



A. Pursuant to 155.004(c)(2) of the Texas Public Information Act, the information requested is withheld because it is exempt from public release under Texas Public Information Act § 55A.002(3), Texas Government Code § 552.002(3), or identified in any physical or electronic form.



b. Examples of Class 2 Records:

- 1) Miscellaneous curriculum and instructional records.
- 2) Bids, contracts, and vendor files.
- 3) Certain records regarding categorical funds.
- 4) Email

3. Class 3 Disposable Records

a. Disposable records have specific retention periods and procedures for destruction. These may also include any permanent Class 1 records that have been microfilmed, whereby the microfilm document becomes the permanent record and the paper documents may be destroyed. All disposable records shall be maintained for no less than three (3) years after the year in which they were originally created.

b. Examples of Class 3 Records

- 1) Miscellaneous financial records, including bank reconciliation and warrant reports, cash collection reports, invoices, journal vouchers, petty cash reports, purchase orders, receipts, student body and auxiliary fund transactions, cancelled checks and travel records
- 2) Detail records used in the preparation of any other report
- 3) Work order and repair tickets
- 4) Vehicle maintenance and checkout records
- 5) Employment applications and recruitment files
- 6) Census reports
- 7) Crime Reports

F. Microfilm/Microfiche Storage/Data Imaging Storage

Documents may be retained in any format approved by the California Community Colleges Chancellor's Office, Title 5, and the California Education Code (CEC). Currently the CEC allows the district to destroy the original of any record when provision has been made for permanently maintaining the photographic, microfilm, or electronic copies in the files of the district, except that no original record that is basic to any required audit shall be destroyed prior to the second July 1 succeeding the completion of the audit. All departments of the district shall make

allowed by the California Community Colleges Chancellor's Office) in order to minimize storage space and maximize efficient access to the original data.

G. Off-site Back-up of Electronic Records

Electronic records shall be backed-up to a secondary location on a routine and systematic basis following NIST recommended best practices.

H. Destruction of Records

All Class 2 and Class 3 records that have been held for the required retention periods, and any Class 1 records after having been duly electronically archived and held for the required retention period, may be destroyed as allowed under Title 5 and applicable sections of the California Code of Regulations and all other applicable laws, codes, and statutes. Once Class 2 and Class 3 records have met their required retention rate, they shall be destroyed within six months of their minimum termination date. The Board of Trustees shall be notified of pending action to destroy records. All district records deemed to be approved, ready, and appropriate for destruction shall be shredded using a high-grade, cross-cut method such that none of the data contained in the records can be reconstructed or misused. Electronics files ready for destruction shall be deleted from the district systems in a manner as recommended by Academic Information Services (AIS).