

Minneapolis Public Schools District General Records Retention Schedule

Section: Administration					
Item	Title	Description	Retention Period	Archival	Data Practices Classification And Statute
ADM00100	Affidavit of Publication	Public Hearings, Budget Publication, Debt Offerings	1 year after audit	No	Public
ADM00200	Election Records	Ballots, Notices, Notifications, Publications	1 year after Canvas Challenge	No	Public
ADM00300	Annual Reports to Board of Education	Reports generated by District (in accordance with MN Statute 120B.11	Permanent	Yes	Public MS 120B.11
ADM00310	Annual/Periodic Reports to Local Board of Education	Final/Actual Reports Generated by State	6 years	No	Public
ADM00400	Authority to Dispose of Records (if Applicable)	Application For Authority To Dispose Of Records Form	6 years	No	Public/Private MS 13.43, 13.32, 13.39
ADM00500	Boundary Changes-District	Consolidation, Detachment, Annexation, and Dissolution	Permanent	Yes	Public
ADM00600	Calendar-Adopted and Actual	Number & length of days by school & grade, Reflecting updated activities during the year	3 years	No	Public MS 127A.41
ADM00700	Census, Annual School	1979 and Earlier	Permanent	Yes	Private MS 13.32
ADM00710	Census, Annual School	1980 – Current	Permanent	No	Private MS 13.32
ADM00720	Census, Certified Reports	Conducted Once Per Decade	Permanent	No	Public
ADM00800	Closed Rural Schools	Includes: Clerk’s, Treasurer’s, And Teacher’s Records Of Closed Rural Schools Which Were Consolidated Into The Independent District	Transfer to State Archive	Yes	Public
ADM00900	Correspondence - Administrative	Superintendent, Principal, Assistant Principal And Other Administrators	3 years	No	Public/Private MS 13.32, 13.43
ADM01000	Court Case/Trial information	Litigation Correspondence	10 years	No	Public/Private MS 13.32, 13.43 MS 13.90

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Item	Title	Description	Retention Period	Archival	Data Practices Classification And Statute
ADM01010	Court Orders		1 year after complete	No	Public
ADM01100	Grant Applications	Successful	3 years after complete	No	Public 20 U.S.C. 1232f(a)
ADM01110	Grant Applications	Unsuccessful	1 year	No	Public
ADM01200	Inservice Workshops	Attendance Records, Agenda and Materials	3 years	No	Public
ADM01300	Inter District Cooperatives	Vocational, Special Ed & Joint Powers Agreement	Permanent	Yes	Public
ADM01400	Minutes	Board Minutes	Permanent	Yes	Public
ADM01410	Minutes	Officially Designated Committees	Permanent	Yes	Public
ADM01420	Minutes	Other than those in ADM01300, 1400, & 1410	1 year	Yes	Public
ADM01430	Minutes-Tape Recordings	Board Minutes only	Until transcribed & approved	No	Public
ADM01440	Board Policies		3 years after change	No	Public
ADM01500	Negotiations-In Personnel				
ADM01600	Newsletters and Publications	District Generated	Permanent	Yes	Public
ADM01610	Newsletters and Publications	Student Generated School Newspapers	Permanent	Yes	Public
ADM01700	Parent Teacher Association Records	Secretary's Books, Treasurer's Books, and Scrapbooks	Permanent	Yes	Public
ADM01800	Media Center/Librarian Reports		3 years	No	Public
ADM01900	Video Tapes	Security/Transportation Tapes	Until Relooped	No	Private/Public MS 13.32; 13.43

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Section: Building					
Item	Title	Description	Retention Period	Archival	Data Practices Classification And Statute
BLD00100	Building Maintenance & Repair Records	Work orders for building maintenance/repairs/ damage	10 years	No	Public
BLD00200	Building Permits	Applications, Inspection Reports, Plans, Etc.	10 years	No	Public
BLD00300	Building Program Records	Current and projected Needs, Review & Comment	10 years	No	Public
BLD00400	Facilities Records	Construction Specifications, Blueprints, Abstracts, Deeds, Title Papers, Final Inspection Reports, Land and Building Occupancy Approval	Permanent	Yes	Public
BLD00500	Leases Landlord/Tenant	All Leases and Licenses and Access Agreements Tenant/Landlord	6 years	No	Public
BLD00600	Fixed Asset Records	Equipment, Fixtures and Material Inventory and Depreciation	Life of Item	No	Public
BLD00700	Accident/Damage Records	Building or Grounds Damage	10 years	No	Public

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Section: Community Education					
Item	Title	Description	Retention Period	Archival	Data Practices Classification And Statute
CED00100	Annual Reports	See Finance			
CED00200	Applications By Individuals For Adult Education		1 year	No	Private MS 13.32
CED00300	Certificate Of Compliance	Verifies Cooperation Between District And Other Governmental Agencies, Joint Powers Agreements	Permanent	No	Public MS 471.59
CED00400	Class Schedule-Master		1 year	No	Public
CED00500	Financial Records	See Finance			
CED00600	Grants	See Administration			
CED00700	Minnesota DCE & L Reports	Early Childhood Family Education, Home School, Adult Basic Education, English As A Second Language, General Education Development, Other State Programs	6 years	No	Public/Private MS 13.32
CED00800	Minutes	See Administration			

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Section: Curriculum					
Item	Title	Description	Retention Period	Archival	Data Practices Classification And Statute
CUR00100	Class Lists		1 year	No	Private M.S. 13.32
CUR00200	Class Schedules	Applications, Inspection Reports, Plans, Etc.	1 year	No	Public
CUR00300	Curriculum Development	Support Data, Recommendations, Programs and Procedures	6 years	No	Public
CUR00400	Daily Plan Books - Teachers	Paper forms	1 year	No	Public
CUR00500	Duty Rosters - Teachers	Paper forms	1 year	No	Private M.S. 13.32
CUR00600	Grade Books - Teachers	Paper forms	1 year	No	Public
CUR00700	Textbooks	Adoptions	6 years	No	Public
CUR00710	Textbooks	Inventories	6 years or until obsolete	No	Public

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Section: Finance					
Item	Title	Description	Retention Period	Archival	Data Practices Classification And Statute
1	Finance	Abstracts/Deeds/Title Papers/Mortgages	Permanent	N	Public
2	Finance	W-9 Form	6 yrs after 1099 issued	N	Public/Private MS 13.43
3	Finance	Year End-Revenue and Expenditure Summary Transaction Reports	Permanent	N	Public
4	Finance	Year End-Revenue and Expenditure Detailed Transaction Reports	Permanent	N	Public
5	Finance	Year End-UFARS Revenue and Exp Report to State	Permanent	N	Public
6	Finance	Year End-Special Funded Projects Report	Permanent	N	Public
7	Finance	Year End-Clerks & Treasurer's Reports (Register Of Receipts & Disbursements, Treasurer's Annual Report & Books Of Records. 1932 & Earlier)	Permanent	Y	Public
8	Finance	Items described in 7 - Post 1932	Permanent	N	Public
9	Finance	Year End-Accounts Rec., Numbered Receipts, Accounts Rec. Invoices, Remittance Advice	6 years	N	Public
10	Finance	Year End, General, Receipts & Disbursements Journals, Check Register, Budget Publications Balance Sheet, Adopted& Revised Budget	Permanent	N	Public
11	Finance	Audit Reports	Permanent	Y	Public
12	Finance	Bank Statements/Reconciliations-Checks, Cancelled, Returned Or Voided	6 years	N	Public/Private MS 13.43
13	Finance	Statement Of Pledged Securities	6 yrs after expiration	N	Public
14	Finance	Bond Ledgers/Registers	Until debt is retired and after audit	N	Public
15	Finance	Bond Issues-Official Statements	Permanent	N	Public
16	Finance	County Auditor Statements-Tax Settlement Report And Taxes Receivable Report	6 years	N	Public

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Section: Finance - Accounts Payable					
Item	Title	Description	Retention Period	Archival	Data Practices Classification And Statute
1	Accounts Payable	Checks, Cancelled	6 years Original checks	N	Public/Private MS 13.43
2	Accounts Payable	Disbursements	6 years	N	Public/Private MS 13.43
3	Accounts Payable	Freights Bills/Claims	6 years	N	Public
4	Accounts Payable	Invoices	6 years	N	Public
5	Accounts Payable	Credit Memos	6 years	N	Public
6	Accounts Payable	Claims/Vouchers (Merchandise Purchased Services Rendered, Travel Expenses)	6 years	N	Public/Private MS 13.43
7	Accounts Payable	1099	6 years	N	Public/Private MS 13.43
8	Accounts Payable	Inventory Records	6 years	N	Public

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Section: Finance- Payroll					
Item	Title	Description	Retention Period	Archival	Data Practices Classification And Statute
1	Payroll	Cafeteria Plan Records	6 years	N	Public/Private MS 13.43
2	Payroll	Check Request, Lost Or Missing Check Replacement, Etc.	2 years	N	Public/Private MS 13.43
3	Payroll	Dues Deduction Authorization	3 years	N	Public/Private MS 13.43
4	Payroll	Garnishments-Wage, Notice Of Bankruptcy Wage Levy And Related Documents	3 years after expiration	N	Public/Private MS 13.43
5	Payroll	Payroll Register-Name, Address, Date Of Birth, Rate Of Pay, Compensation Earned	6 years 29 C.F.R. 1627.3(a)	N	Public/Private MS 13.43
6	Payroll	PERA Eligibility Sheets And Reports	6 years	N	Public/Private MS 13.43
7	Payroll	Prior Years' Quarterly FICA	6 years	N	Public/Private MS 13.43
8	Payroll	Quarterly Report Of Local Government- Wages	3 years	N	Public
9	Payroll	Salary Deduction	6 years	N	Public/Private MS13.43
10	Payroll	Voluntary Withholding Requests	2 years after expiration/ superceded	N	Public/Private MS 13.43
11	Payroll	Stop Payment Orders And Bonds	6 years	N	Public/Private MS 13.43
12	Payroll	Tax Reports	6 years	N	Public/Private MS 13.43
13	Payroll	Tax Sheltered Annuity-Contracts	Permanent	N	Public/Private MS 13.43; 29 C.F.R. 1627.3(b)(2)

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Section: Finance- Payroll					
Item	Title	Description	Retention Period	Archival	Data Practices Classification And Statute
14	Payroll	Tax Sheltered Annuity-Authorization 457 And 403(B) Plans	Permanent	N	Public/Private MS 13.43
15	Payroll	Time Sheets	6 years	N	Public
16	Payroll	TRA/PERA-Retirement Remittance Reports, Monthly And Annual Reports	6 years	N	Public/Private MS 13.43/354.52
17	Payroll	W-2 Statements (Employer's Copy)	6 years	N	Public/Private MS 13.43
18	Payroll	W-4 Statements	6 years after termination or until superceded	N	Public/Private MS 13.43

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Section: Finance - Purchasing					
Item	Title	Description	Retention Period	Archival	Data Practices Classification And Statute
1	Purchasing	Acknowledgements/Orders/ Shipping Notices	6 years	N	Public
2	Purchasing	Bills of Lading	6 years	N	Public
3	Purchasing	Purchasing Contracts	6 years after contract expiration	N	Public
4	Purchasing	Leases/Agreements	3 yrs after expiration	N	Public
5	Purchasing	Requisitions for Purchase	6 years	N	Public
6	Purchasing	Purchase Orders	6 years	N	Public
7	Purchasing	Sealed Bids (Official Publications, Request for Proposals)	10 years	N	Public/Nonpublic MS 13.37
8	Purchasing	Informal Bids	6 years	N	Public
9	Purchasing	Transportation Contracts w/Independent Contractors	3 yrs after contract completion	N	Public

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Section: Food Services					
Item	Title	Description	Retention Period	Archival	Data Practices Classification And Statute
FDS00800	Daily Meal Count Report With Edit Checks		3 years and DCF & L Audit	No	Private/Public MS 13.32 7 C.F.R. & 210.7
FDS00900	Monthly Payment Vouchers		3 yrs& audit	No	Private/Public MS 13.32 7 C.F.R. & 210.7
FDS01000	On Site Review Record		3 yrs& audit	No	Private/Public MS 13.32 7 C.F.R. & 210.8
FDS01100	Financial Records	Breakfast, Lunch, Ala Carte (Supporting Documentation May Include Invoices, Purchase Orders, Etc.) Student, Adult Federal And State Income And All Other Sources	3 yrs& audit	No	Private/Public MS 13.32 7 C.F.R. & 210.20 and 210.5
FDS01200	Inventory	Audit Trail For USDA Commodity Usage, Year End Physical Inventory	3 yrs& audit	No	Public
FDS01410	Inventory (Food And Supplies)	Quotes (Unsuccessful And Successful)	1 yr & audit	No	Public
FDS01410	Inventory (Food& Supplies)	Bids Request Summaries	6 yrs & audit	No	Public
FDS01420	Inventory (Food&Supplies)	Requisitions (Moving Supplies/Equipment in District)	3 yrs& audit	No	Public
FDS01500	Cashier's Reports	Daily, Weekly, And Monthly	6 yrs & audit	No	Public 7 C.F.R.210.8/.20
FDS01600	Operating Reports	Breakfast, Lunch& A'laCarte Participation Reports	3 yrs & audit	No	Public
FDS01610	Operating Reports	Revenue And Expenditure Reports	6 yrs & audit	No	Public

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Section: Health & Safety					
Item	Title	Description	Retention Period	Archival	Data Practices Classification And Statute
HSF00100	Infectious Disease and Occupational Exposure Files	Files on each employee dealing with safety and training on diseases such as hepatitis and aids. Retain in employees medical file, hearing testing, MSDS, respiratory fitness, asbestos exposure records	30 Years After Separation	No	Public/Private MS 13.43
HSF00200	OSHA-Citations of Penalty	Notifications of Violations by the District	Until Violation Has Been Corrected	No	Public/Private MS 13.43
HSF00300	OSHA-Employee Accident Reports	OSHA Report Numbers 200 and 101	5 yrs after Incident	No	Public/Private MS 13.43
HSF00400	OSHA-Employee Exposure Records	Any Information Concerning Employee Exposure to Toxic Substances or Harmful Physical Agents.	30 yrs after Termination or Retirement	No	Public/Private MS 13.43
HSF00500	Safety Committee Agendas and Minutes		3 Years	No	Public
HSF00600	Training Records-Right to Know	MSDS	3 yrs after Separation	No	Public
HSF00700	Pesticide Notification	Parental Right to know	6 Years	No	Public
HSF00800	Hazardous Waste Disposal	Disposal Manifest	Permanent	No	Public
HSF00900	AHERA Abatement Files/Management Plans	Abatement Closeouts, Sampling Data Management Plans	Permanent	No	Public

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Section: Personnel					
Item	Title	Description	Retention Period	Archival	Data Practices Classification And Statute
1	Human Resources	Employee Medical Records-Any Information Concerning The Health Status Of An Employee Which Is Made Or Maintained By A Physician, Nurse Or Health Care Personnel Or Technician	30 yrs after termination or retirement	N	Private MS 13.384 MS 13.43
2	Human Resources	Employee Medical Records: medical and employment questionnaires or histories, medical exams & opinions, treatment and prescription, and employee complaints.	30 yrs after termination or retirement	N	Private MS 13.384 MS 13.43
3	Human Resources	Request For Leave-Vacation, Sick, Personal, Etc.	6 yrs after termination	N	Public/Private MS 13.43
4	Human Resources	Leave Of Absence Reports- Reports To PERA, TRA, Etc., Regarding Unpaid Board-Approved Leaves.	6 yrs	N	Public/Private MS 13.43
5	Human Resources	Discrimination Claim Records-Sexual Harassment And Discrimination	Until final disposition of charge	N	Public/Private Confidential MS 13.43, 13.39
6	Human Resources	First Report Of Injury	Permanent In worker's Comp. file; Other 20 yrs	N	Private MS 13.43 MS 176.231 MS 176.151
7	Human Resources	Application for Employment, resume, interview docs-Licensed & Classified-Not Hired. All Employment Records, Including Application, Resume, Cover Letter, Interview Notes, Inquiries, Questions & Answers, Rejection Ltr, etc.	2 years or until final disposition of charge	N	Public/Private MS 13.43, 29 CFR 1602.14(a), 1602.40, 1627.3(b)(1), Minn. Rules 5000.225
8	Human Resources	Application for Employment, Resume, Supporting Docs-Licensed & Classified-Hired (HR File). All Employment Records, Including Application, Resume, Cover Letter, Interview Notes, Questions & Answers, Inquiries, Rejection Ltrs, etc.	6 years after termination or final disposition of charge	N	Public/Private MS 13.43, 29 CFR 1602.14(a), 1602.40, 1627.3(b)(1), Minn. Rules 5000.225

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Section: Personnel					
Item	Title	Description	Retention Period	Archival	Data Practices Classification And Statute
9	Human Resources	Arbitration Decisions	Permanent	N	Public/Private MS 13.43
10	Human Resources	Contracts and Assignments	6 years after termination	N	Public
11	Human Resources	Equal Employment Opportunity Reports/Summary Data (EEOC/MNCRIS)	3 years	N	Public 29 C.F.R. 1602.39
12	Human Resources	Grievance Files- Grievances/Complaints filed under a Labor Agreement (arbitration & court).	Permanent	N	Public/Private MS 13.43
13	Human Resources	Insurance: Group Master Policies, Contracts And Agreements	6 years after expiration	N	Public
14	Human Resources	Insurance: Reports-Insurance Census Premium Reports, Etc.	6 years	N	Public/Private MS 13.43
15	Human Resources	STARS Report-Annual Report To State	1 year or superseded	N	Public
16	Human Resources	Insurance Records: Enrollment cards	Until superseded	N	Public/Private MS 13.43
17	Human Resources	Insurance Records: Employees on Leave Of Absence, FMLA, Long-Term Disability, Retired Teachers, Surviving Spouse, Terminated	2 years after ins.coverage terminates	N	Public/Private MS 13.43
18	Human Resources	Labor Contracts-Between School District Management And Various Bargaining Units Including: Correspondence, Salary Schedules, Human Resources	Permanent	Y	Public
19	Human Resources	Long Term Disability Claims/Awards	10 yrs after settlement	N	Public/Private MS 13.43
20	Human Resources	Job Descriptions	Superseded	N	Public
21	Human Resources	Mediation Records	Permanent	N	Public
22	Human Resources	Negotiation Records-Costing, Strategy Session Tapes	2 years after all complete	N	Public/Private MS 471.705

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Section: Personnel					
Item	Title	Description	Retention Period	Archival	Data Practices Classification And Statute
23	Human Resources	Pay Equity: Classification Studies & Working Paper	Superseded	N	Public
24	Human Resources	Pay Equity: Summary	Permanent	N	Public
25	Human Resources	Human Resources Files: individual citations, personal history, references, appointment & promotion, performance termination/resignation I-9 Form, evaluations, deficiency docs, direction & correction, reprimands, discipline notices	6 years after termination or mutual agreement to expunge	N	Public/Private MS 13.43
27	Human Resources	Employee's Response Letter To Any Documenting Human Resources File	Same as document	N	Public/Private MS 13.43, 122A.40
28	Human Resources	Seniority lists	Time in effect & 1 yr after term.	N	Public 29 C.F.R. 1627.3(b) (2)
29	Human Resources	Recruitment Records-Relating To posting, selection & appointment to position, advertising	2 years	N	Public/Private MS 13.43
30	Human Resources	Unemployment Claims/Compensation-Claims For Unemployment	2 years after resolution	N	Public/Private MS 13.43
31	Human Resources	Worker's Compensation Claims-Injury Reports And Correspondence Dealing With Injuries	20 years	N	Private MS 13.43, 176.231
32	Human Resources	Worker's Compensation-Claims Summary, Summary Information From Carrier	6 years after termination	N	Public/Private MS 13.43, 176.231

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Section: Special Education					
Item	Title	Description	Retention Period	Archival	Data Practices Classification And Statute
SPC00100	Special Education Records		When the student turns 25	No	Private M.S. 13.32

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Section: Students					
Item	Title	Description	Retention Period	Archival	Data Practices Classification And Statute
STD00200	Accident Reports -		Permanent	No	Private M.S. 13.32
STD00200	Non-Academic Records	Registration forms, releases, name changes, daily absences, online class lists & online gradebook, online class schedules interventions	Until student turns 25 ("until 25")	No	Private M.S. 13.32
STD00300	Achievement & Standardized Test Results		Permanent	No	Private M.S. 13.32
STD00400	Emergency Care Information		Superseded or until 25	No	Private M.S. 13.32
STD00500	Attendance and Membership Data	Student's yearly enrollment days and absence days	Permanent	No	Private M.S. 13.32
STD00510	MARSS Data – Detailed	Student state data files related to MARSS, SERVS	10 years	No	Private M.S. 13.32
STD00600	Health & Immunization	Immunization History	Permanent	No	Private M.S. 13.32
STD00610	Student Health information	Nurse notes, logs	Until 25	No	Private M.S. 13.32
STD00700	Cumulative File	Student permanent academic records including demographics, birth verification, enrollment history	Permanent	No	Private M.S. 13.32
STD00800	Demographic Information (Family/Custody, etc.)	Legal documentation related to the student	Superseded or until 25	No	Private M.S. 13.32
STD01000	Extra and Co-curricular Participation	Athletic, official clubs, etc.	Until 25	No	Private M.S. 13.32
STD01100	Homeschool records		Until 25	No	Private M.S. 13.32
STD01200	Preschool screening		Permanent	No	Private M.S. 13.32
STD01300	Nonresident Pupil Attend. Applications/Agreements		Until 25	No	Private M.S. 13.32
STD01410	School Performance Data – Yearly Report Cards		Until 25	No	Private M.S. 13.32
STD01420	School Performance Data – Transcripts	Student official transcripts, K-12	Permanent	No	Private M.S. 13.32

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Section: Transportation					
Item	Title	Description	Retention Period	Archival	Data Practices Classification And Statute
TRN00100	Claims for Transportation Aid		3 years	No	Public
TRN00200	Contractor Correspondence/Reporting		3 years after completing contract	No	Public
TRN00400	Equipment Inventories	See Buildings		No	Public
TRN00500	Equipment Maintenance Records		Life of Equipment	No	Public
TRN00600	Minnesota DCF&L Reports	Annual Reports and Student Ridership Categories	3 years	No	Public
TRN00700	Pupils Transported for Aid Entitlement	Lists containing names of students	3 years	No	Private M.S. 13.32
TRN00800	Transportation Mileage Records		3 years	No	Public
TRN00900	Transportation Reimbursements		6 years	No	Public