

*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](http://www.mnhs.org/preserve/records/retentionsched.html)