



2.16

**RECORDS RETENTION AND DESTRUCTION**

ADOPTED DATE HERE

Title 5 Sections 59020, et seq.;

Federal Rules of Civil Procedure, Rules 16, 26, 33, 34, 37, 45

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The District will maintain administrative procedures to assure the appropriate retention and destruction of its student, employment, and financial records, including electronically stored information (ESI), according to law.

Such records will be classified as Permanent (Class 1), Optional (Class 2), or Disposable (Class 3) at least annually.