

Adopted: \_\_\_\_\_ Nov 5, 2013 \_\_\_\_\_

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

## **Prairie Seeds Academy POLICY No. 706 RECORD RETENTION/DESTRUCTION**

### **I. PURPOSE**

Prairie Seeds Academy must establish a process so that staff may identify records, assess their value and determine how long to keep them in compliance with state requirements concerning record retention and destruction law.

### **II. POLICY STATEMENT**

It is the policy of Prairie Seeds Academy to fully comply with the state law regarding record retention and destruction and with the Minnesota Government Data Practices Act.

### **III. ADOPTION OF GENERAL SCHEDULE**

Prairie Seeds Academy hereby adopts the General Record Retention Schedule for School Districts established by the state Records Disposition Panel pursuant to Minn. Stat. §138.17.

- A. Prairie Seeds Academy staff is directed to take the steps necessary to notify the State Archives that Prairie Seeds Academy has officially adopted the general schedule.
- B. Prairie Seeds Academy staff is also directed to develop a process for retaining and disposing of school records in a manner consistent with that schedule.

**Legal References:** Minn. Stat. §138.17 (Government Records; Administration)  
Minn. Stat. § 124E.03 (Charter Schools – Applicable Law)  
Minn. Stat. Ch. 13 (Government Data Practices)

**Resources:** The schedule is available online at:  
[www.mnhs.org/preserve/records/retentionsched.html](http://www.mnhs.org/preserve/records/retentionsched.html)

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