



## Chapter Four: Business Services and Operations

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BP 4510  
Records Retention  
(CCLC BP 3310)

The Superintendent President or designee 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.

*Legal Reference: CA Code of Regulations (C.C.R.) Title 5, Sections 59020, et seq.; Federal Rules of Civil Procedure, Rules 16, 26, 33, 34, 37 and 45.*

**Adopted: March 1, 2010**