

Adopted: May 14, 2015

Revised: _____

Success Academy POLICY No. 3.1 RECORD RETENTION/DESTRUCTION

I. PURPOSE

Success Academy 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

It is the policy of Success Academy to fully comply with the state law regarding record retention and destruction.

III. ADOPTION OF GENERAL SCHEDULE

Success 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. Success Academy staff is directed to take the steps necessary to notify the State Archives that Success Academy has officially adopted the general schedule.
- B. Success 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.10 (Charter School Law)

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