| Document ID  **507** | Title  **RECORD RETENTION/DESTRUCTION** | Effective Date  **12/14/2020** |
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| Last Date of Review  **12/14/2020** | Date of Re-Review:  **2023-2024** | Date Approved by Board of Directors:  **12/14/2020** |

1. **PURPOSE**
   1. NEW MILLENNIUM ACADEMY (NMA) 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.
2. **GENERAL STATEMENT OF POLICY**
   1. It is the policy of NMA to fully comply with the state law regarding record retention and destruction and with the Minnesota Government Data Practices Act.
3. **ADOPTION OF GENERAL SCHEDULE**
   1. NMA hereby adopts the General Record Retention Schedule for School Districts established by the state Records Disposition Panel pursuant to Minn. Stat. §138.17.
   2. NMA’s Executive team is directed to take the steps necessary to notify the State Archives that NMA has officially adopted the general schedule.
   3. NMA’s Executive team is also directed to develop a process for retaining and disposing of school records in a manner consistent with that schedule.
4. **LEGAL REFERENCES**

Minn. Stat. §138.17 (Government Records; Administration)

Minn. Stat. § 124E.03 (Charter Schools – Applicable Law)

Minn. Stat. Ch. 13 (Government Data Practices)

1. **RESOURCES**

The schedule is available online at: [www.mnhs.org/preserve/records/retentionsched.html](http://www.mnhs.org/preserve/records/retentionsched.html)