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722 - RECORDS RETENTION

INTRODUCTION:

Detroit Lakes Public Schools has established a plan for managing all of the school records in compliance with Minnesota Statute 138.17 and other applicable rules and regulations. The school district policy establishes minimum retention period for all school records based on administrative, legal, and historical value.

PURPOSE:

The School District desires to develop a policy regarding the retention of records in order to protect the integrity of the records while effectively managing the cost of maintaining written records of school activities.

PROCEDURE:

The Detroit Lakes Public Schools will follow the process and schedule for the retention of records as stated in the attached "SCHOOL DISTRICT GENERAL RECORDS RETENTION SCHEDULE" as provided by the STATE OF MINNESOTA, Department of Administration, Information Policy Analysis Division, dated January 2000.

See MSBA-722.ATTACHMT