

012-113 6/18/2012

3. Agency St. Cloud State University	4. Division/Section Technology Support Services in Information Technology Services (ITS)	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 Head or Designee Records Management Officer Date (signature) <i>[Signature]</i> 11-5-10	11. Minnesota Historical Society, Director Date <i>[Signature]</i> 6/18/2012
9. Type Name / Phone <i>Tom Skeman (320) 308-4753</i>	12. Legislative or State Auditor Date <i>[Signature]</i> 6/20/12
10. Agency Head or Designee Records mgmt office Date (signature) <i>[Signature]</i> 6/11/2012	13. Attorney General Date <i>[Signature]</i> 6/28/12

Original-State Records Disposition Panel

Copy 1-Agency (after approval)

1. Schedule No.	3. Agency St. Cloud State University	4. Division/Section: Technology Support Services in Information Technology Services (ITS)	6. Page 1 of ____
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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	Completed VPN access request forms	Retain for 3 fiscal years, then dispose.		No	No
2	Billing type B and C users	Retain for 3 fiscal years, then dispose.		No	No
3	Audit letter to faculty emeriti, departments, and student organizations confirming usage of their account for the year	Retain for 3 fiscal years, then dispose.		No	No
4	Report determining email accounts with no tech ID associated with it	Retain for 3 fiscal years, then dispose.		No	No
5	HuskyNet Account request forms	Retain for 3 fiscal years, then dispose.		No	No
6	Request for computer equipment	Retain for 3 fiscal years, then dispose.		No	No
7	Report sent to students not enrolled to have email account remain active	Retain for 3 fiscal years, then dispose.		No	No
8	Report sent to department or student organization reaching quota of emails in email account	Retain for 3 fiscal years, then dispose.		No	No
9	Report sent to department or student organization about unread emails in account	Retain for 3 fiscal years, then dispose.		No	No

1. Schedule No.	3. Agency St. Cloud State University	4. Division/Section: Technology Support Services in Information Technology Services (ITS)	6. Page 1 of ____
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10	Report of where computers were removed from labs and where distributed to	Retain for 6 fiscal years, then dispose.		No	No
11	Report of faculty/staff no longer employed at SCSU	Retain for 3 fiscal years, then dispose.		No	No
12	Consumable Inventory reports	Retain for 3 fiscal years, then dispose.		No	No
13	Community patron request forms	Retain for 3 fiscal years, then dispose.		No	No
14	Change in HuskyNet Account Status reports	Retain for 3 fiscal years, then dispose.		No	No
15	Data entry batch sheet for Statistics	Retain for 3 fiscal years, then dispose.		No	No
16	MnSCU Security management system and staff changes report	Retain for 3 fiscal years, then dispose.		No	No