



## **AP 3810 Claims Against the District**

The designated form for filing a claim for damages is available in the Office of Human Resources. The claim form shall be completed, signed, and filed with the Office of Human Resources. Claims not submitted on the designated form will be returned. The District shall act on a claim within 45 days after the claim is received.

Claims received by the District shall be forwarded to the District's claims administrator. If recommended for denial by the District's claims administrator, the claim shall be submitted to the Office of Human Resources for final, official rejection and appropriate notification.

References: Education Code Section 72502;  
Government Code Sections 900 et seq. and 910 et seq.

Approved: 9/25/12  
*(Replaces former Administrative Procedure 6.3.2)*