

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.

County General Records Retention Schedule

Purpose of the General Retention Schedule

The purpose of a records retention schedule is to provide a plan for managing governmental records by giving continuing authority to dispose of records under Minnesota Statutes 138.17.

This County General Records Retention Schedule establishes minimum retention periods for county records based on their administrative, fiscal, legal and historical value. It lists records series common to counties and states how long to keep them.

Adopting and Using the General Schedule

1. To begin disposing of records according to the general schedule, you must notify the Minnesota Historical Society that your county has officially adopted the schedule. The enclosed form, "Notification of Adoption of County General Retention Schedule," is used for this purpose.
2. You may adopt the schedule even though your office may not have all the records listed on it. We recommend that you adopt the entire schedule. However, if this is not possible you may adopt individual sections.
3. The Minnesota Historical Society will sign and return the Notification form to you. You will then have the authority to dispose of your government records as indicated on the schedule.
4. Compare the records in your office with the records listed on the schedule. Retention periods listed on the schedule represent the minimum amount of time that you must retain records. Once that retention period has been reached, you may either destroy or transfer the records to the State Archives, as indicated on the schedule. If you need to retain some records series longer than the listed retention, you should establish an agency policy for those records.
5. Records identified on the schedule as archival may not be transferred to a local historical society, museum, public library, or interested individual without the specific, written permission of the State Archivist, Minnesota Historical Society.
6. The retention stated on the schedule applies to any form of the record (paper, computer tape or disk, microfilm, etc.). However, if you decide to change the form of a record (for instance, you microfilm a paper record) you MAY not be authorized to dispose of the original record. If you are considering changing the form of a record, contact the Division of Library and Archives for procedures.

Destruction Reporting

After you destroy records according to the general schedule, send a report to the Minnesota Department of Administration and the Minnesota Historical Society (M.S. 138.17, subd. 7). Use a copy of the enclosed "Records Destruction Report" (RM-00065) for this purpose. This report may be submitted annually or as records are destroyed.

Records Not on the General Schedule

Records **not** listed on this schedule cannot be destroyed without submitting either an "Application for Authority to Dispose of Records" (PR-1) or a "Minnesota Records Retention Schedule" (RM-00058).

The PR-1 form is used to request one-time authority to dispose of records. A reproducible copy of the PR-1 form is enclosed. Since an approved PR-1 gives you authority to dispose of only those records listed on the form, we recommend that you use the PR-1 only for obsolete records (records no longer being created).

For ongoing authority to dispose of records not listed on the general schedule, complete a "Minnesota Records Retention Schedule." This form can be obtained from the Data and Records Management Division.

Resources

This schedule was developed by the Department of Administration and the Division of Library and Archives in cooperation with members of the Association of Minnesota Counties, and was funded in part by a grant from the National Historical Publications and Records Commission.

Questions about the schedule:

Department of Administration
Information Policy Office
50 Sherburne Avenue
St. Paul, MN 55155
612-296-0257 or 1-800-652-9747

Questions about archival records:

Minnesota Historical Society
Div. of Library and Archives
1500 Mississippi Street
St. Paul, MN 55101
612-296-6980 or 1-800-652-9747

Minnesota Historical Society
 Division of Archives and Manuscripts
 1500 Mississippi Street
 St. Paul, MN 55101
 612-296-6980 1-800-652-9747

**NOTIFICATION OF ADOPTION
 OF
 COUNTY GENERAL RETENTION SCHEDULE**

1. Complete this form and send the original and 2 copies to the Government Records Archivist at the above address.
2. Destruction of records according to the general schedule is NOT permitted until this form is signed by the Minnesota Historical Society.

County	Telephone (include area code)
Street Address	City, Zip Code

This is to notify the Minnesota Historical Society that the county named above has officially adopted the Minnesota County General Records Retention Schedule (November, 1985). Counties are advised to adopt the entire schedule. If this is not possible, individual sections may be adopted. ("X" the appropriate items.)

The County Adopts the Entire Schedule.

The County Adopts Only the following Sections:

- | | | |
|--|---|---|
| <input type="checkbox"/> Administration
<input type="checkbox"/> Assessor
<input type="checkbox"/> Attorney
<input type="checkbox"/> Auditor
<input type="checkbox"/> Community Health/Nursing Service
<input type="checkbox"/> Highway | <input type="checkbox"/> Human Services/Public Welfare
<input type="checkbox"/> Library
<input type="checkbox"/> Medical Examiner/Coroner
<input type="checkbox"/> Parks and Recreation
<input type="checkbox"/> Personnel
<input type="checkbox"/> Planning
<input type="checkbox"/> Public Defender | <input type="checkbox"/> Recorder
<input type="checkbox"/> Records Common to all Departments
<input type="checkbox"/> Sheriff/Law Enforcement
<input type="checkbox"/> Survey
<input type="checkbox"/> Treasurer
<input type="checkbox"/> Veterans Service |
|--|---|---|

Name/Title of County Official (print)	Signature of County Official	Date
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The Minnesota Historical Society acknowledges your Notification of Adoption of the County General Retention Schedule. You are authorized to retain and dispose of records as indicated on the Schedule.

Director or Designee, Minnesota Historical Society	Date
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Department of Administration
 Information Policy Office
 50 Sherburne Ave., Room 309
 St. Paul, MN 55155
 612-296-3122

RECORDS DESTRUCTION REPORT

Instructions:

1. Print or type all information.
2. Use this form to report records destroyed under authority of a General Records Retention Schedule or an approved agency retention schedule.
3. Report only records that are physically destroyed, not records transferred to the Minnesota Historical Society.
4. Reports can be submitted annually or as records are destroyed.
5. Send the original of this report to the Chief Records Coordinator at the above address.
6. Send a copy of this report to: State Archivist, MN Historical Society, 1500 Mississippi St., St. Paul, MN 55101.
7. For additional space, use reverse side.

Agency	Person Reporting Destruction			Date Report Submitted		
Address	City, Zip Code		Telephone			
General Schedule Name of Agency Schedule Number (e.g. "City Gen. Sch." or "87-123")	Section of Schedule Where Record is Listed	Item No. as Listed on Schedule	Record Title (use same title listed on schedule)	Inclusive Dates	Date Destroyed	Quantity* (Cubic Feet)
*VOLUME CHART TO DETERMINE CUBIC FEET						
Letter Size Drawer = 1.5	Records Center Box = 1.0	3X5 Card 12" Row = 0.1	Total Cubic Feet			
Legal Size Drawer = 2.0	12" X 15" X 10" = 2.5	4X6 Card 12" Row = 0.2	Destroyed (include records listed on back)			
Shelving 4' Letter = 2.3	Transfer Case = 3.0	5X8 Card 12" Row = 0.3				
Shelving 4' Legal = 3.0	24" X 16" X 11" = 1.25	Printouts 12" Stack = 1.25				

General Schedule Name or Agency Schedule Number (e.g. "City Gen. Sch." or "87-123")	Section of Schedule Where Record is Listed	Item No. as Listed on Schedule	Record Title (use same title listed on schedule)	Inclusive Dates	Date Destroyed	Quantity* (Cubic Feet)

Minnesota Historical Society
 1500 Mississippi St.
 St. Paul, MN 55101
 612-296-6980

**APPLICATION FOR AUTHORITY
 TO DISPOSE OF RECORDS**

For use by Records Panel	
Application No.	Date

► INSTRUCTIONS

1. This form does not provide continuous authority to dispose of similar records and cannot be used to approve a records retention schedule.
2. Complete original and three copies. Photocopies are acceptable.
3. Complete items 1 through 6 and item 8. Use reverse side to continue records description. If more space is needed, use plain paper.
4. Send original and two copies to the address above.
5. Retain one copy until your approved copy is returned. The approved copy will be your authority to dispose of records. It should be retained permanently.
6. Additional copies of this form are available at the address above.

NOTE: Laws of 1971, Chapter 529, Section 3 reads as follows: "It is the policy of the legislature that the disposal and preservation of public records be controlled exclusively by Minnesota Statutes, Chapter 138 and by this act, thus, no prior, special or general statute shall be construed to authorize or prevent the disposal of public records at a time or in a manner different than prescribed by such chapter or by this act and no general or special statute enacted subsequent to this act shall be construed to authorize or prevent the disposal of public records at a time or in a manner different than prescribed in chapter 138 or in this act unless it expressly exempts such records from the provisions of such chapter and this act by specific reference to this section."

1. Agency or Office	2. Division or Section	3. Quantity of Records _____ Cubic Feet
4. Location of Records		5. Laws other than M.S. 138.17 that relate to the destruction or safekeeping of the records:
6. I certify that the records listed on this application are accurately described, and that they have no further administrative, legal, or fiscal value for this agency.		AUTHORIZATION: Under the authority of M.S. 138.17, it is hereby ordered that the records listed on this application be destroyed, except as shown in item 7.
Authorized Signature (Type name below)		
Name	Date	
Title	Phone	
		Director, Minnesota Historical Society Date
		Legislative or State Auditor Date
		Attorney General Date

7. Exceptions to Destruction. (For use by Records Disposition Panel).

8. **Description of Records.** Describe each record series or type of record separately. Number each series, beginning with "1".

a. Item No.	b. Name of record, form numbers, content, usage, arrangement, original, duplicate, or microfilmed.	c. Inclusive Dates

a. Item No.

b. Name of record, form numbers, content, usage, arrangement, original, duplicate, or microfilmed

c. Inclusive Dates

a. Item No.	b. Name of record, form numbers, content, usage, arrangement, original, duplicate, or microfilmed	c. Inclusive Dates

COUNTY GENERAL RECORDS RETENTION SCHEDULE

- | | |
|---|--|
| 1. ADMINISTRATION | 10. PARKS AND RECREATION |
| 2. ASSESSOR | 11. PERSONNEL |
| 3. ATTORNEY | 12. PLANNING |
| 4. AUDITOR | 13. PUBLIC DEFENDER |
| 5. COMMUNITY HEALTH/
NURSING SERVICE | 14. RECORDER |
| 6. HIGHWAY | 15. RECORDS COMMON TO ALL
DEPARTMENTS |
| 7. HUMAN SERVICES/PUBLIC WELFARE | 16. SHERIFF/LAW ENFORCEMENT |
| 8. LIBRARY | 17. SURVEY |
| 9. MEDICAL EXAMINER/CORONER | 18. TREASURER |
| | 19. VETERANS SERVICE |

APPROVAL

Dept. of Administration, Data and Records Management	Director, Minnesota Historical Society	Date
<i>Sandra Abrams</i>	<i>Diane P. Swanson</i>	<i>27 November 1985</i>
State Auditor	Attorney General	Date
<i>Thomas M. Dickhaut</i>	<i>Dale O. Johnson</i>	<i>12/13/85</i>

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.

ASSESSOR

July, 1988

CATEGORY DEFINITIONS

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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.

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RECORDS SERIES DESCRIPTION	ENABLING AUTHORITY	DATA CLASS	CITATION FOR CLASSIFICATION	PRE POST CURR	PURPOSE AND USE FOR COLLECTION	AUTHORIZED RECIPIENTS	RETENTION/STATUTE	ARCH
1. ABATEMENT FORMS								
a. Application for Reduction in Assessed Valuation of Personal Property. Name, address, type of property, owner's value.	MS 270.07	Publ	MS 13.03 MS 270.10, Subd. 3		Assist in determining if valuation is equitable. All applications are also for the taxpayer - methods of appeal. Used to determine if request is reasonable and should be granted.	County Assessor, County Board, Commissioner of Revenue	10 yrs.	N
b. Application for Reduction in Assessed Valuation of Real Estate. Contains owner's information such as total fire insurance on structures, owners value and cost of additions.	MS 270.07 MS 375.192	Publ	MS 13.03 MS 270.10, Subd. 3				10 yrs.	N
c. Application for Abatement General Form. Applicants' statement of facts and applicants' request.	MS 270.07 MS 375.192	Publ	MS 13.03 MS 270.10, Subd. 3				10 yrs.	N
d. Application for Settlement and Abatement of Delinquent Taxes, Penalties, Interest and Costs. Name, address of owner, reason taxes have not been paid, "Such statement is reasonable because _____."	MS 270.07 MS 279.34	Publ	MS 13.03				10 yrs.	N
e. Abatement Corrections Forms Notification to Auditor of correction/change to taxes for current or prior years.	MS 270.07	Publ	MS 13.03				10 yrs.	N
2. AERIAL SURVEY PRINTS								
Prints of Hurd aerial surveys showing details of various tracts of land.		Publ	MS 13.03				Destroy when superseded.	N

RECORDS SERIES DESCRIPTION	ENABLING AUTHORITY	DATA CLASS	CITATION FOR CLASSIFICATION	PRE	PURPOSE AND USE FOR COLLECTION	AUTHORIZED RECIPIENTS	RETENTION/STATUTE	ARCH
				POST CURR				
3. AFFIDAVIT OF SURVIVORSHIP Name, address and legal description.	MS 500.10 MS 500.11 MS 600.21	Publ	MS 13.03		To determine ownership and classification (homestead).	Assessor's Office and Auditor	10 yrs.	N
4. AGRICULTURAL PRESERVE APPLICATIONS Form putting agricultural land into the ag preserve program. Also expiration of ag preserve notices.		Publ	MS 13.03				3 yrs. after expiration of application.	N
5. APPLICATION FOR DISABILITY (3CC CLASS) PE 3D Name, address, social security no., sources of income, award letters.	MS 273.13, Subd. 7	Priv	MS 13.58		Assist in determining if classification is proper.	County Assessor and Commissioner of Revenue	10 yrs.	N
6. APPLICATION FOR HOMESTEAD CLASSIFICATION AND REDUCTION OF TAXABLE VALUE FOR CURRENT YEAR Name, address, signed by owners, social security number.	MS 375.192, Subd. 1	Publ	MS 13.03		Necessary when there has been an error.	Taxpayer, Assessor, County Board, Auditor	10 yrs.	N
7. APPLICATION FOR VALUATION AND TAX DEFERMENT OF AGRICULTURAL LAND PROVIDED BY MINNESOTA AGRICULTURAL PROPERTY TAX LAW/GREEN ACRE APPLICATIONS Applications and verifications of agricultural income for persons applying for Green Acre tax deferment.	MS 273.111, Subd. 3 & 6	Publ Priv Non-publ	MS 13.03 MS 13.51, Subd. 2		Information necessary to determine if it is eligible.	Taxpayer, Assessor	As long as property qualifies.	N
8. APPLICATION FOR VALUATION AND TAX DEFERMENT OF PRIVATE OUTDOOR RECREATIONAL OPEN SPACE AND PARK LANDS Form used to list open space property.	MS 273.112	Publ	MS 13.03		Location of property and list for tax purposes.	County Assessor's Office, County Auditor	10 yrs.	N

RECORDS SERIES DESCRIPTION	ENABLING AUTHORITY	DATA CLASS	CITATION FOR CLASSIFICATION	PRE	PURPOSE AND USE FOR COLLECTION	AUTHORIZED RECIPIENTS	RETENTION/STATUTE	ARCH
				POST CURR				
16. ASSESSORS MANUALS Laws and regulations on assessing.	MS 270.41 MS 270.46	Publ	MS 13.03			Assessor's Office	Until obsolete or superseded.	N
17. ASSIGNMENT OF CONTRACTS FOR DEED Name and address of buyer and seller, legal description, terms.	MS 14.12 MS 14.13	Publ	MS 13.03		To determine ownership and classification (homestead).	Assessor's Office, Auditor	6 yrs.	N
18. BLIND APPLICATIONS PE 3CC Social Security No., name and address.	MS 273.13, Subd. 7	Priv	MS 13.58		Assist in determining if classification is proper.	County Assessor and Commissioner of Revenue	10 yrs.	N
19. BOARD OF REVIEW FILES Contains actions taken by local, county and state boards of review, attendance rosters, minutes, etc.		Publ	MS 13.03				10 yrs.; transfer any minutes of the Review Board to the State Archives for selection and disposition.	Y
20. BUDGET - OFFICE Copy of monthly expenditures. Record copy in administrator's or auditor's office.	MS 375.169	Publ	MS 13.03 MS 375.169			County Assessor	1 yr.	N
21. BUILDING SCHEDULES All buildings.	MS 394.22, Subd. 6 MS 394.24	Publ	MS 13.03		Estimate value of buildings.	Assessor's Office	4 yrs.	N
22. CERTIFICATES OF VALUE (STATE FORM) Contains name and address of the buyer and seller; social security numbers; the sale price of the property; amount of personal property; amount of mortgage; terms of sale (in future); valuation of the property.	MS 272.115	Publ Priv	MS 13.03 MS 13.04		School aid, to determine the level of assessment.	Commissioner of Revenue, School Aids Division-Real Estate Brokers, and appraisers	5 yrs.	N

RECORDS SERIES DESCRIPTION	ENABLING AUTHORITY	DATA CLASS	CITATION FOR CLASSIFICATION	PRE POST CURR	PURPOSE AND USE FOR COLLECTION	AUTHORIZED RECIPIENTS	RETENTION/STATUTE	ARCH
23. CHANGE OF ADDRESS Name and address.		Publ	MS 13.03		Address necessary for tax bills-homestead classification.	Assessor, Auditor, and Treasurer	1 yr.	N
24. CONTRACTS FOR DEED Name and address of buyer and seller, legal description, terms.	MS 507.235 MS 507.24	Publ	MS 13.03		To determine ownership and classification (homestead).	Assessor's Office, Auditor	6 yrs.	N
25. COURT CASES Pending and settled courts cases involving County Assessor, including all supporting documentation and exhibits.		Publ Conf. Prot non- publ	MS 13.03 MS 13.39				10 yrs. after settlement of case.	N
26. DECLARATION FOR HOMESTEAD CLASSIFICATION/HOMESTEAD AFFIDAVIT Name, address, sworn statement of ownership and occupancy.	MS 273.13, Subd. 11	Publ	MS 13.03		Necessary for classification and required by statute.	Taxpayer, Assessor's Office, Auditor, Treasurer	6 yrs.	N
27. EXEMPT PROPERTY LISTING Listing of all parcels and the latest exempt value.	MS 273.18	Publ	MS 13.03		To determine value.	Commissioner of Revenue, State Legislature	10 yrs.	N
28. FARM RENTAL INFORMATION To determine value.	Repealed 1984 MN Laws c.502, Art. 3, Sec. 36	Publ	MS 13.03		Proposed to assist in the valuation of farm land.	Property Owner, Commissioner of Revenue, County Assessor	6 yrs.	N
29. FINANCIAL STATEMENT Determine value assistance.	MS 375.17	Publ	MS 13.03		Help determine market value of income producing property.	Property Owner, County Assessor	6 yrs.	N
30. FISCAL DISPARITY TABLES Summation of values by district, used by Auditor for computing mill rates.		Publ	MS 13.03		Used for computing mill rates.	County Assessor, County Auditor	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
31. HOMESTEAD INFORMATION Name, address, where they vote, car license, income tax filing.	MS 273.13, Subd. 11	Publ	MS 13.03		Necessary for assessor to determine classification.	Assessor's Staff	6 yrs.	N
32. JOINT TENANCY OR REMAINDERMAN Name, address and legal description.	MS 500.19 MS 500.24	Publ	MS 13.03		To determine ownership and classification (homestead).	Assessor's Office and Auditor	6 yrs.	N
33. LAWS, DIRECTIVES AND BULLETINS Laws and rules covering assessor's offices - directives and letters from Dept. of Revenue, court decisions, attorney opinions, etc.		Publ	MS 13.03				Destroy when superseded.	N
34. MAPS - SECTION/HALF SECTION Large maps (apx. 32"x36") in flat files used to identify and locate property for assessment, divisions, etc. Original in Co. Surveyor's Office, aerial photos, plats.	MS 273.061, Subd. 8 (5) (6)	Publ	MS 13.03		Locate property and determine size.	Assessor's Office	Destroy when superseded.	N
35. MIDYEAR HOMESTEAD Names, address, sworn statement of ownership and occupancy.	MS 273.13, Subd. 16	Publ	MS 13.03		Necessary for classification.	Taxpayer, Assessor's Office, Auditor, Treasurer	6 yrs.	N
36. MILITARY PERSONNEL Sworn statement as to homestead.	MS 273.13, Subd. 10	Publ	MS 13.03		Necessary for assessor to determine classification.	Taxpayer and Assessor	6 yrs.	N
37. MINUTES - STATE BOARD OF ASSESSORS Minutes of meeting.	MS 270.42					State Board of Assessors	1 yr.	N
38. MOBILE HOME ABSTRACT Valuation of mobile homes by district.	MS 270.11, Subd. 1 MS 274.19, Subd. 7	Publ	MS 13.03		Necessary for the tax computation.	County Auditor and Commissioner of Revenue	10 yrs.	N

RECORDS SERIES DESCRIPTION	ENABLING AUTHORITY	DATA CLASS	CITATION FOR CLASSIFICATION	PRE POST CURR	PURPOSE AND USE FOR COLLECTION	AUTHORIZED RECIPIENTS	RETENTION/STATUTE	ARCH
39. MOBILE HOME SHEETS AND FIELD CARDS The listing of the mobile homes by individual owner, make and year of mobile home, size of mobile home, and computation of valuation.	MS 274.19	Publ Priv	MS 13.03 MS 272.70		Necessary for the tax computation.	County Auditor, Commissioner of Revenue and County Attorney	10 yrs.	N
40. MOBILE HOME STATEMENT Description of mobile home taxes paid - no delinquent taxes.	MS 274.18	Publ	MS 13.03		Necessary for determining tax valuation.	County Treasurer, County Auditor, County Assessor	6 yrs.	N
41. MOBILE HOME VALUATION GUIDES Used mobile homes average selling price (and cost new).	MS 327B.10	Publ	MS 13.03		Estimate value.	Assessor's Office	Until replaced by current edition.	N
42. NATIVE PRAIRIE APPLICATION (DNR FORM) Name, address, and legal description.	MS 272.02, Subd. 1(11) MS 272.05	Publ	MS 13.03		Must be verified and signed in order to qualify.	Property Owner, Assessor, Dept. of Natural Resources	6 yrs.	N
43. PARCEL FORMS Forms listing original parcels and new descriptions for parcels divided. Shows values and legal descriptions being deleted and new ones being added.		Publ	MS 13.03			Assessor's Office	10 yrs.	N
44. PERSONAL PROPERTY FORMS Listing of personal property and their value and names and addresses.	MS 273.062 MS 273.25	Publ	MS 13.03		For calculation of tax.	Assessor's Office	6 yrs.	N
45. PERSONAL PROPERTY RETURN - OWNERS OF RESIDENTIAL STRUCTURES ON LEASED PUBLIC OR EXEMPT LANDS Structures on leased public or exempt land are taxable.	MS 272.68	Publ	MS 13.03		To list property for tax purposes.	County Assessor's Office, Local and County Boards	6 yrs.	N

RECORDS SERIES DESCRIPTION	ENABLING AUTHORITY	DATA CLASS	CITATION FOR CLASSIFICATION	PRE POST CURR	PURPOSE AND USE FOR COLLECTION	AUTHORIZED RECIPIENTS	RETENTION/STATUTE	ARCH
46. PLAT MAPS Original in Co. Recorder's office.		Publ	MS 13.03				Destroy when superseded.	N
47. PROBATE DEEDS Name and address of buyer and seller, legal description, terms.	MS 272.12	Publ	MS 13.03		To determine ownership and classification (homestead).	Assessor's Office and Auditor	6 yrs.	N
48. PROPERTY OWNERS LIST Alphabetized list of name and address of all parcels owned by property owners.	MS 273.062 MS 275.28	Publ	MS 13.03		Identify all properties and their owners for homestead and credit.	Auditor, Property Owners	Destroy when superseded.	N
49. PURCHASE AGREEMENTS Name and address of buyer and seller, legal description and terms.					To determine ownership and classification (homestead).	Assessor's Office and Auditor	6 yrs.	N
50. QUIT CLAIM DEEDS Name and address of buyer and seller, legal description and terms.	MS 507.07 MS 507.24	Publ	MS 13.03		To determine ownership and classification (homestead).	Assessor's Office and Auditor	6 yrs.	N
51. RAILROAD LANDS Listing of railroad lands which are taxable to the railroads.	MS 270.81 MS 270.87 MS 272.20	Publ	MS 13.03		To determine value.		10 yrs.	N
52. RAILROAD LEASES Name of lessee and area involved (copies).	MS 270.80, Subd. 4 MS 270.81, Subd. 2 MS 270.82	Publ	MS 13.03		Determine ownership and valuation.	County Assessor and County Auditor	6 yrs.	N
53. REAL ESTATE AND PERSONAL PROPERTY ABSTRACT OF ASSESSMENT Summation of different property types by location and by school district. Original goes to Dept. of Revenue.		Publ	MS 13.03				10 yrs.	N

RECORDS SERIES DESCRIPTION	ENABLING AUTHORITY	DATA CLASS	CITATION FOR CLASSIFICATION	PRE POST CURR	PURPOSE AND USE FOR COLLECTION	AUTHORIZED RECIPIENTS	RETENTION/STATUTE	ARCH
54. REQUEST FOR EXEMPTION OF TAX ON PROPERTY USED FOR CONTROL OF AIR, LAND AND WATER POLLUTION Certain equipment and description of it and use.	MS 272.02 (9)	Publ	MS 13.03		To determine if property or equipment qualifies.	County Assessor's Office, Local Boards, County Board	6 yrs.	N
55. REQUEST FOR REVIEW OF REAL ESTATE ASSESSMENT AND DECLARATION OF VALUE BY OWNER Taxpayer is of the opinion his/her property is erroneously valued. General information.	MS 274.01	Publ	MS 13.03		Information necessary to determine value.	Taxpayer, Assessor, County Board	3 yrs.	N
56. SALES DATA LAND VALUE MAPS Form used to list farm rental information.	MS 273.061, Subd. 8 (6)	Publ	MS 13.03			County Assessor, Commissioner of Rev., County Board	3 yrs.	N
57. SALES RATIO STUDIES Studies showing relationship between appraisal value and actual market sales price.		Publ Priv	MS 13.03 MS 13.51				6 yrs.	N
58. STATEMENT OF OWNER OF REAL ESTATE CLAIMED TO BE EXEMPT FROM TAXATION Owners name, address, does occupant pay rent. (Use of the property).	MS 272.02, Subd. 1	Publ	MS 13.03		To determine if request is reasonable and lawful.	County Assessor, Co. Auditor, County Board, Commissioner of Revenue	6 yrs.	N
59. STATEWIDE RATIO STUDIES Mailed to counties by State Department.	MS 270.12, Subd. 2	Publ	MS 13.03			County Assessor	3 yrs.	N
60. TOWNHOUSE/CONDOMINIUM/APARTMENT INFORMATION Floor plans, sale prices, model information, income data.		Publ Priv Non- publ	MS 13.03 MS 13.51		To determine taxing information.	County Assessor	6 yrs.	N
61. UTILITIES VALUATIONS Name of utility and value (put on by State) (copies).	MS 273.35 MS 273.36 MS 273.37	Publ	MS 13.03		Determine ownership and valuation.	County Assessor and Auditor	5 yrs.	N

RECORDS SERIES DESCRIPTION	ENABLING AUTHORITY	DATA CLASS	CITATION FOR CLASSIFICATION	PRE	PURPOSE AND USE FOR COLLECTION	AUTHORIZED RECIPIENTS	RETENTION/STATUTE	ARCH
				POST CURR				
62. WARRANTY DEEDS Name and address of buyer and seller, legal description, terms.	MS 507.07 MS 507.24	Publ	MS 13.03		To determine ownership and classification (homestead).	Assessor's Office, Auditor	6 yrs.	N
63. WETLANDS APPLICATION Name, address, legal description.	MS 272.05 MS 272.02, Subd 1(10)	Publ	MS 13.03		Must be verified and signed in order to qualify.	County Assessor's Office and Property Owner	6 yrs.	N

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

ATTORNEY

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. CHILD DEPENDENCY - LEGAL ACTION		Conf	MS 13.30 MS 13.39				2 yrs. from last court activity.	N
2. CHILD NEGLECT - LEGAL ACTION		Conf	MS 13.30 MS 13.39				2 yrs. from last court activity.	N
3. CIVIL FILE - MISCELLANEOUS Legal opinions given to County officials, including letters, memos, reports, research and other correspondence.		Publ Priv Conf Non-public	MS 13.03 MS 13.30				10 yrs., then transfer to the State Archives for selection and disposition. Permanent	
		Protected non-public						
4. COMMITMENT Mentally ill and dangerous.		Conf	MS 13.46				2 yrs. from last court activity.	N
5. COMMITMENT Mentally retarded - for when County sought conservatorships.		Conf	MS 13.30 MS 13.39				2 yrs. from last court activity.	N
6. COMMITMENT Other mentally retarded persons, inebriates, mentally ill, guardianship, restoration to capacity.		Priv	MS 13.30 MS 13.46				2 yrs. from first order that appears in file. last court activity	N
7. CONTRACT FILES Contracts for purchase/lease/sale of services, equipment and property.		Publ Priv Non-publ	MS 13.03 MS 13.30 MS 13.35				6 yrs. or after audit. Permanent	N
8. CRIMINAL RESEARCH Criminal division opinion letters, memos, and briefs.		Publ Priv	MS 13.03 MS 13.30				2 yrs. from last court activity. Felony Appellate Briefs - 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
9. FELONY FILES Includes pleadings, police reports, complaints, memos, correspondence, briefs, and transcripts. <i>Includes adult Cert. files</i>		Publ Priv Conf	MS 13.03 MS 13.30 MS 13.87				⁵ 2 yrs. from last court activity. <i>Serious Felonies 10 years Appeal Files - permanent Homicide - permanent</i>	N
10. GROSS MISDEMEANORS Includes pleadings, police reports, complaints, memos, correspondence, briefs, and transcripts.		Publ Priv Conf	MS 13.03 MS 13.30 MS 13.87				2 yrs. from last court activity. <i>Enhanceables - 5 yrs from last court activity</i>	N
11. INVESTIGATION Police reports and correspondence.		Publ Priv Conf	MS 13.03 13.30, 13.81 13.82, 13.83 13.86				2 yrs. from last court activity.	N
12. JUVENILE FILES Includes pleadings, police reports, complaints, memos, correspondence, briefs, and transcripts.		Publ Priv Conf	MS 13.03 MS 260.161				2 yrs. from last court activity. <i>EJJ - Keep 7 years</i>	N
13. LITIGATION FILES Civil investigation litigation involving County, including pleadings, briefs, research correspondence.		Publ Priv Conf Non-publ Protected non-publ	MS 13.03 MS 13.39				<i>2</i> yrs. from last court activity. <i>Permanent</i>	N
14. MISDEMEANORS		Publ Priv Conf	MS 13.03 MS 13.30 MS 13.87				2 yrs. from last court activity. <i>Enhanceables - 5 yrs from last ct activity</i>	N
15. OPINION FILES Formal legal opinions prepared by County Attorney office, including correspondence and research.		Publ Priv Non-publ	MS 13.03 MS 13.30 MS 13.39				10 yrs., then trans-fer to the State Archives for selection and disposition.	

RECORDS SERIES DESCRIPTION	ENABLING AUTHORITY	DATA CLASS	CITATION FOR CLASSIFICATION	PRE POST CURR	PURPOSE AND USE FOR COLLECTION	AUTHORIZED RECIPIENTS	RETENTION/STATUTE	ARCH
16. PATERNITY AND CHILD SUPPORT ACTION		Priv	MS 13.30 MS 13.46				3 yrs. from last court activity until children turn 18 - 3 3 yrs	N
17. REGISTERS OF CRIMINAL ACTION Case book summarizing each case prosecuted by county attorney.		Publ	MS 13.03				Retain permanently or transfer to the State Archives.	Y
18. RESEARCH FILES Research on miscellaneous topics affecting County for which no formal answer/opinion is needed.		Publ Priv Non-public	MS 13.03 MS 13.30 MS 13.39				10 yrs.	N
19. TERMINATION OF PARENTAL RIGHTS - LEGAL ACTION		Conf	MS 13.30 MS 13.39				30 days beyond appeal period; 2 yrs. from last court activity.	N
20. WELFARE APPEALS Financial and social services appeals, including denial of AFDC payments for too much equity; food stamps appeals; medical assistance appeals.		Priv	MS 13.30 MS 13.46				2 yrs. from last court activity.	N
21. WELFARE APPEALS Licensing, including day care license, foster care license, etc.		Publ Priv Conf	MS 13.03 MS 13.30 MS 13.41 MS 13.46				2 yrs. from last court activity.	N
22. WELFARE APPEALS REIMBURSEMENT ACTION County seeks reimbursement for: worker's comp., payment of medical bills of D.C. patients, probate; liens for medical expenses, cost of care for child, county intervention in insurance matters/claims, etc.		Priv	MS 13.30 MS 13.46				2 yrs. from last court activity.	N

23. Appeal Files/Homicides

Permanent

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

AUDITOR

July, 1988

CATEGORY DEFINITIONS

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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. ABATEMENTS, COURT ORDERS AND ASSESSOR CHANGES Changes made to tax rolls.	MS 270.13 MS 270.25	Publ	MS 13.03				10 yrs.	N
2. ABSENTEE BALLOT (SEALED) Marked ballots.	MS 13.37	Non-Publ	MS 13.37	Pre Post Curr	Election	City Clerk	1 yr.	N
3. ABSENTEE VOTING APPLICATIONS	MS 207.03 - MS 207.09	Publ	MS 13.03				1 yr. (4 yrs., if serviceman)	N
4. ABSTRACT OF TAX LISTS Showing values and taxes by municipality.		Publ	MS 13.03				10 yrs.	N
5. ACCOUNTS PAYABLE REGISTER Lists check paid out of County funds.		Publ	MS 13.03				6 yrs.	N
6. ANNUAL REPORT		Publ	MS 13.03				7 yrs., then transfer to the State Archives.	Y
7. APPROPRIATIONS MADE BY CITIES TO SAFETY COUNCIL	MS 471.63	Publ	MS 13.03				6 yrs.	N
8. ASSESSMENT BOOKS/ROLLS Building and land values.	MS 274.04	Publ	MS 13.03		To provide the estimated market value, the classification and assessed value of each parcel of property.	Co. Auditor	20 yrs., then transfer to the State Archives all yrs. thru 1901 and yrs. ending in "0" and "1" thereafter.	Y
9. ATTORNEYS' OPINIONS On various county problems.		Publ	MS 13.03				10 yrs., then transfer to the State Archives for selection and disposition.	Y

RECORDS SERIES DESCRIPTION	ENABLING AUTHORITY	DATA CLASS	CITATION FOR CLASSIFICATION	PRE POST CURR	PURPOSE AND USE FOR COLLECTION	AUTHORIZED RECIPIENTS	RETENTION/STATUTE	ARCH
10. AUCTIONEER LICENSE Application includes name, age, and address of auctioneer.		Publ	MS 13.03 MS 13.41	Post Curr			6 yrs.	N
11. AUXILIARY FOREST REPORTS OF COMMISSIONERS	MS 88.52	Publ	MS 13.03				20 yrs.	N
12. BICYCLE REGISTRATION Form contains name, address and date of birth of the applicant as well as a description of the bicycle and the date of purchase.	MS 168C.03	Publ	MS 13.03 MS 13.41	Curr			1 yr.	N
13. BICYCLE REGISTRATION REPORTS Listing of all bicycles registered or transferred on a given day in a service center as well as fees collected. Includes names and address of owner.	MS 168C.03	Publ	MS 13.03	Post Curr			3 yrs.	N
14. BIDS For all large county purchases and roads. Also includes sealed bids on county projects (highway, ditch, etc.).	MS 13.37	Publ Non- publ	MS 13.03 MS 13.37	Pre Post Curr	County Projects, highways, ditches, etc.	County Board or the County Board appoint- ed Responsible Authority	10 yrs. after project completed.	N
15. BIDS: REJECTED Rejected for large county purchases and roads.		Publ Non- publ	MS 13.03 MS 13.37				10 yrs.	N
16. BONDS a. Public Official and Contractors. b. Debt Service Includes highway, ditch. Shows amount of levy to be spread, number of years, etc.	MS 574.20	Publ	MS 13.03	Pre Post	Performance Bonds.		Until office expires. Until debt is retired and after audit.	N N

RECORDS SERIES DESCRIPTION	ENABLING AUTHORITY	DATA CLASS	CITATION FOR CLASSIFICATION	PRE POST CURR	PURPOSE AND USE FOR COLLECTION	AUTHORIZED RECIPIENTS	RETENTION/STATUTE	ARCH
17. BUDGET FILES		Publ	MS 13.03				6 yrs., then transfer one copy of final budget to the State Archives.	Y
18. CANCELLATION OF CERTIFICATE OF FORFEITURE APPLICATIONS	MS 279.34	Publ	MS 13.03				10 yrs.	N
19. CANDIDATES EXPENSE REPORTS Required by State.	MS 210A.26	Publ	MS 13.03				4 yrs.	N
20. CANDIDATES FILING STATEMENTS For elections.	MS 204B.06	Publ	MS 13.03				2 yrs.	N
21. CERTIFICATES OF REAL ESTATE VALUES (CRV) Required by State listing amount of sale.	MS 272.115	Publ	MS 13.03				3 yrs.	N
22. CERTIFICATION OF ASSESSMENT OF PERSONAL PROPERTY OF ELECTRIC LIGHT AND POWER COMPANIES	MS 273.38	Publ	MS 13.03				10 yrs.	N
23. CERTIFICATION ON TAXATION OF GOVT. AND R.R. LANDS FROM COMMISSION	MS 273.20	Publ	MS 13.03				10 yrs.	N
24. CITIES - DIVISIONS AND INPUT FORMS Splits of property for tax records.	MS 272.162	Publ	MS 13.03				6 yrs.	N
25. CLAIMS AND VOUCHERS PAID BY COUNTIES	MS 384.14	Publ	MS 13.03				10 yrs.	N
26. CLASSIFIED STUDIES Description of job duties of individual county positions.		Publ	MS 13.03 MS 13.43	Pre Post Curr	Compensation administration.		5 yrs.	N

RECORDS SERIES DESCRIPTION	ENABLING AUTHORITY	DATA CLASS	CITATION FOR CLASSIFICATION	PRE POST CURR	PURPOSE AND USE FOR COLLECTION	AUTHORIZED RECIPIENTS	RETENTION/STATUTE	ARCH
27. CONFESSION OF JUDGEMENTS Paid up copies, 10 yr. payment plan for delinquent taxes. Record of initial payment of those paying delinquent taxes.	MS 279.37	Publ	MS 13.03				6 yrs.	N
28. CONTRACTS Contracts between County management and various Labor Unions.	Public Employment Labor Relations Act	Publ Priv	MS 13.03 MS 13.37 MS 179.01 - 179.77 MS 541.05 MS 572.08 - 572.30	Pre Post Curr	Written agreement between management and union of terms and conditions of employment.		6 yrs. after expiration of contract, then transfer to the State Archives.	Y
29. CONTRACTS ON COUNTY BUILDINGS Bids, payment schedules, etc.		Publ	MS 13.03				10 yrs. after final payment.	N
30. CONTRACTS: INVOICES AND PURCHASING							10 yrs. after expiration or payment.	N
31. COUNTY BOARD ORDER DESIGNATING CHANGE OF NAME OF TOWN	MS 379.09	Publ	MS 13.03				Retain permanently or transfer to the State Archives.	Y
32. COUNTY BOARD WORKPAPERS Agendas, agenda packets and information backing up resolutions. (See ADMINISTRATION section, item #1.)		Publ	MS 13.03				Official agenda materials or packets should be retained permanently or transferred to the State Archives for selection and disposition. Actual work papers (drafts, notes, etc.) may be destroyed after 6 yrs.	Y

RECORDS SERIES DESCRIPTION	ENABLING AUTHORITY	DATA CLASS	CITATION FOR CLASSIFICATION	PRE POST CURR	PURPOSE AND USE FOR COLLECTION	AUTHORIZED RECIPIENTS	RETENTION/STATUTE	ARCH
33. COUNTY OWNED PROPERTY FILES Deeds and abstracts to county owned property.		Publ	MS 13.03				As long as property is owned by county.	
34. COUNTY SUPERINTENDENT OF SCHOOLS (Defunct) Includes school censuses, teachers' reports, superintendent's subject files, minutes and reports of the County Survey Committee and other special commissions, county school board association records, class lists, district officer lists, and records of closed rural schools. Counties that still have records of the County Superintendent of Schools are encouraged to contact the Government Records Archivist of the Minnesota Historical Society for further advice and assistance.							Transfer to the State Archives.	Y
35. DANCE LICENSE Application includes name and address.	MS 624.46	(Publ)	MS 13.03	Post Curr			6 yrs.	N
36. DITCH LIENS Record of liens.	MS 106.371	Publ	MS 13.03				Until paid off and audit.	N
37. DRIVERS LICENSE APPLICATIONS Applications from the public for drivers license renewals, duplicates, Minnesota State Identification cards, Instruction Permits and Donor Cards.	MS 171.06, Subd. 4	Publ	MS 13.03 MS 13.41 MS 13.69	Curr			3 yrs.	N

RECORDS SERIES DESCRIPTION	ENABLING AUTHORITY	DATA CLASS	CITATION FOR CLASSIFICATION	PRE POST CURR	PURPOSE AND USE FOR COLLECTION	AUTHORIZED RECIPIENTS	RETENTION/STATUTE	ARCH
38. DRIVERS LICENSE REPORTS Daily compilations of applications from the public, forwarded to the State for drivers license renewals duplicates, Minnesota State Identification Cards, Instruction Permits and Donor Cards.	MS 171.06, Subd. 4	Publ	MS 13.03 MS 13.41 MS 13.69	Post Curr			3 yrs.	N
39. ELECTION ABSTRACTS Record of votes cast.		Publ	MS 13.03				Retain permanently or transfer to the State Archives. MS 204B.40	Y
40. ELECTION BALLOTS AND OTHER MATERIALS		Publ	MS 13.03				1 yr. from date of election unless contested, then 1 yr. or until contest has been determined. MS 204B.40	N
41. ELECTION SUMMARY STATEMENTS Record of votes cast by city.	MS 204C.24	Publ	MS 13.03				1 yr.	N
42. EQUIPMENT INVENTORY		Publ	MS 13.03				6 yrs.	N
43. EXAMINATION FILE Completed examinations and names of applicants.		Priv	MS 13.43	Pre Post Curr	Recruitment and selection.	Personnel Dept. staff and/or job applicant	3 yrs. eligible, 1 yr. noneligible.	N
44. FEDERAL REVENUE SHARING FILES Showing monies received and how spent by County.		Publ	MS 13.03				6 yrs.	N
45. FISCAL DISPARITY RECORDS State mandated equalization of fiscal growth.		Publ	MS 13.03				10 yrs.	N

RECORDS SERIES DESCRIPTION	ENABLING AUTHORITY	DATA CLASS	CITATION FOR CLASSIFICATION	PRE POST CURR	PURPOSE AND USE FOR COLLECTION	AUTHORIZED RECIPIENTS	RETENTION/STATUTE	ARCH
46. FISH AND GAME LICENSES Licenses contain name, address, date of birth, driver license number and vital statistics information on the applicant.	MS 98.50	Publ	MS 13.03 MS 13.41	Curr			2 yrs.	N
47. FORFEITURE FILES Forfeited tax receipts on property lost by not paying taxes.		Publ	MS 13.03				10 yrs.	N
48. FOUNDLING REGISTRATION	MS 144.216 7 MCAR, Sec. 1.00B (6)	Conf	MS 13.02				1 yr.	N
49. GAMBLING Application includes name and address of non-profit organization.		Publ	MS 13.03	Post Curr			6 yrs. (no longer collected).	N
50. GARNISHMENTS		Priv	MS 13.43				6 yrs.	N
51. GREEN ACRE BOOKS Deferred tax records of Green Acre Parcels.		Publ	MS 13.03				10 yrs.	N
52. HAWKERS AND PEDDLERS LICENSE Application includes name and address.	MS 329.03	Publ	MS 13.03 MS 13.41	Post Curr			6 yrs.	N
53. INCORPORATION FILES Records of townships incorporated as cities, etc.	MS 414	Publ	MS 13.03				Retain permanently or transfer to the State Archives.	Y
54. INSURANCE REPORTS Showing amounts of claims by individual.	MS 13.42	Priv			County Projects.	Payroll Staff	6 yrs.	N

RECORDS SERIES DESCRIPTION	ENABLING AUTHORITY	DATA CLASS	CITATION FOR CLASSIFICATION	PRE POST CURR	PURPOSE AND USE FOR COLLECTION	AUTHORIZED RECIPIENTS	RETENTION/STATUTE	ARCH
55. INTOXICATING WINE, LIQUOR LICENSE, SUNDAY LIQUOR (UNORGANIZED OR UNINCORPORATED AREAS OF COUNTY) Application includes names and addresses of all applicants, birth-dates and location of the business.	MS 340.11	Publ	MS 13.03 MS 13.42	Post Curr			6 yrs.	N
56. INVESTMENT RECORDS Amounts invested and interest earned.	MS 471.56	Publ	MS 13.03				6 yrs.	N
57. LEVY RECEIVED FROM ALL TAXING DISTRICTS		Publ	MS 13.03				6 yrs.	N
58. LONG-TERM DISABILITY INSURANCE REPORTS Claims filed by employees for L.T.D. Insurance program.		Priv	MS 13.43 MS 541.05	Post Curr	Reimbursement of FICA to insurance employees receiving disability payments.	Personnel Department employees	After settlement and audit.	N
59. MINISTERS' CREDENTIALS FILINGS A copy of the minister's ordination papers or a letter from the church. Includes the name of the minister, date of ordination and church affiliation.	MS 517.05	Publ		Pre Post Curr			Retain permanently or transfer to the State Archives.	Y
60. MINUTES: BOARD Minutes of all Board meetings.	MS 384.09	Publ	MS 13.03 MS 13.43	Pre Post Curr	Serves as history of meetings.		Retain permanently or transfer to the State Archives when no longer needed by agency.	Y
61. MINUTES: BOARD Tape recordings of Board meetings.	MS 384.09	Publ	MS 13.03 MS 13.43	Pre Post Curr	Serves as history of meetings.		Tapes may be reused or discarded 1 yr. after formal approval of written minutes by Board. Tape recordings cannot be the permanent record.	N

RECORDS SERIES DESCRIPTION	ENABLING AUTHORITY	DATA CLASS	CITATION FOR CLASSIFICATION	PRE POST CURR	PURPOSE AND USE FOR COLLECTION	AUTHORIZED RECIPIENTS	RETENTION/STATUTE	ARCH
62. MINUTES: COUNTY EXTENSION COMMITTEE	MS 3B.36	Publ	MS 13.03				10 yrs., then transfer to the State Archives.	Y
63. MOTOR VEHICLE REPORTS Listing of all vehicles licensed, registered or transferred on a given day in a service center as well as fees collected. Includes name of owners and vehicle plate number.	MS 16B.33	Publ	MS 13.03	Post Curr			6 yrs.	N
64. MOTOR VEHICLE TRANSACTIONS Applications to license or transfer various motor vehicles. Documents contain name, address and date of birth of the individual as well as specific information about the vehicle.	MS 16B.33	Publ	MS 13.03	Post Curr			6 yrs.	N
65. NON-INTOXICATING MALT LIQUOR LICENSE (UNORGANIZED OR UNINCORPORATED AREAS OF COUNTY) Application includes name of applicant and location of business.	MS 340.01	Publ	MS 13.03 MS 13.41	Post Curr			6 yrs.	N
66. NOTARY COMMISSIONS FILINGS Commission contains name and address of notary.	MS 359.061	Publ	MS 13.03	Pre Post Curr			7 yrs.	N
67. NOTICES OF CLAIMS Files of claims against County.		Publ	MS 13.03				Until settlement of claim and audit.	N
68. NOTICES OF ANY VIOLATION OF ORDINANCE IN OPERATION OF LICENSED PREMISES	MS 340.85	Publ	MS 13.03				5 yrs.	N

RECORDS SERIES DESCRIPTION	ENABLING AUTHORITY	DATA CLASS	CITATION FOR CLASSIFICATION	PRE POST CURR	PURPOSE AND USE FOR COLLECTION	AUTHORIZED RECIPIENTS	RETENTION/STATUTE	ARCH
69. OATHS OF ALL COUNTY OFFICERS	MS 358.11	Publ	MS 13.03				10 yrs.	N
70. OATHS OF MEMBERS OF COUNTY WELFARE BOARDS	MS 393.02	Publ	MS 13.03				10 yrs.	N
71. ORDER FOR ANNEXATION OF UNINCORPORATED PROPERTY	MS 414.031	Publ	MS 13.03				10 yrs., then transfer to the State Archives.	Y
72. PAYMENTS IN LIEU OF TAXES Exempt organizations make payment in lieu of taxes.	MS 462.575 MS 272.68	Publ	MS 13.03				6 yrs.	N
73. PAYROLL RECORDS/MASTER	MS 13.43	Publ Priv	MS 13.03 MS 13.43	Pre Post Curr	Information used to run the payroll.	Co. Personnel Staff, valid court order, individual employee	Permanent	N
a. Information used to run payroll: name, gross salary, salary range, gross pension, value of fringe benefits, reimbursed expenses over salary, job title and description, education, previous work experience, date of employment, work location, work telephone number, city and county residence. Payroll register/card.								
b. Time sheets (data which accounts for an employees work time). Vacation and sick leave records.			MS 13.43	Pre Post Curr			6 yrs.	N
74. PLANS AND SPECIFICATIONS FOR CONSTRUCTION/IMPROVEMENT OF ANY ROAD BY COUNTY OR TOWN	MS 160.17	Publ	MS 13.03				6 yrs.	N
75. PLAT RECORDS (DUPLICATE)	MS 272.19	Publ	MS 13.03				Destroy when no longer needed if original with County Recorder.	N

RECORDS SERIES DESCRIPTION	ENABLING AUTHORITY	DATA CLASS	CITATION FOR CLASSIFICATION	PRE POST CURR	PURPOSE AND USE FOR COLLECTION	AUTHORIZED RECIPIENTS	RETENTION/STATUTE	ARCH
76. PRECIOUS METAL DEALERS LICENSE Application requests name, address and date of birth for all applicants, location of business and branch offices.	MS 325F.73- .744	Publ Priv	MS 13.03 MS 13.41 MS 325F.73- .744	Post Curr	Portions of the application are available to the public. The resident addresses and dates of birth for all applicants, partners or corporations officers is classified private information as stated in Statute.	Representatives of the County Auditor, County Attorney, State Attorney General or Peace Officers	6 yrs.	N
77. RAILROAD LEASES Name of lessee and area involved. Original. Copies in assessors office.	MS 270.81, Subd. 2, 4 MS 270.82	Publ	MS 13.03		Determine ownership and valuation.	County Auditor and County Assessor	Retain for life of lease and audit.	N
78. REAL ESTATE AND PERSONAL PROPERTY TAX BOOKS		Publ	MS 13.03				20 yrs., then transfer to the State Archives yrs. thru 1901 and yrs. ending in "0" & "1" thereafter.	Y
79. REAL ESTATE TAX STATEMENTS Tax statements contain name and address of taxpayer and owner, amount of tax, market value of property, property identification number and taxes due. (Duplicate).	County Board Policy	Publ	MS 13.02 MS 13.03	Curr			10 yrs.	N
80. RECEIPTS: ASSESSMENT	MS 429.061	Publ	MS 13.03				6 yrs.	N
81. RECEIPTS: DELINQUENT TAX	MS 277.279	Publ	MS 13.03				6 yrs.	N
82. RECEIPTS: DISTRICT COURT CLERK AND SHERIFF FOR FEES	MS 357.021 MS 357.09	Publ	MS 13.03				6 yrs.	N

RECORDS SERIES DESCRIPTION	ENABLING AUTHORITY	DATA CLASS	CITATION FOR CLASSIFICATION	PRE POST CURR	PURPOSE AND USE FOR COLLECTION	AUTHORIZED RECIPIENTS	RETENTION/STATUTE	ARCH
83. RECEIPTS: MISCELLANEOUS		Publ	MS 13.03				6 yrs.	N
84. RECEIPTS: MORTGAGE TAX	MS 287.05	Publ	MS 13.03				6 yrs.	N
85. RECEPTION BOOKS Numerical reception and admission index of all instruments filed.		Publ	MS 13.03				Permanent	N
86. RECORD AND FUND FOR EACH DRAINAGE SYSTEM ESTABLISHED	MS 106.451	Publ	MS 13.03				Permanent	N
87. REGISTER OF WARRANTS AND ORDERS ISSUED Orders and warrants redeemed by Treasurer.	MS 385.34	Publ	MS 13.03				20 yrs., and then consult with the State Archives regarding transfer.	Y
88. SCHOOL CENSUS REPORT Report of attendance.	MS 120.095	Publ	MS 13.03				Retain permanently or transfer to the State Archives.	Y
89. SCHOOL PETITIONS Requesting changes in boundary lines.	MS 122.21	Publ	MS 13.03				10 yrs., then transfer to the State Archives.	Y
90. SNOWMOBILE REGISTRATION Application contains name and address of owner and a description.	MS 84.82	Publ	MS 13.03 MS 13.41		Curr		Forward to DNR.	N
91. SNOWMOBILE REGISTRATION REPORTS Contains name and address of owner, permit number issued and fees collected.	MS 84.82	Publ	MS 13.03 MS 13.41		Post Curr		3 yrs.	N
92. SPECIAL ASSESSMENT CHANGES Sent to the county from cities.		Publ	MS 13.03				Length of special assessment plus audit.	N

RECORDS SERIES DESCRIPTION	ENABLING AUTHORITY	DATA CLASS	CITATION FOR CLASSIFICATION	PRE POST CURR	PURPOSE AND USE FOR COLLECTION	AUTHORIZED RECIPIENTS	RETENTION/STATUTE	ARCH
93. SPECIAL ASSESSMENT ROLLS FROM CITIES Shows amounts by parcel and number of years to be on taxes.	MS 429.061	Pub1	MS 13.03				Length of special assessment plus audit.	N
94. SPECIAL ASSESSMENT SHEETS Paid up and cancelled.		Pub1	MS 13.03				6 yrs.	N
95. STATE HIGHWAY WIDTH ORDERS Required by State to be kept by Auditor.	MS 161.16, Subd. 2	Pub1	MS 13.03				Permanent MS 161.16, Subd. 2	N
96. STATEMENTS OF EXPENSES OF CUSTODY, CONFINEMENT AND EXAMINATION OF MENTALLY ILL, ETC.	MS 575.754	Pub1	MS 13.03				6 yrs.	N
97. STATEMENTS OF PERSON OR CORPORATION HAVING RIGHT, TITLE OR INTEREST IN OR TO ANY LAND IN THE STATE UPON REQUEST	MS 281.29	Pub1	MS 13.03				10 yrs.	N
98. TABULAR STATEMENT OF ALL LAND OWNERS BENEFITED BY CONSTRUCTION OF WATERWAYS	MS 111.76	Pub1	MS 13.03				Permanent	N
99. TAX APPORTIONMENTS Sent out to cities, schools, and special districts.	MS 276.09 MS 276.10	Pub1	MS 13.03				6 yrs.	N
100. TAX AUDIT PRINTOUTS Breakdowns of taxes spread.		Pub1	MS 13.03				6 yrs.	N
101. TAX CARDS Delinquent tax information.		Pub1	MS 13.03				10 yrs.	N
102. TAX INCREMENT FILE Development District required reports, etc.	MS 273.71- .78	Pub1	MS 13.03				20 yrs.	N

RECORDS SERIES DESCRIPTION	ENABLING AUTHORITY	DATA CLASS	CITATION FOR CLASSIFICATION	PRE POST CURR	PURPOSE AND USE FOR COLLECTION	AUTHORIZED RECIPIENTS	RETENTION/STATUTE	ARCH
103. TAX LEVY FILES Shows taxes levied by fund.		Publ	MS 13.03				6 yrs.	N
104. TEACHERS CLASSIFICATION Reports of attendance in public schools.		Publ	MS 13.03				10 yrs., then transfer to the State Archives for selection and disposition.	Y
105. TEACHERS TERM REPORT Attendance report.		Publ	MS 13.03				10 yrs., then transfer to the State Archives.	Y
106. TOWNSHIP ASSESSOR REPORT AS TO TREES PLANTED	MS 348.04	Publ	MS 13.03				1 yr.	N
107. TRANSIENT MERCHANT LICENSE Application includes name, address, and business address.	MS 329.11	Publ	MS 13.03 MS 13.41	Post Curr			6 yrs.	N
108. TRIAL BALANCES Accounting section.		Publ	MS 13.03				6 yrs.	N
109. VOTER REGISTRATION CARDS Requests name, date of birth, address, phone number and previous address of voter.	MS 201.061 MS 201.071	Publ Priv	MS 13.03 MS 201.011 MS 201.061 MS 201.071	Pre Post Curr	Provides for proper registration of voters in their districts.	No access permissible until voter lists are prepared.	Until inactive.	N
110. VOTER REGISTRATION CARDS Inactive.							1 yr.	N
111. WARRANTS AND CLAIMS For all bills paid by County.		Publ	MS 13.03				6 yrs.	N
112. WATERCRAFT REGISTRATION Applications contains name and address of owner and a description of the boat.	MS 361.03	Publ	MS 13.03 MS 13.41	Curr			Forward to DNR.	N

RECORDS SERIES DESCRIPTION	ENABLING AUTHORITY	DATA CLASS	CITATION FOR CLASSIFICATION	PRE POST CURR	PURPOSE AND USE FOR COLLECTION	AUTHORIZED RECIPIENTS	RETENTION/STATUTE	ARCH
113. WATERCRAFT REGISTRATION REPORTS Contains name and address of owner permit number issued and state fee collected.	MS 361.03	Publ	MS 13.03 MS 13.41	Post Curr			3 yrs.	N
114. WATERSHED AND DITCH FOLDERS Viewer reports and costs and benefits.	MS 106.031 MS 112.4B	Publ	MS 13.03				Permanent	Y
115. WATERSHED DISTRICT REQUESTS	MS 112.37	Publ	MS 13.03				6 yrs., then transfer to the State Archives.	Y
116. WELFARE ABSTRACTS							6 yrs.	N

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

COMMUNITY HEALTH/NURSING SERVICE

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 PLAN Community Health Services annual/ periodic plan as required by state.		Publ	MS 13.03				Retain permanently or transfer to the State Archives.	Y
2. BLOOD PRESSURE PATIENT RECORDS Blood pressure history of walk-in clients, or clients who have attended Blood Pressure Clinics.	Local Board of Health MS 145	Priv	MS 144.335	Post Curr	Record of blood pressures to provide information to client or to refer to physician.	Individuals whose assignments require it, Subject of Data	3 yrs.	N
3. CHEST CLINIC PATIENT RECORDS Patient forms which identify the name or designated care code/number of a patient to include information on: Patient background information, i.e., address, telephone, race, marital status, etc. Patient medical history Test results from laboratory examinations of blood, urine, or similar specimens including microbiological tests Test results from physical exami- nations Medical treatment, medication, admission and discharge information Patient contact information Roentgen reports Vital capacity analysis and narrative notes Medication information Doctors' notes and orders Medical, nursing and social service data	CHS Act MS 145	Priv	MS 144.335 MS 13.42	Post Curr	To provide effective care and treatment, continued medical evaluation and control of the disease, and to prepare statistical reports and evaluative studies.	Individuals whose assignment reasonably requires it and indi- viduals or entities who are authorized by state, local or federal law to gain access, Subject of Data	7 yrs. after case is closed. If minor involved, 7 yrs. after age of majority.	N

RECORDS SERIES DESCRIPTION	ENABLING AUTHORITY	DATA CLASS	CITATION FOR CLASSIFICATION	PRE POST CURR	PURPOSE AND USE FOR COLLECTION	AUTHORIZED RECIPIENTS	RETENTION/STATUTE	ARCH
3. General summary statistics on the nature and scope of services provided.	CHS Act MS 145	Publ	MS 13.03 MS 13.42 MS 145.911 - 145.922	Post Curr	Maintain a Community Health Services Plan for the development, implementation, coordination and operation of community health services that meet priority needs of the community.		10 yrs., then transfer to the State Archives for selection and disposition.	Y
4. CLINIC CLIENT RECORDS/STD Patient forms with name or designated case code/number which identifies patient records to include: Type of disease or disorder examined for and treatment Laboratory results on specimens including chemical, microbiological and virological data Treatment and referral information Patient contact information Special STD study data Nurses' notes concerning clinical finding or conditions Medication information Doctors' orders and notes	CHS Act MS 145	Priv Conf	MS 13.42 MS 13.38 MS 144.335	Post Curr	To provide effective care and treatment, continued medical evaluation and control of the disease, and to prepare statistical reports and evaluative studies.	Individuals whose assignment reasonably requires it, Personal Physician	7 yrs. after case is closed. If minor involved, 7 yrs. after age of majority.	N
General summary statistics on the nature and scope of services provided.	CHS Act MS 145	Publ	MS 13.03 MS 13.42 MS 145.911 - 145.922	Post Curr	Maintain a Community Health Services Plan for the development, implementation, coordination and operation of community health services that meet priority needs of the community.		10 yrs., then transfer to the State Archives for selection and disposition.	Y

RECORDS SERIES DESCRIPTION	ENABLING AUTHORITY	DATA CLASS	CITATION FOR CLASSIFICATION	PRE POST CURR	PURPOSE AND USE FOR COLLECTION	AUTHORIZED RECIPIENTS	RETENTION/STATUTE	ARCH
5. COMMUNITY HEALTH SERVICES ANNUAL REPORTS Financial and statistical information on agency.	CHS Act MS 145	Publ	MS 13.03 MS 145.911 - 145.922	Post Curr	Reporting to the State Department of Health on services provided. Maintain a Community Health Service Plan for the development, implementation, coordination and operation of Community Health Services that meet priority needs of the community.		7 yrs., then transfer to the State Archives.	Y
6. COMMUNITY HEALTH SERVICES DIRECTORY - INDEX Identification of all community health service clients.	CHS Act MS 145	Priv	MS 13.42	Pre Post Curr	Carry out community health programs and to prepare statistical reports.	Individuals whose assignment reasonably requires it and individuals who are authorized by state, local or federal law to gain access, Subject of Data	Permanent	N
7. CONTRACTED SERVICES General service statistics verifying the nature and scope of health services purchased by the County, including public health nursing, laboratory support for environmental health programs, community clinics, food service training, dental health.	CHS Act MS 145	Publ	MS 13.03 MS 145.911 - 145.922	Post Curr	Ensure that services are provided pursuant to contract.		6 yrs.	N

RECORDS SERIES DESCRIPTION	ENABLING AUTHORITY	DATA CLASS	CITATION FOR CLASSIFICATION	PRE POST CURR	PURPOSE AND USE FOR COLLECTION	AUTHORIZED RECIPIENTS	RETENTION/STATUTE	ARCH
8. EPSDT CLIENT RECORDS (EARLY AND PERIODIC SCREENING, DIAGNOSIS AND TREATMENT) Patient forms with name or designated case code/number which identifies patient records to include: Patient/client background information Authorization for health and developmental screening Check lists for services requested or received Invoices identifying medical services, diagnosis or treatment made, offered or received and subsequent follow-up results.	CHS Act MS 145	Priv	MS 13.42	Post Curr	Carry out federally mandated social service program for early and periodic screening, diagnosis and treatment of childhood disorders.	Individual whose assignment reasonably requires it and individuals or entities who are authorized by state, local or federal law to gain access, Subject of Data, and Parent or Legal Guardian	7 yrs. after case is closed. If minor involved, 7 yrs. after age of majority.	N
9. EMERGENCY MEDICAL SERVICES Emergency Ambulance Request Forms may identify person(s) receiving attention.	CHS Act MS 145	Priv	MS 13.42 MS 144.335	Post Curr	Monitor, evaluate and regulate County-wide emergency medical services system pursuant to the Community Health Services Act.	Community Health staff, Selected Physicians	6 yrs.	N
General service statistics monitoring emergency medical services throughout the County.		Publ	MS 145.911 - 145.922				10 yrs., then transfer to the State Archives for selection and disposition.	Y

RECORDS SERIES DESCRIPTION	ENABLING AUTHORITY	DATA CLASS	CITATION FOR CLASSIFICATION	PRE POST CURR	PURPOSE AND USE FOR COLLECTION	AUTHORIZED RECIPIENTS	RETENTION/STATUTE	ARCH
10. ENVIRONMENTAL HEALTH RECORDS Investigation and complaint forms with name which identifies a complainant/informant or investigational records of active investigations of regulated activities which may be or are part of a criminal proceeding through the County Attorney's Office, including:	CHS Act MS 145	Publ Conf	MS 13.03 MS 13.44		To provide effective investigations of regulated activities.	Complainant, City, County or State Health Officials and Legal Counsel	10 yrs.	N
Complaint form		Conf	MS 13.44	Post		Owner, Operator,		
Swimming pool inspection report			MS 13.82(5)	Curr		Designated Agent,		
Food establishment inspection report						City, County or State		
Environmental, public health and safety inspection report						Health Officials and		
Water Test Report and Registration						Legal Counsel		
Blueprints, equipment, specifications, product recipes and formulations or trade secrets for facilities		Non-publ	MS 13.37					
Summary and selected specific data on inspectional activities conducted, as well as service statistics by geographic area and selected programs.	CHS Act MS 145	Publ	MS 13.03 MS 145.911- MS 145.922	Post Curr	Maintain a Community Health Services Plan for the development, implementation, coordination and operation of community health services that meet priority needs of the community.		10 yrs., then transfer to the State Archives for selection and disposition.	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. EPIDEMIOLOGICAL SURVEILLANCE AND INVESTIGATION SERVICES Patient forms with name or designated code/name which identifies patient records to include surveillance and investigation of: Tetanus (PHS 4.23 (NCDC)) Poliomyelitis (PHS 4.235 (NCDC)) Diphtheria Mumps Measles Rubella Viral Hepatitis (CDC 4.191C) Reye Syndrome (CDC 4.571 K) Animal Bite Amebiasis Brucellosis Encephalitis Histoplasmosis Foodborne illness (CDC 4.245) Legionellosis Leprosy (CDC 4.267) Leptospirosis (CDC 4.173) Malaria (CDC 4.80) Bacterial Meningitis (CDC 4.520) Psittacosis (CDC 10.53) Rocky Mountain Spotted Fever (CDC 55,1) Toxoplasmosis (CDC 4.239) Trichinosis (CDC 4.239) Tularemia Typhoid Fever (CDC 4.383) Waterborne Disease (CDC 4.461) Botulism (CDC 4.450) Filariasis Pertussis	Local Board of Health MS 145	Priv	MS 13.42 MS 144.335		To provide effective surveillance and control of communicable diseases, and to prepare statistical reports and evaluative studies.	Individuals whose assignment reasonably requires it and individuals or entities who are authorized by state, local or federal law to gain access, Subject of Data	7 yrs. after case is closed. If minor involved, 7 yrs. after age of majority.	N

RECORDS SERIES DESCRIPTION	ENABLING AUTHORITY	DATA CLASS	CITATION FOR CLASSIFICATION	PRE	POST PURPOSE AND USE FOR COLLECTION	AUTHORIZED RECIPIENTS	RETENTION/STATUTE	ARCH
				Curr				
11. Polio Cases Worksheet (TF4.329) Foodborne outbreak of gastroin- testinal illness Daily log book of patient contacts and telephone conversations Summary and selected specific data on epidemiology investigations which are conducted.	CHS Act MS 145	Publ	MS 13.03 145.911 - 145.922	Post Curr	Maintain a Community Health Services Plan for the development, implementation, coordination and operation of community health services that meet priority needs of the community		10 yrs., then trans- fer to the State Archives for selec- tion and disposition.	
12. HEARING SCREENING RECORDS Forms which identify person screened along with family roster, screening form, technician notes, referral information and release form.	CHS Act	Priv	MS 13.32	Post Curr	To carry out provi- sions of the screen- ing services, to provide effective follow-up, to prepare statistical reports and evaluate studies.	Individuals whose assignment reasonably requires it and individuals who are authorized by state, local or federal law to gain access, Subject of Data	7 yrs. after case is closed. If minor involved, 7 yrs. after age of majority.	N
13. HOME HEALTH CARE RECORDS Forms which identify name, address, code/number in a record containing: family roster, referral source, nursing assessment, plan of care, medical orders, nursing notes, pertinent financial data, billing forms, home health aide assignment sheets, home health aide notes of service, discharge summary and report of visits to referral.	CHS Act MS 145	Priv	MS 13.42	Pre Post Curr	To provide effective care, treatment, continued medical and nursing evaluation; to prepare statistical reports.	Individuals whose assignment reasonably requires it and indi- viduals who are authorized by state, local or federal law to gain access, Subject of Data	7 yrs. after case is closed. If minor involved, 7 yrs. after age of majority.	N

RECORDS SERIES DESCRIPTION	ENABLING AUTHORITY	DATA CLASS	CITATION FOR CLASSIFICATION	PRE POST CURR	PURPOSE AND USE FOR COLLECTION	AUTHORIZED RECIPIENTS	RETENTION/STATUTE	ARCH
14. IMMUNIZATION RECORDS		Priv	MS 13.06		To provide record of required immunizations, to prepare statistical reports, to control communicable diseases.	Individuals whose assignments reasonably requires it and individuals who are authorized by state, local or federal law to gain access, Subject of Data	10 yrs.	N
Signed important information statements; physician certification forms.			13.32					
Immunization history of all clients or clients who have attended preventive health clinics.			13.42					
			144.336 145.911 - 145.922					
Patient record of required immunizations: stats information		Publ	MS 13.03					
15. MATERNAL AND CHILD HEALTH RECORDS	CHS Act	Priv	MS 13.38	Post	To provide effective care and treatment of medical problems, and to prepare statistical reports and evaluative studies.	Individuals whose assignment reasonably requires it and individuals or entities who are authorized by state, local or federal law to gain access, Subject of Data, Parent or Legal Guardian	7 yrs. after case is closed. If minor involved, 7 yrs. after age of majority.	N
Patient forms with name or designated code/number which identifies patient records to include:	MS 145		MS 13.42	Curr				
Itemized services invoice			MS 144.335					
Request for medical information								
Family roster and information								
Child Health Clinic Flow Sheet (SPHNS)								
Child Health Clinic Flow Sheet Head Circumference (L-B11-4/78)								
Girls Physical Growth Birth to 36 months (G105/1/80)								
Boys Physical Growth Birth to 36 months (G105/1/80)								
Denver Developmental Screening Test								
Infant-Pre-School Health Record (SPHNS Form-2)								
Ambulatory Problem List								
Hearing Record (126)								
Child Health Clinic Financial Disclosure								
Medical Narrative Notes								
Insurance Information								

RECORDS SERIES DESCRIPTION	ENABLING AUTHORITY	DATA CLASS	CITATION FOR CLASSIFICATION	PRE POST CURR	PURPOSE AND USE FOR COLLECTION	AUTHORIZED RECIPIENTS	RETENTION/STATUTE	ARCH
15. General summary statistics on the nature and scope of services provided.	CHS Act MS 145	Publ	MS 13.03 MS 13.42 MS 145.911 - 145.922	Post Curr	Maintain a Community Health Services Plan for the development, implementation, coordination and operation of community health services that meet priority needs of the community.		10 yrs., then transfer to the State Archives for selection and disposition.	
16. MEDICAL RECORD/NURSING RECORD Any MD orders, correspondence with other agencies, referral form, problem list, nursing narrative documenting service provided; flow sheet; family data record, baseline data form, documentation regarding H-HHA-TH-CHMS service. (Homemaker-Home Health Aid-Teaching Homemaking-Chore Home Maintenance/Service.)		Publ Priv	MS 13.03 MS 13.42 MS 144.335				7 yrs. after case is closed. If minor involved, 7 yrs. after age of majority.	N
17. MEDICARE COST REPORTS Statistical and financial information on agency.	MS 145	Publ	MS 13.03	Pre Post Curr	Determine cost/visit for Medicare charges.		6 yrs.	N
18. MINUTES: NURSING BOARD/COMMUNITY HEALTH BOARD							Retain permanently or transfer to the State Archives.	Y
20. MINUTES: NURSING BOARD/COMMUNITY HEALTH BOARD Tape recordings.							Tapes may be reused or discarded 1 yr. after formal approval of written minutes by Board. Tape recordings cannot be the permanent record.	N

RECORDS SERIES DESCRIPTION	ENABLING AUTHORITY	DATA CLASS	CITATION FOR CLASSIFICATION	PRE POST CURR	PURPOSE AND USE FOR COLLECTION	AUTHORIZED RECIPIENTS	RETENTION/STATUTE	ARCH
21. PATIENT KARDEX Current case load of each nurse containing basic information: identifying data, diagnosis, Home Health Aide assignment.	Local Board of Health	Priv	MS 144.335	Curr	Provided information for administrative purposes.	Public Health Nurses and Director	3 yrs.	N
22. PATIENT MASTER INDEX FILE Card file of clients by name - indicates Medical (Nursing) Record number, birth date and other basic identifying data; identifying data on all patients who have had home visits.		Priv	MS 13.42 MS 144.336				Permanent	N
23. PATIENT RECORDS All information regarding patient; referral, physicians' orders, Nursing care plan, nurses notes, HHA reports.	Local Board of Health	Priv	MS 144.335	Pre Post Curr	Provide effective nursing care and continuity of care.	Individuals whose assignment reasonably requires it and individuals or entities who are authorized by state, local or federal law to gain access, Subject of Data	7 yrs. after case is closed. If minor involved, 7 yrs. after age of majority.	N
23. PRENATAL CARE/FAMILY PLANNING CLINIC SERVICES Patient forms with name or designated case code/number which identifies patient records to include: Prescription form Lufkin Medical Laboratories test order STD Screening Exam Information Release Request for Information Request for sterilization Authorization for sterilization (Female/Male)	CHS Act MS 145	Priv	MS 13.38 MS 13.42 MS 144.335	Post Curr	To provide effective care and treatment of medical problems and to prepare statistical reports and evaluative studies.	Individual whose assignment reasonably requires it and individuals or entities who are authorized by state, local or federal law to gain access, Subject of Data	7 yrs. after case is closed. If minor involved, 7 yrs. after age of majority.	N

RECORDS SERIES DESCRIPTION	ENABLING AUTHORITY	DATA CLASS	CITATION FOR CLASSIFICATION	PRE POST CURR	PURPOSE AND USE FOR COLLECTION	AUTHORIZED RECIPIENTS	RETENTION/STATUTE	ARCH
23. X-Ray Request Nuclear Medicine Request Medical Consultation Request Birth Control Data Base Prenatal Data Base Prenatal Data Base - Supplemental Flow Sheet Consent fo IUD Insertion								
General summary statistics on the nature and scope of services provided.	CHS Act MS 145	Publ	MS 13.03 MS 145.911 - 145.922	Post Curr	Maintain a Community Health Services Plan for the development, implementation, coordination and operation of community health services that meet priority needs of of the community.		10 yrs., then trans- Y fer to the State Archives for selection and disposition.	
24. TUBERCULOSIS PREVENTION AND CONTROL RECORDS Tuberculosis screening, contact investigation and home visit information.	CHS Act MS 145 MS 144.422	Priv	MS 13.42	Pre Post Curr	To provide effective care and treatment of communicable disease problem; to prepare statistical reports and evaluative studies.	Individuals whose assignment reasonably requires it and individuals who are authorized by state, local or federal law to gain access, Subject of Data	7 yrs. after case is closed. If minor involved, 7 yrs. after age of majority.	N
25. WOMEN, INFANTS, AND CHILDREN FILES Information pertaining to financial operations; voucher accountability controls and insurance; certification fair hearing procedures.		Publ Priv	MS 13.03 MS 13.42 MS 13.46				6 yrs.	N

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

HIGHWAY

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.

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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 FOR COLLECTION	AUTHORIZED RECIPIENTS	RETENTION/STATUTE	ARCH
1. ACCOUNTS RECEIVABLE LEDGER RECORD Closed or paid accounts for services or materials furnished to individuals and governmental agencies.		Publ	MS 13.03			6 yrs.	N
2. ANNUAL REPORT		Publ	MS 13.03			7 yrs., then transfer to the State Archives.	Y
3. ANNUAL ROAD/BRIDGE REPORT TO COUNTY BOARD		Publ	MS 13.03			10 yrs., then transfer to the State Archives.	Y
4. CONSTRUCTION AND/OR MAINTENANCE CONTRACT DOCUMENTS Including proposals, abstract of bids, performance bonds, partial and final payment estimates.		Publ	MS 13.03			10 yrs. after project completed.	N
5. CONSTRUCTION PROJECT AND MAINTENANCE AGREEMENTS WITH CITIES AND VILLAGES		Publ	MS 13.03			After agreement expiration and audit.	N
6. DESIGNATIONS AND REVOCATIONS OF COUNTY STATE-AID HIGHWAYS AND COUNTY ROADS Copies.		Publ	MS 13.03			Permanent	N
7. DRIVEWAY PERMITS Access permits for driveways entering County State-aid Highways and County Roads.		Publ	MS 13.03			Permanent	N
8. EMPLOYEE TIME/EQUIPMENT REPORT All original time sheets from field and shop employees.		Publ Priv	MS 13.03 MS 13.43			6 yrs.	N

RECORDS SERIES DESCRIPTION	ENABLING AUTHORITY	DATA CLASS	CITATION FOR CLASSIFICATION	PRE POST CURR	PURPOSE AND USE FOR COLLECTION	AUTHORIZED RECIPIENTS	RETENTION/STATUTE	ARCH
9. EQUIPMENT COST HISTORY Annual recapitulation of operating costs and repairs for each County highway unit, spec, contract, proposals.		Publ	MS 13.03				6 yrs.	N
10. EQUIPMENT REPAIR ORDER Description of repairs and materials used.		Publ	MS 13.03				Life of unit.	N
11. FIELD CONSTRUCTION SOURCE DOCUMENTS Including weight tickets, inspection reports, etc.		Publ Priv	MS 13.03 MS 13.43				6 yrs.	N
12. GAS AND OIL CONSUMPTION REPORT Tank or drum field stock report for perpetual inventory records.		Publ	MS 13.03				6 yrs.	N
13. INSPECTION AND FIELD CONSTRUCTION REPORTS Including project log records, diaries pertaining to specific contracts or agreements.		Publ	MS 13.03				6 yrs. after contract expiration.	N
14. MATERIAL REQUISITION FOR INVENTORY STOCK Record of items removed from stock and disposition to road or equipment.		Publ	MS 13.03				6 yrs.	N
15. MOTOR VEHICLE/EMPLOYEE ACCIDENTS REPORTS		Publ Conf	MS 13.03 MS 13.39				10 yrs.	N
		Protected non-publ						
16. MOVING PERMITS		Publ	MS 13.03				3 yrs.	N

RECORDS SERIES DESCRIPTION	ENABLING AUTHORITY	DATA CLASS	CITATION FOR CLASSIFICATION	PRE POST CURR	PURPOSE AND USE FOR COLLECTION	AUTHORIZED RECIPIENTS	RETENTION/STATUTE	ARCH
17. RECEIPTS AND DISBURSEMENTS REGISTER AND CONTROL JOURNAL (OR TRIAL BALANCE) Primary ledger sheet for distribution of receipts and disbursements from the county road and bridge fund.		Publ	MS 13.03				6 yrs.	N
18. REGULATORY SIGNS/SIGNAL ORDERS Data indicating locations and date of installation or removal.		Publ	MS 13.03				Permanent	N
19. RIGHT-OF-WAY DOCUMENTS Easements, acquisition certificates appraisal certificates, plats, area computation documents.		Publ	MS 13.03				Permanent	N
20. SALARIES AND WAGES PAYROLL Employee listing of salaries and wages earned semi-monthly or monthly.		Publ Priv	MS 13.03 MS 13.43				Permanent unless record copy retained in Auditor's office or central payroll, then 6 yrs.	N
21. UTILITY PERMITS/RIGHT-OF-WAY VIOLATIONS Permits to work within right-of-way boundaries on county state-aid highways and county roads.		Publ	MS 13.03				Permanent	N
22. VENDORS' INVOICES AND RELATED PURCHASE ORDERS AND RECEIVING RECORDS		Publ	MS 13.03				6 yrs.	N

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

Bulletin

March 12, 2002

Minnesota Department of Human Services 444 Lafayette Rd. St. Paul, MN 55155

OF INTEREST TO

- ! County Directors
- ! Social Services Supervisors and Staff
- ! Records Management Staff

ACTION

Please disseminate to all staff managing records and their retention.

DUE DATE

Effective immediately.

County Human Services Records Retention Schedule

TOPIC

Revised County Human Services Records Retention Schedule.

PURPOSE

To transmit the revised County Human Services Records Retention Schedule replacing the current retention schedule #94-190, dated March 1994.

CONTACT

Kate Severin
Records manager
651-296-8446

SIGNED

DENNIS W. ERICKSON
Assistant Commissioner
Finance and Management Operations

Human Services

Category and Terminology Definitions

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 Minnesota State Archives for information on how to transfer archival records at 651.297.4502. Records may also be transferred to a local or county historical society. See information about that following this page.

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

Data Class: This identifies the 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. See, Minnesota Statutes, Chapter 13.

Electronic Records: In many cases the only records in a series are electronic. Electronic records must be retained and disposed of exactly as they would be if they were paper records. In electronic programs such as MAXIS, paper records of material entered into the program must be retained in the counties and be available for federal or state audit.

Enabling Authority: The statute or authorized power that state the record must be collected.

Escheat: (n) The reversion of property to the state in the absence of legal heirs or claimants.

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

Retention Period: In some cases, the retention is described as, "4 years or until audit." This means, in some cases, 4 years after any claims have been collected or otherwise discharged. However, an audit has no control over record retention, therefore if records have been audited in the second year of their retention, they must be retained two more years.

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 2000 records is January 2003. Statutes listed here cite specific retention periods for the records series.

County Human Services General Records Retention Schedule

February 2001

Schedule #00 02-116

Records Series Description	Statutory Cite	Storage Media	Retention Period in County	Purpose for Retention	Archival	Data Practices Classification	Data Practice Statute
1. Administrative and Operational Records Miscellaneous statistical data, policy bulletins, procedural material, correspondence, etc. related to the development of funding authorization and administration of agency and agency affiliate programs. b. Investigations of and charges by applicants or recipients of services under Minnesota Human Rights	MS 393	Paper	a. 10 years	Account for and record decisions regarding policy	No	Public	MS 13.03
		Paper	b. 7 Years		No	Private	MS 13.03
2. Case Index Cards (If used.) Summarized case identification data which includes names and birth dates of clients, last known address of family head, case number, programs, types of services received, date of and reason for last closing.	MS 393	Paper	Destroy in accordance with destruction of case data.	Provide easy reference to current and past recipients	No	Private	MS 13.46, subd. 2(a)
3. Fiscal and Statistical Reports to the State Agency Forms related to the agency staff activity reporting and the accounting office copy of agency action forms.	MS 393	Paper	3 years after case closing or after audit.	Account for staff time and agency expenditure for federal & state reimbursement funds.	No	Public	MS 13.03
4. General Ledger Accounts Summaries of payment detail (receipts and disbursements) and authorizations that are recorded in the books of original entry.	MS 393	Paper	10 years after case closing or after audit.	Record payments made by agency to vendors	No	Public	MS 13.03
5. Intake Registers Listings of requests for social services and financial assistance and their subsequent disposition.	MS 393	Paper	3 years after last entry date.	Record data on individual service/aid requests which will be assigned case numbers.	No	Private	MS 13.46, subd. 2(a)

County Human Services General Records Retention Schedule

February 2001

Schedule #00

Records Series Description	Statutory Cite	Storage Media	Retention Period in County	Purpose for Retention	Archival	Data Practices Classification	Data Practice Statute
<p>6. Minutes of County Human Services Agency Boards, Welfare Boards, Mental Health Boards and other agency boards. Section A. - Summaries of general business discussions, personnel transactions, policy discussion and formation, and administrative reports. Section B. - Social service and income maintenance case openings, closings, denials, pending, appeals, recovery claims, property waivers, medical liens, vendor payments, supplemental payments, etc. Identifying information should consist of case number only (not case name).</p>	CSSA MS 393 MS 256E	Paper	Retain permanently or transfer to the State Archives. Tape recordings of minutes may be reused or discarded 1 year after formal approval of written minutes by board. Tape recordings cannot be the permanent record.	Records activities of agency's governing body and decisions which were made. Data is private if it identifies clients. Some data about employees would be private, too.	Yes	Public Private	MS 13.03 MS 13.43 MS 13.46, subd. 2(a)
<p>7. Paid Administration Claims (bills) Individual claims (bills) for costs such as rentals, equipment, supplies, mileage, conference costs, etc.</p>	MS 393	Paper	6 years or after audit.	Account for reimbursement of staff expenses	No	Public	MS 13.03 MS 13.46, subd. 2
<p>8. Paid General Assistance Claims Individual records of claims (bills) and payments made from General Assistance funds.</p>	MS 256.01 & 2560.01-.21	Paper	6 years after closing or after audit.	Account for payments made to or on behalf of General Assistance Clients.	No	Private	MS 13.46, subd. 2(a)
<p>9. Paid Medical Bills Claims for medical vendor payments.</p>	MS 256.01-72 MS 256D.01-21	Paper	6 years after closing or after audit.	Account for county, state, federal monies used for medical expenses for clients.	No	Private	MS 13.46, subd. 2(a)

County Human Services General Records Retention Schedule

February 2001

Schedule #00

Records Series Description	Statutory Cite	Storage Media	Retention Period in County	Purpose for Retention	Archival	Data Practices Classification	Data Practice Statute
10. Payment Abstracts Records of checks issued and chargeable to the various welfare funds. Data includes names of clients and amounts paid.	MS 393	Paper	6 years after closing or after audit.	Account for expenditures of funds for various special programs.	No	Private	MS 13.46, subd. 2(a)
11. Social Welfare Fund receipts, redeemed checks, and accounts A. Receipts and redeemed checks. B. Ledger accounts - Summaries of payment detail (receipts and disbursements) and authorizations that are recorded in the books of the original entry.	MS256.08-09	Paper	6 years or after audit. 6 years or after escheat.	Account for expenditures made from social welfare fund.	No	Private	MS 13.46, subd. 2(a)
12. COS Computer System (Social Services) Client identification data, services provided funding sources, etc. Output includes update reports (work sheets for recording social worker activity), and statistical reports.		Paper	3 years after case closing or after audit.		No	Public Private	MS 13.03 MS 13.46

County Human Services General Records Retention Schedule

February 2001

Schedule #00

Records Series Description	Statutory Cite	Storage Media	Retention Period in County	Purpose for Retention	Archival	Data Practices Classification	Data Practice Statute
<p>13. AC, AFDC, CAC, DA (<u>Diversionsary Assistance</u>) EA, EGAMC, FS, GA, GAMC, MA, MFIP, MNCare, MSA, RCA, TANF, TBI, WR client case files.</p> <p>AFDC files must be kept until the expiration of the retention period.</p> <p>A. Records to be maintained throughout the life of the case file: Alien identification cards, birth certificates, death certificates, divorce decrees, claims/overpayments until paid, estate claims/liens against real property, marriage certificates, original CAF I and CAF II for LTC, social security cards or SS-5 forms until number is verified, spousal asset determinations, recognition of parentage, declaration of parentage, UP-verification of PWE determination/work quarters/work hours/receipt of unemployment, referral to Support and Collections. All records related to sanction process.</p> <p>B. Applications: Addendums authorized representative forms CAF I and II (other than original), change report forms Household report forms LTC redetermination forms HCAP application for pregnant women, infants, children.</p>	MS Chapt. 256 MS 393.07 42 USC 602, 42 USC 1396(c) MS Chapt. 256B MS Chapt. 256D MS Chapt. 256L	Paper Electronic media (MAXIS)	Destroy 3 yrs. after case closing except for cases that have unreimbursed assistance owing. Destroy 3 yrs. after IV-D Unit has completed recovery or IV-D case is closed. Any records containing unpaid claims and overpayments, possible probate actions, fraud convictions and disqualifications should be destroyed only after all case actions are complete and the above retention period has been met.	Record staff activities and expenditures of funds in AFDC, TANF, or MFIP program. MAXIS entries must be retained in paper media until after federal audits are completed.	No	Private	MS 13.46, subd. 2(a)

County Human Services General Records Retention Schedule

February 2001

Schedule #00

Records Series Description	Statutory Cite	Storage Media	Retention Period in County	Purpose for Retention	Archival	Data Practices Classification	Data Practice Statute
<p>13. AC, AFDC, CAC, DA (Diversionary Assistance) EA, EGAMC, FS, GA, GAMC, MA, MFIP, MNCare, MSA, RCA, TANE, TBI, WR client case files.</p> <p>C. Basis of Eligibility: Incapacity - medical statements, SMRT reviews, pregnancy verifications, school verifications 18-year-old will graduate before 19th birthday through month of 19th birthday, social security verifications (1619 a and b status).</p> <p>D. Assets: availability of assets, current excluded and non-excluded assets and their values even if not available, asset reductions (verifications), resources sold/transferred/disposed of during the past 60 months.</p> <p>E. Income and Budgeting: Earned Income Verifications, Check Stubs, Employment forms</p> <p>F. General Appeal Decisions; Benefit recovery forms/Health insurance information forms, etc.; Client correspondence; County issued payments, health insurance premiums, medical reimbursement, special needs, etc.; Court actions;</p>	<p>MS 256.01.879 MS 393.07 PL 97-35, sec. 2315 42 USC 602 45 CFR 5233 7CFR 273.1(f)</p>	<p>Paper</p> <p>Electronic media (MAXIS)</p>	<p>Destroy 3 yrs. after case closing except for cases that have unreimbursed assistance owing. Destroy 3 yrs. after IV-D Unit has completed recovery or IV-D case is closed.</p> <p>Any records containing unpaid claims and overpayments, possible probate actions, fraud convictions and disqualifications should be destroyed only after all case actions are complete and the above retention period has been met.</p>	<p>Record staff activities and expenditures of funds in AFDC, TANE, and MFIP program.</p> <p>MAXIS entries must be retained in paper media until after federal audits are completed.</p>	No	Private	MS 13.46, subd. 2(a)

County Human Services General Records Retention Schedule

February 2001

Schedule #00

Records Series Description	Statutory Cite	Storage Media	Retention Period in County	Purpose for Retention	Archival	Data Practices Classification	Data Practice Statute
<p>13. AC, AFDC, CAC, DA (Diversionary Assistance) EA, EGAMC, FS, GA, GAMC, MA, MFIP, MNCare, MSA, RCA, TANE, TBI, WR client case files.</p> <p>F. General, (cont): Data privacy forms; Disqualification notices from work programs; Child and teen checkup forms; Health insurance policies and cost-effectiveness determination; Notice of IV-D sanctions for duration of the sanction and one year; Preadmission screening documents; Repayment agreements as long as the person owns the property; SSI Interim assistance agreements STRIDE sanctions for one year after it is resolved; 3rd party liability claims, auto accidents, worker's comp., etc; 1503s; County forms County interagency communications</p> <p>NOTE: Item 13 A-F includes only a sampling of records in county human services client case files. Providing a sampling is necessary because of the number and differences in Minnesota's 87 counties. As you use this schedule keep in mind that all counties maintain client case files differently. The important point is that each county follow the required retention in a consistent manner. This should include an annual purge of all client case files that have met their required retention as stated above.</p>	<p>MS 256.01.879 MS 393.07 PL 97-35, sec. 2315 42 USC 602 45 CFR 5233 7CFR 273.1(f)</p>	<p>Paper Electronic media (MAXIS)</p>	<p>Destroy 3 yrs. after case closing except for cases that have unreimbursed assistance owing. Destroy 3 yrs. after IV-D Unit has completed recovery or IV-D case is closed. Any records containing unpaid claims and overpayments, possible probate actions, fraud convictions and disqualifications should be destroyed only after all case actions are completed and the above retention period has been met.</p>	<p>Record staff activities and expenditures of funds in AFDC, TANE, & MFIP program. MAXIS entries must be retained in paper media until after federal audits are completed.</p>	<p>No</p>	<p>Private</p>	<p>MS 13.46, subd. 2(a)</p>

County Human Services General Records Retention Schedule

February 2001

Schedule #00

Records Series Description	Statutory Cite	Storage Media	Retention Period in County	Purpose for Retention	Archival	Data Practices Classification	Data Practice Statute
14. SOCIAL SERVICE CASE RECORDS A. All Services Cases: 1. Application for social services 2. Appropriate case narratives 3. Service plans and agreements B. Title XX Fundings 1. Income declarations 2. Verification of income (when required) C. Required "situational" forms: 1. Inter and intra agency referral forms a. Service providers b. Income maintenance c. Payment authorization d. Supervisory and case review documents e. Support and collections f. Appeal summaries and hearing records	MS 256.01-.879 MS 393.07 PL 97-35, sec. 2315 42 USC 602 45 CFR 52337 7 CFR MS 271-283 MS 256D.01 46 CFR 4627-4631 7 CFR 271-283 MS 256B MS 256D MS 256D-35-43 Title IV Soc.Sec. Act 45 CFR 233.90 Title XIX 42 CFR 441.200-.208 45 CFR 7.4.20 MS 252,252A MS 255,256E MS 257,259 MS 626.556 MS 626.5551, MS 257.01	Paper Electronic Paper Paper Paper	4 yrs. after case closing or after audit, unless child protection case. If current, 4 yrs. after case closing. If not current, 4 yrs after form completion date. Items a-d, 4 yrs. after form completion date Items e-f, 4 yrs. from the closing of the file.	Record staff activities and expenditures of funds. Account for services provided to persons qualifying for social services	No	Private	MS 13.46, subd. 2(a)
					No	Private	MS 13.46, subd. 2(a)
					No	Private	MS 13.46, subd. 2(a)
					No	Private	MS 13.46, subd. 2(a)

County Human Services General Records Retention Schedule

February 2001

Schedule #00

Records Series Description	Statutory Cite	Storage Media	Retention Period in County	Purpose for Retention	Archival	Data Practices Classification	Data Practice Statute
<p>14. SOCIAL SERVICE CASE RECORDS, cont.</p> <p>D. Miscellaneous Case Notes;</p> <ol style="list-style-type: none"> 1. Phone messages 2. Supervisory instructions 3. Routing slips <p>E. Forms related to specific services such as:</p> <ol style="list-style-type: none"> 1. Adoption <ol style="list-style-type: none"> a. Application b. Court order terminating parental rights and court order on child. c. Commissioner's consent and approval for child outside of state. d. Adoptive Placement Agreement e. Report of Adoptive Placement f. Termination of Adoptive Placement (if legal adoption is not completed). g. Report to Court h. Certificate of Adoptive Placement (if legal adoption is not completed). i. Notice of State Agency Closing j. Religious Waiver k. Dependent/Neglected State Ward Report l. Legal documents m. Responsibly collected genetic, medical, and social history of the child and the child's birth parents. n. The child's placement record. o. Copies of all pertinent agreements, contracts, and correspondence relevant to the adoption . p. Copies of all reports and recommendations made to the court. 	<p>MS 256.01-.879 MS 393.07 PL 97-35, sec. 2315 42 USC 602 45 CFR 5233 7 CFR MS 271-283 MS 256D.01 46 CFR 4627-4631 7 CFR 271-283 MS 256B MS 256D MS 256D-35-43 Title IV Soc.Sec. Act 45 CFR 233.90 Title XIX 42 CFR 441.200-.208 45 CFR 7.4.20 MS 252,252A MS 255,256E MS 257,259 MS 626.556 MS 626.5551, MS 257.01</p>	<p>Paper Electronic</p> <p>Paper Electronic</p>	<p>Destroy immediately after completed action.</p> <p>Permanent</p>	<p>Record staff activities and expenditures of funds. Account for services provided to persons qualifying for social services</p>	<p>No</p> <p>No</p>	<p>Private</p> <p>Confidential</p>	<p>MS 13.46, subd. 2(a)</p> <p>MS 259.53, subd. 3 MS 259.79, subd. 3</p>

County Human Services General Records Retention Schedule

February 2001

Schedule #00

Records Series Description	Statutory Cite	Storage Media	Retention Period in County	Purpose for Retention	Archival	Data Practices Classification	Data Practice Statute
<p>14. SOCIAL SERVICE CASE RECORDS, cont. E. Forms related to specific services, cont. 2. Subsidized adoption a. Subsidy contract b. Contract reviews and revisions</p>	<p>MS 256.01-.879 MS 393.07 PL 97-35, sec. 2315 42 USC 602 45 CFR 5233 7 CFR MS 271-283 MS 256D.01 46 CFR 4627-4631 7 CFR 271-283 MS 256B MS 256D MS 256D-35-43 Title IV Soc. Sec. Act 45 CFR 233.90 Title XIX 42 CFR 441.200-.208 45 CFR 7.4.20 MS 252,252A MS. 255,256E MS 257,259 MS 626.556 MS 626.5551 MS257.01</p>	<p>Paper Electronic</p>	<p>Permanent</p>	<p>Record staff activities and expenditures of funds. Account for services provided to persons qualifying for social services</p>	<p>No</p>	<p>Confidential</p>	<p>MS 259.53, subd 3</p>

County Human Services General Records Retention Schedule

February 2001

Schedule #00

Records Series Description	Statutory Cite	Storage Media	Retention Period in County	Purpose for Retention	Archival	Data Practices Classification	Data Practice Statute
<p>14. SOCIAL SERVICE CASE RECORDS, cont.</p> <p>E. Forms related to specific services, cont.</p> <p>3. Child Protection</p> <p>a. Child Maltreatment Report, correspondence, case notes, plans</p> <p>1) maltreatment not determined and child protective services not needed</p> <p>2) maltreatment determined or child protective services needed</p> <p>b. Notification of intent to interview which was received by a school</p> <p>c. Private or confidential data released to a court services agency</p>	<p>MS 256.01-.879 MS 393.07 PL 97-35, sec. 2315 42 USC 602 45 CFR 5233 7 CFR MS 271-283 MS 256D.01 46 CFR 4627-4631 7 CFR 271-283 MS 256B MS 256D MS 256D-35-43 Title IV Soc.Sec. Act 45 CFR 233.90 Title XIX 42 CFR 441.200-.208 45 CFR 7.4.20 MS 252,252A MS. 255,256E MS 257,259 MS 626.556 MS 626.5551, MS 257.01</p>	<p>Paper Electronic Audio Tape Video Tape</p>	<p>a.1. 4 yrs after case closing or after audit</p> <p>a.2. At least 10 yrs after the date of the final entry in the case record.</p> <p>b. Agency shall order the destruction of the notification when other records relating to the report are destroyed.</p> <p>c. Agency shall order the destruction of the notification when other records relating to the report are destroyed.</p>	<p>Record staff activities and expenditures of funds. Account for services provided to persons qualifying for social services</p>	<p>No</p> <p>No</p> <p>No</p> <p>No</p>	<p>Confidential</p> <p>Private Confidential</p> <p>Private Confidential</p> <p>Private Confidential</p>	<p>MS 626.556, subd. 11c(a)</p> <p>MS 626.556, subd. 11c(b)</p> <p>MS 626.556, subd. 11c(c)</p> <p>MS 626.556, subd. 11c(d)</p>

County Human Services General Records Retention Schedule

February 2001

Schedule #00

Records Series Description	Statutory Cite	Storage Media	Retention Period in County	Purpose for Retention	Archival	Data Practices Classification	Data Practice Statute
<p>14. SOCIAL SERVICE CASE RECORDS, cont.</p> <p>E. Forms related to specific services, cont.</p> <p>4. Child Protection - Alternative Response</p> <p>a. Initial screening tool</p> <p>b. Safety assessment</p> <p>c. Structured decision making system risk assessment</p> <p>d. Structured decision making system strength & needs assessment</p> <p>e. Parent notification of rights and responsibilities</p> <p>f. Notice of assessment summary to parent</p> <p>g. Notice to mandated reporter</p> <p>h. Law enforcement County Attorney notice of a change in response.</p> <p>5. Court requested evaluation</p> <p>a. Custody studies</p> <p>b. Teenager marriage evaluations</p> <p>c. DWI evaluations</p> <p>d. Others</p>	<p>MS 256.01-.879</p> <p>MS 393.07</p> <p>PL 97-35, sec. 2315</p> <p>42 USC 602</p> <p>45 CFR 5233</p> <p>7 CFR</p> <p>MS 271-283</p> <p>MS 256D.01</p> <p>46 CFR</p> <p>4627-4631</p> <p>7 CFR 271-283</p> <p>MS 256B</p> <p>MS 256D</p> <p>MS 256D-35-43</p> <p>Title IV</p> <p>Soc. Sec. Act</p> <p>45 CFR</p> <p>233.90</p> <p>Title XIX</p> <p>42 CFR</p> <p>441.200-.208</p> <p>45 CFR</p> <p>7.4.20</p> <p>MS 252,252A</p> <p>MS 255,256E</p> <p>MS 257,259</p> <p>MS 626.556</p> <p>MS</p> <p>626.5551,</p> <p>MS 257.01</p>	<p>Paper</p> <p>Electronic</p> <p>Audio Tape</p> <p>Video Tape</p> <p>Paper</p>	<p>4 yrs. After case closing or after audit unless it was required to go back to traditional child protection services, at which time the schedule for child protection would be followed.</p> <p>In the event of a contested adopted petition, the only study which needs to be kept permanently is the adoption study of the adopting family. Destroy after county action ; then retain 4 years after case closing).</p>	<p>Record staff activities and expenditures of funds. Account for services provided to persons qualifying for social services</p>	<p>No</p> <p>No</p>	<p>Private</p> <p>Private</p>	<p>MS 626.555</p> <p>MS 256E.09</p> <p>MS 13.46, subd. 2</p> <p>MS 13.84, subd 2</p>

County Human Services General Records Retention Schedule

February 2001

Schedule #00

Records Series Description	Statutory Cite	Storage Media	Retention Period in County	Purpose for Retention	Archival	Data Practices Classification	Data Practice Statute
14. SOCIAL SERVICE CASE RECORDS, cont. E. Forms related to specific services, cont. 6. Adult Protection a. Common Entry Point and Intake form Vulnerable Adult Maltreatment Report 1) Data from reports determined to be false. 2) Data from reports determined to be inconclusive. 3) Data from reports determined to be substantiated. 4) Data from reports not investigated and no final disposition.	MS 626.557, subd. 9 MS 626.557, subd. 12b(a)	Paper Electronic	3 years 2 years 4 years 7 years 2 years	Maintain log of reports received	No No No No No	Confidential Protected non-public Private Private Private Private	MS 13.02 MS 13.02 MS 13.02 MS 13.02 MS 13.02

County Human Services General Records Retention Schedule

February 2001

Schedule #00

Records Series Description	Statutory Cite	Storage Media	Retention Period in County	Purpose for Retention	Archival	Data Practices Classification	Data Practice Statute
14. SOCIAL SERVICE CASE RECORDS, cont. E. Forms related to specific services, cont. 7. Day Care - Children 8. Foster Care - Adults 9. Foster Care - Children, including residential treatment <ol style="list-style-type: none"> a. Temporary placement or court ordered waiting custody b. Child's basic medical examination c. Placement record of child d. Supporting information for IV-E eligibility determinations and redeterminations e. Out-of-home placement plans f. Placement review records g. Permanency hearing records. 	MS 256.01-.879 MS 393.07 PL 97-35, sec. 2315 42 USC 602 45 CFR 5233 7 CFR MS 271-283 MS 256D.01 46 CFR 4627-4631 7 CFR 271-283 MS 256B MS 256D MS 256D-35-43 Title IV Soc. Sec. Act 45 CFR 233.90 Title XIX 42 CFR 441.200-.208 45 CFR 7.4.20 MS 252,252A MS. 255,256E MS 257,259 MS 626.556 MS 626.5551 MS 257.01	Paper Paper Electronic Paper Electronic	4 yrs after case closing or after audit 4 yrs after case closing or after audit 10 yrs after case closing or after audit	Record staff activities and expenditures of funds. Account for services provided to persons qualifying for social services	No No No	Private Private Private	MS 13.46, subd. 2(a) MS 13.46, subd. 2(a) MS 13.46, subd. 2(a)

County Human Services General Records Retention Schedule

February 2001

Schedule #00

Records Series Description	Statutory Cite	Storage Media	Retention Period in County	Purpose for Retention	Archival	Data Practices Classification	Data Practice Statute
<p>14. SOCIAL SERVICE CASE RECORDS, cont.</p> <p>E. Forms related to specific services, cont.</p> <p>10. Guardianship of Children</p> <p>a. Guardianship report</p> <p>b. Minnesota adoption registration form for adoptive applicants</p> <p>c. Adoption placement agreement</p> <p>d. Application for Indian Foster care</p> <p>e. Authorization to provide care of child</p> <p>f. Child's basic medical examination form</p> <p>g. Consent for medical care</p> <p>h. Permanent placement agreement</p> <p>i. Report of payments for care of children under court order</p> <p>j. Closing sheet. Copies of court orders pertaining to guardianship</p> <p>k. Copy of court order for legal name change</p> <p>l. Copies of all court findings and orders affecting custody, termination of parental rights, and assignment of guardianship to the commissioner</p> <p>m. Data on the background and health history of the child and the child's birth family</p> <p>n. Data on the background of the child's adoptive family if a previous adoption has occurred</p> <p>o. Copies of notices to an Indian child's tribe whenever the child is placed in a home of a relative, a residential program, of an adoptive home, as well as when there is an administrative review or court disposition</p> <p>p. Documentation of the child's eligibility for benefits and services under title IV-E of the Social Security Act and other provisions of state and federal law, unless the child is no longer a ward or is at least age 21</p> <p>q. All other information required by MS 257.01</p>	<p>MS 256.01-.879</p> <p>MS 393.07</p> <p>PL 97-35, sec. 2315</p> <p>42 USC 602</p> <p>45 CFR 5233</p> <p>7 CFR</p> <p>MS 271-283</p> <p>MS 256D.01</p> <p>46 CFR</p> <p>4627-4631</p> <p>7 CFR 271-283</p> <p>MS 256B</p> <p>MS 256D</p> <p>MS 256D-35-43</p> <p>Title IV</p> <p>Soc.Sec. Act</p> <p>45 CFR</p> <p>233.90</p> <p>Title XIX</p> <p>42 CFR</p> <p>441.200-.208</p> <p>45 CFR</p> <p>7.4.20</p> <p>MS 252.252A</p> <p>MS 255.256E</p> <p>MS 257.259</p> <p>MS 626.556</p> <p>MS 626.5551</p>	<p>Paper</p> <p>Electronic</p>	<p>Permanent</p>	<p>Record staff activities and expenditures of funds. Account for services provided to persons qualifying for social services</p>	<p>No</p>	<p>Private</p>	<p>MS 13.46, subd. 2(a) MR 9560.0480, subp.2</p>

County Human Services General Records Retention Schedule

February 2001

Schedule #00

Records Series Description	Statutory Cite	Storage Media	Retention Period in County	Purpose for Retention	Archival	Data Practices Classification	Data Practice Statute
14. SOCIAL SERVICE CASE RECORDS, cont. E. Forms related to specific services, cont. 11. Adult public guardianship case files. Legal material pertaining to guardianship stature, social programmatic, material regarding their habitative stature. Includes face sheet, referrals, court findings and orders, social histories, individual service plans, psychologists reports and case management information	MS 256.01-.879 MS 393.07 PL 97-35, sec. 2315 42 USC 602 45 CFR 52337 CFR MS 271-283 MS 256D.01 46 CFR 4627-4631 7 CFR 271-283 MS 256B MS 256D MS 256D-35-43 Title IV Soc. Sec. Act 45 CFR 233.90 Title XIX 42 CFR 441.200-.208 45 CFR 7.4.20 MS 252,252A MS 255,256B MS 257,259 MS 626.556 MS 626.5551, MS 257.01	Paper Electronic Paper	Retain in office 1 year after closure. Transfer to Record Center. Retain in Record Center for 9 yrs. 4 yrs after case closing or after audit unless it is for an adoption case in which it must be kept permanently If child is kept, destroy 4 years after closing date. If child is placed, follow adoption schedule. 4 yrs. after audit.	Record staff activities and expenditures of funds. Account for services provided to persons qualifying for social services	No No No	Private Private Private	MS 13.46 MS 13.46, subd. 2(a) MS 13.03 MS 13.43, subd. 2 MS 13.46, subd 2 (a) MS 13.03 MS 13.46, subd 4
12. Health a. Social and Medical History report b. Psychologist report c. State Hospital admission d. Discharge report							
13. Unmarried parents Report of child born out of wedlock							
14. Social Services Contracts: Agreement with vendor to provide social services.							

County Human Services General Records Retention Schedule

February 2001

Schedule #00

Records Series Description	Statutory Cite	Storage Media	Retention Period in County	Purpose for Retention	Archival	Data Practices Classification	Data Practice Statute
14. SOCIAL SERVICE CASE RECORDS, cont. F. Individuals with Developmental Disabilities 1. Fiscal and program reporting 2. Death of a ward or conservatee 3. Required records and reports authority 4. Required records and reports 5. County of Guardianship responsibility	MR 9525.0980, subp 5; 9525.3090, subp 2; 9525.1300, subp 3; 9525.1920, subp 4; 9525.3070, subp 2; MS 245B.07, subd.3	Paper	4 yrs. after case closing or after audit 4 yrs. after case closing 5 yrs. after case closing or after audit	Retain ward records until a court order terminates guardianship or until the ward's death. Records of a person previously under public guardianship may be destroyed 4 years from the date the file is closed	No	Private	MS 13.46, subd. 2(a)
6. Retention of consumer's records		Paper	3 years following termination of services				
7. Requirements for individual program plans proposing to use a controlled procedure		Paper	5 yrs after implementation of controlled procedure.				
G. Individual with Chemical Dependency 1. Fiscal and program reporting 2. Death of a ward or conservatee 3. Required records and reports authority 4. Required records and reports 5. County of Guardianship responsibility	MR 9525.0980, subp 5; 9525.3090, subp 2; 9525.1300, subp 3; 9525.1920, subp 4; 9525.3070, subp 2; MS 245B.07, subd.3	Paper	4 yrs. after case closing or after audit 4 yrs. after case closing 5 yrs. after case closing or after audit		No	Private	MS 13.46, subd. 2(a)

County Human Services General Records Retention Schedule

February 2001

Schedule #00

Records Series Description	Statutory Cite	Storage Media	Retention Period in County	Purpose for Retention	Archival	Data Practices Classification	Data Practice Statute
14. SOCIAL SERVICE CASE RECORDS, cont. G. Individuals with Chemical Dependency 6. Retention of consumer's records 7. Requirements for individual program plans proposing to use a controlled procedure	MR 9525.0980, subp 5; 9525.3090, subp 2; 9525.1300, subp 3; 9525.1920, subp 4; 9525.3070, subp 2; MS 245B.07, subd.3	Paper Paper	3 years following termination of services 5 yrs after implementation of controlled procedure.		No	Private	MS 13.46, subd. 2(a)
H. Individuals with Mental Illness 1. Fiscal and program reporting 2. Death of a ward or conservatee 3. Required records and reports authority 4. Required records and reports 5. County of Guardianship responsibility	MR 9525.0980, subp 5; 9525.3090, subp 2; 9525.1300, subp 3; 9525.1920, subp 4; 9525.3070, subp 2; MS 245B.07, subd.3	Paper	4 yrs. after case closing or after audit 4 yrs. after case closing 5 yrs. after case closing or after audit		No	Private	MS 13.46, subd. 2(a)
6. Retention of consumer's records 7. Requirements for individual program plans proposing to use a controlled procedure		Paper Paper	3 years following termination of services 5 yrs after implementation of controlled procedure.		No	Private	MS 13.46, subd. 2(a)

County Human Services General Records Retention Schedule

February 2001

Schedule #00

Records Series Description	Statutory Cite	Storage Media	Retention Period in County	Purpose for Retention	Archival	Data Practices Classification	Data Practice Statute
15. Information and Referral Slight Service Cases A. Forms including identifying information B. Statement of request C. Disposal of inquiry		Paper	4 yrs. after case closing or after audit		No	Private	MS 13.46, subd. 2(a)
16. Volunteer Services Records A. Volunteer application form B. Cumulative service record C. Request for services D. Disposition of services and evaluations E. Inactive volunteer records	MS 256.9753 MS 393.07, subd. 7	Paper	1 yr. after closing	Provide information regarding volunteer services provided, who provided the services, and for whom.	No	Public Private	MS 13.03 MS 13.43, subd. 2 MS 13.46, subd 2(a)
17. Licensing Records A. Licensing File <ul style="list-style-type: none"> • All records required by rule • All investigations and dispositions • Dates and reports of licensing studies • List of all persons being served (for foster care) 1. Day Care - Children (9502.0345) <ul style="list-style-type: none"> a) Licensing application b) Physical report on caregivers c) Fire marshal, building, and health inspections reports d) Initial and renewal license studies e) Reference (if necessary) f) Annual evaluation g) Variances h) Background studies 	MS 245.61 MS 245.781-812 MS 252.28, subd. 2 MR 9543.0130 MR 9502.0345 MR 9555.5515 MR 9545.0220	Paper	7 years		No	Public Private	MS 13.03 MS 13.46, subd 4

County Human Services General Records Retention Schedule

February 2001

Schedule #00

Records Series Description	Statutory Cite	Storage Media	Retention Period in County	Purpose for Retention	Archival	Data Practices Classification	Data Practice Statute
17. Licensing Records A. Licensing File (cont) 2. Foster Care - Adult (9555.5515) a) Application b) Physical report on caregivers and household members c) Fire marshal reports d) Any health reports e) Initial and renewal studies f) Complaints g) References h) List of present and past residents i) Variances j) Background studies k) AFC program l) Substantiated complaints m) Abuse prevention plan	MS 245.61 MS 245.781-812 MS 252.28, subd. 2 MR 9543.0130 MR 9502.0345 MR 9555.5515 MR 9545.0220	Paper Electronic	7 years		No	Public Private	MS 13.03 MS 13.46, subd. 4
3. Foster Care - Children (9545.0220) a) Application b) Foster parent agreement form c) Physician's report d) Current fire safety checklist e) Pre-licensing home study f) Reference g) Annual evaluation h) Documents for waiver of rules i) Training Records		Paper Electronic	7 Years				
B. Licensing Investigation 1. Active 2. Inactive		Paper Paper	7 years 7 years		No No	Confidential Protected Non-Public Public Private Non-public	MS 13.46, subd. 3 MS 13.46, subd. 3

County Human Services General Records Retention Schedule

February 2001

Schedule #00

Records Series Description	Statutory Cite	Storage Media	Retention Period in County	Purpose for Retention	Archival	Data Practices Classification	Data Practice Statute
18. Support and Collections Case Reports: 1. Referral to support 2. Assignment of support 3. Divorce Decree 4. Application for IV-D services 5. Court orders and referral 6. Absent parent papers a. Absent parent questionnaire b. Request to DHS for assistance in locating absent parent c. Summary of contacts and efforts to locate 7. Affidavits 8. Copy of URESA complaint 9. Sheriff's Department Information Sheet 10. Citizens' complaints 11. Copies of Subpoenas 12. Face sheet 13. Casework abstracts 14. Intra- and inter-office memos a. Eligibility technicians b. Accounting c. County Attorneys' office 15. Correspondence	MS 256.12 MS 256.87-.871 MS 393.07, subd 9	Paper Electronic	4 yrs. after case closing or after audit. Non-welfare cases: 21 years from youngest child's birthdate	Record collections for child support and to document efforts to obtain child support.	No	Private Confidential	MS 13.46, subd. 2(a)
19. Pre-Admission Screening To determine admission to nursing home and care. Includes quality assurance report or pre-admission screening.	MS 256B.091	Paper	4 yrs after case closing or after audit	For audit and research purposes.	No	Private	MS 13.03

County Human Services General Records Retention Schedule

February 2001

Schedule #00

Records Series Description	Statutory Cite	Storage Media	Retention Period in County	Purpose for Retention	Archival	Data Practices Classification	Data Practice Statute
<p>20. Energy Assistance Forms containing information regarding eligibility of client for fuel assistance. Includes vendor remittance applications, income verification, landlord agreement, EAP gross and household income work sheet, intake document, abstracts, remittance advice, subgrantee invoice, quarterly progress notes, budget, grant agreements, etc.</p>	MS 268.12, subd. 12	Paper	4 yrs. after case closing or after audit		No	Private	MS 13.03
<p>21. Advisory Committees Includes minutes and agendas for advisory committees, community health task forces, social services task forces, mental health task forces, etc.</p>	MS 252.31 MS 393.07, subd 8 MS 402.03	Paper	4 yrs. Minutes: Permanent or transfer to State Archives	Account for activities of various advisory committees.	Yes	Public	MS 13.03
<p>22. Fraud Investigations Data and forms relating to investigation of fraud reports.</p>	MS 256.01 -.72 MS 256E MS 393.07	Paper	4 yrs. after case closing or completion of investigation	Report information regarding client status grant amount, date of eligibility for verification by county and report information regarding client status, and type of service received for verification by county	No	Confidential Protected Non-Public	MS 13.03 MS 13.46, subd. 2(a)

LIBRARY

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. ACQUISITION RECORDS Includes purchase orders and gifts (donor records).		Publ	MS 13.03				Retain purchase records 10 yrs. and donor records permanently.	N
2. ANNUAL REPORT OF THE LIBRARY BOARD	MS 134.13	Publ	MS 13.03				Retain permanently or transfer to the State Archives.	Y
3. AUDIO VISUAL EQUIPMENT CHECKOUT RECORDS Who currently has checked out projectors, cameras, etc., and who has returned equipment damaged or late and has not yet paid for damage or fine.	MS 134.12-.20	Publ	MS 13.03 MS 13.40	Curr			Retain loan/check-out 2 yrs. and fees and fines for equipment 6 yrs.	N
4. BOOKMOBILE RECORDS Schedules, circulation records, equipment, etc.		Publ Priv	MS 13.03 MS 13.40				Retain schedules until superseded. Retain equipment records for life of equipment plus audit. For circulation records see #7.	N
5. BORROWING AND REGISTRATION OF LIBRARY MATERIALS Record of borrower and material returned that was overdue or damaged if amount of damage or fine was not paid.	MS 134.12-.20	Priv	MS 13.40	Curr	To ensure return and prevent abuse of materials.	Library employees responsible for overdue procedures and for major overdues; Employee checking out materials	2 yrs.	N
6. CATALOGS Author, title, subject.		Publ	MS 13.03				Until superseded.	N

RECORDS SERIES DESCRIPTION	ENABLING AUTHORITY	DATA CLASS	CITATION FOR CLASSIFICATION	PRE	PURPOSE AND USE	AUTHORIZED RECIPIENTS	RETENTION/STATUTE	ARCH
				POST CURR FOR COLLECTION				
7. CIRCULATION RECORDS Includes cards, computer entries, and statistical reports.		Publ Priv	MS 13.03 MS 13.40				Retain cards and computer entries until superseded. Retain annual statistics permanently or transfer to the State Archives for selection and disposition; other stats 2 yrs.	Y
8. COPYRIGHT COMPLIANCE RECORDS		Publ	MS 13.03				3 yrs.	N
9. DEACCESSION RECORDS Pertains to withdrawing publications from collection. Including records of purchases and donated items.		Publ	MS 13.03				Retain purchasing records 6 yrs. and donated material permanently.	N
10. DIRECTOR'S/LIBRARIANS'S FILES		Publ Priv	MS 13.03 MS 13.43				Retain permanently or transfer to the State Archives for selection and disposition.	Y
11. FEE AND SERVICE CHARGE RECORDS		Publ	MS 13.03				6 yrs.	N
12. FINE AND LOST ITEM REIMBURSEMENT RECORDS		Publ Priv	MS 13.03 MS 13.40				6 yrs.	N
13. INTER-LIBRARY LOANS Loans of materials received to and from libraries.		Publ Priv	MS 13.03 MS 13.40				Until superseded.	N
14. MEETING ROOM REQUEST Application to use meeting rooms and any charges to be paid.	MS 134.12- .20	Publ	MS 13.03	Curr			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
15. MINUTES OF THE LIBRARY BOARD	MS 134.11	Publ	MS 13.03				Retain permanently or transfer to the State Archives.	Y
16. MINUTES OF THE LIBRARY BOARD Tape recordings.	MS 134.11	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
17. NEWSLETTERS Generated by library.		Publ	MS 13.03				2 yrs. then transfer to the State Archives.	Y
18. PETTY CASH REPORTS		Publ	MS 13.03				6 yrs.	N
19. PUBLICITY Includes news releases and public service announcements generated by library.		Publ	MS 13.03				2 yrs., then transfer to the State Archives for selection and disposition.	Y
20. SHELF LIST		Publ	MS 13.03				Until superseded.	N
21. SPECIAL EVENTS AND PROGRAMS		Publ	MS 13.03				2 yrs., then transfer to the State Archives for selection and disposition.	Y
22. STUDIES AND REPORTS Includes surveys, statistical reports, consultant reports, etc.		Publ	MS 13.03				Transfer to the State Archives for selection and disposition when no longer needed.	Y

RECORDS SERIES DESCRIPTION	ENABLING AUTHORITY	DATA CLASS	CITATION FOR CLASSIFICATION	PRE	PURPOSE AND USE FOR COLLECTION	AUTHORIZED RECIPIENTS	RETENTION/STATUTE	ARCH
				POST				
23. VOLUNTEER GROUPS RECORDS Minutes, scrapbooks, and other records of Friends of the Library groups, etc.							6 yrs., then trans- fer to the State Archives for selec- tion and disposition.	Y
24. VOLUNTEER PERSONNEL RECORDS		Publ	MS 13.03				5 yrs. after volun- teer period ends.	N
		Priv	MS 13.43					

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

MEDICAL EXAMINER/CORONER

July, 1988

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RECORDS SERIES DESCRIPTION	ENABLING AUTHORITY	DATA CLASS	CITATION FOR CLASSIFICATION	PRE POST CURR	PURPOSE AND USE FOR COLLECTION	AUTHORIZED RECIPIENTS	RETENTION/STATUTE	ARCH
1. AUTOPSY REPORT Brief clinical data about deceased person and detailed description of organs and pathological findings.	Laws 1981, Chap. 91 MS 390.11, Subd. 2,3 MS 390.32, Subd. 2,3	Priv Conf	MS 13.83	Pre Post Curr	Documentation of findings which assist in determining the cause and manner of death.	County Attorney, next of kin or authorized personnel or agency	20 yrs., then transfer to the State Archives.	Y
2. CASH LOG OF MONEY FROM DECEASED Journal of cash brought in and released.					Record of cash from deceased.		6 yrs.	N
3. CLOTHING FORM List of clothing accompanying the deceased.	MS 525.393	Priv	MS 13.83	Pre Post Curr	Inventory.	County Attorney, next of kin, authorized personnel or agency, or investigating law enforcement agency	10 yrs.	N
4. CORRESPONDENCE Letters to family members, correspondence with attorney and/or insurance personnel, and list of reports sent out.	Laws 1981, Chap. 91	Priv	MS 13.83	Pre Post Curr	Office Record.	County Attorney, next of kin or authorized personnel or agency	10 yrs.	N
5. DEATH CARD INDEX Index card giving name of deceased, date of death and case reference number.					Quick reference to locate a record.	Office Personnel	Retain permanently or transfer to the State Archives.	Y
6. DEATH CERTIFICATE Statistical data concerning deceased and cause and manner of death.	MS 14.221 MS 390.23 MS 390.32, Subd. 10 7 MCAR, Sec. 1.013 Sec. 1.014	Publ	MS 13.03 MS 13.83	Pre Post Curr	Official death record.	Minnesota Department of Health	10 yrs.	N

RECORDS SERIES DESCRIPTION	ENABLING AUTHORITY	DATA CLASS	CITATION FOR CLASSIFICATION	PRE POST CURR	PURPOSE AND USE FOR COLLECTION	AUTHORIZED RECIPIENTS	RETENTION/STATUTE	ARCH
7. EXTERNAL EXAMINATION REPORT Description of external appearance of body, including type of clothing, and physical description noting any abnormalities.	Laws 1981, Chap. 91 7 MCAR, Sec. 1.014 (F)	Priv Conf	MS 13.83	Pre Post Curr	Documentation of findings which assist in determining the cause and manner of death.	County Attorney, next of kin, authorized personnel or agency, or investigating law enforcement agency	10 yrs.	N
8. INVESTIGATIVE REPORT Information about deceased gathered at the time of the initial investigation including history, physical findings, and past medical history.	Laws 1981, Chap. 91 7 MCAR, Sec. 1.014 (F)	Conf	MS 13.83	Pre Post Curr	Worksheet of data collected.	Intraoffice use only, however may be released at the discretion of the Medical Examiner or may be subject to subpoena	10 yrs.	N
9. LABORATORY TEST RESULTS Specific test performed and the results.	MS 390.11, Subd. 4 MS 390.32, Subd. 4	Priv Conf	MS 13.83	Pre Post Curr	Documentation of findings which assist in determining cause and manner of death.	County Attorney, next of kin, or authorized personnel or agency	10 yrs.	N
10. MEDICAL EXAMINER REPORT Final report on deceased. Includes history, toxicology, classification of death, and cause of death.	Laws 1981 Chap. 91 7 MCAR, Sec. 1.014 (F)	Priv Conf	MS 13.83	Pre Post Curr	Case summary.	County Attorney, next of kin, authorized personnel or agency or investigating law enforcement agency	20 yrs., then transfer to the State Archives.	Y
11. MORGUE LOG BOOK Name of deceased, location of death, physical description, removal information.	MS 525.393	Publ	MS 13.03	Pre Post Curr	Office record.		20 yrs., then transfer to the State Archives.	Y
12. NOTES Suicide notes or other written material left by the deceased.	MS 390.221	Priv Conf	MS 13.83	Pre Post Curr	Documentation of findings which assist in determining the cause and manner of death.	County Attorney, next of kin, authorized personnel or agency, or investigating law enforcement agency	10 yrs.	N

RECORDS SERIES DESCRIPTION	ENABLING AUTHORITY	DATA CLASS	CITATION FOR CLASSIFICATION	PRE POST CURR	PURPOSE AND USE FOR COLLECTION	AUTHORIZED RECIPIENTS	RETENTION/STATUTE	ARCH
13. PHOTOGRAPHS Kodachrome and prints taken at the scene of investigation and/or autopsy.	Laws 1981, Chap. 91, 7 MCAR, Sec. 1.014 (F)	Priv Conf	MS 13.83	Pre Post Curr	Documentation of findings which assist in determining cause and manner of death.	County Attorney, next of kin, authorized personnel or agency	10 yrs.	N
14. POLICE REPORTS OR MEDICAL RECORDS Information gathered by police or physician either prior to or after death and submitted to this office to aid in determining cause and manner of death.	MS 390.32	Conf	MS 13.83	Pre Post Curr	Documentation of findings which assist in determining the cause and manner of death.	Intraoffice use only	10 yrs.	N
15. PROPERTY FORM Listing of personal effects accompanying the deceased to the morgue.	Laws 1981, Chap. 91, Subd. 10, MS 390.221, MS 525.393	Priv	MS 13.83	Pre Post Curr	Inventory.	County Attorney, next of kin, authorized personnel or agency or investigating law enforcement agency	10 yrs.	N
16. TOXICOLOGY JOURNAL Workbook listing type of toxitest-ing performed and the results.	Laws 1981, Chap. 91, MS 390.11, Subd. 4, MS 390.32, Subd. 4	Conf	MS 13.83	Pre Post Curr	Workbook.	Intraoffice use only, however may be subject to subpoena	10 yrs.	N
17. TOXICOLOGY LOG BOOK Information concerning the type of specimens obtained for testing.	Laws 1981, Chap. 91, MS 390.11, Subd. 4, MS 390.32, Subd. 4	Conf	MS 13.83	Pre Post Curr	Office record.	Intraoffice use only, however may be subject to subpoena	10 yrs.	N
18. TOXICOLOGY REPORT Results of toxicological studies performed on deceased person.	Laws 1981, Chap. 91	Priv Conf	MS 13.83	Pre Post Curr	Documentation of findings which assist in determining cause and manner of death.	County Attorney, next of kin, authorized personnel or agency	10 yrs.	N

RECORDS SERIES DESCRIPTION	ENABLING AUTHORITY	DATA CLASS	CITATION FOR CLASSIFICATION	PRE POST CURR	PURPOSE AND USE FOR COLLECTION	AUTHORIZED RECIPIENTS	RETENTION/STATUTE	ARCH
19. TOXICOLOGY REQUEST Form utilized within the department for requesting specific tests.	Laws 1981, Chap. 91 MS 390.11, Subd. 4 MS 390.32, Subd. 4	Conf	MS 13.83	Pre Post Curr	Office record.	Intraoffice use only	10 yrs.	N
20. X-RAY RECORDS X-ray films on deceased.	Laws 1981, Chap. 91 7 MCAR, Sec. 1.014 (F)	Priv Conf	MS 13.83	Pre Post Curr	Documentation of findings which assist in determining the cause and manner of death.	County Attorney, next of kin, or authorized personnel or agency	10 yrs.	N

NOTE: Any records relating to a homicide should be retained permanently.

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PARKS AND RECREATION

July, 1988

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RECORDS SERIES DESCRIPTION	ENABLING AUTHORITY	DATA CLASS	CITATION FOR CLASSIFICATION	PRE		AUTHORIZED RECIPIENTS	RETENTION/STATUTE	ARCH
				POST CURR.	PURPOSE AND USE FOR COLLECTION			
1. ACTIVITIES - BROCHURES		Publ	MS 13.03				Retain permanently or Y transfer to the State Archives for selec- tion and disposition.	
2. ACTIVITY FLYERS		Publ	MS 13.03				1 yr.	N
3. ARENA FILES Includes correspondence and equip- ment information.		Publ	MS 13.03				2 yrs.	N
4. CASH REGISTER PROGRAM FORMS Department copy.		Publ	MS 13.03				6 yrs.	N
5. COMPLAINT FORMS Department copy.		Publ	MS 13.03				2 yrs.	N
6. CONTRACTS For use of park and recreation facilities.		Publ	MS 13.03				6 yrs. after expiration.	N
7. DAILY CASH REPORT Department copy.		Publ	MS 13.03				2 yrs.	N
8. DEPARTMENT REPORTS		Publ	MS 13.03				Retain permanently or transfer to the State Archives.	Y
9. DEPARTMENT RULES AND REGULATIONS Includes parks, beaches, pools, skating rinks, and general use.		Publ	MS 13.03				Until superseded.	N
10. ICE RENTAL AGREEMENT		Publ	MS 13.03				2 yrs.	N
11. MINUTES Park and Recreation Commission.		Publ	MS 13.03				Retain permanently or transfer to the State Archives.	Y

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				POST CURR	PURPOSE AND USE FOR COLLECTION			
12. MINUTES Tape recordings.		Publ	MS 13.03				Tapes may be reused or discarded 1 yr. after formal approval of written minutes. Tape recordings cannot be the permanent record.	
13. OPERATING STATEMENTS Financial reports for arenas and golf courses, etc.		Publ	MS 13.03				Retain permanently or transfer to the State Archives for selection and disposition.	Y
14. PERMITS For use of school facilities, park use and ballfields.		Publ	MS 13.03				2 yrs.	N
15. PRESS RELEASES		Publ	MS 13.03				Retain permanently or transfer to the State Archives.	Y
16. PROGRAM ACTIVITY REGISTRATION FORMS		Publ Priv	MS 13.03 MS 13.57				2 yrs., unless subject to State or Federal grant requirements.	N
17. RECEIPT BOOKS							6 yrs.	N
18. REPORTS OF INJURY Copies.		Publ Priv	MS 13.03 MS 13.43				6 yrs.	N
19. TICKET SALES REPORTS Originals.		Publ	MS 13.03				6 yrs.	N
20. VEHICLE REGISTRATIONS		Publ	MS 13.03				Life of unit.	N

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PERSONNEL

July, 1988

CATEGORY DEFINITIONS

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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.

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RECORDS SERIES DESCRIPTION	ENABLING AUTHORITY	DATA CLASS	CITATION FOR CLASSIFICATION	PRE POST CURR	PURPOSE AND USE FOR COLLECTION	AUTHORIZED RECIPIENTS	RETENTION/STATUTE	ARCH
1. AFFIDAVIT OF PUBLICATION FOR JOB OPENING		Publ Priv	MS 13.03 MS 13.43				3 yrs.	N
2. AFFIRMATIVE ACTION FILES Sexual harrassment and discrimination.		Publ Priv Conf Prot Non- publ	MS 13.03 MS 13.39 MS 13.43				Permanent	N
3. APPLICATION FOR EMPLOYMENT Not hired. Resumes, photos, letters of recommendation.		Publ Priv	MS 13.03 MS 13.43				1 yr. 29 CFR 1602.14	N
4. APPLICATIONS OF PERSONS ON ELIGIBILITY LIST		Publ Priv	MS 13.03 MS 13.43				2 yrs., or length of eligibility if longer.	N
5. ARBITRATION DECISIONS		Publ	MS 13.03				Permanent	N
6. CERTIFICATION OF TEST RESULTS		Publ	MS 13.03				2 yrs.	N
7. CETA RECORDS Includes pay records.		Publ	MS 13.03				6 yrs.	N
8. CLASSIFICATION STUDIES Description of job duties of individual county positions.		Publ	MS 13.03 MS 13.43	Pre Post Curr	Compensation administration.	Public	5 yrs., then trans- fer reports of major studies to the State Archives for selec- tion and disposition.	Y
9. DEPARTMENTAL RULES AND REGULATIONS Policies and procedures.		Publ	MS 13.03				Until superseded.	N

RECORDS SERIES DESCRIPTION	ENABLING AUTHORITY	DATA CLASS	CITATION FOR CLASSIFICATION	PRE POST CURR	PURPOSE AND USE FOR COLLECTION	AUTHORIZED RECIPIENTS	RETENTION/STATUTE	ARCH
10. ELIGIBILITY REGISTER Lists of job applicants who have qualified on required examinations ranked in order of test score.		Priv	MS 13.43	Pre Post Curr	Staffing of County positions.	Personnel Department	1 yr. after job has been filled.	N
11. EMPLOYEE SUGGESTION FORM		Publ	MS 13.03				2 yrs.	N
12. EQUAL EMPLOYMENT OPPORTUNITY REPORTS/SUMMARY DATA Reports sent to Federal Government.		Publ	MS 13.03				3 yrs. 29 CFR 1602.30	N
13. EXAMINATION FILE Completed examinations.		Priv	MS 13.43	Pre Post Curr	Recruitment and selection.	Personnel Department and/or Job Applicant	3 yrs. eligible, 1 yr. not eligible.	N
14. FAIR LABOR STANDARD ACT Salary schedules, employee classification, compensation periods, work schedules/periods.	29 CFR	Publ	MS 13.03 FLSA	Curr	Determine compliance with FLSA and coverage of employee.	Personnel Department, MN Dept. of Labor	Permanent	N
15. FIRST REPORT OF INJURY					Insurance documentation.	Personnel Department	3 yrs.	N
16. GRIEVANCE FILES Employee grievances and/or complaints filed under a labor agreement or personnel rules.		Publ*	MS 13.03 MS 13.43	Pre Post Curr	Serve as history of grievances filed.	*May sometimes be non-public. See MS 13.43 & 13.67 for guidance	Permanent	N
17. GRANTS State and Federal, including MEED.							6 yrs. after expiration unless grant agreement dictates otherwise.	N
18. INSURANCE Certificates and policies.		Publ	MS 13.03				Until expiration.	N
19. JOB DESCRIPTIONS							Until superseded.	N

RECORDS SERIES DESCRIPTION	ENABLING AUTHORITY	DATA CLASS	CITATION FOR CLASSIFICATION	PRE POST CURR	PURPOSE AND USE FOR COLLECTION	AUTHORIZED RECIPIENTS	RETENTION/STATUTE	ARCH
20. LABOR UNIONS: CONTRACTS Contracts between County management and various labor unions including: correspondence, salary schedules, personnel policies.	Public Employment Labor Relations Act (PELRA)	Publ	MS 179 (PELRA) Uniform Arbitration Act (MS 572.08-572.30), MS 541.05	Pre Post Curr	Written agreement between management and union on terms and conditions of employment.	See MS 13.43 & 13.67 for guidance	6 yrs. after expiration, then transfer to the State Archives for selection and disposition.	Y
21. LABOR UNION: DISPUTES		Publ	MS 13.03				Retain permanently or transfer to the State Archives.	Y
22. LABOR UNION: NEGOTIATIONS		Publ Non-publ	MS 13.03 MS 13.37				6 yrs.	N
23. LONG-TERM DISABILITY INSURANCE CLAIMS Claims filed by employees for LTD insurance program.		Priv	MS 13.43	Post Curr	Administration of LTD program.	Personnel Department	10 yrs. after final settlement of claim.	N
24. MEDICAL REIMBURSEMENTS Reimbursement claims for general unit and sheriff's department.				Curr	Union agreement.	Personnel Department	6 yrs.	N
25. MINUTES: PERSONNEL BOARD Minutes of all Personnel Board meetings.		Publ	MS 13.03 MS 13.43	Pre Post Curr	Serves as history of meetings.		Retain permanently or transfer to the State Archives for selection and disposition.	Y
26. MINUTES: PERSONNEL BOARD Tape recordings of all Personnel Board meetings.		Publ	MS 13.03 MS 13.43	Pre Post Curr	Serve as history of meetings.		Tapes may be reused or discarded 1 yr. after formal approval of written minutes by Board. Tape recordings cannot be the permanent record.	N

RECORDS SERIES DESCRIPTION	ENABLING AUTHORITY	DATA CLASS	CITATION FOR CLASSIFICATION	PRE POST CURR	PURPOSE AND USE FOR COLLECTION	AUTHORIZED RECIPIENTS	RETENTION/STATUTE	ARCH
27. NON-UNION SALARY DETERMINATION Salary schedules - annual for all non-union employees.				Curr	Compensation administration.	Personnel Department	6 yrs. after expiration.	N
28. OSHA: EMPLOYEE ACCIDENT REPORTS							5 yrs.	N
29. OSHA: EMPLOYEE EXPOSURE RECORDS Any information concerning employee exposure to toxic substances or harmful physical agents.							30 yrs. after termination or retirement. 29 CFR 1910.20	N
30. OSHA: EMPLOYEE MEDICAL RECORDS Any information concerning the health status of an employee which is made or maintained by a physician, nurse or other health care personnel, or technician. Includes medical and employment questionnaires or histories, medical exams, medical opinions, descriptions of treatments and prescriptions, and employee medical complaints.							30 yrs. after termination or retirement. 29 CFR 1910.20	N
31. PENSION FILES Form letters and reports.		Publ	MS 13.03				Permanent	N
32. PERSONNEL FILES: INDIVIDUAL Contains applications, accident reports, citations, medical records, personal history, employee references, performance evaluations, attendance, disciplinary actions, letters of appointments/promotion, termination/resignation.		Publ Priv	MS 13.03 MS 13.43	Pre Post Curr	Used as employment history of employees.	Public information pursuant to statute indicated	5 yrs. after termination. (Destruction approval is contingent upon permanent retention of master copy of Payroll register or record.)	N

RECORDS SERIES DESCRIPTION	ENABLING AUTHORITY	DATA CLASS	CITATION FOR CLASSIFICATION	PRE		AUTHORIZED RECIPIENTS	RETENTION/STATUTE	ARCH
				POST CURR	PURPOSE AND USE FOR COLLECTION			
33. POSITION CONTROL RECORDS Records tracking status of authorized positions.		Publ	MS 13.03				6 yrs.	N
34. POSITION RECRUITMENT FILE Records that relate to posting, recruitment, selection, and appointment to each County position.	29 CFR 1602.31	Publ Priv	MS 13.03 MS 13.43				2 yrs.	N
35. QUARTERLY COMPENSATION TIME REPORTS		Publ Priv	MS 13.03 MS 13.04 MS 13.43				2 yrs.	N
36. REQUISITIONS FOR PERSONNEL Request from County departments to fill job vacancies.		Publ	MS 13.03 MS 13.43	Pre Post Curr	Staffing of County positions.		Retain until 1 yr. after the job is filled or the requisition is cancelled.	N
37. SUMMER EMPLOYMENT (MEED, MINN YOUTH, SUMMER YOUTH) Applications, contracts, and misc. correspondence for summer employment.				Curr	Staffing county positions.	Personnel Department, Applicant	6 yrs.	N
38. TEST CARDS/REGISTER Record of examinations taken by individual applicant.		Publ Priv	MS 13.03 MS 13.43	Pre Post Curr	Recruitment and selection.	Until names are certified only Personnel Dept. and Applicant have access	3 yrs.	N
39. UNEMPLOYMENT CLAIMS/COMPENSATION Claims for unemployment.				Pre Post Curr		Personnel, Employee in question	6 yrs.	N

RECORDS SERIES DESCRIPTION	ENABLING AUTHORITY	DATA CLASS	CITATION FOR CLASSIFICATION	PRE POST CURR	PURPOSE AND USE FOR COLLECTION	AUTHORIZED RECIPIENTS	RETENTION/STATUTE	ARCH
40. WORKERS COMPENSATION Injury reports and correspondence dealing with injuries.	MS 176.231	Priv	MS 176.231	Pre Post Curr	Used to report/ record information regarding injuries and sickness of employees to State.	Commissioner, Dept. of Labor and his authorized represent- atives; County staff whose work requires access; contracted service agency; con- tracted rehabilitation services agency; County Attorney or authorized attorney, as authorized by court order	6 yrs.	N

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PLANNING

July, 1988

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				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

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PUBLIC DEFENDER

July, 1988

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1. ADULT CASE FILES Record of an individual's criminal legal defense. Contains legal documents, police report copies and attorney work product.	MS 611	Priv Conf	MS 13.85 MS 13.87	Pre Post Curr	To effectively defend client.	Attorney for client and staff whose work requires access.	10 yrs. after case is closed.	N
2. ANNUAL REPORT		Publ	MS 13.03				Retain permanently or transfer to the State Archives.	Y
3. JUVENILE CASE FILES Record of an individual's legal history in a Juvenile Court dependency/neglect/TPR matter. Contains legal documents, reports and attorney work product.	MS 611	Priv Conf	MS 13.85 MS 13.87	Pre Post Curr	To effectively represent client.	Attorney for client and staff whose work requires access.	10 yrs. after case is closed or 10 yrs. after emancipation.	N

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RECORDER

July, 1988

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RECORDS SERIES DESCRIPTION	ENABLING AUTHORITY	DATA CLASS	CITATION FOR CLASSIFICATION	PRE POST CURR	PURPOSE AND USE FOR COLLECTION	AUTHORIZED RECIPIENTS	RETENTION/STATUTE	ARCH
<u>ABSTRACTS FILING</u>								
1. GRANTEE/GRANTOR INDEX Alphabetic indices, by year, of parties to all document filed with county recorder.	MS 386.03 MS 386.32	Publ	MS 13.03 MS 508.37	Pre Post Curr			Permanent	Y
2. RECEPTION BOOKS Index of real documents filed numerically with County Recorder including Index by Document Number.	MS 386.03	Publ	MS 13.03	Pre Post Curr			Permanent	N
3. TRACT INDEX RECORDS Chronological index of real property by description.	MS 386.05 MS 386.32	Publ	MS 13.03	Pre Post Curr			Permanent	Y
<u>CUSTOMER DOCUMENT</u>								
4. CONTRACT RECORDS	MS 386.19	Publ	MS 13.03	Pre Post Curr			Permanent	N
5. CORPORATION INDEX FILE Articles of Incorporation, mergers, amendments, name changes, etc.	MS 300.06	Publ	MS 13.03	Pre Post Curr			Permanent MS 386.46	Y
6. DAILY CASH RECEIPTS Records of filing fees on recorded documents.	MS 357.18	Publ	MS 13.03	Pre Post Curr			6 yrs.	N
7. DOCUMENT NUMBER INDEX Used to find instrument book and page.	MS 386.19 MS 386.32	Publ	MS 13.03	Pre Post Curr			Permanent	N
8. LEASES AND CORPORATE INFORMATION Includes resolutions, affidavits and pertinent decrees.	MS 386.19	Publ	MS 13.03	Pre Post Curr			Permanent	N

RECORDS SERIES DESCRIPTION	ENABLING AUTHORITY	DATA CLASS	CITATION FOR CLASSIFICATION	PRE		AUTHORIZED RECIPIENTS	RETENTION/STATUTE	ARCH
				POST CURR	PURPOSE AND USE FOR COLLECTION			
9. LIMITED PARTNERSHIP AGREEMENTS Written take-offs and photostatic copies of limited partnership. Certain certificates and amounts of limited partnerships.	MS 322.02, (2) MS 322.25, Subd. 4, 5 MS 386.19	Publ	MS 13.03				Permanent	N
10. MISC. DOCUMENTS FOR SAFEKEEPING Cancellation of liens on margin, personal records, patents pending, papers in redemption, state bank directors, and other papers in safekeeping, all covered by statute. Documents left by customers for security filing.	MS 599.19 MS 600.23	Priv Non- Publ	MS 600.23	Pre Post Curr	Every County Recorder shall receive and deposit in his office any instruments or papers which shall be offered him for that purpose and, if required, shall give to the person depositing the same, a receipt therefor.	Individual depositor and staff	Retain until owner of documents withdraws them or orders them destroyed.	N
11. POWER OF ATTORNEY RECORDS	MS 386.19 MS 507.24	Publ	MS 13.03	Pre Post Curr			Permanent	N
12. UNCLAIMED DOCUMENTS COPIES AND ATTESTED DOCUMENTS Copies of documents which have been ordered by customers but never picked up.		Publ	MS 13.03				6 months	N
<u>LEGAL RECORDS: OTHER</u>								
13. BOND RECORDS Bond records of public officials.	MS 574.21	Publ	MS 13.03	Pre Post Curr			Permanent	N
14. FARM REGISTRATION Farms registered by owners under the specified name given their farm lands. Includes description of said lands.	MS 386.36	Publ	MS 13.03	Pre Post Curr			Permanent	Y

RECORDS SERIES DESCRIPTION	ENABLING AUTHORITY	DATA CLASS	CITATION FOR CLASSIFICATION	PRE POST CURR	PURPOSE AND USE FOR COLLECTION	AUTHORIZED RECIPIENTS	RETENTION/STATUTE	ARCH
15. INDEX TO MILITARY DISCHARGE	MS 386.20 MS 386.32 MS 600.23	Publ	MS 13.03	Pre Post Curr			Permanent	Y
16. MILITARY DISCHARGE RECORDS Military discharge papers filed by veteran of all branches of the armed services.	MS 386.20	Publ	MS 13.03				Permanent	Y
17. NEWSPAPER REGISTER Official listing of all Minnesota newspapers and publications. Required by statute. Shows names of owners, printers, and publishers of each newspaper.	MS 331.03	Publ	MS 13.03	Pre Post Curr			Permanent	N

LIENS

18. LIEN RECORD BOOKS Used to check liens on property and as reference in abstracting titles.	MS 386.19	Publ	MS 13.03	Pre Post Curr			Permanent	N
19. OLD AGE ASSISTANCE LIENS AND INDEX	MS 386.37 MS 386.46	Publ	MS 13.03	Pre Post Curr			Permanent MS 386.46	N
20. STATE/FEDERAL TAX LIENS AND INDEX Original liens, releases, and satisfactions. Notices of Federal tax liens filed against individuals.	MS 272.479- .487 MS 386.32	Publ	MS 13.03	Pre Post Curr			Permanent	N

PLATS AND RELATED RECORDS

21. GOVERNMENT SURVEY PLAT BOOK Contains the original survey which shows government lots and 1/4 1/4's of all sections.		Publ	MS 13.03				Permanent	Y
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RECORDS SERIES DESCRIPTION	ENABLING AUTHORITY	DATA CLASS	CITATION FOR CLASSIFICATION	PRE POST CURR	PURPOSE AND USE FOR COLLECTION	AUTHORIZED RECIPIENTS	RETENTION/STATUTE	ARCH
22. PLAT INDEX								
a. Alphabetical Plat Index Contains name of plat, tract index number and location.	MS 386.32	Publ	MS 13.03	Pre Post Curr			Permanent	Y
b. Index to Plats, Book and Page	MS 386.32	Publ	MS 13.03 MS 106.071	Pre Post Curr			Permanent	Y
c. Master Index to Original Plats Used as a cross reference.	MS 386.19 MS 386.32	Publ	MS 13.03	Pre Post Curr			Permanent	Y
d. Plat Certificate Index and Certificate of Plat Corrections Index	MS 505.174 MS 505.176	Publ	MS 13.03	Pre Post Curr			Permanent	Y
23. PLATS: ORIGINAL AND REPRODUCIBLE COPIES.	MS 505.08, Subd. 2	Publ	MS 13.03 MS 508.08, Subd. 2				Permanent	N
24. PLATS: PUBLIC COPY Canvas-backed sheets.	MS 505.08, Subd. 2	Publ	MS 13.03 MS 508.08, Subd. 2	Pre Post Curr			Permanent	N
<u>REAL PROPERTY RECORDS</u>								
25. APPLICATION TO REGISTER TITLE Application to change ownership from Abstract to Torrens.	MS 386.19 MS 508.11	Publ	MS 13.03	Pre Post Curr			Permanent	Y
26. DEED RECORDS Used in title abstracting.	MS 386.19 MS 507.24	Publ	MS 13.03	Pre Post Curr			Permanent	Y
27. MINERAL RIGHTS FILE Shows mineral rights reserved such as on railroad lands, etc.	MS 93.52 MS 298.48	Publ Conf	MS 13.03 MS 298.48	Pre Post Curr			Permanent	Y

RECORDS SERIES DESCRIPTION	ENABLING AUTHORITY	DATA CLASS	CITATION FOR CLASSIFICATION	PRE POST CURR	PURPOSE AND USE FOR COLLECTION	AUTHORIZED RECIPIENTS	RETENTION/STATUTE	ARCH
28. MORTGAGE RECORDS Records of all mortgages filed.	MS 386.04 MS 386.19	Publ	MS 13.03	Pre Post Curr			Permanent	Y
<u>SERVICE</u>								
29. CASH CONTROL RECORDS FOR TRUSTEE: ACCOUNT/RECEIPTS ON EACH ITEM ENTERED Monthly sheets showing amounts deposited daily to the Trust Account.		Publ	MS 13.03				6 yrs.	N
30. INFORMATION AND CERTIFIED COPY REQUESTS Copies of requests dispatched from County Recorder's Office.		Publ	MS 13.03				6 yrs.	N
31. LEDGER AND REQUISITION RECORDS Account ledger sheets and requisition orders (supplies).		Publ	MS 13.03				6 yrs.	N
32. LEDGER ON TRUST ACCOUNT Daily trust account.		Publ	MS 13.03				6 yrs.	N
33. UNIFORM COMMERCIAL CODE RECORDS(UCC) Original filings amendments, continuations, assignments, and information requests. These documents relate to liens on personal property and are filed by debtor's name.	MS 336.9 - .401 through MS 336.9 - .408	Publ	MS 13.03				1 yr. after termination or lapse. MS 336.9 - 410	N
34. U.C.C. TERMINATION STATEMENTS	MS 336.9 - .404	Publ	MS 13.03				3 yrs. after receipt. MS 336.9 - 410	N

RECORDS SERIES DESCRIPTION	ENABLING AUTHORITY	DATA CLASS	CITATION FOR CLASSIFICATION	PRE POST CURR	PURPOSE AND USE FOR COLLECTION	AUTHORIZED RECIPIENTS	RETENTION/STATUTE	ARCH
TORRENS								
35. AFFIDAVITS OF GRANTEE Affidavits contain name, age, residence, marital status and legal disability of the grantee in deeds of transfer.	MS 508.52	Publ	MS 13.03 MS 508.38	Pre Post Curr	To provide information for the office staff to enable them to make certificates of title with all mandatory information.	Public and Staff	Permanent	N
36. APARTMENT OWNERSHIP AND CONDOMINIUMS Can be abstract or torrens. Hardshells and public copies of plats and other documents pertaining to apartments/condominiums.	MS 515	Publ	MS 13.03				Permanent	N
37. CERTIFICATES OF TITLE/OWNERSHIP A certificate by the Registrar which shows the current status of ownership and encumbrances of any parcel of Torrens land.	MS 508.34	Publ	MS 13.03 MS 508.38	Pre Post Curr	To provide a certificate of title to the owner which proves ownership and rights and encumbrances.	Public and Staff	20 yrs.	N
38. CERTIFIED COPY SIGN-OUT BOOKS A book showing who signed out for all copies returned.	MS 508.38	Publ	MS 13.03 MS 508.38	Pre Post Curr	To provide a resource for the Registrar to use in case someone claims he did not receive a copy.	Public and Staff	Permanent	N
39. CORPORATION INDEX An alphabetical file of the corporate changes of name, mergers, and articles.	MS 508.03 MS 508.11	Publ	MS 13.03 MS 508.38	Pre Post Curr	To provide a convenient place to look to see if a name change has been filed so that it may be re-used.	Public and Staff	Permanent	Y
40. DOCUMENT BOOK A numerical file of all legal documents filed in the Torrens office since 1901.	MS 508.38	Publ	MS 13.03 MS 508.38	Pre Post Curr	To provide a repository for all documents affecting Torrens land, as required by the statute.	Public and Staff	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
41. GRANTEE/GRANTOR INDEX Locates instruments in Torrens section by name of grantee/grantor.	MS 508.37	Publ	MS 13.03 MS 508.38	Pre Post Curr	To provide an index of all parties who gave up and received an interest in Torrens land.	Public and Staff	Permanent	Y
42. INDEX TO TRACT INDEX		Publ	MS 13.03				Permanent	Y
43. OWNER'S/MORTGAGEE'S DUPLICATE CERTIFICATE OF TITLE		Publ	MS 13.03				Destroy at time entering a "surrender" memorial on the certificate. MS 508.835	N
44. OWNER'S/MORTGAGEE'S DUPLICATE ORDER FORM		Publ	MS 13.03				1 yr.	N
45. OWNER'S/MORTGAGEE'S DUPLICATE RECEIPT FILE/CARDS A numerical file by certificate number of all the duplicate certificates which have not been picked up or mailed and cancelled mortgages.	MS 508.40	Publ	MS 13.03 MS 508.40	Pre Post Curr	To provide a repository for all duplicates which, for one reason or another, have not been delivered to the owners.	Public and Staff	1 yr. after certificate is cancelled. MS 508.835	N
46. POWER OF ATTORNEY INDEX An alphabetical file of the names of all persons granted this power, all persons who gave the power and the document number of the instrument.	MS 508.03 MS 508.11	Publ	MS 13.03 MS 508.38	Pre Post Curr	To provide a convenient place to check and see if a power has been filed so that it may be re-used.	Public and Staff	Permanent	N
47. PLAT INDEX Index to section, township, range, book and page of plats, registered land survey (R.L.S.).		Publ	MS 13.03				Permanent	Y

RECORDS SERIES DESCRIPTION	ENABLING AUTHORITY	DATA CLASS	CITATION FOR CLASSIFICATION	PRE POST CURR	PURPOSE AND USE FOR COLLECTION	AUTHORIZED RECIPIENTS	RETENTION/STATUTE	ARCH
48. PLATS Memorial survey drawings showing property boundary lines and judicial landmarks (J.L.M.).		Publ	MS 13.03				Permanent	Y
49. PURCHASER AND/OR RESIDUE OWNER AFFIDAVITS Individual and Corporate.		Publ	MS 13.03				5 yrs. MS 508.836	N
50. PURCHASER AND/OR RESIDUE OWNER AFFIDAVITS Partnerships.		Publ	MS 13.03				5 yrs.	N
51. RAILROAD LANDS A certified list of land prepared by railroad companies and filed in counties.	MS 507.31	Publ	MS 13.03 MS 507.31				Permanent	Y
52. RECEPTION BOOKS Numerical reception and admission index of all instruments filed.		Publ	MS 13.03				Permanent	N
53. RECEPTION INDEX Numerical index which contains the names of each party to every document filed.	MS 508.37	Publ	MS 13.03 MS 508.38	Pre Post Curr	To provide a numerical index to all documents filed.	Public and Staff	Permanent	N
54. REGISTERED LAND SURVEY (R.L.S.) Original hardshells and public copies of the official government R.L.S.		Publ	MS 13.03				Permanent	Y
55. REGISTERED LAND SURVEY (R.L.S.) Preliminary copies: Used to check errors and defects against final survey before hardshells are made for filing.		Publ	MS 13.03				1 yr. after original is filed.	N
56. SECTION CORNER BYPASS							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
57. SECTION MAPS, HALF SECTION MAPS, AND QUARTER SECTION MAPS Used to identify registered land and other related data; property divisions, easements, conditions and encumbrances on title certificate. Maps of all County land, many of which contain notations relating to certain certificates of title and documents.	MS 508.38	Publ	MS 13.03 MS 508.38	Pre Post Curr	To provide a map on which Torrens land or encumbrances can be plotted out.	Public and Staff	Until superseded.	N
58. TRACT INDEX Land index of all transfers of ownership of Torrens land. Current history of all conveyances of registered land by legal description.	MS 508.37	Publ	MS 13.03 MS 508.38	Pre Post Curr	To provide a method of trailing a chain of title and to provide an index to the certificates of title.	Public and Staff	Permanent	Y

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

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			Varies with subject of correspondence.					
a. Routine correspondence and memorandums between departments, administration, and other agencies.							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

RECORDS SERIES DESCRIPTION	ENABLING AUTHORITY	DATA CLASS	CITATION FOR CLASSIFICATION	PRE	PURPOSE AND USE FOR COLLECTION	AUTHORIZED RECIPIENTS	RETENTION/STATUTE	ARCH
				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

RECORDS SERIES DESCRIPTION	ENABLING AUTHORITY	DATA CLASS	CITATION FOR CLASSIFICATION	PRE POST CURR	PURPOSE AND USE FOR COLLECTION	AUTHORIZED RECIPIENTS	RETENTION/STATUTE	ARCH
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.

SHERIFF/LAW ENFORCEMENT

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. ACCIDENT REPORTS Officers report of an accident investigation conducted by him/her and required by State Law, indicating drivers names, DOB, address, passengers, cause of accident, amt. of damage, injuries, and drawing of accident with description.	MS 169.09, Subd. 9	Priv Conf	MS 169.09, Subd. 13		Required by MN Dept. of Public Safety, and original must be sent to State Dept. of Transportation. Required in the possible event of civil action or criminal action as a result thereof.	Officers, Party involved or his designee, Public Safety	3 yrs.	N
2. ACCOUNTS PAYABLE RECORDS Copies of monthly abstracts for bills.		Publ	MS 13.03				2 yrs.	N
3. ADMISSION RELEASE RECORDS	Dept. of Corr. Rules 2910.2100	Publ Priv	MS 13.03 MS 13.82				2 yrs. after inmate discharge.	N
4. ADULT CASE FILES Written reports of investigation or action taken by deputy. Reports regarding criminal investigations and non-criminal action taken or investigated including miscellaneous reports, criminal offense reports, and supporting documents.		Publ Priv Conf	MS 13.03 MS 13.82				10 yrs. unless homicide, then retain permanently.	N
5. APPREHENSION AND DETENTION ORDERS Orders from Court/Probation Officers with reference to the rules sent forth regarding an inmate during his incarceration and often for behavior and rules afterward.	MS 241 - 244 MS 401 MS 629.13 MS 629.22	Publ	MS 13.03 MS 13.82 MS 243.05	Post Curr	Legal documents justifying purpose of detaining an individual.	Records Personnel, Jailers	Until inmate off probation.	N

RECORDS SERIES DESCRIPTION	ENABLING AUTHORITY	DATA CLASS	CITATION FOR CLASSIFICATION	PRE POST CURR	PURPOSE AND USE FOR COLLECTION	AUTHORIZED RECIPIENTS	RETENTION/STATUTE	ARCH
6. ARSON Arson reporting immunity law, disclosure of information insurance company to release to authorized person.	MS 299F.054						6 yrs.	N
7. BOARD OF PRISONERS BILLING Bills sent to other jurisdictions for boarding their prisoners.		Publ	MS 13.03				2 yrs.	N
8. BOOKKEEPING RECORDS FOR JAIL AND CIVIL PROCESS TRANSACTIONS Records of deposit slips, transaction records within the system, prisoner and Hueber transactions, billing and receipting of fees to/from other agencies and attorneys.		Publ	MS 13.03		Enables proper receipting to Auditor/Treas. records of monthly transactions within Sheriff's Dept.	State and County Auditor, County Board	6 yrs.	N
9. CHILD ABUSE/MALTREATMENT OF MINORS a. Substantiated Reports: Records maintained by police/welfare with availability to prosecuting authority for disclosure of name of substantiated report.	MS 626.556	Priv Conf	MS 626.556, Subd. 7,11,13		To compile an investigation of ongoing case for possible use in criminal process.	Law Enforcement, Co. Attny., and Social Service Agency	7 yrs. after date of final entry in case record. MS 626.556, Subd. 11 (b)	N
b. Unsubstantiated Reports							1 yr. See statute for procedure. MS 626.556, Subd. 11 (a, c)	N
10. CIVIL ACTION BOOKS Lists date, type of action, attorney, plaintiff, defendant, fees charged for all actions served.		Publ	MS 13.03				20 yrs.	

RECORDS SERIES DESCRIPTION	ENABLING AUTHORITY	DATA CLASS	CITATION FOR CLASSIFICATION	PRE POST CURR	PURPOSE AND USE FOR COLLECTION	AUTHORIZED RECIPIENTS	RETENTION/STATUTE	ARCH
11. CIVIL PROCESSES (SHERIFF'S DAY BOOK) The means by which court obtains jurisdiction over a cause of action to determine personal or property rights and the authority to enforce its orders against all parties to the action.	MS 387.03 MS 387.05 MS 387.20, Subd. 5	Publ Priv	MS 13.03				5 yrs.	N
12. COMMITMENTS: ADULT Order of the court showing the name of the person to be committed and the location of the commitment.	MS 641.04	Publ	MS 13.03 MS 13.82 MS 243.49	Pre Post Curr	Required by Soc. Serv. to legally hold incarcerated persons.		5 yrs.	N
13. COMMITMENTS: JUVENILE Order of the court showing the name of the person to be committed and the location of the commitment. Legal doc. from sentencing court which authorizes confinement at the jail facility.	MS 260.161	Priv	MS 260.161				Seek permission from Juvenile Court to destroy when ju- venile reaches 18.	N
14. CONTINGENT FUND RECORDS Documents relating to funds received from and paid back to Sheriff's Contingent Fund; County claims, travel requests and documentation of claim.		Publ	MS 13.03				6 yrs.	N
15. COURT ORDERS FROM COURT SERVICES AND PROBATE COURT Documents relating to orders to sheriff to find and take into custody certain individuals for the court.		Publ	MS 13.03 MS 13.84, Subd. 5				5 yrs.	N
16. COURT ORDERS SERVED WORKSHEET Worksheet showing date received, issuing court, plaintiff, defendant, person served, attorney of record, letter of instruction, if sent.		Publ	MS 13.03				5 yrs.	N

RECORDS SERIES DESCRIPTION	ENABLING AUTHORITY	DATA CLASS	CITATION FOR CLASSIFICATION	PRE POST CURR	PURPOSE AND USE FOR COLLECTION	AUTHORIZED RECIPIENTS	RETENTION/STATUTE	ARCH
17. CRIMINAL RECORDS Availability for public employment or licensing purposes. Convenience copy from BCA, NCIC-FBI, or NLETS.	MS 299C.10	Priv	MS 364.04		BCA & FBI requirements.	Law Enforcement Officers, BCA and FBI Agents; Data subject or his designee	Destroy immediately after usefulness.	N
18. CRIMINAL WARRANTS - CANCELLED Documents relating to warrants of arrest issued by courts that have been cancelled.		Publ	MS 13.03				5 yrs. or return to court when no longer in effect or valid.	N
19. DELINQUENT MOBILE HOME TAX BOOKS Books showing delinquent mobile home taxes for warrants and citations, correspondence, receipt books showing money collected and dispersed.		Publ	MS 13.03				6 yrs.	N
20. DELINQUENT TAX RECEIPTS Receipts issued to person/company for delinquent personal property taxes. List also given to Clerk of District Court.	MS 277.03 MS 277.05	Publ	MS 13.03				6 yrs.	N
21. NOTIFICATION OF PERSONS RELEASED FROM STATE CORRECTIONAL FACILITIES To advise sheriff that person released is in his jurisdiction. Copy from the statewide criminal justice telecommunications network.	MS 241.06	Publ	MS 241.06			Law Enforcement Personnel	Destroy at the discretion of the receiving agency.	N
22. EXECUTIONS SERVED WORKSHEETS Time card showing employee's activities. Daily log of staff.		Publ	MS 13.03				6 yrs.	N
23. EXPLOSIVE USE PERMITS Applicants name, address and personal information to be checked with the BCA for clearance to obtain an explosive use permit.	MS 299F.75	Priv				BCA and Law Enforcement Staff	3 yrs.	N

RECORDS SERIES DESCRIPTION	ENABLING AUTHORITY	DATA CLASS	CITATION FOR CLASSIFICATION	PRE POST CURR	PURPOSE AND USE FOR COLLECTION	AUTHORIZED RECIPIENTS	RETENTION/STATUTE	ARCH
24. FIREARM APPLICATIONS/PERMITS Applicant names, addresses, and personal information. Permits are to obtain and or carry a handgun. Includes application to purchase and a copy of the firearm permit to carry.		Priv	MS 13.36			Law Enforcement Staff	Permanent	N
25. FOOD SERVICE RECORDS		Publ	MS 13.03				1 yr.	N
26. GUNSHOT WOUND REPORT Physicians, surgeons, hospital mgrs. and other health professionals shall report gunshot wounds they treat to the Sheriff.	MS 626.52 MS 626.53, Subd. 1	Conf				Law Enforcement Staff, Law agency offices	7 yrs.	N
27. HUEBER RELEASE RECORDS Permission from the courts to allow for inmate work outside the jail, sign in/out sheets for control of hours worked, record of payment for this privilege, and monies paid to the court by their order.		Publ	MS 13.03	Pre Post Curr	For control of prisoner in/out activity while working away from the jail, aid in billing process.	Jail Staff, Auditor, Courts	6 yrs.	N
28. INITIAL COMPLAINT REPORT First record of all calls for service or reports of offenses received. Date and time call was received; name of victim, witness or reporting party; times showing when deputy was assigned, arrived and cleared; who took call, short narrative.		Publ Priv Conf	MS 13.03 MS 13.80 MS 13.82				3 yrs.	N
29. INITIAL COMPLAINT REPORTS OF TRANSPORTS OF PRISONERS Documents relating to all transportations of individuals showing date, time, name of person, by whom, and to where transported.		Publ	MS 13.03 MS 13.82				3 yrs.	N

RECORDS SERIES DESCRIPTION	ENABLING AUTHORITY	DATA CLASS	CITATION FOR CLASSIFICATION	PRE POST CURR	PURPOSE AND USE FOR COLLECTION	AUTHORIZED RECIPIENTS	RETENTION/STATUTE	ARCH
30. INCIDENT COMPLAINT LOGS (DOCKETS) Including:								
a. Chronological record of events.	MS 387.04 11 MCAR, Sec. 2.006	Publ	MS 13.03 MS 13.82				5 yrs., then trans- fer to State Archives for selection and disposition.	
b. I.D. of undercover agents, informants, victims of sexual assault or intra-familial sex abuse.	MS 299C.065 MS 387.04	Priv Conf	MS 13.82 MS 299C.065, Subd. 4				5 yrs.	N
c. Arrest warrant indices until taken into custody, served or appear before court.	MS 299C.065 MS 387.04	Publ Conf	MS 13.03 MS 13.82, Subd. 12				5 yrs.	N
d. Description of stolen, lost or recovered property.	MS 299.065 MS 387.04	Priv Non- Publ	MS 13.82, Subd. 13				5 yrs.	N
e. Program data.	MS 299C.06 MS 387.04 11 MCAR, Sec. 2.006	Conf Prot Non- Publ	MS 13.82, Subd. 14				5 yrs.	N
f. Deliberative processes or investigative techniques, final opinion or justification.	MS 299C.06 MS 387.04	Publ Conf Prot Non- publ	MS 13.03 MS 13.82, Subd. 16				5 yrs.	N
g. Inmate count report.		Publ	MS. 13.03		Lists name of inmate, offense, date of sentence, court, term of sent- ence, days served, work release status.		5 yrs.	N

RECORDS SERIES DESCRIPTION	ENABLING AUTHORITY	DATA CLASS	CITATION FOR CLASSIFICATION	PRE POST CURR	PURPOSE AND USE FOR COLLECTION	AUTHORIZED RECIPIENTS	RETENTION/STATUTE	ARCH
31. INMATE FINANCIAL RECORDS Records of inmates financial in/out status during incarceration.	MS 241.08 MS 241.09	Priv	MS 13.85	Pre Post Curr	All in/out money transactions taking place on each inmate account during incarceration.	Jail Staff	2 yrs.	N
32. INMATE HISTORY CARD Summary card showing all transactions involving individual inmates, filed after discharge, and kept in booking room during the incarceration.	Laws of 1975, Chap. 201, Sec 1 Laws 1977, Chap. 453, Sec. 4, Subd. 3	Priv	MS 13.69 MS 13.82 MS 243	Pre Post Curr	History card is record of name date of birth, address, next of kin, date in/out, offense, length of sentence, length of stay, type of discharge.	Jail Staff, Data subject and any other party the data subject has given informed consent	Retain permanently or transfer to the State Archives.	Y
33. INMATE INCIDENT REPORTS Jailer/Officers report giving particulars in case of accident/incident to inmate while incarcerated in the Jail. Such incident will also be located in the daily log.	MS 176.231	Publ Priv	MS 13.03 MS 13.85 MS 176.231		For use in maintaining records in the instance of pending civil suits; and the collection of data for Corrections in the proper control of Jail.	Dept. of Corr., Jail Staff	2 yrs.	N
34. INMATE MEDICAL RECORD Any and all medical activity involving each inmate during incarceration; all doctors visits, doctors directions, medicine administered and directed, medical complaints and doctor's name seen or consulted.	MS 13.42 MS 241.69	Priv	MS 13.42 MS 13.85 NCAR 2	Pre Post Curr	Record maintenance of inmate as directed by Dept. of Corr Rules.	Jail Staff, Dept. of Corrections	2 yrs. after inmate discharged.	N
35. INMATE VISITOR REGISTRATION LOG/JAIL VISITOR REGISTER Sign in log stating name of visitor, relation to inmate being seen, date, time, and name of inmate seen.	Dept. of Corr. Rules	Publ Priv	MS 13.03 MS 13.85 MS 241.251		Maintain records per Dept. of Corr. Rules.	Court, Jail Staff, Dept. of Corrections, Attorney	5 yrs.	N

RECORDS SERIES DESCRIPTION	ENABLING AUTHORITY	DATA CLASS	CITATION FOR CLASSIFICATION	PRE	PURPOSE AND USE FOR COLLECTION	AUTHORIZED RECIPIENTS	RETENTION/STATUTE	ARCH
				POST CURR				
41. JUVENILE DETENTION BOOK Lists name, address, date of birth, offense, date of release, and date booked for all juveniles jailed.		Priv	MS 260.161				Permanent	N
42. LOCAL IDENTIFICATION FILE Local level only. Contains prisoner information including name, address, offense, date of birth, length of incarceration, arresting agency, nearest relative and historical information about a person's activities while in jail, mug shot, fingerprints in the local jurisdiction.		Publ	MS 13.03		To determine if persons under investigations have a current or previous criminal history in that jurisdiction.		5 yrs. after last contact. The BCA does not recommend retention of this data at all.	N
43. MALTREATMENT OF VULNERABLE ADULTS	MS 626.557,	Publ	MS 13.03		Case investigation for possible prosecution; future reference towards compiling history of re-occurrence.	Law Enforcement Staff, Courts, Social Services	7 yrs. MS 626.557, Subd. 12	N
a. Substantiated Reports: Records maintained by police/welfare with availability to prosecuting authority for disclosure of name of substantiated report.	Subd. 10,12	Priv	MS 13.05, Subd. 7					
		Conf	MS 13.46, Subd. 2					
		Conf	MS 626.557, Subd. 12					
b. Unsubstantiated Reports							4 yrs. MS 626.557, Subd. 12	N
c. False Reports							2 yrs. MS 626.557, Subd. 12	N
44. MASTER INDEX: ADULTS Any and all instances of reporting any subject for action necessary by an officer, court dispositions regarding violations, and all criminal activity - any dealings with any subject needing police attention.	BCA CJIS	Publ Priv Conf	MS 13.03	Pre Post Curr	The method of control of the entire filing system within record system.	Law Enforcement Staff, Courts, Probation Dept., Corrections Dept.	10 yrs. after last contact.	N

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45. MASTER INDEX: JUVENILE Any and all instances of reporting any subject for action necessary by an officer, court dispositions regarding violations, and all criminal activity - any dealings with any subject needing police attention.	B.C.A. CJIS	Publ Priv Conf	MS 13.03	Pre Post Curr	The method of control of the entire filing system within records system.	Law Enforcement Staff, Courts, Probation Dept., Corrections Dept.	10 yrs. after last contact.	N
46. MORTGAGE FORECLOSURE BOOKS AND WORKSHEETS Books showing mortgagor, mortgagee, date of sale, attorney of record, and purchase price.		Publ	MS 13.03				Retain books permanently or transfer to the State Archives; retain worksheets 10 yrs.	Y
47. OFFICER INVESTIGATIVE PROGRESS REPORTS Deliberative processes or investigative techniques, final opinion or justification. Officers views.		Publ Conf	MS 13.03 MS 13.82, Subd. 16		To maintain a record of the chronological order of the investigative process of the case for future possible court testimony.	Law Enforcement Personnel, Attorneys and Co. Attorney	As long as case file maintained.	N
48. OPERATION IDENTIFICATION ITEMIZATION A list of items marked with a selected number, location of such number, and article name, kept for any participating person.		Priv	MS 13.37, Subd. 1 (a)		Aid to citizens in event of theft or destruction as well as law enforcement.	Law Enforcement Personnel	Permanent	N
49. PRISONER PROPERTY ENVELOPES SHOWING SIGNED RELEASE Lists prisoner's name, date of arrest, and personal property taken from him before being put in a cell, and date and signature when items returned.		Publ Priv	MS 13.03 MS 13.82 MS 13.85				2 yrs. after release.	N
50. PROPERTY LISTS Description of stolen, lost, or recovered property.	MS 299C.065 MS 387.04	Priv Non- publ	MS 13.82, Subd. 13		For proper identification in case investigation process and recovery process.	Law Enforcement Personnel	2 yrs. after sheriff's sale.	N

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51. RADIO/DISPATCH LOGS Documents relating to calls taken by dispatcher and referred to a County Police Dept.		Publ Priv Conf	MS 13.03 MS 13.82		Maintain accurate records of activity by date and time of occurrence, Court use.	Dept. of Corr., Attorneys, Courts, and Staff	5 yrs.	N
52. RECEIPT BOOKS Receipts made out for cash or property received.		Publ	MS 13.03				6 yrs.	N
53. SHERIFF'S TRUST FUND/CHECKING ACCOUNT RECORDS Bank statements, deposit slips, and cancelled checks of Sheriff's trust fund. All refund checks and deposits for civil process fees and trust account.		Publ	MS 13.03				6 yrs.	N
54. SHIFT ACTIVITY REPORT: SUPERVISORS Summary of department activity occurring during a supervisor/watch commander's shift.		Publ Priv Conf	MS 13.03 MS 13.43 MS 13.82 MS 13.85				2 yrs.	N
55. STAFF TRAINING RECORDS Records of hours of training for sheriff's personnel.							Until termination.	N
56. STATISTICAL REPORTS OF INMATES Monthly reports generated which show how many commitments have been received, number of inmates, when released, and time spent.	MS 241.06 MS 299C.05 MS 299C.06	Publ	MS 13.03 MS 13.82	Pre Post Curr			2 yrs.	N
57. SUMMONS, SUBPOENAS, AND COMPLAINTS SERVED, WORKSHEETS, AND OFFICERS LOGS Summary of department activity occurring during a supervisor/watch commander's shift.		Publ	MS 13.03 MS 13.82				5 yrs.	N

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58. TOW SLIPS/REPORTS Record of all vehicles towed by dept.		Publ	MS 13.03				5 yrs.	N
59. WARRANT FILES Arrest warrant exists until taken into custody, served, or appear before court.	MS 299C.065 MS 387.04	Publ Conf	MS 13.03 MS 13.82, Subd. 12		Assist the Court System in bringing criminals before the Courts in cases of the law being broken or violated.	Law Enforcement Personnel, State, Fed., County	Until warrant cancelled.	N
60. WARRANTS FOR INTERCEPTING COMMUNICATIONS Court warrant approving interception of wire or oral communication.	MS 626A.06	Conf	MS 13.39				3 yrs.	N

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SURVEY

July, 1988

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RECORDS SERIES DESCRIPTION	ENABLING AUTHORITY	DATA CLASS	CITATION FOR CLASSIFICATION	PRE POST CURR	PURPOSE AND USE FOR COLLECTION	AUTHORIZED RECIPIENTS	RETENTION/STATUTE	ARCH
1. COUNTY ROAD FILES		Publ	MS 13.03				Permanent	Y
2. PLATS		Publ	MS 13.03	Post			Permanent	N
a. Subdivision plats, Auditor's subdivision, proposed plats and registered land surveys.	MS 515A		MS 389.03	Curr				
b. Condominium Floor Plan.								
3. PLATS, PRELIMINARY COPIES Checked against final plats when they arrive.		Publ	MS 13.03				1 yr. after checked against final plat.	N
4. PROJECT RECORDS Miscellaneous research data.		Publ	MS 13.03 MS 389.03				Permanent	N
5. PROPERTY MAPS Maps denoting county property boundaries.		Publ	MS 13.03 MS 389.03				Permanent	N
6. RAILROAD, ROAD AND STREET MAPS Original tracings.		Publ	MS 13.03 MS 389.03				Permanent	Y
7. SECTION AND QUARTER SECTION MAPS Line maps on mylar denoting property boundaries.		Publ	MS 13.03 MS 389.03				Permanent	N
8. SURVEY AND PROJECT REPORTS Reports detailing the monumentation process.		Publ	MS 13.03 MS 389.03				Permanent	N
9. SURVEYS AND TOPOGRAPHICAL MAPS Miscellaneous.		Publ	MS 13.03 MS 389.03				Permanent	N
10. TIE BOOK INDEX		Publ	MS 13.03 MS 389.03				Permanent	Y

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11. TIE BOOKS AND FIELD NOTES Original survey notes, and notes, drawings, and measurements needed to locate the position of government corners.		Publ	MS 13.03 MS 389.03				Permanent	N
12. TOWNSHIP ROAD FILES Record of new, altered or abandoned roads.		Publ	MS 13.03		Public notice of road.		Permanent	Y

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TREASURER

July, 1988

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1. ABATEMENTS AND ADDITIONS TO THE CURRENT YEARS TAX LISTS Forms showing name, address, parcel number and amount of either abatement or addition.	MS 385.01-385.40	Publ	MS 13.03	Post Curr	Forms generated to facilitate responsibilities of Co. Treasurer.		6 yrs.	N
2. AUCTIONEER'S BONDS Surety bonds required to apply for an auctioneer's license.	MS 330.02	Publ	MS 13.03	Curr			While in force.	N
3. ABSTRACTS OF PAYMENT Welfare, community corrections, hospital; accounts payable and payroll. Listing of each warrant/check individually showing name, address, and amount.	MS 385.04	Publ Priv	MS 13.03 MS 13.43 MS 13.46	Post Curr	Cash Management.	Treasurers Office Staff (Certain Welfare/ Personnel data)	6 yrs.	N
4. BANK STATEMENT ON CHECKING ACCOUNTS Reports needed for proper cash management.	MS 385.04	Publ	MS 13.03	Post Curr			6 yrs.	N
5. CANCELLED WARRANTS/CHECKS All warrants/checks issued by County by sequence and by number.	MS 385.04	Publ Priv	MS 13.03 MS 13.43 MS 13.46	Post Curr	Cash Management.	Treasurers Office Staff (Certain Welfare/ Personnel data)	6 yrs.	N
6. COLLECTION REGISTER A listing of all payments collections, cash balances, and inter-fund transfers.	MS 385.04	Publ Priv	MS 13.03 MS 13.43	Post Curr	Cash Management.	Treasurers Office Staff (Certain Personnel data)	20 yrs.	N
7. CORRESPONDENCE FROM BANKRUPTCY COURT Letter pertaining to County property owners filing bankruptcy, also listing times and dates when claims should be filed.	MS 386.45 21 (g) Federal Bankruptcy Act, 11 USCA			Post Curr	To aid County in collecting delinquent taxes.		7 yrs.	N

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8. DAILY DEPOSIT RECORDS Forms showing by bank the amounts and from whom received.	MS 385.04	Publ	MS 13.03	Post	Cash Management.		2 yrs. after State Audit.	N
9. DELINQUENT PERSONAL PROPERTY TAX LISTS List showing by taxing dist. which taxpayers have and how much delinquent personal prop. tax they owe.	MS 277.02	Publ	MS 13.03	Pre Post Curr			7 yrs.	N
10. DISTRIBUTION SETTLEMENT Real estate, mobile home, personal property. Worksheets.	MS 385.20 - 385.21	Publ	MS 13.03		Forms generated to facilitate responsibilities of Co. Treasurer.		6 yrs.	N
11. GENERAL JOURNAL CASHBOOK A listing of all payments, collections, cash balances, and inter-fund transfers.	MS 385.04	Publ Priv	MS 13.03 MS 13.43	Post Curr	Cash Management.	Treasurers Office Staff (Certain personnel data)	Permanent	N
12. INVESTMENT RECORDS County investment confirmation records, worksheets reflecting daily activity, bank copies of fund transfers, investment worksheets showing amounts invested.	MS 471.56 MS 471.66		Chapter 385		Forms generated to facilitate responsibilities of Co. Treasurer.		6 yrs.	N
13. MOBILE HOME TAX CERTIFICATES Forms that list if current, delinquent taxes are paid, if exempt explains why.	MS 385.01 - 385.40	Publ	MS 13.03	Curr	Forms generated to facilitate responsibilities of Co. Treasurer.		1 yr.	N
14. NAME, ADDRESS UPDATES BY TAXING DISTRICT Copies of deed transferring title of property for tax lists.	MS 385.01 - 385.40	Publ	MS 13.03	Post Curr	Forms generated to facilitate responsibilities of Co. Treasurer.		2 yrs.	N

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15. NOTICE OF TRANSFER OF SECURITIES, ASSETS, OR FUNDS ON DEPOSIT A listing that the depository intends to transfer to the named transferee(s) securities, assets or funds on deposit in which the decedent individually, or with others appeared to hold an interest.	MS 291.20	Publ	MS 13.03 2 MCAR, Sec. 1.202	Post Curr			6 yrs.	N
16. OVER REMITTANCE Refunds of over payments.	MS 385.04	Publ	MS 13.03		To facilitate responsibilities of Co. Treasurer.		6 yrs.	N
17. PLEDGED SECURITIES FOR SAFEKEEPING OF COUNTY FUNDS Securities pledged to the County as collateral for deposits over FDIC limits.	MS 118.01	Publ	MS 13.03	Post Curr	Cash Management.		2 yrs. after State Audit.	N
18. REAL ESTATE TAX COMPUTER PRINTOUT Computer printouts of payments, name, address, updates, homestead and ag. credit limitations and ID numbers.	MS 385.01- 385.40	Publ	MS 13.03	Post Curr	Forms generated to facilitate responsibilities of Co. Treasurer.		2 yrs	N
19. REGISTERED WARRANT REGISTER A register listed in order of registration the warrants not paid for want of funds.	MS 385.31	Publ	MS 13.03	Pre Post Curr	Cash Management.		10 yrs.	N
20. ROAD AND BRIDGE CONTRACTORS BONDS Surety bond for road and bridge dept. construction and supplies.	MS 574.28	Publ	MS 13.03	Post Curr			After State Audit and certification of contract.	N
21. SAFE DEPOSIT BOX REPORTS An inventory of decedents safe deposit box.	MS 291.20	Publ	MS 13.03 2 MCAR, Sec. 1.202	Pre Post Curr	To accurately detail items held or stored.		7 yrs.	N

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				CURR					
22. STATE DEED TAX MONTHLY REPORTS Reports of amounts collected and amounts disbursed to the State of Minnesota.	MS 287.29	Publ	MS 13.03	Post Curr		Administration of State Deed Tax.		6 yrs.	N
23. TAX LISTS AND STATEMENTS Tax list separated into taxing district (R.E., Personal Prop., Mobile Home, and Trans. Line).	MS 385.01 - 385.40	Publ	MS 13.03	Curr		Forms generated to facilitate the adm. of the tax system.		10 yrs.	N
24. TAX RECEIPTS Receipts showing date, amount paid and who paid the tax. Real Estate, Personal Property and Mobile Homes.	MS 385.01 - 385.40	Publ	MS 13.03			To facilitate responsibilities of County Treasurer.		10 yrs.	N
25. TRANSIENT MERCHANT BONDS	MS 329.11	Publ	MS 13.03			To facilitate responsibilities of County Treasurer.		When in force.	N
26. TREASURER'S MONTHLY FEES REPORTS Reports of fees collected for services rendered.	MS 385.38 MS 385.373, Sub. 5	Publ	MS 13.03	Post Curr		Administration of State Deed Tax.		6 yrs.	N
27. WARRANT REGISTERS A listing of all payments collections, cash balances, and inter-fund transfers.	MS 385.04	Publ Priv	MS 13.03 MS 13.43	Post Curr		Cash Management.	Treasurers Office Staff (Certain personnel data)	20 yrs.	N

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VETERANS SERVICE

July, 1988

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1. 572/REQUEST FOR CHANGE OF ADDRESS	38 CFR 0.735 et seq.	Priv	MS 196 MS 197.603(2)	Update most current address	Veteran, Veterans Administration	10 yrs.	N
2. 1-9/APPEAL TO BOARD OF VETERAN APPEALS	38 CFR 0.735 et seq.	Priv	MS 196 MS 197.603(2)	To appeal Veteran Administration Board decisions as they apply to Veterans Administration benefits	Veteran, Veterans Administration	10 yrs.	N
3. 9-1606A/APPLICATION OF TOTAL DISABILITY/INCOME PROVISION (NON-MEDICAL)	38 CFR 0.735 et seq.	Priv	MS 196 MS 197.603(2)	Apply for disability income	Veteran, Veterans Administration	10 yrs.	N
4. 10-10/APPLICATION FOR MEDICAL BENEFITS	38 CFR 0.735 et seq.	Priv	MS 196 MS 197.603(2)	To apply for Veteran Administration medical benefits	Veteran, Veterans Administration	10 yrs.	N
5. 10-10d/APPLICATION FOR MEDICAL BENEFITS FOR DEPENDENTS OR SURVIVORS	38 CFR 0.735 et seq.	Priv	MS 196 MS 197.603(2)	To apply for Veteran Administration medical benefits by dependents and survivors	Veteran, Veterans Administration	10 yrs.	N
6. 10-10f/APPLICATION FOR MEDICAL BENEFITS ASSET-INSURANCE DATA	38 CFR 0.735 et seq.	Priv	MS 196 MS 197.603(2)	To determine veteran assets	Veteran, Veterans Administration	10 yrs.	N
7. 10-10m/APPLICATION FOR MEDICAL BENEFITS MEDICAL CERTIFICATE AND HISTORY	38 CFR 0.735 et seq.	Priv	MS 196 MS 197.603(2)	Doctors statement on veterans medical history	Veteran, Veterans Administration	10 yrs.	N
8. 10-10r/APPLICATION FOR READMISSION TO HOSPITAL OR DOMICILIARY	38 CFR 0.735 et seq.	Priv	MS 196 MS 197.603(2)	Request readmission to a domiciliary or hospital	Veteran, Veterans Administration	10 yrs.	N

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9. 10-583/CLAIM FOR PAYMENT OF COST OF UNAUTHORIZED MEDICAL SERVICES	38 CFR 0.735 et seq.	Priv	MS 196 MS 197.603(2)		Request to be reimbursed for medical bills paid by veteran	Veteran, Veterans Administration	10 yrs.	N
10. 10-1394/APPLICATION FOR ADAPTIVE EQUIPMENT - MOTOR VEHICLE	38 CFR 0.735 et seq.	Priv	MS 196 MS 197.603(2)		Request to have motor vehicle converted to handi-capped accessibility	Veteran, Veterans Administration	10 yrs.	N
11. 10-7079/REQUEST FOR OUTPATIENT MEDICAL SERVICES	38 CFR 0.735 et seq.	Priv	MS 196 MS 197.603(2)		Request for outpatient services	Veteran, Veterans Administration	10 yrs.	N
12. 21-121/APPLICATION FOR BURIAL ALLOWANCE AND ACCRUED AMOUNTS PAYABLE AS REIMBURSEMENT	38 CFR 0.735 et seq.	Priv	MS 196 MS 197.603(2)		Application by surviving family for financial reimbursement by Veteran Admin. for veterans burial	Survivors, Veterans Administration	10 yrs.	N
13. 21-509/STATEMENT OF DEPENDENCY	38 CFR 0.735 et seq.	Priv	MS 196 MS 197.603(2)		Statement of financial dependency on veteran	Veterans or Survivors	10 yrs.	N
14. 21-524/STATEMENT OF PERSON CLAIMING TO HAVE STOOD IN RELATION OF PARENT	38 CFR 0.735 et seq.	Priv	MS 196 MS 197.603(2)				10 yrs.	N
15. 21-526/VETERAN'S APPLICATION FOR COMPENSATION OR PENSION	38 CFR 0.735 et seq.	Priv	MS 196 MS 197.603(2)		Application for Veterans Admin. pension or compensation	Veteran, Veterans Administration	10 yrs.	N
16. 21-526e/VETERAN'S APPLICATION FOR COMPENSATION OR PENSION AT SEPARATION FROM SERVICE	38 CFR 0.735 et seq.	Priv	MS 196 MS 197.603(2)			Veteran, Veterans Administration	10 yrs.	N
17. 21-527/INCOME-NET WORTH AND EMPLOYMENT STATEMENT	38 CFR 0.735 et seq.	Priv	MS 196 MS 197.603(2)		Statement on financial worth and employment status	Veteran, Veterans Administration	10 yrs.	N

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18. 21-530/APPLICATION FOR BURIAL ALLOWANCE	38 CFR 0.735 et seq.	Priv	MS 196 MS 197.603(2)		Application for burial benefits	Surviving Spouse and Children, Veterans Administration	10 yrs.	N
19. 21-534/APPLICATION FOR DEPENDENCE AND INDEMNITY COMPENSATION OR DEATH PENSION BY WIDOW OR CHILD	38 CFR 0.735 et seq.	Priv	MS 196 MS 197.603(2)		Application for benefits to surviving family	Surviving Spouse and Children, Veterans Administration	10 yrs.	N
20. 21-535/APPLICATION FOR DEPENDENCY AND INDEMNITY COMPENSATION BY PARENTS	38 CFR 0.735 et seq.	Priv	MS 196 MS 197.603(2)		Application for benefits by surviving parents	Surviving Parents, Veterans Administration	10 yrs.	N
21. 21-551/APPLICATION FOR ACCRUED BENEFITS BY VETERAN'S WIDOW (WIDOWER), CHILD OR DEPENDENT PARENT	38 CFR 0.735 et seq.	Priv	MS 196 MS 197.603(2)		Lump sum payment to surviving relatives	Surviving Spouse, Children or Dependent Parents, Veterans Administration	10 yrs.	N
22. 21-601/APPLICATION FOR REIMBURSEMENT FROM ACCRUED AMOUNTS DUE A DECEASED BENEFICIARY	38 CFR 0.735 et seq.	Priv	MS 196 MS 197.603(2)		Lump sum payments of benefits	Surviving Spouse and Children, Veterans Administration	10 yrs.	N
23. 21-609/APPLICATION FOR AMOUNTS DUE ESTATES OF PERSONS ENTITLED TO BENEFITS	38 CFR 0.735 et seq.	Priv	MS 196 MS 197.603(2)		Lump sum payments of benefits	Surviving Spouse and Children, Veterans Administration	10 yrs.	N
24. 21-614/APPLICATION FOR ACCRUED AMOUNTS OF VETERAN'S BENEFITS PAYABLE TO WIDOW, WIDOWER, CHILD OR DEPENDENT PARENTS	38 CFR 0.735 et seq.	Priv	MS 196 MS 197.603(2)		Application for ongoing benefits	Surviving Spouse, Children and Parents Veterans Administration	10 yrs.	N
25. 21-651/ELECTION OF COMPENSATION OR PENSION IN LIEU OF RETIRED PAY OR WAIVER OF RETIRED PAY TO SECURE COMPENSATION OR PENSION FROM VETERANS ADMINISTRATION	38 CFR 0.735 et seq.	Priv	MS 196 MS 197.603(2)		Given to carrier veterans upon leaving the military	Veterans, Veterans Administration	10 yrs.	N
26. 21-674/REQUEST FOR APPROVAL OF SCHOOL ATTENDANCE	38 CFR 0.735 et seq.	Priv	MS 196 MS 197.603(2)		Request to attend school	Veterans, Veterans Administration	10 yrs.	N

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27. 21-686c/DECLARATION OF MARITAL STATUS	38 CFR 0.735 et seq.	Priv	MS 196 MS 197.603(2)		School related increase in benefits	Veterans, Veterans Administration	10 yrs.	N
28. 21-1775/STATEMENT OF DISAPPEARANCE	38 CFR 0.735 et seq.	Priv	MS 196 MS 197.603(2)		Substantial death benefits	Widows, Veterans Administration	10 yrs.	N
29. 21-2680/EXAMINATION OF HOUSEHOLD STATUS OR NEED FOR REGULAR AID AND ATTENDANCE	38 CFR 0.735 et seq.	Priv	MS 196 MS 197.603(2)		Increase pension benefits	Veterans and Dependents, Veterans Administration	10 yrs.	N
30. 21-4100/STATEMENT OF INCOME AND NET WORTH	38 CFR 0.735 et seq.	Priv	MS 196 MS 197.603(2)		Evaluate net worth	Veterans and Dependents, Veterans Administration	10 yrs.	N
31. 21-4103/INFORMATION FROM REMARRIED WIDOW	38 CFR 0.735 et seq.	Priv	MS 196 MS 197.603(2)		Evaluate eligibility	Widow, Veterans Administration	10 yrs.	N
32. 21-4138/STATEMENT IN SUPPORT OF CLAIM	38 CFR 0.735 et seq.	Priv	MS 196 MS 197.603(2)		Cover letter		10 yrs.	N
33. 21-4142/AUTHORIZATION FOR RELEASE OF INFORMATION	38 CFR 0.735 et seq.	Priv	MS 196 MS 197.603(2)				10 yrs.	N
34. 21-4165/PENSION CLAIM QUESTIONNAIRE FOR FARM INCOME	38 CFR 0.735 et seq.	Priv	MS 196 MS 197.603(2)		Pension for farmers	Veterans, Veterans Administration	10 yrs.	N
35. 21-4183/APPLICATION FOR DEPENDENCE AND INDEMNITY COMPENSATION BY CHILD	38 CFR 0.735 et seq.	Priv	MS 196 MS 197.603(2)		Compensation by child	Dependents, Veterans Administration	10 yrs.	N
36. 21-4185/REPORT OF INCOME FROM PROPERTY OR BUSINESS	38 CFR 0.735 et seq.	Priv	MS 196 MS 197.603(2)		Pension/compensation by business owners	Veteran, Veterans Administration	10 yrs.	N

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37. 21-4502 APPLICATION FOR AUTOMOBILE OR OTHER CONVEYANCE AND ADAPTIVE EQUIPMENT	38 CFR 0.735 et seq.	Priv	MS 196 MS 197.603(2)		Request for handi- capped automobile equipment	Veteran, Veterans Administration	10 yrs.	N
38. 21-4555/VETERAN'S INITIAL APPLICATION IN ACQUIRING SPECIALLY ADAPTED HOUSING	38 CFR 0.735 et seq.	Priv	MS 196 MS 197.603(2)		Application for handicapped housing	Veteran, Veterans Administration	10 yrs.	N
39. 21-6783/REPORT OF INCOME FROM SALE OF PROPERTY (OLD LAW)	38 CFR 0.735 et seq.	Priv	MS 196 MS 197.603(2)		Report of property sold	Veteran, Veterans Administration	10 yrs.	N
40. 21-6897/STATEMENT OF INCOME AND NET WORTH - DISABILITY	38 CFR 0.735 et seq.	Priv	MS 196 MS 197.603(2)		Report of net worth	Veteran, Veterans Administration	10 yrs.	N
41. 21-6898/APPLICATION FOR AMOUNTS ON DEPOSIT FOR DECEASED VETERANS	38 CFR 0.735 et seq.	Priv	MS 196 MS 197.603(2)		Report of income	Spouse, Veterans Administration	10 yrs.	N
42. 21-8416/REQUEST FOR INFORMATION CONCERNING MEDICAL, LEGAL OR OTHER EXPENSES	38 CFR 0.735 et seq.	Priv	MS 196 MS 197.603(2)		Report of expenses	Veteran, Veterans Administration	10 yrs.	N
43. 21-8416a/REQUEST FOR INFORMATION CONCERNING FAMILY UNUSUAL MEDICAL EXPENSES	38 CFR 0.735 et seq.	Priv	MS 196 MS 197.603(2)		Report of medical expenses	Veteran, Veterans Administration	10 yrs.	N
44. 21-8678/APPLICATION FOR ANNUAL CLOTHING ALLOWANCE	38 CFR 0.735 et seq.	Priv	MS 196 MS 197.603(2)		Request for clothing allowance	Veteran, Veterans Administration	10 yrs.	N
45. 21-8796/STATEMENT OF TERMINATION OF MARITAL RELATIONSHIP	38 CFR 0.735 et seq.	Priv	MS 196 MS 197.603(2)		Report of marriage status	Veteran, Veterans Administration	10 yrs.	N
46. 22-1900/DISABLED VETERAN'S APPLICATION FOR VOCATIONAL REHABILITATION	38 CFR 0.735 et seq.	Priv	MS 196 MS 197.603(2)		Request for voc-rehab	Veteran, Veterans Administration	10 yrs.	N

RECORDS SERIES DESCRIPTION	ENABLING AUTHORITY	DATA CLASS	CITATION FOR CLASSIFICATION	PRE POST CURR	PURPOSE AND USE FOR COLLECTION	AUTHORIZED RECIPIENTS	RETENTION/STATUTE	ARCH
47. 22-1990/VETERAN'S APPLICATION FOR PROGRAM OF EDUCATION OR TRAINING	38 CFR 0.735 et seq.	Priv	MS 196 MS 197.603(2)		Education request	Veteran, Veterans Administration	10 yrs.	N
48. 22-1990a/SERVICEMAN'S APPLICATION FOR PROGRAM OF EDUCATION OR TRAINING	38 CFR 0.735 et seq.	Priv	MS 196 MS 197.603(2)		Education request	Veteran, Veterans Administration	10 yrs.	N
49. 22-1990p/SERVICEMAN'S APPLICATION FOR PRE-DISCHARGE EDUCATIONAL PROGRAM (PREP)	38 CFR 0.735 et seq.	Priv	MS 196 MS 197.603(2)		Education request	Veteran, Veterans Administration	10 yrs.	N
50. 22-1990t/APPLICATION AND ENROLLMENT CERTIFICATION FOR INDIVIDUALIZED TUTORIAL ASSISTANCE	38 CFR 0.735 et seq.	Priv	MS 196 MS 197.603(2)		Education request	Veteran, Veterans Administration	10 yrs.	N
51. 22-1995/REQUEST FOR CHANGE OF PROGRAM OR PLACE OF TRAINING (CHAPTER 34)	38 CFR 0.735 et seq.	Priv	MS 196 MS 197.603(2)		Request for education change	Veteran, Veterans Administration	10 yrs.	N
52. 22-5490/APPLICATION FOR EDUCATIONAL ASSISTANCE (SON OR DAUGHTER)	38 CFR 0.735 et seq.	Priv	MS 196 MS 197.603(2)		Request for education	Veterans, Children, Veterans Administration	10 yrs.	N
53. 22-5490w/APPLICATION FOR EDUCATIONAL ASSISTANCE (SPOUSE, WIDOW OR WIDOWER)	38 CFR 0.735 et seq.	Priv	MS 196 MS 197.603(2)		Request for education	Veterans, Spouse, Veterans Administration	10 yrs.	N
54. 22-5495/REQUEST FOR CHANGE OF PROGRAM OR PLACE OF TRAINING (SON OR DAUGHTER)	38 CFR 0.735 et seq.	Priv	MS 196 MS 197.603(2)		Request for education change	Veterans, Children Veterans Administration	10 yrs.	N
55. 22-5495w/REQUEST FOR CHANGE OF PROGRAM OR PLACE OF TRAINING (WIDOW OR WIDOWER WIFE OR HUSBAND)	38 CFR 0.735 et seq.	Priv	MS 196 MS 197.603(2)		Request for education change	Veterans, Spouse, Veterans Administration	10 yrs.	N
56. 22-8725/APPLICATION FOR EDUCATIONAL LOAN	38 CFR 0.735 et seq.	Priv	MS 196 MS 197.603(2)		Financial assistance	Veteran, Veterans Administration	10 yrs.	N

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57. 23-22/APPOINTMENT OF SERVICE ORGANIZATION AS CLAIMANT'S REPRESENTATIVE	38 CFR 0.735 et seq.	Priv	MS 196 MS 197.603(2)		Power of Attorney	Veteran, Dependents, Veterans Administration	10 yrs.	N
58. 26-1802/APPLICATION FOR HOME LOAN GUARANTY OR INSURANCE	38 CFR 0.735 et seq.	Priv	MS 196 MS 197.603(2)		Home loan insurance	Veteran, Veterans Administration	10 yrs.	N
59. 26-1802b/APPLICATION FOR HOME LOAN GUARANTY REFINANCING LOAN	38 CFR 0.735 et seq.	Priv	MS 196 MS 197.603(2)		Refinancing loan	Veteran, Veterans Administration	10 yrs.	N
60. 26-1817/APPLICATION FOR DETERMINATION OF BASIC ELIGIBILITY - UNREMARIED WIDOW	38 CFR 0.735 et seq.	Priv	MS 196 MS 197.603(2)		Loan eligibility	Widow, Veterans Administration	10 yrs.	N
61. 26-1880/REQUEST FOR DETERMINATION OF ELIGIBILITY AND AVAILABLE LOAN GUARANTY ENTITLEMENT	38 CFR 0.735 et seq.	Priv	MS 196 MS 197.603(2)		Loan eligibility	Veteran, Veterans Administration	10 yrs.	N
62. 26-6381/APPLICATION FOR RELEASE FROM PERSONAL LIABILITY TO THE GOVERNMENT ON A HOME LOAN	38 CFR 0.735 et seq.	Priv	MS 196 MS 197.603(2)		Release of liability	Veteran, Veterans Administration	10 yrs.	N
63. 26-6382/STATEMENT OF PURCHASER OR OWNER ASSUMING SELLER'S LOAN	38 CFR 0.735 et seq.	Priv	MS 196 MS 197.603(2)		Release of liability	Buyer of home, Veterans Administration	10 yrs.	N
64. 26-8621/CERTIFICATE OF VETERAN'S STATUS FOR FHA LOAN	38 CFR 0.735 et seq.	Priv	MS 196 MS 197.603(2)		Determine eligibility	Veteran, Veterans Administration	10 yrs.	N
65. 26-8641/APPLICATION FOR GUARANTY OF LOAN TO PURCHASE MOBILE HOME	38 CFR 0.735 et seq.	Priv	MS 196 MS 197.603(2)		Determine eligibility	Veteran, Veterans Administration	10 yrs.	N
66. 29-336/DESIGNATION OF BENEFICIARY AND OPTIONAL SETTLEMENT	38 CFR 0.735 et seq.	Priv	MS 196 MS 197.603(2)		Insurance	Veteran, Veterans Administration	10 yrs.	N

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67. 29-352/APPLICATION FOR REINSTATEMENT (MEDICAL) (USGLI AND NSLI)	38 CFR 0.735 et seq.	Priv	MS 196 MS 197.603(2)		Insurance	Veteran, Veterans Administration	10 yrs.	N
68. 29-352a/SUPPLEMENTAL TO INSURANCE MEDICAL APPLICATION	38 CFR 0.735 et seq.	Priv	MS 196 MS 197.603(2)		Insurance	Veteran, Veterans Administration	10 yrs.	N
69. 29-353a/APPLICATION FOR REINSTATEMENT (NON-MEDICAL - INSURANCE AGE 50 AND UNDER) (GOVERNMENT LIFE INSURANCE AND OR TDIP)	38 CFR 0.735 et seq.	Priv	MS 196 MS 197.603(2)		Insurance	Veteran, Veterans Administration	10 yrs.	N
70. 29-357/CLAIM FOR DISABILITY INSURANCE BENEFITS	38 CFR 0.735 et seq.	Priv	MS 196 MS 197.603(2)		Insurance	Veteran, Veterans Administration	10 yrs.	N
71. 29-358/APPLICATION FOR CONVERSION - GOVERNMENT LIFE INSURANCE	38 CFR 0.735 et seq.	Priv	MS 196 MS 197.603(2)		Insurance	Veteran, Veterans Administration	10 yrs.	N
72. 29-358a/APPLICATION FOR EXCHANGE TO SPECIAL ENDOWMENT AT AGE 96 PLAN - USGLI	38 CFR 0.735 et seq.	Priv	MS 196 MS 197.603(2)		Insurance	Veteran, Veterans Administration	10 yrs.	N
73. 29-380/APPLICATION FOR PROTECTION OF COMMERCIAL LIFE INSURANCE POLICY (UNDER SOLDIER'S AND SAILOR'S CIVIL RELIEF ACT)	38 CFR 0.735 et seq.	Priv	MS 196 MS 197.603(2)		Insurance	Veteran, Veterans Administration	10 yrs.	N
74. 29-888/INSURANCE DEDUCTION AUTHORIZATION	38 CFR 0.735 et seq.	Priv	MS 196 MS 197.603(2)		Insurance	Veteran, Veterans Administration	10 yrs.	N
75. 29-1546/APPLICATION FOR CASH SURRENDER VALUE - GOVERNMENT LIFE INSURANCE	38 CFR 0.735 et seq.	Priv	MS 196 MS 197.603(2)		Insurance	Veteran, Veterans Administration	10 yrs.	N

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76. 29-1547/APPLICATION FOR POLICY LOAN - GOVERNMENT LIFE INSURANCE	38 CFR 0.735 et seq.	Priv	MS 196 MS 197.603(2)		Insurance	Veteran, Veterans Administration	10 yrs.	N
77. 29-1606/APPLICATION FOR TOTAL DISABILITY INCOME PROVISION (MEDICAL)	38 CFR 0.735 et seq.	Priv	MS 196 MS 197.603(2)		Insurance	Veteran, Veterans Administration	10 yrs.	N
78. 29-4125/CLAIM FOR ONE SUM PAYMENT (ALL POLICY PREFIXES)	38 CFR 0.735 et seq.	Priv	MS 196 MS 197.603(2)		Insurance	Veteran, Dependents, Veterans Administration	10 yrs.	N
79. 29-4125a/CLAIM FOR MONTHLY PAYMENTS (NSLI)	38 CFR 0.735 et seq.	Priv	MS 196 MS 197.603(2)		Insurance	Veteran, Dependents, Veterans Administration	10 yrs.	N
80. 29-4125k/CLAIM FOR MONTHLY PAYMENTS (USGLI) (K PREFIX POLICIES ONLY)	38 CFR 0.735 et seq.	Priv	MS 196 MS 197.603(2)		Insurance	Veteran, Dependents, Veterans Administration	10 yrs.	N
81. 29-4125-1 TABLE FOR MONTHLY PAYMENTS (OPTIONS 2,3, AND 4 - POLICY PREFIX V AND H ONLY)	38 CFR 0.735 et seq.	Priv	MS 196 MS 197.603(2)		Insurance	Veteran, Veterans Administration	10 yrs.	N
82. 29-4125-2/TABLE FOR MONTHLY PAYMENTS (OPTION 2,3, AND 4 - POLICY PREFIX W ONLY)	38 CFR 0.735 et seq.	Priv	MS 196 MS 197.603(2)		Insurance	Veteran, Veterans Administration	10 yrs.	N
83. 29-4125-3/TABLES FOR MONTHLY PAYMENTS (OPTIONS 2,3, AND 4 - POLICY PREFIX J, JR AND JS ONLY)	38 CFR 0.735 et seq.	Priv	MS 196 MS 197.603(2)		Insurance	Veteran, Veterans Administration	10 yrs.	N
84. 29-4125-4 TABLES FOR MONTHLY PAYMENTS (OPTIONS 2,3, AND 4 - POLICY PREFIXES RS AND RH ONLY)	38 CFR 0.735 et seq.	Priv	MS 196 MS 197.603(2)		Insurance	Veteran, Veterans Administration	10 yrs.	N
85. 29-4125-5/TABLES FOR MONTHLY PAYMENTS (OPTIONS 2,3, AND 4 - POLICY PREFIXES K ONLY)	38 CFR 0.735 et seq.	Priv	MS 196 MS 197.603(2)		Insurance	Veteran, Veterans Administration	10 yrs.	N

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86. 29-4337/AUTHORIZATION FOR RELEASE OF INFORMATION FROM INSURANCE RECORDS	38 CFR 0.735 et seq.	Priv	MS 196 MS 197.603(2)		Insurance	Veteran, Dependents, Veterans Administration	10 yrs.	N
87. 29-4364/APPLICATION FOR NATIONAL SERVICE LIFE INSURANCE (MEDICAL) (RH)	38 CFR 0.735 et seq.	Priv	MS 196 MS 197.603(2)		Insurance	Veteran, Veterans Administration	10 yrs.	N
88. 29-8283/CLAIM FOR DEATH BENEFITS (SGLI AND VGLI)	38 CFR 0.735 et seq.	Priv	MS 196 MS 197.603(2)		Insurance	Surviving Beneficiary, Veterans Administration	10 yrs.	N
89. 29-8285/REQUEST FOR INSURANCE	38 CFR 0.735 et seq.	Priv	MS 196 MS 197.603(2)		Insurance	Veteran, Veterans Administration	10 yrs.	N
90. 29-8286/SERVICEMEN'S GROUP LIFE INSURANCE ELECTION	38 CFR 0.735 et seq.	Priv	MS 196 MS 197.603(2)		Insurance	Veteran, Veterans Administration	10 yrs.	N
91. 29-8485/APPLICATION FOR ORDINARY LIFE INSURANCE (REPLACEMENT INSURANCE FOR MODIFIED LIFE REDUCED AT AGE 65)	38 CFR 0.735 et seq.	Priv	MS 196 MS 197.603(2)		Insurance	Veteran, Veterans Administration	10 yrs.	N
92. 29-8485a/APPLICATION FOR ORDINARY LIFE INSURANCE (REPLACEMENT INSURANCE FOR MODIFIED LIFE REDUCED AT AGE 70)	38 CFR 0.735 et seq.	Priv	MS 196 MS 197.603(2)		Insurance	Veteran, Veterans Administration	10 yrs.	N
93. 29-8713/APPLICATION FOR SGLI (RETIRED RESERVISTS)	38 CFR 0.735 et seq.	Priv	MS 196 MS 197.603(2)		Insurance	Veteran, Veterans Administration	10 yrs.	N
94. 29-8714/APPLICATION FOR VGLI (SUBMITTED WITHIN 120 DAYS OF SEPARATION)	38 CFR 0.735 et seq.	Priv	MS 196 MS 197.603(2)		Insurance	Veteran, Veterans Administration	10 yrs.	N

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95. 29-8714-2/APPLICATION FOR VGLI (SUBMITTED WITHIN ONE YEAR FOLLOWING 120 DAYS AFTER SEPARATION)	38 CFR 0.735 et seq.	Priv	MS 196 MS 197.603(2)		Insurance	Veteran, Veterans Administration	10 yrs.	N
96. 29-8715/APPLICATION FOR VETERANS GROUP LIFE INSURANCE (VETERANS SEPARATED BEFORE AUGUST 1, 1974)	38 CFR 0.735 et seq.	Priv	MS 196 MS 197.603(2)		Insurance	Veteran, Veterans Administration	10 yrs.	N
97. 40-1330/APPLICATION FOR HEADSTONE OR MARKER	38 CFR 0.735 et seq.	Priv	MS 196 MS 197.603(2)		Death Benefits	Spouse and Children	10 yrs.	N
98. 60-2008/APPLICATION FOR US FLAG FOR BURIAL PURPOSES	38 CFR 0.735 et seq.	Priv	MS 196 MS 197.603(2)		Death Benefits	Spouse and Children	10 yrs.	N
99. 60-3288/REQUEST FOR AND CONSENT TO RELEASE OF INFORMATION FROM CLAIMANTS RECORDS	38 CFR 0.735 et seq.	Priv	MS 196 MS 197.603(2)		Release of information	Veteran, Veterans Administration	10 yrs.	N
<u>DEFENSE DEPARTMENT FORMS</u>								
100. DD-3/APPLICATION FOR GOLD STAR LAPEL BUTTON	38 CFR 0.735 et seq.	Priv	MS 196 MS 197.603(2)		Military records	Veteran, Veterans Administration	10 yrs.	N
101. DD-149/APPLICATION FOR CORRECTION OF MILITARY OR NAVAL RECORD	38 CFR 0.735 et seq.	Priv	MS 196 MS 197.603(2)		Military records	Veteran, Veterans Administration	10 yrs.	N
102. DD-293/APPLICATION FOR REVIEW OF DISCHARGE OR SEPARATION FROM THE ARMED FORCES OF THE US	38 CFR 0.735 et seq.	Priv	MS 196 MS 197.603(2)		Military records	Veteran, Veterans Administration	10 yrs.	N
103. DD-1172/APPLICATION FOR UNIFORMED SERVICES IDENTIFICATION AND PRIVILEGE CARD	38 CFR 0.735 et seq.	Priv	MS 196 MS 197.603(2)		Military records	Veteran and Spouse, Veterans Administration	10 yrs.	N

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104. DD-1881/SURVIVOR BENEFIT PLAN ELECTION CERTIFICATE - BY EXISTING RETIREE (P.L. 92-425)	38 CFR 0.735 et seq.	Priv	MS 196 MS 197.603(2)		Military records	Spouse, Veterans Administration	10 yrs.	N
105. DD-1882/SURVIVOR BENEFIT PLAN ELECTION CHANGE (P.L. 92-425)	38 CFR 0.735 et seq.	Priv	MS 196 MS 197.603(2)		Military records	Spouse, Veterans Administration	10 yrs.	N
106. DD-1883/SURVIVOR BENEFIT PLAN ELECTION CERTIFICATE (P.L. 92-425)	38 CFR 0.735 et seq.	Priv	MS 196 MS 197.603(2)		Military records	Spouse, Veterans Administration	10 yrs.	N
107. DD-1884/SURVIVOR BENEFIT PLAN APPLICATION FOR ANNUITY (P.L. 92-425)	38 CFR 0.735 et seq.	Priv	MS 196 MS 197.603(2)		Military records	Spouse, Veterans Administration	10 yrs.	N
108. DD-1885/SURVIVOR BENEFIT PLAN MINIMUM INCOME CLAIM (P.L. 92-425)	38 CFR 0.735 et seq.	Priv	MS 196 MS 197.603(2)		Military records	Spouse, Veterans Administration	10 yrs.	N
109. SF-180/REQUEST PERTAINING TO MILITARY RECORDS	38 CFR 0.735 et seq.	Priv	MS 196 MS 197.603(2)		Military records	Veteran, Veterans Administration	10 yrs.	N
<u>MISCELLANEOUS FORMS OF OTHER GOVERNMENT AGENCIES</u>								
110. BC-600/APPLICATION FOR SEARCH OF CENSUS RECORDS	38 CFR 0.735 et seq.	Priv	MS 196 MS 197.603(2)		Social Security	Veteran, Spouse and Children, Veterans Administration	10 yrs.	N
111. HA-501/REQUEST FOR HEARING - SOCIAL SECURITY ADMINISTRATION	38 CFR 0.735 et seq.	Priv	MS 196 MS 197.603(2)		Social Security	Veteran, Spouse and Children, Veterans Administration	10 yrs.	N
112. SSA-1696/APPOINTMENT OF REPRESENTATIVE SOCIAL SECURITY ADMINISTRATION	38 CFR 0.735 et seq.	Priv	MS 196 MS 197.603(2)		Social Security	Veteran, Spouse and Children, Veterans Administration	10 yrs.	N

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113. HA-520/REQUEST FOR REVIEW OF HEARING EXAMINER'S ACTION - SOCIAL SECURITY ADMINISTRATION	38 CFR 0.735 et seq.	Priv	MS 196 MS 197.063(2)		Social Security	Veterans, Spouse and Children, Veterans Administration	10 yrs.	N
114. SSA-561/REQUEST FOR RECONSIDERATION - SOCIAL SECURITY ADMINISTRATION	38 CFR 0.735 et seq.	Priv	MS 196 MS 197.063(2)		Social Security	Veterans, Spouse and Children, Veterans Administration	10 yrs.	N
115. SF-223/POWER OF ATTORNEY BY INDIVIDUAL TO A BANK FOR THE COLLECTION OF CHECKS DRAWN ON THE TREASURER OF THE US	38 CFR 0.735 et seq.	Priv	MS 196 MS 197.603(2)				10 yrs.	N
116. CSC-307/DESIGNATION OF REPRESENTATIVE (US CIVIL SERVICE COMMISSION)	38 CFR 0.735 et seq.	Priv	MS 196 MS 197.603(2)				10 yrs.	N
117. SF-15/CLAIM FOR 10-POINT VETERAN PREFERENCE	38 CFR 0.735 et seq.	Priv	MS 196 MS 197.603(2)		Veterans preference	Veteran, Veterans Administration	10 yrs.	N
118. SF-170/APPLICATION FOR FEDERAL EMPLOYMENT	38 CFR 0.735 et seq.	Priv	MS 196 MS 197.603(2)		Employment application	Veteran, Spouse and Children, Veterans Administration	10 yrs.	N
119. POD-3575/CHANGE OF ADDRESS ORDER (POST OFFICE)	38 CFR 0.735 et seq.	Priv	MS 196 MS 197.603(2)		Change of address	Veteran, Spouse and Children, Veterans Administration	10 yrs.	N
120. GSA-6751/ORDER FOR PHOTOCOPIES CONCERNING VETERAN (RECORDS OF VETERANS WHO SERVED IN THE US OR CONFEDERATE ARMED FORCES PRIOR TO WW I)	38 CFR 0.735 et seq.	Priv	MS 196 MS 197.603(2)		Copies of records	Veteran, Spouse and Children, Veterans Administration	10 yrs.	N
121. MA-7-53/APPLICATION FOR AWARD OF EXEMPLARY REHABILITATION CERTIFICATE	38 CFR 0.735 et seq.	Priv	MS 196 MS 197.603(2)		Rehabilitation benefits	Veteran, Veterans Administration	10 yrs.	N

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122. FCSC-289/APPLICATION FOR PRISONERS OF WAR COMPENSATION UNDER PUBLIC LAW 91-289 (FOREIGN CLAIMS SETTLEMENT COMMISSION OF THE US)	38 CFR 0.735 et seq.	Priv	MS 196 MS 197.603(2)		POW benefits	Veteran, Veterans Administration	10 yrs.	N
Information gathered through Agent Orange Information and Assistance Act.	MS 196.19-.26	Conf	MS 196.25					
123. DVA 0001-02 PARTS 1 AND 2 APPLICATION FOR SUBSISTENCE AND/OR MEDICAL BENEFITS	MS 196&197	Priv	MS 197		Application and/or continuing entitlement to benefits	Veterans Administration	10 yrs.	N
124. DVA 00025-02/BUDGET WORK SHEET	MS 196&197	Priv	MS 197		Application and/or continuing entitlement to benefits	Veterans Administration	10 yrs.	N
125. DVA 14a/REPORT OF INVESTIGATION	MS 196&197	Priv	MS 197		Application and/or continuing entitlement to benefits	Veterans Administration	10 yrs.	N
126. DVA - 101/ELIGIBILITY BOARD ACTION, BUDGET Duplicate.							10 yrs.	N
127. DVA 106/MONTHLY INCOME REPORT - Duplicate.							10 yrs.	N
128. DVA 204-205/AUTHORIZATION FOR RELEASE OF INFORMATION	MS 196&197	Priv	MS 197		Application and/or continuing entitlement to benefits	Veterans Administration	10 yrs.	N
129. DVA 207 AND 270/VOUCHER TO PAY VENDOR FOR SERVICES Duplicate.		Priv					10 yrs.	N

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130. DVA 259/BUDGET AND HOME VISIT - REPORTS Duplicate.		Priv					10 yrs.	N
131. DVA 260/MEDICAL REPORT AND REPORTS FROM DOCTORS, HOSPITALS Duplicate.		Priv					10 yrs.	N
132. BILLING SUBMITTED TO D.V.A. FOR PAYMENT. I.E., ELECTRICITY, FUEL , SHELTER, RUBBISH Copies.		Priv					10 yrs.	N
133. CONVERSATIONS BY PHONE OR PERSONAL CONTACTS Notes in file.		Priv					10 yrs.	N
134. COUNTY COURT, PROBATE DIVISION, PETITION FOR JUDICIAL COMMITMENT - Duplicate.		Priv					10 yrs.	N
135. DAILY CONTACT SHEETS		Priv					10 yrs.	N
136. GENERAL CORRESPONDENCE Duplicate, Vet/Dep. to V.A., or State of Minnesota, Department of Veterans Affairs.		Priv					10 yrs.	N
137. INCOME QUESTIONNAIRE Copy.	MS 196 MS 197	Priv	MS 197		Appl. and/or continuing entitlement to benefits	Veterans Administration	10 yrs.	N
138. MONTHLY REPORTS Compiled of information on daily contact sheets.		Priv					10 yrs.	N

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139. STATEMENT IN SUPPORT OF CLAIM	MS 196 MS 197	Priv	MS 197		Appl. and/or continuing entitlement to benefits	Veterans Administration	10 yrs.	N
140. SUBMISSION LETTERS TO STATE OF MINNESOTA, DEPT. OF VETERANS AFFAIRS, REGIONAL CENTER GOVERNMENT OFFICE		Priv					10 yrs.	N
141. V.A. ANNUAL INCOME QUESTIONNAIRE CARDS, REPORT OF INCOME BY CALENDAR YEAR Duplicate.		Priv					10 yrs.	N
142. VETERANS INDEX CARD		Priv					10 yrs.	N

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

***THIS SCHEDULE SUPERSEDES THE 1979 MINNESOTA ASSOCIATION OF COUNTY VETERAN SERVICE OFFICERS RECORDS RETENTION SCHEDULE.

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Abstract of Tax Lists	AUDITOR	1
Abstracts of Payment	TREASURER	1
Accident Reports	SHERIFF/LAW ENFORCEMENT	1
Accounts Payable Records	SHERIFF/LAW ENFORCEMENT	1
Accounts Payable Register	AUDITOR	1
Accounts Receivable Ledger Record	HIGHWAY	1
Acquisition Records	LIBRARY	1
Activities - Brochures	PARKS AND RECREATION	1
Activity Flyers	PARKS AND RECREATION	1
Administrative and Operational Records: Human Services	HUMAN SERVICES/PUBLIC WELFARE	1
Admission Release Records	SHERIFF/LAW ENFORCEMENT	1
Adult Case Files	PUBLIC DEFENDER	1
Adult Case Files	SHERIFF/LAW ENFORCEMENT	1
Advisory Committees	HUMAN SERVICES/PUBLIC WELFARE	22
Aerial Survey Prints	ADMINISTRATION	1
Affidavit of Publication for Job Opening	PERSONNEL	1
Affidavit of Survivorship	ADMINISTRATION	2
Affidavits of Grantee	RECORDER	6
Affirmative Action Files	PERSONNEL	1
Agenda Packet	ADMINISTRATION	1
Agendas	ADMINISTRATION	1
Agricultural Preserve Applications	ADMINISTRATION	2
Aid to Families with Dependent Children Case Records (AFDC)	HUMAN SERVICES/PUBLIC WELFARE	4
Annual Plan	COMMUNITY HEALTH/NURSING SVCS	1
Annual Report	AUDITOR	1
Annual Report	HIGHWAY	1
Annual Report	PUBLIC DEFENDER	1
Annual Report of the Library Board	LIBRARY	1
Annual Reports	ADMINISTRATION	1

Annual Reports	RECORDS COMMON TO ALL DEPTS.	1
Annual Road/Bridge Report to County Board	HIGHWAY	1
Apartment Ownership and Condominiums	RECORDER	6
Appeal to Board of Veteran Appeals/1-9	VETERANS SERVICE	1
Application & Enrollment Cert. for Tutor. Asst./22-1990t	VETERANS SERVICE	6
Application & Valuation & Tax Deferment of Agricultural Land	ADMINISTRATION	2
Application & Valuation & Tax Deferment of Private Recreatio	ADMINISTRATION	2
Application Award of Exemplary Rehab. Cert./MA-7-53	VETERANS SERVICE	13
Application Exchange to Special Endowment at Age 96/29-358a	VETERANS SERVICE	8
Application For Employment	PERSONNEL	1
Application Policy Loan-Government Life Insurance/29-1547	VETERANS SERVICE	9
Application for Accured Amts. Vet. Bfts. Pybl Widow/21-614	VETERANS SERVICE	3
Application for Adaptive Equipment - Motor Vehicle/10-1394	VETERANS SERVICE	2
Application for Amounts Due Estates/21-609	VETERANS SERVICE	3
Application for Amounts on Deposit for Deceased Vet/21-6898	VETERANS SERVICE	5
Application for Annual Clothing Allowance/21-8678	VETERANS SERVICE	5
Application for Automobile, Etc./21-4502	VETERANS SERVICE	5
Application for Burial Allowance/21-121	VETERANS SERVICE	2
Application for Burial Allowance/21-530	VETERANS SERVICE	3
Application for Cash Surrender Value/29-1546	VETERANS SERVICE	8
Application for Conversion-Government Life Insurance/29-358	VETERANS SERVICE	8
Application for Correction of Military/Naval Record/DD-149	VETERANS SERVICE	11
Application for Depend. and Indemity by Widow/Child/21-534	VETERANS SERVICE	3
Application for Dependence Indeminty by Child/21-4183	VETERANS SERVICE	4
Application for Dependency and Indemnity by Parents/21-535	VETERANS SERVICE	3
Application for Determ. of Basic Eligibility-Widow/26-1817	VETERANS SERVICE	7
Application for Disabiliy (3CC Class) PE 3D	ADMINISTRATION	2
Application for Ed Asst. (Spouse, Widow or Widower)/22-5490w	VETERANS SERVICE	6
Application for Ed. Asst./22-5490	VETERANS SERVICE	6
Application for Education Loan/22-8725	VETERANS SERVICE	6
Application for Federal Employment/SF-170	VETERANS SERVICE	13
Application for Gold Star Lapel Button/DD-3	VETERANS SERVICE	11
Application for Guaranty Loan Purchase Mobile Home/26-8641	VETERANS SERVICE	7
Application for Headstone or Marker/40-1330	VETERANS SERVICE	11
Application for Home Loan Guaranty/26-1802	VETERANS SERVICE	7
Application for Home Loan Guaranty/26-1802b	VETERANS SERVICE	7
Application for Homestead Classification	ADMINISTRATION	2
Application for Med. Benefits for Dependents/10-10d	VETERANS SERVICE	1
Application for Medical Benefits Asset-Insurance Data/10-10f	VETERANS SERVICE	1
Application for Medical Benefits/10-10	VETERANS SERVICE	1
Application for Medical Benefits/10-10m	VETERANS SERVICE	1
Application for National Service Life/29-4364	VETERANS SERVICE	10
Application for Ordinary Life Insurance/29-8485	VETERANS SERVICE	10

Application for Ordinary Life Insurance/29-8485a	VETERANS SERVICE	10
Application for Prisoners of War Compensation/FCSC-289	VETERANS SERVICE	14
Application for Prot. of Comm. Life Ins. Policy/29-380	VETERANS SERVICE	8
Application for Readmission to Hospital or Domiciliar/10-10r	VETERANS SERVICE	1
Application for Reimbursement Due Deceased Beneficiar/21-601	VETERANS SERVICE	3
Application for Reinstatement/29-352	VETERANS SERVICE	8
Application for Reinstatement/29-353a	VETERANS SERVICE	8
Application for Release from Personal Liability/26-6381	VETERANS SERVICE	7
Application for Review of Discharge or Separation/DD-293	VETERANS SERVICE	11
Application for SGLI/29-8713	VETERANS SERVICE	10
Application for Search of Census Records/BC-600	VETERANS SERVICE	12
Application for Subsistence & Medical Benefits/DVA 0001-02	VETERANS SERVICE	14
Application for Total Disability Income Provision/29-1606	VETERANS SERVICE	9
Application for US Flag for Burial Purposes/60-2008	VETERANS SERVICE	11
Application for Uniformed Services Identification/DD-1172	VETERANS SERVICE	11
Application for VGLI/29-8714	VETERANS SERVICE	10
Application for VGLI/29-8714-2	VETERANS SERVICE	11
Application for Veterans Group Life Insurance/29-8715	VETERANS SERVICE	11
Application of Total Disability/Income Provision/9-1606A	VETERANS SERVICE	1
Application to Register Title	RECORDER	4
Applications of Persons on Eligibility List	PERSONNEL	1
Appointment of Rep. Soc. Sec. Admin./SSA-1696	VETERANS SERVICE	12
Appraisal Records	ASSESSOR	3
Appraisal Records on Special Projects	ASSESSOR	3
Apprehension and Detention Orders	SHERIFF/LAW ENFORCEMENT	1
Appropriations Made by Cities to Safety Council	AUDITOR	1
Apptmt of Service Organization as Claimant's Rep./23-22	VETERANS SERVICE	7
Arbitration Decisions	PERSONNEL	1
Arena Files	PARKS AND RECREATION	1
Arson	SHERIFF/LAW ENFORCEMENT	2
Assessing Charges	ASSESSOR	3
Assessment Abstract - Final	ASSESSOR	3
Assessment Abstract - Mini	ASSESSOR	3
Assessment Books/Rolls	ASSESSOR	3
Assessment Books/Rolls	AUDITOR	1
Assessment Reports and Statistics	ASSESSOR	3
Assessors Manuals	ASSESSOR	4
Assignment of Contracts for Deed	ASSESSOR	4
Attendance Records	RECORDS COMMON TO ALL DEPARTME	1
Attorney's Opinions	ADMINISTRATION	1
Attorneys' Opinions	AUDITOR	1
Auctioneer License	AUDITOR	2
Auctioneer's Bonds	TREASURER	1

Audio Visual Equipment Checkout Records	LIBRARY	1
Authority to Dispose of Records	ADMINISTRATION	1
Authorization for Release of Inf. from Ins. Rec./29-4337	VETERANS SERVICE	10
Authorization for Release of Information/21-4142	VETERANS SERVICE	4
Authorization for Release of Information/DVA 204-205	VETERANS SERVICE	14
Autopsy Report	MEDICAL EXAMINER/CORONER	1
Auxiliary Forest Reports of Commissioners	AUDITOR	2
Bank Statement on Checking Accounts	TREASURER	1
Bicycle Registration	AUDITOR	2
Bicycle Registration Reports	AUDITOR	2
Bids	AUDITOR	2
Bids: Rejected	AUDITOR	2
Billing Claims	RECORDS COMMON TO ALL DEPARTME	1
Billing Submitted to D.V.A. for Payment	VETERANS SERVICE	15
Blind Applications PE 3CC	ASSESSOR	4
Blood Pressure Patient Records	COMMUNITY HEALTH/NURSING SVCS	1
Board of Adjustment	PLANNING	1
Board of Prisoners Billing	SHERIFF/LAW ENFORCEMENT	2
Board of Review Files	ASSESSOR	4
Bond Records	RECORDER	2
Bonds	AUDITOR	2
Bookkeeping Records for Jail and Civil Process Transactions	SHERIFF/LAW ENFORCEMENT	2
Bookmobile Records	LIBRARY	1
Borrowing and Registration of Library Materials	LIBRARY	1
Budget	PLANNING	1
Budget - Office	ASSESSOR	4
Budget - Record Copy	ADMINISTRATION	1
Budget Files	AUDITOR	3
Budget Work Sheet/DVA 00025-02	VETERANS SERVICE	14
Budget and Home Visit Reports/DVA 259	VETERANS SERVICE	15
Budget/Budget Records	RECORDS COMMON TO ALL DEPARTME	1
Building Schedules	ASSESSOR	4
CETA Records	PERSONNEL	1
COS Computer System (Social Services)	HUMAN SERVICES/PUBLIC WELFARE	3
Cancellation of Certificate of Forfeiture Applications	AUDITOR	3
Candidates Expense Reports	AUDITOR	3
Candidates Filing Statements	AUDITOR	3
Case Index Cards	HUMAN SERVICES/PUBLIC WELFARE	1
Cash Control Records for Trustee: Account/Receipts	RECORDER	5
Cash Log of Money From Deceased	MEDICAL EXAMINER/CORONER	1
Cash Receipts: Daily	RECORDER	1
Cash Register Program Forms	PARKS AND RECREATION	1
Cash Report: Daily	PARKS AND RECREATION	1

Catalogs	LIBRARY	1
Cert. of Assess. of Personal Prop. of Elect. Light & Power	AUDITOR	3
Cert. on Taxation of Govt. & R.R. Lands From Commission	AUDITOR	3
Certificate of Veteran's Status for FHA Loan/26-8632	VETERANS SERVICE	7
Certificates of Real Estate Values (CRV)	AUDITOR	3
Certificates of Title/Ownership	RECORDER	6
Certificates of Value (State Form)	ASSESSOR	4
Certification of Test Results	PERSONNEL	1
Certified Copy sign-out Books	RECORDER	6
Change of Address	ASSESSOR	5
Change of Address Order/POD-3575	VETERANS SERVICE	13
Chest Clinic Patient Records	COMMUNITY HEALTH/NURSING SVCS	1
Child Abuse/Maltreatment of Minors	SHERIFF/LAW ENFORCEMENT	2
Child Dependency - Legal Action	ATTORNEY	1
Child Neglect - Legal Action	ATTORNEY	1
Circulation Records	LIBRARY	2
Cities - Divisions and Input Forms	AUDITOR	3
Civil Action Books	SHERIFF/LAW ENFORCEMENT	2
Civil File - Miscellaneous	ATTORNEY	1
Civil Processes (Sheriff's Day Book)	SHERIFF/LAW ENFORCEMENT	3
Claim for 10-Point Veteran Preference/SF-15	VETERANS SERVICE	13
Claim for Death Benefits/29-8283	VETERANS SERVICE	10
Claim for Disability Insurance Benefits/29-357	VETERANS SERVICE	8
Claim for Monthly Payments/29-4125a	VETERANS SERVICE	9
Claim for Monthly Payments/29-4125k	VETERANS SERVICE	9
Claim for One Sum Payment/29-4125	VETERANS SERVICE	9
Claim for Payment of Cost of Unauthorized Med. Svcs./10-583	VETERANS SERVICE	2
Claims and Vouchers Paid by Counties	AUDITOR	3
Classification Studies	PERSONNEL	1
Classified Studies	AUDITOR	3
Clinic Client Records/STD	COMMUNITY HEALTH/NURSING SVCS	2
Clothing Form	MEDICAL EXAMINER/CORONER	1
Collection Register	TREASURER	1
Commitment Mentally Ill and Dangerous	ATTORNEY	1
Commitment Mentally Retarded	ATTORNEY	1
Commitment Other	ATTORNEY	1
Commitments: Adult	SHERIFF/LAW ENFORCEMENT	3
Commitments: Juvenile	SHERIFF/LAW ENFORCEMENT	3
Community Health Services Annual Reports	COMMUNITY HEALTH/NURSING SVCS	3
Community Health Services Directory - Index	COMMUNITY HEALTH/NURSING SVCS	3
Compensation Time Reports: Quarterly	PERSONNEL	5
Complaint Forms	PARKS AND RECREATION	1
Conditional Use Permits	PLANNING	1

Confession of Judgements	AUDITOR	4
Construction Project and Maintenance Agreements	HIGHWAY	1
Construction and/or Maintenance Contract Documents	HIGHWAY	1
Contact Sheets: Daily	VETERANS SERVICE	15
Contingent Fund Records	SHERIFF/LAW ENFORCEMENT	3
Contract Files	ATTORNEY	1
Contract Records	RECORDER	1
Contract/Agreements	RECORDS COMMON TO ALL DEPARTME	1
Contracted Services	COMMUNITY HEALTH/NURSING SVCS	3
Contracts	AUDITOR	4
Contracts	PARKS AND RECREATION	1
Contracts For Deed	ASSESSOR	5
Contracts on County Buildings	AUDITOR	4
Contracts: Invoices and Purchasing	AUDITOR	4
Conversations by Phone or Personal Contacts	VETERANS SERVICE	15
Copyright Compliance Records	LIBRARY	2
Coroner: Notes	MEDICAL EXAMINER/CORONER	2
Corporation Index	RECORDER	6
Corporation Index File	RECORDER	1
Correspondence	RECORDS COMMON TO ALL DEPARTME	1
Correspondence from Bankruptcy Court	TREASURER	1
Correspondence: Coroner	MEDICAL EXAMINER/CORONER	1
County Board Order Designating Change of Name of Town	AUDITOR	4
County Board Workpapers	AUDITOR	4
County Court, Probate Div., Petition for Judicial Commitmn	VETERANS SERVICE	15
County Owned Property Files	AUDITOR	5
County Poor Farm	HUMAN SERVICES/PUBLIC WELFARE	23
County Road Files	SURVEY	1
County Sanatorium	HUMAN SERVICES/PUBLIC WELFARE	23
County Street Naming/Numbering File	PLANNING	1
County Superintendent of Schools	AUDITOR	5
Court Cases	ASSESSOR	5
Court Decisions on Zoning	PLANNING	2
Court Orders From Court Services and Probate Court	SHERIFF/LAW ENFORCEMENT	3
Court Orders Served Worksheet	SHERIFF/LAW ENFORCEMENT	3
Criminal Records	SHERIFF/LAW ENFORCEMENT	4
Criminal Research	ATTORNEY	1
Criminal Warrants - Cancelled	SHERIFF/LAW ENFORCEMENT	4
Dance License	AUDITOR	5
Deaccession Records	LIBRARY	2
Death Card Index	MEDICAL EXAMINER/CORONER	1
Death Certificate	MEDICAL EXAMINER/CORONER	1
Declaration for Homestead Classification/Homestead AffiDavit	ASSESSOR	5

Declaration of Marital Status/21-686c	VETERANS SERVICE	4
Deed Records	RECORDER	4
Delinquent Mobile Home Tax Books	SHERIFF/LAW ENFORCEMENT	4
Delinquent Personal Property Tax Lists	TREASURER	2
Delinquent Tax Receipts	SHERIFF/LAW ENFORCEMENT	4
Department Reports	PARKS AND RECREATION	1
Department Rules and Regulations	PARKS AND RECREATION	1
Departmental Reports - Annual Summary	ADMINISTRATION	1
Departmental Reports - Monthly	ADMINISTRATION	1
Departmental Reports - Semi-Annual	ADMINISTRATION	1
Departmental Rules and Regulations	PERSONNEL	1
Deposit Records: Daily	TREASURER	2
Designation of Beneficiary & Optional Settlement/29-336	VETERANS SERVICE	7
Designation of Representative/CSC-307	VETERANS SERVICE	13
Designations and Revocations of Co. State-Aid Hwys. & Co. Rd	HIGHWAY	1
Director's/Librarians's Files	LIBRARY	2
Disabled Vet. Appl. For Vocational Rehab./22-1900	VETERANS SERVICE	5
Distribution Settlement	TREASURER	2
Ditch Liens	AUDITOR	5
Document Book	RECORDER	6
Document Number Index	RECORDER	1
Documents for Safekeeping Misc.	RECORDER	2
Drivers License Applications	AUDITOR	5
Drivers License Reports	AUDITOR	6
Driveway Permits	HIGHWAY	1
EPSDT Client Records	COMMUNITY HEALTH/NURSING SVCS	4
Election Abstracts	AUDITOR	6
Election Ballots and Other Materials	AUDITOR	6
Election Summary Statements	AUDITOR	6
Eligibility Board Action, Budget/DVA-101	VETERANS SERVICE	14
Eligibility Register	PERSONNEL	2
Emergency Assistance Case Records (EA)	HUMAN SERVICES/PUBLIC WELFARE	7
Emergency Medical Services	COMMUNITY HEALTH/NURSING SVCS	4
Employee Suggestion Form	PERSONNEL	2
Employee Time/Equipment Report	HIGHWAY	1
Energy Assistance	HUMAN SERVICES/PUBLIC WELFARE	22
Environmental Health Records	COMMUNITY HEALTH/NURSING SVCS	5
Epidemiological Surveillance and Investigation Services	COMMUNITY HEALTH/NURSING SVCS	6
Equal Employment Opportunity Reports/Summary Data	PERSONNEL	2
Equipment Cost History	HIGHWAY	2
Equipment Inventory	AUDITOR	6
Equipment Repair Order	HIGHWAY	2
Examination File	AUDITOR	6

Examination File	PERSONNEL	2
Examination of Household Status/21-2680	VETERANS SERVICE	4
Executions Served Worksheets	SHERIFF/LAW ENFORCEMENT	4
Exempt Property Listing	ASSESSOR	5
Explosive Use Permits	SHERIFF/LAW ENFORCEMENT	4
External Examination Report	MEDICAL EXAMINER/CORONER	2
Fair Labor Standard Act	PERSONNEL	2
Farm Registration	RECORDER	2
Farm Rental Information	ASSESSOR	5
Federal Revenue Sharing Files	AUDITOR	6
Fee and Service Charge Records	LIBRARY	2
Fees Collected	PLANNING	2
Felony Files	ATTORNEY	2
Field Construction Source Documents	HIGHWAY	2
Financial Statement	ASSESSOR	5
Fine and Lost Item Reimbursement Records	LIBRARY	2
Firearm Applications/Permits	SHERIFF/LAW ENFORCEMENT	5
First Report of Injury	PERSONNEL	2
Fiscal Disparity Records	AUDITOR	6
Fiscal Disparity Tables	ASSESSOR	5
Fiscal and Statistical Reports to the State Agency	HUMAN SERVICES/PUBLIC WELFARE	1
Fish and Game Licenses	AUDITOR	7
Food Service Records	SHERIFF/LAW ENFORCEMENT	5
Food Stamp Case Records	HUMAN SERVICES/PUBLIC WELFARE	8
Forfeiture Files	AUDITOR	7
Foundling Registration	AUDITOR	7
Fraud Investigations	HUMAN SERVICES/PUBLIC WELFARE	23
Gambling	AUDITOR	7
Garnishments	AUDITOR	7
Gas and Oil Consumption Report	HIGHWAY	2
General Assistance Case Records (GA)	HUMAN SERVICES/PUBLIC WELFARE	8
General Correspondence	VETERANS SERVICE	15
General Journal Cashbook	TREASURER	2
General Ledger Accounts	HUMAN SERVICES/PUBLIC WELFARE	1
Government Survey Plat Book	RECORDER	3
Grantee/Grantor Index	RECORDER	1
Grantee/Grantor Index	RECORDER	7
Grants	PERSONNEL	2
Grants	RECORDS COMMON TO ALL DEPARTME	2
Green Acre Books	AUDITOR	7
Grievance Files	PERSONNEL	2
Gross Misdemeanors	ATTORNEY	2
Gunshot Wound Report	SHERIFF/LAW ENFORCEMENT	5

Hawkers and Peddlers License	AUDITOR	7
Hearing Screening Records	COMMUNITY HEALTH/NURSING SVCS	7
Historical Data/Photographs	ADMINISTRATION	1
Home Health Care Records	COMMUNITY HEALTH/NURSING SVCS	7
Homestead Information	ASSESSOR	6
Hueber Release Records	SHERIFF/LAW ENFORCEMENT	5
Ice Rental Agreement	PARKS AND RECREATION	1
Immunization Records	COMMUNITY HEALTH/NURSING SVCS	8
Incident Complaint Logs (Dockets)	SHERIFF/LAW ENFORCEMENT	6
Income Questionnaire	VETERANS SERVICE	15
Income-Net Worth and Employment Statement/21-527	VETERANS SERVICE	2
Incorporation Files	AUDITOR	7
Index to Military Discharge	RECORDER	3
Index to Tract Index	RECORDER	7
Information and Certified Copy Requests	RECORDER	5
Information and Referral Slight Service Cases	HUMAN SERVICES/PUBLIC WELFARE	20
Information from Remarried Widow/21-4103	VETERANS SERVICE	4
Initial Complaint Report	SHERIFF/LAW ENFORCEMENT	5
Initial Complaint Reports of Transports of Prisoners	SHERIFF/LAW ENFORCEMENT	5
Inmate Financial Records	SHERIFF/LAW ENFORCEMENT	7
Inmate History Card	SHERIFF/LAW ENFORCEMENT	7
Inmate Incident Reports	SHERIFF/LAW ENFORCEMENT	7
Inmate Medical Record	SHERIFF/LAW ENFORCEMENT	7
Inmate Visitor Registration Log/Jail Visitor Register	SHERIFF/LAW ENFORCEMENT	7
Inspection and Field Construction Reports	HIGHWAY	2
Insurance	PERSONNEL	2
Insurance Deduction Authorization/29-888	VETERANS SERVICE	8
Insurance Reports	AUDITOR	7
Intake Registers	HUMAN SERVICES/PUBLIC WELFARE	1
Inter-Library Loans	LIBRARY	2
Inventory	RECORDS COMMON TO ALL DEPARTME	2
Investigation	ATTORNEY	2
Investigations	SHERIFF/LAW ENFORCEMENT	8
Investigative Report	MEDICAL EXAMINER/CORONER	2
Investment Records	AUDITOR	8
Investment Records	TREASURER	2
Jail Inventory	SHERIFF/LAW ENFORCEMENT	8
Jail Register Books: Adult	SHERIFF/LAW ENFORCEMENT	8
Jailer's Daily Activity Log	SHERIFF/LAW ENFORCEMENT	8
Job Descriptions	PERSONNEL	2
Joint Tenancy or Remainderman	ASSESSOR	6
Juvenile Case Files	PUBLIC DEFENDER	1
Juvenile Case Files	SHERIFF/LAW ENFORCEMENT	8

Juvenile Detention Book	SHERIFF/LAW ENFORCEMENT	9
Juvenile Files	ATTORNEY	2
Labor Relations Records	RECORDS COMMON TO ALL DEPARTME	2
Labor Union: Disputes	PERSONNEL	3
Labor Union: Negotiations	PERSONNEL	3
Labor Unions: Contracts	PERSONNEL	3
Laboratory Test Results	MEDICAL EXAMINER/CORONER	2
Land Use Map	PLANNING	2
Land Use Permits	PLANNING	2
Land Variances	PLANNING	2
Laws, Directives and Bulletins	ASSESSOR	6
Lawsuits	ADMINISTRATION	2
Leases and Corporate Information	RECORDER	1
Ledger and Requisition Records	RECORDER	5
Ledger on Trust Account	RECORDER	5
Legislative File	RECORDS COMMON TO ALL DEPARTME	2
Levy Received From All Taxing Districts	AUDITOR	8
Licensing Records	HUMAN SERVICES/PUBLIC WELFARE	20
Lien Record Books	RECORDER	3
Limited Partnership Agreements	RECORDER	2
Liquor License: (Unorganized or Unicorp. Areas of County)	AUDITOR	8
Litigation Files	ATTORNEY	2
Local Identification file	SHERIFF/LAW ENFORCEMENT	9
Long-Term Disability Insurance Claims	PERSONNEL	3
Long-Term Disability Insurance Reports	AUDITOR	8
MWIS Computer System (Income Maintenance)	HUMAN SERVICES/PUBLIC WELFARE	3
Maltreatment of Vulnerable Adults	SHERIFF/LAW ENFORCEMENT	9
Maps - Section/Half Section	ASSESSOR	6
Master Index: Adults	SHERIFF/LAW ENFORCEMENT	9
Master Index: Juvenile	SHERIFF/LAW ENFORCEMENT	10
Material Requisition for Inventory Stock	HIGHWAY	2
Maternal and Child Health Records	COMMUNITY HEALTH/NURSING SVCS	8
Medical Assistance/Minnesota Supplemental Aid Case Records	HUMAN SERVICES/PUBLIC WELFARE	12
Medical Examiner Report	MEDICAL EXAMINER/CORONER	2
Medical Record/Nursing Record	COMMUNITY HEALTH/NURSING SVCS	9
Medical Reimbursements	PERSONNEL	3
Medical Report/DVA 260	VETERANS SERVICE	15
Medicare Cost Reports	COMMUNITY HEALTH/NURSING SVCS	9
Meeting Room Request	LIBRARY	2
Midyear Homestead	ASSESSOR	6
Military Discharge Records	RECORDER	3
Military Personnel	ASSESSOR	6
Mineral Rights File	RECORDER	4

Ministers' Credentials Filings	AUDITOR	8
Minutes	ADMINISTRATION	2
Minutes	ADMINISTRATION	2
Minutes - State Board of Assessors	ASSESSOR	6
Minutes of County Welfare Boards, Mental Health Boards & Oth	HUMAN SERVICES/PUBLIC WELFARE	2
Minutes of Meetings	RECORDS COMMON TO ALL DEPARTME	2
Minutes of Meetings	RECORDS COMMON TO ALL DEPARTME	3
Minutes of the Library Board	LIBRARY	3
Minutes of the Library Board Tape Recordings	LIBRARY	3
Minutes: Board	AUDITOR	8
Minutes: Board Tape Recordings	AUDITOR	8
Minutes: County Extension Committee	AUDITOR	9
Minutes: Nursing Board/Community Health Board	COMMUNITY HEALTH/NURSING SVCS	9
Minutes: Nursing Board/Community Health Board	COMMUNITY HEALTH/NURSING SVCS	9
Minutes: Park and Recreation Commission	PARKS AND RECREATION	1
Minutes: Park and Recreation Tape Recordings	PARKS AND RECREATION	2
Minutes: Personnel Board	PERSONNEL	3
Minutes: Personnel Board Tape Recordings	PERSONNEL	3
Misdemeanors	ATTORNEY	2
Mobile Home Abstract	ASSESSOR	6
Mobile Home Sheets and Field Cards	ASSESSOR	7
Mobile Home Statement	ASSESSOR	7
Mobile Home Tax Certificates	TREASURER	2
Mobile Home Valuation Guides	ASSESSOR	7
Monthly Expenditures	PLANNING	2
Monthly Income Report/DVA 106	VETERANS SERVICE	14
Monthly Reports	VETERANS SERVICE	15
Morgue Log Book	MEDICAL EXAMINER/CORONER	2
Mortgage Foreclosure Books and Worksheets	SHERIFF/LAW ENFORCEMENT	10
Mortgage Records	RECORDER	5
Motor Vehicle Reports	AUDITOR	9
Motor Vehicle Transactions	AUDITOR	9
Motor Vehicle/Employee Accidents Reports	HIGHWAY	2
Moving Permits	HIGHWAY	2
Name, Address Updates by Taxing District	TREASURER	2
Native Prairie Application (DNR Form)	ASSESSOR	7
Newsletters	LIBRARY	3
Newspaper Register	RECORDER	3
Non-Intoxicating Malt Liquor License	AUDITOR	9
Non-Union Salary Determination	PERSONNEL	4
Notary Commissions Filings	AUDITOR	9
Notice of Claims	AUDITOR	9
Notice of Transfer of Securities, Assests, or Fund on Depositi	TREASURER	3

Notices of Hearings	PLANNING	2
Notices of Violation of Ordinance in Operation of Lic. Prem	AUDITOR	9
Notification of Persons Released From State Correctional Fac	SHERIFF/LAW ENFORCEMENT	4
OSHA - Employee Accident Reports	PERSONNEL	4
OSHA - Employee Exposure Records	PERSONNEL	4
OSHA - Employee Medical Records	PERSONNEL	4
Oaths of All County Officers	AUDITOR	10
Oaths of Members of County Welfare Boards	AUDITOR	10
Officer Investigative Progress Reports	SHERIFF/LAW ENFORCEMENT	10
Old Age Assistance Liens and Index	RECORDER	3
Operating Statements	PARKS AND RECREATION	2
Operation Identification Itemization	SHERIFF/LAW ENFORCEMENT	10
Opinion Files	ATTORNEY	2
Order for Annexation of Unincorporated Property	AUDITOR	10
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Parcel Forms	ASSESSOR	7
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Patient Kardex	COMMUNITY HEALTH/NURSING SVCS	10
Patient Master Index File	COMMUNITY HEALTH/NURSING SVCS	10
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Payment Abstracts	HUMAN SERVICES/PUBLIC WELFARE	2
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Permits	PARKS AND RECREATION	2
Personal Prop. Return: Owners of Residential Struc.	ASSESSOR	7
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Personnel Policy File	RECORDS COMMON TO ALL DEPARTME	3
Personnel Records	RECORDS COMMON TO ALL DEPARTME	3
Petty Cash Reports	LIBRARY	3
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Planning Commission	PLANNING	3
Plans and Sepcs for Construction/Improvement of Roads	AUDITOR	10

Plat Index	RECORDER	4
Plat Index	RECORDER	7
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Plat Records (Duplicate)	AUDITOR	10
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Plats, Preliminary Copies	SURVEY	1
Plats: Original and Reproducible Copies	RECORDER	4
Plats: Public Copy	RECORDER	4
Pledged Securities for Safekeeping of County Funds	TREASURER	3
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Position Control Records	PERSONNEL	5
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Power of Attorney Records	RECORDER	2
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Pre-Admission Screening	HUMAN SERVICES/PUBLIC WELFARE	22
Precious Metal Dealers License	AUDITOR	11
Preliminary Plats - Soils	PLANNING	3
Prenatal Care/Family Planning Clinic Services	COMMUNITY HEALTH/NURSING SVCS	10
Prenatal Care/Family Planning Clinic Services	COMMUNITY HEALTH/NURSING SVCS	10
Press Releases	ADMINISTRATION	2
Press Releases	PARKS AND RECREATION	2
Prisoner Property Envelopes Showing Signed Release	SHERIFF/LAW ENFORCEMENT	10
Probate Deeds	ASSESSOR	8
Procedures Manuals	ADMINISTRATION	2
Program Activity Registration Forms	PARKS AND RECREATION	2
Project Records	SURVEY	1
Property Form	MEDICAL EXAMINER/CORONER	3
Property Lists	SHERIFF/LAW ENFORCEMENT	10
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Railroad Lands	ASSESSOR	8
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Railroad Leases	ASSESSOR	8
Railroad Leases	AUDITOR	11
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Receipt Books	PARKS AND RECREATION	2
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Receipts: District Court Clerk and Sheriff for Fees	AUDITOR	11
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Request for Reconsideration Soc. Sec./SSA-561	VETERANS SERVICE	13
Request for Review of Hearing Examiner's Action/HA-520	VETERANS SERVICE	13
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Research Files	ATTORNEY	3
Restricted AG Area Map	PLANNING	3
Right-Of-Way Documents	HIGHWAY	3
Road and Bridge Contractors Bonds	TREASURER	3
Safe Deposit Box Reports	TREASURER	3
Salaries and Wages Payroll	HIGHWAY	3
Sales Data Land Value Maps	ASSESSOR	9
Sales Ratio Studies	ASSESSOR	9
School Census Report	AUDITOR	12
School Petitions	AUDITOR	12
Section Corner Bypass	RECORDER	8
Section Maps, Half Section Maps, and Quarter Section Maps	RECORDER	9
Section and Quarter Section Maps	SURVEY	1
Serviceman's Appl. for Pre-Discharge Ed Prog./22-1990p	VETERANS SERVICE	6
Serviceman's Appl. for Program of Ed./22-1990a	VETERANS SERVICE	6
Servicemen's Group Life Insurance Election/29-8286	VETERANS SERVICE	10
Setback Certificates	PLANNING	3
Sewer Permits	PLANNING	3
Shelf List	LIBRARY	3
Sheriff's Trust Fund/Checking Account Records	SHERIFF/LAW ENFORCEMENT	11
Shift Activity Report: Supervisors	SHERIFF/LAW ENFORCEMENT	11
Shoreland/Floodplain Ordinance File	PLANNING	3
Snowmobile Registration	AUDITOR	12
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Special Assessment Changes	AUDITOR	12
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Statement of Purch. or Owner Assuming Seller's Loan/26-6382	VETERANS SERVICE	7
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Statewide Ratio Studies	ASSESSOR	9
Statistical Reports of Inmates	SHERIFF/LAW ENFORCEMENT	11
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Submission Letters to State of Minnesota, Etc.	VETERANS SERVICE	16
Summer Employment (MEED, MINN Youth, Summer Youth)	PERSONNEL	5
Summons, Subpoenas, & Complaints & Officers Log	SHERIFF/LAW ENFORCEMENT	11
Supplemental to Insurance Medical Application/29-352a	VETERANS SERVICE	8
Support and Collections	HUMAN SERVICES/PUBLIC WELFARE	21
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Survivor Benefit Plan Election Certificate/DD-1881	VETERANS SERVICE	12
Survivor Benefit Plan Election Certificate/DD-1883	VETERANS SERVICE	12
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Survivor Benefit Plan Minimum Income Claim/DD-1885	VETERANS SERVICE	12
Table for Monthly Payments/29-4125-1	VETERANS SERVICE	9
Table for Monthly Payments/29-4125-2	VETERANS SERVICE	9
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Tax Increment File	AUDITOR	13
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Ticket Sales Reports	PARKS AND RECREATION	2
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Tie Books and Field Notes	SURVEY	2
Tow Slips/Reports	SHERIFF/LAW ENFORCEMENT	12
Townhouse/Condominium/Apartment Information	ASSESSOR	9
Township Assessor Report as to Trees Planted	AUDITOR	14
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Toxicology Journal	MEDICAL EXAMINER/CORONER	3
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Toxicology Report	MEDICAL EXAMINER/CORONER	3
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Tract Index Records	RECORDER	1
Transient Merchant Bonds	TREASURER	4
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Vendors' Invoices, Purchase Orders and Receiving Records	HIGHWAY	3
Vet. Appl. for Compensation at Separation from Svcs./21-526e	VETERANS SERVICE	2
Vet. Application in Acquiring Adapted Housing/21-4555	VETERANS SERVICE	5
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Watercraft Registration	AUDITOR	14
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Watershed and Ditch Folders	AUDITOR	15
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Women, Infants, and Children Files	COMMUNITY HEALTH/NURSING SVCS	11
Workers Compensation	PERSONNEL	6
X-Ray Records	MEDICAL EXAMINER/CORONER	4
Zoning Ordinances	PLANNING	4

#90-134

10 Jan. 1990

Community Corrections Supplement

General Records Retention Schedule for Counties

January 1990

APPROVAL

Dept. of Administration, Information Policy Office

Date

Andrea Abrams

1/3/90

Minnesota Historical Society

Date

Quinn Swanson 16 January 1990

State Auditor

Date

14 Thomas M. Gilchrist

1/24/90

Attorney General

Date

MJ Casserly

February 12, 1990

COMMUNITY CORRECTIONS

January 1990

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.

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).

INDEX TO THE COMMUNITY CORRECTIONS RECORDS RETENTION SCHEDULE

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RECORDS SERIES DESCRIPTION	ENABLING AUTHORITY	DATA CLASS	CITATION FOR CLASSIFICATION	RETENTION/STATUTE	ARCH
1. ADMISSIONS, BOOKING, AND DISCHARGE RECORDS					
A. Booking Ledger		Publ	MS 13.03	Permanent	Y
B. Commitments	MS 243.49 MS 641.04	Publ	MS 13.03	Permanent	Y
C. Counselor's daily log - intake information and forms on client/inmate; intake interview		Priv	MS 13.85	6 yrs. after last discharge	N
D. Daily admissions & discharge reports		Publ	MS 13.03	6 yrs.	N
E. Daily admissions sheets		Publ	MS 13.03	6 yrs.	N
F. Daily population reports		Publ	MS 13.03	6 yrs.	N
G. Discharge list (booking)		Publ	MS 13.03	6 yrs.	N
H. Client/inmate history card: Summary card showing all transactions involving individual client/inmate	MS 243	Priv	MS 13.85	Permanent	Y
I. Client/inmate sign-in sheets		Publ	MS 13.03	6 yrs.	N
J. Client/inmate valuable receipts	MS 241.09, Subd. 2	Priv Non-Publ	MS 13.37	6 yrs. after discharge of client/inmate	N
K. Master Log Book - admissions & discharges	MS 641.05	Publ	MS 13.03	Permanent	Y
L. Monthly population reports	MS 299C.05 MS 299C.06	Publ	MS 13.03	Permanent	Y
M. "Nature of Commitment" reports (statistical)		Publ	MS 13.03	6 yrs., then transfer to the State Archives for selection and disposition	Y

RECORDS SERIES DESCRIPTION	ENABLING AUTHORITY	DATA CLASS	CITATION FOR CLASSIFICATION	RETENTION/STATUTE	ARCH
N. Statistical reports - commitments	MS 299C.05 MS 299C.06	Publ	MS 13.03	Permanent	Y
O. Statistical reports - discharges	MS 299C.05 MS 299C.06	Publ	MS 13.03	Permanent	Y
2. ADULT CASE FILES					
A. Chronological Case Recordings (D.O.C. CR-00028 & CR-00204) These forms contain notes on <u>all</u> case activity, e.g., problem areas; plans; any activity an agent engages in relevant to a particular client/inmate, visits, collateral contacts, telephone contacts	MS 609.12	Publ Priv Conf	MS 13.03 MS 13.85	6 yrs. after date of last activity.	N
B. Client/Inmate Summaries and Progress Reports Monthly summaries and progress reports from treatment centers, halfway houses, hospitals, etc.	MS 241.69 MS 242.18	Priv Conf	MS 13.42	6 yrs. after date of last activity	N
C. Correspondence Includes letters from clients/inmates, victims, enemies, family members, friends, etc., as well as correspondence with D.O.C., courts, and other agencies	MS 609.12	Publ Priv Conf	MS 13.03 MS 13.85	6 yrs. after date of last activity	N
D. Department of Corrections Reports These include the Uniform Case Report (D.O.C. CR-00522), violation reports, progress reports, preparoles, addenda to reports, and other miscellaneous required reports	MS 299C.05 MS 299C.06	Priv Conf	MS 13.84 MS 13.85	6 yrs. after date of last activity	N
E. Medical Records These include psychological and psychiatric evaluations; physicians' and nurses' notes, clinic referrals, physical and emotional complaint sheets, lab results, lab worksheets, medical reports from private or other physicians, hospitals, and other institutions, therapeutic/treatment progress reports, diagnostic/prognostic reports, client/inmate summaries, M.M.P.I. results, etc.	MS 241.69 MS 242.18	Priv	MS 13.42	6 yrs. after date of last activity	N

RECORDS SERIES DESCRIPTION	ENABLING AUTHORITY	DATA CLASS	CITATION FOR CLASSIFICATION	RETENTION/STATUTE	ARCH
F. Presentence Investigation Reports Include Confidential Information Attachment (D.O.C. CR-00215)	MS 609.115, esp. subd. 4 through 6	Priv	MS 13.84	6 yrs. after date of last activity	N
G. Summary Information and Reports These include a variety of individual and summary-type records found in various combinations in each client's/inmate's case file. An individual folder might contain some or all of them depending on the case itself. Including: Monthly reports (D.O.C. CR-00214); Travel permits (D.O.C. CR-00002); Transfer of Case Assignment (D.O.C. CR-00235); Consent for Release of Confidential Information (D.O.C. CR-00236); Fine/restitution receipts, client risk classification form, Notice of Violation and Right to Hearing (D.O.C. CR-00530); Mug shots/rap sheets, N.C.I.C. & B.C.A. Record Checks, institution case summaries containing personal & family data, prior record, commitment offense, psychological/psychiatric evaluations, etc., Probation Agreements (D.O.C. CR-00233); Parole Agreements (D.O.C. CR-00108); Police reports, Probation Discharge Orders (D.O.C. CR-00216 & CR-00208); Revocation Orders (D.O.C. CR-00207); Bookslips (D.O.C. CR-00198); Modified Parole Agreements (D.O.C. CR-00525); Interstate Compact Reports (D.O.C. CR-00003); Short form - Probationer's Annual Progress Report (Continuance) (D.O.C. CR-00217); M.C.B. Discharge letters (D.O.C. CR-00217)	MS 609.12	Publ Priv Conf	MS 13.03 MS 13.84 MS 13.85 MS 13.86	6 yrs. after date of last activity	N
3. BREACH OF TRUST, DISCIPLINARY, AND ESCAPE RECORDS					
A. Breach of trust and escape slips	MS 689.485	Priv Non-Publ	MS 13.37 MS 13.85	2 yrs.	N
B. Correctional officers' reports	MS 243.52 MS 641.09 MS 643.29	Priv	MS 13.85	6 yrs. after last discharge	N

RECORDS SERIES DESCRIPTION	ENABLING AUTHORITY	DATA CLASS	CITATION FOR CLASSIFICATION	RETENTION/STATUTE	ARCH
C. Disciplinary/Administrative hearing reports	MS 243.52 MS 641.09 MS 643.29	Priv	MS 13.85	6 yrs. after last discharge	N
D. Disciplinary record book	MS 243.52 MS 641.09 MS 643.29	Priv	MS 13.85	6 yrs. after last discharge	N
E. Client/inmate detainer slips	MS 609.485	Priv Non-Publ	MS 13.37 MS 13.85	2 yrs.	N
4. CORRECTIONS REPORTS					
A. Annual institutional reports, committee reports, and special services reports		Publ	MS 13.03	7 yrs., then-transfer to the State Archives for selection and disposition	Y
B. Monthly, semi-annual reports		Publ	MS 13.03	3 yrs.	N
5. CORRESPONDENCE					
A. Correspondence subject files: Administrator, Director		Publ Priv	MS 13.03 MS 13.85	3 yrs. then transfer to the State Archives for selection and disposition	Y
B. Correspondence with courts and other agencies regarding individual client/inmate		Priv Conf	MS 13.84	6 yrs. after last discharge	N
C. Any other correspondence		Publ Priv	MS 13.03 MS 13.85	3 yrs.	N
6. FINANCIAL RECORDS					
A. Annual reports		Publ	MS 13.03	Retain permanently or transfer to the State Archives	Y

RECORDS SERIES DESCRIPTION	ENABLING AUTHORITY	DATA CLASS	CITATION FOR CLASSIFICATION	RETENTION/STATUTE	ARCH
B. Budgets/budget records		Publ	MS 13.03	2 years	N
C. Client/inmate cash record cards Client/inmate money sign-in sheets Client/inmate wages - weekly payroll records Client/inmate deposit slips - accounts and wages Client/inmate cash control sheets Client/inmate cash receipt books **General Records Retention Schedule for Counties may be used for other records.	MS 241.08 MS 241.09	Priv Non-Publ	MS 13.37 MS 13.85	Return personal records, such as deposit slips, to client/inmate at time of discharge; retain institutional financial records 6 yrs.	N
7. JUVENILE CASE FILES					
A. Apprehension and Detention Orders/Cancellation of Apprehension and Detention Orders (D.O.C. CR-00237 and D.O.C. CR-00238)	MS 243.05 MS 401.02, Subd. 4 MS 629.13 MS 629.21 MS 629.22	Publ	MS 13.03	Until client/inmate reaches the age of 23	N
B. Chronological Case Recordings These contain notes on <u>all</u> case activity, e.g. problem areas plans; any activity an agent engages in relevant to a particular client/inmate including record visits, collateral contacts, telephone contacts	MS 242.esp. MS 242.10 MS 242.19 MS 260.311	Publ Priv	MS 13.03 MS 13.85 MS 260.161	Until client/inmate reaches the age of 23	N
C. Client Summaries and Progress Reports Monthly summaries, progress reports, termination reports, incident reports, etc. from group homes and halfway houses	MS 242.esp MS 242.191	Priv Conf	MS 13.42 MS 13.85 MS 260.161	Until client/inmate reaches the age of 23	N
D. Correspondence Includes letters from clients/inmates, victims, enemies, family members, friends, etc., as well as correspondence with D.O.C., courts, and other agencies		Publ Priv	MS 13.03 MS 13.84 MS 13.85	Until client/inmate reaches the age of 23	N

RECORDS SERIES DESCRIPTION	ENABLING AUTHORITY	DATA CLASS	CITATION FOR CLASSIFICATION	RETENTION/STATUTE	ARCH
E. Department of Corrections Reports Includes Uniform Case Report, progress reports, violation reports, preparoles, replacement reports, social histories, initial family contacts, and other misc. reports on each client/inmate	MS 242,esp MS 242.10 MS 242.19	Priv	MS 260.161	Until client/inmate reaches the age of 23	N
F. Discharge Records Including: institution discharge reports, individual release plans, staffing schedules, Notification of Limited Parole/Furlough Application, and other documents relating to a client's/inmate's release from incarceration		Publ Priv	MS 13.03 MS 13.85	Until client/inmate reaches the age of 23	N
G. Medical Records These include psychological and psychiatric evaluations; physicians' and nurses' notes, clinic referrals, physical and emotional complaint sheets, lab results, lab worksheets, medical reports from private or other physicians, hospitals, and other institutions, therapeutic/treatment progress reports, diagnostic/prognostic reports, client/inmate summaries, M.M.P.I. results, etc.	MS 241.69 MS 242.18	Priv	MS 13.42	Until client/inmate reaches the age of 23	N
H. Summary Information and Reports These are found in varying combinations in the individual juvenile's case file including: Hearing Officer Reports, Notice of Parole Violation and Right to Hearing/Acknowledgement Waiver (D.O.C. CR-00104); Review Panel findings on appeals, Parole Agreement (D.O.C. CR-00100); juvenile information sheet, school records, Consent for Release of Confidential Information (D.O.C. CR-00236); complaint reports, police reports, incident reports from institution, court orders and writs	MS 242,esp MS 242.10 MS 242.19 MS 260.311	Publ Priv	MS 13.03 MS 13.85 MS 260.161	Until client/inmate reaches the age of 23	N

RECORDS SERIES DESCRIPTION	ENABLING AUTHORITY	DATA CLASS	CITATION FOR CLASSIFICATION	RETENTION/STATUTE	ARCH
8. JUVENILE DIVERSION FILES					
A. Chronological Case Recordings These contain notes on all case activity: problem areas; plans; any activity agent an engages in relevant to a particular client/inmate including record visits, collateral contacts, telephone contacts	MS 242,esp MS 242.10 MS 242.19 MS 260.311	Priv	MS 13.84 MS 13.85	Until client/inmate reaches age 18	N
B. Community Service Work Work assignments and release to all claims		Priv	MS 13.84 MS 13.85	Until client/inmate reaches age 18	N
C. Correspondence Includes letters from clients/inmates, victims, enemies, family members, friends, etc., as well as correspondence with D.O.C., courts, and other agencies		Publ Priv	MS 13.03 MS 13.84	Until client/inmate reaches age 18	N
D. Discharge Records Includes letter to client/inmate and parents/guardians		Priv	MS 13.84 MS 13.85	Until client/inmate reaches age 18	N
E. Intake Records Includes social history material, prior record, school information, etc.		Priv	MS 13.84 MS 13.85	Until client/inmate reaches age 18	N
F. Medical Records These include psychological and psychiatric evaluations; physicians' and nurses' notes, clinic referrals, physical and emotional complaint sheets, lab results, lab worksheets, medical reports from private or other physicians, hospitals, and other institutions, therapeutic/treatment progress reports, diagnostic/prognostic reports, client/inmate summaries, M.M.P.I. results, etc.	MS 241.69 MS 242.18	Priv	MS 13.42	Until client/inmate reaches age 18	N
9. LAND AND BUILDING WORK ORDERS					
A. Routine work done on buildings and grounds		Publ	MS 13.03	2 yrs.	N

RECORDS SERIES DESCRIPTION	ENABLING AUTHORITY	DATA CLASS	CITATION FOR CLASSIFICATION	RETENTION/STATUTE	ARCH
10. MINUTES					
Includes governing boards, regional authorities, commissions, and committees, etc.					
A. Paper		Publ	MS 13.03	Retain permanently or transfer to the State Archives	Y
B. Audiotape or videotape		Publ	MS 13.03	Tapes may be reused or discarded after formal approval of written minutes. Tape recordings cannot be a permanent record.	N
11. OFFICE ORDERS					
A. Verbal orders from a court or judge, given over the phone (usually because they are to be effected immediately) for example, if an client/inmate is to be paroled the same day, or if there is some other change in his/her status the orders are typed up as they are received. Paperwork from the court will usually arrive in a few days. Copies are placed in the client's/inmate's file.	MS 609.135 MS 609.14 MS 638.02 MS 638.06 MS 638.08	Publ	MS 13.03	2 yrs.; (the copy in the client's/inmate's case file will be retained 6 yrs. after discharge)	N
12. PROCEDURES					
A. Procedures manuals		Publ	MS 13.03	Until Superseded	N
13. SEGREGATION/SEPARATION RECORDS					
A. Records of clients/inmates held in security area for disciplinary, medical, or administrative reasons	MS 243.52 MS 641.09	Publ Priv	MS 13.03 MS 13.85	6 yrs. after last discharge	N

RECORDS SERIES DESCRIPTION	ENABLING AUTHORITY	DATA CLASS	CITATION FOR CLASSIFICATION	RETENTION/STATUTE	ARCH
14. SPECIAL SERVICES					
A. Test results; reports of counselors, chemical dependency counselors, vocational counselors, psychologists; information on client's/inmate's participation in various programs offered	MS 241.69	Priv	MS 13.85	6 yrs. after last discharge	N
15. TRAINING RECORDS					
A. Documents events towards certification for staff in various areas		Publ Priv Non-Publ	MS 13.03 MS 13.34	5 yrs. after termination	N
16. VICTIM SERVICES					
A. Documents staff contacts with victims, public speaking engagements, prevention efforts, evaluations, and feedback.		Publ Priv	MS 13.03	6 yrs. after last activity	N
17. VOLUNTEER SERVICES					
A. Includes volunteer applications, cumulative service records for and disposition of volunteer services, and evaluation of volunteers.		Publ Priv	MS 13.03 MS 13.43, Subd. 2	2 yrs. after individual volunteer service ceases	N
***SEE OTHER SECTIONS OF THE GENERAL SCHEDULE FOR RECORDS NOT LISTED HERE					