

Adopted:11/19/2015

PRAIRIE CREEK COMMUNITY SCHOOL

RECORD RETENTION/DESTRUCTION

I. PURPOSE

Prairie Creek Community School must establish a process so that staff may identify records, assess their value and determine how long to keep them in compliance with state requirements concerning record retention and destruction law.

II. POLICY STATEMENT

It is the policy of Prairie Creek Community School to fully comply with the state law regarding record retention and destruction.

III. ADOPTION OF GENERAL SCHEDULE

Prairie Creek Community School hereby adopts the General Record Retention Schedule for School Districts established by the state Records Disposition Panel pursuant to Minn. Stat. §138.17.

- A. Prairie Creek Community School staff is directed to take the steps necessary to notify the State Archives that Prairie Creek Community School has officially adopted the general schedule.
- B. Prairie Creek Community School staff is also directed to develop a process for retaining and disposing of school records in a manner consistent with that schedule.

Legal References: Minn. Stat. §138.17 (Government Records; Administration)
Minn. Stat. §124D.10 (Charter School Law)

Resources: The schedule is available online at:
www.mnhs.org/preserve/records/retentionsched.html