

## **Records Retention Policy and Procedures**

### **I. PURPOSE**

Records regarding the students, staff, and business affairs of the District are important documents that must be safeguarded and managed in a prudent manner. The purpose of this policy is to establish the responsibility for the development of a records retention schedule and requirements for appropriate destruction of records when retention is no longer required.

### **II. GENERAL STATEMENT OF POLICY**

- A. The Director, or Director's designee, shall propose a records inventory and retention schedule for all records required to be kept by the school district for approval by the Board of Directors. Such a schedule shall 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 Board of Directors the Director shall submit the approved schedule to the State authority for final approval.
- C. The approved record retention schedule shall 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 of the Board of Directors.
- D. The Director or Director's designee shall review the records inventory and retention schedule no less than every five (5) years.
- E. Any record that contains not public information must be disposed of in such a way as to disguise the not public information, such as shredding of physical records or electronic complete destruction and deletion of electronic records.

#### **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)

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