Honorable Board of Trustees of the
San Francisco Community College District

Subject: Resolution No. 960125S1
Authorizing destruction of records List No. 22, District Business Office

President and Members:

The District Business Office has a formal records management system including a procedure for classification, retention, and destruction of its records.

The system conforms to the regulations contained in Title 5, California Code of Regulations, Chapter 2.5, commencing with Section 59020. It also exceeds the records retention requirements set up by the U. S. Department of Health, Education and Welfare under Title 45, Code of Federal Regulations, commencing with Section 74.20.

Records classified as "Permanent," are microfilmed in accordance with regulations, and records classified as "Disposable," at the end of their retention period, may be destroyed.

Attached is a Recommendation for Destruction of Records, List No. 22 containing a list of records of the District Business Office that have passed the retention period and/or have been microfilmed.

Title 5, California Code of Regulations Section 59028 reads as follows: "The governing board shall: (a) approve or disapprove the recommendations of the Chief Administrative Officer; (b) order a reclassification when necessary or desirable; (c) order by action recorded in the minutes (with lists attached) the destruction of records in accordance with these regulations."

The following resolution is recommended for adoption:

WHEREAS: The records of the District Business Office listed in the attached Recommendation for Destruction of Records, List No. 22 have passed the statutory retention period and/or have been microfilmed;
THEREFORE BE IT RESOLVED: That the Chancellor, Chief Operating Officer, and/or Vice Chancellor, Administration and Finance are hereby authorized and directed to destroy those records specified in the attached Recommendation for Destruction of Records, List No. 18, District Business Office, by shredding.

Recommended for adoption:

Del M. Anderson  
Chancellor

Originator: James Kendrix