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

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	No	Public, MS 201.221, 204B.40
ADM00275	Election abstract		Permanently; historical	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

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 and joint powers agreements with other public entities	Joint powers agreements and agreements creating inter-district cooperatives, including vocational, special education and special purpose cooperatives formed by joint powers agreements; other records of the cooperatives 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
ADM01500	Negotiations – see Personnel				
ADM01600	Newsletters and publications	District generated	Permanently; historical	Yes	Public
ADM01610	Newsletters and publications	Student-generated school newspapers	Permanently; historical	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; posted to website for 4 years	No	Public MS 211A.02
ADM02300	Districtwide advisory council and committee applications, agendas and other formal records not covered by other sections of this retention schedule		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, learning management system pages	Until deleted or superseded	No	Public/Private
ADM03000	Electronic building access logs	Door control access logs	12 months	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			
CED00900	Contracts and agreements	See Finance			

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 or Library Materials	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
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

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 471.345	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
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
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 seven 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			
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

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	Student teachers and intern 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
SPC00200	Third party billing records	Records created or collected when conducting third party billing, including required health services records and all financial records related to the health service that was the subject of the third party billing	5 years after initial billing date	No	Private MS 13.32 Minn.R. 9505.2190

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, sports physicals	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
STD00620	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, Minnesota Language Survey, other documents as noted in “A Guide to Student Cumulative Records”	Permanently	No	Private MS 13.32
STD00720	Student information system electronic records	Logs and other entries not otherwise subject to another retention period	Through the level	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	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, 604.4.1.3.2P, 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 summary and preschool screening permission	501.3.2P, 501.3.3P	Permanently	No	Private MS 13.32
STD01210	Official preschool screening records other than the summary and permission		Through the student's 2nd grade year	No	Private MSA 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
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 260E.35	No	Confidential/ Private 260E.35
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
STD01600	Risk assessment records Threat assessment records	Forms and other records collected or created for student suicide risk and student threat assessments	7 years	No	Private MS 13.32

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
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