

Independent School District 196 (“School District”)
Records Retention Schedule and Inventory for Data on Individuals

April 2021

Minnesota Statute § 138.17, subd. 7 mandates that government entities prepare an inventory of records in their custody which establishes a schedule for the retention or disposal of such records. Minnesota Statute § 13.025, subd. 1 mandates that government entities prepare an inventory of records relating to private or confidential data on individuals maintained by the government entity. This document serves as both the School District’s general retention schedule (as required by Minn. Stat. § 138.17, subd. 7) as well as its inventory for private and confidential data on individuals (as required by Minn. Stat. § 13.025, subd. 1).

Access to records maintained by the School District shall be governed by the Minnesota Government Data Practices Act and School District policies and regulations, including Policy 505 (and its accompanying regulations and procedures) and Administrative Regulations 801.9AR- 801.11AR. Pursuant to Minn. Stat. § 13.025, subd. 1, Administrative Regulation 801.11AR, incorporated herein, provides the School District’s process for access to private or confidential data on individuals maintained by the School District.

The School District’s Responsible Authority is:

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The School District’s data practices compliance official is available to respond to questions and concerns about access to data and other data practices problems:

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Independent School District 196 General Records Retention Schedule

Section: **ADMINISTRATION**

| Item | Title | Example and Description | Retention Period | Archival | Data Practices Classification/ Statute |
|----------|---|--|---|----------|--|
| ADM00100 | Affidavit of publication | Public hearings, budget publication, debt offerings | 1 year following completion of audit | No | Public |
| ADM00200 | School Board election/vacancy records | Notices, notifications, publications, applications for School Board vacancy | 1 year after canvass or challenge | No | Public |
| ADM00250 | Election materials | Voted and unvoted ballots, polling place rosters, voter certificates and other election materials other than the election abstract | 22 months after the election (minimum) or the contest has been fully determined | No | Public, MS 201.221, 204B.40 |
| ADM00275 | Election abstract | | Permanently; historical value | Yes | Public |
| ADM00310 | Annual/Periodic Reports to School Board | Final/actual reports generated by state | 6 years | No | Public |
| ADM00400 | Authority to dispose of records (if applicable) | Authority to Dispose of Records application | 6 years | No | Public/Private MS 13.43, MS 13.32 MS 13.39 |
| ADM00500 | Boundary changes - district | Consolidation, detachment, annexation, and dissolution | Permanently; historical value | Yes | Public |
| ADM00600 | Calendar - adopted and actual | Number of days and length of day by school and grade level, reflecting updated activities during the year | 3 years; MS 127A.41, subd. 5 | No | Public |
| ADM00700 | Census - annual school | 1979 and earlier | Permanently; historical value | 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 | Permanently | No | Public |
| ADM00800 | Closed rural schools | Includes: clerk's, treasurer's and teacher's records of closed rural schools which were consolidated into the Independent District | Transfer to the State Archives for selection and disposition | Yes | Public |

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| ADM00900 | Correspondence - administrative | Formal memoranda, letters, agendas, procedures, manuals, other forms to/from superintendent, principal, assistant principal and other administrators, board members and departments unless otherwise specifically addressed elsewhere in Records Retention Schedule | 1 year | No | Public/Private MS 13.32 MS 13.43 |
| ADM01000 | Legal files not otherwise addressed herein | Formal litigation correspondence, court pleadings, administrative hearing records, formal consultation records | 10 years | No | Public/Private MS 13.32, MS 13.43 MS 13.90 |
| ADM01010 | Court orders | | 1 year after action is completed | No | Public/Private MS 13.32, MS 13.43 |
| ADM01100 | Grant applications - successful | | 3 years -- for federal funds; 3 years after completion of the activity for which the funds were used; 20 U.S.C. Section 1232f(a) | No | Public |
| ADM01110 | Grant applications – unsuccessful | | 1 year | No | Public |
| ADM01200 | In-service workshops | Attendance records, agenda and materials (Employee Right-to-Know, Blood Borne Pathogens, etc.) | 3 years | No | Public |
| ADM01300 | Inter-district cooperatives | Includes vocational, special education and special purpose cooperatives formed by joint powers agreements; records should be retained and disposed of in accordance with the retention periods for the specific series of records listed in schedule | Permanently; historical value | Yes | Public |
| ADM01400 | Minutes and School Board records | School Board minutes, agendas, reports, etc. | Permanently; historical value | Yes | Public |
| ADM01410 | Minutes | Officially designated committees and advisory councils | Permanently; historical value | Yes | Public |
| ADM01420 | Minutes | Other than referred to in ADM01300, ADM01400, and ADM01410 | 1 year | Yes | Public |
| ADM01430 | Board meeting recordings | | 1 year or as-required by Open Meeting Law | No | Public/Private MN Statute Chapter 13D |
| ADM01440 | School Board policies | Policies, regulations and procedures | 3 years after change | No | Public |

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| ADM01500 | Negotiations – see Personnel | | | | |
| ADM01600 | Newsletters and publications | District generated | Permanently; historical value | Yes | Public |
| ADM01610 | Newsletters and publications | Student-generated school newspapers | Permanently; historical value | Yes | Public |
| ADM01800 | Media Center/librarian reports | | 3 years | No | Public |
| ADM01900 | Surveillance and other videos | Building security/transportation video files and other video recordings not covered by other sections of this retention schedule, including classroom, staff and parent videoconferences | 14 days | No | Private/Public MS 13.32, MS 13.43 |
| ADM02000 | Electronic communication | Electronic communications that meet the definition of official records but are not covered by other sections of this retention schedule | Maintained on district server 2 weeks after deletion by the recipient | No | Private/Public MS 13.32, MS 13.43 |
| ADM02100 | Request to Conduct Research and related documents | 801.9P | 3 years | No | Public |
| ADM02200 | Campaign finance disclosures | Reports | 6 years | No | Public |
| ADM02300 | Districtwide advisory council and committee applications, agendas and other formal records not covered by other sections of this retention schedule | 601.2.2P, 801.4P | 1 year | No | Public/Private MN MS 13.43, MS 13.601 |
| ADM02600 | Guidelines for Volunteers | 806.5P | For duration of volunteer participation | No | Private 13.32 |
| ADM02700 | Background checks for non-employees | | 6 years after end of service | No | Private 13.43 or 13.32 |
| ADM02800 | Visitor data | Visitor Management System data (e.g. photo, other data) | Through the end of the school year (June 30) | | |
| ADM02900 | Website data | School and district websites, social media pages, Moodle pages | Until deleted or superseded | No | Public/Private |

Section: **BUILDING**

| Item | Title | Examples and Descriptions | Retention Period | Archival | Data Practices Classification/ Statute |
|----------|----------------------------------|---|------------------|----------|--|
| BLD00100 | Accident/damage records | School property related | 10 years | No | Public |
| BLD00150 | Accident/medical incident report | 506.2.1.4P | 10 years | No | Private/ Confidential |
| BLD00200 | Building maintenance records | | Until obsolete | No | Public |
| BLD00300 | Building permits | Applications (initial/interim), inspection reports, plans, etc. | 10 years | No | Public |
| BLD00400 | Building program records | Current and projected needs; review and comment | 10 years | No | Public |
| BLD00500 | Buildings and grounds records | Blueprints, construction specifications, abstracts, deeds, title papers, final inspection reports, land and building occupancy approval | Permanent | No | Public |
| BLD00600 | Fixed asset records | Equipment, fixtures, and materials, inventory and depreciation | Life of item | No | Public |

Section: **COMMUNITY EDUCATION**

| Item | Title | Example and Description | Retention Period | Archival | Data Practices Classification/ Statute |
|----------|--|---|------------------------|----------|--|
| CED00100 | Annual reports | See Finance | | | |
| CED00200 | Applications and registrations for classes and rentals | | 1 year | No | Public/Private MS 13.32 |
| CED00300 | Certificate of compliance | Verifies cooperation between district and other governmental agencies; joint powers agreements | Permanently, MS 471.59 | No | Public |
| CED00400 | Class schedule - master | | 1 year | No | Public |
| CED00500 | Financial records | See Finance | | | |
| CED00600 | Grants | See Administration | | | |
| CED00700 | Minnesota Department of Education (MDE) reports | MDE Annual 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 | Example and Description | Retention Period | Archival | Data Practices Classification/ Statute |
|----------|--|---|---|----------|--|
| CUR00100 | Class lists-elementary and secondary | | 1 year | No | Private MS 13.32 |
| CUR00200 | Class schedules | | 1 year | No | Public |
| CUR00300 | Curriculum development | Support data, recommendations, programs and procedures | 6 years | No | Public |
| CUR00400 | Daily plan books - teacher's | | 1 year | No | Public |
| CUR00500 | Duty rosters - teacher's | | 1 year | No | Public |
| CUR00600 | Grade books - teacher's | | 1 year | No | Private MS 13.32 |
| CUR00700 | Textbooks | Adoptions | 6 years | No | Public |
| CUR00710 | Textbooks | Inventories | 6 years or until obsolete | No | Public |
| CUR00720 | Request for Reconsideration of Instructional Resources | 603.4P | Permanently | No | Public |
| CUR00730 | Field trip request, permission and disclaimer | 604.7.2.4.1P and 604.7.2.2P; 604.7.2.4.2P, 604.7.1P, 604.7.2.3P, 604.7.2.4P, 604.7.2.7P | End of school year or 2 years in the event of serious injury or death | No | Public and Private 13.32 |

Section: **FOOD SERVICES**

| Item | Title | Example and Description | Retention Period | Archival | Data Practices Classification/ Statute |
|----------|--|---|--|----------|--|
| FDS00100 | General correspondence | See Administration | 3 years and MDE audit | No | Public |
| FDS00200 | MDE/Federal USDA reporting | Commodities, milk program | 3 years and MDE audit, 7 C.F.R & 210.8 | No | Public |
| FDS00300 | Application /agreement with state agency | Free/reduced-price school meal policy statement | 3 years and MDE audit, 7 C.F.R & 210.3 | No | Public |

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|----------|---|---|--|----|-------------------------|
| FDS00400 | Free/reduced-price school meal applications | All approved and denied applications, DHS free school meal notices, notice of denial to parents, rosters of eligible students, verification records | 3 years and MDE audit, 7 C.F.R. & 245.6 | No | Private MS 13.32 |
| FDS00600 | Service agreements/ catering contracts | Head Start, Meals On Wheels, etc. | 3 years and MDE audit, 7 C.F.R & 210.3 | No | Public |
| FDS00700 | Food production information | Daily food production record, menus | 3 years and MDE audit, 7 C.F.R. & 210.13 | No | Public |
| FDS00800 | Daily meal count report with edit checks | | 3 years and MDE audit, 7 C.F.R. & 210.7 | No | Private/Public MS 13.32 |
| FDS00900 | Monthly payment vouchers | | 3 years and MDE audit, 7 C.F.R. & 210.13 | No | Private/Public MS 13.32 |
| FDS01000 | On-site review record | | 3 years and MDE audit, 7 C.F.R. & 210.8 | No | Private/Public MS 13.32 |
| FDS01100 | Financial records | Breakfast, lunch, ala carte, etc. (supporting documentation may include invoices, purchase orders, etc.); student, adult federal and state income and all other sources | 3 years and MDE audit, 7 C.F.R. & 210.20 and 210.5 | No | Private/Public MS 13.32 |
| FDS01200 | Inventory | Audit trail for USDA commodity usage, year-end physical inventory | 3 years and MDE audit | No | Public |
| FDS01410 | Inventory (food and supplies) | Quotes (unsuccessful and successful) | 1 year and MDE audit | No | Public |
| FDS01410 | Inventory (food and supplies) | Bid request summaries (unsuccessful and successful) | 6 years and MDE audit | No | Public |
| FDS01420 | Inventory (food and supplies) | Requisitions (for moving supplies or equipment within district) | 3 years and MDE audit | No | Public |
| FDS01500 | Cashier's reports | Daily, weekly and monthly | 6 years and MDE audit, 7 C.F.R.; 210.8 & 210.20 | No | Public |
| FDS01600 | Operating reports | Breakfast, lunch and ala carte participation reports | 3 years and MDE audit | No | Public |
| FDS01610 | Operating reports | Revenue and expenditure reports | 6 years and MDE audit | No | Public |

Section: **FINANCE**

| Item | Title | Example and Description | Retention Period | Archival | Data Practices Classification/ Statute |
|----------|--|--|--|----------|--|
| FIN00100 | Abstracts/Deeds/Title Papers/Mortgages | See Buildings | | | |
| FIN00200 | Accounts Payable and related documents | Credit memos, freight bills/claims, bills of lading, purchase orders, acknowledgments/orders/shipping notices, invoices contracts/agreements not otherwise covered herein, claims/vouchers (merchandise purchased, services rendered, travel expenses), 1099, expense reimbursement documentation; check request forms; PCard applications and agreements 704.2.3.2P and 704.2.3.3P, 704.2.5P, 704.6.1P, 704.6.2P, 707.10.2P | 6 years; in the case of leases and contract/agreements, 6 years after expiration | No | Public/Private MS 13.43 |
| FIN00210 | W-9 form | | 6 years after final 1099 issued | No | Public/Private MS 13.43 |
| FIN00300 | Year-end financial reports | Revenue and expenditure summary transaction reports | Permanently | No | Public |
| FIN00305 | Year-end financial reports | Revenue and expenditure detailed transaction reports | Permanently | No | Public |
| FIN00310 | Year-end financial reports | UFARS revenue and expenditure report to state | Permanently | No | Public |
| FIN00315 | Year-end financial reports | Special funded projects report | Permanently | No | Public |
| FIN00320 | Year-end financial reports | Note: includes clerk's and treasurer's reports (register of receipts/disbursements, treasurer's annual report, treasurer's books of records (1932 and earlier) | Permanently; historical value | Yes | Public |
| FIN00325 | Year-end financial reports | Note: includes clerk's and treasurer's reports (register of receipts/disbursements, treasurer's annual report, treasurer's books of records (post-1932) | Permanently | No | Public |
| FIN00330 | Year-end financial reports | Accounts receivable, numbered receipts, accounts receivable invoices, remittance advice | 6 years | No | Public |

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|----------|-----------------------------------|--|--|-----|-------------------------|
| FIN00335 | Year-end financial reports | General ledger, general journals, journal entries, disbursements journal, check register, adopted and revised budget, budget publications, balance sheet, receipts journal | Permanently | No | Public |
| FIN00400 | Audit reports | | Permanently; historical value | Yes | Public |
| FIN00500 | Bank statements/reconciliations | Checks, cancelled, returned or voided (must be original check, not microfiche) | 6 years | No | Public/Private MS 13.43 |
| FIN00510 | Bank statements/reconciliations | Statement of pledged securities | 6 years after expiration | No | Public |
| FIN00600 | Bonds and coupons | Bond ledgers/registers | Until debt is retired and audit complete | No | Public |
| FIN00700 | Bond issues – official statements | Enabling documentation | Permanently | No | Public |
| FIN00800 | Building and land contracts | See Buildings | | | |
| FIN00900 | County auditor statements | Tax settlement report and taxes receivable report | 6 years | No | Public |
| FIN01100 | Insurance documents | Fidelity/surety bonds | 6 years after expiration | 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 |
| 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, MS 71.345 | No | Public |
| FIN01800 | Student activity accounts | Cash receipts, vouchers, cancelled checks, ledgers, and journals, 701.8.2P | 6 years | No | Public |
| FIN01900 | Transportation - annual | | 6 years | No | Public |
| FIN02000 | Transportation contracts | With independent contractors | 6 years | No | Public |
| FIN02100 | Gifts and advertising revenue | Forms from donors, 703.5.1.1P, 703.5.1.2P, 703.5.9P, 703.5.9.1P | 12 years | No | Public |

Section: **HEALTH & SAFETY**

| Item | Title | Example and Description | Retention Period | Archival | Data Practices Classification/ Statute |
|----------|---|--|--|----------|--|
| HSF00100 | Infectious disease and occupational exposure files* | Files on each employee dealing with safety and training on diseases such as hepatitis and AIDS (retain in employee's medical file) | 3 years after separation | No | Public/Private MS 13.43 |
| HSF00200 | OSHA - citations of penalty | Notifications 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 accident | 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 agendas and minutes | | 3 years | No | Public |
| HSF00600 | Training records – Right-to-Know | | 3 years after separation | No | Public |

Section: **PAYROLL**

| Item | Title | Example and Description | Retention Period | Archival | Data Practices Classification/ Statute |
|----------|-------------------------------------|--|------------------------------------|----------|--|
| 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 garnishment, notice of bankruptcy, wage levy and related documents | 3 years after expiration | No | Private MS 13.43 |
| PAY00700 | Payroll register | Name, address, date of birth, occupation, rate of pay, compensation earned each week; 405.3P, Jury Duty Pre-Approval | Permanently, 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 |

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|----------|---|--|---|----|----------------------------|
| PAY01000 | Quarterly report of local government | Employees and wages (weeks or hours worked) | 3 years | No | Public/Private MS 13.43 |
| 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 or until superseded | No | Public/Private MS 13.43 |
| PAY01300 | Stop payment orders and bonds | | 6 years | No | 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 | | Permanently, 29 C.F.R. & 1627.3(b)(2) | No | Private MS 13.43 |
| PAY01600 | Tax sheltered annuity - authorization | 457 and 403(B) plans | Permanently | No | 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: **PERSONNEL**

| Item | Title | Example and Description | Retention Period | Archival | Data Practices Classification / Statute |
|----------|---------------------------|---|--|----------|---|
| PER00100 | Employee medical records* | Any information concerning the health status of an employee which is made or maintained by a physician, nurse, or other health care personnel or technician | 30 years after termination or retirement | No | Private MS 13.384 MS 13.43 |
| PER00110 | Employee medical records* | Includes medical and employment questionnaires or histories, medical exams, medical opinions, descriptions of treatments and prescriptions, and employee medical complaints | 30 years after termination or retirement | No | Private MS 13.384 MS 13.43 |
| PER00120 | Request for leave | Requests for leave (vacation, sick, personal, etc.) | 6 years after termination | No | Public/Private MS 13.43 |

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|----------|---|---|---|----|---|
| PER00200 | Leave of absence reports | Formal reports to PERA, TRA, etc., regarding unpaid, School Board-approved leaves | 6 years | No | Public/Private MS 13.43 |
| PER00210 | Discrimination, harassment, violence or hazing claim records | Harassment and discrimination, violence or hazing | Until final disposition of the charge or action or six <u>seven</u> years after termination of alleged offender(s) or victim(s), whichever is longer | No | Public/Private/ Confidential MS 13.43, MS 13.39 |
| PER00220 | First Report of Injury* | | Permanently, MS 176.151 *If Workers' Compensation, retain 20 years | No | Private MS 13.43 MS 176.231 |
| PER00300 | Applications for employment, resumes and interview documents | Licensed and classified - not hired ; any and all employment records including, but not limited to, application forms, resumes, cover letters, interview notes, interview questions and answers, job inquiries, rejection letters and other related documents | 2 years or until final disposition of a discrimination charge, 29 C.F.R. 1602.14(a), 29 C.F.R. 1602.40, 29 C.F.R. 1627.3(b)(1), Minn. Rules 5000.2250 | No | Public/Private MS 13.43 |
| PER00310 | Applications for employment, resumes and supporting documentation | Licensed and classified - hired (in personnel file); any and all employment records including, but not limited to, application forms, resumes, cover letters, interview notes, interview questions and answers, job inquiries, rejection letters and other doc | 6 years or until final disposition of a discrimination charge, 29 C.F.R. 1602.14(a), 29 C.F.R. 1602.40, 29 C.F.R. 1627.3(b)(1), Minn. Rules 5000.2250 | No | Public/Private MS 13.43 |
| PER00400 | Arbitration decisions | | Permanently | No | Public/Private MS 13.43 |
| PER00500 | Contracts and assignments | | 6 years after termination | No | Public |
| PER00700 | Equal Employment Opportunity Reports/Summary Data (EEOC/MNCRIS) | | 3 years, 29 C.F.R. 1602.39 | No | Public |
| PER00900 | Grievance files | Employee grievances and/or complaints filed under a labor agreement or personnel rules; this also related to arbitration files and related court cases | Permanently | No | Public/Private MS 13.43 |
| PER01000 | Insurance: group master policies, contracts and agreements | See Finance | | | |

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|----------|---|--|---|-----|------------------------------|
| PER01100 | Insurance: reports | Insurance census, premium reports, etc. | 6 years | No | Public/Private MS 13.43 |
| PER01200 | STAR report | Annual STAR report | 1 year until superseded | No | Public |
| PER01300 | Insurance records: enrollment cards | | Until superseded | No | Public/Private MS 13.43 |
| PER01400 | Insurance records: employees on leaves of absence | Employees on leaves of absence, Family Medical Leave Act, Long-term Disability, retired teachers, surviving spouses, terminated employees | 2 years after insurance coverage terminates | No | Public/Private MS 13.43 |
| PER01800 | Labor contracts | Contracts between school district management and various bargaining units including: correspondence, salary schedules, personnel policies | Permanently | Yes | Public |
| PER02000 | Long-term Disability claims/awards | | 10 years after final settlement of claims | No | Public/Private MS 13.43 |
| PER02100 | Job descriptions | | Until superseded | No | Public |
| PER02200 | Mediation records | | Permanently | No | Public |
| PER02300 | Negotiations records | Costing records, negotiations strategy session tapes | 2 years after completion of all BMS certified negotiations; MS 71.705(1a) | No | Public/Private MS 471.705 |
| PER02400 | Pay equity: classification studies and working papers | | Until superseded | No | Public |
| PER02500 | Pay equity: summary | | Permanently | No | Public |
| PER02700 | Personnel files - individual | All personnel and employment records, constituting or including, but not limited to, documents relating to, citations, personal history, employee references, and letters of appointment/promotion, performance records, termination/resignation, I-9 form, evaluations, background/driver's license check records, Instructional employment rationale, and employee property claims | 6 years after termination | No | Public/Private MS 13.43 |
| PER02720 | Personnel: deficiency reports | Letters of advice, reprimands, letters of deficiency, letters of direction and correction, notices of suspensions. | 6 years after termination or by mutual agreement To expunge | No | Public/Private MS 13.43 |
| PER02730 | License and certifications | Notice of voluntary surrender of teaching license | Until superseded | No | Public |

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| PER02740 | Employee's response letter to any document in personnel file | | Same retention as document to which they are responding, MS 122A.40, subd. 19 | No | Private MS 13.43 |
| PER02750 | Seniority lists | | Full period the system is in effect and at least one (1) year after termination, 29 C.F.R. 1627.3(b)(2) | No | Public |
| PER02800 | Recruitment records | Relating to posting, recruitment, selection, and appointment to each position, advertising | 2 years | No | Public/Private MS 13.43 |
| PER03000 | Unemployment claims/compensation | Claims for unemployment | 2 years after claim resolution | No | Public/Private MS 13.43 |
| PER03100 | Workers' Compensation - claims | Injury reports and correspondence dealing with injuries | 20 years | No | Private MS 13.43 MS 176.231 |
| PER03200 | Workers' Compensation | Claims summary, summary information from carrier | 6 years after termination | No | Public/Private MS 13.43 MS 176.231 |
| PER03300 | Position evaluation records | Recommendation for evaluation of new or changed position | Permanently | No | Public |
| PER03400 | Training records | Any training not covered elsewhere in Records Retention Schedule | 1 year | No | Public/Private 13.43 |
| PER03500 | Practicum and exchange records | 404.2P, Placement of Student Teachers and Interns, and agreements | For the term of the agreement | No | Public |
| PER03600 | Drug and alcohol testing records | Formal drug and alcohol testing procedures on individual employees | 30 years after termination or retirement | No | Private MS 13.43 and 181.954; 49CFR parts 382, et.al. |
| PER03700 | Employee training/evaluation videos | Teacher Development and Evaluation, Q Comp, Leveled Literacy Intervention | Until no longer needed for original purpose | No | Public/ Private MS 13.43 or 13.32 |
| PER03800 | Employee contact information | 401.6P | Until entered electronically and thereafter when superseded | No | Private MS13.43 |
| PER03900 | Employee change of name, address, phone | | Until recorded in HR, Payroll, Finance and Insurance | No | |
| PER04000 | Title IX employee training records | Materials used to train staff pursuant to Title IX policy | 7 years | No | Public/Private 13.43 |

Section: **SPECIAL EDUCATION**

| Item | Title | Example and Description | Retention Period | Archival | Data Practices Classification / Statute |
|----------|---------------------------|--|---|----------|--|
| SPC00100 | Special Education records | Records included in the child study file for a child referred for special education services, including, but not limited to official notices, evaluations and reevaluations, IEPs, IEP progress reports and exit records | Permanently unless destroyed as required by 34 C.F.R. 300.624 | No | Private MS 13.32 34 C.F.R. 300.624 |

Section: **STUDENTS**

| Item | Title | Example and Description | Retention Period | Archival | Data Practices Classification/ Statute |
|----------|--|--|--|----------|--|
| STD00200 | Accident reports - student | | Permanently | No | Private MS 13.32 |
| STD00300 | Achievement and standardized tests results | Testing as determined by district | Permanently | No | Private MS 13.32 |
| STD00400 | Emergency care information and electronic permissions, student allergy information | 506.2.3P | Until superseded or 3 years after graduation/leave district | No | Private MS 13.32 |
| STD00500 | Attendance and membership data | Summary of yearly attendance by student as recorded in cumulative file | Permanently | No | Private MS 13.32 |
| STD00510 | Attendance and membership data | MARRS data - detailed | 3 years | No | Private MS 13.32 |
| STD00600 | Health and Immunization information | 506.2.2.1P, 506.2.2.1.2.2P, 501.5.2P | At least five (5) after the student attains the age of majority (18), so until the age of (23) MS 121A.15, Subd. 7 | No | Private MS 13.32 |
| STD00610 | School nurse notes | Anecdotal records, 506.2.2.4.1P | 6 years after graduation/leave district | No | Private MS 13.32 |

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| STD006120 | Health room log | Daily record of student reporting to health room (excluding anecdotal records) | 6 years after graduation/leave district | No | Private MS 13.32 |
| STD00700 | Cumulative file | Including record of access, log in/out record for review or transfer of student records, legal name change documents, name change through adoption documents, birth certificates as of 2012-13, report cards, transcripts, other documents as noted in "A Guide to Student Cumulative Records" | Permanently | No | Private MS 13.32 |
| STD00800 | Demographic information | District census | Permanently | No | Public/Private MS 13.32 |
| STD00810 | Demographic information | Student directory information | 1 year | No | Public |
| STD00820 | Demographic information and court/legal documents pertaining to students | Student family information including dissolution (divorce) or custody orders, adoption papers, guardian ad litem, orders for protection, judgments of paternity, termination of parental rights, ward of the state, etc. | Until leave district or superseded by subsequent order, whichever is sooner | No | Public/Private MS 13.32 |
| STD00900 | LEP reports | Home Language Reports (LEP) | 3 years | No | Public/Private MS 13.32 |
| STD01000 | Extra and cocurricular participation records | Team results, participation, contracts, 604.1.2P, 604.4.1.1.2P, 604.4.1.1.4P, 604.4.1.3.1P-604.4.1.3.10P, 604.2.3P, 640.2.3P | Through the end of the school year | No | Private MS 13.32 |
| STD01100 | Home school records not otherwise addressed | | Permanently | No | Private MS 13.32 |
| STD01200 | Preschool screening | | Permanently | No | Private MS 13.32 |
| STD01300 | Pupil attendance applications/agreements | PSEO 601.8P and 502.4.1P | (approved) 3 years after graduation (denied or never enrolled) August 1 following application | No | Private MS 13.32 |
| STD01420 | School performance data | Transcripts | Permanently | No | Private MS 13.32 |
| STD01500 | Auxiliary organization records | Clubs, interest groups, student councils, athletic associations | Permanently; historical value | Yes | Public |
| STD01510 | Auxiliary organization records | Graduation programs | Permanently; historical value | Yes | Public |

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| STD01520 | Auxiliary organization records | Activity funds - treasurer's records, bylaws, membership records, meeting minutes | Permanently; historical value | Yes | Public |
| STD01530 | Driver education files | | 1 year | No | Public |
| STD01540 | Formal harassment, hazing, discrimination, and bullying records | 503.4.2P, 503.4.4P, 503.4.5.4P, 503.4.7.3P, 503.8P | 7 years | No | Private/ Confidential MS 13.32 or 13.39 |
| STD01550 | Miscellaneous student-related procedures and documents | All student procedures not otherwise subject to another retention period including, but not limited to, 501.2.2P, 506.2P, 707.13P, 710.2.4P and other student related documents not required to be kept in the cumulative file, child study folder (special education records) or as otherwise required by this retention schedule | Through level | No | Private MS 13.32 |
| STD01560 | Maltreatment reporting forms | Agency forms, 506.4.1P, 506.4.2P | Per MS 626.556 | No | Confidential/ Private 626.556 |
| STD01570 | Case Study files | Grade acceleration, single subject acceleration and grade retention procedures (not including documents to be in cumulative file) | 3 years | No | Private MS13.32 |
| STD01580 | Miscellaneous class registrations | 640.2.2P, middle school and high school course registration information | Until recorded for scheduling purposes | No | Private MS 13.32 |
| STD01590 | Social Worker Records | Consent for service, service plan, progress records | 7 years after last date of service | No | Private MS 13.32, 148E.225, 148E.230 |

Section: **TRANSPORTATION**

| Item | Title | Example and Description | Retention Period | Archival | Data Practices Classification/ Statute |
|----------|--|-------------------------|-----------------------------------|----------|--|
| TRN00100 | Claims for transportation aid | | 3 years | No | Public |
| TRN00200 | Contractor correspondence/reporting | | 3 years after completing contract | No | Public |
| TRN00300 | Contracts with independent contractors | | 3 years after completing contract | No | Public |

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| TRN00400 | Equipment inventories | See Buildings | | | |
| TRN00500 | Equipment maintenance records | | Life of equipment | No | Public |
| TRN00600 | MDE reports | Annual reports and student ridership categories | 3 years | No | Public |
| TRN00700 | Pupils transported for aid entitlement | Lists containing names of students | 3 years, MS 127A.41 | No | Private MS 13.32 |
| TRN00800 | Transportation mileage records | | 3 years | No | Public |
| TRN00900 | Transportation reimbursements | | 6 years | No | Public |
| TRN01000 | Transportation employee | Training checklist 403.3.1.1.3.3P | Duration of employment | No | Public/Private MS 13.43 |
| TRN01100 | School Bus Stop Arm Violation Report | 707.2.2P | 2 years | No | Public/Private MS 13.43 or MS |
| TRN01200 | Student Misbehavior in a District Vehicle | 707.2.5.2P, 707.2.5.4P | 6 years | No | Private MS 13.32 |
| TRN01300 | Transportation requests and Transportation fee for service | 707.5.2P, 707.7.1P, 707.7.2P, 707.7.3P, 707.7.4P, 707.4P | Duration of time student is at designated bus stop or designated school, or as otherwise superseded | No | Private MS 13.32 |
| TRN01400 | Transportation request – special education | 707.8P | 3 years | No | Private MS 13.32 |