

Adopted: 8/25/2020

Revised:

725. RECORDS RETENTION / DOCUMENT DESTRUCTION POLICY

I. PURPOSE

The District must establish a process so that staff may identify records, assess their value and determine how long to keep them in compliance with state requirements concerning record retention and destruction law.

II. POLICY STATEMENT

It is the policy of the District to fully comply with the state law regarding record retention and destruction.

III. ADOPTION OF GENERAL SCHEDULE

- A. The District hereby adopts the General Record Retention Schedule for School Districts established by the State Records Disposition Panel pursuant to Minn. Stat. §138.17.
 - 1. District staff is directed to take the steps necessary to notify the State Archives that the District has officially adopted the general schedule.
 - 2. District staff is also directed to develop a process for retaining and disposing of school records in a manner consistent with that schedule.

Legal References: Minn. Stat. §138.17 (Government Records; Administration)
Minn. Stat. §124E (Charter School Law)
Resources: www.mnhs.org/preserve/records/retentionsched.html