

## 8.27 Records Management

~~1. A records management program, covering the life cycle of all records of the District and Colleges from the time they are originated, shall be implemented to:~~

~~a. Insure that records which are required to be preserved or which may be useful for future reference are permanently retained and safely stored, and that those which have outlived their usefulness are destroyed.~~

~~b. Minimize the cost of records keeping.~~

~~2. Destruction of records shall require the approval of the Board unless otherwise provided for or authorized by law. A report on the destruction of obsolete records shall be brought to the Board for approval annually.~~

~~Microfilm, photographic or electronic copies of any records may be made and the original of any records so copied may be destroyed upon authorization of the Board in accordance with Education Code provision.~~

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.

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

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