



## **BP 3310 Records Retention and Destruction**

### **References:**

Federal Rules of Civil Procedure, Rules 16, 26, 33, 34, 37, and 45;  
NWCCU Standards 2.A.20 and 2.D.7  
ORS 192.005 – ORS 192.170  
OAR 166-450-0000 – OAR 166-450-0125

The President shall establish administrative procedures to assure the retention and destruction of all College records—including electronically stored information as defined by the Federal Rules of Civil Procedure and Oregon law. Such records shall include, but not be limited to student records, employment records, and financial records.

END OF POLICY

President's Cabinet Approval Date:	November 12, 2019
College Council Approval Date:	December 5, 2019
Board Adoption Date:	January 14, 2020
Last Revised:	January 14, 2020

Rescinds: