PROCEDURE NAME: 5.1.5 Student Records, Retention, and Destruction

Reference: Education Code, Sections 76200 et seq.; Title 5, Sections 54600 et seq., 59020 et seq.

Note: This procedure is required. It addresses the Chaffey Policy: Chapter 5: Student Services, 5.1 Records, Retention and Destruction

Purpose: To provide an effective system of forms control to limit the number of documents currently maintained through a retentions manual located in the office of Admissions, Registration and Records.

1. The college establishes, maintains and destroys student records according to regulations adopted by the board of Governors of the California Community Colleges.

2. “Records” means all documents submitted by students, faculty, transcripts, data processing output, other documents including but not limited to records created originally by computer, and all other records and reports under the jurisdiction of the office of Admissions, Registration and Records.

3. The Director of Admissions shall supervise:
   
   3.1 The orderly preservation of records having long-term permanent worth as determined by legal requirements
   
   3.2 The systematic retirement and transfer to more economical storage of those records
   
   3.3 The classification and destruction of student records
   
   3.4 The orderly and prompt destruction of temporary records as they outlive their usefulness

4. Records are annually reviewed to determine whether they should be classified as:
   
   Class 1 – Permanent
   Class 2 – Optional
   Class 3 – Disposable (as defined in Title 5)

5. Class 3 – Disposable records shall be maintained for the period required by applicable law or regulation, but in any event shall be retained for at least three college years after the year in which they were originally created.

6. The method of destruction for student records is shredding by appropriate staff.