

Effective Date: 4/12/11	500 – 17 Documentation Control and Retention Policy
Revised Date: 1/15/19 12/15/20	Approved by: DPSA Board
Last Reviewed 2/10/21	

Duluth Public Schools Academy, dba as Duluth Edison Charter Schools, has adopted the Minnesota School District General Records Retention Schedule in its entirety. DPSA shall follow all sections of the Minnesota school district general records retention schedule including but not limited to administration, buildings, community education, curriculum, food service, finance, health and safety, payroll, personnel, students, and transportation.

Additionally, DPSA will follow all procedures as outlined by the Department of Administration and the Minnesota Historical Society. The Head of School, or his/her designee, is responsible to implement this policy.