

**CHAPTER 8: Business Operations**  
**BOARD POLICY NO. 8.27 (BP 3310)**

**BOARD POLICY**  
**San Mateo County Community College District**

**Subject:** 8.27 Records Retention and Destruction  
**Revision Date:** 3/12; 3/16  
**Policy References:** Title 5 Sections 59020 et seq.; Federal Rules of Civil Procedure, Rules 16, 26, 33, 34, 37, 45

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The Chancellor shall establish 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 regulations. Such records shall include, but not be limited to student records, employment records and financial records.