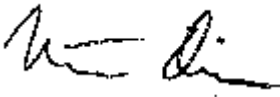


Title: Official Record Management and Retention Schedules

Approved by: _____



Nathan Davis, Executive Director

AUTHORITY: Minn. Stat. §§ 15.17, 138.17, and Chapter 13.

PURPOSE: To establish and maintain an active, continuing program for the economical and efficient management of the official records of the Perpich Center for Arts Education.

APPLICABILITY: Agency-wide

POLICY: The Agency will make and preserve all records necessary to establish a full and accurate account of agency activities. The agency will manage and retain these official records in accordance with this policy and procedure.

DEFINITIONS:

Electronic messaging systems – equipment and technology used to perform electronic communication, including but not limited to voice mail, instant messaging, and electronic mail. The content of the message determines whether it is an official record and to what records series the message belongs. Individual work units will determine whether data and information made or received through an electronic messaging system are official records. Electronic messages determined to be official records will be archived and preserved in accordance w/ith the proper work unit retention schedule.

Official records – data and information that is made or received in connection with the transaction of agency activities. Examples of agency activities are finance, human resources, Outreach and school records. The term excludes data and information that does not become part of an official transaction. Examples of official transactions are contracts, forms, and reports. Extra copies of documents are not official records.

Records series – group of official records filed together because they all relate to a particular subject matter.

PROCEDURES:

- A. Each work area within the agency that makes or receives data and information in connection with the transaction of agency activities will work to prepare an inclusive inventory of records in their custody, to which shall be attached a schedule, approved by the Administrative Management Director, establishing a time period for the retention and disposal of each records series.
- B. The approved retention schedule will be forwarded to the Agency Records Disposition Panel for official approval and adoption.
- C. After official approval from the Records Disposition Panel, the work area retention schedule will be listed as an attachment to this policy and the work area maintaining

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custody of the records subject to the retention schedule may dispose of the type of records listed in the schedule at a time and manner prescribed in the schedule. The

applicable work area will maintain a list of records disposed of pursuant to the retention schedule.

- D. Once officially approved by the Records Disposition Panel, any change or amendment of the work area retention schedule will require the above steps be repeated.

REVIEW: Annually

REFERENCES: None

SUPERSESSSION: None.

ATTACHMENTS: Perpich Center for Arts Education Human Resources Retention Schedule(s)