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711 Records Retention Policy

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In Minnesota, public schools such as Three Rivers Montessori are required to adhere to specific statutes and guidelines concerning records retention to ensure proper management, accessibility, and confidentiality of student records.

Permanent Student Records:

According to Minnesota Statutes, section 123B.06, school districts, including TRM, must maintain accurate and complete individual, permanent, cumulative personal records for all students. These cumulative records are to be preserved permanently.

While the statute mandates permanent retention, it does not specify the exact contents of these cumulative records. However, it is generally recommended that they include:

- **Academic Transcripts:** Courses taken, grades received, and credits earned.
- **Attendance Records:** Detailed records of student attendance, including entry and withdrawal dates.
- **Standardized Test Results:** Outcomes of achievement and other standardized assessments.
- **Health and Immunization Records:** Documentation of inoculations and health examinations.

These recommendations align with federal guidelines under the **Individuals with Disabilities Education Act (IDEA)**, which suggests maintaining such information permanently.

Special Education Records:

For students receiving special education services at TRM, records related to the provision of these services and evaluations are typically retained for a specific period beyond the student's enrollment. At TRM, this practice should serve as a reference when developing and implementing local special education records policies. These records may include individualized education programs (IEPs), evaluation reports, and related documentation.

Other Student Records:

Additional records maintained by TRM, such as disciplinary files, health records, and emergency contact information, may have varied retention periods based on district policies.

Records Management Compliance:

Minnesota's **Official Records Act (Minnesota Statutes, section 15.17)** requires government entities, including public schools like TRM, to make and preserve all records necessary for a full and accurate knowledge of their official activities. The **Records Management Statute (Minnesota Statutes, section 138.17)** mandates that these entities maintain an inventory of records and an approved retention schedule. Disposal of official records must comply with these statutes to ensure proper records management and adherence to data practices.

Recommendations for School Districts

- **Develop and Implement Retention Schedules:** Establish clear records retention schedules that comply with state statutes and address the specific needs of TRM.
- **Ensure Secure Storage:** Maintain records in a secure, fireproof depository or through approved electronic storage methods to protect against loss or damage.
- **Provide Access Protocols:** Designate appropriate officials at TRM to handle requests for records access, ensuring compliance with data privacy laws such as **FERPA**.
- **Plan for Records Preservation:** Develop contingency plans for preserving student records in the event of school closure or other unforeseen circumstances affecting TRM.

By adhering to these guidelines and statutory requirements, Three Rivers Montessori can effectively manage student records, ensuring their integrity, accessibility, and confidentiality.