

Corrections to the Introduction section of the Minnesota County General Records Retention Schedule

NOTE:

This electronic copy of the Minnesota General Records Retention Schedule for Counties was produced by Redwood County staff who digitized a paper version. Any handwritten notations or changes that appear on the pages of the schedule are not official.

The 2006 Legislature amended Minnesota Statutes, section 138.17, removing the Commissioner of Administration's duty to perform functions related to records management. The changes became effective August 1, 2006. As a result of the legislative change, the Department of Administration / Information Policy Analysis Division (IPAD), will no longer respond to inquiries regarding records management.

Destruction Reporting:

- Effective August 1, 2001, records destruction reports do not need to be sent to the Minnesota Department of Administration and the Minnesota Historical Society (State Archives). Keep destruction reports for your own records.

Records Not on the General Schedule:

- An electronic copy of the PR-1 form (Application for Authority to Dispose of Records) is available online at the Minnesota State Archives' web site (www.mnhs.org/statearchives).
- Records retention schedule forms are no longer available from the Minnesota Department of Administration. A blank form is available online at the Minnesota State Archives' web site (www.mnhs.org/statearchives).

Resources:

- The Department of Administration no longer offers assistance with records management issues or records retention schedules. The Department's Information Policy Analysis Division (www.ipad.state.mn.us) will assist with questions relating to privacy and other information policy laws.
- The Minnesota State Archives and the state's Records Disposition Panel can be contacted as follows: State Archives, Minnesota Historical Society, 345 Kellogg Boulevard West, Saint Paul, MN, 55102. 651.259.3260.
- The Association of Minnesota Counties can be contacted through its web site (www.mncounties.org/).

Schedule Updates:

- The Human Services / Public Welfare section of the schedule was updated by the Minnesota Department of Human Services in March 2002.
- A supplement to the schedule for Community Corrections was issued in January 1990.

RECORDS COMMON TO ALL DEPARTMENTS

July, 1988

CATEGORY DEFINITIONS

Records Series Description: A records series is a group of records filed together because they relate to a particular subject.

Enabling Authority: The statute or authorized power that states the record may be collected.

Data Class: This identifies records classified by the Government Data Practices Act or other state or federal law. The classification system includes: public, private, confidential, non-public or protected non-public. More than one classification may apply.

Citation for Classification: The statute or law which cites the data practices classification of the records series.

Pre/Post/Curr: Data collected prior to August, 1975 is PRE. Data collected after August, 1975 is POST. Data being currently collected is CURR.

Purpose and Use for Collection: The function of the records series.

Authorized Recipients: Those people authorized to use the records series according to its Data Practices classification.

Retention/Statute: The retention cited is the minimum amount of time a record must be kept. The stated retention does not include the year the record originates. For example, if Record A is filed by calendar year and it has a retention of 3 years, the disposal date for 1985 records is January, 1989. Statutes listed here cite specific retention periods for the records series.

Archival: If a Y, meaning yes, appears in this column these records are eligible for transfer to the State Archives in the Minnesota Historical Society after the retention period has expired or when the agency no longer has need for them. Contact the Division of Library and Archives of the Minnesota Historical Society for information on how to transfer archival records (612-296-6980 or toll free 1-800-652-9747).

| RECORDS SERIES DESCRIPTION | ENABLING AUTHORITY | DATA CLASS | CITATION FOR CLASSIFICATION | PRE POST CURR | PURPOSE AND USE FOR COLLECTION | AUTHORIZED RECIPIENTS | RETENTION/STATUTE | ARCH |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|--------------|----------------------------------------|---------------|--------------------------------|-----------------------|----------------------------------------------------------------------------|------|
| 1. ANNUAL REPORTS | | Publ | MS 13.03 | | | | Retain permanently or transfer to the State Archives. | Y |
| 2. ATTENDANCE RECORDS Sick leave, vacations, paid and unpaid leave requests, compensation, time sheets, part-time claims. Department copies. | | Publ Priv | MS 13.03 MS 13.43 | | | | 2 yrs. | N |
| 3. BUDGET/BUDGET RECORDS Budget proposals; approved budget. Includes supporting data and monthly department budget report. | | Publ | MS 13.03 | | | | 2 yrs. | N |
| 4. BILLING CLAIMS Monthly expense records for department expenses, purchase orders, invoices, claim forms, accounts payable forms, etc. | | Publ | MS 13.03 | | | | 6 yrs. | N |
| 5. CONTRACT/AGREEMENTS Copies of contracts and agreements entered into with agencies and businesses and other pertinent information, i.e. selection process of vendor, equipment and bid specifications. | | Publ | MS 13.03 | | | | 10 yrs. after contract has expired. | N |
| 6. CORRESPONDENCE | | | | | | | | |
| a. Routine correspondence and memorandums between departments, administration, and other agencies. | | | Varies with subject of correspondence. | | | | 3 yrs. | N |
| b. County Administrator/Executive Secretary/County Executive correspondence and subject files of a policy making nature. | | | | | | | 3 yrs., then transfer to the State Archives for selection and disposition. | Y |

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|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|------------------------------|----------------------------------|------|--------------------------------|-----------------------|----------------------------------------------------------------------------|------|
| | | | | CURR | | | | |
| 7. GRANTS State and Federal. | | Publ Priv | MS 13.03 | | | | 6 yrs. after grant agreement expires unless agreement dictates otherwise. | N |
| 8. INVENTORY Physical inventory of furnishings and equipment in department. | | Publ | MS 13.03 | | | | Until superseded. | N |
| 9. LABOR RELATIONS RECORDS Includes copies of contracts between management and various unions; background bargaining information; records on grievances and disciplinary actions and how they were settled. (Not originals, for originals/master copies of union contracts and labor dispute data see Personnel Section of this schedule, items 20 & 21.) | | Publ Priv Non- Publ | MS 13.03 MS 13.43 MS 13.37 | | | | Until superseded. | N |
| 10. LEGISLATIVE FILE Records on pending legislation with which department has interest. | | Publ | MS 13.03 | | | | Review annually and dispose of obsolete material. | N |
| 11. MEETING MINUTES Minutes recording actions taken in meetings necessary for the management of the department and its activities. (Originating department only.) Does not include County Board minutes. The State Archives wishes to have transferred minutes of county committees and governing boards. | | Publ | MS 13.03 | | | | 6 yrs., then transfer to the State Archives for selection and disposition. | Y |

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|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|--------------|-----------------------------|---------------|--------------------------------|-----------------------|-------------------------------------------------------------------------------------------------------------------------------------------|------|
| 12. MEETING MINUTES Tape recordings of meetings. | | Publ | MS 13.03 | | | | Tapes may be reused or discarded 1 yr. after formal approval of written minutes by board. Tape recordings cannot be the permanent record. | N |
| 13. PERSONNEL POLICY FILE Memos and directives on personnel policies and actions. | | Publ | MS 13.03 | | | | Until superseded. | N |
| 14. PERSONNEL RECORDS Department copies of personnel records of employee's employment history; may include applications, resumes, accident reports; disciplinary actions, promotions, reclassification consideration, performance reviews. | | Publ Priv | MS 13.03 MS 13.43 | | | | Until employee's termination. | N |

**SEE OTHER SECTIONS OF THIS GENERAL SCHEDULE FOR RECORDS SERIES NOT LISTED HERE.