

2007.

ADMINISTRATIVE REGULATIONS ON RETENTION
AND DESTRUCTION OF RECORDS

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Responsibility

- A. The Superintendent-President, or designee, shall be responsible for the implementation of all regulations regarding the retention and destruction of District Board-related records, and other records maintained in the Superintendent-President's Office.
- B. The Vice President, Academic Affairs, or designee, shall be responsible for the implementation of all regulations regarding the retention and destruction of academic records.
- C. The Vice President, Business Services, or designee, shall be responsible for implementation of all regulations regarding the retention and destruction of fiscal and facilities records.
- D. The Vice President, Human Resources, or designee, shall be responsible for the implementation of all regulations regarding the retention and destruction of personnel records.
- E. The Vice President, ~~Human Resources~~ ^{Employee Services}, shall be responsible for the implementation of all regulations regarding the retention and destruction of email records.

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Definitions

"Records" are as defined in section 59020 of Title 5.

Class 1 - Permanent Records

In general, a Class 1 permanent record is the original document, or an exact copy, if the original is required by law to be filed with another agency. Whenever an original document or exact copy as described above has been microfilmed or electronically stored, the filmed or electronically stored document is classified as Class 1 and the original or copy from which it was filmed is reclassified as Class 2 or 3, as appropriate.

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B. At the end of each academic year,
Long Beach Community College District



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5. Other major annual reports, including those containing information relating to property, activities, financial condition or transactions, and those declared by Board minutes to be permanent.

B. Official Actions:

1. Minutes of the Board of Trustees

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District. When no longer deemed worthy of preservation, they may be reclassified as Class 3 records and destroyed.

3. General Obligation Bond records and supporting document information must be retained for

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- May arise from exceptional age and/or some significant historical event.
5. Has vital value and is critical to maintain to ensure operational continuity after a disruption or disaster.
- Vital records or information may fall into any one of the above value categories.

Questions about the proper classification (transitory or lasting value) of