

Adopted: _____

Cyber Village Academy Policy 799

799 RECORD RETENTION/DESTRUCTION

I. PURPOSE

Cyber Village Academy 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 Cyber Village Academy to fully comply with the state law regarding record retention and destruction.

III. ADOPTION OF GENERAL SCHEDULE

Cyber Village Academy hereby adopts the General Record Retention Schedule for School Districts established by the state Records Disposition Panel pursuant to Minn. Stat. §138.17.

A. Cyber Village Academy staff is directed to take the steps necessary to notify the State Archives that Cyber Village Academy has officially adopted the general schedule.

B. Cyber Village Academy 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.10 (Charter School Law)

Resources: The schedule is available online at:

www.mnhs.org/preserve/records/retentionsched.html