AND DESTRUCTION

The 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.

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

Adopted: 12/15/22
Revised: 07/17/25

(Supersedes BP 3310)