

Adopted: December 15, 2010

Revised: November 20, 2013, October 24, 2018 (update to legal reference)

Reviewed: May 26, 2021

BLUESKY CHARTER SCHOOL POLICY No. 3.1 RECORD RETENTION/DESTRUCTION

I. PURPOSE

BlueSky Charter 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.

II. POLICY STATEMENT

It is the policy of BlueSky Charter School to fully comply with the state law regarding record retention and destruction.

III. ADOPTION OF GENERAL SCHEDULE

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

- A. BlueSky Charter School staff is directed to take the steps necessary to notify the State Archives that BlueSky Charter School has officially adopted the general schedule.
- B. BlueSky Charter 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. §124E (Charter School Law)

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

This policy does not constitute legal advice; any questions regarding this policy should be directed to your attorney.