

## **LIONSGATE ACADEMY**

### **703 RECORD RETENTION**

*Original Adoption Date: 10/15/2013*

*Revision Date(s): 12/3/2019*

*Review Date(s): 11/2/2016, 11/9/2021*

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#### **I. PURPOSE**

Lionsgate 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. GENERAL STATEMENT OF POLICY**

It is the policy of Lionsgate Academy to fully comply with the state law regarding record retention and destruction.

#### **III. ADOPTION OF GENERAL SCHEDULE**

Lionsgate 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. Lionsgate Academy staff is directed to take the steps necessary to notify the State Archives that Lionsgate Academy has officially adopted the general schedule.
- B. Lionsgate 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.03 Subd. 5. (Charter School Law)*

*34 CFR Part 99 (Family Educational Rights and Privacy Act Regulations [FERPA])*

#### **Resources:**

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