

Nerstrand Elementary School Policy 501.4
Independent Charter School District #4055
Adopted: 11/9/2015

501.4 RECORDS RETENTION/DESTRUCTION POLICY

I. PURPOSE

Nerstrand Elementary School 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

A. It is policy of Nerstrand Elementary School to fully comply with the state law regarding record retention and destruction.

III. ADOPTION OF GENERAL SCHEDULE

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

- A. Nerstrand Elementary School staff is directed to take the steps necessary to notify the State Archives that Nerstrand Elementary School has officially adopted the general schedule.
- B. Nerstrand Elementary School 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. §124D.10 (Charter School Law)

Resources: The schedule is available online at:
www.mnhs.org/preserve/records/retentionsched.html