

Adopted: January 2013
Reviewed: March 14, 2025

UBAH 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, as well as 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.