

Adopted: February 13, 2014
Revised: August 8, 2016
Reviewed: November 13, 2023

COMMUNITY OF PEACE ACADEMY POLICY No. 3.1 RECORD RETENTION/DESTRUCTION

I. PURPOSE

Community of Peace 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 Community of Peace Academy to fully comply with the state law regarding record retention and destruction.

III. ADOPTION OF GENERAL SCHEDULE

Community of Peace 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. Community of Peace Academy staff is directed to take the steps necessary to notify the State Archives that Community of Peace Academy has officially adopted the general schedule.
- B. Community of Peace 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 (Charter School Law)

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