

# 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](http://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](http://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](http://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/](http://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.

## ADMINISTRATION

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 PURPOSE AND USE CURR FOR COLLECTION	AUTHORIZED RECIPIENTS	RETENTION/STATUTE	ARCH
1. AGENDA PACKET Complete record of information relevant to County Commissioner meetings.		Publ	MS 13.03			Retain permanently or transfer to the State Archives.	Y
2. AGENDAS		Publ	MS 13.03			1 yr.	N
3. ANNUAL REPORTS		Publ	MS 13.03			7 yrs., then transfer to the State Archives.	Y
4. ATTORNEY'S OPINIONS Correspondence relating to attorneys, legal opinions, and related records.		Publ Priv	MS 13.03			Retain permanently or transfer to the State Archives for selection and disposition.	Y
5. AUTHORITY TO DISPOSE OF RECORDS PR-1 form.		Publ	MS 13.03			Permanent	N
6. BUDGET - RECORD COPY	MS 375.169	Publ	MS 13.03			Retain permanently or transfer to the State Archives.	Y
7. DEPARTMENTAL REPORTS - ANNUAL SUMMARY Including reports to the County Board of Commissioners from each department.		Publ	MS 13.03			Retain permanently or transfer to the State Archives.	Y
8. DEPARTMENTAL REPORTS - MONTHLY		Publ	MS 13.03			3 yrs.	N
9. DEPARTMENTAL REPORTS - SEMI-ANNUAL		Publ	MS 13.03			3 yrs.	N
10. HISTORICAL DATA/PHOTOGRAPHS		Publ	MS 13.03			Retain permanently or transfer to the State Archives.	Y

RECORDS SERIES DESCRIPTION	ENABLING AUTHORITY	DATA CLASS	CITATION FOR CLASSIFICATION	PRE POST CURR	PURPOSE AND USE FOR COLLECTION	AUTHORIZED RECIPIENTS	RETENTION/STATUTE	ARCH
11. LAWSUITS Attorney's opinions, testimony, court depositions, correspondence, etc.		Publ	MS 13.03				7 yrs. after settlement.	N
12. MINUTES Board of Commissioners, committees, and special task forces.		Publ	MS 13.03				Retain permanently or transfer to the State Archives.	Y
13. MINUTES Tape recordings of meeting minutes.		Publ	MS 13.03				Tapes may be re-used or discarded 1 yr. after formal approval of written minutes. Tape recordings cannot be the permanent record.	N
14. ORGANIZATIONAL CHARTS		Publ	MS 13.03				Until superseded then transfer to the State Archives for selection and disposition.	Y
15. PRESS RELEASES		Publ	MS 13.03				1 yr., then transfer to the State Archives for selection and disposition.	Y
16. PROCEDURES MANUALS		Publ	MS 13.03				Until superseded.	N
17. SPECIAL COMMITTEE REPORTS Minutes, policies, studies and correspondence.		Publ	MS 13.03				Retain permanently or transfer to the State Archives for selection and disposition.	Y
18. WAGE ASSIGNMENTS		Publ	MS 13.03				6 yrs.	N

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