

Non-Instructional Operational and Business Services

Records Retention

I. Purpose

This policy establishes the responsibility for the development of a records retention schedule and requirements for appropriate destruction of records when retention is no longer required. Records regarding the students, staff, and business affairs of the school district are important documents that must be safeguarded and managed in a prudent manner.

II. General Statement of Policy

- A. The superintendent, or designee, will propose a records inventory and retention schedule for all records required to be kept by the school district for approval by the school board. Such a schedule will establish the length of time a classification of records must be maintained by the district.
- B. Once a records retention schedule has been approved by the school board the Superintendent will submit the approved schedule to the State authority, Records Disposition Panel, for final approval.
- C. The approved records retention schedule will be published. Records inventoried in the approved records retention schedule may be properly destroyed after the term designated for that class of document without further action.
- D. The Superintendent, or Superintendent's designee, will review the records inventory and retention schedule no less than every five (5) years.
- E. Any record that contains non-public information must be disposed of in such a way as to disguise the non-public information, such as shredding of physical records or electronic complete destruction and deletion of electronic records.

III. Records Retention Schedule

The district will follow the State of Minnesota School District General Records Retention Schedule found in Appendix I.

Legal References:

34 CFR Part 99 (Family Educational Rights and Privacy Act Regulations [FERPA])

Minn. Stat. § 15.17 (Official Records)

Minn. Stat. § 127A.17 (Uniform Systems of Records and of Accounting; [Commissioner](#))

Minn. Stat. § 138.17 (Government Records; Administration)

Cross References:

Policy 406 (Public and [Private](#) Personnel ~~Private~~ Data)

Policy 515 (Protection and Privacy of Student Records)

Policy 703 (Accounting)

Policy

adopted: 08/15/16

revised: / / 24

INDEPENDENT SCHOOL DISTRICT [NO. 273](#)

Edina, Minnesota

Appendix I to Policy 719

Retention Record Schedule

[This chart is deleted in its entirety and replaced with the following new chart.]

Section: Administration					
Item	Title	Description	Retention Period	Archival	Data Practices Classification and Statute
ADM00100	Affidavit of Publication	Public Hearings, Budget Publication, Debt Offerings	1 year after audit	No	Public
ADM00200	Election Records	Ballots, Notices, Notifications, Publications	1 year after Canvas Challenge	No	Public
ADM00300	Annual Reports to Board of Education	Reports generated by District (in accordance with MN Statute 120B.11)	Permanent	Yes	Public-MS 120B.11
ADM00310	Annual/Periodic Reports to Local Board of Education	Final/Actual Reports Generated by State	6 years	No	Public
ADM00400	Authority to Dispose Records (if Applicable)	Application for authority to dispose of records form	6 years	No	Public/Private MS 13.43, 13.32, 13.39
ADM00500	Boundary Changes-District	Consolidation, Detachment, Annexation and Dissolution	Permanent	Yes	Public
ADM00600	Calendar - Adopted and Actual	Number & length of days by school & grade, reflecting updated activities during the year	3 years	No	Public-MS 127A.41
ADM00700	Census, Annual School	1979 and earlier	Permanent	Yes	Private-MS 13.32
ADM00710	Census, Annual School	1980 - Current	3 years	No	Private-MS 13.32
ADM00720	Census, Certified Reports	Conducted once per decade	Permanent	No	Public
ADM00800	Closed Rural Schools	Includes: Clerk's, Treasurer's, and Teacher's records of closed rural school which were consolidated into the independent school district	Transfer to state archive	Yes	Public
ADM00900	Correspondence - Administrative	Superintendent, Principal, Assistant Principal and Other Administrators	3 years	No	Public/Private MS 13.43, 13.32
ADM01000	Court/Administrative Case/Trial Information	Litigation/Administrative charges documents	10 years	No	Public/Private MS 13.32, 13.43 MS 13.90
ADM01010	Court/Administrative Orders	-	1 year after complete	No	Public
ADM01100	Grant Applications	Successful	3 years after complete	No	Public 20 U.S.C. 1232f(a)
ADM01110	Grant Applications	Unsuccessful	1 year	No	Public

ADM0120 0	Inservice Workshops	Attendance Records, Agenda and Materials	3 years	No	Public
ADM0130 0	Inter-District Cooperatives	Vocational, Special Ed & Joint Powers Agreement	Permanent	Yes	Public
ADM0140 0	Minutes	Board Minutes	Permanent	Yes	Public
ADM0141 0	Minutes	Officially Designated Committees	Permanent	Yes	Public
ADM0142 0	Minutes	Other than those in ADM01300, 1400 & 1410	1-year	Yes	Public
ADM0143 0	Minutes-Tape Recordings	Board Minutes-only	Until transcribed & approved	No	Public
ADM0144 0	Board Policies	-	3 years after change	No	Public
ADM0150 0	Negotiations In Personnel	-	-	-	-
ADM0160 0	Newsletters and Publications	District Generated	Permanent	Yes	Public
ADM0161 0	Newsletters and Publications	Student Generated School Newspapers	Permanent	Yes	Public
ADM0170 0	Parent Teacher Association Records	Secretary's Books, Treasurer's Books, and, Scrapbooks	Permanent	Yes	Public
ADM0180 0	Media Center/Librarian Reports	-	3 years	No	Public
ADM0190 0	Video Tapes	Security/Transportation Tapes	Until Relooped	No	Private/Public MS 13.32; 13.43
ADM0200 0	E-Mail		Same as Correspondence	No	Private/Public MS 13.32; 13.43

Section: Building					
Item	Title	Description	Retention Period	Archival	Data Practices Classification; Statute
BLD0010 0	Accident/Damage Records	School Property Related	10 years	No	Public
BLD0020 0	Bldg Maintenance Repair & Records	Work orders for building maintenance/repairs/damage	Until obsolete	No	Public
BLD0030 0	Building Permits	Applications, inspection reports, plans, etc.	10 years	No	Public
BLD0040 0	Building Program Records	Current and projected needs, review & comment	10 years	No	Public
BLD0050 0	Facilities Records	Construction specifications, blueprints, abstracts, deeds, title papers, final inspection reports, land and building occupancy approval	Permanent	Yes	Public
BLD0060 0	Fixed Asset Records	Equipment, fixtures and material inventory and depreciation	Life of Item	No	Public

BLD0070 0	Leases Landlord/Tenant	All leases and licenses and access agreements. Tenant/Landlord	6 years	No	Public
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Section: Community Education					
Item	Title	Description	Retention Period	Archival	Data-Practices Classification and Statue
CE0010 0	Annual Reports	See finance	-	-	-
CE0020 0	Applications by individuals for adult education	-	1 year	No	Private MS 13.32
CE0030 0	Certificate of Compliance	Verifies cooperation between district and other governmental agencies, joint powers agreement	Permanent	No	Public MS 471.59
CE0040 0	Class schedule-master	-	1 year	No	Public
CE0050 0	Financial Records	See finance	-	-	-
CE0060 0	Grants	See administration	-	-	-
CE0070 0	Minnesota DCE & L Reports	Early childhood family education, home school, adult basic education, English as a second language, general education development, other state programs	6 years	No	Public/Private MS 13.32
CE0080 0	Minutes	See administration	-	-	-

Section: Curriculum					
Item	Title	Description	Retention Period	Archival	Data-Practices Classification and Statue
CUR0010 0	Class lists	-	1 year	No	Private MS 13.32
CUR0020 0	Class schedules	Applications, inspection reports, plans, etc.	1 year	No	Public
CUR0030 0	Curriculum development	Support data, recommendations, programs and procedures	6 years	No	Public
CUR0040 0	Daily Plan Books—Teachers	Paper Forms	1 year	No	Public
CUR0050 0	Duty Rosters—Teachers	Paper Forms	1 year	No	Private MS 13.32
CUR0060 0	Grade Books—Teachers	Paper Forms	1 year	No	Public
CUR0070 0	Textbooks	Adoptions	6 years	No	Public
CUR0071 0	Textbooks	Inventories	6 years or until obsolete	No	Public

Section: Finance					
Item	Title	Description	Retention Period	Archival	Data Practices Classification and Statute
FIN0010 0	Abstracts/Deeds/Title Papers/Mortgages	See Buildings			
FIN0020 0	Accounts Payable	Credit Memos, Freight Bills/Claims, Bills of lading, Purchase Orders, Acknowledgements/Orders/Shipping Notices, Invoices and Purchasing Contracts, Claims/Vouchers (Merchandise Purchased, Services Rendered, Travel Expenses), 1099	6 years	No	Public/Private-MS-13.43
FIN0021 0	W-9 Form		6 years after 1099 issued	No	Public/Private-MS-13.43
FIN0030 0	Year-End Financial Reports	Year-end revenue and expenditure summary transaction reports	Permanent	No	Public
FIN0030 5	Year-End Financial Reports	Year-end revenue and expenditure detailed transaction reports	Permanent	No	Public
FIN0031 0	Year-End Financial Reports	Year-end UFARS revenue and exp report to state	Permanent	No	Public
FIN0031 5	Year-End Financial Reports	Year-end special funded projects report	Permanent	No	Public
FIN0032 0	Year-End Financial Reports	Year-end clerks & treasurer's reports (Register of receipts & disbursements, treasurer's annual reports & books of records, 1932 & earlier)	Permanent	Yes	Public
FIN0032 5	Year-End Financial Reports	Year-end clerks & treasurer's reports (Register of receipts & disbursements, treasurer's annual reports & books of records, Post 1932)	Permanent	No	Public
FIN0033 0	Year-End Financial Reports	Year-end accounts rec, numbered receipts, accounts rec. invoices, remittance advice	6 years	No	Public
FIN0033 5	Year-End Financial Reports	Year-end, general, receipts & disbursements journals, check register, budget publications balance sheet, adopted & revised budget	Permanent	No	Public
FIN0040 0	Audit reports		Permanent	Yes	Public
FIN0050 0	Bank statements/reconciliation	Checks, cancelled, returned or void	6 years	No	Public/Private-MS-13.43
FIN0051 0	Bank statements/reconciliation	Statement of pledged securities	6 years after expiration	No	Public
FIN0060 0	Bond Coupons	Bond ledgers/registers	Until debt is retired	No	Public

			and after audit		
FIN0070 Ø	Bond issues-official statements	Enabling Documents	Permanent	No	Public
FIN0080 Ø	Building and Land Contracts	See Buildings			
FIN0090 Ø	County Auditor Statements	County auditor statements tax settlement report and taxes receivable report	6 years	No	Public
FIN0110 Ø	Insurance Documents	Fidelity/Surety Bonds	6 years after exp.	No	Public
FIN0111 Ø	Insurance Documents	Insurance Bids, Health, Dental, Life, etc (Accepted and Rejected)	6 years	No	Public
FIN0112 Ø	Insurance Policies	Health, Property, Liability, etc. Policies, Amendments and Waivers	20 years	No	Public
FIN0120 Ø	Inventory	Year-end inventory list, Warehouse Listing, Library Holdings	3 years	No	Public
FIN0130 Ø	Leases/Agreements		3 years after exp.	No	Public
FIN0140 Ø	Levies		6 years	No	Public
FIN0150 Ø	Property Appraisals		Until Superseded	No	Public
FIN0160 Ø	Sealed Bids	Successful and Unsuccessful	6 years after award	No	Public
FIN0170 Ø	Quotes	Successful and Unsuccessful	1 year after receipt	No	Public
FIN0180 Ø	Student Activity Accounts	Cash receipts, Vouchers, Cancelled Checks, Ledgers and Journals	6 years	No	Public
FIN0190 Ø	Transportation—Annual Reports		6 years	No	Public
FIN0200 Ø	Transportation Contracts	With Independent Contractors	6 years	No	Public

Section: Payroll					
Item	Title	Description	Retention Period	Archival	Data Practices Classification/Statue
PAY00100	Cafeteria plan records		6 years	No	Public/Private MS 13.43
PAY00300	Check Requests for Manual Checks	lost or missing check replacement, etc.	2 years	No	Public/Private MS 13.43
PAY00400	Dues deduction authorization	Union Dues	3 years	No	Public/Private MS 13.43
PAY00500	Garnishments	Wage Garnishments; notice of bankruptcy wage levy and	3 years after expiration	No	Public/Private MS 13.43

		related documents			
PAY00700	Payroll register	Name; address, date of birth, rate of pay; compensation earned	Permanent 29-C.F.R. 1627.3(a)	No	Public/Private MS 13.43
PAY00800	PERA eligibility sheets and reports		6 years	No	Public/Private MS 13.43
PAY00900	Prior years' quarterly FIGA		6 years	No	Public/Private MS 13.43
PAY01000	Quarterly report of local government	Employees and Wages (Weeks or Hours Worked)	3 years	No	Public
PAY01100	Salary deduction sheets		6 years	No	Public/Private MS 13.43
PAY01200	Voluntary withholdings	Requests for Withholding (United Way, Savings Bonds, etc.)	2 years after expiration/superseded	No	Public/Private MS 13.43
PAY01300	Stop payment orders and bonds		6 years	No	Public/Private MS 13.43
PAY01400	Tax reports	Federal, Minnesota and Other States	6 years	No	Public/Private MS 13.43
PAY01500	Tax sheltered annuity contracts		Permanent, 29-C.F.R. & 1627.3(b)(2)	No	Private MS 13.43
PAY01600	Tax sheltered annuity Authorization	457 and 403(B) Plans	Permanent	No	Public/Private MS 13.43
PAY01700	Time Sheets		6 years	No	Public/Private MS 13.43
PAY01800	TRA/PERA - Retirement Remittance Report	Monthly and Annual Reports	6 years, MS 354.52	No	Public/Private MS 13.43
PAY02000	W-2 Statements (Employer's Copy)		6 years	No	Public/Private MS 13.43
PAY02100	W-4 Statements		Until Superseded or 6 years after termination	No	Public/Private MS 13.43

Section: Health and Safety

Item	Title	Description	Retention Period	Archival	Data Practices Classification and Statute
HSF00100	Infections Disease and Occupational Exposure Files	Files on each employee dealing with safety and training on diseases such	30 years after separation	No	Public/Private MS 13.43

		as hepatitis and AIDS. Retain in employees medical file, hearing testing, MSDS, respiratory fitness, asbestos exposure records			
HSF0020 Ø	OSHA--Citations of Penalty	Notification of Violations by the District	Until violation has been corrected	No	Public/Private MS 13.43
HSF0030 Ø	OSHA--Employee Accident Reports	OSHA Report Numbers 200 and 101	5 years after incident	No	Public/Private MS 13.43
HSF0040 Ø	OSHA--Employee Exposure Records	Any information concerning employee exposure to toxic substances or harmful physical agents	30 years after termination or retirement	No	Public/Private MS 13.43
HSF0050 Ø	Safety Committee Agenda and Minutes	-	3 years	No	Public
HSF0060 Ø	Training Records- Right to know	MSDS	3 years after separation	No	Public
HSF0070 Ø	Pesticide Notification	Parental right to know	6 years	No	Public
HSF0080 Ø	Hazardous Waste Disposal	Disposal manifest	Permanent	No	Public
HSF0090 Ø	AHERA Abatement Files/Management Plans	Abatement closeouts, sampling data management plans	Permanent	No	Public

Section: Personnel					
Item	Title	Description	Retention Period	Archival	Data Practices Classification and Statute
1	Human Resources	Employee medical records--Any information concerning the health status of an employee which is made or maintained by a physician, nurse or health care personnel or technician	30 years after termination or retirement	No	Private MS 13.384 MS 13.43
2	Human Resources	Employee medical records: medical and employment questionnaires or histories, medical exams and opinions, treatments and prescription and employee complaints	30 years after termination or retirement	No	Private MS 13.384 MS 13.43
3	Human Resources	Request for leave--vacation, sick, personal, etc	6 years after termination	No	Public/Private MS 13.43
4	Human Resources	Leave of absence reports--reports to PERA, TRA, etc. Regarding unpaid board approved leaves	6 years	No	Public/Private MS 13.43
5	Human Resources	Discrimination claim records--Sexual harassment and discrimination	Until final disposition of charge	No	Public/Private Confidential MS 13.43, 13.39
6	Human Resources	First report of injury	Permanent in worker's comp file; Other 20 years	No	Private MS 13.43 MS 176.231 MS 176.151
7	Human Resources	Application for employment, resume, interview docs--Licensed & Classified--not hired. All employment records, including	2 years or until final disposition of charge	No	Public/Private MS 13.43, 29 CFR 1602.14(a), 1602.40,

		application, resume, cover letter, interview notes, inquires, questions and answers, rejection letter, etc.			1627.3(b)(1), Minn. Rules 5000.225
8	Human Resources	Application for employment, resume, interview docs— Licensed & Classified— Hired (HR File). All employment records, including application, resume, cover letter, interview notes, inquires, questions and answers, rejection letter, etc.	6 years after termination or final disposition of charge	No	Public/Private MS 13.43, 29 CFR 1602.14(a), 1602.40, 1627.3(b)(1), Minn. Rules 5000.225
9	Human Resources	Arbitration Decisions	Permanent	No	Public/Private MS 13.43
10	Human Resources	Contracts and Assignments	6 years after termination	No	Public
11	Human Resources	Equal Employment Opportunity Reports/Summary Data (EEOC/MNCRIS)	3 years	No	Public 29 C.F.R. 1602.39
12	Human Resources	Grievance Files— Grievance/Complaints filed under a Labor Agreement (arbitration and court)	Permanent	No	Public/Private MS 13.43
13	Human Resources	Insurance: Group Master Policies, Contracts and Agreements	6 years after expiration	No	Public
14	Human Resources	Insurance: Reports— Insurance Census Premium Reports, Etc.	6 years	No	Public/Private MS 13.43
15	Human Resources	STARS Reports— Annual Report to State	1 year or superseded	No	Public
16	Human Resources	Insurance Records: Enrollment Cards	Until superseded	No	Public/Private MS 13.43
17	Human Resources	Insurance Records: Employees on Leave of Absence, FMLA, Long-Term Disability, Retired Teachers, Surviving Spouses, Terminated	2 years after insurance coverage terminates	No	Public/Private MS 13.43
18	Human Resources	Labor Contracts - Between School District Management and Various Bargaining Units. Including: Correspondence, Salary Schedules, Human Resources	Permanent	Yes	Public
19	Human Resources	Long-Term Disability Claims/Awards	10 years after settlement	No	Public/Private MS 13.43
20	Human Resources	Job Descriptions	Superseded	No	Public
21	Human Resources	Mediation Records	Permanent	No	Public
22	Human Resources	Negotiation Records - Costing, Strategy Session Tapes	2 Years after all complete	No	Public/Private MS 471.705
23	Human Resources	Pay Equity: Classification Studies and Working Paper	Superseded	No	Public
24	Human Resources	Pay Equity: Summary	Permanent	No	Public
25	Human Resources	Human Resources Files: individual citations, personal history, references, appointment & promotion, performance termination/resignation I-1 Form, evaluations, deficiency docs, direction & correction, reprimands, discipline notices	6 years after termination or mutual agreement to expunge	No	Public/Private MS 13.43
26	Human Resources	Employee's Response Letter to any Documenting Human Resources File	Same as document	No	Public/Private MS 13.43, 122A.40

27	Human Resources	Seniority lists	Time in effect & 1 year after term	No	Public 29 C.F.R. 1627.3(b)(2)
28	Human Resources	Recruitment Records – Relating to posting, selection & appointment to position, advertising	2 years	No	Public/Private MS 13.43
29	Human Resources	Unemployment Claims/Compensation – Claims for Unemployment	2 years after resolution	No	Public/Private MS 13.43
30	Human Resources	Worker's Compensation Claims – Injury reports and correspondence dealing with injuries	20 years	No	Public/Private MS 13.43, 176.231
31	Human Resources	Worker's Compensation Claims – Claims summary, summary information from carrier	6 years after termination	No	Public/Private MS 13.43, 176.231

Section: Special Education

Item	Title	Description	Retention Period	Archival	Data Practices Classification and Statute
SPC00100	Paper Special Education Records	Special Education records maintained in paper form	When the student turns 25	No	Private M.S. 13.32
SPC00200	Electronic Special Education Records	Special Education records maintained in electronic form	When the student turns 25	No	Private M.S. 13.32

Section: Students

Item	Title	Description	Retention Period	Archival	Data Practices Classification and Statute
STD00100	Accident Reports	-	Permanent	No	Private M.S. 13.32
STD00200	Non-Academic Records	Registration forms, releases, name changes, daily absences, online class lists & online gradebook, online class schedules interventions	Until student turns 25 ("until 25")	No	Private M.S. 13.32
STD00300	Achievement & Standardized Test Results	-	Permanent	No	Private M.S. 13.32
STD00400	Emergency Care Information	-	Superseded or until 25	No	Private M.S. 13.32
STD00500	Attendance and Membership Data	Student's yearly enrollment days and absence days	Permanent	No	Private M.S. 13.32
STD00510	MARSS Data – Detailed	Student state data files related to MARSS, SERVS	10 years	No	Private M.S. 13.32
STD00600	Health & Immunization	Immunization history	Permanent	No	Private M.S. 13.32
STD00610	Student Health Information	Nurse notes, logs	10 years	No	Private M.S. 13.32

STD0070 0	Cumulative File	Student permanent academic records including demographics, birth verification, enrollment history	Permanent	No	Private M.S. 13.32
STD0080 0	Demographic Information (Family/Custody, etc.)	Legal documentation related to the student	Superseded or until 25	No	Private M.S. 13.32
STD0100 0	Extra and Co-curricular Participation	Athletic, official clubs, etc.	Until 25	No	Private M.S. 13.32
STD0110 0	Homeschool records	-	Until 25	No	Private M.S. 13.32
STD0120 0	Preschool screening	-	Permanent	No	Private M.S. 13.32
STD0130 0	Nonresident Pupil Attend Applications/Agreement	-	Until 25	No	Private M.S. 13.32
STD0141 0	School Performance Data –Yearly Report Cards	-	Until 25	No	Private M.S. 13.32
STD0142 0	School Performance Data –Transcripts	Student official transcripts, K-12	Permanent	No	Private M.S. 13.32
	Paper and Electronic Section 504 Records	Section 504 records maintained in electronic and paper form	Six years following the last date of the student's eligibility for Section 504 services.	No	Private M.S. 13.32

Section: Transportation					
Item	Title	Description	Retention Period	Archival	Data Practices Classification and Statute
TRN0010 0	Claims for transportation aid	-	3 years	No	Public
TRN0020 0	Contractor correspondence/reporting	-	3 years after completing contract	No	Public
TRN0040 0	Equipment inventories	See Buildings	-	No	Public
TRN0050 0	Equipment maintenance records	-	Life of equipment	No	Public
TRN0060 0	Minnesota DCF&L Reports	Annual Reports and Student Ridership Categories	3 years	No	Public
TRN0070 0	Pupils transported for aid entitlement	Lists containing names of students	3 years	No	Private M.S. 13.32
TRN0080 0	Transportation mileage records	-	3 years	No	Public
TRN0090 0	Transportation reimbursements	-	6 years	No	Public

Appendix I to Policy 719

State of Minnesota
School District General Records Retention Schedule

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School District General Records Retention Schedule

Section: Administration

Item	Title	Example and Description	Retention Period	Archival	Data Practices Classification/ Statute
ADM00100	Affidavit of Publication	Public Hearings, Budget Publication, Debt Offerings	1 Year following completion of audit	No	Public
ADM00200	Election Records	Ballots, Notices, Notifications, Publications	1 Year after Canvas or Challenge	No	Public
ADM00300	Annual Reports to Board of Education	Reports Generated by District (PER, Accountability Reports, formal Annual Report in Accordance With MN Statute 120B.11	Retain permanently; has historical value, MS 120B.11	Yes	Public
ADM00310	Annual/Periodic Reports to Local Board of Education	Final/Actual Reports Generated by State	6 Years	No	Public
ADM00400	Authority to Dispose of Records (If Applicable)	Application for Authority to Dispose of Records form	6 Years	No	Public/Private MS 13.43 MS 13.32 MS 13.39
ADM00500	Boundary Changes - District	Consolidation, Detachment, Annexation, and Dissolution	Retain permanently; has historical value	Yes	Public
ADM00600	Calendar - Adopted and Actual	Number of Days and Length of Day by School and Grade Level, Reflecting Updated Activities During the Year.	3 Years MS 127A.41, Subd. 5	No	Public
ADM00700	Census, Annual School	1979 and Earlier	Retain permanently; has historical value	Yes	Private MS 13.32
ADM00710	Census, Annual School	1980 - Current	3 Years	No	Private MS 13.32

School District General Records Retention Schedule

Section: Administration

Item	Title	Example and Description	Retention Period	Archival	Data Practices Classification/ Statute
ADM00720	Census, Certified Reports	Conducted Once Per Decade	Permanent	No	Public
ADM00800	Closed Rural Schools	Includes: Clerk's, Treasurer's, and Teacher's Records of Closed Rural Schools Which Were Consolidated into the Independent District.	Transfer to the State Archives for Selection and Disposition	Yes	Public
ADM00900	Correspondence/ Administrative	Superintendent, Principal, Assistant Principal and Other Administrators Unless Otherwise Specifically Addressed Elsewhere in Records Retention Schedule	3 Years	No	Public/Private MS 13.32 MS 13.43
ADM01000	Court Case/Trial information	Litigation Correspondence	10 Years	No	Public/Private MS 13.32 MS 13.43 MS 13.90
ADM01010	Court orders		1 Year after Action is Completed	No	Public/Private MS 13.32 MS 13.43
ADM01100	Grant Applications	Successful	3 Years -- For Federal Funds three (3) years after completion of the activity for which the funds were used. 20 U.S.C. Section 1232f(a)	No	Public
ADM01110	Grant Applications	Unsuccessful	1 Year	No	Public

School District General Records Retention Schedule

Section: Administration

Item	Title	Example and Description	Retention Period	Archival	Data Practices Classification/ Statute
ADM01200	Inservice Workshops	Attendance Records, Agenda and Materials (Employee Right to Know, Blood Borne Pathogens, Etc.)	3 Years	No	Public
ADM01300	Inter District Cooperatives	Includes Vocational, Special Ed and Special Purpose Cooperatives formed by Joint Powers Agreements. Records Should Be Retained and Disposed of in Accordance With the Retention Periods for the Specific Series of Records Listed in Schedule	Retain permanently; has historical value	Yes	Public
ADM01400	Minutes	Board Minutes	Retain permanently; has historical value	Yes	Public
ADM01410	Minutes	Officially Designated Committees	Retain permanently; has historical value	Yes	Public
ADM01420	Minutes	Other Than Referred to in ADM01300, ADM 01400, and ADM 01410	1 Year	Yes	Public
ADM01430	Minutes - Tape Recordings	Board Minutes Only	Until Transcribed and Approved	No	Public
ADM01440	Board Policies		3 Years after Change	No	Public
ADM01500	Negotiations - See Personnel				
ADM01600	Newsletters and Publications	District Generated	Retain permanently; has historical value	Yes	Public
ADM01610	Newsletters and Publications	Student Generated School Newspapers	Retain permanently; has historical value	Yes	Public

School District General Records Retention Schedule

Section: Administration

Item	Title	Example and Description	Retention Period	Archival	Data Practices Classification/ Statute
ADM01700	Parent Teacher Association Records	Secretary's Books, Treasurer's Books, and Scrapbooks.	Retain permanently; has historical value	Yes	Public
ADM01800	Media Center/Librarian Reports		3 Years	No	Public
ADM01900	Video Tapes	Building Security/Transportation Tapes	Until Relooped	No	Private/Public MS 13.32 MS 13.43
ADM02000	E-Mail		Same as Correspondence	No	Private/Public MS 13.32 MS 13.43

School District General Records Retention Schedule

Section: Building

Item	Title	Examples and Descriptions	Retention Period	Archival	Data Practices Classification/ Statute
BLD00100	Accident/Damage Records	School Property-Related	10 Years	No	Public
BLD00200	Building Maintenance Records		Until Obsolete	No	Public
BLD00300	Building Permits	Applications (initial/interim), Inspection Reports, Plans, Etc.	10 Years	No	Public
BLD00400	Building Program Records	Current and Projected Needs. Review and Comment	10 Years	No	Public
BLD00500	Buildings and Grounds Records	Blueprints, Construction Specifications, Abstracts, Deeds, Title Papers, Final inspection Reports, Land and Building Occupancy Approval	Permanent	No	Public
BLD00600	Fixed Asset Records	Equipment, Fixtures, and Materials, inventory and Depreciation	Life of Item	No	Public

School District General Records Retention Schedule

Section: Community Education

Item	Title	Example and Description	Retention Period	Archival	Data Practices Classification/ Statute
CED00100	Annual Reports	See Finance			
CED00200	Applications by individuals for Adult Education		1 Year	No	Private MS 13.32
CED00300	Certificate of Compliance	Verifies Cooperation Between District and Other Governmental Agencies. Joint Powers Agreements	Permanent, MS 471.59	No	Public
CED00400	Class Schedule - Master		1 Year	No	Public
CED00500	Financial Records	See Finance			
CED00600	Grants	See Administration			
CED00700	Minnesota DCF&L Reports	Early Childhood Family Education, Home School, Adult Basic Education, English As A Second Language, General Education Development, Other State Programs	6 Years	No	Public/Private MS 13.32
CED00800	Minutes	See Administration			

School District General Records Retention Schedule

Section: Curriculum

Item	Title	Example and Description	Retention Period	Archival	Data Practices Classification/ Statute
CUR00100	Class Lists-Elementary and Secondary		1 Year	No	Private MS 13.32
CUR00200	Class Schedules		1 Year	No	Public
CUR00300	Curriculum Development	Support Data, Recommendations, Programs and Procedures	6 Years	No	Public
CUR00400	Daily Plan Books - Teacher's		1 Year	No	Public
CUR00500	Duty Rosters - Teacher's		1 Year	No	Public
CUR00600	Grade Books - Teacher's		1 Year	No	Private MS 13.32
CUR00700	Textbooks	Adoptions	6 Years	No	Public
CUR00710	Textbooks	Inventories	6 Years or Until Obsolete	No	Public

School District General Records Retention Schedule

Section: Food Services

Item	Title	Example and Description	Retention Period	Archival	Data Practices Classification/ Statute
FDS00100	General Correspondence	See Administration	3 Years and DCF&L Audit	No	Public
FDS00200	DCF&L/Federal USDA Reporting	Commodities, Milk Program	3 Years and DCF&L Audit, 7 C.F.R & 210.8	No	Public
FDS00300	Application /Agreement With State Agency	Free/Reduced Price Meal Policy Statement	3 Years and DCF&L Audit, 7 C.F.R & 210.3	No	Public
FDS00400	Free/Reduced Price Meal Applications	All Approved and Denied Applications, DHS Free School Meal Notices, Notice of Denial to Parents, Rosters of Eligible Students, Verification Records	3 Years and DCF&L Audit, 7 C.F.R. & 245.6	No	Private MS 13.32
FDS00600	Service Agreements/Catering Contracts	Head Start, Meals On Wheels, Etc.	3 Years and DCF&L Audit, 7 C.F.R & 210.3	No	Public
FDS00700	Food Production information	Daily Food Production Record, Menus	3 Years and DCF&L Audit, 7 C.F.R. & 210.13	No	Public

School District General Records Retention Schedule

Section: Food Services

Item	Title	Example and Description	Retention Period	Archival	Data Practices Classification/ Statute
FDS00800	Daily Meal Count Report With Edit Checks		3 Years and DCF&L Audit, 7 C.F.R. & 210.7	No	Private/Public MS 13.32
FDS00900	Monthly Payment Vouchers		3 Years and DCF&L Audit, 7 C.F.R. & 210.13	No	Private/Public MS 13.32
FDS01000	On Site Review Record		3 Years and DCF&L Audit, 7 C.F.R. & 210.8	No	Private/Public MS 13.32
FDS01100	Financial Records	Breakfast, Lunch, Ala Carte, Etc. (Supporting Documentation May include invoices, Purchase orders, Etc.) Student, Adult Federal and State Income and All Other Sources	3 Years and DCF&L Audit, 7 C.F.R. & 210.20 and 210.5	No	Private/Public MS 13.32
FDS01200	Inventory	Audit Trail for USDA Commodity Usage, Year End Physical Inventory	3 Years and DCF&L Audit	No	Public
FDS01410	Inventory (Food and Supplies)	Quotes (Unsuccessful and Successful)	1 Year and DCF&L Audit	No	Public
FDS01410	Inventory (Food and Supplies)	Bid (Unsuccessful and Successful) Request Summaries	6 Years and DCF&L Audit	No	Public
FDS01420	Inventory (Food and Supplies)	Requisitions (for Moving Supplies or Equipment Within District)	3 Years and DCF&L Audit	No	Public

School District General Records Retention Schedule

Section: Food Services

Item	Title	Example and Description	Retention Period	Archival	Data Practices Classification/ Statute
FDS01500	Cashier's Reports	Daily, Weekly, and Monthly	6 Years and DCF&L Audit, 7 C.F.R. 210.8 and 210.20	No	Public
FDS01600	Operating Reports	Breakfast, Lunch, and A'La Carte Participation Reports	3 Years and DCF&L Audit	No	Public
FDS01610	Operating Reports	Revenue and Expenditure Reports	6 Years and DCF&L Audit	No	Public

School District General Records Retention Schedule

Section: Finance

Item	Title	Example and Description	Retention Period	Archival	Data Practices Classification/ Statute
FIN00100	Abstracts/Deeds/Title Papers/Mortgages	See Buildings			
FIN00200	Accounts Payable	Credit Memos, Freight Bills/Claims, Bills of Lading, Purchase orders, Acknowledgments/Orders/Shipping Notices, Invoices and Purchasing Contracts, Claims/Vouchers (Merchandise Purchased, Services Rendered, Travel Expenses), 1099	6 Years	No	Public/Private MS 13.43
FIN00210	W-9 form		6 Years after Final 1099 Issued	No	Public/Private MS 13.43
FIN00300	Year-End Financial Reports	Revenue and Expenditure Summary Transaction Reports	Retain Permanently	No	Public
FIN00305	Year-End Financial Reports	Revenue and Expenditure Detailed Transaction Reports	Retain Permanently	No	Public
FIN00310	Year-End Financial Reports	UFARS Revenue and Expenditure Report to State	Retain Permanently	No	Public
FIN00315	Year-End Financial Reports	Special Funded Projects Report	Retain Permanently	No	Public
FIN00320	Year-End Financial Reports	Note: includes Clerk's and Treasurer's Reports (Register of Receipts/Disbursements, Treasurer's Annual Report, Treasurer's Books of Records. (1932 and Earlier)	Retain permanently; has historical value	Yes	Public

School District General Records Retention Schedule

Section: Finance

Item	Title	Example and Description	Retention Period	Archival	Data Practices Classification/ Statute
FIN00325	Year-End Financial Reports	Note: includes Clerk's and Treasurer's Reports (Register of Receipts/Disbursements, Treasurer's Annual Report, Treasurer's Books of Records. (Post 1932)	Retain Permanently	No	Public
FIN00330	Year-End Financial Reports	Accounts Receivable, Numbered Receipts, Accounts Receivable Invoices, Remittance Advice	6 Years	No	Public
FIN00335	Year-End Financial Reports	General Ledger, General Journals, Journal Entries, Disbursements Journal, Check Register Adopted and Revised Budget, Budget Publications, Balance Sheet, Receipts Journal	Retain Permanently	No	Public
FIN00400	Audit Reports		Retain permanently; has historical value	Yes	Public
FIN00500	Bank Statements/ Reconciliations	Checks, Canceled, Returned or Voided. (Must Be original Check - Not Microfiche)	6 Years	No	Public/Private MS 13.43
FIN00510	Bank Statements/ Reconciliations	Statement of Pledged Securities	6 Years after Expiration	No	Public
FIN00600	Bonds and Coupons	Bond Ledgers/Registers	Until Debt Is Retired and Audit	No	Public
FIN00700	Bond Issues - Official Statements	Enabling Documentation	Permanent	No	Public
FIN00800	Building and Land Contracts	See Buildings			

School District General Records Retention Schedule

Section: Finance

Item	Title	Example and Description	Retention Period	Archival	Data Practices Classification/ Statute
FIN00900	County Auditor Statements	Tax Settlement Report and Taxes Receivable Report	6 Years	No	Public
FIN01100	Insurance Documents	Fidelity/Surety Bonds	6 Years after Expiration	No	Public
FIN01110	Insurance Documents	Insurance Bids, Health, Dental, Life etc. (Accepted and Rejected)	6 Years	No	Public
FIN01120	Insurance Policies	Health, Property, Liability, etc., Policies, Amendments and Waivers	20 Years	No	Public
FIN01200	Inventory	Year End Inventory List, Warehouse Listing, Library Holdings	3 Years	No	Public
FIN01300	Leases/Agreements		3 Years after Expiration	No	Public
FIN01400	Levies		6 Years	No	Public
FIN01500	Property Appraisals		Until Superseded	No	Public
FIN01600	Sealed Bids	Successful and Unsuccessful	6 Years after Award	No	Public
FIN01700	Quotes	Successful and Unsuccessful, MS 471.345	1 Year after Receipt	No	Public
FIN01800	Student Activity Accounts	Cash Receipts, Vouchers, Canceled Checks, Ledgers, and Journals	6 Years	No	Public
FIN01900	Transportation - Annual Report		6 Years	No	Public
FIN02000	Transportation Contracts	With Independent Contractors	6 Years	No	Public

School District General Records Retention Schedule

Section: Health & Safety

Item	Title	Example and Description	Retention Period	Archival	Data Practices Classification/ Statute
HSF00100	Infectious Disease and Occupational Exposure Files*	Files On Each Employee Dealing With Safety and Training On Diseases Such As Hepatitis and Aids. Retain in Employee's Medical File.	3 Yrs. after Separation	No	Public/Private MS 13.43
HSF00200	OSHA - Citations of Penalty	Notifications of Violations by the District	Until Violation Has Been Corrected	No	Public/Private MS 13.43
HSF00300	OSHA - Employee Accident Reports	OSHA Report Numbers 200 and 101	5 Yrs. after Accident	No	Public/Private MS 13.43
HSF00400	OSHA - Employee Exposure Records	Any information Concerning Employee Exposure to Toxic Substances or Harmful Physical Agents.	30 Yrs. after Termination or Retirement	No	Public/Private MS 13.43
HSF00500	Safety Committee Agendas and Minutes		3 Years	No	Public
HSF00600	Training Records - Right to Know		3 Yrs. after Separation	No	Public

School District General Records Retention Schedule

Section: Payroll

Item	Title	Example and Description	Retention Period	Archival	Data Practices Classification/ Statute
PAY00100	Cafeteria Plan Records		6 Years	No	Public/Private MS 13.43
PAY00300	Check Requests for Manual Checks	Lost or Missing Check Replacement, etc.	2 Years	No	Public/Private MS 13.43
PAY00400	Dues Deduction Authorization	Union Dues	3 Years	No	Public/Private MS 13.43
PAY00500	Garnishments	Wage Garnishment, Notice of Bankruptcy, Wage Levy and Related Documents	3 Years after Expiration	No	Private MS 13.43
PAY00700	Payroll Register	Name; Address; Date of Birth; Occupation; Rate of Pay; Compensation Earned Each Week	Permanent, 29 C.F.R. & 1627.3(a)	No	Public/Private MS 13.43
PAY00800	Pera Eligibility Sheets and Reports		6 Years	No	Public/Private MS 13.43
PAY00900	Prior Years' Quarterly FICA		6 Years	No	Public/Private MS 13.43
PAY01000	Quarterly Report of Local Government	Employees and Wages (Weeks or Hours Worked)	3 Years	No	Public/Private MS 13.43
PAY01100	Salary Deduction Sheets		6 Years	No	Public/Private MS 13.43
PAY01200	Voluntary Withholdings	Requests for Withholding (United Way, Savings Bonds, etc)	2 Years after Expiration or Until Superseded	No	Public/Private MS 13.43

School District General Records Retention Schedule

Section: Payroll

Item	Title	Example and Description	Retention Period	Archival	Data Practices Classification/ Statute
PAY01300	Stop Payment Orders and Bonds		6 Years	No	Private MS 13.43
PAY01400	Tax Reports	Federal, Minnesota and Other States	6 Years	No	Public/Private MS 13.43
PAY01500	Tax Sheltered Annuity - Contracts		Permanent, 29 C.F.R. & 1627.3(b)(2)	No	Private MS 13.43
PAY01600	Tax Sheltered Annuity - Authorization	457 and 403(B) Plans	Permanent	No	Private MS 13.43
PAY01700	Time Sheets		6 Years	No	Public/Private MS 13.43
PAY01800	TRA / PERA - Retirement Remittance Report	Monthly and Annual Reports	6 Years, MS 354.52	No	Public/Private MS 13.43
PAY02000	W-2 Statements (Employer's Copy)		6 Years	No	Public/Private MS 13.43
PAY02100	W-4 Statements		Until Superseded or 6 Years after Termination	No	Public/Private MS 13.43

School District General Records Retention Schedule

Section: Personnel

Item	Title	Example and Description	Retention Period	Archival	Data Practices Classification / Statute
PER00100	Employee Medical Records*	Any information Concerning the Health Status of An Employee Which Is Made or Maintained by A Physician, Nurse, or Other Health Care Personnel, or Technician.	30 Yrs. after Termination or Retirement	No	Private MS 13.42 MS 13.43
PER00110	Employee Medical Records*	Includes Medical and Employment Questionnaires or Histories, Medical Exams, Medical Opinions, Descriptions of Treatments and Prescriptions, and Employee Medical Complaints.	30 Yrs. after Termination or Retirement	No	Private MS 13.42 MS 13.43
PER00120	Request for Leave	Requests for Leave (Vacation , Sick, Personal, etc.)	6 Yrs. after Termination	No	Public/Private MS 13.43
PER00200	Leave of Absence Reports	Formal Reports to PERA, TRA, etc., Regarding Unpaid, Board-Approved Leaves	6 Years	No	Public/Private MS 13.43
PER00210	Discrimination Claim Records	Sexual Harassment and Discrimination	Until Final Disposition of the Charge or Action	No	Public/Private/ Confidential MS 13.43 MS 13.39
PER00220	First Report of Injury*	If Maintained With Worker's Compensation File, Retain for 20 Years.	Permanent, MS 176.151	No	Private MS 13.43 MS 176.231

School District General Records Retention Schedule

Section: Personnel

Item	Title	Example and Description	Retention Period	Archival	Data Practices Classification / Statute
PER00300	Applications for Employment/Resume/ Interview Documents	Licensed and Classified - Not Hired. Any and all employment records, including but not limited to, application forms, resumes, cover letters, interview notes, interview questions and answers, job inquiries, rejection letters and other documents regarding	2 Years or until final disposition of a discrimination charge, 29 C.F.R. 1602.14(a), 29 C.F.R. 1602.40, 29 C.F.R. 1627.3(b)(1), Minn. Rules 5000.2250	No	Public/Private MS 13.43
PER00310	Applications for Employment/Resume/ and Supporting Documentation	Licensed and Classified - Hired (in personnel file). Any and all employment records, including but not limited to, application forms, resumes, cover letters, interview notes, interview questions and answers, job inquiries, rejection letters and other doc	6 Years or until final disposition of a discrimination charge, 29 C.F.R. 1602.14(a), 29 C.F.R. 1602.40, 29 C.F.R. 1627.3(b)(1), Minn. Rules 5000.2250	No	Public/Private MS 13.43
PER00400	Arbitration Decisions		Permanent	No	Public/Private MS 13.43
PER00500	Contracts and Assignments		6 Yrs. after Termination	No	Public
PER00700	Equal Employment Opportunity Reports/Summary Data (EEOC/MNCRIS)		3 Years, 29 C.F.R. 1602.39	No	Public

School District General Records Retention Schedule

Section: Personnel

Item	Title	Example and Description	Retention Period	Archival	Data Practices Classification / Statute
PER00900	Grievance Files	Employee Grievances and/or Complaints Filed Under A Labor Agreement or Personnel Rules. This Also Related to Arbitration Files and Related Court Cases.	Permanent	No	Public/Private MS 13.43
PER01000	Insurance: Group Master Policies, Contracts and Agreements	See Finance			
PER01100	Insurance: Reports	Insurance Census, Premium Reports, Etc.	6 Years	No	Public/Private MS 13.43
PER01200	STARS Report	Annual STARS Report to State	1 Year Until Superseded	No	Public
PER01300	Insurance Records: Enrollment Cards		Until Superseded	No	Public/Private MS 13.43
PER01400	Insurance Records: Employees On Leave of Absence	Employees on Leave of Absence, Family Medical Leave Act, Long-term Disability, Retired Teachers, Surviving Spouse, Terminated Employees	2 Years after Insurance Coverage Terminates	No	Public/Private MS 13.43
PER01800	Labor Contracts	Contracts Between School District Management and Various Bargaining Units including: Correspondence, Salary Schedules, Personnel Policies.	Permanent	Yes	Public
PER02000	Long Term Disability Claims/Awards		10 Years after Final Settlement of Claims	No	Public/Private MS 13.43

School District General Records Retention Schedule

Section: Personnel

Item	Title	Example and Description	Retention Period	Archival	Data Practices Classification / Statute
PER02100	Job Descriptions		Until Superseded	No	Public
PER02200	Mediation Records		Permanent	No	Public
PER02300	Negotiations Records	Costing Records, Negotiations Strategy Session Tapes	2 Years after Completion of all BMS Certified Negotiations. MS 471.705(1a)	No	Public/Private MS 471.705
PER02400	Pay Equity: Classification Studies and Working Papers		Until Superseded	No	Public
PER02500	Pay Equity: Summary		Permanent	No	Public
PER02700	Personnel Files - Individual	Containing Citations, Personal History, Employee References, and Letters of Appointment/Promotion, Performance Records, Termination/Resignation, I-9 form, Evaluations, All Personnel and Employment Records, including, but not limited to, Documents Relating	6 Yrs. after Termination	No	Public/Private MS 13.43
PER02720	Personnel: Deficiency Reports	Letters of Advice, Reprimands, Letters of Deficiency, Letter of Direction and Correction, Notices of Suspensions.	6 Years after Termination or by Mutual Agreement To Expunge	No	Public/Private MS 13.43
PER02730	License and Certifications	Notice of Voluntary Surrender of Teaching License	Until Superseded	No	Public

School District General Records Retention Schedule

Section: Personnel

Item	Title	Example and Description	Retention Period	Archival	Data Practices Classification / Statute
PER02740	Employee's Response Letter to Any Document in Personnel File		Same As Document To Which They Are Responding MS122A.40, Subd. 19	No	Private MS 13.43
PER02750	Seniority Lists		Full period the system is in effect and at least one (1) year after termination, 29 C.F.R. 1627.3(b)(2)	No	Public
PER02800	Recruitment Records	Relating to Posting, Recruitment, Selection, and Appointment to Each Position, Advertising	2 Years	No	Public/Private MS 13.43
PER03000	Unemployment Claims/Compensation	Claims for Unemployment	2 Years after Claim Resolution	No	Public/Private MS 13.43
PER03100	Worker's Compensation - Claims	Injury Reports and Correspondence Dealing With injuries.	20 Years	No	Private MS 13.43 MS 176.231
PER03200	Worker's Compensation	Claims Summary, Summary information From Carrier	6 Years after Termination	No	Public/Private MS 13.43 MS 176.231

School District General Records Retention Schedule

Section: Special Education

Item	Title	Example and Description	Retention Period	Archival	Data Practices Classification / Statute
SPC00100	Special Education Records		The permanent record of the student's name, address, phone number, grades, attendance, and grade level completed may be maintained without time limitation 34 C.F.R. 300.573(b)	No	Private MS 13.32

School District General Records Retention Schedule

Section: Students

Item	Title	Example and Description	Retention Period	Archival	Data Practices Classification/ Statute
STD00200	Accident Reports - Student		Permanent	No	Private MS 13.32
STD00300	Achievement and Standardized Tests Results	Testing As Determined by District	Permanent	No	Private MS 13.32
STD00400	Emergency Care Information		Until Superseded or 3 Years after Graduation/Leave District	No	Private MS 13.32
STD00500	Attendance and Membership Data	Summary of Yearly Attendance by Student As Recorded in Cumulative File	Permanent	No	Private MS 13.32
STD00510	Attendance and Membership Data	MARRS Data - Detailed	3 Years	No	Private MS 13.32
STD00600	Health and Immunization information		At least five (5) years after the student attains the age of majority (18), so until the age of (23) MS 123.70, Subd. 7	No	Private MS 13.32
STD00610	School Nurse Notes	Anecdotal Records	6 Years after Graduation/Leave District	No	Private MS 13.32

School District General Records Retention Schedule

Section: Students

Item	Title	Example and Description	Retention Period	Archival	Data Practices Classification/ Statute
STD00610	Health Room Log	Daily Record of Student Reporting to Health Room (Excluding Anecdotal Records)	6 Years after Graduation/Leave District	No	Private MS 13.32
STD00700	Cumulative File	Including Record of Access, Log In/Out Record for Review or Transfer of Student Records	Permanent	No	Private MS 13.32
STD00800	Demographic Information	District Census	Permanent	No	Public/Private MS 13.32
STD00810	Demographic Information	Student Directory information	1 Year	No	Public
STD00820	Demographic Information	Student Family information, including Dissolution or Custody Orders, etc.	Until Leave District or Superseded by Subsequent order, whichever sooner	No	Public/Private MS 13.32
STD00900	LEP Reports	Home Language Reports (LEP)	3 Years	No	Public/Private MS 13.32
STD01000	Extra and Co-curricular Participation Records	Team Results, Participation, Contracts, (If included in Cumulative File - Permanent Retention)	1 Year	No	Private MS 13.32
STD01100	Homeschool Records		Permanent	No	Private MS 13.32
STD01200	Preschool Screening		Permanent	No	Private MS 13.32

School District General Records Retention Schedule

Section: Students

Item	Title	Example and Description	Retention Period	Archival	Data Practices Classification/ Statute
STD01300	Nonresident Pupil Attendance Applications/Agreements		3 Years after Graduation	No	Private MS 13.32
STD01410	School Performance Data	Yearly Report Cards	1 Year after Transfer of Permanent Cumulative File	No	Private MS 13.32
STD01420	School Performance Data	Transcripts	Permanent	No	Private MS 13.32
	Paper and Electronic Section 504 Records	Section 504 records maintained in electronic and paper form	6 years following the last date of the student's eligibility for Section 504 services	No	Private MS 13.32
STD01500	Auxiliary Organization Records	Clubs, interest Groups, Student Councils, Athletic Associations	Retain permanently; has historical value	Yes	Public
STD01510	Auxiliary Organization Records	Graduation Programs	Retain permanently; has historical value	Yes	Public
STD01520	Auxiliary Organization Records	Activity Funds - Treasurer's Records, Bylaws, Membership Records, Meeting Minutes	Retain permanently; has historical value	Yes	Public
STD01530	Driver Education Files		1 Year	No	Public

School District General Records Retention Schedule

Section: Transportation

Item	Title	Example and Description	Retention Period	Archival	Data Practices Classification/ Statute
TRN00100	Claims for Transportation Aid		3 Years	No	Public
TRN00200	Contractor Correspondence/Reporting		3 Years after Completing Contract	No	Public
TRN00300	Contracts With Independent Contractors		3 Years after Completing Contract	No	Public
TRN00400	Equipment Inventories	See Buildings			
TRN00500	Equipment Maintenance Records		Life of Equipment	No	Public
TRN00600	Minnesota DCF & L Reports	Annual Reports and Student Ridership Categories	3 Years	No	Public
TRN00700	Pupils Transported for Aid Entitlement	Lists Containing Names of Students	3 Years, MS+D19 127A.41	No	Private MS 13.32
TRN00800	Transportation Mileage Records		3 Years	No	Public
TRN00900	Transportation Reimbursements		6 Years	No	Public

Appendix

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