**CROSSLAKE COMMUNITY SCHOOLS, CHARTER SCHOOL DISTRICT 4059**
**BOARD OF EDUCATION**

**RESOLUTION ADOPTING THE GENERAL RECORDS RETENTION SCHEDULE FOR MINNESOTA SCHOOL DISTRICTS**

Resolution No. _____
Meeting Date: September 28, 2026

WHEREAS, Minnesota Statutes, section 15.17 requires public entities to make and keep records necessary to a full and accurate knowledge of their official activities; and

WHEREAS, Minnesota Statutes, section 138.17 provides that government records may be disposed of only in accordance with a records retention schedule approved by the Minnesota Records Disposition Panel; and

WHEREAS, the Minnesota Records Disposition Panel has approved the General Records Retention Schedule for Minnesota School Districts, which sets minimum retention periods for records common to Minnesota school districts and may be adopted by a school board in its entirety; and

WHEREAS, the Board of Education of Crosslake Community Schools has adopted Policy 723, Records Retention and Destruction, which calls for adoption of this schedule;

NOW, THEREFORE, BE IT RESOLVED by the Board of Education of Crosslake Community Schools that:

1. The General Records Retention Schedule for Minnesota School Districts, as approved by the Minnesota Records Disposition Panel and as it may be updated, is adopted in its entirety as the records retention schedule of Crosslake Community Schools.

2. The District Superintendent or designee is directed to submit the Notification of Adoption to the Minnesota State Archives, keep the signed copy on file, and post the adopted schedule on the CCS website.

3. Records shall be retained and disposed of in accordance with this schedule and Policy 723.

Motion by: _____ Seconded by: _____

Voting in favor: _____ Voting against: _____ Absent: _____

_____
Board Chair

Date: _____