

**SOLANO COMMUNITY COLLEGE DISTRICT**

**STUDENT RECORDS RETENTION AND DESTRUCTION**

**5150**

**POLICY:** The Superintendent-President or designee shall establish administrative procedures to assure the lawful retention and destruction of 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.

**REFERENCES/**

**AUTHORITY:** Title 5, Sections 16022-27, 59020, et seq., Federal Rules of Civil Procedure, Rules 16, 26, 33, 34, 37, 45

California Education Code, Section 76220

**ADOPTED:** December 3, 1986

**REVISED:** February 7, 2001; January 18, 2012