

1. Schedule Number <i>012-112</i>		Date <i>6/18/2012</i>	2. New		MINNESOTA RECORDS RETENTION SCHEDULE	
3. Agency St. Cloud State University			4. Division/Section Equity and Affirmative Action		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>Tom Steman</i>		Date <i>6/11/2012</i>		11. Minnesota Historical Society, Director <i>Charles Hodges</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 Weber</i>		Date <i>6/20/12</i>
10. Agency Head or Designee (signature) <i>Ellyn F. Baitge</i>		Date <i>5/24/12</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: Equity and Affirmative Action	6. Page 1 of 1
------------------------	--	--	-----------------------

14. Item No.	15. Record Series Title and Description	16. Retention Instructions	17. Statute	18. Vital? (Yes/no)	19. Archival? (Yes/no)
1	Complaint Files	Retain 5 years after resolution of case, then destroy.		No	No
2	Faculty and staff search files	Retain 3 years after search concludes, then destroy.		No	No
3	Affirmative Action Plans	Retain 6 years, then transfer to University Archives for selection and disposition, provided no legal actions are pending.		No	Yes