

Noninstructional Operational and Business Services

Records Retention

I. Purpose

This policy establishes the responsibility for the development of a records retention schedule and requirements for appropriate destruction of records when retention is no longer required. Records regarding the students, staff, and business affairs of the school district are important documents that must be safeguarded and managed in a prudent manner.

II. General Statement of Policy

- A. The superintendent, or designee, will propose a records inventory and retention schedule for all records required to be kept by the school district for approval by the school board. Such a schedule will 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 school board the Superintendent will submit the approved schedule to the State authority, Records Disposition Panel, for final approval.
- C. The approved record retention schedule will 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.
- D. The Superintendent, or Superintendent's designee, will review the records inventory and retention schedule no less than every five (5) years.
- E. Any record that contains non-public information must be disposed of in such a way as to disguise the non-public information, such as shredding of physical records or electronic complete destruction and deletion of electronic records.

III. Record Retention Schedule

The district will follow the State of Minnesota School District General Records Retention Schedule found in Appendix I.

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)

Cross References:

Policy 406 (Public and Personnel Private Data)

Policy 515 (Protection and Privacy of Student Records)

Policy 703 (Accounting)

Policy
adopted: 8/15/16

INDEPENDENT SCHOOL DISTRICT 273
Edina, Minnesota

**Appendix I to Policy 719
Retention Record Schedule**

Section: Administration					
Item	Title	Description	Retention Period	Archival	Data Practices Classification and Statute
ADM00100	Affidavit of Publication	Public Hearings, Budget Publication, Debt Offerings	1 year after audit	No	Public
ADM00200	Election Records	Ballots, Notices, Notifications, Publications	1 year after Canvas Challenge	No	Public
ADM00300	Annual Reports to Board of Education	Reports generated by District (in accordance with MN Statute 120B.11)	Permanent	Yes	Public MS 120B.11
ADM00310	Annual/Periodic Reports to Local Board of Education	Final/Actual Reports Generated by State	6 years	No	Public
ADM00400	Authority to Dispose Records (if Applicable)	Application for authority to dispose of records form	6 years	No	Public/Private MS 13.43, 13.32, 13.39
ADM00500	Boundary Changes-District	Consolidation, Detachment, Annexation and Dissolution	Permanent	Yes	Public
ADM00600	Calendar - Adopted and Actual	Number & length of days by school & grade, reflecting updated activities during the year	3 years	No	Public MS 127A.41
ADM00700	Census, Annual School	1979 and earlier	Permanent	Yes	Private MS 13.32
ADM00710	Census, Annual School	1980 - Current	3 years	No	Private MS 13.32
ADM00720	Census, Certified Reports	Conducted once per decade	Permanent	No	Public
ADM00800	Closed Rural Schools	Includes: Clerk's, Treasurer's, and Teacher's records of closed rural school which were consolidated into the independent school district	Transfer to state archive	Yes	Public
ADM00900	Correspondence - Administrative	Superintendent, Principal, Assistant Principal and Other Administrators	3 years	No	Public/Private MS 13.43, 13.32
ADM01000	Court/Administrative Case/Trial Information	Litigation/Administrative charges documents	10 years	No	Public/Private MS 13.32, 13.43 MS 13.90
ADM01010	Court/Administrative Orders		1 year after complete	No	Public
ADM01100	Grant Applications	Successful	3 years after complete	No	Public 20 U.S.C. 1232f(a)
ADM01110	Grant Applications	Unsuccessful	1 year	No	Public

ADM01200	Inservice Workshops	Attendance Records, Agenda and Materials	3 years	No	Public
ADM01300	Inter District Cooperatives	Vocational, Special Ed & Joint Powers Agreement	Permanent	Yes	Public
ADM01400	Minutes	Board Minutes	Permanent	Yes	Public
ADM01410	Minutes	Officially Designated Committees	Permanent	Yes	Public
ADM01420	Minutes	Other than those in ADM01300, 1400 & 1410	1 year	Yes	Public
ADM01430	Minutes-Tape Recordings	Board Minutes only	Until transcribed & approved	No	Public
ADM01440	Board Policies		3 years after change	No	Public
ADM01500	Negotiations-In Personnel				
ADM01600	Newsletters and Publications	District Generated	Permanent	Yes	Public
ADM01610	Newsletters and Publications	Student Generated School Newspapers	Permanent	Yes	Public
ADM01700	Parent Teacher Association Records	Secretary's Books, Treasurer's Books, and, Scrapbooks	Permanent	Yes	Public
ADM01800	Media Center/Librarian Reports		3 years	No	Public
ADM01900	Video Tapes	Security/Transportation Tapes	Until Relooped	No	Private/Public MS 13.32; 13.43
ADM02000	E-Mail		Same as Correspondence	No	Private/Public MS 13.32; 13.43

Section: Building					
Item	Title	Description	Retention Period	Archival	Data Practices Classification, Statute
BLD00100	Accident/Damage Records	School Property-Related	10 years	No	Public
BLD00200	Bldg Maintenance Repair & Records	Work orders for building maintenance/repairs/damage	Until obsolete	No	Public
BLD00300	Building Permits	Applications, inspection reports, plans, etc.	10 years	No	Public
BLD00400	Building Program Records	Current and projected needs, review & comment	10 years	No	Public
BLD00500	Facilities Records	Construction specifications, blueprints, abstracts, deeds, title papers, final inspection reports, land and building occupancy approval	Permanent	Yes	Public
BLD00600	Fixed Asset Records	Equipment, fixtures and material inventory and depreciation	Life of Item	No	Public
BLD00700	Leases Landlord/Tenant	All leases and licenses and access agreements. Tenant/Landlord	6 years	No	Public

Section: Community Education					
Item	Title	Description	Retention Period	Archival	Data Practices Classification and Statute
CED00100	Annual Reports	See finance			
CED00200	Applications by individuals for adult education		1 year	No	Private MS 13.32
CED00300	Certificate of Compliance	Verifies cooperation between district and other governmental agencies, joint powers agreement	Permanent	No	Public MS 471.59
CED00400	Class schedule-master		1 year	No	Public
CED00500	Financial Records	See finance			
CED00600	Grants	See administration			
CED00700	Minnesota DCE & L Reports	Early childhood family education, home school, adult basic education, English as a second language, general education development, other state programs	6 years	No	Public/Private MS 13.32
CED00800	Minutes	See administration			

Section: Curriculum					
Item	Title	Description	Retention Period	Archival	Data Practices Classification and Statute
CUR00100	Class lists		1 year	No	Private MS 13.32
CUR00200	Class schedules	Applications, inspection reports, plans, etc.	1 year	No	Public
CUR00300	Curriculum development	Support data, recommendations, programs and procedures	6 years	No	Public
CUR00400	Daily Plan Books - Teachers	Paper Forms	1 year	No	Public
CUR00500	Duty Rosters - Teachers	Paper Forms	1 year	No	Private MS 13.32
CUR00600	Grade Books - Teachers	Paper Forms	1 year	No	Public
CUR00700	Textbooks	Adoptions	6 years	No	Public
CUR00710	Textbooks	Inventories	6 years or until obsolete	No	Public

Section: Finance					
Item	Title	Description	Retention Period	Archival	Data Practices Classification and Statute
FIN00100	Abstracts/Deeds/Title Papers/Mortgages	See Buildings			
FIN00200	Accounts Payable	Credit Memos, Freight Bills/Claims, Bills of lading, Purchase Orders, Acknowledgements/Orders/Shipping Notices, Invoices and Purchasing Contracts, Claims/Vouchers	6 years	No	Public/Private MS 13.43

		(Merchandise Purchased, Services Rendered, Travel Expenses), 1099			
FIN00210	W-9 Form		6 years after 1099 issued	No	Public/Private MS 13.43
FIN00300	Year-End Financial Reports	Year end-revenue and expenditure summary transaction reports	Permanent	No	Public
FIN00305	Year-End Financial Reports	Year end-revenue and expenditure detailed transaction reports	Permanent	No	Public
FIN00310	Year-End Financial Reports	Year end-UFARS revenue and exp report to state	Permanent	No	Public
FIN00315	Year-End Financial Reports	Year end-special funded projects report	Permanent	No	Public
FIN00320	Year-End Financial Reports	Year end-clerks & treasurer's reports (Register of receipts & disbursements, treasurer's annual reports & books of records, 1932 & earlier)	Permanent	Yes	Public
FIN00325	Year-End Financial Reports	Year end-clerks & treasurer's reports (Register of receipts & disbursements, treasurer's annual reports & books of records, Post 1932)	Permanent	No	Public
FIN00330	Year-End Financial Reports	Year end-accounts rec, numbered receipts, accounts rec. invoices, remittance advice	6 years	No	Public
FIN00335	Year-End Financial Reports	Year end, general, receipts & disbursements journals, check register, budget publications balance sheet, adopted & revised budget	Permanent	No	Public
FIN00400	Audit reports		Permanent	Yes	Public
FIN00500	Bank statements/reconciliation	Checks, cancelled, returned or void	6 years	No	Public/Private MS 13.43
FIN00510	Bank statements/reconciliation	Statement of pledged securities	6 years after expiration	No	Public
FIN00600	Bond Coupons	Bond ledgers/registers	Until debt is retired and after audit	No	Public
FIN00700	Bond issues-official statements	Enabling Documents	Permanent	No	Public
FIN00800	Building and Land Contracts	See Buildings			
FIN00900	County Auditor Statements	County auditor statements tax settlement report and taxes receivable report	6 years	No	Public
FIN01100	Insurance Documents	Fidelity/Surety Bonds	6 years after exp.	No	Public
FIN01110	Insurance Documents	Insurance Bids, Health, Dental, Life, etc (Accepted and Rejected)	6 years	No	Public
FIN01120	Insurance Policies	Health, Property, Liability, etc. Policies, Amendments and Waivers	20 years	No	Public
FIN01200	Inventory	Year-end inventory list, Warehouse Listing, Library Holdings	3 years	No	Public
FIN01300	Leases/Agreements		3 years after exp.	No	Public

FIN01400	Levies		6 years	No	Public
FIN01500	Property Appraisals		Until Superseded	No	Public
FIN01600	Sealed Bids	Successful and Unsuccessful	6 years after award	No	Public
FIN01700	Quotes	Successful and Unsuccessful	1 year after receipt	No	Public
FIN01800	Student Activity Accounts	Cash receipts, Vouchers, Cancelled Checks, Ledgers and Journals	6 years	No	Public
FIN01900	Transportation – Annual Reports		6 years	No	Public
FIN02000	Transportation Contracts	With Independent Contractors	6 years	No	Public

Section: Payroll					
Item	Title	Description	Retention Period	Archival	Data Practices Classification/ Statue
PAY00100	Cafeteria plan records		6 years	No	Public/Private MS 13.43
PAY00300	Check Requests for Manual Checks	lost or missing check replacement, etc.	2 years	No	Public/Private MS 13.43
PAY00400	Dues deduction authorization	Union Dues	3 years	No	Public/Private MS 13.43
PAY00500	Garnishments	Wage Garnishments, notice of bankruptcy wage levy and related documents	3 years after expiration	No	Public/Private MS 13.43
PAY00700	Payroll register	Name, address, date of birth, rate of pay, compensation earned	Permanent 29 C.F.R. 1627.3(a)	No	Public/Private MS 13.43
PAY00800	PERA eligibility sheets and reports		6 years	No	Public/Private MS 13.43
PAY00900	Prior years' quarterly FICA		6 years	No	Public/Private MS 13.43
PAY01000	Quarterly report of local government	Employees and Wages (Weeks or Hours Worked)	3 years	No	Public
PAY01100	Salary deduction sheets		6 years	No	Public/Private MS 13.43
PAY01200	Voluntary withholdings	Requests for Withholding (United Way, Savings Bonds, etc.)	2 years after expiration/superseded	No	Public/Private MS 13.43
PAY01300	Stop payment orders and bonds		6 years	No	Public/Private MS 13.43
PAY01400	Tax reports	Federal, Minnesota and Other States	6 years	No	Public/Private MS 13.43
PAY01500	Tax sheltered annuity-contracts		Permanent, 29 C.F.R. & 1627.3(b)(2)	No	Private MS 13.43
PAY01600	Tax sheltered annuity-Authorization	457 and 403(B) Plans	Permanent	No	Public/Private MS 13.43
PAY01700	Time Sheets		6 years	No	Public/Private MS 13.43

PAY01800	TRA/PERA – Retirement Remittance Report	Monthly and Annual Reports	6 years, MS 354.52	No	Public/Private MS 13.43
PAY02000	W-2 Statements (Employer’s Copy)		6 years	No	Public/Private MS 13.43
PAY02100	W-4 Statements		Until Superseded or 6 years after termination	No	Public/Private MS 13.43

Section: Health and Safety

Item	Title	Description	Retention Period	Archival	Data Practices Classification and Statue
HSF00100	Infections Disease and Occupational Exposure Files	Files on each employee dealing with safety and training on diseases such as hepatitis and AIDS. Retain in employees medical file, hearing testing, MSDS, respiratory fitness, asbestos exposure records	30 years after separation	No	Public/Private MS 13.43
HSF00200	OSHA - Citations of Penalty	Notification of Violations by the District	Until violation has been corrected	No	Public/Private MS 13.43
HSF00300	OSHA - Employee Accident Reports	OSHA Report Numbers 200 and 101	5 years after incident	No	Public/Private MS 13.43
HSF00400	OSHA - Employee Exposure Records	Any information concerning employee exposure to toxic substances or harmful physical agents	30 years after termination or retirement	No	Public/Private MS 13.43
HSF00500	Safety Committee Agenda and Minutes		3 years	No	Public
HSF00600	Training Records - Right to know	MSDS	3 years after separation	No	Public
HSF00700	Pesticide Notification	Parental right to know	6 years	No	Public
HSF00800	Hazardous Waste Disposal	Disposal manifest	Permanent	No	Public
HSF00900	AHERA Abatement Files/Management Plans	Abatement closeouts, sampling data management plans	Permanent	No	Public

Section: Personnel

Item	Title	Description	Retention Period	Archival	Data Practices Classification and Statue
1	Human Resources	Employee medical records - Any information concerning the health status of an employee which is made or maintained by a physician, nurse or health care personnel or technician	30 years after termination or retirement	No	Private MS 13.384 MS 13.43
2	Human Resources	Employee medical records: medical and employment questionnaires or histories, medical exams and opinions, treatments and prescription and employee complaints	30 years after termination or retirement	No	Private MS 13.384 MS 13.43
3	Human Resources	Request for leave - vacation, sick, personal, etc	6 years after termination	No	Public/Private MS 13.43

4	Human Resources	Leave of absence reports - reports to PERA, TRA, etc. Regarding unpaid board-approved leaves	6 years	No	Public/Private MS 13.43
5	Human Resources	Discrimination claim records - Sexual harassment and discrimination	Until final disposition of charge	No	Public/Private Confidential MS 13.43, 13.39
6	Human Resources	First report of injury	Permanent in worker's comp file; Other 20 years	No	Private MS 13.43 MS 176.231 MS 176.151
7	Human Resources	Application for employment, resume, interview docs - Licensed & Classified - not hired. All employment records, including application, resume, cover letter, interview notes, inquires, questions and answers, rejection letter, etc.	2 years or until final disposition of charge	No	Public/Private MS 13.43, 29 CFR 1602.14(a), 1602.40, 1627.3(b)(1), Minn. Rules 5000.225
8	Human Resources	Application for employment, resume, interview docs - Licensed & Classified - Hired (HR File). All employment records, including application, resume, cover letter, interview notes, inquires, questions and answers, rejection letter, etc.	6 years after termination or final disposition of charge	No	Public/Private MS 13.43, 29 CFR 1602.14(a), 1602.40, 1627.3(b)(1), Minn. Rules 5000.225
9	Human Resources	Arbitration Decisions	Permanent	No	Public/Private MS 13.43
10	Human Resources	Contracts and Assignments	6 years after termination	No	Public
11	Human Resources	Equal Employment Opportunity Reports/Summary Data (EEOC/MNCRIS)	3 years	No	Public 29 C.F.R. 1602.39
12	Human Resources	Grievance Files- Grievance/Complaints filed under a Labor Agreement (arbitration and court)	Permanent	No	Public/Private MS 13.43
13	Human Resources	Insurance: Group Master Policies, Contracts and Agreements	6 years after expiration	No	Public
14	Human Resources	Insurance: Reports - Insurance Census Premium Reports, Etc.	6 years	No	Public/Private MS 13.43
15	Human Resources	STARS Reports - Annual Report to State	1 year or superseded	No	Public
16	Human Resources	Insurance Records: Enrollment Cards	Until superseded	No	Public/Private MS 13.43
17	Human Resources	Insurance Records: Employees on Leave of Absence, FMLA, Long-Term Disability, Retired Teachers, Surviving Spouses, Terminated	2 years after insurance coverage terminates	No	Public/Private MS 13.43
18	Human Resources	Labor Contracts - Between School District Management and Various Bargaining Units. Including: Correspondence, Salary Schedules, Human Resources	Permanent	Yes	Public
19	Human Resources	Long Term Disability Claims/Awards	10 years after settlement	No	Public/Private MS 13.43
20	Human Resources	Job Descriptions	Superseded	No	Public
21	Human Resources	Mediation Records	Permanent	No	Public
22	Human Resources	Negotiation Records - Costing, Strategy Session Tapes	2 Years after all complete	No	Public/Private MS 471.705

23	Human Resources	Pay Equity: Classification Studies and Working Paper	Superseded	No	Public
24	Human Resources	Pay Equity: Summary	Permanent	No	Public
25	Human Resources	Human Resources Files: individual citations, personal history, references, appointment & promotion, performance termination/resignation I- (Form, evaluations, deficiency docs, direction & correction, reprimands, discipline notices	6 years after termination or mutual agreement to expunge	No	Public/Private MS 13.43
26	Human Resources	Employee's Response Letter to any Documenting Human Resources File	Same as document	No	Public/Private MS 13.43, 122A.40
27	Human Resources	Seniority lists	Time in effect & 1 year after term	No	Public 29 C.F.R. 1627.3(b)(2)
28	Human Resources	Recruitment Records - Relating to posting, selection & appointment to position, advertising	2 years	No	Public/Private MS 13.43
29	Human Resources	Unemployment Claims/Compensation - Claims for Unemployment	2 years after resolution	No	Public/Private MS 13.43
30	Human Resources	Worker's Compensation Claims - Injury reports and correspondence dealing with injuries	20 years	No	Public/Private MS 13.43, 176.231
31	Human Resources	Worker's Compensation Claims - Claims summary, summary information from carrier	6 years after termination	No	Public/Private MS 13.43, 176.231

Section: Special Education					
Item	Title	Description	Retention Period	Archival	Data Practices Classification and Statue
SPC00100	Paper Special Education Records	Special Education records maintained in paper form	When the student turns 25	No	Private M.S. 13.32
SPC00200	Electronic Special Education Records	Special Education records maintained in electronic form	When the student turns 25	No	Private M.S. 13.32

Section: Students					
Item	Title	Description	Retention Period	Archival	Data Practices Classification and Statue
STD00100	Accident Reports		Permanent	No	Private M.S. 13.32
STD00200	Non-Academic Records	Registration forms, releases, name changes, daily absences, online class lists & online gradebook, online class schedules interventions	Until student turns 25 ("until 25")	No	Private M.S. 13.32
STD00300	Achievement & Standardized Test Results		Permanent	No	Private M.S. 13.32
STD00400	Emergency Care Information		Superseded or until 25	No	Private M.S. 13.32

STD00500	Attendance and Membership Data	Student's yearly enrollment days and absence days	Permanent	No	Private M.S. 13.32
STD00510	MARSS Data - Detailed	Student state data files related to MARSS, SERVS	10 years	No	Private M.S. 13.32
STD00600	Health & Immunization	Immunization history	Permanent	No	Private M.S. 13.32
STD00610	Student Health Information	Nurse notes, logs	10 years	No	Private M.S. 13.32
STD00700	Cumulative File	Student permanent academic records including demographics, birth verification, enrollment history	Permanent	No	Private M.S. 13.32
STD00800	Demographic Information (Family/Custody, etc.)	Legal documentation related to the student	Superseded or until 25	No	Private M.S. 13.32
STD01000	Extra and Co-curricular Participation	Athletic, official clubs, etc.	Until 25	No	Private M.S. 13.32
STD01100	Homeschool records		Until 25	No	Private M.S. 13.32
STD01200	Preschool screening		Permanent	No	Private M.S. 13.32
STD01300	Nonresident Pupil Attend Applications/Agreement		Until 25	No	Private M.S. 13.32
STD01410	School Performance Data - Yearly Report Cards		Until 25	No	Private M.S. 13.32
STD01420	School Performance Data - Transcripts	Student official transcripts, K-12	Permanent	No	Private M.S. 13.32

Section: Transportation					
Item	Title	Description	Retention Period	Archival	Data Practices Classification and Statute
TRN00100	Claims for transportation aid		3 years	No	Public
TRN00200	Contractor correspondence/reporting		3 years after completing contract	No	Public
TRN00400	Equipment inventories	See Buildings		No	Public
TRN00500	Equipment maintenance records		Life of equipment	No	Public
TRN00600	Minnesota DCF&L Reports	Annual Reports and Student Ridership Categories	3 years	No	Public
TRN00700	Pupils transported for aid entitlement	Lists containing names of students	3 years	No	Private M.S. 13.32
TRN00800	Transportation mileage records		3 years	No	Public
TRN00900	Transportation reimbursements		6 years	No	Public

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