



South Washington County Schools
Cottage Grove, MN

307 RECORDS RETENTION SCHEDULE

I. PURPOSE

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. The basis of any good records management program is the implementation of a well-developed records retention schedule. A retention schedule is a plan for the management of your records.

II. GENERAL STATEMENT OF POLICY

Records are vitally important to the operation of any organization. They serve as the organizations' memory and are evidence of past events and the basis for future actions. Some are valuable from a historical standpoint and need to be retained permanently in the archives of the district. Other records are vital for the continuity of the district. Still others have a transient administrative, legal and financial value. When records of a transient value are no longer required, they should be disposed of in order to make room for those of current and continuing value.

III. BACKGROUND AND REQUIREMENTS

The State of Minnesota, Department of Administration, has created a *School District General Records Retention Schedule*. It is located on the Minnesota State Archives website, under General Records Retention Schedules. The district shall comply with this schedule. The schedule establishes minimum retention periods for school district records based on their administrative, fiscal, legal and historical value. The schedule lists records series common to school districts and states how long to keep them. The district will make use of the technology available, and acceptable under state guidelines, in the maintenance of school records. **Specifically, the district retains video for 30 days and email records for three years.**

POLICY ADOPTED: May 24, 2007

POLICY REVIEWED: May, 2011

POLICY REVISED: June 16, 2011, April 23, 2015, **August 18, 2016**