

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

## NOTE:

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

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

## Destruction Reporting:

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

## Records Not on the General Schedule:

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

## Resources:

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

## Schedule Updates:

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

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

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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.	

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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

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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

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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

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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

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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 MCA 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



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				POST CURR	PURPOSE AND USE FOR COLLECTION			
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	Law Enforcement Staff,		
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 MS 13.46, Subd. 2 MS 626.557, Subd. 12		for possible prosecution; future reference towards compiling history of re-occurrence.	Courts, Social Services	7 yrs. MS 626.557, Subd. 12	N
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

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