

1. Schedule Number <i>012-115</i>		Date <i>6/18/2012</i>	2. Revision of 84-490		MINNESOTA RECORDS RETENTION SCHEDULE	
3. Agency St. Cloud State University			4. Division/Section Printing Services		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)		Date		11. Minnesota Historical Society, Director		Date
<i>Tom Steman</i>		<i>6/11/2012</i>		<i>Charles C. Rodgers</i>		<i>18 June 2012</i>
9. Type Name / Phone				12. Legislative or State Auditor		Date
<i>Tom Steman (320) 308-4753</i>				<i>Don Polun</i>		<i>6/20/12</i>
10. Agency Head or Designee (signature)		Date		13. Attorney General		Date
<i>[Signature]</i>		<i>3/15/11</i>		<i>Peter Nolte</i>		<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: Printing Services	6. Page 1 of 1
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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	Print Request forms	Retain 3 years, then dispose.		No	No
2	Job Bag files (print jobs)	Hard copies: Retain until superseded. Digital: Retain until superseded. If file is not printed in 2 years, then delete.		No	No
3	Brochures and Publications	Once printed, collect for 1 year, then transfer to Archives for selection and disposition.		No	Yes