

Adopted: _____

Revised: _____

[SCHOOL NAME] POLICY No. 706
RECORD RETENTION/DESTRUCTION

I. PURPOSE

[SCHOOL NAME] 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 [SCHOOL NAME] to fully comply with the state law regarding record retention and destruction and with the Minnesota Government Data Practices Act.

III. ADOPTION OF GENERAL SCHEDULE

[SCHOOL NAME] hereby adopts the General Record Retention Schedule for School Districts established by the state Records Disposition Panel pursuant to Minn. Stat. §138.17.

- A. [SCHOOL NAME] staff is directed to take the steps necessary to notify the State Archives that [SCHOOL NAME] has officially adopted the general schedule.
- B. [SCHOOL NAME] 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.03 (Charter Schools – Applicable Law)
Minn. Stat. Ch. 13 (Government Data Practices)

Resources: The schedule is available online at:
www.mnhs.org/preserve/records/retentionsched.html
