

1. Schedule Number <i>012-111</i>	Date <i>6/18/2012</i>	2. New MINNESOTA RECORDS RETENTION SCHEDULE
3. Agency St. Cloud State University	4. Division/Section	6. Page 1 of 6
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>5/24/2012</i>	11. Minnesota Historical Society, Director <i>Charles Rodger</i>
9. Type Name / Phone <i>Tom Steman (320) 308-4753</i>	12. Legislative or State Auditor <i>David Miller</i>	Date <i>18 June 2012</i> Date <i>6/20/12</i>
10. Agency Head or Designee (signature) <i>Earl A. [Signature]</i>	Date <i>5-24-12</i>	13. Attorney General <i>Peter Nolte</i>

Original-State Records Disposition Panel

Copy 1-Agency (after approval)

1. Schedule No.	3. Agency St. Cloud State University	4. Division/Section:	6. Page of 6
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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	Accreditation reports and review records, and self-studies, including separate department and program reviews	When published, transfer a copy of final accreditation report to Archives for selection and disposition; if not published, until report/information is superseded.		No	Yes
2	Administrative files for President, Vice President, Director, Dean, or Department Chair	Retain 5 years or until active use ends, then transfer to Archives for selection and disposition.		No	Yes
3	Catalogs / Bulletins	<i>Creating office:</i> When published, transfer 3 copies to Archives for selection and disposition. <i>Reference copies:</i> Retain until active use ends, then dispose.		No	Yes
4	Collective Bargaining Agreements	<i>Creating office:</i> When superseded, then transfer to Archives for selection and disposition. <i>Reference copies:</i> Active use ends, then dispose.		No	Yes
5	Commencement programs	<i>Creating office:</i> When published, transfer 3 copies to Archives for selection and disposition. <i>Reference copies:</i> Active use ends, then dispose.		No	Yes

1. Schedule No.	3. Agency St. Cloud State University	4. Division/Section:	6. Page of 6
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6	Committee records (all levels) – includes administrative, policy, and governance committees at the department, school/college, and university level	Retain 5 years, then transfer to Archives for selection and disposition.		No	Yes
7	Completed and graded assignments and tests of students	Retain 1 year after course ends, then dispose.		No	No
8	Course summary evaluations - anonymous	Retain until active use ends, then dispose.		No	No
9	Department approved arranged class and independent study forms	Retain 1 year after date submitted, then dispose.		No	No
10	Departmental changes for the university course bulletin	Retain until superseded or active use ends, then dispose.		No	No
11	Departmental class scheduling material	Retain until superseded or active use ends, then dispose.		No	No
12	Departmental course enrollment data	Retain until active use ends, then dispose.		No	No
13	Departmental curriculum changes or new class proposal	For approved courses, 3 years then destroy; for unapproved courses, retain until active use ends, then dispose. Final copy in Academic Affairs.		No	No
14	Department majors and minor lists	Retain until active use ends, then dispose.		No	No

1. Schedule No.	3. Agency St. Cloud State University	4. Division/Section:	6. Page of 6
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15	Departmental scholarship applications and receipt award forms	Retain for 2 years, then transfer eligibility terms and selection criteria, award history and information on funding sources, award notifications, summary lists of winners, biographies of winners, and press releases to Archives for selection and disposition.		No	Yes
16	Faculty / Department Meeting Minutes	Retain 5 years or until active use ends, then transfer to Archives for selection and disposition.		No	Yes
17	Faculty and staff employment files	Send to Human Resources for selection and disposition.		No	No
18	Goals and Objectives for unit	Retain until superseded or active use ends, then transfer to Archives for selection and disposition.		No	Yes
19	Job application material for candidates not hired	Retain 5 years from the date of rejection or making of the record, then dispose.		No	No
20	Policies and procedures for the University, College, Department or other Unit	Retain until superseded or active use ends, then transfer to Archives for selection and disposition.		No	Yes

1. Schedule No.	3. Agency St. Cloud State University	4. Division/Section:	6. Page of 6
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21	Publications from the University, College, Department or other Units	Retain 3 years, then transfer one copy of all newsletters, annual reports, brochures, and related printed marketing materials to Archives for selection and disposition; dispose remainder when active use ends.		No	Yes
22	Reference Files – records in which are received for information only, including those internal and external to St. Cloud State University.	Retain until active use ends, then dispose.		No	No
23	Release of liability forms	<i>Creating office:</i> Retain six years after event is completed, then dispose.		No	No
24	Special observances files	Retain until active use ends, then transfer to Archives for selection and disposition.		No	Yes
25	Student government and organization records	Retain 5 years or until active use ends, then transfer to Archives for selection and disposition.		No	Yes
26	Student handbooks	<i>Creating office:</i> Send to Archives when superceded. <i>Reference copies:</i> Retain until active use ends, then dispose.		No	Yes

1. Schedule No.	3. Agency St. Cloud State University	4. Division/Section:	6. Page of 6
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27	Syllabi	Retain until active use ends, then transfer to Archives for selection and disposition. Duplicate copies may be destroyed when no longer useful.		No	Yes
28	Tests – blank	Retain until active use ends, then destroy.		No	No
29	Theses and Dissertations Records	After completion and graduation, one bound copy to the library, one copy in micro form to Archives.		No	Yes