

ADMINISTRATIVE PROCEDURES

Chapter 3 General Institution

3310

AP 3310 Records Retention and Destruction

“Records” means all records, maps, books, papers, data processing output, and documents of the District required by *Title 5* to be retained, including but not limited to records created originally by computer and “electronically stored information” (“ESI”), as that term is defined by the *Federal Rules of Civil Procedure*.

What a record is not: Additional copies of documents beyond the original or one copy; correspondence between district employees that does not pertain to personnel matters or constitutes a student record; advertisements and other sales materials received; or textbooks used for instruction, and other instructional materials, including library books, pamphlets, and magazines.

Class 1 Permanent Records (not to be destroyed)

1. Official budget
2. Financial report of all funds including cafeteria and student body funds
3. Audits of all funds
4. Any record/report/audit declared by the Board of Trustees to be permanent
5. Full-time student reports to include Period 1 and Period 2 reports
6. Records that contain property transactions or financial transactions
7. Minutes of the Board Meetings
8. Personnel records
 - a. All records of employment, assignments & evaluations
 - b. Termination or dismissal and sick leave records
 - c. All payroll records to include wages paid, deductions, or withholdings made (Note: a summary can be made for each employee and the remaining records can be classed as disposable)
9. **Student Records**
 - a. Records of enrollment and achievement to include:
 - i. Name of student
 - ii. Date of birth
 - iii. Place of birth
 - iv. Parent/guardian name and address
 - v. Enrollment and leaving date of each academic year and summer session
 - vi. Subjects taken



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- vii. All records pertaining to any accident or injury involving a student for which a damage claim has been filed. (These records cease to be class one permanent one year after the claim has been settled on after the applicable statute of limitation has expired.)

10. Property Records

- a. All detailed records relating to land, buildings, and equipment must be maintained. A complete property ledger may be classified as Permanent and the detail records may then be disposed of as Class III disposable. The following records must be maintained:
 - i. All fixed assets
 - ii. An equipment inventory

For each unit of property, the date of acquisition, the person from whom it was acquired, an adequate description or identification, the amount paid, and comparable data must be recorded. If the unit is disposed of, the sale, loss, or disposal must be recorded.

Class II Optional Records

- 1. This class includes any record worthy of preservation but not classified as Class I. These records shall be maintained until reclassified to Class III by the Superintendent/President or his/her/their designee.

Class III – Disposable Records

- 1. This includes records basic to audit, including attendance records as well as business transactions such as purchase orders, invoices, warrants ledger sheets, canceled checks, and student body and cafeteria fund receipts.
- 2. Also included in Class III are periodic reports and monthly reports, bulletins, and instructions.

Retention Period

- 1. Class III Disposable Records, unless otherwise directed by the Board of Trustees, should be destroyed during the third college year after the college year in which the records were produced. (That constitutes three years of retention.) Federal supported programs may require longer periods of retention.
- 2. With respect to records basic to an audit, they shall not be destroyed until the third July 1 succeeding the audit.
- 3. Any record reclassified as Class III should be destroyed three years after the date of the reclassification.



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See Board Policy 3310 – Records Retention and Destruction

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

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