

Adopted: 5/9/2022  
Revised:

Policy 325

## **325 RECORDS RETENTION**

### **I. PURPOSE**

The purpose of a records retention policy is to provide a plan for managing governmental records under Minn. Stat. 138.17.

### **II. GENERAL STATEMENT**

Records are vitally important to the operation of any organization. They serve as the organizations' memory and are evidence of past events and the basis for further actions. Some are valuable from a historical standpoint and need to be retained permanently. Other records are vital for the continuity of the district. Still, others have a transient administrative, legal and financial value. When records of a transient value are no longer required, they should be disposed of in order to make room for those of current and continuing value. The district will make use of the technology available, and acceptable under state guidelines, in the maintenance of school records.

### **III. REQUIREMENTS**

The School Board hereby adopts the *School District General Records Retention Schedule* developed by the State Department of Administration as published in January 2000. The purpose of adopting a records retention schedule is to provide a plan for managing governmental records by giving continuing authority to dispose of records under applicable Minnesota Statutes. The Superintendent or designee shall establish a procedure pursuant to the general record retention schedule, as adopted, which will comply with state statutes for the disposal of public records of the school district.

### **Legal Reference:**

Minn. Stat. 138.17 (Government Records; Administration)