Adopted: 1.20.2014

Revised:

**WATERSHED HIGH SCHOOL POLICY No. 3.1**

**RECORD RETENTION/DESTRUCTION**

1. **PURPOSE**

WATERSHED HIGH 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.

1. **POLICY STATEMENT**

It is the policy of WATERSHED HIGH SCHOOL to fully comply with the state law regarding record retention and destruction.

1. **ADOPTION OF GENERAL SCHEDULE**

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

1. WATERSHED HIGH SCHOOL staff is directed to take the steps necessary to notify the State Archives that WATERSHED HIGH SCHOOL has officially adopted the general schedule.
2. WATERSHED HIGH SCHOOL 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. §124D.10 (Charter School Law)

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