

1. Schedule Number <i>016-051</i>	Date <i>11/30/15</i>	2. Revision of 012-117	MINNESOTA RECORDS RETENTION SCHEDULE
3. Agency St. Cloud State University	4. Division/Section Counseling and Psychological Services	6. Page 1 of 1	
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>Sam At</i>	Date <i>11/10/2015</i>	11. Minnesota Historical Society, Director <i>Charles L. Braden</i>	Date <i>17 Nov 2015</i>
9. Type Name / Phone <i>Tom Stepan 320-308-4753</i>		12. Legislative or State Auditor <i>Scott T. Jonland</i>	Date <i>12-10-15</i>
10. Agency Head or Designee (signature) <i>John M. Eggen PhD</i>	Date <i>10/23/15</i>	13. Attorney General <i>Patricia Nolte</i>	Date <i>January 26, 2016</i>

Original-State Records Disposition Panel

Copy 1-Agency (after approval)

1. Schedule No.	3. Agency St. Cloud State University	4. Division/Section: Counseling and Psychological Services	6. Page 1 of 1
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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	Client Records	<p>If the client was 18 years of age or older when consultation began, retain in office 8 years after last clinical contact, then dispose.</p> <p>If client was under 18 years of age when consultation began, retain 8 years in office after the client turned 18, then dispose.</p>	MS 148.905; 148.98	No	No