

## **SCHOOL DISTRICT RECORDS RETENTION**

### **I. PURPOSE**

The purpose of this policy is to establish a schedule for record retention for School District records.

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

It is the policy of the School District to adopt the Minnesota State Department of Administration's School District Records Retention Schedule, which is attached to this policy.

Adopted: 11/21/05  
Reviewed: 01/12/09  
01/24/11  
02/10/14  
02/06/17