



MONTEREY PENINSULA
COLLEGE

GOVERNING BOARD POLICIES

Chapter 3 General Institution

3310

BP 3310 Records Retention and Destruction

The Vice President for Administrative Services 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.

See Administrative Procedure 3310 – Records Retention and Destruction

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

Adopted: October 24, 2012

Reviewed: February 24, 2016

Revised and Adopted: June 23, 2021