San Diego Miramar College

Storage and Disposition of Records – Administrative Procedure

Reference: BP 6550 Disposal of Property

AP 6550.2 Storage and Disposition of Records

Office of Primary Responsibility:

Administrative Services

Business Office

Governing Code or Reference:

Title 5 California Administrative Code, sections 59020 et seq.

**FUNCTION:**

1. Definition
2. Records are identified as all papers, reports and correspondence, without regard for how it is recorded, but which are created or received during the conduct of San Diego Miramar College business.
3. **Sensitive Information** includes recorded information about identifiable students, personnel or internal District operations. These records must not leave the custody of District employees unless secured under lock and key. The contents of boxes marked Sensitive Information are not classified as “Records” under the provision of California Administrative Code, Title 5 and may be destroyed without further documentation
4. **Class-1 Records** are permanent.
5. **Class-3 Records** are disposable.

**IMPLEMENTATION:**

1. All San Diego Miramar College records storage and disposition will be logged via the campus Business Services office.
2. Prior to sending records to the District warehouse, the transferring department will complete the following and send to Business Services:
3. Records Transfer Label (Business Services will issue the Transferring Office Reference Number).
4. Specific and Itemized contents of box is required to be completed in the Subject of Records field.
5. Pick-Up and Delivery Order (please leave space next to each item so that Transferring Office Reference Number can be inserted).
6. Business Services will assign and log Transferring Office Reference Number and retain a copy of the completed Records Transfer Label for file.
7. Business Services will return the completed and signed forms to the Transferring Office. The Transferring Office will place one completed Records Transfer Label in two (2) specific locations. 1) Inside box, on top of contents, 2) Outside box on corners so that two part label is visible from front and sides of box.
8. The Transferring Office will place Records in approved banker’s box that must have a security string-and-button closure. Approved box sizes are:
9. Banker’s Box Size 12X24X10
10. Banker’s Box Size 15X24X10
11. Sensitive Records may be transferred in any type of box
12. Business Services will forward the completed Pick-Up and Delivery Order form to the campus stockroom for coordination of pick up from Central Distribution Center.