

1. Schedule Number <i>D23-066</i>	Date <i>6/5/23</i>	2. Revision of 012-111	MINNESOTA RECORDS RETENTION SCHEDULE	
3. Agency St. Cloud State University		4. Division/Section <i>University-wide (general)</i>	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>5/30/2023</i>	11. Minnesota Historical Society, Director <i>Charles Hodgen</i>	Date <i>7 June 2023</i>	
9. Type Name / Phone <i>Tom Steman 320-308-4753</i>		12. Legislative or State Auditor <i>Judy Randall</i>	Date <i>7/5/23</i>	
10. Agency Head or Designee (signature) <i>[Signature]</i>	Date <i>5.10.23</i>	13. Attorney General <i>[Signature]</i>	Date <i>6/22/23</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)
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of final accreditation report to Archives for selection and disposition; if not published, until report/information is superseded.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	Clinical / Medical records for students and community members	<p>If the client was 18 years of age or older when consultation began, retain in office 8 years after last clinical contact, then dispose by shredding.</p> <p>If client was under 18 years of age when consultation began, retain 8 years in office after last clinical contact and the client turned 18, then dispose by shredding.</p>		No	No
4	Commencement programs	<p><i>Creating office:</i> When published, transfer 3 copies to Archives for selection and disposition.</p> <p><i>Reference copies:</i> Active use ends, then dispose.</p>		No	Yes

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5	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
6	Completed and graded assignments and tests of students	Retain 1 year after course ends, then dispose.		No	No
7	Course summary evaluations – anonymous	Retain until active use ends, then dispose.		No	No
8	Department approved arranged class and independent study forms	Retain 1 year after date submitted, then dispose.		No	No
9	Departmental changes for the university course bulletin	Retain until superseded or active use ends, then dispose.		No	No
10	Departmental class scheduling material	Retain until superseded or active use ends, then dispose.		No	No
11	Departmental course enrollment data	Retain until active use ends, then dispose.		No	No
12	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
13	Department majors and minor lists	Retain until active use ends, then dispose.		No	No

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14	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
15	Faculty / Department Meeting Minutes	Retain 5 years or until active use ends, then transfer to Archives for selection and disposition.		No	Yes
16	Faculty and staff employment files	Send to Human Resources for selection and disposition.		No	No
17	Goals and Objectives for unit	Retain until superseded or active use ends, then transfer to Archives for selection and disposition.		No	Yes
18	Job application material for candidates not hired	Retain 5 years from the date of rejection or making of the record, then dispose.		No	No
19	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
20	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

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21	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
22	Release of liability forms	<i>Creating office:</i> Retain six years after event is completed, then dispose.		No	No
23	Special observances files	Retain until active use ends, then transfer to Archives for selection and disposition.		No	Yes
24	Student government and organization records	Retain 5 years or until active use ends, then transfer to Archives for selection and disposition.		No	Yes
25	Student handbooks	<i>Creating office:</i> Send to Archives when superseded. <i>Reference copies:</i> Retain until active use ends, then dispose.		No	Yes
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

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29	Theses and Dissertations culminating projects	<p>After completion and graduation, culminating projects published in the institutional repository.</p> <p><i>Reference copies:</i> For culminating projects published before 2014, retain until active use ends, then destroy. University Library has copies in print and microform.</p>		No	Yes