

**ADMINISTRATION RECORDS RETENTION PERIODS**

The District will follow the Wisconsin Department of Administration's guidelines on School District record retention. It may be accessed at the following web address:

<https://publicrecordsboard.wi.gov/Documents/DPI%20GS-APPROVED%20June%202015%20v8.1.pdf>

Adopted: August 13, 1991  
Revised: October 14, 2013  
Reviewed: January 13, 2020

Legal Administrative Code:  
References: Wisconsin Statutes: 19.21, 19.31-39, 120.13(12), 29 C.F.R. Part 1635