

**CORNERSTONE MONTESSORI ELEMENTARY SCHOOL  
RECORD RETENTION POLICY**

**I. PURPOSE**

This policy is meant to delineate the general records retention schedule for Cornerstone Montessori Elementary School (CMES). The purpose of the policy is to provide a plan for managing records under Minnesota Statutes 138.17 and to support the school's obligation under the Minnesota Government Data Practices Act.

**II. GENERAL STATEMENT OF POLICY**

CMES will adopt the School District General Records Retention Schedule, which establishes minimum retention periods for school district records based on their administrative, fiscal, legal, and historical value.

The information listed in the retention schedule is intended as a guideline in that it may not address all the records that CMES may wish to keep. Questions regarding the retention of documents not listed in the schedule should be directed to the Head of School. Additionally, the schedule articulates the minimum standards. The Head of School may choose to exceed the minimum standards for some documents.

**III. PROCEDURES**

- A. The CMES Board will notify the State Archives Department of the Minnesota Historical Society that the school has officially adopted the School District General Records Retention Schedule.
- B. The Head of School will be responsible for supervising the implementation of the records retention schedule.
- C. A link to the "School Records Retention Schedule" can be found in policy 725.1.

***Legal References:***

Minnesota Statute 138.17 (Government Records; Administration)

***Cross References:***

School District General Records Retention Schedule (State of Minnesota, Department of Administration, Information Policy Analysis Division, January 2000).

**Board Approved: July 16, 2013**

**Board Revised: November 19, 2019**

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