

GENERAL RECORDS RETENTION

It is the policy of Independent School District 194 to adopt the School District General Records Retention Schedule, as proposed by the Minnesota Department of Administration, as its policy for managing the proper disposal of School District general records under continuing authority granted governmental units under Minnesota Statute 138.17.

The Board designates the Business Administrator as coordinator for proper disposal of records in the areas of Administration, Finance, Governance, Payroll and Support Services. The Director of Personnel is designated as coordinator in the area of Personnel records disposal. The Director of Curriculum shall coordinate the disposal of records pertaining to Instructional Programs and Students. The TIES Coordinator is designated as coordinator in the area of Data Processed Records.

Adopted by the School Board
May 12, 1987

Ind. School District No. 194
Lakeville, MN 55044