

1. Schedule Number <i>04-115</i>	Date <i>4/22/04</i>	2. <input checked="" type="checkbox"/> New <input type="checkbox"/> Revision of	MINNESOTA RECORDS RETENTION SCHEDULE
		3. Agency Health, for the "General Records Retention Schedule for Counties"	
4. Division / Section Office of the State Registrar		5. Address 717 SE Delaware, Minneapolis	See attached page(s) for records description

7. For use by Records Disposition Panel only

AUTHORIZATION: under the authority of M.S. 138.17, it is hereby ordered that the records listed on this application be disposed per approved schedule.		NOTICE: This retention schedule has been reviewed by the state records disposition panel in accordance with Minnesota Statutes 138.17. The records listed on this schedule have been reviewed for their historical, fiscal and legal value. This schedule's compliance with the Minnesota Government Data Practices Act (Minnesota Statutes Chapter 13) has not been verified by the records disposition panel.	
Agency Records Management Officer <i>James L. Mack</i>	Date <i>23 March 2004</i>	Minnesota Historical Society <i>Charles Rodgen</i>	Date <i>22 April 2004</i>
Type RMO Name / Phone James L. Mack, CRM	651-297-3911	Legislative Auditor <i>David Kang</i>	Date <i>May 20, 2004</i>
Agency Head or Designee <i>Mary Beth</i>	Date <i>3/22/04</i>	Attorney General <i>Patricia Nolte</i>	Date <i>June 10, 2004</i>

COUNTY (LOCAL) REGISTRAR

CATEGORY DEFINITIONS

ITEM NUMBER – A unique identifier assigned to each record series that is in a different format or managed differently from other record series.

RECORD SERIES TITLE AND DESCRIPTION – A record series is a group of records filed together because they relate to a particular subject. The capitalized title is used in transfer and disposal reports to identify the records. The description facilitates identification of the records by the user.

MEDIA – The format upon which the records are stored. Typical media are paper, microfilm/microfiche, and electronic. Discs, tapes and other removable storage media are considered electronic.

BEGINNING DATE – The month/year or year when collection of the records began. Inclusive dates can also be entered here in the case of records no longer being collected.

COUNTY RETENTION REQUIREMENTS – 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 a record is filed by calendar year and it has a retention period of 3 years, the disposal date for 1995 records is January 1999. There may be other conditions or events listed as criteria for disposal in addition to the retention time.

DATA PRACTICES – This identifies records classified by the Minnesota Government Data Practices Act or other state or federal law. The system includes the following classifications: Public, private, confidential, non-public, and protected non-public. More than one classification may apply to the data on the records. The citation for the statute or law that classifies the data on the record may be listed in this column.

VITAL (Y/N) – If a “Y,” meaning “yes” appears in this column, these records are critical to the mission of the government entity and should have duplicate copies stored off-site. An “N” or “no” in the column indicates that the data on the records can be recreated from other sources in the event of a disaster.

ARCHIVAL (YES/NO) – If a “Yes” has been entered in this column by the State Archivist the records are eligible for transfer to the State Archives in the Minnesota Historical Society after the retention period has expired or when the government entity no longer has need for them. Contact the Minnesota Historical Society for information on how to transfer archival records.

County (Local) Registrar General Records Retention Schedule

Item No.	Record Series TITLE and Description	Media	Beginning Date	County Retention Requirements	Data Practices	Vital	Archival? (Yes/No)
1.	BIRTH RECORDS and related documents collected under the Vital Statistics Act, Minnesota Statutes, sections 144.211 to 144.227 and Minnesota Rules, chapter 4601.				MS § 144.225 public, private & confidential		No
1A.	Records filed for BIRTH OCCURRING IN MINNESOTA and related birth record indexes. Minnesota Statutes, section 144.215, subdivision 1, require that a record of birth for each live birth that occurs in this state be filed with the state registrar. Records filed prior to the implementation of MN VRV2000, the automated vital statistics system were filed on paper and a portion of the record was entered into MN VRV2000 as an historical record. Historical records do not include all of the information on the paper records. Birth records filed after the implementation of MN VRV2000, the automated vital statistics system, are electronic. 1935 was the earliest year that all of the records were entered. For births that occurred prior to 1935, records are entered in MN VRV2000 as needed to issue birth certificates so not all records for births between 1900 and 1935 will be included.	Paper, electronic, microfilm, and microfiche	1/1/1900-3/25/2001	Until birth records are scanned by MDH		N	No
1B.	Documentation related to CORRECTING OR AMENDING birth records. For records corrected, or amended after the implementation of MN VRV2000, a summary of the documentation is recorded on the electronic record in MN VRV2000 according to Minnesota Rules, parts 4601.0600 to 4601.1400	Paper, microfilm, and microfiche	1900	1 year or until data entered into MN VRV2000 is edited		N	No
1C.	APPLICATION TO AMEND a birth record. Since the implementation of MN VRV2000, the original application to amend is mailed to MDH once the data entered into MN VRV2000 is edited.	Paper, electronic, microfilm, and microfiche	1900	1 year or until data entered into MN VRV2000 is edited and application is mailed to MDH		N	No

County (Local) Registrar General Records Retention Schedule

Item No.	Record Series TITLE and Description	Media	Beginning Date	County Retention Requirements	Data Practices	Vital	Archival? (Yes/No)
2.	DEATH RECORDS and related documents collected under the Vital Statistics Act, Minnesota Statutes, sections 144.211 to 144.227 and Minnesota Rules, chapter 4601.				MS §144.225, subd 1 Public		
2A.	<p>Records filed for DEATHS OCCURRING IN MINNESOTA and death record indexes. Minnesota Statutes, section 144.221, subdivision 1, require that a record of death for each death that occurs in this state be filed with the state registrar. Records filed prior to the implementation of MN VRV2000, the automated vital statistics system were filed on paper and records for deaths that occurred during 1997-2001 were entered into MN VRV2000 as an historical record. Historical records and records filed after the implementation of MN VRV2000 are electronic.</p> <p>Death certificates are issued from MN VRV2000 beginning with deaths that occurred during 1997.</p> <p>Death certificates for deaths that occurred prior to 1997 may be issued from microfilm. Local registrars may purchase microfilm from the Minnesota Historical Society or may refer requests for certificates for deaths that occurred prior to 1997 to MDH.</p>	Paper, Electronic, Microfilm and Microfiche	1908-2001	Until microfilmed by MDH		N	No
2B.	DEATH RECORD WORKSHEETS. A worksheet is completed when the entity reporting the death does not have access to MN VRV2000. Worksheets are used to collect the data that are entered as the death record in MN VRV2000.	Paper	2002	Until sent to MDH		N	No
2C.	Documentation for FILING OR AMENDING death records. For records filed, corrected, or amended after the implementation of MN VRV2000, a summary of the documentation is recorded on the electronic record in MN VRV2000 according to Minnesota Rules, parts 4601.1500 to 4601.2100.	Paper, microfilm, microfiche	1908	1 year or until data entered into MN VRV2000 is edited and application is mailed to MDH		N	No
2D.	APPLICATIONS TO AMEND death records. . Since the implementation of MN VRV2000, the original application to amend is mailed to MDH once the data entered into MN VRV2000 is edited.	Paper	1908	1 year or until data entered into MN VRV2000 is edited and application is mailed to MDH		N	No

County (Local) Registrar General Records Retention Schedule

Item No.	Record Series TITLE and Description	Media	Beginning Date	County Retention Requirements	Data Practices	Vital	Archival? (Yes/No)
3.	Documents related to the ISSUANCE OF BIRTH AND DEATH CERTIFICATES and the provision of vital records data under the Vital Statistics Act, Minnesota Statutes, sections 144.211 to 144.227 and Minnesota Rules, chapter 4601.				MS §144.225 Public, private, & confidential		
3A.	Applications and other information related to REQUESTS FOR CERTIFICATES AND OTHER SERVICES related to a vital record. May include application forms and correspondence related to clarifying the service requested. After implementation of MN VRV2000, the applicant information required in Minnesota Rules, part 4601.2600, subpart 3 is entered into MN VRV2000.	Paper	1/2001	6 months from completion of services		N	No
3B.	VOIDED CERTIFICATES. Includes certificates printed in error. Voided certificates are shredded	Paper	7/2001	Until entry of void in MN VRV2000		N	No