

Adopted: 5.18.16

Revised:

**NORTH METRO FLEX ACADEMY  
POLICY No. 3.1  
RECORD RETENTION/DESTRUCTION**

**I. PURPOSE**

North Metro Flex 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 North Metro Flex Academy to fully comply with the state law regarding record retention and destruction.

**III. ADOPTION OF GENERAL SCHEDULE**

North Metro Flex 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. North Metro Flex Academy staff is directed to take the steps necessary to notify the State Archives that North Metro Flex Academy has officially adopted the general schedule.
- B. North Metro Flex 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. §124D.10 (Charter School Law)

**Resources:** The schedule is available online at:  
[www.mnhs.org/preserve/records/retentionsched.html](http://www.mnhs.org/preserve/records/retentionsched.html)