

Records Retention

Summary: Colleges and Universities may develop and seek approval for their own records retention schedule for Human Resources records provided it covers all of the necessary records. Those who do not wish to do this should use the schedule developed by Minnesota Management and Budget.

System Guidelines and Other Policies and Procedures:

None

Contracts and Plans:

None

Laws:

Minnesota Statutes 138.17

Other references:

The MMB schedule can be found at <http://www.mmb.state.mn.us/hr-retention>

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