

1. Schedule Number <i>012-116</i>		Date <i>6/18/2012</i>		2. New		MINNESOTA RECORDS RETENTION SCHEDULE	
3. Agency St. Cloud State University				4. Division/Section Office of Clinical Experiences, College of Education		6. Page 1 of 3	
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 Steman</i>				Date <i>6/11/2012</i>		11. Minnesota Historical Society, Director <i>Charles L. Rodgers</i> <i>18 June 2012</i>	
9. Type Name / Phone <i>Tom Steman (320) 308-4753</i>				12. Legislative or State Auditor <i>Paul White</i> <i>6/20/12</i>		Date	
10. Agency Head or Designee (signature) <i>John Umerski</i>				Date <i>10/7/10</i>		13. Attorney General <i>Jason Nolte</i> <i>6/28/12</i>	
Original-State Records Disposition Panel						Copy 1-Agency (after approval)	

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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	Adjunct faculty position inquiries	Retain until administrative value is gone, then dispose.		No	Yes
2	Essentially equivalent experience (EEE) documentation	Retain in office for 5 years, then transfer to teaching license office.		No	No
3	Field experience files	Retain in office for 5 years, then transfer to teaching license office.		No	No
4	Student teaching contracts	Retain until superseded, then transfer to Archives for selection and disposition; for those that are not superseded and the contract lapses, retain 5 years after graduation then transfer to Archives for selection and disposition.		No	Yes
5	Student teaching eligibility documents	File relevant documents for students who just completed student teaching; for remaining documents, retain for 1 academic semester, then dispose.		No	Yes
6	Student teaching handbooks	Retain until administrative value is gone, then transfer to Archives for selection and disposition.		No	Yes
7	Student teaching payments	Retain 3 years, then dispose.		No	Yes

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8	Student teaching student files	Retain 5 years after graduation, then transfer to Archives for selection and disposition.		No	Yes
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