

*Adopted: May 26, 1998*

*Revised: July 2004; July 2010; July 2013*

## **721 DATA MANAGEMENT/RECORDS RETENTION**

### **I. PURPOSE**

The purpose of this policy is to establish procedures for the district's data management and records retention program.

### **II. GENERAL STATEMENT OF POLICY**

It is the policy of this district to establish and maintain a data collection analysis retrieval and dissemination system which shall generate accurate data and other information as may be desired or needed by local state or federal authorities.

### **III. REQUIREMENTS**

The district shall adhere to the latest provisions of the General Records Retention Schedule for School Districts as developed by the Data and Records Management Division of the State of Minnesota, Department of Administration.

*Legal References:*

*Cross References:*