

Minnesota Historical Society  
 State Archives Department  
 Minnesota History Center  
 345 Kellogg Blvd., West  
 St. Paul, MN 55102-1906  
 (651) 297-4502 Fax: (651) 296-9961

**NOTIFICATION OF ADOPTION  
 OF  
 SCHOOL DISTRICT GENERAL  
 RECORDS RETENTION SCHEDULE**

1. Complete this form and send the original and 2 copies to the State Archives Department at the above address.
2. Destruction of records according to the general schedule is **NOT** permitted until this form is signed by the Minnesota Historical Society.

School District (Name and Number)	County	Telephone (Include Area Code)
Street Address		City, Zip Code

This is to notify the Minnesota Historical Society that the school district named above has officially adopted the Minnesota School District General Records Retention Schedule. School districts are advised to adopt the entire schedule. If this is not possible, individual sections may be adopted. ("X" the appropriate items.)

- The School District Adopts the Entire Schedule.
- The School District Adopts Only the Following Sections:
- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Administration      | <input type="checkbox"/> Food Service      | <input type="checkbox"/> Personnel      |
| <input type="checkbox"/> Buildings           | <input type="checkbox"/> Finance           | <input type="checkbox"/> Student        |
| <input type="checkbox"/> Community Education | <input type="checkbox"/> Health and Safety | <input type="checkbox"/> Transportation |
| <input type="checkbox"/> Curriculum          | <input type="checkbox"/> Payroll           |   |

Name/Title of School District Official (print)	Signature of School District Official	Date
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The Minnesota Historical Society acknowledges your Notification of Adoption of the School District General Records Retention Schedule. You are authorized to retain and dispose of records as indicated on the Schedule.

Director or Designee, Minnesota Historical Society
Date