

Minnesota State University, Mankato

General Records Retention Schedule

Last updated and approved February 2, 2023

Minnesota Records Retention Schedule number 023-030

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Item No.	Record Series Title and Description	Retention Instructions	Statute	Vital? (Yes/No)	Archival? (Yes/No)
1	Accreditation/Program Review/Assessment Information - Reports and correspondence related to accreditation /program review/assessment	10 years or next review; transfer to University Archives	M.S. 13.03	Yes	Yes
2	Advertising and Marketing Materials - May include: ads (print, digital, etc.), publications, news releases, websites, promotional material, etc.	4 years; transfer to University Archives for review and disposition	M.S. 13.03	No	Yes
3	Alumni Records	Permanent; until superseded		Yes	No
4	Budget Records (Unit/Department) - Unit/Departmental copies of budget and other financial information	3 years	M.S. 13.03	No	No
5	Building Plans, Blueprints and Campus Design Plans - Includes: Campus master plan, building blueprints, architectural renderings, campus maps, final construction	5 years; transfer to University Archives for review and disposition	M.S. 13.03	Yes	Yes
6	Client/Patient Files	10 years after last visit	M.S. 13.43	No	No
7	Contracts - Includes contracts academic departments have with agencies, etc. as well as contracts with the University	10 years after contract expires or last payment date, whichever occurs last	M.S. 13.03	Yes	No
8	Course Outlines/Descriptions and Academic Program Information - Course/program proposals, course/program approvals/denials, and other material relating to this process	5 years; transfer to University Archives for review and disposition	M.S. 13.03	No	Yes
9	Event/Activity Information - Records from MSU hosted workshops,	5 years; transfer to University	M.S. 13.03	No	Yes

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	conferences, programs, speakers, guest artists, student activity programs (Homecoming), special events, tickets/box office, waivers/releases, etc.	Archives for review and disposition			
10	Faculty and Staff Departmental Information Files (unofficial) - These are unofficial files on individuals for departmental use only. All official personnel information is maintained in the official personnel file in Human Resources.	2 years after no longer in department/unit	M.S. 13.43	No	No
11	General Departmental/Unit Information - This may include: correspondence, memorandum, publications, websites, subject files, meeting minutes, goals and objectives, budget planning, reports, scrapbooks, newsletters, historical information, newspaper clippings, advisory board meeting minutes and reports, etc.	4 years; transfer to University Archives for review and disposition	M.S. 13.03	No	Yes
12	Grants Information - Includes all information related to grant. Budget, reports, correspondence, etc.	5 years after grant expires or until audit; transfer final reports to University Archives for review and disposition	M.S. 13.03	No	Yes
13	Institutional Research and Statistics Reports - Data submitted to Institutional Research and Reports Generated from Institutional Research	3 years for departments/units 3 years; transfer to University Archives for review and disposition for Office of Institutional Research	M.S. 13.03	No	Yes
14	Institutional Review Board (IRB) Records - Includes: Copies of proposals; minutes of IRB committee;	Level 1 Files – 4 years after approval date ends	CFR Title 45	Yes	No

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	records of continuing review activities; copies of all correspondence between IRB committee and investigators; list of IRB members; written procedures of IRB; state of significant new findings provided to subjects; etc. (As recommended by the MSU IRB February 2010)	Level 2 and 3 Files – 15 years after approval date ends	part 46.115		
15	Minnesota State University, Mankato - Affiliation with Professional Associations Records - Includes records maintained relating to the Universities affiliation with profession associations. Examples include: Athletic Conferences, North Central Association of Colleges and Schools.	5 years; transfer to University Archives for review and disposition	M.S. 13.03	No	Yes
16	Scholarships File	5 years; transfer permanent record of award to University Archives, destroy application material	M.S. 13.43 (Files) M.S. 13.03 (list of awardees)	No	Yes
17	Security Reports	7 years	M.S. 13.03 20 U.S. Code § 1092	No	No
18	Student Education Records (unofficial) - These are departmental/unit files not the official student record. This may include: final grade rosters, admission to program information, advisee files, academic action reports, general student files, internship & career placement files, residence hall information, etc.	8 years or 2 years after graduated or no longer enrolled in program; whichever is longer	M.S. 13.43	No	No
19	Student Employee Records - Payroll information for student workers	7 years	M.S. 13.43	No	No

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20	Student Licensure/Certification documentation - Documentation of student licensure and/or certification.	7 years: or no longer needed whichever is longer. Material 20 years or older can be transferred to the University Archives	M.S. 13.03	Yes	Yes
21	Student Organization Records - This may include: correspondence, memorandum, publications, websites, subject files, meeting minutes, goals and objectives, budget planning, reports, scrapbooks, newsletters, historical information, newspaper clippings, advisory board meeting minutes and reports, membership rosters, etc.	1 years; transfer to University Archives for review and disposition	M.S. 13.03	No	Yes
22	University Committee Files - Committee files may include: meeting minutes, reports, membership lists, goals/objectives, etc. Examples include: Meet and Confer, Sub-Meet and Confers, Task Forces, Commissions, etc.	3 years; transfer to University Archives for review and disposition	M.S. 13.03	No	Yes
23	University Gift Records - May include: original gift agreement letters, planned gifts, electronic database of annual giving	Permanent		Yes	No
24	University Policies	Until superseded; transfer to University Archives for review and disposition	M.S. 13.03	No	Yes
25	University Publications - Include but not limited to: Today Magazine, Campus Newsletter, Athletic Programs/Media Guides, Reporter, etc.	Permanent; send 2 copies to University Archives	M.S. 13.03	Yes	Yes
26	Information System Log Files – Electronic files or automated logs created to monitor system usage. Records in this series may include log-in files, system usage files, charge-back files, data entry logs, and records of individual program usage.	90 days or as long as administratively valuable.		No	No

Approved by:

Agency Records Management Officer – Daardi Mixon, University Archivist

Agency Head – Edward Inch, President

Minnesota Historical Society – Charles Rodgers, Government Records Specialist

Legislative or State Auditor – Judy Randall, Legislative Auditor

Attorney General – Keith Ellison, Attorney General