

INDEPENDENT SCHOOL DISTRICT 199
Inver Grove Heights Community Schools
2990 80th Street East
Inver Grove Heights, Minnesota 55076

RECORDS PRESERVATION

I. Purpose

State statute requires the preservation of several specific records as well as the procedures which must be followed for disposal. The purpose of this policy is to provide the parameters by which Inver Grove Heights Community Schools will identify, preserve and dispose of such records.

II. General Statement

State statutes charge the chief administrative officer of a government entity with the responsibility to protect records and deliver them to a successor to assure smooth transition and continuity. Not all records are to be kept permanently and the school district superintendent or his/her designee has a statutory obligation to dispose of data when it is determined to be unnecessary.

III. Definitions

The Minnesota Government Data Practices Act requires that all government data collected, created, received, maintained or disseminated by any state or local agency, inclusive of school districts, must be made accessible to the public unless the data are classified as inaccessible by state statute, federal law or temporary classification.

A. The classification of data and their definitions are:

1. Public Data – Data which are accessible to the public in accordance with the provisions of M.S. 13.03.
2. Private Data on Individuals – Data which are only accessible to the individual subject of the data and to entities authorized by law to gain access. These data are not accessible to the public.
3. Confidential Data on Individuals – Data which are only accessible to entities authorized by law to gain access. These data are not accessible to the individual subject of that data or to the public.

4. Private Data on Decedents – Data which, prior to the death of the data subject, were classified by statute, federal law, or temporary classification as private data.
5. Confidential Data on Decedents – Data which, prior to the death of the data subject, were classified by statute, federal law, or temporary classification as confidential data.
6. Nonpublic Data Not on Individuals – Data which are accessible to the subject, if any, of the data and to the entities authorized by law to gain access. These data are not accessible to the public.
7. Protected Nonpublic Data Not on Individuals – Data which are only accessible to entities authorized by law to gain access. These data are not accessible to the subject of the data or to the public.

B. Definition of “Record:”

1. Government record means state and local records, including all cards, correspondence, discs, maps, memoranda, microfilms, papers, photographs, recordings, reports, tapes, writings, optical disks, and other data, information, or documentary material, regardless of physical form or characteristics, storage media or conditions of use, made or received by an officer or agency of the state and an officer or agency of a county, city, town, school district, municipal subdivision or corporation or other public authority or political entity within the state pursuant to state law or in connection with the transaction of public business by an officer or agency;
2. State record means a record of a department, office, officer, commission, commissioner, board or any other agency, however styled or designated, of the executive branch of state government; a record of the state legislature; a record of any court, whether of statewide or local jurisdiction; and any other record designated or treated as a state record under state law;
3. Local record means a record of an agency of a county, city, town, school district, municipal subdivision or corporation or other public authority or political entity;
4. Record excludes data and information that does not become part of an official transaction, library and museum material made or acquired and kept solely for reference or exhibit purposes, extra copies of documents kept only for convenience of reference and stock of publications and processed documents, and bonds, coupons, or other

obligations or evidences of indebtedness, the destruction or other disposition of which is governed by other laws;

5. Vital record means any record that is necessary to the continuation or resumption of operations.

C. Information technology and electronic records:

The definition of a record is dependent upon content, not the physical format or storage media. The Uniform Electronic Transactions Act (UETA) and the Electronic Signatures in National and Global E. Commerce Act (E. Sign) characterize electronic documents and digital signatures as equal in nature to paper documents.

IV. Compliance

The Board of Education directs the Superintendent to establish a records preservation plan and procedure that is in compliance with the Minnesota Department of Administration school district general records retention schedule.

Cross Reference: Policy 203.5 – School Board Meeting Agenda
Policy 204 – School Board Meeting Minutes
Policy 205 – Open and Closed Meetings
Policy 206 –Public Participation in School Board Meetings,
Complaints about Persons at School Board
Meetings and Data Privacy Considerations
Policy 406 – Public and Private Personnel Data
Policy 515 – Protection and Privacy of Student Records
Policy 702 – Accounting
Policy 703 – Annual Audit
Policy 704 – Development and Maintenance of an
Inventory of Fixed Assets and a Fixed
Asset Accounting System

Legal Reference: Minn. Stat. 13.07; 138.17 School District General Records Retention Schedule, State of Minnesota Department of Administration, 2000. Uniform Electronic Transactions Act, adopted by Minnesota 2000.