

1. Schedule Number <b>013-019</b>	Date <b>8/10/2012</b>	2. Revision of 84-488	<b>MINNESOTA RECORDS RETENTION SCHEDULE</b>
3. Agency <b>St. Cloud State University</b>	4. Division/Section <b>Business Services - Inventory</b>	6. Page 1 of 2	
5. Address <b>720 Fourth Avenue South, St. Cloud, MN 56301</b>			See attached page(s) for records description
7. For Use By Records Panel Only			
<b>AUTHORIZATION:</b> 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>Thomas D. Skuman</i>	Date <b>8/7/2012</b>	11. Minnesota Historical Society, Director <i>Charles C. Rogers</i>	Date <b>15 Aug 2012</b>
9. Type Name / Phone <b>Thomas D. Skuman</b>	<b>320-308-4753</b>	12. Legislative or State Auditor <i>Paul A. White</i>	Date <b>3/8/2013</b>
10. Agency Head or Designee (signature) <i>[Signature]</i>	Date <b>8/7/12</b>	13. Attorney General <i>Peter Nolte</i>	Date <b>March 22, 2013</b>

Original-State Records Disposition Panel

Copy 1-Agency (after approval)

<b>1. Schedule No.</b>	<b>3. Agency</b> St. Cloud State University	<b>4. Division/Section:</b> Business Services - Inventory	<b>6. Page</b> of 2
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<b>14. Item No.</b>	<b>15. Record Series Title and Description</b>	<b>16. Retention Instructions</b>	<b>17. Statute</b>	<b>18. Vital? (Yes/no)</b>	<b>19. Archival? (Yes/no)</b>
<b>1</b>	<b>Asset Number records (w/purchase order)</b>	<b>Retain 4 years after disposal of equipment, then dispose.</b>		<b>No</b>	<b>No</b>
<b>2</b>	<b>Consumable Inventory error reports</b>	<b>Retain 3 years plus current year, then dispose.</b>		<b>No</b>	<b>No</b>
<b>3</b>	<b>Cost Allocation error reports</b>	<b>Retain 3 years plus current year, then dispose.</b>		<b>No</b>	<b>No</b>
<b>4</b>	<b>Donated Equipment memos</b>	<b>Retain 3 years plus current year, then dispose.</b>		<b>No</b>	<b>No</b>
<b>5</b>	<b>Fixed Asset error reports</b>	<b>Retain until fixed, then dispose.</b>		<b>No</b>	<b>No</b>