

## Instructions for Completing the Records Retention Schedule

1. Leave blank. The Minnesota Historical Society will assign a records retention schedule number upon receipt.
2. Indicate whether or not these are new record series or revisions to already approved records retention schedule(s). If these are revisions, list the retention schedule number(s) of the previously approved schedule(s).
3. Name of the agency with overall responsibility for the records.
4. Division and section that uses the record.
5. Complete mailing address of the agency. If the records are located elsewhere (e.g., regional offices, off-site storage) attach a listing.
6. The signature page must always be page one. Continuation pages are used to detail record series information. Double-click on the header of the continuation page to insert information in the header.
7. Leave blank. The State Records Disposition Panel will use this space to indicate any changes to the records retention schedule.
8. Signature of the Agency Records Management Officer who will receive the approved copy, and be contacted if the State Records Disposition Panel has any questions.
9. Type name and phone number of the Agency Records Management Officer below signature.
10. Approval by Agency Head or designee (required by M.S. 138.17, Subd.7).
- 11-13. Approval by the State Records Disposition Panel.
14. Number each series of records beginning with 1 (not Roman numerals). Use the item number(s) of the previously approved record series if these are revisions. A single letter can be used with the number (e.g., 2A, 2B) where multiple copies or multiple media within the same series are retained for different periods of time.
15. A RECORD SERIES is a group of records filed together because they all relate to a particular subject. All records in a series must have the same retention period. Begin with the name of the record series, followed with a complete description of the records. Abbreviations or acronyms may be used in the title, but an explanation must appear in the description. Avoid terms such as miscellaneous or general. The description should include:
  - a. Contents of the series (e.g., contracts, reports, applications, correspondence).
  - b. Purpose of the series.
  - c. Form numbers.
  - d. Whether these are originals or duplicates and where other copies are stored.
16. List the length of time that records will be stored in your agency and/or off-site storage. A number in this column means years; anything else should be stated (e.g., months). Use the letter P to mean permanent. If disposal is related to an event, state the complete retention (e.g., 4 years or audit whichever occurs first, or 10 years after case is closed).
17. Cite federal or state statutes that govern creation, retention, access, and data privacy.
18. Indicate with a yes or no if this record series is vital. A vital record is essential to the continuation or resumption of operations in your agency.
19. Leave blank. The Minnesota Historical Society will use this space to indicate whether or not the records series has archival or historical value.

Mail three copies of the completed and signed records retention schedule to:

Minnesota Historical Society  
Minnesota State Archives  
345 Kellogg Boulevard West  
St. Paul, MN 55102-1906

<b>1. Schedule Number</b>	<b>Date</b>	<b>2. New</b>	<b>Revision of X</b> See attached list of retention schedules this revises	<b>MINNESOTA RECORDS RETENTION SCHEDULE</b>	
<b>3. Agency</b> Minnesota State University, Mankato		<b>4. Division/Section</b> All Divisions		<b>6. Page</b>	<b>1 of 6</b>
<b>5. Address</b> Memorial Library, P.O. Box 8419, Mankato, MN 56002-8419				See attached page(s) for records description	
<b>7. For Use By Records Panel Only</b>					
<b>AUTHORIZATION:</b> 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.		
<b>8. Agency Records Management Officer (signature)</b>		<b>Date</b>		<b>11. Minnesota Historical Society, Director</b>	
<b>9. Type Name / Phone</b> Daardi Sizemore Mixon, University Archivist 507-389-5949		<b>10. Agency Head or Designee (signature)</b>		<b>12. Legislative or State Auditor</b>	
<b>10. Agency Head or Designee (signature)</b>		<b>Date</b>		<b>13. Attorney General</b>	
<b>13. Attorney General</b>		<b>Date</b>			

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	18. Vital? (Yes/no)	19. Archival? (Yes/no)
	<b>This schedule supersedes the attached list of retention schedules in its entirety. It works in conjunction with the Statewide Financial General Records and State Property Management Records Retention Schedules and any approved successor Statewide Financial General Records and State Property Management Records Retention Schedules.</b>				
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

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<b>9</b>	Event/Activity Information - Records from MSU hosted workshops, conferences, programs, speakers, guest artists, student activity programs (Homecoming), special events, tickets/box office, waivers/releases, etc.	5 years; transfer to University Archives for review and disposition	M.S. 13.03	No	Yes
<b>10</b>	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
<b>11</b>	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
<b>12</b>	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
<b>13</b>	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

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<b>14</b>	Institutional Review Board (IRB) Records - Includes: Copies of proposals; minutes of IRB committee; 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 1 Files – 4 years after approval date ends Level 2 and 3 Files – 15 years after approval date ends	CFR Title 45 part 46.115	Yes	No
<b>15</b>	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
<b>16</b>	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
<b>17</b>	Security Reports	4 years	M.S. 13.03	No	No
<b>18</b>	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
<b>19</b>	Student Employee Records - Payroll information for student workers	7 years	M.S. 13.43	No	No
<b>20</b>	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

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<b>21</b>	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
<b>22</b>	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
<b>23</b>	University Gift Records - May include: original gift agreement letters, planned gifts, electronic database of annual giving	Permanent		Yes	No
<b>24</b>	University Policies	Until superseded; transfer to University Archives for review and disposition	M.S. 13.03	No	Yes
<b>25</b>	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
<b>26</b>	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

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