

1. Schedule Number D16-052	Date 11/30/15	2. New	MINNESOTA RECORDS RETENTION SCHEDULE
3. Agency St. Cloud State University	4. Division/Section Intensive English Center (IEC)	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)

*Tom Steman*

Date

11/10/2015

11. Minnesota Historical Society, Director

*Charles L. Berger*

Date

17 Nov 2015

9. Type Name / Phone

Tom Steman, University Archivist, 320-308-4753

12. Legislative or State Auditor

*Scott Townsend*

Date

12-10-15

10. Agency Head or Designee (signature)

*[Signature]*

Date

13. Attorney General

*Patricia Noble*

Date

2-3-2016

Original-State Records Disposition Panel

Copy 1-Agency (after approval)

1. Schedule No.	3. Agency St. Cloud State University	4. Division/Section: Intensive English Center (IEC)	6. Page 2 of 2
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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	Student files for individuals who attended program	Retain 5 years after graduation or last contact, then dispose		No	No
2	Student files for individuals who did not attend program	Retain 1 year after application, then dispose		No	No
3	Letter from IEC director informing student if they passed a level	As part of the student file, retain letters for 5 years. Before disposal of student file, move latest copy of letter from file, then retain in IEC office permanently. Earlier copies of letters to be disposed with student file		No	No
4	SCSU grades in student files that date 2006 and before	Move latest copy of grades from file, then retain in IEC office permanently. Earlier copies of grades to be disposed with student file		No	No