



Administrative Procedure

Chapter 3 – General Institution

AP 3810 – CLAIMS AGAINST THE DISTRICT

Claims against the District for money or damages must be filed in accordance with Government Code Section 900 et. seq., Board Policy, BP 3810, *Claims Against the District*, and the following procedures:

1. Claims shall be presented and acted upon by the District as a prerequisite to a suit thereon.
2. Claims relating to the death or injury to a person or damage to personal property or growing crops shall be presented not later than six (6) months after the accrual of the cause of action. A claim relating to any other cause of action shall be presented not later than one year after accrual of the cause of action.
3. The Chancellor shall provide for administrative and legal review of the claim;
4. The Board shall act on the claim within 45 days after the claim has been presented or the claim shall deem to have been denied.
5. Claims shall be written and addressed to the Board of Trustees, Attention Risk Management, and shall include:
 - a. The name, phone number, and mailing address of the claimant;
 - b. The mailing address to which the person presenting the claim desires notices to be sent, if different from the claimant;
 - c. The date, place, and other circumstances of the occurrence or transaction which gave rise to the claim asserted;
 - d. A general description of the alleged indebtedness, obligation, injury, damage, or loss incurred;
 - e. The name or names of the public employee and/or employees causing the alleged injury, damage, or loss;
 - f. The amount claimed as of the date of presentation of the claim, including the estimated amount of any prospective injury, damage, or loss, insofar as it may be known at the time of presentation of the claim, along with the basis of computation of the amount claimed; and
 - g. Signature of the claimant or some person on the claimant's behalf.

Reference: Education Code Section 72502;
Government Code Sections 900 et seq; 910 and 935

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