

1. Schedule Number <i>022-026</i>		Date <i>12/22/21</i>		2. Revision of 017-076		MINNESOTA RECORDS RETENTION SCHEDULE	
3. Agency St. Cloud State University				4. Division/Section Special Advisor to the President		6. Page 1 of 5	
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>Tom Steman</i>		Date <i>12/17/2021</i>		11. Minnesota Historical Society, Director <i>Charles C. Rodgen</i>		Date <i>22 Dec 2021</i>	
9. Type Name / Phone Tom Steman		320-308-4753		12. Legislative or State Auditor <i>Judy Randall</i>		Date <i>1-19-22</i>	
10. Agency Head or Designee (signature) <i>Judy Randall</i>		Date <i>12-17-2021</i>		13. Attorney General <i>[Signature]</i>		Date <i>1/13/2022</i>	

Original-State Records Disposition Panel

Copy 1-Agency (after approval)

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14. Item No.	15. Record Series Title and Description	16. Retention Instructions	17. Statute (optional)	18. Essential? (Yes/no)	19. Archival? (Yes/no)
	INTERNAL COMPLAINTS AND INVESTIGATIONS	This series may consist of but is not limited to documents associated with SCSU or MnSCU internal issues, grievances, complaints, incidents, or appeals.			
1	Employee grievances and/or complaints filed under a labor agreement (resolved up to and including the third step & including arbitration by the Minnesota State System Office)	Retain active grievances. For grievances that have been withdrawn, settled or arbitrated, retain for 7 years, then dispose.	29 U.S.C. § 626 and 29 C.F.R. § 1627.3 (ADEA) and 29 C.F.R. §1602.31 (Title VII of the Civil Rights Act of 1964) and ADA. Minn. Stat. Chapter 13 (most specifically § 13.43 and § 13.67)	No	No

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2	Academic decisions/actions-advice and consultations: Documents acquired when advising or providing administrative legal opinion on complex decisions made as part of a detailed or ongoing complaint process regarding but not limited to: <ul style="list-style-type: none"> • Grade Appeals • Department, Classes and Academic Program Quality Complaints • Research Misconduct • Academic Dishonesty • Admissions Decisions • 	Retain for 7 years after final decision or action, then dispose.	FERPA 20 U.S. Code § 1232g Minn. Stat. Chapter 13 (most specifically § 13.32 and for student workers § 13.43)	No	No
3	Non-litigation general concerns: issues, complaints, etc. by faculty, staff, students, and/or members of the public: Formal and informal complaints, which may include but are not limited to complaint records (including Title IX and Minnesota State System Office) SCU Board Policy 1B.1/Procedure 1B.1.1), investigations, interviews, notes, notices of concerns or conduct issues including investigations of misconduct.	Retain for 7 years after last action or communication, then dispose.	29 U.S.C. § 626 and 29 C.F.R. § 1627.3 (ADEA) and 29 C.F.R. § 1602.31 (Title VII of the Civil Rights Act of 1964) and ADA. Minn. Stat. Chapter 13	No	No

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	EXTERNAL COMPLAINTS AND INVESTIGATIONS/LITIGATION	<i>This series may consist of but is not limited to pleadings, correspondence, attorney notes, settlement agreements, and other materials created in the preparation of handling legal disputes assisted by the Attorney General or outside counsel.</i>			
4	Lawsuit litigation	Retain 7 years from conclusion of action/last date to appeal, then dispose.	Minn. Stat. Chapter 13 (most specifically § 13.39)	No	No
5	MN Department of Human Rights (MDHR), Equal Employment Opportunity Commission (EEOC), and/or the Office of Civil Rights (OCR) litigation	Retain 7 years from conclusion of action/last date to appeal, then dispose.	29 U.S.C. § 626 and C.F.R. §1602.31 (Title VII of the Civil Rights Act of 1964) and ADA Minn. Stat. Chapter 13	No	No
	ADMINISTRATIVE	<i>This series may consist of but is not limited to research, advice, and work product as part of routine University operations.</i>			
6	MN Government Data Practices Act (MNGDPA) & data breach notices: Documentation such as emails, letters, copies of data requested, confirmations of data received, etc. used in answering MNGDPA inquiries from the public or providing notice of a data breach.	Retain for 7 years from date data or notification provided, then dispose.	Minn. Stat. Chapter 13	No	No

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7	Advice and consultation: Advisory documents, in which there was significant research or involvement by the Special Advisor, for projects or to answer inquiries about topics such as trespass, incidents, risk, conflict of interest, data privacy, contract interpretations, simple academic decisions, background checks, and other general counsel.	Retain for 2 years from last action or communication, then dispose.	Minn. Stat. Chapter 13	No	No
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