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Adopted: 11-5-17

301 RECORD RETENTION AND DESTRUCTION

I. PURPOSE

The Studio School 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. GENERAL STATEMENT OF POLICY

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

III. PROCEDURES

The Studio School hereby adopts the General Record Retention Schedule for School Districts established by the state Records Disposition Panel pursuant to Minn. Stat. §138.17.

- A. The Studio School staff is directed to take the steps necessary to notify the State Archives that The Studio School has officially adopted the general schedule.
- B. The Studio School 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. §124D.10 (Charter School Law)

Resources: The General Records Retention Schedule for Minnesota School Districts is available online at: <http://www.mnhs.org/preserve/records/retentionsched.html>