



Any claims against the district for money or damages that are not governed by any other statutes or regulations expressly relating thereto shall be presented and acted upon in accordance with Title I, Division 3.6, Part 3, Chapter 1 (commencing with Government Code §900) and Chapter 2 (commencing with Government Code §910).

Claims must be presented according to this policy and related procedures as a prerequisite to filing suit against the district.

Claims that are subject to the requirements of this policy include, but are not limited to, the

The designated place[s] for service of claims, lawsuits, or other types of legal process upon the district is/are:

- A. Student records—Admissions and Records Department
- B. Employee records—Human Resources Department
- C. Public records—Public Information Office
- D. Criminal records—Campus Police
- E. Officer
- F. Pursuant to Government Code §§935.2 and 935.4, the district is authorized to delegate

- G. Pursuant to Government Code §§910.8, 935.2, and 935.4, the district designates the Vice President of Human Resources, or designee as the person authorized to receive and reject claims filed with the Board of Trustees and to settle claims up to \$50,000 under Government Code §900, et.seq.

See Administrative Procedure 3810.