

2007. POLICY ON RETENTION AND DESTRUCTION OF RECORDS

Reference: California Code of Regulations, Title 5, Sections 59020 et seq.
Federal Rules of Civil Procedure, Rules 16, 26, 33, 34, 37, 45

The Long Beach Community College District, in keeping with sound business practices, maintains operational and historical records. The Superintendent-President shall establish administrative regulations to assure the retention and destruction of District records, including electronically stored information, in accordance with the Federal Rules of Civil Procedure and in compliance with Title 5. Such records shall include, but not be limited to, student records, academic records, personnel, fiscal, facilities and financial records, and Board records.

Adopted: April 14, 1992
Revised: May 24, 2011

