

LOS ANGELES COMMUNITY COLLEGES OFFICE OF THE CHANCELLOR ADMINISTRATIVE REGULATIONS	INDEX NUMBER: S-8
REFERENCE:	TOPIC: Retention of ASO Records
ISSUE DATE: June 3, 2010	INITIATED BY: Educational Support Services Division
CHANGES: Replaces Administrative Regulation E-47	DATES OF CHANGES:

1. All documents shall be classified as either Class 1 (Permanent), Class 2 (Optional), or Class 3 (Disposable) Records pursuant to LACCD Board Rule 7708:
 - a. Board Rule 7708.10 defines and lists examples of Class 1 (Permanent) Records. Class 1 (Permanent) Records shall be retained indefinitely unless copied or reproduced in accordance with Title 5, California Code of Regulations, section 59022(e). Whenever an original Class 1 (Permanent) Record is photographed, micro-photographed or otherwise reproduced on film or electronically, the copy thus made is classified as a Class 1 (Permanent) Record.
 - b. Board Rule 7708.11 defines Class 2 (Optional) Records as follows: Any Record that is not a Class 1 (Permanent) Record shall be classified as Class 2 (Optional) and shall be retained until reclassified as Class 3 (Disposable). If the Records of a prior year are not classified before July 1, all Records of the previous year shall be classified as Class 2 (Optional) until they are classified as required by Board Rule 7708. Such classification must occur within one year.
 - c. Board Rule 7708.12 defines Class 3 (Disposable) Records as follows: All Records, other than continuing Records, not classified as Class 1 (Permanent) or as Class 2 (Optional) shall be classified as Class 3 (Disposable). These Records include but are not limited to: Records basic to audit, including those relating to attendance, full-time equivalent student, or a business or financial transaction (purchase orders, invoices, warrants, ledger sheets and canceled check stubs, student body and cafeteria fund Records, etc.); detail Records used in the preparation of any other report; and periodic reports, including daily, weekly and monthly reports, bulletins and instructions.

2. Classification of ASO Records

The following ASO records shall be considered Class 1, Permanent Records:

- a. Annual reports, which include the official budget reports; financial reports of all funds, including audit reports of all funds; other major annual reports, including, activities, financial condition or transactions, and those other reports declared by the LACCD Board of Trustees to be permanent.

- b. Records of official actions of the ASO, which include agendas and minutes of ASO meetings and ASO committee meetings, including the text of rules, regulations, policies or resolutions not included verbatim in the minutes but by reference only.

3. Public Records.

Copies of the above permanent records can be obtained through the District's public records policy: Board Rules, Chapter VII, Article VII – Records.