

Adopted: 01-18-2016

Revised: _____

ROCHESTER BEACON ACADEMY- RBA
POLICY No. 706
RECORD RETENTION/DESTRUCTION

I. PURPOSE

RBA 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 RBA to fully comply with the state law regarding record retention and destruction.

III. ADOPTION OF GENERAL SCHEDULE

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

- A. RBA staff is directed to take the steps necessary to notify the State Archives that RBA has officially adopted the general schedule.
- B. RBA 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. § 124E.03 (Charter Schools – Applicable Law)

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