

**NOVA CLASSICAL ACADEMY
MANUAL OF POLICIES APPROVED BY THE BOARD OF DIRECTORS**

**POLICY 110:
DATA INVENTORY, RETENTION, AND DESTRUCTION - Mandatory**

I. PURPOSE

This policy sets forth the governing rules for data inventory, retention, and destruction at Nova Classical Academy. Records are vitally important to the operation of any organization; they serve as the organization’s memory and are evidence of past events and the basis for future action. When created, maintained, and disposed of in an orderly and systematic manner, records can be a tremendous asset; when treated in a haphazard and disorderly manner, they reduce the effectiveness of an organization and increase its costs substantially. **The purpose of this records inventory, retention, and destruction policy is to provide a plan for managing records under Minnesota Statutes 138.17; as well as to support the school’s obligations under the Minnesota Government Data Practices Act.**

II. GENERAL STATEMENT OF POLICY

Nova Classical Academy takes seriously its obligations to preserve information as required by law, and as necessary with regard to litigation, audits, and investigations. **The information listed in the retention schedule below provided by the state of Minnesota is intended as a guideline and may not contain all of the records which Nova Classical Academy may be required to keep, now or in the future. Questions regarding the retention of documents not listed in this chart not specified by the state of Minnesota, Nova’s legal counsel, or the Board of Directors should be directed to the Executive Director. From time to time the Executive Director may issue a notice, known as a “legal hold,” suspending the destruction of records due to pending, threatened, or otherwise reasonably foreseeable litigation, audits, government investigations, or similar proceedings. No records specified in any legal hold may be destroyed, even if the scheduled destruction date has passed, until the legal hold is withdrawn in writing by the Executive Director.**

III. SCHEDULE OF RETENTION

Nova adopts and incorporates by reference the provisions of the State of Minnesota School District General Records Retention Schedule (2000), approved for Minnesota School Districts by the Records Disposition Panel pursuant to Minnesota Statutes 138.17.

IV. GENERAL PROVISIONS

Nova adopts and incorporates by reference the provisions of the Adopting and Using the General Schedule developed by the state of Minnesota.

Cross References: Policy 406 (Personal and Private Personnel Data)

- Commented [B1]:** Would this information be more understandable if it were included as individual items under IV. General Provisions?
- Commented [B2R2]:** Move to a list under section IV – each sentence it’s own paragraph
- Commented [B3R2]:**

Policy 515 (Protection and Privacy of Student Records)

ADOPTED BY THE BOARD: 10/24/2011

REVISED BY THE BOARD: 11/18/2019

EFFECTIVE DATE: 11/18/2019