

1. Schedule Number 013 - 020		Date 8/10/2012	2. Revision of 83-78	MINNESOTA RECORDS RETENTION SCHEDULE	
3. Agency St. Cloud State University			4. Division/Section Business Services - Mailroom		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) <i>Thomas D. Steman</i>		Date 8/7/2012	11. Minnesota Historical Society, Director <i>Charles G. Rodgen</i>		Date 13 Aug 2012
9. Type Name / Phone Thomas D. Steman		320-308-4753	12. Legislative or State Auditor <i>Paul A. Wilt</i>		Date 3/8/2013
10. Agency Head or Designee (signature) <i>[Signature]</i>		Date 8/7/12	13. Attorney General <i>Patricia Nolte</i>		Date March 22, 2013

Original-State Records Disposition Panel

Copy 1-Agency (after approval)

1. Schedule No.	3. Agency St. Cloud State University	4. Division/Section: Business Services - Mailroom	6. Page 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	Postal Daily Meter Readings	Retain current year plus 3 fiscal years, then dispose.		No	No
2	Statement of Business Reply	Retain current year plus 3 fiscal years, then dispose.		No	No
3	Statement of Postage Due	Retain current year plus 3 fiscal years, then dispose.		No	No
4	Monthly Reports for Bulk Mailing	Retain current year plus 3 fiscal years, then dispose.		No	No
5	UPS Packaging Receipts	Retain current year plus 3 fiscal years, then dispose.		No	No
6	Certified Letter Signatures	Retain 1 year, then dispose.		No	No