

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.

PLANNING

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	PURPOSE AND USE FOR COLLECTION	AUTHORIZED RECIPIENTS	RETENTION/STATUTE	ARCH
				POST CURR				
1. BOARD OF ADJUSTMENT a. Hearings and Findings. b. Record of Variances. c. Minutes of Meetings. d. Tape recordings of minutes.	MS 394.27	Publ	MS 13.03 MS 394.27		Variance Board, Zoning Office		Retain permanently or transfer minutes to the State Archives. Tapes may be reused or discarded 1 yr. after formal approval of written minutes by Board. Tape recordings cannot be the permanent record.	Y
2. BUDGET	MS 394.05	Publ	MS 13.03		Zoning Administrator		3 yrs.	N
3. CONDITIONAL USE PERMITS Name, address, legal description of property, reason for conditional use.	MS 394.301 MS 394.22, Subd 7	Publ	MS 13.03 MS 394.26		Zoning Office, Planning Commission, County Board		6 yrs. after permit expiration.	N
4. COUNTY STREET NAMING/NUMBERING FILE a. Files identifying addresses for structures within the jurisdiction of the County Street Naming and Numbering Ordinance.		Publ	MS 13.03				Permanent	N
b. File showing current addresses and locations of structures within jurisdiction of County Street Naming and Numbering Ordinance.		Publ	MS 13.03				Permanent	N
c. File of current plats with addresses for all parcels within jurisdiction of County Naming and Numbering Ordinance.		Publ	MS 13.03				Permanent	N

RECORDS SERIES DESCRIPTION	ENABLING AUTHORITY	DATA CLASS	CITATION FOR CLASSIFICATION	PRE POST CURR	PURPOSE AND USE FOR COLLECTION	AUTHORIZED RECIPIENTS	RETENTION/STATUTE	ARCH
5. COURT DECISIONS ON ZONING		Publ	MS 13.03			Zoning Office	Retain permanently or transfer to the State Archives for selection and disposition.	Y
6. FEES COLLECTED Name of applicant and amount of fee and purpose of fee.	MS 394.37	Publ	MS 13.03			Zoning Office, County Auditor	6 yrs.	N
7. LAND USE MAP	MS 394.22, Subd. 7 MS 394.361	Publ	MS 13.03 MS 394.25 MS 394.26			Zoning Office, Planning Commission, Co. Board, Public	Retain permanently or transfer to the State Archives for selection and disposition.	Y
8. LAND USE PERMITS Name and address of applicant, description of building, legal description of property.	MS 394.361	Publ	MS 13.03 MS 394.26			Zoning Office	Until expiration.	N
9. LAND VARIANCES Name and address of property owner, legal description of property being split, reason for land variance.	MS 394.22, Subd. 10 MS 394.362	Publ	MS 13.03			Zoning Office, County Board	Permanent	N
10. MONTHLY EXPENDITURES Copies.	MS 394.03	Publ Priv	MS 13.03 MS 13.43			Zoning Office	1 yr.	N
11. NOTICES OF HEARINGS	MS 375.51	Publ	MS 13.03 MS 394.26			Zoning Office	1 yr.	N

RECORDS SERIES DESCRIPTION	ENABLING AUTHORITY	DATA CLASS	CITATION FOR CLASSIFICATION	PRE POST CURR	PURPOSE AND USE FOR COLLECTION	AUTHORIZED RECIPIENTS	RETENTION/STATUTE	ARCH
12. PLANNING COMMISSION a. Hearings and Findings. b. Minutes. c. Tape recordings of minutes.	MS 375.51 MS 394.26	Publ	MS 13.03 MS 394.26			Zoning Office, Planning Commission, County Board	Retain subparts "a" and "b" permanently or transfer to the State Archives for selection and disposition. Tapes may be reused or discarded 1 yr. after formal approval of written minutes by Commission. Tape recordings cannot be the permanent record.	Y
13. PRELIMINARY PLATS - SOILS Copies, developer's name and address, size and legal description of lots in plat.	MS 394.361	Publ	MS 13.03 MS 394.25			Zoning Office	Permanent	N
14. RECEIPT BOOK						Zoning Office	6 yrs.	N
15. RESTRICTED AG AREA MAP						Zoning Office	Retain permanently or until superseded.	N
16. SETBACK CERTIFICATES Name, address, legal description of property and description and use of structure.		Publ	MS 13.03 MS 394.26			Zoning Office	Permanent	N
17. SEWER PERMITS Name, address and location of sewer, inspection report.		Publ	MS 13.03			Zoning Office	Permanent	N
18. SHORELAND/FLOODPLAIN ORDINANCE FILE Files of shoreland and floodplain area applications for building permits, conditional use permits, variance requests, and zoning inquiries.		Publ	MS 13.03				Permanent	N

RECORDS SERIES DESCRIPTION	ENABLING AUTHORITY	DATA CLASS	CITATION FOR CLASSIFICATION	PRE	PURPOSE AND USE FOR COLLECTION	AUTHORIZED RECIPIENTS	RETENTION/STATUTE	ARCH
				CURR				
19. SUBDIVISION ORDINANCES	MS 394.25	Publ	MS 13.03 MS 394.25			Zoning Office, Planning Commission, County Board	Retain permanently or transfer to the State Archives.	Y
20. ZONING ORDINANCES	MS 394.25	Publ	MS 13.03 MS 394.25			Zoning Office, Planning Commission, County Board	Retain permanently or transfer to the State Archives.	Y

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