

## **PROGENY ACADEMY**

### **Employee Administrative Record Retention (406B)**

#### **I. Purpose**

Establish requirements that all privacy documentation be maintained in written or electronic form for a specified period of time.

#### **II. Policy**

All privacy policies and procedures and all communications, actions, activities or designations required to be maintained pursuant to the enclosed policies will be maintained in written and/or electronic form for the time period required by law.

#### **III. Procedure**

- A. All required documents shall be maintained in written or electronic form for:
  - 1. Six years from the date of the required document's creation or the date when the required document was last in effect, whichever is later, or
  - 2. Longer if required by law.
- B. All hard copies of the required documents will be kept.
- C. All documentation, once expired, will be disposed of in accordance with the State of Minnesota's record destruction policies.

Refer to district policy 406.

Adopted: November 11, 2017

Reviewed/Revised: January 12, 2019