

Adopted: \_\_\_\_\_

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

## **RECORD RETENTION POLICY**

### **I. PURPOSE**

West Side Summit 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. GENERAL STATEMENT OF POLICY**

A. It is the policy of West Side Summit to fully comply with the state law regarding record retention and destruction.

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

West Side Summit hereby adopts the General Record Retention Schedule for School Districts established by the state Records Disposition Panel pursuant to Minn. Stat. §138.17.

A. West Side Summit staff is directed to take the steps necessary to notify the State Archives that West Side Summit has officially adopted the general schedule.

B. West Side Summit 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 (Charter School Law)

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