

Policy 724 RECORDS RETENTION SCHEDULE

I. PURPOSE:

The purpose of the Northfield Public School Records Retention Schedule is to provide a plan for managing governmental records by giving continuing authority to dispose of records under [Minnesota Statutes 138.17](#).

II. GENERAL STATEMENT OF POLICY

The schedule establishes minimum retention periods for records based on their administrative, fiscal, legal and historical value. It lists records series common to school districts and how long to keep them.

III. ADOPTING THE GENERAL SCHEDULE

1. The Minnesota Historical Society was notified that Northfield Public Schools ISD 659 officially adopted the entire original retention schedule on April 14, 1986.
2. The Minnesota Historical Society signed and returned the notification form. This provides continuing authority for record retention based on the most current revision of the retention schedule. The district now has the authority to dispose of government records as indicated on the schedule.
3. Retention periods listed on the schedule represent the minimum amount of time that records must be retained. Once that retention period has been reached, records may either be destroyed or transferred to the State Archives, as indicated on the schedule. If some records series needs to be retained longer than the listed retention, then a building or department policy should be established for those records.
4. Records identified on the schedule as archival may not be transferred to a local historical society, museum, public library, or interested individual without the specific, written permission of the State Archivist, Minnesota Historical Society.
5. The retention stated on the schedule applies to any form of the record. However, if the decision is made to change the form of the record the original record MAY not be authorized to dispose of. If changing the form of a record is being considered, contact the Minnesota Historical Society's Division of Archives and Manuscripts for procedures.

IV. DESTRUCTION REPORTING

Records that are destroyed according to the general schedule should be reported to the Minnesota Department of Administration and the Minnesota Historical Society (M.S. 138.17, subd. 7). Use a copy of the report, "Records Destruction Report" (RM-00065) for this purpose.

V. RECORDS NOT ON THE GENERAL SCHEDULE

Records not listed on the schedule cannot be destroyed without submitting either an “Application for Authority to Dispose of Records” (PR-1) or a “Minnesota Records Retention Schedule” (RM-00058).

The PR-1 form is used to request one-time authority to dispose of records. Since an approved PR-1 gives authority to dispose of only those records listed on the form, it is recommended that PR-1 be only used for obsolete records (records no longer being created).

For ongoing authority to dispose of records not listed on the general schedule, complete a “Minnesota Records Retention Schedule”. This form can be obtained from the Information Policy Office.

VI. RESOURCES

This schedule was developed by the Department of Administration and the Minnesota Historical Society in cooperation with the Department of Children, Families & Learning (currently the Minnesota Department of Education), and officials from Minnesota school districts. It was funded by a grant from the National Historical Publications and Records Commission.

Questions about the schedule:
Department of Administration
Data Practices Office
200 Administration Building
50 Sherburne Avenue
St. Paul, MN 55155
651-296-6733

Questions about archival records:
Minnesota Historical Society
Minnesota State Archives
345 W. Kellogg Blvd.
St. Paul, MN 55102
651-259-3000

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Board of Education
INDEPENDENT SCHOOL DISTRICT NO. 659
Northfield, Minnesota