

1. Schedule Number	Date	2. New	Revision of X See attached list of retention schedules this revises	MINNESOTA RECORDS RETENTION SCHEDULE	
3. Agency Minnesota State University, Mankato		4. Division/Section All Divisions		6. Page	1 of 6
5. Address Memorial Library, P.O. Box 8419, Mankato, MN 56002-8419				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)		Date		11. Minnesota Historical Society, Director	
9. Type Name / Phone Daardi Sizemore Mixon, University Archivist 507-389-5949 daardi.mixon@mnsu.edu		Date		12. Legislative or State Auditor	
10. Agency Head or Designee (signature)		Date		13. Attorney General	
Date		Date		Date	

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)
	This schedule supersedes the attached list of retention schedules in its entirety. It works in conjunction with the General Records Retention Schedules for State Agencies (Financial General Records, State Property Management, and Human Resources General Records) as managed by the Minnesota State Archives.				
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3	Alumni Records	Permanent; until superseded		Yes	No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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9	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
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

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14	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
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

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The above records retention schedule supersedes the following schedules for Minnesota State University, Mankato (and its predecessor institutions.)

02-104	80-435	80-478	80-547
02-105	80-436	80-479	80-548
02-125	80-438	80-480	80-549
80-410	80-439	80-481	80-550
80-411	80-440	80-482	80-551
80-412	80-443	80-484	80-552
80-413	80-444	80-485	80-553
80-414	80-445	80-486	80-554
80-415	80-446	80-488	80-555
80-416	80-447	80-490	80-556
80-417	80-448	80-491	88-159
80-418	80-449	80-492	80-556
80-419	80-450	80-495	88-159
80-420	80-453	80-497	
80-421	80-463	80-519	
80-423	80-464	80-520	
80-424	80-465	80-521	
80-425	80-466	80-522	
80-426	80-467	80-523	
80-427	80-468	80-525	
80-429	80-471	80-526	
80-430	80-472	80-527	
80-431	80-474	80-528	
80-432	80-475	80-530	
80-433	80-476	80-531	
80-434	80-477	80-546	