

1. Schedule Number <i>021-042</i>		Date <i>4/27/21</i>	2. New		MINNESOTA RECORDS RETENTION SCHEDULE	
3. Agency St. Cloud State University			4. Division/Section Student Accessibility Services			
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>4/14/2021</i>		11. Minnesota Historical Society, Director <i>Charles L. Rodgers</i>		Date <i>27 April 2021</i>
9. Type Name / Phone <i>Tom Steman 320-308-4753</i>				12. Legislative or State Auditor <i>Jim Nelson</i>		Date <i>5/3/21</i>
10. Agency Head or Designee (signature) <i>Nicholas Wright</i>		Date <i>4/16/21</i>		13. Attorney General <i>Keith Wandell</i>		Date <i>5/10/21</i>

Original-State Records Disposition Panel

Copy 1-Agency (after approval)

1. Schedule No.	3. Agency St. Cloud State University	4. Division/Section: Student Accessibility 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	Disability & Accommodation Records: Student profile, application for service, disability documentation, class schedules, discriminatory reports, email communications, emotional support animal documentation, Individualized Education Plans (IEP)/504 plans, Housing special requests, and service request forms.	5 years after graduation or date of last attendance, then dispose by shredding and/or deleting		No	No