



Book	Board Policy
Section	Chapter 3 - General Institution
Title	Classification, Retention and Destruction of Records
Code	BP 3410
Status	Active
Legal	<a href="#">California Code of Regulations, Title 5, Sections 59020 et seq.</a> <a href="#">Education Code Section 76210</a> <a href="#">Education Code Section 76220</a>
Adopted	November 18, 1996
Last Revised	August 16, 1999

The Board of Trustees hereby establishes as an annual procedure the records retention and destruction process set forth in Administrative Procedure 3410.

[See Administrative Procedure 3410 Guidelines for Classification, Retention and Destruction of Records](#)

Approved 11/18/96  
Amended 8/16/99