



Minnesota
STATE COLLEGES
& UNIVERSITIES

Human Resources Guideline & Interpretation

Records Retention Schedule

PER0006

Purpose: This guideline describes responsibilities for maintaining official records on system employees consistent with approved records retention schedules, and the records retention schedules that apply to such records. The guideline also describes the process for creating separate or supplemental retention schedules, if desired. This guideline supersedes all previous retention schedules for system personnel records.

Affects: All system colleges, universities, and the office of the chancellor

Authoritative Reference:

[Minnesota Statutes 138.17 Government Records; Administration](#)

[Minnesota Statutes Section 15.17, Official Records.](#)

Required Forms: None

Responsibility for Implementation:

Each human resource office in the system is responsible for handling all personnel records according to an approved records retention schedule.

Attachments: None

Introduction:

Minnesota law prohibits the destruction of official records except in accordance with an approved records retention schedule. Each human resource office in the system is responsible for maintaining official records about employees pursuant to an approved records retention schedule.


The schedule developed by Minnesota Management and Budget (MMB) for personnel records maintained by state agencies must be used by any college, university or the office of the chancellor human resource office that does not develop and receive approval for a different schedule. Human resource offices that use this schedule are responsible for remaining informed about any changes in that schedule.

System human resource offices that use the MMB schedule may seek approval, as provided in law, for a supplemental schedule, if desired.

Any system human resource office may choose to develop its own retention schedule for personnel records, but must include all records identified in the MMB schedule, and must not use retention times shorter than provided in the MMB schedule. The human resource office is responsible for seeking and obtaining approval for its schedule from the Minnesota Historical Society, as required by law.

The [Minnesota Management and Budget schedule](#) is linked here.

Approved: May 20, 2009



Vice Chancellor, Human Resources

May 20, 2009

Date