

**SAN FRANCISCO COMMUNITY COLLEGE DISTRICT
POLICY MANUAL**

Title RECORD RETENTION AND DESTRUCTION	Number
Legal Authority TS 59020 Art. 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—compliance with Title 5. Such records shall include, but not be limited to student records, employment records and financial records.

Adopted By Date 2/26/2015	Adopted By : Date 2/26/2015 Revised : Date
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