

Policy Change	<input type="checkbox"/>	Constituency Group Review	<input checked="" type="checkbox"/>
Procedure Change	<input checked="" type="checkbox"/>	District Council	<input type="checkbox"/>
New Policy	<input type="checkbox"/>	Board 1 st Reading	<input type="checkbox"/>
New Procedure	<input type="checkbox"/>	Board 2 nd Reading	<input type="checkbox"/>
Comments:		Referred to:	

KEY:
BOLD= new language
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Edited:
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Policy

3310 Records Retention and Destruction

The Chancellor 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, employment and financial records.

References:

Title 5, Section [59020 et seq.](#); Federal Rules of Civil Procedure, Rules [16](#), [26](#), [33](#), [34](#), [37](#) and [45](#).

Adopted: April 10, 2013

Administrative Procedure

3310 Records Retention and Destruction

- I. “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.
- II. The Chancellors’ Office shall supervise the classification and destruction of records and ESI. The District must preserve ESI that is relevant to actual or potential litigation pursuant to the Federal Rules of Civil Procedure. The District shall comply with the Federal Rules of Civil Procedure and produce relevant ESI in the form in which it is ordinarily maintained or readily usable. An annual report shall be made to the Board of Trustees regarding the classification and destruction of records.
- III. Records shall be classified as required by Title 5 and other applicable statutes, federal and state regulations.
- IV. Records shall annually 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).
- V. 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.
- VI. Destruction is by any method that assures the record is permanently destroyed, e.g. shredding, burning and pulping.

VII. Under the direction of the Chancellor, the Associate Vice Chancellor Information Technology will establish electronic data backup and tape storage for each enterprise system in support of record retention and destruction. Those scheduled backups are established to protect data integrity and are designed for the purpose of restoring the original data in case of accidental deletion, hardware failure, data corruption or disaster recovery. These backups are not to serve as the official means for data retention. The current schedule is as follows:

Authentication servers	30 days
CC, MJC and District Main Web servers	90 days
Cisco Unified Communication Manager	90 days
Cognos and related systems	365 days
Computer Lab Servers (CC and MJC)	365 days
Colleague Reporting and Operating Analytics (CROA) and related systems	365 days
Ellucian Colleague (including all applications servers, web servers and the database server)	365 days
Email (Faculty and Staff only)	90 days
File Shares (Faculty and Staff only)	180 days

Library Systems	365 days
Matrix OnBase System	180 days
Network equipment (including firewalls and routers)	180 days
Scheduling and Reporting Software (SARS) systems	365 days
SharePoint and database server	180 days
Video Surveillance System	90 days

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All backups will take place between the hours of 5:00 p.m. and 7:00 a.m. If operations is aware that the backup schedule in some way interferes with a crucial work process, then a specific alternate schedule will be implemented. Incremental backups (all files changed since the last full backup) will be performed daily, Monday through Thursday and twice over each weekend. These tapes will be stored onsite after the incremental backup cycle. A full backup will be performed once each weekend (Friday, Saturday or Sunday depending upon the system schedule). These tapes will be stored offsite at an appropriate facility the Iron Mountain location for storage. The schedule in the table above refers to the weekly full back for the retention schedule.

References:

Title 5, Sections [59020 et seq.](#); Federal Rules of Civil Procedure, Rules [16](#), [26](#), [33](#), [34](#), [37](#) and [45](#).

Procedure Last Revised: ~~March 13, 2013~~, April 10, 2013