

*Adopted:* June 4, 2016

*Reviewed:* March 2021

**Twin Cities International Schools**  
GENERAL RECORDS RETENTION (725)

**I. PURPOSE**

Records are vitally important to the operation of any organization; they serve as the organization's memory and are evidence of past events and the basis for future actions. When created, maintained and disposed of in an orderly and systematic manner, records can be a tremendous asset; when treated in a haphazard and disorderly manner, they can reduce the effectiveness of an organization and increase its costs substantially.

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. The basis of any good records management program is the implementation of a well-developed records retention schedule. A retention schedule is a plan for the management of your records.

**II. GENERAL STATEMENT OF POLICY**

The General Records Retention Schedule for Minnesota School Districts (no. 00-43) is available in PDF on the Region 1 (a regional computer service provider) web site. Approved in 2000 by the Minnesota Records Disposition Panel, this schedule is a revision and update of a general records retention schedule for Minnesota school districts last issued in 1985. For more information about records retention as it pertains to schools, see the Minnesota Department of Education's FAQ Page.

Please see attachment.