

## 1.0 Definition of Records

- 1.1 “Records” means all records, maps, books, papers, and documents that Los Rios Community College District is required by law to prepare or retain by law or official duty. "Records" includes "student records" as defined in section 76210 of the Education Code.
- 1.2 The following documents are not "records" and may be destroyed at any time:
  - A) Additional copies of documents beyond the original or one copy. (A person receiving a duplicated copy need not retain it.)
  - B) Correspondence between district employees that does not pertain to personnel matters or constitute a student record.
  - C) Advertisements and other sales material received.
  - D) Textbooks used for instruction, and other instructional materials, including library books, pamphlets and magazines.

## 2.0 Classification of Records:

- 2.1 The Chancellor, or designee shall classify all records of the District pursuant to section 59022 of Title 5 of the California Code of Regulations and other applicable state and federal statutes into three Classes: Class 1-Permanent; Class 2-Optional or Class 3-Disposable. The following definitions of these classes shall be followed:

- 2.1.1 Class 1-Permanent records (Title 5, § 59023):

The original of each of the records listed in this Section, or one exact copy thereof when the original is required by law to be filed with another agency, is a Class 1-Permanent record.

The following reports:

- 1) The annual official budget;
- 2) The annual financial report of all funds, including cafeteria and student body funds;
- 3) The annual audit of all funds;
- 4) The annual full-time equivalent student, including Period 1 and Period 2 reports; and
- 5) The other major annual reports, including:

- a) Those containing information relating to property, activities, financial condition, or transactions; and
- b) Those declared by board minutes to be permanent.

The following official actions:

- 1) Minutes of the board or committees thereof, including the text of a rule, regulation, policy, or resolution not set forth verbatim in minutes but included therein by reference only;
- 2) Elections, including the call, if any, for and the result (but not including detail documents, such as ballots) of an election called, conducted or canvassed by the governing board for a board member, the board member's recall, issuance of bonds, incurring any long-term liability, change in maximum tax rates, reorganization, or any other purpose; and
- 3) Records transmitted by another agency that pertain to that agency's action with respect to district reorganization.

The following personnel records of employees:

All detail records relating to employment, assignment, employee evaluations, amounts and dates of service rendered, termination or dismissal of an employee in any position, sick leave record, rate of compensation, salaries or wages paid, deductions or withholdings made and the person or agency to whom such amounts were paid. In lieu of the detail records, a complete proven summary payroll record for every employee of the school district containing the same data may be classified as Class 1-Permanent, and the detail records may then be classified as Class 3- Disposable.

The following student records:

- 1) The records of enrollment and scholarship for each student. Such records of enrollment and scholarship may include but need not be limited to:
  - a) Name of student;
  - b) Date of birth;
  - c) Place of birth;
  - d) Name and address of a parent having custody or a guardian, if the student is a minor;

- e) Entering and leaving date for each academic year and for any summer session or other extra session;
  - f) Subjects taken during each year, half year, summer session or quarter; and
  - g) If grades or credits are given, the grades and number of credits toward graduation allowed for work taken.
- 2) All records pertaining to any accident or injury involving a student for which a claim for damages has been filed as required by law, including any policy of liability insurance relating thereto, except that these records cease to be Class 1-Permanent records, one year after the claim has been settled or after the applicable statute of limitations has run.

#### Property Records:

All detail records relating to land, buildings, and equipment. In lieu of such detail records, a complete property ledger may be classified as Class 1-Permanent, and the detail records may then be classified as Class 3-Disposable, if the property ledger includes:

- 1) All fixed assets;
  - 2) An equipment inventory; and
  - 3) For each unit of property, the date of acquisition or augmentation, the person from whom acquired, an adequate description or identification, and the amount paid, and comparable data if the unit is disposed of by sale, loss, or otherwise.
- 2.1.2 When Class 1 - Permanent documents are imaged, the original record may be classified as Class-3 disposable when the following requirements are met:
    - 1) The copy is accurate;
    - 2) The document or the system contains a signed and dated affirmation that the copies meet the business records requirements of the Evidence Code (A cover sheet covering multiple documents may be used when a large batch of documents is scanned);
    - 3) The copy is placed in an accessible location and provision is made for permanently preserving, examining and using that location; and

- 4) If the record is photographed or microfilmed, it must be on film approved for permanent records by the United States Bureau of Standards. (Title 5, § 59022)

#### 2.1.3 Class 2-Optional Records

Any record worthy of further preservation but not classified as Class 1-Permanent may be classified as Class 2-Optional. (Title 5, § 59024.) If the chief executive officer, or other designee, determines that classification should not be made by the time specified in section 59022, all records of the prior year may be classified as Class 2-Optional, pending further review and classification within one year.

#### 2.1.4 Class 3- Disposable Records

All records, other than Continuing Records, not classified as Class 1-Permanent or Class 2-Optional, shall be classified as Class 3-Disposable, including, but not limited to, detail records relating to:

- 1) Records basic to audit, including those relating to attendance, full-time equivalent student, or a business or financial transaction (purchase orders, invoices, warrants, ledger sheets, canceled checks and stubs, student body and cafeteria fund records, etc.), and detail records used in the preparation of any other report; and
- 2) Periodic reports, such as daily, weekly, and monthly reports, bulletins, and instructions. (Title 5, § 59025.)

### 3.0 Retention Period

- 3.1 Class 1-Permanent records and shall be retained indefinitely, unless copied or reproduced in accordance with California Code of Regulations, Title 5, section 59022, subdivision (e).
- 3.2 Class 2-Optional records shall then be retained until reclassified as Class 3-Disposable.
- 3.3 Generally, a Class 3-Disposable record, unless otherwise specified in this Subchapter, should be destroyed during the third college year after the college year in which it originated (e.g., 2010-11 plus 3 = 2013-14). Federal programs, including various student aid programs, may require longer retention periods and such program requirements shall take precedence over the requirements contained herein.
- 3.4 With respect to records basic to an audit, a Class 3-Disposable record shall not be destroyed until after the third July 1 succeeding the completion of the audit required by Education Code Section 84040 or of any other legally required audit, or that period specified by Section 59118, or after the ending date of any retention

period required by any agency other than the State of California, whichever date is later.

- 3.5 With respect to continuing records, a continuing record shall not be destroyed until the third year after it has been classified as Class 3- Disposable.

#### 4.0 Manner of Destruction

Upon the order of the Board, chancellor, or designee that specified records shall be destroyed, such records shall be permanently destroyed by such foolproof methods as shredding, or pulping; and such destruction shall be supervised by the chancellor or other designee. Further, destruction of records shall be approved by the Board of Trustees.

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Adm. Regulation Adopted: 8/29/11  
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