

Minnesota Historical Society  
State Archives Department  
Minnesota History Center  
345 Kellogg Blvd., West  
St. Paul, MN 55102-1906  
(651) 297-4502 Fax: (651) 296-9961

NOTIFICATION OF ADOPTION  
OF  
SCHOOL DISTRICT GENERAL  
RECORDS RETENTION SCHEDULE

1. Complete this form and send the original and 2 copies to the State Archives Department at the above address.
2. Destruction of records according to the general schedule is **NOT** permitted until this form is signed by the Minnesota Historical Society.


School District (Name and Number) FET Academy 4244	County Dakota	Telephone (Include Area Code) 952-847-3798
Street Address 7200 147th Street West, <del>Apple Valley</del>		City, Zip Code Apple Valley, MN 55124

This is to notify the Minnesota Historical Society that the school district named above has officially adopted the Minnesota School District General Records Retention Schedule. School districts are advised to adopt the entire schedule. If this is not possible, individual sections may be adopted. ("X" the appropriate items.)

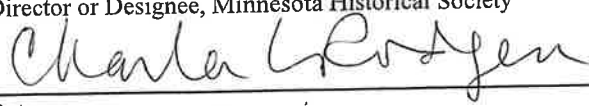
☒ The School District Adopts the Entire Schedule.

☐ The School District Adopts Only the Following Sections:

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Administration      | <input type="checkbox"/> Food Service      | <input type="checkbox"/> Personnel      |
| <input type="checkbox"/> Buildings           | <input type="checkbox"/> Finance           | <input type="checkbox"/> Student        |
| <input type="checkbox"/> Community Education | <input type="checkbox"/> Health and Safety | <input type="checkbox"/> Transportation |
| <input type="checkbox"/> Curriculum          | <input type="checkbox"/> Payroll           |   |

Name/Title of School District Official (print) CLAUDE ALLAIRE	Signature of School District Official 	Date 10/14/19
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The Minnesota Historical Society acknowledges your Notification of Adoption of the School District General Records Retention Schedule. You are authorized to retain and dispose of records as indicated on the Schedule.

Director or Designee, Minnesota Historical Society 
Date 18 Oct 2019



# FIT Academy Records Retention Schedule

Department	Title	Example and Description	Retention Period
Administration	Affidavit of Publication	Public Hearings, Budget Publication, Debt Offerings	1 Year following completion of audit
Administration	Election Records	Ballots, Notices, Notifications, Publications	1 Year after Canvass or Challenge
Administration	Annual Reports to Board of Education	Reports Generated by District (PER, Accountability Reports, formal Annual Report in Accordance With MN Statute 120B.11	Permanent
Administration	Annual/Periodic Reports to Local Board of Education	Final/Actual Reports Generated by State	6 Years
Administration	Authority to Dispose of Records (if Applicable)	Application for Authority to Dispose of Records form	6 Years
Administration	Boundary Changes - District	Consolidation, Detachment, Annexation, and Dissolution	Permanent
Administration	Calendar - Adopted and Actual	Number of Days and Length of Day by School and Grade Level, Reflecting	3 Years
Administration	Census, Annual School	1979 and Earlier	Permanent
Administration	Census, Annual School	1980 - Current	3 Years
Administration	Census, Certified Reports	Conducted Once Per Decade	Permanent

Administration	Closed Rural Schools	Includes: Clerk's, Treasurer's, and Teacher's Records of Closed Rural Schools Which Were Consolidated into the Independent District.	Transfer to the State Archives for Selection and Disposition
Administration	Correspondence/ Administrative		
Administration	Court Case/Trial Information		
Administration	Court orders		1 Year after Action is Completed
Administration	Grant Applications	Successful	
Administration	Grant Applications	Unsuccessful	
Administration	Inservice Workshops	Attendance Records, Agenda and Materials (Employee Right to Know, Blood	3 Years
Administration	Inter District Cooperatives	Includes Vocational, Special Ed and Special Purpose Cooperatives formed by Joint Powers Agreements. Records Should Be Retained and Disposed of in	Permanent
Administration	Minutes	Board Minutes	Permanent
Administration	Minutes	Officially Designated Committees	Permanent
Administration	Minutes	Other Than Referred to in ADM01300, ADM 01400, and ADM 01410	1 Year
Administration	Minutes - Tape Recordings	Board Minutes Only	Until Transcribed and Approved
Administration	Board Policies		3 Years after Change

Administration	Negotiations - See Personnel		
Administration	Newsletters and Publications	District Generated	Permanent
Administration	Newsletters and Publications	Student Generated School Newspapers	Permanent
Administration	Parent Teacher Association Records	Secretary's Books, Treasurer's Books, and Scrapbooks.	Permanent
Administration	Media Center/Librarian Reports		3 Years
Administration	Video Tapes	Building Security/Transportation Tapes	Until Relooped
Administration	E-Mail		Same as Correspondence
Building	Accident/Damage Records	School Property-Related	10 Years
Building	Building Maintenance Records		Until Obsolete
Building	Building Permits	Applications (Initial/Interim), Inspection Reports, Plans, Etc.	10 Years
Building	Building Program Records	Current and Projected Needs. Review and Comment	10 Years
Building	Buildings and Grounds Records	Blueprints, Construction Specifications, Abstracts, Deeds, Title Papers, Final Inspection Reports, Land and Building Occupancy Approval	Permanent
Building	Fixed Asset Records	Equipment, Fixtures, and Materials, Inventory and Depreciation	Life of Item
Building	Accident/Damage Records	School Property-Related	10 Years
Building	Building Maintenance Records		Until Obsolete
Building	Building Permits	Applications (Initial/Interim), Inspection Reports, Plans, Etc.	10 Years
Building	Building Program Records	Current and Projected Needs. Review and Comment	10 Years
Building	Buildings and Grounds Records	Blueprints, Construction Specifications, Abstracts, Deeds, Title Papers, Final Inspection Reports, Land and Building Occupancy Approval	Permanent
Building	Fixed Asset Records	Equipment, Fixtures, and Materials, Inventory and Depreciation	Life of Item
Community Education	Annual Reports	See Finance	

Community Education	Applications by individuals for Adult Education		1 Year
Community Education	Certificate of Compliance	Verifies Cooperation Between District and Other Governmental Agencies. Joint Powers Agreements	Permanent
Community Education	Class Schedule - Master		1 Year
Community Education	Financial Records	See Finance	
Community Education	Grants	See Administration	
Community Education	Minnesota DCF&L Reports	Early Childhood Family Education, Home School, Adult Basic Education, English As A Second Language, General Education Development, Other State	6 Years
Community Education	Minutes	See Administration	
Curriculum	Class Lists-Elementary and Secondary		1 Year
Curriculum	Class Schedules		1 Year
Curriculum	Curriculum Development	Support Data, Recommendations, Programs and Procedures	6 Years
Curriculum	Daily Plan Books - Teacher's		1 Year
Curriculum	Duty Rosters - Teacher's		1 Year
Curriculum	Grade Books - Teacher's		1 Year
Curriculum	Textbooks	Adoptions	6 Years
Curriculum	Textbooks	Inventories	6 Years or Until Obsolete
Food Service	General Correspondence	See Administration	3 Years and DCF&L Audit
Food Service	DCF&L/Federal USDA Reporting	Commodities, Milk Program	3 Years and DCF&L Audit

Food Service	Application /Agreement With State Agency	Free/Reduced Price Meal Policy Statement	3 Years and DCF&L Audit
Food Service	Free/Reduced Price Meal Applications	All Approved and Denied Applications, DHS Free School Meal Notices, Notice of Denial to Parents, Rosters of Eligible Students, Verification Records	3 Years and DCF&L Audit
Food Service	Service Agreements/Catering Contracts	Head Start, Meals On Wheels, Etc.	3 Years and DCF&L Audit
Food Service	Food Production information	Daily Food Production Record, Menus	3 Years and DCF&L Audit
Food Service	Daily Meal Count Report With Edit Checks		3 Years and DCF&L Audit
Food Service	Monthly Payment Vouchers		3 Years and DCF&L Audit
Food Service	On Site Review Record		3 Years and DCF&L Audit
Food Service	Financial Records	Breakfast, Lunch, Ala Carte, Etc. (Supporting Documentation May include invoices, Purchase orders, Etc.) Student, Adult Federal and State Income and All Other Sources	3 Years and DCF&L Audit

Food Service	Inventory	Audit Trail for USDA Commodity Usage, Year End Physical Inventory	3 Years and DCF&L Audit
Food Service	Inventory (Food and Supplies)	Quotes (Unsuccessful and Successful)	1 Year and DCF&L Audit
Food Service	Inventory (Food and Supplies)	Bid (Unsuccessful and Successful) Request Summaries	6 Years and DCF&L Audit
Food Service	Inventory (Food and Supplies)	Requisitions (for Moving Supplies or Equipment Within District)	3 Years and DCF&L Audit
Food Service	Cashier's Reports	Daily, Weekly, and Monthly	6 Years and DCF&L Audit
Food Service	Operating Reports	Breakfast, Lunch, and A'la Carte Participation Reports	3 Years and DCF&L Audit
Food Service	Operating Reports	Revenue and Expenditure Reports	6 Years and DCF&L Audit
Finance	Abstracts/Deeds/Title Papers/Mortgages	See Buildings	
Finance	Accounts Payable	Credit Memos, Freight Bills/Claims, Bills of Lading, Purchase orders,	6 Years



Finance	W-9 form		6 Years after Final 1099 Issued
Finance	Year-End Financial Reports	Revenue and Expenditure Summary Transaction Reports	Permanent
Finance	Year-End Financial Reports	Revenue and Expenditure Detailed Transaction Reports	Permanent
Finance	Year-End Financial Reports	UFARS Revenue and Expenditure Report to State	Permanent
Finance	Year-End Financial Reports	Special Funded Projects Report	Permanent
Finance	Year-End Financial Reports	Note: includes Clerks and Treasurer's Reports (Register of Receipts/Disbursements, Treasurer's Annual Report, Treasurer's Books of	Permanent
Finance	Year-End Financial Reports	Note: includes Clerks and Treasurer's Reports (Register of Receipts/Disbursements, Treasurer's Annual Report, Treasurer's Books of	Permanent
Finance	Year-End Financial Reports	Accounts Receivable, Numbered Receipts, Accounts Receivable Invoices,	6 Years
Finance	Year-End Financial Reports	General Ledger, General Journals, Journal Entries, Disbursements Journal, Check Register Adopted and Revised Budget, Budget Publications, Balance	Permanent
Finance	Audit Reports		Permanent
Finance	Bank Statements/	Checks, Cancelled, Returned or Voided. (Must Be original Check - Not	6 Years
Finance	Bank Statements/ Reconciliation's	Statement of Pledged Securities	6 Years after Expiration
Finance	Bonds and Coupons	Bond Ledgers/Registers	Until Debt Is Retired and Audit
Finance	Bond Issues - Official Statements	Enabling Documentation	Permanent

Finance	Building and Land Contracts	See Buildings	
Finance	County Auditor Statements	Tax Settlement Report and Taxes Receivable Report	6 Years
Finance	Insurance Documents	Fidelity/Surety Bonds	6 Years after Expiration
Finance	Insurance Documents	Insurance Bids, Health, Dental, Life etc. (Accepted and Rejected)	6 Years
Finance	Insurance Policies	Health, Property, Liability, etc., Policies, Amendments and Waivers	20 Years
Finance	Inventory	Year End Inventory List, Warehouse Listing, Library Holdings	3 Years
Finance	Leases/Agreements		3 Years after Expiration
Finance	Levies		6 Years
Finance	Property Appraisals		Until Superseded
Finance	Sealed Bids	Successful and Unsuccessful	6 Years after Award
Finance	Quotes	Successful and Unsuccessful, MS 471.345	1 Year after Receipt
Finance	Student Activity Accounts	Cash Receipts, Vouchers, Cancelled Checks, Ledgers, and Journals	6 Years
Finance	Transportation - Annual Report		6 Years
Finance	Transportation Contracts	With Independent Contractors	6 Years
Health & Safety	Infectious Disease and Occupational Exposure Files*	Files On Each Employee Dealing With Safety and Training On Diseases Such As Hepatitis and Aids. Retain in Employee's Medical File.	3 Yrs. after Separation

			Until Violation Has Been Corrected
Health & Safety	OSHA - Citations of Penalty	Notifications of Violations by the District	
Health & Safety	OSHA - Employee Accident Reports	OSHA Report Numbers 200 and 101	5 Yrs. after Accident
Health & Safety	OSHA - Employee Exposure Records	Any information Concerning Employee Exposure to Toxic Substances or Harmful Physical Agents	30 Yrs. after Termination or Retirement
Health & Safety	Safety Committee Agendas and Minutes		3 Years
Health & Safety	Training Records - Right to Know		3 Yrs. after Separation
Payroll	Cafeteria Plan Records		6 Years
Payroll	Check Requests for Manual	Lost or Missing Check Replacement, etc.	2 Years
Payroll	Dues Deduction Authorization	Union Dues	3 Years
Payroll	Garnishments	Wage Garnishment, Notice of Bankruptcy, Wage Levy and Related Documents Name; Address; Date of Birth; Occupation; Rate of Pay; Compensation Earned Each Week	3 Years after Expiration
Payroll	Payroll Register		Permanent
Payroll	Pera Eligibility Sheets and		6 Years
Payroll	Prior Years' Quarterly FICA		6 Years
	Quarterly Report of Local Government	Employees and Wages (Weeks or Hours Worked)	3 Years
Payroll	Salary Deduction Sheets		6 Years

Payroll	Voluntary Withholdings	Requests for Withholding (United Way, Savings Bonds, etc)	2 Years after Expiration or Until Superseded
Payroll	Stop Payment Orders and Bonds		6 Years
Payroll	Tax Reports	Federal, Minnesota and Other States	6 Years
Payroll	Tax Sheltered Annuity -Contracts		Permanent
Payroll	Tax Sheltered Annuity - Authorization	457 and 403(B) Plans	Permanent
Payroll	Time Sheets		6 Years
Payroll	TRA / PERA - Retirement Remittance Report	Monthly and Annual Reports	6 Years
Payroll	W-2 Statements (Employer's		6 Years
Payroll	W-4 Statements		Until Superseded or 6 Years after Termination
Personnel	Employee Medical Records*	Any information Concerning the Health Status of An Employee Which Is Made or Maintained by A Physician, Nurse, or Other Health Care Personnel, or Technician.	30 Yrs. after Termination or Retirement

		Includes Medical and Employment Questionnaires or Histories, Medical Exams, Medical Opinions, Descriptions of Treatments and Prescriptions, and Employee Medical Complaints.	30 Yrs. after Termination or Retirement
Personnel	Employee Medical Records*		
			6 Yrs. after Termination
Personnel	Request for Leave	Requests for Leave (Vacation, Sick, Personal, etc.)	
Personnel	Leave of Absence Reports	Formal Reports to PERA, TRA, etc., Regarding Unpaid, Board-Approved Leaves	6 Years
			Until Final Disposition of the Charge or Action
Personnel	Discrimination Claim Records	Sexual Harassment and Discrimination	
Personnel	First Report of Injury*	If Maintained With Worker's Compensation File, Retain for 20 Years.	Permanent
Personnel	Applications for Employment/Resume/ Interview Documents	licensed and Classified - Not Hired. Any and all employment records, including but not limited to, application forms, resumes, cover letters, interview notes, interview questions and answers, job inquiries, rejection letters and other documents regarding	2 Years or until final disposition of a discrimination charge

	Applications for Employment/Resume/ and Supporting Documentation	Licensed and Classified - Hired ( in personnel file). Any and all employment records, including but not limited to, application forms, resumes, cover letters, interview notes, interview questions and answers, job inquiries, rejection letters and other doc	6 Years or until final disposition of a discrimination charge
Personnel	Arbitration Decisions		Permanent
	Contracts and Assignments		6 Yrs. after Termination
Personnel	Equal Employment Opportunity Reports/Summary Data (EEOC/MNCRIS)		3 Years
Personnel	Grievance Files	Employee Grievances and/or Complaints Filed Under A Labor Agreement or Personnel Rules. This Also Related to Arbitration Files and Related Court	Permanent
Personnel	Insurance: Group Master Policies, Contracts and	See Finance	
Personnel	Insurance: Reports	Insurance Census, Premium Reports, Etc.	6 Years
Personnel	STARS Report	Annual STARS Report to State	1 Year Until Superseded
Personnel	Insurance Records: Enrollment Cards		Until Superseded

Personnel	Insurance Records: Employees On Leave of Absence	Employees on Leave of Absence, Family Medical Leave Act, Long-term Disability, Retired Teachers, Surviving Spouse, Terminated Employees	2 Years after Insurance Coverage Terminates
Personnel	Labor Contracts	Contracts Between School District Management and Various Bargaining Units including: Correspondence, Salary Schedules, Personnel Policies.	Permanent
	Long Term Disability Claims/Awards		10 Years after Final Settlement of Claims
Personnel	Job Descriptions		Until Superseded
Personnel	Mediation Records		Permanent
			2 Years after Completion of all BMS Certified Negotiations
Personnel	Negotiations Records	Costing Records, Negotiations Strategy Session Tapes	
Personnel	Pay Equity: Classification Studies and Working Papers		Until Superseded
Personnel	Pay Equity: Summary		Permanent

Personnel	Personnel Files -Individual	Containing Citations, Personal History, Employee References, and Letters of Appointment/Promotion, Performance Records, Termination/Resignation, I-9 form, Evaluations, All Personnel and Employment Records, including, but not limited to, Documents Relating	6 Yrs. after Termination
Personnel	Personnel: Deficiency Reports	Letters of Advice, Reprimands, Letters of Deficiency, Letter of Direction and Correction, Notices of Suspensions.	6 Years after Termination or by Mutual Agreement To Expunge
Personnel	License and Certifications	Notice of Voluntary Surrender of Teaching License	Until Superseded
Personnel	Employee's Response Letter to Any Document in Personnel File		Same As Document To Which They Are Responding MS122A.40, Subd. 19



			Full period the system is in effect and at least one (1) year after termination, 29 C.F.R. 1627.3(b)(2)
Personnel	Seniority Lists		
Personnel	Recruitment Records	Relating to Posting, Recruitment, Selection, and Appointment to Each	2 Years
Personnel	Unemployment Claims/Compensation	Claims for Unemployment	2 Years after Claim Resolution
Personnel	Worker's Compensation -Claims	Injury Reports and Correspondence Dealing With injuries.	20 Years
			6 Years after Termination
Personnel	Worker's Compensation	Claims Summary, Summary information From Carrier	3 Years
Special Education	Special Education Records		
Students	Accident Reports - Student		Permanent
Students	Achievement and Standardized Tests Results	Testing As Determined by District	Permanent
Students	Emergency Care Information		3 Years
Students	Attendance and Membership Data	Summary of Yearly Attendance by Student As Recorded in Cumulative File	Permanent

Students	Attendance and Membership	MARRS Data - Detailed	3 Years
Students	Health and Immunization information		Age 23 / 5 years
Students	School Nurse Notes	Anecdotal Records	6 Years
Students	Health Room Log	Daily Record of Student Reporting to Health Room (Excluding Anecdotal	6 Years
Students	Cumulative File	Including Record of Access, Log In/Out Record for Review or Transfer of Student Records	Permanent
Students	Demographic Information	District Census	Permanent
Students	Demographic Information	Student Directory information	1 Year
Students			Graduation or Leave District
Students	Demographic Information	Student Family information, including Dissolution or Custody Orders, etc.	3 Years
Students	LEP Reports	Home Language Reports (LEP)	1 Year
Students	Extra and Co-curricular Participation Records	Team Results, Participation, Contracts, (if included in Cumulative File - Permanent Retention)	Permanent
Students	Homeschool Records		Permanent
Students	Preschool Screening		Permanent
Students	Nonresident Pupil Attendance Applications/Agreements		3 Years
Students			1 Year after Transfer of Permanent Cumulative File
Students	School Performance Data	Yearly Report Cards	Permanent
Students	School Performance Data	Transcripts	Permanent

Students	Auxiliary Organization Records	Clubs, interest Groups, Student Councils, Athletic Associations	Permanent
Students	Auxiliary Organization Records	Graduation Programs	Permanent
Students	Auxiliary Organization Records	Activity Funds - Treasurer's Records, Bylaws, Membership Records, Meeting Minutes	Permanent
Students	Driver Education Files		1 Year
Transportation	Claims for Transportation Aid		3 Years
Transportation	Contractor Correspondence/Reporting		3 Years after Completing Contract
Transportation	Contracts With Independent Contractors		3 Years after Completing Contract
Transportation	Equipment Inventories	See Buildings	
Transportation	Equipment Maintenance Records		Life of Equipment
Transportation	Minnesota DCF & L Reports	Annual Reports and Student Ridership Categories	3 Years
Transportation	Pupils Transported for Aid Entitlement	Lists Containing Names of Students	3 Years
Transportation	Transportation Mileage Records		3 Years
Transportation	Transportation Reimbursements		6 Years

