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**Board Policy**  
Chapter 3 – General Institution

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**BP 3810 CLAIMS AGAINST THE DISTRICT**

Any claims against the District for money or damages, which are not governed by any other statutes or regulations expressly relating thereto, shall be presented and acted upon in accordance with Title I, Division 3.6, Part 3, Chapter 1 (commencing with Section 900) and Chapter 2 (commencing with Section 910) of the California Government Code.

Claims must be presented according to this board policy and related administrative regulation as a prerequisite to filing suit against the District.

Claims that are subject to the requirements of this board policy include, but are not limited to, the following:

1. Claims for money or damages relating to a cause of action for death or for injury to person, personal property or growing crops shall be presented to the Governing Board not later than six months after the accrual of the cause of action. (Government Code Sections 905.7 and 911.2)
2. Claims for money or damages as authorized in Government Code Section 905 and not included in paragraph 1 above shall be filed not later than one year from the date the cause of action accrues. (Government Code Sections 905.7 and 911.2)
3. Claims for money or damages specifically excepted from Government Code Section 905, including, but not limited to, claims by public employees for fees, salaries, wage, mileage, or other expenses and allowances, shall be filed not later than six months after the accrual of the cause of action. (Government Code Sections 905, 911.2, and 935)

The designated place for service of claims, lawsuits or other types of legal process upon the District is: Recording Secretary to the Board of Trustees, 2714 Pico Boulevard, Suite 320, Santa Monica, California 90405. The mailing address for the Recording Secretary is 1900 Pico Boulevard, Santa Monica, California 90405.

The Superintendent/President is authorized to settle claims for an amount not to exceed \$10,000.

Action on Claims Against the District

The Board of Trustees authorizes the Superintendent/President to take the following action on behalf of the Santa Monica Community College District in connection with any claim filed against the District:

1. Give notice of insufficiency of the claim as authorized by Government Code Section 910.8.
2. Give notice that the claim was filed late and return the claim without further action as authorized by Government Code Section 911.3.
3. Reject the claim as authorized by Government Code Section 912.6.

**References:**

Education Code Section 72502;  
Government Code Sections 900 et seq., 910, 910.8, 911.2, 911.3, 912.6, 935, and 935.4

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*(Replaces former BP 6230 and BP 6231)*

Adopted: August 7, 2000 (for BP 6230 and BP 6231)

Revised: April 6, 2009 (for BP 6230) and September 15, 2009 (for BP 6231)

Revised: June 5, 2018