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.

<table>
<thead>
<tr>
<th>School District (Name and Number)</th>
<th>County</th>
<th>Telephone (Include Area Code)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Street Address</td>
<td>City, Zip Code</td>
<td></td>
</tr>
</tbody>
</table>

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:
  - Administration
  - Buildings
  - Community Education
  - Curriculum
  - Food Service
  - Finance
  - Health and Safety
  - Payroll
  - Personnel
  - Student
  - Transportation

<table>
<thead>
<tr>
<th>Name/Title of School District Official (print)</th>
<th>Signature of School District Official</th>
<th>Date</th>
</tr>
</thead>
</table>

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