

Document Retention and Destruction Policy

The Minneapolis College of Art and Design (MCAD) will retain records for the period of their immediate or current use, unless longer retention is necessary for historical reference or to comply with contractual or legal requirements. Records and documents outlined in this policy include paper, electronic files (including e-mail) and voice mail records regardless of where the document is stored, including network servers, desktop or laptop computers and handheld computers and other wireless devices with text messaging capabilities.

No MCAD employee will knowingly destroy a document with the intent to obstruct or influence a governmental agency investigation or any legal proceeding. If an official investigation is underway or even suspected, document purging must stop in order to avoid criminal obstruction.

General

Unless identified as being relevant or discoverable in pending or potential litigation or other legal or official proceedings, the following items can be destroyed regularly:

- Personal e-mails and correspondence
- Preliminary drafts of letters and memoranda
- Voice mails
- Other materials such as brochures and newsletters

Other general correspondence with parties outside of MCAD should be retained for three years; legal correspondence and contracts still in effect should be retained indefinitely. Articles of Incorporation, Board of Trustee bylaws, agendas, minutes, resolutions and other corporate records should also be retained indefinitely.

Human Resources, Student Records, and the Business Office have their own document destruction schedules, which are appended. These offices are responsible for updating and following these schedules.

Document Destruction Policy

Electronic documents and voice mails should be destroyed to the best of the employees' reasonable ability.

Paper documents should be destroyed using the following procedure:

1. Employees should examine the document to determine if it contains confidential or proprietary information. Documents are confidential if they contain information that would be harmful to disclose to the public (such as social security numbers, dates of birth, etc.); documents are proprietary if they contain information that would harm MCAD if disclosed to the public (such as financial or banking information, recruiting strategies, compensation information, etc.).
2. Documents that do not contain confidential or proprietary information may be recycled or shredded.
3. Documents containing confidential or proprietary information must be shredded.

Document Destruction Officer

At all times, there will be an officer of MCAD responsible for overseeing that this policy is followed (the “Document Destruction Officer”). The Document Destruction Officer’s duties shall include monitoring of compliance as well as periodic reminders to employees of the policy. The Document Destruction Officer is also responsible for communicating a destruction freeze when necessary. The current Document Destruction Officer is the Treasurer/CFO.

Destruction Freeze

If at any time any employee of MCAD makes a determination that litigation or other official proceeding has begun or is reasonably likely to occur, that employee must so inform the Document Destruction Officer. Upon notification, and after consultation with legal counsel and/or other MCAD personnel, the Document Destruction Officer shall make a determination as to which documents may be relevant or discoverable to the pending or potential litigation (the “Frozen Documents”). The Frozen Documents will be subject to a destruction freeze until such time as the litigation (and time for appeal) or proceeding has concluded.

The Document Destruction Officer is responsible for communicating the existence of a destruction freeze. The Document Destruction Officer shall immediately inform those employees that might come into contact with Frozen Documents to prevent the destruction or misplacement of those documents. Employees shall take steps to ensure that any Frozen Documents are securely segregated from non-Frozen Documents and are not destroyed or lost.