

## **515.1 RECORDS RETENTION POLICY – STUDENT RECORDS**

### **I. PURPOSE**

The purpose of a records retention policy is to provide a plan for managing student records by giving continuing authority to dispose of records under Minn. Stat. § 138.17. The responsible authority for the maintenance and security of student records shall be the Superintendent of Schools or their designee(s).

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

The Lakeview School District hereby adopts the Student Records section of the School District General Records Retention Schedule proposed by the Minnesota Department of Administration, with changes to the timeline for retention of special education records as specified below.

The District will comply with all of the minimum standards set out in the Retention Schedule. Although the District reserves the right to retain certain records for a period longer than the State of Minnesota proposes, it will not shorten any retention period to less than what is recommended by the Department of Administration.

#### **Special Education Records**

All records of special education students will be retained for at least six years following the last date of eligibility for services to the student. The “last date of eligibility for services” means either the student’s graduation or the last day on which the student was eligible for services from the District, whichever is later.

As long as a student is eligible by residence and age to receive special education services, the District will maintain educational data necessary to provide educational services to the student. The District will notify the parents of a special education student upon its determination that personally identifiable information about the student is no longer needed to provide educational services.