

Students and Student Services

D. Student Personnel Services

5310 Student Records: Maintenance, Retention and Destruction

It is the policy of this district that all student records shall be maintained, retained, and destroyed in accordance with the provisions of California Code of Regulations, Title 5, and the California Education Code. In accordance with this policy, the Dean of Admissions and Records or the Registrar shall be the student records officer responsible for the plans and procedures relating to the maintenance, retention, and destruction of student records. Records of inactive students shall be microfilmed or placed on optical discs. The Dean of Admissions and Records shall be responsible for this process in compliance with law.