

June 18, 2020

20-170

BP 3310 RECORDS RETENTION AND DESTRUCTION
(FIRST READING)

PREPARED BY: Jeannie Moton, Executive Coordinator, Board of Directors

APPROVED BY: Mark Mitsui, President

REPORT: The President shall establish administrative procedures to assure the retention and destruction of all Portland Community 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.

RECOMMENDATION: The Board approve BP 3310 in accordance with Federal Rules of Civil Procedure, Rules 16, 26, 33, 34, 37, and 45; NWCCU Standards 2.C.4; ORS 192.005 – ORS 192.170; OAR 166-450-0000 – OAR 166-450-0125as presented.