

**SAN FRANCISCO COMMUNITY COLLEGE DISTRICT
POLICY MANUAL**

Title: RECORD RETENTION AND DESTRUCTION	Number: 8.16
Legal Authority: Title 5 Section 59020 et seq. Administrative Procedure 8.16	Page: 1 of 1

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 records, employment records and financial records.

Approved by District Board of Trustees Date: 2/26/2015	Authenticated by Chancellor: Date: 2/26/2015
	Revision Number: Date: