TRIO Wolf Creek Distance Learning Charter School #4095

300.1 RECORD RETENTION/DESTRUCTION

I. PURPOSE

TRIO Wolf Creek Distance Learning Charter 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 TRIO Wolf Creek to fully comply with the state law regarding record retention and destruction.

III. ADOPTION OF GENERAL SCHEDULE

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

A. TRIO Wolf Creek staff is directed to take the steps necessary to notify the State Archives that TRIO Wolf Creek has officially adopted the general schedule.

B. TRIO Wolf Creek 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 School Law)

Resources: The Retention Schedule is available online at:
http://www.region1.k12.mn.us/main/Portals/0/SMART%20Systems/SMARTFIN/docs/DistrictGeneralRecordsRetention.pdf