
Effective Date: July 1, 2026 (Transition period begins immediately)

Responsible Department: District Warehouse

1. Purpose

The District Warehouse is designed primarily for shipping and receiving operations. Due to space limitations and the need for operational efficiency, the District is transitioning from physical to digital storage for all permanent records. This policy outlines the requirements for record classification, the phase-out of physical permanent storage, and departmental responsibilities for record maintenance.

2. Record Classifications

In accordance with Title 5 of the California Code of Regulations and the CASBO Records Retention Manual, all District records must be classified into one of the following categories before submittal to the Warehouse:

- **Class 1 – Permanent:** Records required by law to be retained indefinitely (e.g., student transcripts, board minutes, personnel files).
- **Class 2 – Optional:** Records worthy of further preservation for later review, but not required permanently.
- **Class 3 – Disposable:** Records with a specific "Destroy Date" (typically 3 years after the current academic year).

3. Storage of Permanent (Class 1) Records

3.1 Existing Records

All Class 1 records currently stored in the District Warehouse as of June 30, 2026, will remain in physical storage until such time as the District determines a need for bulk digitization or disposal according to updated legal mandates.

3.2 New Records (Effective July 1, 2026)

Starting July 1, 2026, the District Warehouse will **no longer accept additional physical Class 1 – Permanent records**. Departments have two options for newly designated permanent records:

- **Digitization:** Records must be digitized for electronic storage. Digitized records must be accurate, legible, and stored in a District-approved accessible location (e.g., OnBase, SharePoint, or other designated document management systems). Departments are to confirm location with ITS.
- **Departmental Storage:** Departments may choose to maintain and store hard-copy permanent records within their own designated departmental office space or area.

3.3 Disposal of Originals

Per California Code of Regulations, Title 5, § 59022(e), once a Class 1 record has been successfully digitized and stored in a manner that ensures its permanence and accessibility, the original paper copy may be reclassified as a Class 3 – Disposable record and destroyed, provided the electronic version is maintained as the official record.

4. Storage of Optional & Disposable (Class 2 & 3) Records

The Warehouse will continue to accept physical Class 2 and Class 3 records for storage, provided they meet the following criteria:

1. **Box Requirements:** Records must be stored in standard Warehouse-issued boxes (Item #9400 or #9410).
2. **Submittal Form:** A **Records Archive Submittal Form** must accompany each box. The form is to be typed and routed via Adobe Sign for Dean/Director approval.
3. **Homogeneous Packing:** Only one class of records is allowed per box.
4. **Dates:**
 1. Class 2 (Optional): Must include a "Review Date." On this date, the department must either reclassify the records to Class 3 (assigning a "Destroy Date") or move them to departmental storage.
 2. Class 3 (Disposable): Must include a specific "Destroy Date".

5. Mandatory Review & Space Reclamation

To address current space constraints, all departments are required to:

- **Review Current Inventory:** Audit the list of stored files provided by the Warehouse team (issued annually in June). If records need to be reviewed in person, departments may schedule a time to do so by emailing warehouse@avc.edu.
- **Verify Classifications:** Ensure that records have not been incorrectly classified as "Permanent." If a record is found to be Class 2 or 3, departments must update the "Destroy Date" to facilitate removal from the Warehouse.
- **IT-Led Digitization:** Information Technology (IT) staff will lead the project to transition existing physical records currently stored in the Warehouse to a digital format.

6. Procedures for Transfer

- **Before July 1, 2026:** Departments may continue to submit Class 1 records physically, though digitization is highly encouraged immediately to prevent a bottleneck during the transition.
- **After July 1, 2026:** Any Archive Submittal Form marked "Class 1 – Permanent" for physical delivery will be rejected. The department must retain the file digitally or in their own area.

7. References and Resources

The following resources govern the District's records management and provide the necessary tools for compliance:

- **Board Policy:** [BP 3310 Records Retention and Destruction](#)
- **Administrative Procedure:** [AP 3310 Records Retention and Destruction](#)
- **Legal Authority:** California Code of Regulations (CCR), Title 5, Division 6, Chapter 5 § 54608; CCR, Title 5, Division 6, Chapter 10 Subchapter 2.5§ 59020-59041; California Education Code § 76210
- **Industry Standard:** [CASBO Records Retention Manual](#)
- **Warehouse Services:** [AVC Warehouse Website](#) (For box ordering and general procedures)
- **Forms:** [AVC Records Archive Submittal Form \(Adobe Sign\)](#)
- **Technology Support:** [AVC ITS Help Desk](#) (For consultation on approved digitization platforms and storage)