

1. Schedule Number <i>012-114</i>		Date <i>6/18/2012</i>	2. New		MINNESOTA RECORDS RETENTION SCHEDULE	
3. Agency St. Cloud State University			4. Division/Section Athletic Media Relations		6. Page 1 of 2	
5. Address 720 Fourth Avenue South, St. Cloud, MN 56301					See attached page(s) for records description	
7. For Use By Records Panel Only						
AUTHORIZATION: Under the authority of M.S. 138.17, it is hereby ordered that the records listed on this application be disposed per approved schedule.				Notice: This retention schedule has been reviewed by the State Records Disposition Panel in accordance with Minnesota Statutes 138.17. The records listed on this schedule have been reviewed for their historical, fiscal, and legal value.		
8. Agency Records Management Officer (signature) <i>Tom St</i>		Date <i>6/11/2012</i>		11. Minnesota Historical Society, Director <i>Charles G. Rodgen</i>		Date <i>18 June 2012</i>
9. Type Name / Phone <i>Tom Steman (320) 308-4753</i>				12. Legislative or State Auditor <i>David H. Hein</i>		Date <i>6/20/12</i>
10. Agency Head or Designee (signature) <i>Ann Albright</i>		Date <i>10/28/10</i>		13. Attorney General <i>Peter Nolte</i>		Date <i>6/28/12</i>

Original-State Records Disposition Panel

Copy 1-Agency (after approval)

1. Schedule No.	3. Agency St. Cloud State University	4. Division/Section: Athletic Media Relations	6. Page <u>2</u> of <u>2</u>
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14. Item No.	15. Record Series Title and Description	16. Retention Instructions	17. Statute	18. Vital? (Yes/no)	19. Archival? (Yes/no)
1	Athlete Biographical Files	Retain 5 years after graduation, then transfer to Archives for selection and disposition.		No	Yes
2	Athletic Season Files	Per sport, retain 5 years, then transfer to Archives for selection and disposition: <ul style="list-style-type: none"> • Pre-season media guides: 3 copies • Posters and brochures: 1 copy • Promotional material or giveaways: 1 copy • Programs: 1 copy per home contest • Press Releases: 1 copy • Season summary for each sport: 3 copies • Statistics: final or latest version of statistics for team sport for each year • Schedules: 1 copy 		No	Yes