



ADMINISTRATIVE PROCEDURES

No. 304.2

MENDOCINO - LAKE COMMUNITY COLLEGE DISTRICT

RECORDS RETENTION AND DESTRUCTION

“Records” means all records, maps, books, papers, data processing output, and documents of the District, including but not limited to records created originally by computer, required by Title 5 to be retained.

The Superintendent/President or designee shall supervise the classification and destruction of records. An annual report shall be made to the Board of Trustees regarding the classification and destruction of records.

Records shall be classified as required by Title 5 and other applicable statutes, federal and state regulations.

Records shall periodically be reviewed to determine whether they should be classified as Class 1 – Permanent, Class 2 – Optional, or Class 3 – Disposable (as defined in Title 5).

Class 3 – disposable records shall be maintained for the period required by applicable law or regulation, but in any event shall be retained for at least three college years after the year in which they were originally created.

Destruction is by any method that assures the record is permanently destroyed, e.g. shredding, burning, pulping.

Title 5, Sections 59020 et seq.

Adopted: January 14, 2004