

**Coast Community College District**  
**BOARD POLICY**  
Chapter 3  
General Institution

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**BP 3310 Records Retention and Destruction**

**References:**

Title 5, Sections 58031, 59020 – 59033

The District shall retain and destroy records pursuant to Title 5, Sections 59020 through 59033 and in accordance with other applicable provisions of federal and state law.

The Chancellor shall establish administrative procedures to assure the retention and destruction of all District records in compliance with applicable law. Such records shall include, but are not limited to student records, employment records and financial records. The administrative procedures will also address records destroyed by calamity.

Adopted December 2, 2013

Renumbered from Board Policy 3301 on December 2, 2013

Revised May 16, 2018

Reviewed November 15, 2023