



AP 3810

CLAIMS AGAINST THE DISTRICT

References:

Education Code Section 72502;

Government Code Sections 900 et seq., 910 et seq., and 935

A claim must be submitted to the Office of Risk Management using the designated Claim for Damages form prescribed by the Office of Risk Management. A Claim for Damages form may be obtained from the Office of Risk Management. Claims not submitted on the designated claim form and to the Office of Risk Management will be returned. Any claim returned may be resubmitted to the Office of Risk Management using the proper form.

The Office of Risk Management shall review and assess all properly submitted claims. Claims valued at \$10,000 or less shall be resolved by the Superintendent/President or designee. The Office of Risk Management shall present, at the earliest possible date, properly submitted claim(s) to the Board of Trustees for consideration for claims more than \$10,000.

Date Approved: September 8, 2014

Date Reviewed: May 23, 2018

Legal Reference Update #33: October 2018

Revised/Reapproved: October 30, 2025