

*New Century School Policy No. 515.1*

*Adopted:* 05.07.18

*Revised:* \_\_\_\_\_

## **515.1 RETENTION OF RECORDS**

### **I. Purpose**

The purpose of this policy is to delineate the general records retention schedule for the school district. The purpose of a records retention schedule is to provide a plan for managing governmental records by giving continuing authority to dispose of records under Minnesota Statutes 138.17.

### **II. General Statement of Policy**

The district will adopt the School District General Records Retention Schedule (State of Minnesota, Department of Administration, Information Policy Analysis Division, January 2000) that establishes minimum retention periods for school district records based on their administrative, fiscal, legal and historical value.

### **III. Procedures**

- a. New Century School board of directors will notify the State Archives Department of the Minnesota Historical Society that the district has officially adopted the School District General Records Retention Schedule.
- b. The director of the school will be responsible for supervising the implementation of the records retention schedule.
- c. A copy of the "School Records Retention Schedule" will be attached to this policy as published on the school website.