

INDEPENDENT SCHOOL DISTRICT NO. 150
School District General Records Retention Schedule

729

Originated: January 8, 1996

Revised: April 23, 2007

I. PURPOSE

The purpose of a 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 School District General Records Retention Schedule establishes minimum retention periods for school district records based on their administrative, fiscal, legal and historical value.

The Hawley School District hereby officially adopts the Minnesota School District General Retention Schedule and will notify the Minnesota Historical Society.