

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 |
|---------------------------------------|------------------------------|------|

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.

| |
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| 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" = 12.0 | 4X6 Card 12" Row = 0.2 | Destroyed (include records listed on back) |
| Shelving 4' Letter = 2.3 | Transfer Case = 2.5 | 5X8 Card 12" Row = 0.3 | |
| Shelving 4' Legal = 3.0 | 24" X 16" X 11" = 3.0 | 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>Paul Anderson</i> | <i>12/13/85</i> |