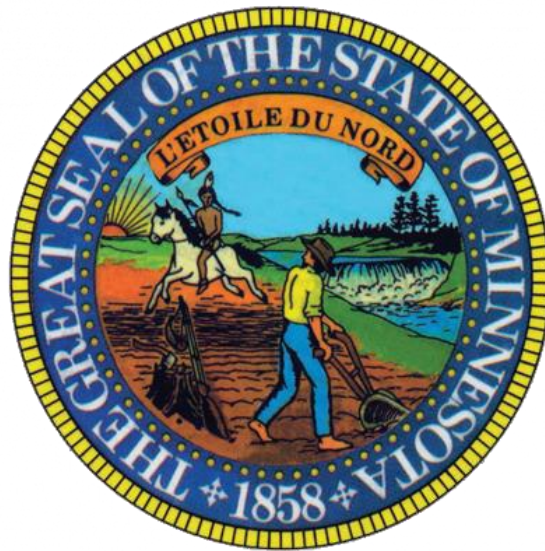


**GENERAL RECORDS
RETENTION SCHEDULE
FOR MINNESOTA CITIES**



March 2021

This is an evolving document. Please help us keep it up-to-date by letting the MCFOA Records Retention Committee know of any errors or omissions, ambiguities, inconsistencies, or additions.

Please note the Data Practices Classifications and Statutes are current as of the date of this schedule and are subject to change. The Data Practices information is for the convenience of City Clerks.

GENERAL RECORDS RETENTION SCHEDULE FOR MINNESOTA CITIES

Purpose of the General Records Retention Schedule

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

This City General Records Retention Schedule establishes minimum retention periods for city records based on their administrative, fiscal, legal and historical value. It lists records series common to cities and identifies how long to retain them.

This schedule was originally developed by the Minnesota State Department of Administration, Information Policy Analysis Division and the Minnesota Historical Society, Division of Archives and Manuscripts and was funded in part by a grant from the National Historical Publications and Records Commission.

The revised schedule was updated by city clerks and officials representing the Minnesota Clerks and Finance Officers Association (MCFOA).

Adopting and Using the General Schedule

1. A city that has adopted the previous version of this general schedule does not need to notify the Minnesota Historical Society that it is adopting this revised edition of the General Records Retention Schedule for Cities. It will be assumed that cities that have adopted the previous version will now utilize this revised version.

If you have not previously adopted the general schedule, to begin disposing of records, you must notify the State Archives of the Minnesota Historical Society that your city has adopted the schedule. The enclosed form, "*Notification of Adoption of City General Records 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 length of time that you must retain your records. Once that retention period has been reached you may destroy the records 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. The retention stated on the schedule applies to any form of the record (paper, computer tape or disk, microfilm, optical disk, electronic media, etc.).
6. Data Practices Classifications are effective as of the printing of this Retention Schedule. Because data practices issues change regularly, classifications may have changed. For current information on data practices, consult Minnesota State Statutes, Chapter 13, or call the State of Minnesota, Department of Administration, Data Practices Office at 651-296-6733 or 1-800-657-3721.

Destruction Reporting

After you destroy records according to the general schedule, maintain a list of destroyed items.

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 form". Both of these forms are available on the State Archives' web site at:

<http://www.mnhs.org/preserve/records/recser.html#forms>.

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".

Duplicate Records

This retention schedule concerns itself only with the city's official record copy and the retention periods assigned reflect that. It is each city's responsibility to identify the official record copy and to identify when to destroy any other copies of identical records, after they have lost their legal, fiscal, historical and administrative value. Duplicate copies should not be retained as long as the official record. Normally the retention period on duplicate records will not exceed two years.

Category Definitions for the General Schedule

Record Series Description: A record series is a group of records clustered together because they all relate to the same topic and have the same retention period.

Retention Period/Statute: The retention cited is the minimum amount of the time a record must be kept. *A number printed alone, e.g. 10, means ten years. If months or days are meant the entry will display that, e.g. 6 months or 30 days.* 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, 2004. Statutes listed here cite specific retention periods for the records series.

Data Practices Classification: This phrase refers to records classified by the Minnesota Government Data Practices Act or other state or federal laws. The classification system includes: public, private, confidential, nonpublic or protected nonpublic. More than one classification may apply.

Data Practices Statute: This phrase refers to the statute or law which cites the data practices classification of the record series.

Resources

Questions about **Archival Records**:

Minnesota Historical Society State Archives
Department Minnesota History Center
345 West Kellogg Boulevard
St. Paul, MN 55102-1906
651-259-3260 or 800-657-3773
Email: statearchives@mnhs.org
<http://www.mnhs.org/preserve/records/>

Questions about **Data Practices**:

Department of Administration Data Practices Office
320 Centennial Office Building
658 Cedar St.
St. Paul, MN 55155
651-296-6733 or 800-657-3721
Email: info.dpo@state.mn.us
<https://mn.gov/admin/data-practices/>

STATE ARCHIVES DEPARTMENT
**APPLICATION FOR ONE-TIME AUTHORITY
TO DISPOSE OF RECORDS**

| | |
|---------------------------------|------------|
| FOR USE BY RECORDS PANEL | |
| Application No. _____ | Date _____ |

Please note: If the records in question appear on an approved records retention schedule used by your agency, it is unnecessary to submit this form requesting approval for destruction. Contact the State Archives if you have questions.

This form does not provide continuous authority to dispose of similar records and cannot be used to approve a records retention schedule.

Instructions:

1. Complete original and three copies (photocopies are acceptable).
2. Complete items 1 through 6 and item 8. Use reverse side to continue records description. If more space is needed, use plain paper.
3. Send original and two copies to the **State Archives Department, 345 Kellogg Boulevard West, St. Paul, MN 55102-1906.**
4. 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.

Additional copies of this form are available on the State Archives website, www.mnhs.org/statearchives or by calling (651) 259-3260. (FAX: (651) 296-9961). Our email address is statearchives@mnhs.org

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 provision 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) _____ | Director, Minnesota Historical Society _____ Date _____ |
|--|---|

| | |
|-----------------------|---|
| Name _____ Date _____ | Legislative or State Auditor _____ Date _____ |
|-----------------------|---|

| | |
|-------------------------|-----------------------------------|
| Title _____ Phone _____ | 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". | C. Inclusive Dates |
| A. Item No. | B. Name of record, form numbers, content, usage, arrangement, original duplicate, or microfilmed. | |

| A. Item No. | B. Name of record, form numbers, content, usage, arrangement, original duplicate, or microfilmed. | C. Inclusive Dates |
|-------------|---|--------------------|
| | | |

#021-029

3/15/2021

General Records Retention Schedule For Minnesota Cities

State of Minnesota
March 2021

| | |
|---|-----------------------|
| Minnesota Historical Society <i>Charles Rodgen</i> | Date 16 March 2021 |
| State Auditor <i>Wendy Key</i> | Date 6/11/2021 |
| Attorney General <i>Keith Dowd</i> | Date 3/29/2021 |

MCFOA Records Retention Committee

Proposed 2021 Revisions to the "General Records Retention Schedule for Cities"

| Item | RECORD CODE #, TITLE & DESCRIPTION | Type | Issue Reviewed by Records Retention Committee |
|-------------|---|-------------|--|
| 1. | ADM 03070 DATA PRACTICES REQUEST | Change | Remove 'Form" in title |
| 2. | ASG 00400 CERTIFICATE OF REAL ESTATE VALUE (CRV) | Change | Add "Electronic Certificates of Real Estate Value are available at the MN Department of Revenue website" to Description" |
| 3. | ASG 00700 DIVISIONS AND COMBINATIONS OF REAL PROPERTY | Change | Remove Description |
| 4. | BUI 00600 ELECTRICAL INSPECTION RECORD | Change | Change retention to Life of Property |
| 5. | BUI 01200 PLUMBING INSPECTION RECORD | Change | Change retention to Life of Property |
| 6. | BUI 01300 SIGN INSPECTION RECORD | Change | Change retention to Life of Property |
| 7. | ELE 00700 CAMPAIGN FINANCE REPORTS | Change | Remove "State requirement to ensure fair campaign practices." Add: See MN Statute 211A.02, subd. 6 for online posting requirement. |
| 8. | ELE 01500 OATH OF RESIDENCE / VOUCHER FORMS | Change | Change Cards to Forms |
| 9. | ELE 01800 PRECINCT BOOKS & PRINTOUTS FROM COUNTY | Change | Change title to MASTER LIST |
| 10. | LIQ – 00700 CHECK REGISTER | Delete | Covered by FIN 02010 |
| 11. | PAY 00100 AUTHORIZATION FORMS | Change | Change title to FORMS from CARDS |
| 12. | P&R 02000 REGISTRATION FORMS | Change | Add to description "if includes waiver of liability, see P & R 00100." |
| 13. | PER 00200 APPLICATIONS – NOT APPROVED | Change | Change title from "Permits Denied" to "Not Approved" |
| 14. | PER 01200 DANCE/PARADE/PUBLIC GATHERING PERMITS | Change | Add "/Special Event" after Gathering |
| 15. | PER 01350 DOMESTIC PARTNERSHIPS | New | Retention – 2 after termination |

| | | | |
|-----|---|--------|---|
| 16. | PER 01930 HEATING, VENTILATION, AIR CONDITIONING PERMIT | Change | Remove description and add (Mechanical) |
| 17. | PER 02700 PEDDLER'S, TRANSIENT MERCHANTS & SOLICITORS LICENSE | Change | Add to description: Includes mobile food units |
| 18. | POL 03000 ARREST REPORTS | Change | Add to retention: If felony, Permanent Statute: 299C.12 |
| 19. | POL 05350 JAIL INSPECTION LOGS | New | Description: Includes daily, annual and bi-annual logs Retention: 2 yrs |
| 20. | POL 05925 UNMANNED AERIAL VEHICLE DATA (DRONE) | Add | Private/Non Public Retention: Delete asap, no later than 7 days after collection unless data is part of active criminal investigation. MS626.19, subd.6 c |
| 21. | PWM 03000 WEED COMPLAINT & RECORDS | Change | Retention to 7 years (ADM 02600) Public/Private/Confidential |
| 22. | UTL 01100 DISTRIBUTION REPORTS | Change | Add: - ELECTRIC |
| 23. | WST 01700 REPORTS | Add | Add – HAZARDOUS WASTE to the title |

General Records Retention Schedule for Minnesota Cities

TABLE OF CONTENTS

| | | | |
|--|-----|---|------------|
| Administration..... | ADM | Library | LIB |
| Assessing | ASG | Liquor | LIQ |
| Attorney | ATT | Parks and Recreation..... | P&R |
| Bonds | BON | Payroll | PAY |
| Building Inspections | BUI | Permits and Licenses | PER |
| Cemetery | CEM | Planning and Zoning | PLZ |
| Contracts/Agreements..... | CON | Public Safety – Fire | See : Fire |
| Courts..... | CTS | Public Safety – Police..... | POL |
| Elections..... | ELE | Public Works – Engineering | PWE |
| Financial/Accounting | FIN | Public Works – Maintenance/Operations | PWM |
| Fire | FIR | Records Management | RMG |
| Health Services | HEA | Utilities | UTL |
| Housing and Redevelopment Authority..... | HRA | Vital Statistics | VIT |
| Human Resources..... | HRS | Waste Management | WST |
| Insurance..... | INS | | |

General Records Retention Schedule for Minnesota Cities Index

| RECORD SERIES TITLE | RECORD SERIES CODE |
|--|---------------------------|
| 1099 MISCELLANEOUS INCOME | PAY 02000 |
| 911 RECORDINGS | FIR 01500 |
| 911 RECORDINGS | POL 02700 |
| ABANDONED MAINS AND SERVICES AS BUILT | UTL 00100 |
| ABATEMENTS | ASG 00050 |
| ABSENTEE BALLOT APPLICATION | ELE 00100 |
| ABSTRACT & CERTIFICATES OF TITLES: | ADM 00100 |
| ABSTRACT OF ELECTION RETURNS | ELE 00200 |
| ACCIDENT - DRIVER EXCHANGE REPORT | POL 02950 |
| ACCIDENT REPORTS | POL 02900 |
| ACCOUNT REPORTS - DELINQUENT & UNCOLLECTIBLE | FIN 00100 |
| ACCOUNTS PAYABLE LEDGERS & JOURNALS | FIN 00200 |
| ACCOUNTS RECEIVABLE - LEDGERS & JOURNALS | FIN 00300 |
| ACKNOWLEDGMENT & WAIVER OF LIABILITY | P&R 00100 |
| ACTIVITIES - BROCHURES | P&R 00200 |
| ACTIVITIES FLYERS | P&R 00300 |
| ADJUSTMENT REPORTS | UTL 00200 |
| ADMISSION RELEASE RECORDS | POL 05200 |
| ADVERTISING FLYERS | LIQ 00100 |
| AERIAL PHOTOGRAPHS | PWE 00100 |
| AFFIDAVIT OF MAILING | ADM 00200 |
| AFFIDAVIT/CONTRACTOR | UTL 00300 |
| AFFIDAVITS OF CANDIDACY | ELE 00300 |
| AFFIDAVITS OF OWNERSHIP | CEM 00100 |
| AFFIDAVITS OF PUBLICATION | ELE 00400 |
| AFFIDAVITS OF PUBLICATIONS | ADM 00400 |
| AFFIDAVITS OF PUBLICATIONS GENERAL NOTICES | ADM 00300 |
| AFFIRMATIVE ACTION FILES | HRS 00200 |
| AFFIRMATIVE ACTION RECRUITMENT FORM | HRS 00300 |
| AFFIRMATIVE ACTION REPORTS | HRS 00400 |
| AFFORDABLE CARE ACT REPORTING | HRS 00150 |
| AGENDA PACKETS | ADM 00500 |
| AGENDA PACKETS - MISCELLANEOUS | ADM 00650 |
| AGREEMENTS - TRUST | ADM 00700 |
| AGREEMENTS/CONTRACTS / LEASES / JOINT POWERS | CON 00050 |
| AIRPORT DEVELOPMENT / PLANNING | ADM 00800 |
| AIRPORT OPERATIONS / MAINTENANCE | ADM 00900 |
| AMBULANCE BILLING/HIPPA AUTHORIZATION FORM | FIR 00010 |
| AMBULANCE EMERGENCY ROOM RECORDS | FIR 00020 |
| AMBULANCE MASTER SCHEDULES | FIR 00030 |
| AMBULANCE PATIENT CARE REPORT - EMSRB/STATE FORM | FIR 00040 |
| AMBULANCE PRE-HOSPITAL PROTOCOLS | FIR 00050 |
| ANIMAL & PET LICENSE APPLICATIONS OR PERMITS | PER 00100 |
| ANIMAL CONTROL STATISTICAL REPORTS | POL 01800 |
| ANIMAL IMPOUND/RELEASE | POL 01900 |
| ANNEXATION RECORDS | PLZ 00100 |

General Records Retention Schedule for Minnesota Cities Index

| RECORD SERIES TITLE | RECORD SERIES CODE |
|---|---------------------------|
| ANNUAL REPORT OF THE LIBRARY BOARD | LIB 00100 |
| ANNUAL REPORTS | ADM 01000 |
| ANNUAL REPORTS | HRA 00100 |
| ANNUAL REPORTS | P&R 00400 |
| ANNUAL REPORTS - POLICE DEPARTMENT | POL 00100 |
| APPARATUS/EQUIPMENT MAINTENANCE & INSPECTION RECORDS: | FIR 00100 |
| APPEARANCE BONDS | BON 00100 |
| APPLICATIONS – NOT APPROVED | PER 00200 |
| APPLICATIONS FOR CLASSIFICATION | ASG 00100 |
| APPLICATIONS FOR EMPLOYMENT-NOT HIRED | HRS 00500 |
| APPLICATIONS FOR INSURANCE | INS 00100 |
| APPLICATIONS FOR PERSONS ON ELIGIBILITY LIST | HRS 00600 |
| APPOINTMENT FILES | ADM 01100 |
| APPOINTMENT FILES - NOT APPOINTED | ADM 01110 |
| APPRAISALS - PROPERTY | ASG 00200 |
| ARBITRATION DECISIONS | HRS 00700 |
| ARBORCULTURE | PWM 00100 |
| ARREST & CHARGE | POL 05840 |
| ARREST REPORTS | POL 03000 |
| ARSON REPORTS/INVESTIGATIONS | FIR 00200 |
| ARTICLES OF INCORPORATION | ADM 01200 |
| ASPHALT MIXING LOG | PWM 00200 |
| ASSESSMENT NOTIFICATION LETTERS | ASG 00300 |
| ASSET RECORDS | FIN 00400 |
| ATTORNEY OPINIONS | ATT 00200 |
| ATTORNEY OPINIONS-OFFICIAL COPY | ADM 01300 |
| AUCTION | POL 00200 |
| AUDIO & VIDEO RECORDING INVENTORY LOG | POL 05810 |
| AUDIO & VIDEO RECORDINGS - EXTRANEIOUS | POL 05830 |
| AUDIO VISUAL / TECHNOLOGY EQUIPMENT CHECKOUT RECORDS | LIB 00200 |
| AUDIT OF PORTABLE RECORDING SYSTEMS TECHNOLOGY | POL 05844 |
| AUDIT REPORTS - EXTERNAL | FIN 00800 |
| AUDIT REPORTS - INTERNAL | FIN 00900 |
| AUDIT SUMMARY REPORT - PORTABLE RECORDING SYSTEMS | POL 05846 |
| AUTHORITY TO DISPOSE OF RECORDS STATE FORM (PR - 1) | RMG 00100 |
| AUTHORIZATION FORMS | PAY 00100 |
| AUTOMATIC LICENSE PLATE READER DATA | POL 05850 |
| AUTOMATIC LICENSE PLATE READER USE LOG & AUDIT DATA | POL 05854 |
| AUTOMATIC PAYMENT PLAN AUTHORIZATION FORM | FIN 00950 |
| BACKGROUND CHECK | POL 00240 |
| BACKGROUND CHECK | POL 00250 |
| BACTERIOLOGICAL TEST/ANALYSIS | UTL 00500 |
| BAIL RECEIPTS | POL 03100 |
| BALLOTS | ELE 00500 |
| BALLOTS – UNVOTED | ELE 00600 |
| BANK STATEMENTS | FIN 01000 |

General Records Retention Schedule for Minnesota Cities Index

| RECORD SERIES TITLE | RECORD SERIES CODE |
|---|---------------------------|
| BANKRUPTCY RECORDS | FIN 01100 |
| BENEFIT / CAFETERIA PLAN RECORDS | PAY 00200 |
| BENEFITS ENROLLMENT ELECTION | HRS 00750 |
| BENEFITS PLAN | HRS 00800 |
| BICYCLE LICENSE OR PERMIT | PER 00300 |
| BICYCLE SAFETY | POL 02100 |
| BIDS & SPECIFICATIONS FOR CAPITAL IMPROVEMENT - ACCEPTED | CON 00100 |
| BIDS & SPECIFICATIONS FOR SERVICES & SUPPLIES - ACCEPTED | CON 00200 |
| BIDS, QUOTATIONS, SPECIFICATIONS & RFP'S - ACCEPTED | ADM 01400 |
| BIDS, QUOTATIONS, SPECIFICATIONS & RFP'S & - NOT ACCEPTED | ADM 01500 |
| BILLIARD (POOL HALL) LICENSE | PER 00400 |
| BILLING STATEMENTS | FIN 01200 |
| BILLINGS (REGISTER) | UTL 00600 |
| BIRTH RECORDS | VIT 00100 |
| BLOOD PRESSURE PATIENT RECORDS | HEA 00100 |
| BOND & INTEREST COUPON REGISTER | BON 00200 |
| BOND SALE TRANSCRIPTS | BON 00300 |
| BONDS - CITY OFFICIALS | BON 00150 |
| BOOKMOBILE RECORDS | LIB 00300 |
| BOWLING ALLEY LICENSE | PER 00500 |
| BRIDGE/CULVERT INVENTORY | PWM 00300 |
| BRIDGE/CULVERT MAINTENANCE REPORTS | PWM 00400 |
| BUDGET - ANNUAL | FIN 01310 |
| BUDGET - OFFICIAL COPY | ADM 01800 |
| BUDGET - SUPPORT / WORKING PAPERS | ADM 01900 |
| BUDGET REPORTS | FIN 01320 |
| BUDGET WORKPAPERS - DEPARTMENT | FIN 01400 |
| BUDGET WORKPAPERS - MASTER | FIN 01500 |
| BUILDING INSPECTION RECORDS - FINAL | BUI 00150 |
| BUILDING INSPECTION RECORDS - NOT FINAL | BUI 00100 |
| BUILDING PERMITS - COMMERCIAL | PER 00600 |
| BUILDING PERMITS - RESIDENTIAL | PER 00700 |
| BUILDING PLANS - COMMERCIAL, INDUSTRIAL | BUI 00200 |
| BUILDING PLANS: RESIDENTIAL | BUI 00300 |
| BUREAU OF CRIMINAL APPREHENSION REPORTS | POL 00300 |
| BURIAL PERMISSION FORM | CEM 00300 |
| BURIAL PERMITS | CEM 00200 |
| BURNING PERMITS - RESIDENTIAL | PER 00800 |
| BYLAWS - COMMISSIONS AND BOARDS | ADM 02000 |
| CAMPAIGN FINANCIAL REPORTS | ELE 00700 |
| CANCELED & VOIDED PAYROLL CHECKS | PAY 00300 |
| CANCELED / PAID BONDS, COUPONS & CERTIFICATES OF | BON 00400 |
| DESTRUCTION CAPITAL IMPROVEMENT PROGRAM | FIN 01900 |
| CARNIVAL LICENSE APPLICATIONS | PER 00900 |
| CASE FILES / OFFENSE REPORTS - JUVENILE | POL 03400 |
| CASE FILES/OFFENSE REPORTS - ADULT | POL 03300 |

General Records Retention Schedule for Minnesota Cities Index

| RECORD SERIES TITLE | RECORD SERIES CODE |
|--|---------------------------|
| CASH REGISTER TAPES | FIN 02000 |
| CATALOGS | LIB 00400 |
| CENSUS REPORTS - CITY GENERATED | ADM 02100 |
| CERTIFICATE OF FILING LAND USE CONTROL | PLZ 00200 |
| CERTIFICATE OF OCCUPANCY | BUI 00400 |
| CERTIFICATE OF REAL ESTATE VALUE (CRV) | ASG 00400 |
| CERTIFICATE OF SURVEY | BUI 00410 |
| CERTIFICATES OF ELECTION | ELE 00800 |
| CERTIFICATES OF INSURANCE | INS 00400 |
| CERTIFICATION FOR PEACE OFFICERS FOR STATE AID APPLICATION | POL 00350 |
| CERTIFICATION OF TEST/EXAMINATION RESULTS | HRS 00900 |
| CHANGE FORM (PAYROLL COPY) | PAY 00400 |
| CHART OF ACCOUNTS | FIN 02006 |
| CHARTER | ADM 02200 |
| CHECK REGISTER | FIN 02010 |
| CHECKS (ACCOUNTS RECEIVABLE) | FIN 02022 |
| CHECKS (CANCELED & VOIDED) ACCOUNTS PAYABLE | FIN 02020 |
| CHECKS (DUPLICATE) | FIN 02050 |
| CHECKS (NSF) BAD CHECKS & BAD CHECKS LISTS | FIN 02040 |
| CHEMICAL ANALYSIS | UTL 00800 |
| CIGARETTE/TOBACCO/ETC. LICENSES & APPLICATIONS | PER 01000 |
| CIRCULATION RECORDS | LIB 00500 |
| CITATION/TICKETS | POL 03500 |
| CITIZEN CONTACTS - GENERAL | POL 05860 |
| CITIZEN CONTACTS - GENERAL/NON-ACTIVE OR INACTIVE CRIMINAL | POL 05864 |
| INVESTIGATIVE RECORDINGS | |
| CITY CODE/CODE OF ORDINANCES | ADM 02300 |
| CITY ORDINANCE VIOLATIONS | ADM 02400 |
| CITY SEAL | ADM 02500 |
| CIVIL LITIGATION FILES | ATT 00300 |
| CLAIMS | INS 00450 |
| CLASSIFICATION LISTS | ASG 00500 |
| CLASSIFICATION STUDIES | HRS 01100 |
| CLEAN-UP DAY INFO/PERMITS | WST 00100 |
| CLIENT INCIDENT REPORTS | HEA 00200 |
| CLIENT INCIDENT REPORTS | HEA 00300 |
| CLIENT INCIDENT REPORTS | HEA 00400 |
| CLIMATOLOGICAL GRAPHS | PWM 00500 |
| CODE COMPLIANCE INSPECTION | BUI 00500 |
| COMMUNITY CRIME PREVENTION PROGRAMS | POL 02150 |
| COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) | HRA 00300 |
| COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) APPLICATIONS | HRA 00200 |
| COMPENSATION PLAN | HRS 01150 |
| COMPLAINTS - GENERAL | ADM 02700 |
| COMPLAINTS - REAL PROPERTY | ADM 02600 |
| COMPOSTING/YARDWASTE REGULATIONS | WST 00200 |

General Records Retention Schedule for Minnesota Cities Index

| RECORD SERIES TITLE | RECORD SERIES CODE |
|---|---------------------------|
| COMPREHENSIVE PLAN | PLZ 00300 |
| CONDITIONAL USE PERMIT FILE | PLZ 00400 |
| CONSTRUCTION DRAWINGS / AS BUILTS | PWE 00200 |
| CONSULTING SERVICES | HEA 00500 |
| CONTRACTED SERVICES | HEA 00600 |
| CONTRACTOR LICENSE BONDS | BON 00500 |
| CONTRACTOR REGISTRATIONS | PER 01100 |
| CONTRACTS/AGREEMENTS - LABOR UNIONS | HRS 01200 |
| COPYRIGHT COMPLIANCE RECORDS | LIB 00600 |
| COPYRIGHTS & PATENTS | ADM 02800 |
| CORRESPONDENCE | CEM 00400 |
| CORRESPONDENCE - ATTORNEY | ATT 00400 |
| CORRESPONDENCE - GENERAL | ADM 02900 |
| CORRESPONDENCE - HISTORICAL | ADM 03000 |
| CORRESPONDENCE - MESSAGES | ADM 03050 |
| COURT RECORDS | CTS 00000 |
| CREDIT CARD RECEIPTS - MERCHANT COPIES | FIN 02060 |
| CRIMINAL LITIGATION FILES | ATT 00500 |
| CRIMINAL RECORD CHECK / SECONDARY DISSEMINATION | POL 03600 |
| CURB STOP REQUESTS | PWM 00600 |
| CURBSIDE RECYCLING PROGRAM | WST 00300 |
| CUSTOMER DATA/MUNICIPAL UTILITIES | UTL 00850 |
| DAILY CASH REPORTS | FIN 02100 |
| DAILY REPORTS (DEPARTMENT COPY) | P&R 00700 |
| DAILY TRANSACTION REPORTS | UTL 00900 |
| DAILY WORK SCHEDULES, CREW SCHEDULES | PWM 00700 |
| DANCE / PARADE / PUBLIC GATHERING/SPECIAL | PER 01200 |
| EVENT PERMITS | |
| DANGEROUS DOG LICENSE | POL 01950 |
| DATA PRACTICES REQUESTS | ADM 03070 |
| DEATH INVESTIGATION | POL 03700 |
| DEATH INVESTIGATIONS | POL 05870 |
| DEATH RECORDS | VIT 00200 |
| DEATH REGISTRY | HEA 00700 |
| DEEDS | CEM 00500 |
| DEEDS | PLZ 00500 |
| DEFERMENT APPLICATION | ASG 00600 |
| DELINQUENT REPORTS | UTL 01000 |
| DEMOLITION RECORDS | PWE 00300 |
| DEPARTMENT OF CORRECTIONS - ANNUAL REPORT | POL 00400 |
| DEPARTMENT RULES & REGULATIONS | P&R 00900 |
| DEPARTMENTAL REPORTS | ADM 03100 |
| DEPARTMENTAL REPORTS | ADM 03200 |
| DEVELOPERS AGREEMENTS | CON 00400 |
| DIAGNOSTIC DISEASE INDEX | HEA 00800 |
| DICTATED & AUDIO RECORDED REPORTS | POL 05820 |
| DIETARY RECORDS | HEA 00900 |

General Records Retention Schedule for Minnesota Cities Index

| RECORD SERIES TITLE | RECORD SERIES CODE |
|---|---------------------------|
| DIKE MAINTENANCE RECORDS | PWM 00800 |
| DIRECT DEPOSIT AUTHORIZATIONS | PAY 00420 |
| DIRECTED PATROLS | POL 00410 |
| DISCHARGE OF A FIREARM BY PEACE OFFICE IN COURSE OF DUTY | POL 05874 |
| DISPOSAL OF PROPERTY | FIN 02200 |
| DISTRIBUTION REPORTS | UTL 01100 |
| DIVISIONS AND COMBINATIONS OF REAL PROPERTY | ASG 00700 |
| DOCK LICENSES | PER 01300 |
| DOMESTIC PARTENSHIPS | PER 01350 |
| DONOR RECORDS | LIB 00700 |
| DRIVEWAY GUTTER PATCHING RECORDS | PWM 00900 |
| DROP OFF SITE/RECYCLING YARD WASTE | WST 00400 |
| DRUG AND ALCOHOL TESTING RESULTS | HRS 01650 |
| DRUG AND ALCOHOL TESTING RESULTS DOT RANDOM | HRS 01660 |
| EASEMENTS | PLZ 00600 |
| EASEMENTS - TEMPORARY | PLZ 00700 |
| ELECTION BOUNDARIES & PRECINCT MAP | ELE 00900 |
| ELECTION DAY FORMS | ELE 01000 |
| ELECTION JUDGE WORKSHEET | ELE 01100 |
| ELECTRICAL INSPECTION RECORD | BUI 00600 |
| ELECTRICAL PERMIT | PER 01410 |
| EMERGENCY PLAN / CIVIL DEFENSE FILES | POL 00450 |
| EMERGENCY STORM DAMAGE | PWM 01000 |
| EMPLOYEE DISHONESTY/SURETY BONDS | INS 00500 |
| EMPLOYEE MEDICAL RECORDS | HRS 04200 |
| EMPLOYEE RECOGNITION & AWARDS PROGRAM | HRS 01500 |
| EMPLOYEE SUGGESTION FORM | HRS 01600 |
| EMPLOYEE SURVEYS | HRS 01680 |
| EMPLOYERS QUARTERLY FEDERAL TAX RETURN | PAY 00450 |
| EMPLOYMENT ELIGIBILITY VERIFICATION / I-9 FORM | HRS 02000 |
| ENCUMBRANCES/REVERSALS - ORDERS ISSUED | FIN 02400 |
| ENGINEERING DESIGN BOOKS, PRODUCT DEVELOPMENT STANDARDS, SPECIFICATION BOOKS, DRAWINGS | PWE 00400 |
| ENVIRONMENTAL ASSESSMENT WORKSHEET | WST 00500 |
| ENVIRONMENTAL COMPLAINTS REPORTS | PWM 01100 |
| EPA REPORTS | UTL 01200 |
| EQUAL EMPLOYMENT OPPORTUNITY REPORTS/SUMMARY DATA | HRS 01700 |
| EQUITABLE SHARING RECORDS | POL 00470 |
| EQUIPMENT CONTRACTS | CON 00500 |
| EQUIPMENT INVENTORIES | FIN 02450 |
| EQUIPMENT REPORTS | UTL 01300 |
| EVIDENCE / PROPERTY LOGS | POL 03740 |
| EVIDENCE/PROPERTY INVENTORY REPORTS | POL 03750 |
| EXAMINATION FILE | HRS 01800 |
| EXCAVATION/RIGHT-OF-WAY PERMITS | PER 01600 |
| EXCEPTION REPORTS | WST 00600 |
| EXCLUSION APPLICATIONS | ASG 00720 |
| EXPENDITURE REPORTS - MONTHLY SUMMARIES | FIN 02500 |
| EXPENDITURE REPORTS - YEAR END SUMMARIES | FIN 02600 |

General Records Retention Schedule for Minnesota Cities Index

| RECORD SERIES TITLE | RECORD SERIES CODE |
|--|--------------------|
| FA-1 FORM, APPLICATION OF STATE AID FIRE EQUIPMENT CERTIFICATE | FIR 00350 |
| FAMILY MEDICAL LEAVE DOCUMENTS (FMLA) | HRS 01850 |
| FEE WAIVER SHEETS | P&R 01000 |
| FIDELITY BONDS | BON 00600 |
| FILL MATERIAL REQUESTS | PWM 01200 |
| FINANCIAL REPORTS | FIN 02610 |
| FINANCIAL REPORTS/STATEMENTS (ANNUAL) | FIN 02620 |
| FINES & SERVICE CHARGE RECORDS | LIB 00800 |
| FINGERPRINT RECORDS | POL 00500 |
| FINGERPRINT RECORDS | POL 00510 |
| FINGERPRINT RECORDS | POL 03800 |
| FIRE CODE | FIR 00400 |
| FIRE EXTINGUISHER SERVICE LICENSE | PER 01700 |
| FIRE HYDRANT MAINTENANCE | UTL 01400 |
| FIRE INSPECTION RECORD - ANNUAL | BUI 00700 |
| FIRE INVESTIGATION REPORT | FIR 00600 |
| FIRE PREVENTION WEEK TOURS & DEMONSTRATION DATA | FIR 00700 |
| FIRE TRUCK DAILY/WEEKLY INSPECTION SHEETS | FIR 01150 |
| FIREARM APPLICATION / PERMIT / TRANSFER | POL 03900 |
| FIREWORKS PERMIT & LICENSE | PER 01800 |
| FIRST REPORT OF INJURY | INS 00650 |
| FLOOD CONTROL RECORDS | PWE 00500 |
| FOOD ESTABLISHMENT LICENSE | PER 01850 |
| FOOD SERVICE RECORDS | POL 05300 |
| FORFEITURE FORMS | POL 03820 |
| FORMAL COMPLAINT MADE AGAINST PEACE OFFICER | POL 05876 |
| FRANCHISES GRANTED BY MUNICIPALITY | CON 00600 |
| FREEZING CONDITIONS EMERGENCY LOG | PWM 01300 |
| FROZEN WATER LINES LIST | UTL 01500 |
| GAMBLING LICENSES & REPORTS | PER 01900 |
| GAMBLING/LOTTERY MATERIAL | FIN 02800 |
| GARNISHMENTS | PAY 00500 |
| GAS FITTERS LICENSE | PER 01920 |
| GENERAL JOURNAL | FIN 02900 |
| GENERAL LEDGERS | FIN 03000 |
| GOPHER STATE ONE RECORDS | UTL 01600 |
| GRANTS | ADM 03300 |
| GREEN ACRE LAND & AGRICULTURE PRESERVE APPLICATIONS | ASG 00750 |
| GRIEVANCE FILES | HRS 01900 |
| GRIEVANCE MECHANISM | HEA 01000 |
| HAZARDOUS MATERIAL ACCIDENT REPORT | FIR 01200 |
| HAZARDOUS MATERIAL DOCUMENTS Includes Business Hazard Chemical Inventories / Tier II Reports / Hazmat Sara Title III Reports | FIR 01250 |
| HEALTH DEPARTMENT REPORTS | UTL 01700 |
| HEALTH FAIRS/WORKSHEET HEALTH PROGRAMS | HEA 01100 |
| HEALTH STAFF REPORTS | HEA 01300 |
| HEALTH/MEDICAL PATIENT RECORDS | HEA 01200 |

General Records Retention Schedule for Minnesota Cities Index

| RECORD SERIES TITLE | RECORD SERIES CODE |
|---|---------------------------|
| HEARING SCREENING RECORDS | HEA 01400 |
| HEATING / VENTILATION INSPECTION RECORD | BUI 00800 |
| HEATING, VENTILATION, AIR CONDITIONING PERMIT | PER 01930 |
| HISTORICAL DATA/PHOTOGRAPHS | RMG 00200 |
| HOME HEALTH CARE RECORDS | HEA 01500 |
| HOME IMPROVEMENT VALUE EXCLUSION (THIS OLD HOUSE LAW) | ASG 00780 |
| HOMESTEAD APPLICATION REQUESTS | ASG 00800 |
| HOMESTEAD APPLICATIONS CARDS | ASG 00900 |
| HOMESTEAD PRINT-OUT LIST | ASG 01000 |
| HOSPITAL LISTS OF BIRTHS AND DEATHS | VIT 00300 |
| HOTEL & MOTEL LICENSES | PER 02000 |
| HOUSEHOLD HAZARDOUS WASTE COLLECTION CENTER | WST 00700 |
| HOUSING INSPECTION RECORD | BUI 00900 |
| HOUSING PROGRAM GUIDELINES | HRA 00400 |
| HRA PROJECT MANAGEMENT & RENTAL AGREEMENTS | HRA 00500 |
| HUD ADMINISTRATIVE DOCUMENTS | HRA 00600 |
| HUNTING/SHOOTING PERMIT | PER 02020 |
| ICR's | POL 04100 |
| IDENTIFICATION NUMBERS | WST 00800 |
| IMMUNIZATION RECORDS | HEA 01600 |
| INCIDENT FORM (STATE MFIRS -1) | FIR 01300 |
| INCIDENT REPORTS/FIRE RUNS | FIR 01400 |
| INCOME INFORMATION - NON-COURT TAX DATA | ASG 01200 |
| INCOME SALES TAX RETURNS/RECEIPTS | FIN 03100 |
| INDEMNITY BONDS | BON 00700 |
| INFECTIOUS DISEASE & OCCUPATIONAL EXPOSURE FILES | HRS 04400 |
| IN-SERVICE / IN-HOUSE SUMMARIES | HEA 01700 |
| INSPECTION & TESTING RECORDS | PWE 00600 |
| INSPECTION NOTICES TO HOMEOWNER, VIOLATOR, ETC. | BUI 01000 |
| INSPECTION RECORDS OF LICENSED FACILITIES | PER 02050 |
| INSPECTIONS-SERVICE NEW MAINS | UTL 01800 |
| INSPECTOR REPORTS | BUI 01100 |
| INSTRUCTION MATERIALS FOR JUDGES | ELE 01200 |
| INSURANCE AGENTS' SERVICE AGREEMENT | INS 00700 |
| INSURANCE PREMIUM REPORT | PAY 00600 |
| INTERNAL INVESTIGATION | POL 00600 |
| INTERNAL INVESTIGATIONS | POL 05880 |
| INTERVIEWS | POL 05900 |
| INTOXILYZER TEST RESULTS | POL 04200 |
| INVENTORIES | ADM 03400 |
| INVENTORY OF PORTABLE RECORDING SYSTEMS TECHNOLOGY | POL 05910 |
| INVENTORY SHEETS | LIQ 01000 |
| INVESTIGATIVE FILES | ATT 00600 |
| INVESTMENT DOCUMENTS | FIN 03200 |
| INVOICES - CLAIM VOUCHERS & VERIFIEDS (AR & AP) | FIN 03300 |
| JAIL INSPECTION LOGS | POL 05350 |
| JAIL REGISTER | POL 05400 |

General Records Retention Schedule for Minnesota Cities Index

| RECORD SERIES TITLE | RECORD SERIES CODE |
|--|--------------------|
| JOB / POSITION DESCRIPTIONS | HRS 02200 |
| JOURNAL ENTRY SUPPORT | FIN 03400 |
| LABOR UNION - DISPUTES | HRS 02300 |
| LABOR UNIONS - NEGOTIATING DATA | HRS 02400 |
| LABORATORY ACTIVITIES | HEA 01800 |
| LANDFILL/GARBAGE DUMP SITES | WST 00900 |
| LEASE OF REAL PROPERTY | CON 00700 |
| LIABILITY RELEASES | POL 00700 |
| LIBRARY CARD | LIB 00900 |
| LICENSE BONDS | BON 00800 |
| LICENSING, CERTIFICATION AND ACCREDITATION | HEA 01900 |
| LIENS | ADM 03700 |
| LIQUOR LICENSE | PER 02100 |
| LOANS-INTERLIBRARY | LIB 01000 |
| LOG SHEETS | POL 00800 |
| LONG TERM DISABILITY (LTD) | INS 01100 |
| LOST ITEM REIMBURSEMENT RECORDS | LIB 01100 |
| MAILING LISTS | P&R 01100 |
| MAINTENANCE PUMP STATIONS | UTL 01900 |
| MAINTENANCE RECORDS - CITY EQUIPMENT | ADM 03900 |
| MAINTENANCE RECORDS - CITY PROPERTY | ADM 03800 |
| MAINTENANCE/INSPECTION OF FACILITIES | PWM 01350 |
| MANHOLE CONDITION FIELD REPORTS/SUMMARY SHEETS | PWM 01400 |
| MANHOLE REPAIR REPORT | PWM 01500 |
| MANUALS - CITY EQUIPMENT | ADM 04000 |
| MAPS - TOPOGRAPHICAL | PWE 00800 |
| MAPS & HALF SECTION | PLZ 00800 |
| MAPS, CONSTRUCTION | PWE 00700 |
| MASSAGE LICENSE | PER 02200 |
| MASTER LIST | ELE 01800 |
| MASTER NAME FILE | POL 04500 |
| MASTER NAME FILE | POL 04600 |
| MECHANICAL AMUSEMENT DEVICE LICENSE | PER 02300 |
| MEETING ROOM REQUEST | LIB 01200 |
| METER READING CARDS/SHEETS | UTL 02000 |
| METER RECORDS | UTL 02100 |
| MICROFILM INDEX | RMG 00300 |
| MINNESOTA HOUSING FINANCE AGENCY (MHFA) HOME IMPROVEMENT LOANS | HRA 00700 |
| MINNESOTA HOUSING FINANCE AGENCY (MHFA) HOME PURCHASE LOANS | HRA 00800 |
| MINUTES | CEM 00600 |
| MINUTES - CITY COUNCIL | ADM 04300 |
| MINUTES - VARIOUS BOARDS, COMMISSIONS, COMMITTEES & COUNCILS | ADM 04400 |
| MNDOT CORRESPONDENCE | PWM 01600 |
| MOTOR VEHICLE LICENSE | PER 02400 |
| MOVING PERMIT | PER 02500 |

General Records Retention Schedule for Minnesota Cities Index

| RECORD SERIES TITLE | RECORD SERIES CODE |
|--|---------------------------|
| MUG SHOTS-ADULT | POL 04700 |
| MUG SHOTS-JUVENILE | POL 04720 |
| NEWSLETTERS | LIB 01500 |
| NEWSLETTERS - CITY GENERATED | ADM 04500 |
| NEWSPAPER CLIPPINGS / SCRAPBOOKS | ADM 04600 |
| NOMINATING PETITIONS | ELE 01300 |
| NOTICE OF MEETINGS - CITY COUNCIL & BOARDS & COMMISSIONS | ADM 04700 |
| NOTICE OF SPILL(S) | WST 01200 |
| NOTICES OF COMMERCIAL HAZARDOUS SUBSTANCE | WST 01100 |
| OATH OF OFFICE | ELE 01400 |
| OATH OF OFFICE - ELECTED & APPOINTED OFFICIALS | ADM 04800 |
| OATH OF OFFICE - POLICE OFFICERS, COMMUNITY SERVICE OFFICERS, ANIMAL CONTROL OFFICERS, CITY STAFF WHO ISSUE CITATIONS | ADM 04900 |
| OATH OF RESIDENCE / VOUCHER FORMS | ELE 01500 |
| OCCUPANCY PERMITS/INSPECTION FILES | FIR 01600 |
| OPEN BURNING PERMITS | WST 01300 |
| OPERATION I.D. | POL 02600 |
| ORDINANCES & RESOLUTIONS ADOPTED | ADM 05000 |
| ORGANIZATIONAL CHARTS - CITY | ADM 05200 |
| OSHA - CITATIONS OF PENALTY | HRS 04500 |
| OSHA - EMPLOYEE EXPOSURE RECORDS | HRS 04700 |
| OSHA REPORTS | HRS 04600 |
| OUTAGE REPORTS | UTL 02160 |
| OVERDUE & DAMAGED LIBRARY MATERIAL RECORDS | LIB 01600 |
| OWNER INDEX | CEM 00700 |
| PARK & REC SECURITY TAPES | P&R 02450 |
| PARK ACQUISITIONS | P&R 01400 |
| PARK MASTER PLAN | P&R 01500 |
| PARKING METER REPORTS/RECORDS | PER 02510 |
| PARKING PERMIT | PER 02520 |
| PARKLAND DEDICATION VALUATIONS | ASG 01400 |
| PARTICIPATION DATA | P&R 01600 |
| PATIENT MASTER INDEX | HEA 02000 |
| PAWN SHOP RECORDS | POL 00910 |
| PAWNBROKERS / PRECIOUS METAL / SECOND-HAND DEALER LICENSE | PER 02600 |
| PAY EQUITY IMPLEMENTATION REPORT | HRS 02700 |
| PAY EQUITY PLAN/SUMMARY | HRS 03000 |
| PAY EQUITY PROFILES | HRS 02800 |
| PAY EQUITY QUESTIONNAIRE BOOKS | HRS 02900 |
| PAY EQUITY WORKPAPERS | HRS 03100 |
| PAYMENT BONDS | BON 00900 |
| PAYROLL LEDGER / JOURNAL | PAY 00900 |
| PAYROLL REPORTS | PAY 00800 |
| PAYROLL REPORTS - STATE & FEDERAL | PAY 01000 |
| PAYROLL WORKSHEETS | PAY 01100 |
| PEAK DEMAND REPORTS | UTL 02130 |
| PEDDLER'S, TRANSIENT MERCHANTS & SOLICITORS LICENSE | PER 02700 |

General Records Retention Schedule for Minnesota Cities Index

RECORD SERIES TITLE

RECORD SERIES CODE

| | |
|--|-----------|
| PENSION & RETIREMENT REPORTS | PAY 01200 |
| PERA REPORTS / PENSION FILES | PAY 01300 |
| PERFORMANCE BONDS | BON 01000 |
| PERMIT BONDS | BON 01100 |
| PERMITS | P&R 01700 |
| PERMITS - STREET OPENING | PWE 00900 |
| PERPETUAL CARE FLOWER FUND CERTIFICATES | CEM 00900 |
| PERPETUAL CARE SERVICE LEDGER | CEM 00800 |
| PERSONNEL FILES | HRS 03300 |
| PETITIONS | ADM 05300 |
| PETITIONS (COURT) - VALUATIONS | ASG 01500 |
| PETITIONS RELATING TO ZONING REQUESTS | PLZ 01100 |
| PETTY CASH REPORTS | LIB 01700 |
| PHARMACY DATA | HEA 02100 |
| PHARMACY INSPECTION REPORTS | HEA 02200 |
| PHOTOGRAPHS | ADM 05350 |
| PHOTOGRAPHS | POL05920 |
| PLANNING CASE FILE | PLZ 01200 |
| PLANS & SPECIFICATIONS | PWE 01100 |
| PLASTERING LICENSE | PER 02800 |
| PLAT | CEM 01000 |
| PLAT FILES - FINAL PLAT | PLZ 01300 |
| PLAT FILES - PRELIMINARY PLAT | PLZ 01400 |
| PLUMBER'S REGISTRATION | PER 02810 |
| PLUMBING INSPECTION RECORD | BUI 01200 |
| PLUMBING PERMITS | PER 02900 |
| POLICE CLEARANCE LETTERS / NOTARIZED NAME SEARCH | POL 01000 |
| POLICIES - ALL INSURANCE POLICIES | INS 01240 |
| POLICIES & PROCEDURES | ADM 05400 |
| POLICIES & PROCEDURES/RULES & REGULATIONS | HRS 03400 |
| POLLING PLACE AGREEMENTS | ELE 01600 |
| POLLING PLACE ROSTERS | ELE 01700 |
| POOL LICENSE | PER 03000 |
| POOL/BEACH PASS FORMS | P&R 01800 |
| PRESS RELEASES | ADM 05500 |
| PRICE LIST | LIQ 01100 |
| PRISONER PROPERTY RECEIPTS | POL 05500 |
| PROBLEM STREET AREA REPORTS | PWM 01700 |
| PROCEDURES | RMG 00400 |
| PROCLAMATIONS | ADM 05600 |
| PROGRAM DESCRIPTIONS | HEA 02300 |
| PROGRAM FILES | HRA 01100 |
| PROGRAM FILES | P&R 01950 |
| PROJECT CORRESPONDENCE | ADM 05700 |
| PROJECT FILES - SPECIAL ASSESSMENTS | ASG 01600 |
| PROJECT RECORDS | PWE 01200 |

General Records Retention Schedule for Minnesota Cities Index

| RECORD SERIES TITLE | RECORD SERIES CODE |
|--|---------------------------|
| PROJECT RECORDS | PWE 01300 |
| PROJECT RECORDS | PWE 01400 |
| PROPERTY - MORTGAGES, OPTIONS, PURCHASE OF | CON 00800 |
| PROPERTY - RECORD CARDS/ASSESSMENTS | ASG 02200 |
| PROPERTY ACQUISITION | HRA 01200 |
| PROPERTY FILES | ATT 00700 |
| PROSECUTION / LAW ENFORCEMENT FILES | ATT 00800 |
| PUBLIC ASSISTANCE VOUCHER RECORDS | POL 01500 |
| PUBLIC PROPERTY USE APPLICATIONS | PER 03010 |
| PUBLICATIONS - CITY-GENERATED | ADM 05900 |
| PUBLICITY | LIB 01800 |
| PUMPING REPORTS | UTL 02200 |
| PURCHASE ORDERS | FIN 03800 |
| QUARTERLY WITHHOLDING TAX RETURN | PAY 01350 |
| RADIO LOGS / CAD | POL 02800 |
| REAL ESTATE DATA CARDS / FIELD CARDS | ASG 02400 |
| REAL PROPERTY - BIDS & ESTIMATES | PLZ 01600 |
| REAL PROPERTY APPRAISALS | PLZ 01500 |
| REBATE APPLICATIONS | PWE 01450 |
| RECEIPTS & RECEIPT BOOKS | FIN 04000 |
| RECLAMATION AGREEMENTS | WST 01400 |
| RECONCILIATION REPORTS | PWM 01750 |
| RECORD OF BURIALS, TRANSFERS, ETC | CEM 01100 |
| RECORDINGS - AUDIO | ADM 05960 |
| RECORDINGS - AUDIO/VIDEO | ADM 05950 |
| RECORDINGS - AUDIO/VIDEO - GENERAL | ADM 05970 |
| RECORDINGS - AUDIO/VIDEO - HISTORICAL | ADM 05980 |
| RECORDINGS - AUDIO/VIDEO - PROJECTS | ADM 05990 |
| RECORDS CHECKOUT REQUEST | RMG 00600 |
| RECORDS DISPOSITION AUTHORIZATION | RMG 00700 |
| RECORDS INVENTORIES | RMG 00500 |
| RECORDS INVENTORY REPORT | RMG 00800 |
| RECORDS MANAGEMENT MANUAL | RMG 00900 |
| RECORDS RETENTION SCHEDULES | RMG 01000 |
| RECORDS TRANSFER/TRANSMITTAL LIST | RMG 01100 |
| RECRUITMENT FILES | HRS 03500 |
| RECYCLING BINS & ACCESSORIES PRICE SHEET | WST 01500 |
| RECYCLING BROCHURES | WST 01600 |
| REFORESTATION PROGRAM | PWM 01800 |
| REGISTRATION FORMS | P&R 02000 |
| RENTAL AGREEMENTS / CONTRACTS | P&R 02100 |
| RENTAL APPLICATION/LICENSE | PER 03020 |
| RENTAL INSPECTION RECORDS | BUI 01210 |
| REPORTS HAZARDOUS WASTE | WST 01700 |
| REPORTS AND STUDIES | UTL 02400 |
| REPORTS OF INJURIES OF PARTICIPANTS | P&R 02200 |

General Records Retention Schedule for Minnesota Cities Index

| RECORD SERIES TITLE | RECORD SERIES CODE |
|---|---------------------------|
| REPOSSESSION LOGS | POL 04840 |
| REPRIMANDS / DISCIPLINARY ACTION | HRS 03600 |
| REQUEST TO INSPECT POLICE REPORT | POL 01600 |
| REQUISITIONS - DEPARTMENT COPY | FIN 04300 |
| REQUISITIONS FOR PERSONNEL | HRS 03700 |
| RESEARCH DATA | HEA 02400 |
| REVENUE REPORTS - MONTHLY SUMMARIES | FIN 04400 |
| REVENUE REPORTS - YEAR END SUMMARIES | FIN 04500 |
| REZONING FILE | PLZ 01700 |
| RIGHT-OF-WAY DOCUMENTS | PWE 01500 |
| ROSTER | P&R 02300 |
| RULES & REGULATIONS, FIRE DEPT | FIR 01700 |
| SAFETY COMMITTEE AGENDA & MINUTES | HRS 04800 |
| SAFETY DATA SHEETS | WST 01750 |
| SAFETY MANUAL | HRS 04900 |
| SALARY DETERMINATION FOR NON-UNION EMPLOYEES | HRS 03750 |
| SALES REPORTS | LIQ 01400 |
| SALES TAX | FIN 04550 |
| SAUNA LICENSE | PER 03100 |
| SCHEDULES | P&R 02400 |
| SEARCH COPIES | ASG 02800 |
| SECTION 8 CLIENTS | HRA 01300 |
| SECTION 8 REIMBURSEMENT REQUESTS | HRA 01400 |
| SERVICE LINE AND ADDRESS CARDS | UTL 02500 |
| SERVICE REQUESTS | UTL 02600 |
| SEWER AVAILABILITY REPORT | BUI 01220 |
| SEWER BACKUP RECORDS | UTL 02630 |
| SEWER CLEANING REPORTS | UTL 02700 |
| SEWER DISCHARGE PERMITS | UTL 02800 |
| SEWER MAIN BREAK RECORDS | UTL 02830 |
| SEWER TELEVISIONING REPORT | UTL 02850 |
| SEXUALLY ORIENTED BUSINESS LICENSE | PER 03110 |
| SHELF LIST / INVENTORY | LIB 01900 |
| SHORT TERM DISABILITY (STD) | INS 01450 |
| SHUT OFF LIST | UTL 02900 |
| SIDEWALK REPAIR RECORDS | PWM 02000 |
| SIGN INSPECTION RECORD | BUI 01300 |
| SIGN PERMIT | PER 03120 |
| SIGN PLAN VARIANCES / APPROVALS / INSPECTION RECORDS | PLZ 01800 |
| SIGN UP SHEETS | HRS 05100 |
| SITE PLAN FILE - APPROVED | PLZ 01900 |
| SITE PLAN FILE - NOT APPROVED | PLZ 02000 |
| SLUDGE DISPOSAL | WST 01800 |
| SNOW REMOVAL EMERGENCY PLANS | PWM 02100 |
| SNOW REMOVAL LOGS | PWM 02200 |
| SOLID WASTE, GARBAGE, REFUSE AND RECYCLERS LICENSE/PERMIT | PER 03200 |

General Records Retention Schedule for Minnesota Cities Index

| RECORD SERIES TITLE | RECORD SERIES CODE |
|--|--------------------|
| SPECIAL ASSESSMENT PROJECT APPROVALS & SPECIAL BENEFIT VALUATIONS | ASG 02900 |
| SPECIAL ASSESSMENT RECEIPTS AND ROLLS | ASG 03000 |
| SPECIAL COMMITTEE REPORTS | ADM 06000 |
| SPECIAL EVENTS & PROGRAMS | LIB 02000 |
| SPECIAL USE PERMIT FILE | PLZ 02100 |
| STATEMENT OF ECONOMIC INTEREST | ELE 02200 |
| STATISTICAL REPORTS | HEA 02500 |
| STATISTICAL REPORTS / SUPPLEMENTAL REPORTS | POL 01700 |
| STORM SEWER LIFT STATIONS PUMP REPORTS | PWM 02700 |
| STORM WATER MANAGEMENT RECORDS | PWE 01600 |
| STREET COMPOSITION REPORTS | PWM 02300 |
| STREET INDEXES | PWE 01650 |
| STREET INVENTORY / CONDITION / RESURFACING RECORDS | PWM 02400 |
| STREET NAME CHANGE (APPROVED) | ADM 06100 |
| STREET NAME CHANGE (NOT APPROVED) | ADM 06200 |
| STREET PATCH REQUESTS | PWM 02500 |
| STREET REGULATIONS | PWE 01700 |
| STREET REGULATIONS | PWE 01800 |
| STREET USE PERMIT | PER 03300 |
| STREET UTILITY SERVICE LINES | PWE 01000 |
| STUDENT LOAN FORGIVENESS FORMS | HR 03450 |
| STUDIES & REPORTS | LIB 02100 |
| SUBSCRIPTIONS / SIGN-UPS | ADM 06300 |
| SUMMARY STATEMENT | ELE 02300 |
| SUPPLY EQUIPMENT LISTS | P&R 02500 |
| SURCHARGE REPORT | BUI 01310 |
| SURVEY / RESEARCH RAW DATA | ADM 03650 |
| SURVEY / RESEARCH RAW DATA | ADM 06350 |
| SURVEYS, PROPERTY | PLZ 02200 |
| TAX INCREMENT FINANCE (TIF) DISTRICT RECORDS - DISTRICT CREATION RECORDS | FIN 04600 |
| TAX INCREMENT FINANCE (TIF) DISTRICT RECORDS - FINANCIAL RECORDS | FIN 04650 |
| TAX INCREMENT FINANCE (TIF) DISTRICT RECORDS - FINANCIAL RECORDS - AUDITED | FIN 04660 |
| TAXI LICENSES | PER 03400 |
| TEST RESULTS | WST 01900 |
| THEATER LICENSE | PER 03410 |
| TICKET SALES REPORTS | P&R 02600 |
| TIME SHEETS | PAY 01400 |
| TITLES TO MUNICIPAL VEHICLES & EQUIPMENT | ADM 06400 |
| TRAFFIC COUNT MAP | PWE 01860 |
| TRAFFIC MONITORING DEVICES | POL 04820 |
| TRAFFIC REPORTS / STUDIES | PWE 01850 |
| TRAINING MATERIALS | HRS 05300 |
| TRAINING RECORDS - FOR EACH INDIVIDUAL | HRS 05400 |
| TRAINING RECORDS & REPORTS FOR OFFICERS | POL 01750 |

General Records Retention Schedule for Minnesota Cities Index

| RECORD SERIES TITLE | RECORD SERIES CODE |
|--|---------------------------|
| TRAINING RECORDS / INDIVIDUAL CERTIFICATIONS | FIR 01750 |
| TRANSPORT INFORMATION | WST 02000 |
| TRANSPORTATION SERVICE | P&R 02700 |
| TRAVEL EXPENSE RECORDS | FIN 04700 |
| TREASURER'S REPORT - MONTHLY | FIN 04710 |
| TREE DISEASE CONTROL | PWM 02800 |
| TREE TRIMMING/REMOVAL LICENSE | PER 03420 |
| TUBERCULOSIS PREVENTION & CONTROL | HEA 02600 |
| TUBERCULOSIS PREVENTION & CONTROL | HEA 02700 |
| UNCLAIMED PROPERTY RECORDS (SENT TO STATE) | FIN 04750 |
| UNEMPLOYMENT CLAIMS/COMPENSATION | HRS 04000 |
| UNIFORM HAZARDOUS WASTE MANIFESTS | WST 02100 |
| UNMANNED AERIAL VEHICLE DATA (DRONE) | POL 05925 |
| USE OF FORCE | POL 05930 |
| UTILITY ACCOUNT CHANGE ORDERS | UTL 03000 |
| UTILITY PAYMENT STUB | UTL 03050 |
| VACATION & LEAVE REQUESTS | PAY 01500 |
| VACATION FILES | PLZ 02300 |
| VALIDATION REPORTS (from State) | POL 04870 |
| VALUATION CHANGE ORDER - PAPER | ASG 03350 |
| VALUATION LISTS | ASG 03400 |
| VALUE IN EXCESS OF PURCHASE PRICE (VIEPP) | HRA 01600 |
| VARIANCE FILES | PLZ 02400 |
| VEHICLE IMPOUNDS | POL 04900 |
| VEHICLE SAFETY INSPECTION REPORTS | PWM 02900 |
| VETERANS PREFERENCE ELECTION FORM | HRS 04050 |
| VIDEO TAPE OF BOOKING | POL 05940 |
| VOLUNTARY PERMISSION & CONSENT TO SEARCH AND SEIZE | FIR 01900 |
| VOLUNTEER GROUPS RECORDS | LIB 02200 |
| VOLUNTEER PERSONNEL RECORDS | LIB 02300 |
| VOLUNTEER RECORDS | ADM 06500 |
| VOLUNTEER RECORDS | HEA 02800 |
| VOTER RECEIPTS | ELE 02400 |
| W-2 STATEMENTS - EMPLOYERS COPY | PAY 01600 |
| W-3 STATEMENTS | PAY 01700 |
| W-4 FORM - ORIGINALS | PAY 01800 |
| W-9 REQUEST FOR TAXPAYER ID NUMBER AND CERTIFICATION | FIN 04770 |
| WAGE ASSIGNMENTS | HRS 04100 |
| WARRANT REQUESTS | HRA 01700 |
| WASTEWATER MANAGEMENT RECORDS | UTL 03070 |
| WATER AND SEWER ANALYSIS | UTL 03100 |
| WATER MAIN BREAK RECORDS | UTL 03200 |
| WATER METER REPLACEMENT SHEETS | UTL 03300 |
| WATERCRAFT INSPECTIONS | PWM 02960 |
| WATERSHED DISTRICT RECORDS | PWE 02100 |
| WEED COMPLAINT & REPORTS | PWM 03000 |
| WEIGHT TICKETS | PWE 02200 |
| WELL PERMITS | UTL 03400 |
| WETLAND RECORDS | PER 03450 |

General Records Retention Schedule for Minnesota Cities Index

RECORD SERIES TITLE

RECORD SERIES CODE

| | |
|--|-----------|
| WOMEN, INFANTS & CHILDREN (WIC) HEALTH PROGRAM | HEA 02900 |
| WORK ORDERS | FIN 05000 |
| WORK SCHEDULE FILES | LIB 02400 |
| WORKERS COMP PROOF OF PAYMENT | PAY 01900 |
| WORKERS' COMPENSATION CLAIM REGISTER | INS 01600 |
| WORKERS' COMPENSATION CLAIMS | INS 01550 |
| WRECKING PERMIT | PER 03500 |
| ZONING FILES | PLZ 02500 |

GENERAL RECORDS RETENTION SCHEDULE FOR MINNESOTA CITIES

| SECTION | CODE | TITLE & DESCRIPTION | RETENTION PERIOD | CLASSIFICATION | STATUTE |
|----------------|-------------|---|--------------------------|-----------------------|------------------------------------|
| ADMINISTRATION | ADM 00100 | ABSTRACT & CERTIFICATES OF TITLES: | Length of Ownership | Public | |
| ADMINISTRATION | ADM 00200 | AFFIDAVIT OF MAILING Certified list of property owners. | 6 | Public | |
| ADMINISTRATION | ADM 00300 | AFFIDAVITS OF PUBLICATIONS GENERAL NOTICES i.e. bonds, improvement projects, assessment hearings and liquor licenses. | 6 | Public | |
| ADMINISTRATION | ADM 00400 | AFFIDAVITS OF PUBLICATIONS Ordinances and Resolutions. | Permanent | Public | |
| ADMINISTRATION | ADM 00500 | AGENDA PACKETS City Council and various Boards, Commissions, Committees and Councils that are Council approved or appointed. | Permanent | Public/Private | MS 13.601 |
| ADMINISTRATION | ADM 00650 | AGENDA PACKETS - MISCELLANEOUS Various commissions, boards, and committees not council approved or appointed. | 3 | Public | |
| ADMINISTRATION | ADM 00700 | AGREEMENTS - TRUST Documents relating to property the city has acquired through donations or wills. | Permanent | Public | |
| ADMINISTRATION | ADM 00800 | AIRPORT DEVELOPMENT / PLANNING Includes minutes of airport commission, committee and major reports, and planning documents. | Permanent | Public | |
| ADMINISTRATION | ADM 00900 | AIRPORT OPERATIONS / MAINTENANCE | 6 | Public | |
| ADMINISTRATION | ADM 01000 | ANNUAL REPORTS City or departmental. | Permanent | Public | |
| ADMINISTRATION | ADM 01100 | APPOINTMENT FILES Lists appointments of individuals by mayor and or board, or council to various boards, commissions and committees including application to commission. | 2 after appointed period | Public/Private | MS 13.43, Subd. 3, MS 13.601 |
| ADMINISTRATION | ADM 01110 | APPOINTMENT FILES - NOT APPOINTED | 1 | Public/Private | MS 13.43, Subd. 3, MS 13.601 |

GENERAL RECORDS RETENTION SCHEDULE FOR MINNESOTA CITIES

| SECTION | CODE | TITLE & DESCRIPTION | RETENTION PERIOD | CLASSIFICATION | STATUTE |
|----------------|-------------|--|--------------------------------|--|---------------------------------|
| ADMINISTRATION | ADM 01200 | ARTICLES OF INCORPORATION | Permanent | Public | |
| ADMINISTRATION | ADM 01300 | ATTORNEY OPINIONS-OFFICIAL COPY Official opinions of city attorney. | Permanent | Public/Private/Non-Public | MS 13.393, MS 13.39 |
| ADMINISTRATION | ADM 01400 | BIDS, QUOTATIONS, SPECIFICATIONS & RFP'S - ACCEPTED | 10 after completion of project | Public/Non-Public | MS 13.37, Subd. 2, MS 13.591 |
| ADMINISTRATION | ADM 01500 | BIDS, QUOTATIONS, SPECIFICATIONS & RFP'S & - NOT ACCEPTED | 6 | Public/Protected Non-Public until all bids are opened. | MS 13.37, MS 13.591 |
| ADMINISTRATION | ADM 01800 | BUDGET - OFFICIAL COPY Includes city and/or departmental budgets. | Permanent | Public | |
| ADMINISTRATION | ADM 01900 | BUDGET - SUPPORT / WORKING PAPERS | 2 | Public | |
| ADMINISTRATION | ADM 02000 | BYLAWS - COMMISSIONS AND BOARDS | Permanent | Public | |
| ADMINISTRATION | ADM 02100 | CENSUS REPORTS - CITY GENERATED Reports and any protests to census. | Permanent | Public | |
| ADMINISTRATION | ADM 02200 | CHARTER Attorney's opinions, petitions, correspondence, etc. | Permanent | Public | |
| ADMINISTRATION | ADM 02300 | CITY CODE/CODE OF ORDINANCES Complete list of ordinances. | Permanent | Public | |
| ADMINISTRATION | ADM 02400 | CITY ORDINANCE VIOLATIONS Letters stating violations, court actions, etc. | 5 | Public | |
| ADMINISTRATION | ADM 02500 | CITY SEAL | Permanent | Public | |
| ADMINISTRATION | ADM 02600 | COMPLAINTS - REAL PROPERTY By citizens about the use of real property. | 7 | Public/Private/Confidential | MS 13.44 |

GENERAL RECORDS RETENTION SCHEDULE FOR MINNESOTA CITIES

| SECTION | CODE | TITLE & DESCRIPTION | RETENTION PERIOD | CLASSIFICATION | STATUTE |
|----------------|-------------|--|---|---|----------------|
| ADMINISTRATION | ADM 02700 | COMPLAINTS - GENERAL General city services, maintenance, repair, citizen complaints. | 1 after action completed | Public | |
| ADMINISTRATION | ADM 02800 | COPYRIGHTS & PATENTS | Until expired | Public | |
| ADMINISTRATION | ADM 02900 | CORRESPONDENCE - GENERAL | 3 | Public | |
| ADMINISTRATION | ADM 03000 | CORRESPONDENCE - HISTORICAL Correspondence to/from mayor, city manager, city administrator. Official correspondence that documents important events or major functions of the office. Usually deals with a specific topic, issue, organization, or individual. | Permanent | Public/Private | MS 13.601 |
| ADMINISTRATION | ADM 03050 | CORRESPONDENCE - MESSAGES Transitory messages, e-mail, social media, or phone messages of short-term interest which are considered incidental and non-vital correspondence. Note: Messages which relate to transactions of city business should be retained in accordance with applicable retention schedule. Data Practices classification for this is public. | Until read | Public | |
| ADMINISTRATION | ADM 03070 | DATA PRACTICES REQUEST | 3 | Public/Private | |
| ADMINISTRATION | ADM 03100 | DEPARTMENTAL REPORTS Annual. | Permanent | Public | |
| ADMINISTRATION | ADM 03200 | DEPARTMENTAL REPORTS Monthly/ semi-annual. | 1 | Public | |
| ADMINISTRATION | ADM 03300 | GRANTS Miscellaneous grant programs and stipulations. | Consult issuing agency. Typically 3 after audit State CFR 24.42, 6 after audit Federal 28USC2415(b) | Public, unless otherwise required by other governmental agency. | MS 13.599 |
| ADMINISTRATION | ADM 03400 | INVENTORIES Reports, equipment supplies, etc. | Until Superseded | Public | |
| ADMINISTRATION | ADM 03650 | SURVEY / RESEARCH RAW DATA | While active | | |

GENERAL RECORDS RETENTION SCHEDULE FOR MINNESOTA CITIES

| SECTION | CODE | TITLE & DESCRIPTION | RETENTION PERIOD | CLASSIFICATION | STATUTE |
|----------------|-------------|---|-------------------------------------|-----------------------|----------------|
| ADMINISTRATION | ADM 03700 | LIENS | 10 | Public | |
| ADMINISTRATION | ADM 03800 | MAINTENANCE RECORDS - CITY PROPERTY All buildings. | 3 | Public | |
| ADMINISTRATION | ADM 03900 | MAINTENANCE RECORDS - CITY EQUIPMENT Vehicles, heavy equipment, office and telephone equipment. May include maintenance agreements, contracts, bids, correspondence, etc. | Length of ownership and after audit | Public | |
| ADMINISTRATION | ADM 04000 | MANUALS - CITY EQUIPMENT Instructions or maintenance manuals of office equipment. | Until removed or superseded | Public | |
| ADMINISTRATION | ADM 04300 | MINUTES - CITY COUNCIL | Permanent | Public | |
| ADMINISTRATION | ADM 04400 | MINUTES - VARIOUS BOARDS, COMMISSIONS, COMMITTEES & COUNCILS Including Planning, HRA, EDA, Park & Recreation, Zoning, Traffic & Transportation, Charter Commission, Advisory Council, etc. | Permanent | Public | |
| ADMINISTRATION | ADM 04500 | NEWSLETTERS - CITY GENERATED | Permanent | Public | |
| ADMINISTRATION | ADM 04600 | NEWSPAPER CLIPPINGS / SCRAPBOOKS For reference purposes only. | Discard when no longer needed | Public | |
| ADMINISTRATION | ADM 04700 | NOTICE OF MEETINGS - CITY COUNCIL & BOARDS & COMMISSIONS City-generated. | 6 | Public | |
| ADMINISTRATION | ADM 04800 | OATH OF OFFICE - ELECTED & APPOINTED OFFICIALS Signed oaths by elected or appointed officials to various boards, commissions and committees. | 5 after service | Public | |
| ADMINISTRATION | ADM 04900 | OATH OF OFFICE - POLICE OFFICERS, COMMUNITY SERVICE OFFICERS, ANIMAL CONTROL OFFICERS, CITY STAFF WHO ISSUE CITATIONS | 5 after termination or retirement | Public | |
| ADMINISTRATION | ADM 05000 | ORDINANCES & RESOLUTIONS ADOPTED | Permanent | Public | |

GENERAL RECORDS RETENTION SCHEDULE FOR MINNESOTA CITIES

| SECTION | CODE | TITLE & DESCRIPTION | RETENTION PERIOD | CLASSIFICATION | STATUTE |
|----------------|-------------|---|---|-----------------------|--------------------------------|
| ADMINISTRATION | ADM 05200 | ORGANIZATIONAL CHARTS - CITY | Until superseded | Public | |
| ADMINISTRATION | ADM 05300 | PETITIONS | 5 | Public | |
| ADMINISTRATION | ADM 05350 | PHOTOGRAPHS - CITY GENERATED | Until no longer relevant | | |
| ADMINISTRATION | ADM 05400 | POLICIES & PROCEDURES Documents the policies and procedures of the city. | Until superseded | Public | |
| ADMINISTRATION | ADM 05500 | PRESS RELEASES | 1 | Public | |
| ADMINISTRATION | ADM 05600 | PROCLAMATIONS Related to subject or action. | 1 after recorded or filing of action | Public | |
| ADMINISTRATION | ADM 05700 | PROJECT CORRESPONDENCE With state and federal agencies, not including general correspondence. | 6 or subject to state or federal requirements | Public | |
| ADMINISTRATION | ADM 05900 | PUBLICATIONS - CITY-GENERATED Including brochures, booklets, informational pamphlets, etc. | Until superseded | Public | |
| ADMINISTRATION | ADM 05950 | RECORDINGS - AUDIO/VIDEO For non-closed meetings. | 3 months after minutes are approved | Public | |
| ADMINISTRATION | ADM 05960 | RECORDINGS - AUDIO For closed meetings. | Labor Negotiations 3 years; Security Information 4 years; Purchase or sale of real property 8 years | Non-Public/Public | MS 13D.05, MS 13.37, MS 13D.03 |
| ADMINISTRATION | ADM 05970 | RECORDINGS - AUDIO/VIDEO - GENERAL Including entertainment, training, cable segments and other miscellaneous recordings. | Until superseded | Public | |
| ADMINISTRATION | ADM 05980 | RECORDINGS - AUDIO/VIDEO - HISTORICAL | Permanent | Public | |

GENERAL RECORDS RETENTION SCHEDULE FOR MINNESOTA CITIES

| SECTION | CODE | TITLE & DESCRIPTION | RETENTION PERIOD | CLASSIFICATION | STATUTE |
|----------------|-------------|---|---|-----------------------|----------------|
| ADMINISTRATION | ADM 05990 | RECORDINGS - AUDIO/VIDEO - PROJECTS | File with projects or keep as long as projects are retained | Public | |
| ADMINISTRATION | ADM 06000 | SPECIAL COMMITTEE REPORTS Final reports. | Permanent | Public | |
| ADMINISTRATION | ADM 06100 | STREET NAME CHANGE (APPROVED) Petitions, studies, engineer's reports, etc. | Permanent | Public | |
| ADMINISTRATION | ADM 06200 | STREET NAME CHANGE (NOT APPROVED) Petitions, studies, engineer's reports, etc. | 2 after recorded or filing of action | Public | |
| ADMINISTRATION | ADM 06300 | SUBSCRIPTIONS / SIGN-UPS Citizen | Until superseded | Public/Private | MS 13.356 |
| ADMINISTRATION | ADM 06350 | SURVEY / RESEARCH RAW DATA | While active | Public | |
| ADMINISTRATION | ADM 06400 | TITLES TO MUNICIPAL VEHICLES & EQUIPMENT | Length of ownership | Public | |
| ADMINISTRATION | ADM 06500 | VOLUNTEER RECORDS Applications, background checks, etc | 2 years after separation | | |

GENERAL RECORDS RETENTION SCHEDULE FOR MINNESOTA CITIES

| SECTION | CODE | TITLE & DESCRIPTION | RETENTION PERIOD | CLASSIFICATION | STATUTE |
|------------------|-------------|---|------------------------------------|-----------------------|-----------------------------|
| ASSESSING | ASG 00050 | ABATEMENTS All documents to support a value or classification change for previous assessment year. | 6 | Public | |
| ASSESSING | ASG 00100 | APPLICATIONS FOR CLASSIFICATION Class change for tax benefit. | 2 | Public | |
| ASSESSING | ASG 00200 | APPRAISALS - PROPERTY Tax Court. | 6 | Public | |
| ASSESSING | ASG 00300 | ASSESSMENT NOTIFICATION LETTERS Letters sent out property owners regarding special assessments. | 6 | Public | |
| ASSESSING | ASG 00400 | CERTIFICATE OF REAL ESTATE VALUE (CRV) Electronic Certificates of Real Estate Value are available at the MN Department of Revenue website. | 4 | Public | |
| ASSESSING | ASG 00500 | CLASSIFICATION LISTS | 1 | Public | |
| ASSESSING | ASG 00600 | DEFERMENT APPLICATION Verifications of income, ownership, etc. | Retain until removed or superseded | Private/Non-Public | MS 13.51, subd. 2, MS 13.52 |
| ASSESSING | ASG 00700 | DIVISIONS AND COMBINATIONS OF REAL PROPERTY | 5 | Public | |
| ASSESSING | ASG 00720 | EXCLUSION APPLICATIONS Legislated mandated programs administered by City. | Until removed or superseded | Public | |
| ASSESSING | ASG 00750 | GREEN ACRE LAND & AGRICULTURE PRESERVE APPLICATIONS Forms submitted by property owners to qualify for green acres and/or agriculture preserve classifications usually to obtain a tax break. | Until removed or superseded. | Public/Private | MS 13.355 |
| ASSESSING | ASG 00780 | HOME IMPROVEMENT VALUE EXCLUSION (THIS OLD HOUSE LAW) Completed improvement application form by home owner used to defer improvement amount for a 10 year period from property taxes in whole or part on homes that are 35 years or older. (Expires 12/31/2002 - county should retain the original.) | 10 | Public/Private | MS 13.355 |

GENERAL RECORDS RETENTION SCHEDULE FOR MINNESOTA CITIES

| SECTION | CODE | TITLE & DESCRIPTION | RETENTION PERIOD | CLASSIFICATION | STATUTE |
|------------------|-------------|---|---|-----------------------|----------------------------|
| ASSESSING | ASG 00800 | HOMESTEAD APPLICATION REQUESTS | 3 after property no longer qualifies as a homestead | Public/Private | Privacy Act CFR. 405.42 |
| ASSESSING | ASG 00900 | HOMESTEAD APPLICATIONS CARDS | Destroy cards prior to 1993. Retain future cards 3 yrs. after property ceases homestead status or change of ownership | Public/Private | Privacy Act CFR.405.42 |
| ASSESSING | ASG 01000 | HOMESTEAD PRINT-OUT LIST Annual. | 2 | Public | |
| ASSESSING | ASG 01200 | INCOME INFORMATION - NON-COURT TAX DATA Apartment, commercial and industrial. | 4 | Non-Public/Private | MS 13.51, subd.2 |
| ASSESSING | ASG 01400 | PARKLAND DEDICATION VALUATIONS Appraiser's values, reports, etc. | 6 | Public | |
| ASSESSING | ASG 01500 | PETITIONS (COURT) - VALUATIONS Assessors reports, correspondence, etc. | 6 from final resolution | Public/Private | MS 13.39 |
| ASSESSING | ASG 01600 | PROJECT FILES - SPECIAL ASSESSMENTS Petitions, notifications to property owners, plans and specifications, improvement reports, and appraisals, assessment reports, etc. | Permanent | Public | |
| ASSESSING | ASG 02200 | PROPERTY - RECORD CARDS/ASSESSMENTS | Permanent | Public | |
| ASSESSING | ASG 02400 | REAL ESTATE DATA CARDS / FIELD CARDS Working copy. | 2 | Public | |
| ASSESSING | ASG 02800 | SEARCH COPIES Special Assessments. | 1 | Public | |
| ASSESSING | ASG 02900 | SPECIAL ASSESSMENT PROJECT APPROVALS & SPECIAL BENEFIT VALUATIONS | Permanent | Public | |
| ASSESSING | ASG 03000 | SPECIAL ASSESSMENT RECEIPTS AND ROLLS | 6 after final payment of assessment. | Public | |

GENERAL RECORDS RETENTION SCHEDULE FOR MINNESOTA CITIES

| SECTION | CODE | TITLE & DESCRIPTION | RETENTION PERIOD | CLASSIFICATION | STATUTE |
|------------------|-------------|--|-------------------------|-----------------------|----------------|
| ASSESSING | ASG 03350 | VALUATION CHANGE ORDER - PAPER After assessment made. | 3 | Public | |
| ASSESSING | ASG 03400 | VALUATION LISTS Assessment book. | 2 | Public | |

GENERAL RECORDS RETENTION SCHEDULE FOR MINNESOTA CITIES

| SECTION | CODE | TITLE & DESCRIPTION | RETENTION PERIOD | CLASSIFICATION | STATUTE |
|----------------|-------------|---|---|--|------------------------|
| ATTORNEY | ATT 00200 | ATTORNEY OPINIONS Official opinions regarding questions of legal rights or liabilities affecting operating departments. | 10 | Public/Private/Non-Public | MS 13.393, MS 13.39 |
| ATTORNEY | ATT 00300 | CIVIL LITIGATION FILES Judgements, settlements, releases, correspondence. | 10 after last court activity | Public/Private/ Confidential/Protected Non-Public | MS 13.39 |
| ATTORNEY | ATT 00400 | CORRESPONDENCE - ATTORNEY Correspondence and reports related to the legal review of city functions such as bond issues, insurance, ordinances, contracts and grants, claims for damages. | 6 | Public | |
| ATTORNEY | ATT 00500 | CRIMINAL LITIGATION FILES Documents litigation involving the city. Work papers, copies of police records (originals filed with P.D.) briefs and pleadings, probation records and other court records (orig. filed with the court). | 2 after last court activity | Public/Private/ Confidential/Protected Non-Public | MS 13.393, MS 13.82 |
| ATTORNEY | ATT 00600 | INVESTIGATIVE FILES Includes requests for investigation, work papers, and final reports. Research conducted but no litigation takes place. | 3 | Public/Private/Confiden tial/Protected Non- Public | MS 13.39 |
| ATTORNEY | ATT 00700 | PROPERTY FILES Files involving land acquisitions, condemnations, land sales, lawsuits related to property platting, registration, proceedings subsequent, title issues, assessments, land use issues, development agreements, etc. Files will include correspondence, deeds, titles, affidavits, death certificates, sale appraisals, court documents, research, attorney's opinions, abstracts, and pictures. | 10 after either filing with County or last court activity or last file activity | Public/Private/ Confidential/Protected Non-Public | MS 13.39 |
| ATTORNEY | ATT 00800 | PROSECUTION/LAW ENFORCEMENT FILES Reference sources and prosecution functions and techniques. | Permanent | Public | |

GENERAL RECORDS RETENTION SCHEDULE FOR MINNESOTA CITIES

| SECTION | CODE | TITLE & DESCRIPTION | RETENTION PERIOD | CLASSIFICATION | STATUTE |
|----------------|-------------|---|--------------------------------|-----------------------|----------------|
| BONDS | BON 00100 | APPEARANCE BONDS | 6 after completion of contract | Public | |
| BONDS | BON 00150 | BONDS - CITY OFFICIALS | 6 after termination | Public | |
| BONDS | BON 00200 | BOND & INTEREST COUPON REGISTER | 6 after payment | Non-Public/Private | MS 475.55 |
| BONDS | BON 00300 | BOND SALE TRANSCRIPTS Resolutions, etc. | After maturity | Public | |
| BONDS | BON 00400 | CANCELED/PAID BONDS, COUPONS & CERTIFICATES OF DESTRUCTION | 6 after paid/audit | Public | MS 475.553 |
| BONDS | BON 00500 | CONTRACTOR LICENSE BONDS Certificate of insurance, application, etc. | 6 after completion of contract | Public | |
| BONDS | BON 00600 | FIDELITY BONDS | 6 after completion of contract | Public | |
| BONDS | BON 00700 | INDEMNITY BONDS Lost stock certificates. | 6 | Public | |
| BONDS | BON 00800 | LICENSE BONDS | 6 after completion of contract | Public | |
| BONDS | BON 00900 | PAYMENT BONDS Letters of reduction, etc. | 6 after completion of contract | Public | |
| BONDS | BON 01000 | PERFORMANCE BONDS Letters of reduction, etc. | 6 after completion of contract | Public | |
| BONDS | BON 01100 | PERMIT BONDS Letters of reduction, etc. | 6 after completion of contract | Public | |

GENERAL RECORDS RETENTION SCHEDULE FOR MINNESOTA CITIES

| SECTION | CODE | TITLE & DESCRIPTION | RETENTION PERIOD | CLASSIFICATION | STATUTE |
|-----------------------------|-------------|--|--|---------------------------|--------------------------------|
| BUILDING INSPECTIONS | BUI 00100 | BUILDING INSPECTION RECORDS - NOT FINAL Includes grading, demolition. | 1 | Public | |
| BUILDING INSPECTIONS | BUI 00150 | BUILDING INSPECTION RECORDS - FINAL | Life of property | Public | |
| BUILDING INSPECTIONS | BUI 00200 | BUILDING PLANS - COMMERCIAL, INDUSTRIAL Includes architectural, design specifications, structural & utility plans. | 15, or until superseded with complete set. | Public/Private/Non-Public | MS 13.37, Subd. 1b, MS 541.051 |
| BUILDING INSPECTIONS | BUI 00300 | BUILDING PLANS: RESIDENTIAL Includes architectural, design specifications, structural & utility plans. | 1 after completion of project. | Public/Private/Non-Public | MS 13.37, Subd. 1b |
| BUILDING INSPECTIONS | BUI 00400 | CERTIFICATE OF OCCUPANCY | Permanent | Public | |
| BUILDING INSPECTIONS | BUI 00410 | CERTIFICATE OF SURVEY Survey of property. | Permanent | Public | |
| BUILDING INSPECTIONS | BUI 00500 | CODE COMPLIANCE INSPECTION Point of conveyance. | Until new ownership | Public | |
| BUILDING INSPECTIONS | BUI 00600 | ELECTRICAL INSPECTION RECORD | Life of Property | Public | |
| BUILDING INSPECTIONS | BUI 00700 | FIRE INSPECTION RECORD - ANNUAL Multiple dwelling/commercial. | 5 (Per MN State Fire Code 104.6) | Public | |
| BUILDING INSPECTIONS | BUI 00800 | HEATING / VENTILATION INSPECTION RECORD Includes heating, a/c, ventilating, fireplace. | Permanent | Public | |
| BUILDING INSPECTIONS | BUI 00900 | HOUSING INSPECTION RECORD Change of ownership, point of sale. | 6 | Public | |
| BUILDING INSPECTIONS | BUI 01000 | INSPECTION NOTICES TO HOMEOWNER, VIOLATOR, ETC. Includes inspection request correction notice, violation notice, referral form, grading site access, special inspections by third party, zoning complaints. | 1 after correction unless unusual circumstances occur (i.e. environment) | Public | |
| BUILDING INSPECTIONS | BUI 01100 | INSPECTOR REPORTS Daily, monthly, quarterly. | 2 | Public | |

GENERAL RECORDS RETENTION SCHEDULE FOR MINNESOTA CITIES

| SECTION | CODE | TITLE & DESCRIPTION | RETENTION PERIOD | CLASSIFICATION | STATUTE |
|-----------------------------|-------------|---|-------------------------|-----------------------|----------------|
| BUILDING INSPECTIONS | BUI 01200 | PLUMBING INSPECTION RECORD | Life of Property | Public | |
| BUILDING INSPECTIONS | BUI 01210 | RENTAL INSPECTION RECORDS | Until superseded | Public | |
| BUILDING INSPECTIONS | BUI 01220 | SEWER AVAILABILITY REPORT And supplemental documentation submitted to Met Council. | 2 | Public | |
| BUILDING INSPECTIONS | BUI 01300 | SIGN INSPECTION RECORD | Life of Property | Public | |
| BUILDING INSPECTIONS | BUI 01310 | SURCHARGE REPORT Supporting documents - submitted to State. | 6 | Public | |

GENERAL RECORDS RETENTION SCHEDULE FOR MINNESOTA CITIES

| SECTION | CODE | TITLE & DESCRIPTION | RETENTION PERIOD | CLASSIFICATION | STATUTE |
|-----------------|-------------|--|-------------------------|-----------------------|----------------|
| CEMETERY | CEM 00100 | AFFIDAVITS OF OWNERSHIP | Permanent | Public | |
| CEMETERY | CEM 00200 | BURIAL PERMITS Permits to transfer or bury bodies. | Permanent | Public | |
| CEMETERY | CEM 00300 | BURIAL PERMISSION FORM Owner's written permission to non-owner, non-family member for burial. | Permanent | Public | |
| CEMETERY | CEM 00400 | CORRESPONDENCE General. | 3 | Public | |
| CEMETERY | CEM 00500 | DEEDS Includes quit claim deeds. | Permanent | Public | |
| CEMETERY | CEM 00600 | MINUTES Cemetery Board. | Permanent | Public | |
| CEMETERY | CEM 00700 | OWNER INDEX Alpha/Numeric Listing of lot owners. | Until superseded | Public | |
| CEMETERY | CEM 00800 | PERPETUAL CARE SERVICE LEDGER | Permanent | Public | |
| CEMETERY | CEM 00900 | PERPETUAL CARE FLOWER FUND CERTIFICATES | Permanent | Public | |
| CEMETERY | CEM 01000 | PLAT Cemetery. | Permanent | Public | |
| CEMETERY | CEM 01100 | RECORD OF BURIALS, TRANSFERS, ETC | Permanent | Public | |

GENERAL RECORDS RETENTION SCHEDULE FOR MINNESOTA CITIES

| SECTION | CODE | TITLE & DESCRIPTION | RETENTION PERIOD | CLASSIFICATION | STATUTE |
|------------------|-------------|--|---|-----------------------|---------------------|
| CONTRACTS | CON 00050 | AGREEMENTS/CONTRACTS / LEASES / JOINT POWERS Various associations doing business with the city. | 10 after paid and audited. | Public | |
| CONTRACTS | CON 00100 | BIDS & SPECIFICATIONS FOR CAPITAL IMPROVEMENT - ACCEPTED Bid documents, specifications, contracts, agreements & supporting papers. | Permanent | Public | |
| CONTRACTS | CON 00200 | BIDS & SPECIFICATIONS FOR SERVICES & SUPPLIES - ACCEPTED Bid documents, specifications, contracts, agreements, & supporting papers. | 10 after paid/audit | Public | |
| CONTRACTS | CON 00400 | DEVELOPERS AGREEMENTS | 10 after release | Public | |
| CONTRACTS | CON 00500 | EQUIPMENT CONTRACTS | Length of ownership and after audit. | Public | |
| CONTRACTS | CON 00600 | FRANCHISES GRANTED BY MUNICIPALITY Attorney's opinions, letters of explanation, correspondence, etc. | 5 after cancellation or expiration | Public | |
| CONTRACTS | CON 00700 | LEASE OF REAL PROPERTY Property leased or rented from city or by city. Copy of lease, payment record, etc. | 10 after expiration of lease | Public | MS 13.51 subd 2f |
| CONTRACTS | CON 00800 | PROPERTY - MORTGAGES, OPTIONS, PURCHASE OF | 10 after recording or disposal of property | Public | |

GENERAL RECORDS RETENTION SCHEDULE FOR MINNESOTA CITIES

| SECTION | CODE | TITLE & DESCRIPTION | RETENTION PERIOD | CLASSIFICATION | STATUTE |
|----------------|-------------|---|-------------------------|-----------------------|----------------|
| COURTS | CTS 00000 | <p>COURT RECORDS</p> <p>PLEASE NOTE - Except in Hennepin and Ramsey Counties, all municipal courts were abolished in 1972. Transfer municipal and justice of the peace dockets, minute books, and judgment books to the State Archives for selection and disposition.</p> | | | |

GENERAL RECORDS RETENTION SCHEDULE FOR MINNESOTA CITIES

| SECTION | CODE | TITLE & DESCRIPTION | RETENTION PERIOD | CLASSIFICATION | STATUTE |
|------------------|-------------|---|---|-----------------------|---|
| ELECTIONS | ELE 00100 | ABSENTEE BALLOT APPLICATION | 22 months. 42 USC 1974 | Public/Private | MS 203B.04, MS 203B.06, MS 203B12 |
| ELECTIONS | ELE 00200 | ABSTRACT OF ELECTION RETURNS Statement of canvass. | Permanent | Public | |
| ELECTIONS | ELE 00300 | AFFIDAVITS OF CANDIDACY Application by candidates or voters to place the name of candidate on ballot. | Length of term | Public | |
| ELECTIONS | ELE 00400 | AFFIDAVITS OF PUBLICATION | 22 months. 42 USC 1974 | Public | |
| ELECTIONS | ELE 00500 | BALLOTS May include absentee, completed, voted, or rejected. | 22 months unless contested MS 204B.40 | Public/Private | MS 13.37 |
| ELECTIONS | ELE 00600 | BALLOTS - UNVOTED | Destroy after election is certified | Public | |
| ELECTIONS | ELE 00700 | CAMPAIGN FINANCIAL REPORTS A statement or report that discloses contributions or expenditures for any candidate running for city office. | 5 after filing date if not elected or 5 yrs/ after leaving office | Public | MS 211A.02, subd. 6 for on- line posting requirement |
| ELECTIONS | ELE 00800 | CERTIFICATES OF ELECTION Certificate of election of city officers to be forwarded to the county auditor. | 22 months. 42 USC 1974 | Public | |
| ELECTIONS | ELE 00900 | ELECTION BOUNDARIES & PRECINCT MAP Resolutions, correspondence with the State, etc. | Permanent | Public | |
| ELECTIONS | ELE 01000 | ELECTION DAY FORMS Various Election Day forms which may include tally sheets, election judge oaths of office, certification of election judges, flag certificates & reconciliation forms. | 22 months. 42 USC 1974 | Public/Private | MS 204B.40 |
| ELECTIONS | ELE 01100 | ELECTION JUDGE WORKSHEET Election work history of each individual judge; does not include any personal information. | 22 months. 42 USC 1974 | Public | |
| ELECTIONS | ELE 01200 | INSTRUCTION MATERIALS FOR JUDGES | Until superseded | Public | |

GENERAL RECORDS RETENTION SCHEDULE FOR MINNESOTA CITIES

| SECTION | CODE | TITLE & DESCRIPTION | RETENTION PERIOD | CLASSIFICATION | STATUTE |
|------------------|-------------|---|-------------------------------------|---|----------------|
| ELECTIONS | ELE 01300 | NOMINATING PETITIONS A petition nominating a candidate for an office. | 22 months. 42 USC 1974 | Public | |
| ELECTIONS | ELE 01400 | OATH OF OFFICE Elected or appointed. | 5 after official leaves office | Public | |
| ELECTIONS | ELE 01500 | OATH OF RESIDENCE / VOUCHER FORMS Statement to verify that a voter is an official resident of the precinct in which they are registering. | 22 months. 42 USC 1974 | Public | |
| ELECTIONS | ELE 01600 | POLLING PLACE AGREEMENTS An agreement with a facility to provide a location for a certain period of time. | 2 after expiration | Public | |
| ELECTIONS | ELE 01700 | POLLING PLACE ROSTERS Signatures of all voters. | 22 months. 42 USC 1974 | Available to the public for limited purposes. | MS 201.091 |
| ELECTIONS | ELE 01800 | MASTER LIST List of all registered voters within the municipality. | Until superseded | Available to the public for limited purposes. | MS 201.091 |
| ELECTIONS | ELE 02200 | STATEMENT OF ECONOMIC INTEREST Personal financial information of candidates running for office to ensure there are no conflicts of interest. | 5 after filing date | Public | |
| ELECTIONS | ELE 02300 | SUMMARY STATEMENT Summary statement of election results. Includes but not limited to the total number of persons registering on election day, number of signatures on voter list, &/or the total number of persons voting in the precinct. | 22 months. 42 USC 1974 | Public | |
| ELECTIONS | ELE 02400 | VOTER RECEIPTS Receipt used to obtain ballots when voting. | Destroy after election is certified | Public | |

GENERAL RECORDS RETENTION SCHEDULE FOR MINNESOTA CITIES

| SECTION | CODE | TITLE & DESCRIPTION | RETENTION PERIOD | CLASSIFICATION | STATUTE |
|----------------|-------------|---|-------------------------|---------------------------|---------------------|
| FINANCE | FIN 00100 | ACCOUNT REPORTS - DELINQUENT & UNCOLLECTIBLE Record of all accounts of monies owed to the city that have not been paid or are uncollectible. | 6 | Public | |
| FINANCE | FIN 00200 | ACCOUNTS PAYABLE LEDGERS & JOURNALS Record of all accounts of monies owed to other parties by the city. | 6 | Public | |
| FINANCE | FIN 00300 | ACCOUNTS RECEIVABLE - LEDGERS & JOURNALS Record of all accounts of monies owed to the city. | 6 | Public | |
| FINANCE | FIN 00400 | ASSET RECORDS Capital, Fixed. | 6 years after disposal | Public | |
| FINANCE | FIN 00800 | AUDIT REPORTS - EXTERNAL Reports based on private companies for the review of tax payments. | 7 | Non-Public | MS 13.37; MS 13.591 |
| FINANCE | FIN 00900 | AUDIT REPORTS - INTERNAL Reports based on the agencies' internal operations. | 7 | Public/Private/Non-Public | MS 13.392 |
| FINANCE | FIN 00950 | AUTOMATIC PAYMENT PLAN AUTHORIZATION FORM With supporting documentation. | 1 or until superseded | Public/Private | MS 13.37 |
| FINANCE | FIN 01000 | BANK STATEMENTS Deposit slips, deposit books & reconciliations. | 6 | Public | |
| FINANCE | FIN 01100 | BANKRUPTCY RECORDS Individual or vendor owing money to the city but was declared bankrupt. | 6 | Public | |
| FINANCE | FIN 01200 | BILLING STATEMENTS | 4 | Public | |
| FINANCE | FIN 01310 | BUDGET - ANNUAL City Operating Budget - General and Enterprises. | Permanent | Public | |
| FINANCE | FIN 01320 | BUDGET REPORTS Monthly reports, departmental breakdown of accounts. | 2 | Public | |
| FINANCE | FIN 01400 | BUDGET WORKPAPERS - DEPARTMENT | 2 | Public | |

GENERAL RECORDS RETENTION SCHEDULE FOR MINNESOTA CITIES

| SECTION | CODE | TITLE & DESCRIPTION | RETENTION PERIOD | CLASSIFICATION | STATUTE |
|----------------|-------------|---|---|-----------------------|----------------|
| FINANCE | FIN 01500 | BUDGET WORKPAPERS - MASTER | 5 | Public | |
| FINANCE | FIN 01900 | CAPITAL IMPROVEMENT PROGRAM Planned list of capital improvements. | 10 | Public | |
| FINANCE | FIN 02000 | CASH REGISTER TAPES Item by item list of daily transactions. | 1 after audit | Public | |
| FINANCE | FIN 02006 | CHART OF ACCOUNTS Accounting structures. | Until superseded | Public | |
| FINANCE | FIN 02010 | CHECK REGISTER Numerical list of checks/vouchers issued. | Permanent | Public | |
| FINANCE | FIN 02020 | CHECKS (CANCELED & VOIDED) ACCOUNTS PAYABLE Paid & returned checks. | 6 | Public | |
| FINANCE | FIN 02022 | CHECKS (ACCOUNTS RECEIVABLE) Checks received from customers submitted electronically to financial institution. | 7 days | Public/Private | MS 13.37 |
| FINANCE | FIN 02040 | CHECKS (NSF) BAD CHECKS & BAD CHECKS LISTS | 6 | Public | |
| FINANCE | FIN 02050 | CHECKS (DUPLICATE) Alphabetical order of checks issued. | 4 | Public | |
| FINANCE | FIN 02060 | CREDIT CARD RECEIPTS - MERCHANT COPIES | 2 unless evidence in criminal or civil prosecution | Private/NonPublic | MS 16A.626 |
| FINANCE | FIN 02100 | DAILY CASH REPORTS Daily report of routine receipts received by the city. | 2 | Public | |
| FINANCE | FIN 02200 | DISPOSAL OF PROPERTY Documents the disposal of city owned personal property. | 6 after disposal | Public | |
| FINANCE | FIN 02400 | ENCUMBRANCES/REVERSALS - ORDERS ISSUED Report or document of purchase orders by number. | 4 | Public | |

GENERAL RECORDS RETENTION SCHEDULE FOR MINNESOTA CITIES

| SECTION | CODE | TITLE & DESCRIPTION | RETENTION PERIOD | CLASSIFICATION | STATUTE |
|----------------|-------------|--|-------------------------|-----------------------|----------------|
| FINANCE | FIN 02450 | EQUIPMENT INVENTORIES List of all property owned by the city. | Until superseded | Public | |
| FINANCE | FIN 02500 | EXPENDITURE REPORTS - MONTHLY SUMMARIES Record of all city expenditures. | 2 | Public | |
| FINANCE | FIN 02600 | EXPENDITURE REPORTS - YEAR END SUMMARIES Record of all city expenditures. | Permanent | Public | |
| FINANCE | FIN 02610 | FINANCIAL REPORTS Monthly. | 2 | Public | |
| FINANCE | FIN 02620 | FINANCIAL REPORTS/STATEMENTS (ANNUAL) As audited. Comprehensive Annual Financial Report (CAFR.) | Permanent | Public | |
| FINANCE | FIN 02800 | GAMBLING/LOTTERY MATERIAL Tickets, audit forms , reports etc. | 4 | Public | |
| FINANCE | FIN 02900 | GENERAL JOURNAL Chronological listing of the city's financial transactions. | Permanent | Public | |
| FINANCE | FIN 03000 | GENERAL LEDGERS Record of all city accounts. | Permanent | Public | |
| FINANCE | FIN 03100 | INCOME SALES TAX RETURNS/RECEIPTS Used to verify & audit private companies to ensure payment of taxes. | 4 | Public | |
| FINANCE | FIN 03200 | INVESTMENT DOCUMENTS Record of investments made by city. | 4 after maturity | Public | |
| FINANCE | FIN 03300 | INVOICES - CLAIM VOUCHERS & VERIFIEDS (AR & AP) Record of payments & requests for payment of accounts paid by or to the city. | 6 | Public | |
| FINANCE | FIN 03400 | JOURNAL ENTRY SUPPORT Includes source documentation. | 6 | Public | |
| FINANCE | FIN 03800 | PURCHASE ORDERS Official record documenting the purchase of goods & services. | 6 | Public | |

GENERAL RECORDS RETENTION SCHEDULE FOR MINNESOTA CITIES

| SECTION | CODE | TITLE & DESCRIPTION | RETENTION PERIOD | CLASSIFICATION | STATUTE |
|----------------|-------------|--|---------------------------------|-----------------------|----------------|
| FINANCE | FIN 04000 | RECEIPTS & RECEIPT BOOKS Records documenting cash received by the city. | 6 | Public | |
| FINANCE | FIN 04300 | REQUISITIONS - DEPARTMENT COPY Official record documenting the request for the purchase of goods & services. | 2 | Public | |
| FINANCE | FIN 04400 | REVENUE REPORTS - MONTHLY SUMMARIES Record of all city accounts revenue. | 2 | Public | |
| FINANCE | FIN 04500 | REVENUE REPORTS - YEAR END SUMMARIES Record of all city accounts revenue. | Permanent | Public | |
| FINANCE | FIN 04550 | SALES TAX City sales tax collected above state tax for specific goods or services; ie lodging tax | 6 | Public | |
| FINANCE | FIN 04600 | TAX INCREMENT FINANCE (TIF) DISTRICT RECORDS - DISTRICT CREATION Includes district qualification records (documentation and criteria to substantiate the eligibility and establishment of TIF district), resolutions, agreements, county certification documents | 10 after expiration of district | Public | MS 469.1771 |
| FINANCE | FIN 04650 | TAX INCREMENT FINANCE (TIF) DISTRICT RECORDS - FINANCIAL RECORDS Includes bills, invoices, receipts, vouchers, and cancelled checks. (See also FIN 04660) | 10 | Public | |
| FINANCE | FIN 04660 | TAX INCREMENT FINANCE (TIF) DISTRICT RECORDS - FINANCIAL RECORDS - Must meet certain criteria. Includes bills, invoices, receipts, vouchers, and cancelled checks if they have been part of the city's financial audit and if the following information for each TIF transaction is recorded in a ledger (electronic or paper) that is retained the life of the district plus 10 years: a) the TIF district from which the TIF revenues were generated; b) whether the expenditure was made to a parcel inside or outside the district; c) the name of the recipient of the TIF expenditure; d) detailed description of the development activity; e) the amount of the TIF expenditure; f) description of the invoices submitted for the expenditure, sufficient to tie the invoice to the qualifying activity; and g) the development purpose of the expenditure, tied to the budget of the TIF plan for the district. | 6 | Public | |
| FINANCE | FIN 04700 | TRAVEL EXPENSE RECORDS Documentation of travel cost & payments. | 6 | Public | |

GENERAL RECORDS RETENTION SCHEDULE FOR MINNESOTA CITIES

| SECTION | CODE | TITLE & DESCRIPTION | RETENTION PERIOD | CLASSIFICATION | STATUTE |
|----------------|-------------|--|-------------------------|-----------------------|----------------|
| FINANCE | FIN 04710 | TREASURER'S REPORT - MONTHLY | 2 | Public | |
| FINANCE | FIN 04750 | UNCLAIMED PROPERTY RECORDS (SENT TO STATE) Includes checks not cashed. | 6 | Public/Private | MS 13.37 |
| FINANCE | FIN 04770 | W-9 REQUEST FOR TAXPAYER ID NUMBER AND CERTIFICATION Accounts Payable requests this form from companies or individuals that provide a service | 4 | Need Classification | Need Statute |
| FINANCE | FIN 05000 | WORK ORDERS Used for job costing systems. | 4 | Public | |

GENERAL RECORDS RETENTION SCHEDULE FOR MINNESOTA CITIES

| SECTION | CODE | TITLE & DESCRIPTION | RETENTION PERIOD | CLASSIFICATION | STATUTE |
|----------------|-------------|---|---|--|-----------------------------|
| FIRE | FIR 00010 | AMBULANCE BILLING/HIPPA AUTHORIZATION FORM Patient signs acknowledging they are financially responsible for the provided services and that they have received a copy of the Notice of Privacy Practices. | 10 | | |
| FIRE | FIR 00020 | AMBULANCE EMERGENCY ROOM RECORDS Admission date, patient name and address, insurance, emergency contact, doctor, birthdate. | 10 | Private | |
| FIRE | FIR 00030 | AMBULANCE MASTER SCHEDULES Monthly Calendar of call time - reviewed by EMSRB representative upon relicensing. | 6 | Public | |
| FIRE | FIR 00040 | AMBULANCE PATIENT CARE REPORT - EMSRB/STATE FORM Includes mileage, patient name and address, type of injury, incident address, destination information, vital signs, and narrative. | 10 | Public/Private | MS 13.384, subd. 3 |
| FIRE | FIR 00050 | AMBULANCE PRE-HOSPITAL PROTOCOLS Includes variances for licensing. | Until superseded | | |
| FIRE | FIR 00100 | APPARATUS/EQUIPMENT MAINTENANCE & INSPECTION RECORDS: | Life of equipment | Public | |
| FIRE | FIR 00200 | ARSON REPORTS/INVESTIGATIONS | Permanent | Public/Confidential | MS 13.82, Subd. 7, MS 13.83 |
| FIRE | FIR 00350 | FA-1 FORM, APPLICATION OF STATE AID FIRE EQUIPMENT CERTIFICATE | 6 | Public | |
| FIRE | FIR 00400 | FIRE CODE | Permanent | Public | |
| FIRE | FIR 00600 | FIRE INVESTIGATION REPORT Used by investigators to document facts found regarding fires investigated by the FPB. | 6 unless arson, death, or hazardous materials then retain permanently | Public/Confidential until investigation is closed. | MS 13.82, MS 13.83 |
| FIRE | FIR 00700 | FIRE PREVENTION WEEK TOURS & DEMONSTRATION DATA | 1 | Public | |
| FIRE | FIR 01150 | FIRE TRUCK DAILY/WEEKLY INSPECTION SHEETS | 2 | Public | |

GENERAL RECORDS RETENTION SCHEDULE FOR MINNESOTA CITIES

| SECTION | CODE | TITLE & DESCRIPTION | RETENTION PERIOD | CLASSIFICATION | STATUTE |
|----------------|-------------|--|--|---|----------------|
| FIRE | FIR 01200 | HAZARDOUS MATERIAL ACCIDENT REPORT | Permanent | Public | - |
| FIRE | FIR 01250 | HAZARDOUS MATERIAL DOCUMENTS Includes Business Hazard Chemical Inventories / Tier II Reports / Hazmat Sara Title III Reports | Until superseded | Public | |
| FIRE | FIR 01300 | INCIDENT FORM (STATE MFIRS -1) Form recording structure or vehicle incident. | 6 unless arson, death, or hazardous materials; then retain permanently | Public | |
| FIRE | FIR 01400 | INCIDENT REPORTS/FIRE RUNS | 10 | Public | |
| FIRE | FIR 01500 | 911 RECORDINGS | At least 31 days MN Rules 7580.0600, subd. 5 | Public/Private/ Confidential | MS 13.82 |
| FIRE | FIR 01600 | OCCUPANCY PERMITS/INSPECTION FILES | Permanent | Public | |
| FIRE | FIR 01700 | RULES & REGULATIONS, FIRE DEPT | Until superseded | Public | |
| FIRE | FIR 01750 | TRAINING RECORDS / INDIVIDUAL CERTIFICATIONS | 5 after separation | Public | |
| FIRE | FIR 01900 | VOLUNTARY PERMISSION & CONSENT TO SEARCH AND SEIZE Obtains permission to seize evidence for determining origin of fire. | Permanent | Confidential until investigation is closed; then public | MS 13.82 |

GENERAL RECORDS RETENTION SCHEDULE FOR MINNESOTA CITIES

| SECTION | CODE | TITLE & DESCRIPTION | RETENTION PERIOD | CLASSIFICATION | STATUTE |
|-----------------|-------------|--|--|-----------------------|---|
| HEALTH SERVICES | HEA 00100 | BLOOD PRESSURE PATIENT RECORDS Blood pressure history of walk-in clients, or clients who have attended blood pressure clinics. | 3 | Private | MS 13.384 |
| HEALTH SERVICES | HEA 00200 | CLIENT INCIDENT REPORTS Agency reports of injuries involving clients. | 7 for adults, 7 after majority for minors | Private | MS 13.384, MS 13.46 |
| HEALTH SERVICES | HEA 00300 | CLIENT INCIDENT REPORTS Child abuse-investigative records and reports-investigative data maintained pursuant to MS 626.556. | 4 when no determination of maltreatment or need for protective custody. 10 when maltreatment or need for protective custody. | Private | MS 13.384, Subd. 5c, MS 13.82, Subd. 8, 9, MS 626.556 |
| HEALTH SERVICES | HEA 00400 | CLIENT INCIDENT REPORTS Vulnerable adult abuse investigative records and reports-investigative data maintained pursuant to MS 626.557. | FALSE: 2 yrs after findings. INCONCLUSIVE :4. SUBSTANTIATED: 7 yrs after findings. NOT INVESTIGATED: 2. | Private | MS 13.384, MS 13.82, Subd. 10. MS 626.557 |
| HEALTH SERVICES | HEA 00500 | CONSULTING SERVICES Information provided by the agency to assist in meeting health standards and licensing requirements (i.e. daycare services). | 6 | Public | |
| HEALTH SERVICES | HEA 00600 | CONTRACTED SERVICES General service statistics verifying the nature and scope of health services purchased by the city, including public health nursing, laboratory support, community clinics, food training, dental health. | 6 | Public | |
| HEALTH SERVICES | HEA 00700 | DEATH REGISTRY Records death of patients who died on the premises. | Permanent | Public/Private | MS 13.10 |
| HEALTH SERVICES | HEA 00800 | DIAGNOSTIC DISEASE INDEX Report to the department of health. | Permanent | Private | MS 13.46, MS 13.384 |
| HEALTH SERVICES | HEA 00900 | DIETARY RECORDS House menu, statistics reports, modified menu, child nutrition/commodity reports, food service files, monthly usage of food and surveys. | 5 or until audited | Public | |

GENERAL RECORDS RETENTION SCHEDULE FOR MINNESOTA CITIES

| SECTION | CODE | TITLE & DESCRIPTION | RETENTION PERIOD | CLASSIFICATION | STATUTE |
|-----------------|-------------|--|--|-----------------------|------------------------|
| HEALTH SERVICES | HEA 01000 | GRIEVANCE MECHANISM Documents procedure required by the department of health pursuant to MS .144.651. | 2 | Public | |
| HEALTH SERVICES | HEA 01100 | HEALTH FAIRS/WORKSHEET HEALTH PROGRAMS | 5 | Public | |
| HEALTH SERVICES | HEA 01200 | HEALTH/MEDICAL PATIENT RECORDS All patient background information including, but not limited to; address, telephone, race, marital status, medical history, test results from laboratory, physical exams, medication information, doctor's notes and social service data, findings, referrals, treatments, sexually transmitted disease (STD) records, and patient contact information. | 7 | Private | MS 13.384, MS 13.46 |
| HEALTH SERVICES | HEA 01300 | HEALTH STAFF REPORTS Daily or monthly. | 6 | Private | MS 13.384, MS 13.43 |
| HEALTH SERVICES | HEA 01400 | HEARING SCREENING RECORDS Records which identify the person screened along with referral information, release form, family roster, screening form and technician notes. | 7 after closed. If minor, then 7 after age of majority | Private | MS 13.384, MS 13.46 |
| HEALTH SERVICES | HEA 01500 | HOME HEALTH CARE RECORDS Records that may include name, address, family roster, referral source, nursing assessment, plan of case, medical orders, nursing notes, home health aide assignment sheets, home health aide notes of service, financial information billings. | 7 after closed, if minor, then 7 after age of majority | Private | MS 13.384, MS 13.46 |
| HEALTH SERVICES | HEA 01600 | IMMUNIZATION RECORDS Signed information statements, physician certification forms. Immunization history of clients, or clients who have attended preventive health clinics. Records of required immunizations. | 10 | Private | MS 13.384, MS 13.46 |
| HEALTH SERVICES | HEA 01700 | IN-SERVICE/IN-HOUSE SUMMARIES Documents contact and educational hours to maintain nurse's license. | 4 | Public | |
| HEALTH SERVICES | HEA 01800 | LABORATORY ACTIVITIES Summary of activity, quality control, EEG recordings and ECG recordings. | 7 | Public/Private | MS 13.384, MS 13.46 |

GENERAL RECORDS RETENTION SCHEDULE FOR MINNESOTA CITIES

| SECTION | CODE | TITLE & DESCRIPTION | RETENTION PERIOD | CLASSIFICATION | STATUTE |
|-----------------|-------------|--|---|-----------------------|-------------------------------|
| HEALTH SERVICES | HEA 01900 | LICENSING, CERTIFICATION AND ACCREDITATION Accreditation materials; application; survey results; correspondence; citations, joint commission on accreditation of hospitals, Department of Health , Department of Human Services standards. | 5 | Public/Private | MS 13.384, MS 13.37, MS 13.46 |
| HEALTH SERVICES | HEA 02000 | PATIENT MASTER INDEX File of clients by name - indicates birth date and other basic identifying data. | Permanent | Private | MS 13.384, MS 13.46 |
| HEALTH SERVICES | HEA 02100 | PHARMACY DATA Records the destruction of obsolete unused drugs, manufacturing/bulk compound, after hours medication records, stock room transfers, patient medication profiles, unit medication room inspection, returns to vendors list, FDA recall records, biennial controlled substance inventory, controlled substance purchases, medication sign-out sheets, etc. | 2 | Public | |
| HEALTH SERVICES | HEA 02200 | PHARMACY INSPECTION REPORTS Annual inspection report by Board of Pharmacy. | 10 | Public | |
| HEALTH SERVICES | HEA 02300 | PROGRAM DESCRIPTIONS Day activities, industrial therapy, recreational therapy, social planning and family programs, etc. | 5 after program cancellation | Public | |
| HEALTH SERVICES | HEA 02400 | RESEARCH DATA Abstract sheet, research summary reports, findings, etc. | 7 | Public | |
| HEALTH SERVICES | HEA 02500 | STATISTICAL REPORTS General statistics on the nature and scope of services provided (admissions, surgery, etc.) | 10 | Public | |
| HEALTH SERVICES | HEA 02600 | TUBERCULOSIS PREVENTION & CONTROL Tuberculosis screening, contact investigation and home visit information: positive readings. | 7 after case closed. If minor, then 7 after age of majority | Private | MS 13.384, MS 13.46 |
| HEALTH SERVICES | HEA 02700 | TUBERCULOSIS PREVENTION & CONTROL Negative readings. | 2 | Private | MS 13.384, MS 13.46 |
| HEALTH SERVICES | HEA 02800 | VOLUNTEER RECORDS | 10 | Public/Private | MS 13.43 |

GENERAL RECORDS RETENTION SCHEDULE FOR MINNESOTA CITIES

| SECTION | CODE | TITLE & DESCRIPTION | RETENTION PERIOD | CLASSIFICATION | STATUTE |
|------------------------|-------------|--|-------------------------|-----------------------|----------------|
| HEALTH SERVICES | HEA 02900 | WOMEN, INFANTS & CHILDREN (WIC) HEALTH PROGRAM Information pertaining to financial operations; voucher accountability controls and insurance; certification, fair hearing procedures. | 6 | Private | MS 13.46 |

GENERAL RECORDS RETENTION SCHEDULE FOR MINNESOTA CITIES

| SECTION | CODE | TITLE & DESCRIPTION | RETENTION PERIOD | CLASSIFICATION | STATUTE |
|----------------|-------------|--|-------------------------|--|------------------------|
| HRA/EDA | HRA 00100 | ANNUAL REPORTS | Permanent | Public | |
| HRA/EDA | HRA 00200 | COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) APPLICATIONS Annual breakdown of city applications and supporting materials or services. | 10 after federal audit | Public/Private | MS 13.462 |
| HRA/EDA | HRA 00300 | COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) Loans to assist low income families. | 3 after loan is closed | Public/Private | MS 13.462 |
| HRA/EDA | HRA 00400 | HOUSING PROGRAM GUIDELINES Such as HOME, CHAS, CHODO, etc. | Until superseded | Public | |
| HRA/EDA | HRA 00500 | HRA PROJECT MANAGEMENT & RENTAL AGREEMENTS Rent rolls, schedules, tenant income related to Title II. | 6 after expiration | Public/Private | MS 13.462, MS 13.44 |
| HRA/EDA | HRA 00600 | HUD ADMINISTRATIVE DOCUMENTS Grant/loan program information, correspondence, project tracking/evaluation data, program rules. | 6 | Public | |
| HRA/EDA | HRA 00700 | MINNESOTA HOUSING FINANCE AGENCY (MHFA) HOME IMPROVEMENT Loan data to individuals, program data, repayment schedule, reports and correspondence. | 3 after loan is closed | Public/Private | MS 13.462 |
| HRA/EDA | HRA 00800 | MINNESOTA HOUSING FINANCE AGENCY (MHFA) HOME PURCHASE LOANS Participation & commitment agreements, program data, repayment schedules, reports and correspondence. | 3 after loan is closed | Public/Private | MS 13.462 |
| HRA/EDA | HRA 01100 | PROGRAM FILES Correspondence, breakdown of projects, HUD regulations, and supporting files. | 10 after federal audit | Public | |
| HRA/EDA | HRA 01200 | PROPERTY ACQUISITION Deeds, contracts, correspondence, purchase valuation data, agreements, property data. | 10 after resale | Public/Confidential/Protected Non-Public | MS 13.44, MS 13.585 |
| HRA/EDA | HRA 01300 | SECTION 8 CLIENTS Subsidy data, eligibility information, application for benefits, program information and rules, reports and correspondence. | 3 after inactive | Public/Private | MS 13.462 |
| HRA/EDA | HRA 01400 | SECTION 8 REIMBURSEMENT REQUESTS | 6 | Public/Private | MS 13.462 |

GENERAL RECORDS RETENTION SCHEDULE FOR MINNESOTA CITIES

| SECTION | CODE | TITLE & DESCRIPTION | RETENTION PERIOD | CLASSIFICATION | STATUTE |
|----------------|-------------|---|-------------------------|-----------------------|----------------|
| HRA/EDA | HRA 01600 | VALUE IN EXCESS OF PURCHASE PRICE (VIEPP) | 2 after completion | Public | |
| HRA/EDA | HRA 01700 | WARRANT REQUESTS | 10 | Public | |

GENERAL RECORDS RETENTION SCHEDULE FOR MINNESOTA CITIES

| SECTION | CODE | TITLE & DESCRIPTION | RETENTION PERIOD | CLASSIFICATION | STATUTE |
|------------------------|-------------|--|---|---------------------------------|--|
| HUMAN RESOURCES | HRS 00150 | AFFORDABLE CARE ACT REPORTING | 10 after expiration | Public/Private | MS 13.43 |
| HUMAN RESOURCES | HRS 00200 | AFFIRMATIVE ACTION FILES Sexual harassment & complaints of discrimination. | 7 after separation | Public/Private/ Confidential | MS 13.43, MS 13.39 |
| HUMAN RESOURCES | HRS 00300 | AFFIRMATIVE ACTION RECRUITMENT FORM Supplemental personnel data from job applications. | 2 | Public/Private/ Confidential | MS 13.43, MS 13.39 |
| HUMAN RESOURCES | HRS 00400 | AFFIRMATIVE ACTION REPORTS Copies of reports sent to Human Rights Commission. | 5 | Public/Private/ Confidential | MS 13.43, MS 13.39 |
| HUMAN RESOURCES | HRS 00500 | APPLICATIONS FOR EMPLOYMENT-NOT HIRED | 2 | Public/Private | MS 13.43, subd. 3 |
| HUMAN RESOURCES | HRS 00600 | APPLICATIONS FOR PERSONS ON ELIGIBILITY LIST Applications, resumes, letters of recommendation, police background investigations, etc. If hired, application etc becomes part of employee personnel file. | 2 or length of eligibility if longer | Public/Private | MS 13.43 |
| HUMAN RESOURCES | HRS 00700 | ARBITRATION DECISIONS | Permanent | Public/Private | MS 13.43, subd. 2(b), if grievances sustained and discipline reversed |
| HUMAN RESOURCES | HRS 00750 | BENEFITS ENROLLMENT ELECTION Employees' medical, dental, deferred compensation, etc. election forms. | Superseded or 5 after coverage lapses. | Private | MS 13.43 |
| HUMAN RESOURCES | HRS 00800 | BENEFITS PLAN Includes insurance, health care, deferred compensation, wellness plans, etc. | Until superseded or 5y after coverage lapses | Public | |
| HUMAN RESOURCES | HRS 00900 | CERTIFICATION OF TEST/EXAMINATION RESULTS From tests administered to applicants. | 2 | Public | |
| HUMAN RESOURCES | HRS 01100 | CLASSIFICATION STUDIES Studies which describe job duties and may rank individual city positions. See also: pay equity. | 10 or until superseded whichever is later | Public | |
| HUMAN RESOURCES | HRS 01150 | COMPENSATION PLAN | Permanent | Public | |

GENERAL RECORDS RETENTION SCHEDULE FOR MINNESOTA CITIES

| SECTION | CODE | TITLE & DESCRIPTION | RETENTION PERIOD | CLASSIFICATION | STATUTE |
|------------------------|-------------|---|---|-----------------------|----------------------|
| HUMAN RESOURCES | HRS 01200 | CONTRACTS/AGREEMENTS - LABOR UNIONS Contracts between city management & various labor unions including correspondence, salary schedule & personnel policies. | 10 | Public | |
| HUMAN RESOURCES | HRS 01500 | EMPLOYEE RECOGNITION & AWARDS PROGRAM Correspondence, working papers, nominations, etc. | 2 | Public | |
| HUMAN RESOURCES | HRS 01600 | EMPLOYEE SUGGESTION FORM | 1 | Public/Private | MS 13.43 |
| HUMAN RESOURCES | HRS 01650 | DRUG AND ALCOHOL TESTING RESULTS Includes commercial drivers licenses (cdl's), controlled substance test results, drivers evaluations, etc. Pre-employment and on-going. | 1 for records of negative and canceled drug tests, records of alcohol tests with a result below .02 bac (49CFRss382.401). 5 for alcohol test results greater than .02 bac verified positive controlled substance test results, documentation of refusal to test, calibration documentation, driver evaluations and referrals. | Private | MS 13.43; MS 181.954 |
| HUMAN RESOURCES | HRS 01660 | DRUG AND ALCOHOL TESTING RESULTS DOT RANDOM | 1 for negatives; 5 for positives | Private | MS 13.43 |
| HUMAN RESOURCES | HRS 01680 | EMPLOYEE SURVEYS | 1 | Public | |
| HUMAN RESOURCES | HRS 01700 | EQUAL EMPLOYMENT OPPORTUNITY REPORTS/SUMMARY DATA (EEO REPORTS) Reports sent to Federal Government. | 3 | Public | 29 CFR 1602.30 |
| HUMAN RESOURCES | HRS 01800 | EXAMINATION FILE Completed exams administered to applicants, & promotional exams administered to employees. | 2 or length of eligibility | Private | MS 13.43 |
| HUMAN RESOURCES | HRS 01850 | FAMILY MEDICAL LEAVE DOCUMENTS (FMLA) Should be retained in the medical file rather than employee personnel file. | 5 after separation (29 CFR ss825) | Private | MS 13.43 |

GENERAL RECORDS RETENTION SCHEDULE FOR MINNESOTA CITIES

| SECTION | CODE | TITLE & DESCRIPTION | RETENTION PERIOD | CLASSIFICATION | STATUTE |
|------------------------|-------------|--|---|---------------------------|----------------|
| HUMAN RESOURCES | HRS 01900 | GRIEVANCE FILES Formal written employee grievance and/or complaint filed under a labor agreement or personnel rules, and received by city. | 5 after termination | Public/Private | MS 13.43 |
| HUMAN RESOURCES | HRS 02000 | EMPLOYMENT ELIGIBILITY VERIFICATION / I-9 FORM Verifies status of citizenship or naturalization. | 3 after date of hire, or 1 after separation, whichever is later | Private | MS 13.43 |
| HUMAN RESOURCES | HRS 02200 | JOB / POSITION DESCRIPTIONS Personnel department retains a position description history on the various positions within the city. | Permanent | Public | |
| HUMAN RESOURCES | HRS 02300 | LABOR UNION - DISPUTES Between union and city or government agency. | Permanent | Public | |
| HUMAN RESOURCES | HRS 02400 | LABOR UNIONS - NEGOTIATING DATA | 10 | Public/Private/Non-Public | MS 13.37 |
| HUMAN RESOURCES | HRS 02700 | PAY EQUITY IMPLEMENTATION REPORT State mandated report filed with Dept of Employee Relations consisting of pay and job class information. | 10 | Public | |
| HUMAN RESOURCES | HRS 02800 | PAY EQUITY PROFILES | Until superseded | Public | |
| HUMAN RESOURCES | HRS 02900 | PAY EQUITY QUESTIONNAIRE BOOKS Questionnaires used to rank individual positions. | 3 | Public | |
| HUMAN RESOURCES | HRS 03000 | PAY EQUITY PLAN/SUMMARY | Permanent | Public | |
| HUMAN RESOURCES | HRS 03100 | PAY EQUITY WORKPAPERS | Until superseded | Public | |
| HUMAN RESOURCES | HRS 03300 | PERSONNEL FILES Includes relevant records on each employee such as applications, references, performance evaluations, job performance appeals, job descriptions, reprimands, resignation letters, exit interviews, etc. | 5 after termination or separation | Public/Private | MS 13.43 |

GENERAL RECORDS RETENTION SCHEDULE FOR MINNESOTA CITIES

| SECTION | CODE | TITLE & DESCRIPTION | RETENTION PERIOD | CLASSIFICATION | STATUTE |
|------------------------|-------------|---|--|-----------------------|-------------------|
| HUMAN RESOURCES | HRS 03400 | POLICIES & PROCEDURES/RULES & REGULATIONS For human resource function, includes annual leave program, hiring procedure file, etc. | Permanent | Public | |
| HUMAN RESOURCES | HRS 03450 | STUDENT LOAN FORGIVENESS FORMS | 10 | Private | MS 13.43 |
| HUMAN RESOURCES | HRS 03500 | RECRUITMENT FILES Records that relate to posting, recruitment, selection & appointment to each city position. Includes Affidavit of Publications and eligibility reports. | 2 | Public/Private | MS 13.43 |
| HUMAN RESOURCES | HRS 03600 | REPRIMANDS/DISCIPLINARY ACTION | 5 after employee's termination. | Public/Private | MS 13.43 |
| HUMAN RESOURCES | HRS 03700 | REQUISITIONS FOR PERSONNEL | 2 | Public | |
| HUMAN RESOURCES | HRS 03750 | SALARY DETERMINATION FOR NON-UNION EMPLOYEES Annual salary schedule for all non-union employees. | 10 after superseded | Public | |
| HUMAN RESOURCES | HRS 04000 | UNEMPLOYMENT CLAIMS/COMPENSATION | 6 | Public/Private | MS 13.43 |
| HUMAN RESOURCES | HRS 04050 | VETERANS PREFERENCE ELECTION FORM Veterans Preference Act. | 2 if not hired. 5 after separation if hired. | Public | MS 13.43, Subd. 3 |
| HUMAN RESOURCES | HRS 04100 | WAGE ASSIGNMENTS Letters, correspondence, etc. | 10 after superseded | Public/Private | MS 13.43 |
| HUMAN RESOURCES | HRS 04200 | 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, including medical & employment questionnaires or histories, medical exams, medical opinions, descriptions of treatments and prescriptions, and employee medical complaints. | 5 years after separation from city | Private | MS 13.43 |
| HUMAN RESOURCES | HRS 04400 | INFECTIOUS DISEASE & OCCUPATIONAL EXPOSURE FILES Files on each employee dealing with safety & training on diseases such as hepatitis & AIDS. Should not be kept in employee personnel file. | 30 after separation | Public/Private | MS 13.43 |

GENERAL RECORDS RETENTION SCHEDULE FOR MINNESOTA CITIES

| SECTION | CODE | TITLE & DESCRIPTION | RETENTION PERIOD | CLASSIFICATION | STATUTE |
|------------------------|-------------|--|---|-----------------------|----------------|
| HUMAN RESOURCES | HRS 04500 | OSHA - CITATIONS OF PENALTY Notifications of Violations by the City. | 2 after violation has been corrected | Public | |
| HUMAN RESOURCES | HRS 04600 | OSHA REPORTS Incident Reports and Annual Summary | 5 | Public/Private | MS 13.43 |
| HUMAN RESOURCES | HRS 04700 | OSHA - EMPLOYEE EXPOSURE RECORDS Any information concerning employee exposure to toxic substances or harmful physical agents. | 30 after separation | Public/Private | MS 13.43 |
| HUMAN RESOURCES | HRS 04800 | SAFETY COMMITTEE AGENDA & MINUTES | Permanent | Public | |
| HUMAN RESOURCES | HRS 04900 | SAFETY MANUAL | Until superseded | Public | |
| HUMAN RESOURCES | HRS 05100 | SIGN UP SHEETS List of employees participating in each training program. | Mandatory - 5 Not Mandatory - as needed | Public | |
| HUMAN RESOURCES | HRS 05300 | TRAINING MATERIALS Reference & class material including articles, handouts, manuals used in each training session. | Until superseded or 5 years after training program becomes obsolete. | Public | |
| HUMAN RESOURCES | HRS 05400 | TRAINING RECORDS - FOR EACH INDIVIDUAL Records on training that may be retained in employee personnel file. Includes Right-to-Know and Sexual Harassment. | 5 after separation | Public | |

GENERAL RECORDS RETENTION SCHEDULE FOR MINNESOTA CITIES

| SECTION | CODE | TITLE & DESCRIPTION | RETENTION PERIOD | CLASSIFICATION | STATUTE |
|------------------|-------------|---|--|-----------------------|----------------|
| INSURANCE | INS 00100 | APPLICATIONS FOR INSURANCE To City's insurance provider. | 3 | Public | |
| INSURANCE | INS 00400 | CERTIFICATES OF INSURANCE | 6 after expiration | Public | |
| INSURANCE | INS 00450 | CLAIMS Claims filed by or against the city. | 6 after final settlement except those involving a minor, save until minor turns 19. | Public/Private | MS 13.43 |
| INSURANCE | INS 00500 | EMPLOYEE DISHONESTY/SURETY BONDS Corporate or personal - to cover any officer or employee, also known as "Faithful Performance Bond." | 6 after expiration | Public | |
| INSURANCE | INS 00650 | FIRST REPORT OF INJURY | 6, MS 176.151; 20 if maintained with worker's compensation file. | Public/Private | MS 13.43 |
| INSURANCE | INS 00700 | INSURANCE AGENTS' SERVICE AGREEMENT | 6 after expiration | Public | |
| INSURANCE | INS 01100 | LONG TERM DISABILITY (LTD) Claims filed by employee for a long term disability insurance program. | 6 after final settlement. | Private | MS 13.43 |
| INSURANCE | INS 01240 | POLICIES - ALL INSURANCE POLICIES Includes, but not limited to: auto, boiler & machinery, general liability, life, liquor liability, police professional liability, property, inland marine and workers' compensation. | 6 after expiration | Public | |
| INSURANCE | INS 01450 | SHORT TERM DISABILITY (STD) Claims filed by employee for a short term disability insurance program. | 6 | Private | MS 13.43 |
| INSURANCE | INS 01550 | WORKERS' COMPENSATION CLAIMS Injury reports and correspondence dealing with injuries, chemical or hazardous exposure. If infectious disease retain 30 years per HRS 04400. | 20 | Private | MS 176.231 |
| INSURANCE | INS 01600 | WORKERS' COMPENSATION CLAIM REGISTER | Permanent | Public | MS 176.231 |

GENERAL RECORDS RETENTION SCHEDULE FOR MINNESOTA CITIES

| SECTION | CODE | TITLE & DESCRIPTION | RETENTION PERIOD | CLASSIFICATION | STATUTE |
|----------------|-------------|---|--|------------------------------|----------------|
| LIBRARY | LIB 00100 | ANNUAL REPORT OF THE LIBRARY BOARD | Permanent | Public | |
| LIBRARY | LIB 00200 | AUDIO VISUAL / TECHNOLOGY EQUIPMENT CHECKOUT RECORDS Records of technology equipment returned damaged or late. | While library card is active | Private | MS 13.40 |
| LIBRARY | LIB 00300 | BOOKMOBILE RECORDS Schedules, circulation records, equipment, etc. | Schedules: Until superseded. Equipment records: Life of equipment plus audit. For circulation Records see "Circulation Records", LIB 00500, in Library retention schedule. | Public/Private | MS 13.40 |
| LIBRARY | LIB 00400 | CATALOGS Authors, title, subject. | Until superseded | Public | |
| LIBRARY | LIB 00500 | CIRCULATION RECORDS Includes cards, computer entries, & statistical reports. | Retain cards & computer entries until superseded. retain annual stats permanently. Other stats 2 yrs. | Public/Private | MS 13.40 |
| LIBRARY | LIB 00600 | COPYRIGHT COMPLIANCE RECORDS | 5 | Public | |
| LIBRARY | LIB 00700 | DONOR RECORDS Includes gifts. | Permanent | Public/Private or Non-Public | MS 13.792 |
| LIBRARY | LIB 00800 | FINES & SERVICE CHARGE RECORDS | Until paid | Public/Private | MS 13.40 |
| LIBRARY | LIB 00900 | LIBRARY CARD | Until superseded | Public/Private | MS 13.40 |
| LIBRARY | LIB 01000 | LOANS-INTER LIBRARY Loans of materials received to and from libraries. | Until superseded | Public/Private | MS 13.40 |
| LIBRARY | LIB 01100 | LOST ITEM REIMBURSEMENT RECORDS | 3 | Public/Private | MS 13.40 |

GENERAL RECORDS RETENTION SCHEDULE FOR MINNESOTA CITIES

| SECTION | CODE | TITLE & DESCRIPTION | RETENTION PERIOD | CLASSIFICATION | STATUTE |
|----------------|-------------|---|-------------------------------|-----------------------|----------------|
| LIBRARY | LIB 01200 | MEETING ROOM REQUEST | 2 | Public | |
| LIBRARY | LIB 01500 | NEWSLETTERS Generated by library. | 2 | Public | |
| LIBRARY | LIB 01600 | OVERDUE & DAMAGED LIBRARY MATERIAL RECORDS Material returned that was overdue or damaged if amount of damage or fine was not paid. | 2 or until paid | Public/Private | MS 13.40 |
| LIBRARY | LIB 01700 | PETTY CASH REPORTS | 6 | Public/Private | MS 13.37 |
| LIBRARY | LIB 01800 | PUBLICITY Includes news releases & public service announcements generated by library. | 2 | Public | |
| LIBRARY | LIB 01900 | SHELF LIST / INVENTORY | Until superseded | Public | |
| LIBRARY | LIB 02000 | SPECIAL EVENTS & PROGRAMS | 2 | Public | |
| LIBRARY | LIB 02100 | STUDIES & REPORTS Includes surveys, statistical reports, consultant reports, etc. | Permanent | Public | |
| LIBRARY | LIB 02200 | VOLUNTEER GROUPS RECORDS Minutes, scrapbooks, & other records of Friends of the Library groups, etc. | Permanent | Public | |
| LIBRARY | LIB 02300 | VOLUNTEER PERSONNEL RECORDS | 5 after volunteer period ends | Public/Private | MS 13.43 |
| LIBRARY | LIB 02400 | WORK SCHEDULE FILES Hours worked, vacation, leaves taken. | 2 | Public/Private | MS 13.43 |

GENERAL RECORDS RETENTION SCHEDULE FOR MINNESOTA CITIES

| SECTION | CODE | TITLE & DESCRIPTION | RETENTION PERIOD | CLASSIFICATION | STATUTE |
|----------------|-------------|---|-------------------------|-----------------------|----------------|
| LIQUOR STORE | LIQ 00100 | ADVERTISING FLYERS Advertising Flyers. | 1 | Public | |
| LIQUOR STORE | LIQ 01000 | INVENTORY SHEETS | 2 | Public | |
| LIQUOR STORE | LIQ 01100 | PRICE LIST | Until superseded | Public | |
| LIQUOR STORE | LIQ 01400 | SALES REPORTS Daily, Monthly. | 2 | Public | |

GENERAL RECORDS RETENTION SCHEDULE FOR MINNESOTA CITIES

| SECTION | CODE | TITLE & DESCRIPTION | RETENTION PERIOD | CLASSIFICATION | STATUTE |
|----------------------|-------------|---|-------------------------|-----------------------|----------------|
| PARKS AND RECREATION | P&R 00100 | ACKNOWLEDGMENT & WAIVER OF LIABILITY | 7 | Public | |
| PARKS AND RECREATION | P&R 00200 | ACTIVITIES - BROCHURES | Retain permanently | Public | |
| PARKS AND RECREATION | P&R 00300 | ACTIVITIES FLYERS | 1 | Public | |
| PARKS AND RECREATION | P&R 00400 | ANNUAL REPORTS | Permanent | Public | |
| PARKS AND RECREATION | P&R 00700 | DAILY REPORTS (DEPARTMENT COPY) | 1 | Public | |
| PARKS AND RECREATION | P&R 00900 | DEPARTMENT RULES & REGULATIONS Includes parks, beaches, pools, skating rinks, & general use. | Until superseded | Public | |
| PARKS AND RECREATION | P&R 01000 | FEE WAIVER SHEETS For low income participants. | 2 | Private | MS 13.462 |
| PARKS AND RECREATION | P&R 01100 | MAILING LISTS Program participants. | Until superseded | Private | MS 13.548 |
| PARKS AND RECREATION | P&R 01400 | PARK ACQUISITIONS Through bonds or CDBG. | Permanent | Public | |
| PARKS AND RECREATION | P&R 01500 | PARK MASTER PLAN | Permanent | Public | |
| PARKS AND RECREATION | P&R 01600 | PARTICIPATION DATA Count of participants using service/activity. | 2 | Public | |
| PARKS AND RECREATION | P&R 01700 | PERMITS For use of school facilities, park use, equipment, picnic sites & ball fields by citizens. | 2 | Public | |
| PARKS AND RECREATION | P&R 01800 | POOL/BEACH PASS FORMS | 1 | Public | |

GENERAL RECORDS RETENTION SCHEDULE FOR MINNESOTA CITIES

| SECTION | CODE | TITLE & DESCRIPTION | RETENTION PERIOD | CLASSIFICATION | STATUTE |
|-----------------------------|-------------|---|---|-----------------------|---------------------|
| PARKS AND RECREATION | P&R 01950 | PROGRAM FILES Records relating to programs, events and activities. | 3 | Public | |
| PARKS AND RECREATION | P&R 02000 | REGISTRATION FORMS Includes participant information forms. If includes waiver of liability, see P&R 00100. | 2 unless subject to state or federal grant requirements | Public/Private | MS 13.548 |
| PARKS AND RECREATION | P&R 02100 | RENTAL AGREEMENTS / CONTRACTS For park & recreation facilities usage. | 5 after expiration | Public | |
| PARKS AND RECREATION | P&R 02200 | REPORTS OF INJURIES OF PARTICIPANTS Incident Reports. | 6 | Public/Private | MS 13.37, MS 13.548 |
| PARKS AND RECREATION | P&R 02300 | ROSTER Names of participants. | 2 | Private | MS 13.548 |
| PARKS AND RECREATION | P&R 02400 | SCHEDULES Of games. | 1 | Public | |
| PARKS AND RECREATION | P&R 02450 | PARK & REC SECURITY TAPES | Until superseded (unless accident or injury) | Public/Private | MS 13.37, MS 13.548 |
| PARKS AND RECREATION | P&R 02500 | SUPPLY EQUIPMENT LISTS | Until superseded | Public | |
| PARKS AND RECREATION | P&R 02600 | TICKET SALES REPORTS Originals. | 6 | Public | |
| PARKS AND RECREATION | P&R 02700 | TRANSPORTATION SERVICE List of people who use the transportation service. | Until superseded | Public/Private | MS 13.548 |

GENERAL RECORDS RETENTION SCHEDULE FOR MINNESOTA CITIES

| SECTION | CODE | TITLE & DESCRIPTION | RETENTION PERIOD | CLASSIFICATION | STATUTE |
|----------------|-------------|---|-------------------------|-----------------------|--------------------|
| PAYROLL | PAY 00100 | AUTHORIZATION FORMS Voluntary (union dues, charitable contributions, employee club, credit union). | 6 after inactive | Private | MS 13.43 |
| PAYROLL | PAY 00200 | BENEFIT / CAFETERIA PLAN RECORDS Flex plans and section 125 reports, election forms, reimbursement forms etc. | 6 | Private | MS 13.43 |
| PAYROLL | PAY 00300 | CANCELED & VOIDED PAYROLL CHECKS Paid and returned checks. | 6 | Public/Private | MS 13.43 |
| PAYROLL | PAY 00400 | CHANGE FORM (PAYROLL COPY) Original retained in personnel file: salary, position, grade level, address, leave of absence, etc. | 1 | Public/Private | MS 13.43 |
| PAYROLL | PAY 00420 | DIRECT DEPOSIT AUTHORIZATIONS | Until superseded | Public/Private | MS 13.37, MS 13.43 |
| PAYROLL | PAY 00450 | EMPLOYERS QUARTERLY FEDERAL TAX RETURN (Federal Tax Form 941) | 6 | Public | |
| PAYROLL | PAY 00500 | GARNISHMENTS Child support/spousal maintenance. | 6 | Private | MS 13.43 |
| PAYROLL | PAY 00600 | INSURANCE PREMIUM REPORT Monthly statement of employees' premiums. | 6 | Public | |
| PAYROLL | PAY 00800 | PAYROLL REPORTS Detailed register of current & year-to-date salaries, gross to net, and benefit hours used. | 6 | Public/Private | MS 13.43 |
| PAYROLL | PAY 00900 | PAYROLL LEDGER / JOURNAL Payroll history, year-end report | Permanent | Public/Private | MS 13.43 |
| PAYROLL | PAY 01000 | PAYROLL REPORTS - STATE & FEDERAL State withholding, federal withholding, & FICA. | 10 | Public/Private | MS 13.43 |
| PAYROLL | PAY 01100 | PAYROLL WORKSHEETS | 6 | Public/Private | MS 13.43 |

GENERAL RECORDS RETENTION SCHEDULE FOR MINNESOTA CITIES

| SECTION | CODE | TITLE & DESCRIPTION | RETENTION PERIOD | CLASSIFICATION | STATUTE |
|----------------|-------------|--|-------------------------|-----------------------|----------------|
| PAYROLL | PAY 01200 | PENSION & RETIREMENT REPORTS Deferred comp, etc. | 10 | Public/Private | MS 13.43 |
| PAYROLL | PAY 01300 | PERA REPORTS / PENSION FILES Includes form letters and reports. | Permanent | Public/Private | MS 13.43 |
| PAYROLL | PAY 01350 | QUARTERLY WITHHOLDING TAX RETURN State Form MW-1. | 6 | Public | |
| PAYROLL | PAY 01400 | TIME SHEETS Originals or electronic. | 6 | Public/Private | MS 13.43 |
| PAYROLL | PAY 01500 | VACATION & LEAVE REQUESTS Reports/slips. | 3 | Public/Private | MS 13.43 |
| PAYROLL | PAY 01600 | W-2 STATEMENTS - EMPLOYERS COPY | 6 | Public/Private | MS 13.43 |
| PAYROLL | PAY 01700 | W-3 STATEMENTS | 6 | Public/Private | MS 13.43 |
| PAYROLL | PAY 01800 | W-4 FORM - ORIGINALS | 5 | Public/Private | MS 13.43 |
| PAYROLL | PAY 01900 | WORKERS COMP PROOF OF PAYMENT | 6 | Public | |
| PAYROLL | PAY 02000 | 1099 MISCELLANEOUS INCOME | 6 | Public/Private | MS 13.43 |

GENERAL RECORDS RETENTION SCHEDULE FOR MINNESOTA CITIES

| SECTION | CODE | TITLE & DESCRIPTION | RETENTION PERIOD | CLASSIFICATION | STATUTE |
|-------------------|-------------|--|-------------------------|---------------------------|-------------------------------|
| PERMITS/ LICENSES | PER 00100 | ANIMAL & PET LICENSE APPLICATIONS OR PERMITS | 2 after expiration | Public | |
| PERMITS/ LICENSES | PER 00200 | APPLICATIONS - NOT APPROVED Refers to various applications in this section. | 1 | Public/Private/Non-Public | See individual permit/license |
| PERMITS/ LICENSES | PER 00300 | BICYCLE LICENSE OR PERMIT City copy. | 2 after expiration | Public | |
| PERMITS/ LICENSES | PER 00400 | BILLIARD (POOL HALL) LICENSE | 6 after expiration | Public/Private | MS 270C.72, Subd. 4 |
| PERMITS/ LICENSES | PER 00500 | BOWLING ALLEY LICENSE | 6 after expiration | Public/Private | MS 270C.72, Subd. 4 |
| PERMITS/ LICENSES | PER 00600 | BUILDING PERMITS - COMMERCIAL Applications, summary data etc. | Permanent | Public/Non-Public | MS 13.37 |
| PERMITS/ LICENSES | PER 00700 | BUILDING PERMITS - RESIDENTIAL Applications, summary data etc. | 5 after expiration | Public/Non-Public | MS 13.37 |
| PERMITS/ LICENSES | PER 00800 | BURNING PERMITS - RESIDENTIAL | 1 after expiration | Public | |
| PERMITS/ LICENSES | PER 00900 | CARNIVAL LICENSE APPLICATIONS | 6 after expiration | Public/Private | MS 270C.72, Subd. 4 |
| PERMITS/ LICENSES | PER 01000 | CIGARETTE/TOBACCO/ETC. LICENSES & APPLICATIONS | 6 after expiration | Public/Private | MS 270C.72, Subd. 4 |
| PERMITS/ LICENSES | PER 01100 | CONTRACTOR REGISTRATIONS License issued through MN Dept. of Labor & Industry. | 6 after expiration | Public | |
| PERMITS/ LICENSES | PER 01200 | DANCE/PARADE/PUBLIC GATHERING/SPECIAL EVENT PERMITS | 2 after expiration | Public | |
| PERMITS/ LICENSES | PER 01300 | DOCK LICENSES To use public parks, streams, etc. | 2 after expiration | Public/Private | MS 270C.72, Subd. 4 |
| PERMITS/ LICENSES | PER 01350 | DOMESTIC PARTNERSHIPS | 2 after termination | Public | |

GENERAL RECORDS RETENTION SCHEDULE FOR MINNESOTA CITIES

| SECTION | CODE | TITLE & DESCRIPTION | RETENTION PERIOD | CLASSIFICATION | STATUTE |
|-------------------|-------------|---|-------------------------|-----------------------|--|
| PERMITS/ LICENSES | PER 01410 | ELECTRICAL PERMIT | 2 after expiration | Public | |
| PERMITS/ LICENSES | PER 01600 | EXCAVATION/RIGHT-OF-WAY PERMITS Includes land alteration permits. | 2 after expiration | Public | |
| PERMITS/ LICENSES | PER 01700 | FIRE EXTINGUISHER SERVICE LICENSE | 2 after expiration | Public/Private | MS 270C.72, Subd. 4 |
| PERMITS/ LICENSES | PER 01800 | FIREWORKS PERMIT & LICENSE | 2 after expiration | Public/Private | MS 270C.72, Subd. 4 |
| PERMITS/ LICENSES | PER 01850 | FOOD ESTABLISHMENT LICENSE | 6 after expiration | Public/Private | MS 270C.72, Subd. 4 |
| PERMITS/ LICENSES | PER 01900 | GAMBLING LICENSES & REPORTS | 4 after expiration | Public/Private | MS 349.19, Subd 6; MS 270C.72, Subd. 4 |
| PERMITS/ LICENSES | PER 01920 | GAS FITTERS LICENSE | 6 after expiration | Public/Private | MS 270C.72, Subd. 4 |
| PERMITS/ LICENSES | PER 01930 | HEATING, VENTILATION, AIR CONDITIONING PERMIT Mechanical | 2 after expiration | Public | |
| PERMITS/ LICENSES | PER 02000 | HOTEL & MOTEL LICENSES | 6 after expiration | Public/Private | MS 270C.72, Subd. 4 |
| PERMITS/ LICENSES | PER 02020 | HUNTING/SHOOTING PERMIT | 6 after expiration | Public/Private | MS 13.37 |
| PERMITS/ LICENSES | PER 02050 | INSPECTION RECORDS OF LICENSED FACILITIES Restaurants, public pools, etc. | 2 after expiration | Public | |
| PERMITS/ LICENSES | PER 02100 | LIQUOR LICENSE All types of licenses pertaining to alcohol, including required application data. | 6 after expiration | Public/Private | MN Rules 7515.0440, Subd. 5; MS 270C.72, Subd. 4 |

GENERAL RECORDS RETENTION SCHEDULE FOR MINNESOTA CITIES

| SECTION | CODE | TITLE & DESCRIPTION | RETENTION PERIOD | CLASSIFICATION | STATUTE |
|-------------------|-------------|---|-------------------------|-----------------------|--|
| PERMITS/ LICENSES | PER 02200 | MASSAGE LICENSE | 6 after expiration | Public/Private | MS 270C.72, Subd. 4; MS 270C.72, Subd. 4 |
| PERMITS/ LICENSES | PER 02300 | MECHANICAL AMUSEMENT DEVICE LICENSE Video games, pinball machines, etc. | 6 after expiration | Public/Private | MS 270C.72, Subd. 4 |
| PERMITS/ LICENSES | PER 02400 | MOTOR VEHICLE LICENSE Sales and rental. | 6 after expiration | Public/Private | MS 270C.72, Subd. 4 |
| PERMITS/ LICENSES | PER 02500 | MOVING PERMIT | 2 after expiration | Public | |
| PERMITS/ LICENSES | PER 02510 | PARKING METER REPORTS/RECORDS | 2 after expiration | Public | |
| PERMITS/ LICENSES | PER 02520 | PARKING PERMIT | 2 after expiration | Public | |
| PERMITS/ LICENSES | PER 02600 | PAWNBROKERS / PRECIOUS METAL / SECOND-HAND DEALER LICENSE | 6 after expiration | Public/Private | MS 270C.72, Subd. 4 |
| PERMITS/ LICENSES | PER 02700 | PEDDLER'S, TRANSIENT MERCHANTS & SOLICITORS LICENSE Includes mobile food units. | 2 after expiration | Public/Private | MS 270C.72, Subd. 4 |
| PERMITS/ LICENSES | PER 02800 | PLASTERING LICENSE | 2 after expiration | Public/Private | MS 270C.72, Subd. 4 |
| PERMITS/ LICENSES | PER 02810 | PLUMBER'S REGISTRATION Annual license issued through MN Dept. of Labor & Industry. | 6 after expiration | Public | |
| PERMITS/ LICENSES | PER 02900 | PLUMBING PERMITS | 2 after expiration | Public | |
| PERMITS/ LICENSES | PER 03000 | POOL LICENSE | 6 after expiration | Public/Private | MS 270C.72, Subd. 4 |
| PERMITS/ LICENSES | PER 03010 | PUBLIC PROPERTY USE APPLICATIONS | 2 after expiration | Public | |

GENERAL RECORDS RETENTION SCHEDULE FOR MINNESOTA CITIES

| SECTION | CODE | TITLE & DESCRIPTION | RETENTION PERIOD | CLASSIFICATION | STATUTE |
|-------------------|-------------|--|-------------------------|-----------------------|-------------------------------------|
| PERMITS/ LICENSES | PER 03020 | RENTAL APPLICATION/LICENSE Multiple dwelling. | 6 after expiration | Public/Private | MS 270C.72, Subd. 4 |
| PERMITS/ LICENSES | PER 03100 | SAUNA LICENSE | 6 after expiration | Public/Private | MS 270C.72, Subd. 4 |
| PERMITS/ LICENSES | PER 03110 | SEXUALLY ORIENTED BUSINESS LICENSE | 6 after expiration | Public/Private | MS 270C.72, Subd. 4 |
| PERMITS/ LICENSES | PER 03120 | SIGN PERMIT | 2 after expiration | Public | |
| PERMITS/ LICENSES | PER 03200 | SOLID WASTE, GARBAGE, REFUSE AND RECYCLERS LICENSE/PERMIT Bonds, certificate of insurance, etc. | 6 after expiration | Public/Private | MS 270C.72, Subd. 4 |
| PERMITS/ LICENSES | PER 03300 | STREET USE PERMIT | 2 after expiration | Public | |
| PERMITS/ LICENSES | PER 03400 | TAXI LICENSES | 6 after expiration | Public/Private | MS 270C.72, Subd. 4 |
| PERMITS/ LICENSES | PER 03410 | THEATER LICENSE | 6 after expiration | Public/Private | MS 270C.72, Subd. 4 |
| PERMITS/ LICENSES | PER 03420 | TREE TRIMMING/REMOVAL LICENSE | 6 after expiration | Public/Private | MS 270C.72, Subd. 4 |
| PERMITS/ LICENSES | PER 03450 | WETLAND RECORDS Replacement plan requirements, exemptions, certifications, permits, etc. | 10 after expiration | Public | MN Rules 8420.0100; 0200. 2.G |
| PERMITS/ LICENSES | PER 03500 | WRECKING PERMIT | 2 after expiration | Public | |

GENERAL RECORDS RETENTION SCHEDULE FOR MINNESOTA CITIES

| SECTION | CODE | TITLE & DESCRIPTION | RETENTION PERIOD | CLASSIFICATION | STATUTE |
|----------------|-------------|---|--|-----------------------|----------------|
| PLANNING | PLZ 00100 | ANNEXATION RECORDS | Permanent | Public | |
| PLANNING | PLZ 00200 | CERTIFICATE OF FILING LAND USE CONTROL C.U.P. & variance. Document retained by counties. | Permanent | Public | |
| PLANNING | PLZ 00300 | COMPREHENSIVE PLAN Land use plan. | Permanent | Public | |
| PLANNING | PLZ 00400 | CONDITIONAL USE PERMIT FILE Application, planning report, Planning Commission and City Council action, copy of permit, resolutions, etc. | Permanent | Public | |
| PLANNING | PLZ 00500 | DEEDS Originals stored in clerks office. | Permanent | Public | |
| PLANNING | PLZ 00600 | EASEMENTS Grant of Easements to city. | Permanent | Public | |
| PLANNING | PLZ 00700 | EASEMENTS - TEMPORARY | Retain until project completion unless filed with project file | Public | |
| PLANNING | PLZ 00800 | MAPS & HALF SECTION | Until superseded | Public | |
| PLANNING | PLZ 01100 | PETITIONS RELATING TO ZONING REQUESTS | 6 | Public | |
| PLANNING | PLZ 01200 | PLANNING CASE FILE Includes reports documenting the activity or development of a specific parcel of land. | Permanent | Public | |
| PLANNING | PLZ 01300 | PLAT FILES - FINAL PLAT Includes subdivisions files, final plat, application, council review, planning commission review, studies, etc. | Permanent | Public | |
| PLANNING | PLZ 01400 | PLAT FILES - PRELIMINARY PLAT | 10 | Public | |
| PLANNING | PLZ 01500 | REAL PROPERTY APPRAISALS | Length of ownership | Public/Confidential | MS 13.44 |

GENERAL RECORDS RETENTION SCHEDULE FOR MINNESOTA CITIES

| SECTION | CODE | TITLE & DESCRIPTION | RETENTION PERIOD | CLASSIFICATION | STATUTE |
|----------------|-------------|--|-------------------------------|-----------------------|--|
| PLANNING | PLZ 01600 | REAL PROPERTY - BIDS & ESTIMATES Appraisal report, certificates, etc. | 20 after disposal of property | Public/Non-Public | MS 13.44, subd. 3B, MS 13.37, MS 13.591 |
| PLANNING | PLZ 01700 | REZONING FILE | Permanent | Public | |
| PLANNING | PLZ 01800 | SIGN PLAN VARIANCES / APPROVALS / INSPECTION RECORDS | Permanent | Public | |
| PLANNING | PLZ 01900 | SITE PLAN FILE - APPROVED | Permanent | Public | |
| PLANNING | PLZ 02000 | SITE PLAN FILE - NOT APPROVED | 10 | Public | |
| PLANNING | PLZ 02100 | SPECIAL USE PERMIT FILE | Permanent | Public | |
| PLANNING | PLZ 02200 | SURVEYS, PROPERTY | Permanent | Public | |
| PLANNING | PLZ 02300 | VACATION FILES | Permanent | Public | |
| PLANNING | PLZ 02400 | VARIANCE FILES | Permanent | Public | |
| PLANNING | PLZ 02500 | ZONING FILES | Permanent | Public | |

GENERAL RECORDS RETENTION SCHEDULE FOR MINNESOTA CITIES

| SECTION | CODE | TITLE & DESCRIPTION | RETENTION PERIOD | CLASSIFICATION | STATUTE |
|----------------|-------------|--|-------------------------|-----------------------|-----------------------|
| POLICE | POL 00100 | ANNUAL REPORTS - POLICE DEPARTMENT | Permanent | Public | |
| POLICE | POL 00200 | AUCTION Records or department copy of contracts. | 3 | Public | |
| POLICE | POL 00240 | BACKGROUND CHECK Local records check on individual (i.e. employment, adoptions). | 30 days | Non-Public | MS 299C.10 |
| POLICE | POL 00250 | BACKGROUND CHECK Second party dissemination log. | 3 years | Public | |
| POLICE | POL 00300 | BUREAU OF CRIMINAL APPREHENSION REPORTS Annual reports of local law enforcement activities compiled by BCA and returned to local department. BCA does not maintain copies of these reports. | 5 years | Public/Private | MS 13.82, MS 260B.171 |
| POLICE | POL 00350 | CERTIFICATION FOR PEACE OFFICERS FOR STATE AID APPLICATION State form PA-1. | 3 | Public/Private | MS 13.43 |
| POLICE | POL 00400 | DEPARTMENT OF CORRECTIONS - ANNUAL REPORT Report of all bookings for jurisdiction. Note: pertains to holding facilities. | 5 | Public/Private | MS 13.82 |
| POLICE | POL 00410 | DIRECTED PATROLS Resident or community requests for patrolling specific areas. | 1 | Public | MS 13.82, Subd. 3 |
| POLICE | POL 00450 | EMERGENCY PLAN / CIVIL DEFENSE FILES | Until superseded | Public/Private | MS 13.37 |
| POLICE | POL 00470 | EQUITABLE SHARING RECORDS | 5 | Need Classification | Need Statute |
| POLICE | POL 00500 | FINGERPRINT RECORDS Sworn officers and police personnel. | 5 after separation | Private | MS 13.43 |
| POLICE | POL 00510 | FINGERPRINT RECORDS For janitors or persons accessing secured areas without supervision. | 1 after separation | Public/Private | MS 13.43 |

GENERAL RECORDS RETENTION SCHEDULE FOR MINNESOTA CITIES

| SECTION | CODE | TITLE & DESCRIPTION | RETENTION PERIOD | CLASSIFICATION | STATUTE |
|----------------|-------------|--|-------------------------|---------------------------------|--|
| POLICE | POL 00600 | INTERNAL INVESTIGATION Case files & reports. | 5 after separation | Public/Private/ Confidential | MS 13.39, MS 13.43, MS 13.82, MS 13.825 |
| POLICE | POL 00700 | LIABILITY RELEASES For services rendered (I.e. lock outs, ride alongs, etc.) | 1 | Public | |
| POLICE | POL 00800 | LOG SHEETS Officers. | 2 | Public/Private/ Confidential | MS 13.82 |
| POLICE | POL 00910 | PAWN SHOP RECORDS Records are kept by Pawn Shop store. The only records the Police Department may keep are the pawn shop requests to check whether an item is stolen, however, record is typically discarded after the check. | | Public | |
| POLICE | POL 01000 | POLICE CLEARANCE LETTERS / NOTARIZED NAME SEARCH Criminal history on individual within jurisdiction. | 3 | Public/Private | MS 13.87 |
| POLICE | POL 01500 | PUBLIC ASSISTANCE VOUCHER RECORDS Copies. | 1 | Private | MS 13.462 |
| POLICE | POL 01600 | REQUEST TO INSPECT POLICE REPORT | 30 days | Public | |
| POLICE | POL 01700 | STATISTICAL REPORTS / SUPPLEMENTAL REPORTS Pursuit, bias crime, officer killed or assaulted, supplemental homicide. Original filed with state. | 1 | Public | |
| POLICE | POL 01750 | TRAINING RECORDS & REPORTS FOR OFFICERS Includes summary of officer's training history. | 5 after separation | Public/Private | MS 13.43 |
| POLICE | POL 01800 | ANIMAL CONTROL STATISTICAL REPORTS | 1 | Public | |
| POLICE | POL 01900 | ANIMAL IMPOUND/RELEASE | 1 | Public | |
| POLICE | POL 01950 | DANGEROUS DOG LICENSE | 2 after deceased | Public/Private | MS 13.37 |

GENERAL RECORDS RETENTION SCHEDULE FOR MINNESOTA CITIES

| SECTION | CODE | TITLE & DESCRIPTION | RETENTION PERIOD | CLASSIFICATION | STATUTE |
|----------------|-------------|--|---|---------------------------------|---|
| POLICE | POL 02100 | BICYCLE SAFETY Bike patrol, rodeos, etc. | 2 | Public | |
| POLICE | POL 02150 | COMMUNITY CRIME PREVENTION PROGRAMS Neighborhood Crime Watch, D.A.R.E., etc. | 1 after participation ceases | Public/Private | MS 13.37 |
| POLICE | POL 02600 | OPERATION I.D. | Permanent | Public/Private or Non-Public | MS 13.37 |
| POLICE | POL 02700 | 911 RECORDINGS | 31 days per MN Rule 7580.0600 subd. 5 | Public/Private | MS 13.82, Subd. 4 |
| POLICE | POL 02800 | RADIO LOGS / CAD Dispatcher. | 7 | Private | MS 13.82 |
| POLICE | POL 02900 | ACCIDENT REPORTS Automobile (State Report) Includes date, time, place of action, vehicles involved, drivers of vehicles, a brief factual reconstruction of events associated with the action, names and addresses of witnesses names and addresses of any victims or casualties and response or report number. Damage greater than \$1000. | 3 | Public/Private/ Confidential | MS 13.82, Subd. 6, MS 169.09, Subd. 13 |
| POLICE | POL 02950 | ACCIDENT - DRIVER EXCHANGE REPORT Damage under \$1000. | 3 | Public/Private/ Confidential | MS 13.82, Subd. 6, MS 169.09, Subd. 13 |
| POLICE | POL 03000 | ARREST REPORTS Adult/Juvenile: includes date, time, place of action, any resistance encountered, any pursuit engaged, whether any weapons were used, the charge, arrest or search warrants or legal basis for action, the identities of agencies, units within agencies and individual persons taking the action, whether and where the individual is being held in custody or is being incarcerated by the agency, the date, time and legal basis for any transfer of custody and identification of agency or person who received custody, the date, time and legal basis for any release from custody or incarceration, the name, age, sex and last known address of any adult person or the age and sex of any juvenile person cited arrested or incarcerated or otherwise substantially deprived of his liberty, whether the agency employed wiretaps or other eavesdropping techniques, the manner in which the agencies received the information that led to the arrest, and the response or report number. | 7; if felony, permanent per MS 299C.12 | Public/Private | MS 13.82, Subd. 2, MS 260B.171 |
| POLICE | POL 03100 | BAIL RECEIPTS | 7 | Public/Private | MS 13.82 |

GENERAL RECORDS RETENTION SCHEDULE FOR MINNESOTA CITIES

| SECTION | CODE | TITLE & DESCRIPTION | RETENTION PERIOD | CLASSIFICATION | STATUTE |
|----------------|-------------|--|--|---|-----------------------|
| POLICE | POL 03300 | CASE FILES/OFFENSE REPORTS - ADULT Includes individual's name, date of birth, time of occurrence, date and place of action, description of what happened, location, whether any weapons were used, ICR's, statistical data, and other pertinent data. | 7; if death investigation, see POL 03700 | Public/Private | MS 13.82 |
| POLICE | POL 03400 | CASE FILES / OFFENSE REPORTS - JUVENILE Includes individual's name, date of birth, time of occurrence, and place of action, description of what happened, location, whether any weapons were used, and other pertinent data. | 7; if death investigation, see POL 03700 | Non-public/Private/ Confidential | MS 13.82, MS 260B.171 |
| POLICE | POL 03500 | CITATION/TICKETS | 3 | Public | |
| POLICE | POL 03600 | CRIMINAL RECORD CHECK / SECONDARY DISSEMINATION Log recording criminal history queries via state computer sent to another agency. | 3 | Public/Private/ Confidential | MS 13.87 |
| POLICE | POL 03700 | DEATH INVESTIGATION Any case file or any investigation involving a death. | Permanent | Private | MS 13.82 |
| POLICE | POL 03740 | EVIDENCE / PROPERTY LOGS | 1 year | Public/Private | MS 13.82 |
| POLICE | POL 03750 | EVIDENCE/PROPERTY INVENTORY REPORTS Property which has been found, confiscated, seized, etc. | 7 | Private | MS 13.82 |
| POLICE | POL 03800 | FINGERPRINT RECORDS Criminal. | 7 | Confidential while investigation is active; after that Public; If juvenile, not public. | MS 13.82, subd 7 |
| POLICE | POL 03820 | FORFEITURE FORMS | 3 | Public/Private/Non-Public | MS 13.82, Subd. 20 |
| POLICE | POL 03900 | FIREARM APPLICATION / PERMIT / TRANSFER Includes application to purchase. | 6 | Private | MS 13.87 |
| POLICE | POL 04100 | ICR's Initial complaint reports. | 7 | Public/Private | MS 13.82 |

GENERAL RECORDS RETENTION SCHEDULE FOR MINNESOTA CITIES

| SECTION | CODE | TITLE & DESCRIPTION | RETENTION PERIOD | CLASSIFICATION | STATUTE |
|----------------|-------------|--|---|---------------------------------|-------------------------------------|
| POLICE | POL 04200 | INTOXILYZER TEST RESULTS Original record maintained by the BCA. Department copy retained in accordance with the item they relate to (I.e. case file or arrest report.) | | Public/Private/ Confidential | MS 13.82, Subd. 2 and Subd. 7 |
| POLICE | POL 04500 | MASTER NAME FILE Adult. | 7 after last contact | Public/Private/ Confidential | MS 13.82 |
| POLICE | POL 04600 | MASTER NAME FILE Juvenile. | 7 after last contact | Private | MS 260B.171 |
| POLICE | POL 04700 | MUG SHOTS-ADULT | 7 | Public | |
| POLICE | POL 04720 | MUG SHOTS-JUVENILE | 7 or when child reaches 19 (MS 260B.171 subd.5c) | Private | |
| POLICE | POL 04820 | TRAFFIC MONITORING DEVICES Log recording instrument used, locations, description of vehicle (license number, make & model). Logs and certificate of accuracy for devices used for vehicle speed control including but not limited to Radar, Laser or Stalker. | 2 | Public | MS 13.82 |
| POLICE | POL 04840 | REPOSSESSION LOGS | 30 days | Private/Non-Public | MS 13.82, Subd. 20 |
| POLICE | POL 04870 | VALIDATION REPORTS (from State) For example, regarding stolen property. | 1 | Private/Non-Public | MS 13.82, Subd. 20 |
| POLICE | POL 04900 | VEHICLE IMPOUNDS Abandoned, seized, etc. | 7 | Public | |
| POLICE | POL 05200 | ADMISSION RELEASE RECORDS Booking records. | 2 after inmate is discharged | Public/Private | MS 13.82 |
| POLICE | POL 05300 | FOOD SERVICE RECORDS Jail /lock-up. | 1 | Public | |
| POLICE | POL 05350 | JAIL INSPECTION LOGS Includes daily, annual and bi-annual logs | 2 | Public/Confidential | MS 13.82 |

GENERAL RECORDS RETENTION SCHEDULE FOR MINNESOTA CITIES

| SECTION | CODE | TITLE & DESCRIPTION | RETENTION PERIOD | CLASSIFICATION | STATUTE |
|----------------|-------------|--|--|---------------------------------|----------------------------------|
| POLICE | POL 05400 | JAIL REGISTER Log of individuals held at facility. | Permanent | Public/Private | MS 260B.171 |
| POLICE | POL 05500 | PRISONER PROPERTY RECEIPTS | 2 | Public/Private | MS 13.85 |
| POLICE | POL 05810 | AUDIO & VIDEO RECORDING INVENTORY LOG An inventory of evidentiary audio & video recordings. | Permanent | Public | |
| POLICE | POL 05820 | DICTATED & AUDIO RECORDED REPORTS Audio recordings of officers reports which are subsequently transcribed into written report. | Until transcription is approved | Public/Private/ Confidential | MS 13.82 |
| POLICE | POL 05830 | AUDIO & VIDEO RECORDINGS - EXTRANEIOUS Audio & video recordings including, but not limited to squad car camera recordings, which hold no value to the state, city, citizens, police department, officer(s), and/or any other party. This excludes portable recording systems/body worn camera data. | End of daily shift | Public | MS 13.82 |
| POLICE | POL 05840 | ARREST & CHARGE Audio and video recordings including, but not limited to body worn cameras and squad car camera recordings, determined to have evidentiary value where suspects have been arrested, issued citations and/or a report has been forwarded to the prosecutor for a charging decision. | FELONY: 90 days after sentencing or if appeals, after disposition. ALL OTHER: After final case disposition. | Public/Private/ Confidential | MS 13.82, MS 13.825, MS 260B.171 |
| POLICE | POL 05844 | AUDIT OF PORTABLE RECORDING SYSTEMS TECHNOLOGY Independent biennial audit of data collected and the applicable classification of the data. | Permanent | Public/Private | MS 13.824 |
| POLICE | POL 05846 | AUDIT SUMMARY REPORT - PORTABLE RECORDING SYSTEMS A biennial report summarizing the results of each audit must be provided to the city council and the Legislative Commission on Data Practices and Personal Data Privacy within 60 days following completion of the audit. | 7 | Public/Private | MS 13.824 |
| POLICE | POL 05850 | AUTOMATIC LICENSE PLATE READER DATA | No later than 60 days from date of collection unless related to active investigation | Public/Private/Non-public | MS 13.824, MS13.82 |
| POLICE | POL 05854 | AUTOMATIC LICENSE PLATE READER USE LOG & AUDIT DATA | 2 | Public/Private/Non-public | MS 13.824, Subd. 5 & 6 |

GENERAL RECORDS RETENTION SCHEDULE FOR MINNESOTA CITIES

| SECTION | CODE | TITLE & DESCRIPTION | RETENTION PERIOD | CLASSIFICATION | STATUTE |
|----------------|-------------|--|---|---------------------------|--------------------------------|
| POLICE | POL 05860 | CITIZEN CONTACTS - GENERAL Audio & video recordings including but not limited to squad car camera recordings, determined to contain information regarding non-evidentiary police and citizen interaction. This excludes portable recording systems/body worn camera data. | End of Daily Shift | Public/Private/Non-public | MS 13.82 |
| POLICE | POL 05864 | CITIZEN CONTACTS - GENERAL/NON-ACTIVE OR INACTIVE CRIMINAL Audio & video recordings from portable recording systems, including body worn cameras. | 90 days | Public/Private/Non-public | MS 13.82; MS 13.825; MS 626.19 |
| POLICE | POL 05870 | DEATH INVESTIGATIONS Audio & video recordings including, but not limited to body worn cameras and squad car camera recordings, containing information regarding any deaths. | Permanent | Public/Confidential | MS 13.82 |
| POLICE | POL 05874 | DISCHARGE OF A FIREARM BY PEACE OFFICE IN COURSE OF DUTY Audio & video recordings of a peace officer discharging a firearm in the course of duty other than for training purposes or the killing of an animal that is sick, injured, or dangerous. | 1 *If a subject of the data submits a written request to the law enforcement agency to retain the recording beyond the applicable retention period for possible evidentiary or exculpatory use related to the circumstances under which the data were collected, the law enforcement agency shall retain the recording for an additional time period requested by the subject of up to 180 days and notify the requester that the recording will then be destroyed unless a new request is made under this paragraph. | Public/Private/Non-Public | MS 13.825 |

GENERAL RECORDS RETENTION SCHEDULE FOR MINNESOTA CITIES

| SECTION | CODE | TITLE & DESCRIPTION | RETENTION PERIOD | CLASSIFICATION | STATUTE |
|----------------|-------------|---|--|---------------------------|--------------------|
| POLICE | POL 05876 | <p>FORMAL COMPLAINT MADE AGAINST PEACE OFFICER</p> <p>Audio & video recordings of an incident resulting in a formal complaint made against a peace officer related to the incident.</p> | <p>1 *If a subject of the data submits a written request to the law enforcement agency to retain the recording beyond the applicable retention period for possible evidentiary or exculpatory use related to the circumstances under which the data were collected, the law enforcement agency shall retain the recording for an additional time period requested by the subject of up to 180 days and notify the requester that the recording will then be destroyed unless a new request is made under this paragraph.</p> | Public/Private/Non-Public | MS 13.825 |
| POLICE | POL 05880 | <p>INTERNAL INVESTIGATIONS</p> <p>Audio & video recording including, but not limited to body worn cameras and squad car camera recordings, determined to have evidentiary value in any internal investigations.</p> | 5 after termination or separation | Public/Private | MS 13.43 |
| POLICE | POL 05900 | <p>INTERVIEWS</p> <p>Audio & Video Recordings including, but not limited to body worn cameras and squad car camera recordings, determined to have evidentiary value. (All audio tapes will be transcribed and a copy of the transcription will be kept with the case file).</p> | Statute of limitations for corresponding crime | Public/Confidential | MS 13.82 |
| POLICE | POL 05910 | <p>INVENTORY OF PORTABLE RECORDING SYSTEMS TECHNOLOGY</p> <p>Total number of recording devices owned or maintained by the agency, daily record of the total number of recording devices annually deployed and used by officers and, if applicable the precincts in which they were used, policies and procedures for use, total amount of recorded audio and video data collected and maintained by the agency, the agency's retention schedule for the data, and the procedures for destruction of the data.</p> | Permanent | Public | MS 13.825, Subd. 5 |

GENERAL RECORDS RETENTION SCHEDULE FOR MINNESOTA CITIES

| SECTION | CODE | TITLE & DESCRIPTION | RETENTION PERIOD | CLASSIFICATION | STATUTE |
|----------------|-------------|---|--|---------------------------------|------------------------------|
| POLICE | POL 05920 | PHOTOGRAPHS Pictures are retained in accordance with the item they relate to in the General Records Retention Schedule | See note in description | Public/Private | MS 13.39, MS 13.82 |
| POLICE | POL 05925 | UNMANNED AERIAL VEHICLE DATA (DRONE) | Delete asap, no later than 7 days after collection unless data is part of active criminal investigation. | Private/NonPublic | MS 626.19, subd. 6 c |
| POLICE | POL 05930 | USE OF FORCE Audio & video recordings including, but not limited to body worn cameras and squad car camera recordings, containing information of any incident where force was used and supervisory review is completed according to department policy. | 7 | Public/Private/ Confidential | MS 13.39, MS 13.43, MS 13.82 |
| POLICE | POL 05940 | VIDEO TAPE OF BOOKING This excludes portable recording systems / body worn cameras. | 30 days | Private | MS 13.43 |

GENERAL RECORDS RETENTION SCHEDULE FOR MINNESOTA CITIES

| SECTION | CODE | TITLE & DESCRIPTION | RETENTION PERIOD | CLASSIFICATION | STATUTE |
|-----------------------------------|-------------|--|--|-----------------------|----------------|
| PUBLIC WORKS - ENGINEERING | PWE 00100 | AERIAL PHOTOGRAPHS Photographs of city. | Permanent | Public | |
| PUBLIC WORKS - ENGINEERING | PWE 00200 | CONSTRUCTION DRAWINGS / AS BUILTS For completed city buildings, streets, storm sewer, sidewalks, etc. | Life of property | Public/Non-Public | MS 13.37 |
| PUBLIC WORKS - ENGINEERING | PWE 00300 | DEMOLITION RECORDS | 30 | Public | |
| PUBLIC WORKS - ENGINEERING | PWE 00400 | ENGINEERING DESIGN BOOKS, PRODUCT DEVELOPMENT STANDARDS, SPECIFICATION BOOKS, DRAWINGS | Permanent | Public | |
| PUBLIC WORKS - ENGINEERING | PWE 00500 | FLOOD CONTROL RECORDS Includes history, federal disaster assistance info., reports, photos, dike level charts. | Permanent | Public | |
| PUBLIC WORKS - ENGINEERING | PWE 00600 | INSPECTION & TESTING RECORDS For water mains, streets, storm sewers, sidewalks, etc. | 5 after transaction complete | Public | |
| PUBLIC WORKS - ENGINEERING | PWE 00700 | MAPS, CONSTRUCTION Public infrastructure. | Permanent | Public | |
| PUBLIC WORKS - ENGINEERING | PWE 00800 | MAPS - TOPOGRAPHICAL | Permanent | Public | |
| PUBLIC WORKS - ENGINEERING | PWE 00900 | PERMITS - STREET OPENING | 7 after completion | Public | |
| PUBLIC WORKS - ENGINEERING | PWE 01000 | STREET UTILITY SERVICE LINES | Permanent | Public | |
| PUBLIC WORKS - ENGINEERING | PWE 01100 | PLANS & SPECIFICATIONS Construction | 6 after receipt of as built | Public | |
| PUBLIC WORKS - ENGINEERING | PWE 01200 | PROJECT RECORDS Projects such as street improvements. Should be retained permanently if project has historical value, or is a major capital improvement. Projects not having historical value such as striping, sealcoating, street lighting and maintenance projects need only be retained for 5 yrs after project completion. | Permanent if project is historical or major; 5y if not | Public | |

GENERAL RECORDS RETENTION SCHEDULE FOR MINNESOTA CITIES

| SECTION | CODE | TITLE & DESCRIPTION | RETENTION PERIOD | CLASSIFICATION | STATUTE |
|---------------------------------------|-------------|---|----------------------------------|-----------------------|----------------|
| PUBLIC WORKS - ENGINEERING | PWE 01300 | PROJECT RECORDS Abandoned. | 3 | Public | |
| PUBLIC WORKS - ENGINEERING | PWE 01400 | PROJECT RECORDS Preliminary. | 6 | Public | |
| PUBLIC WORKS - ENGINEERING | PWE 01450 | REBATE PROGRAMS | 3 | Public | |
| PUBLIC WORKS - ENGINEERING | PWE 01500 | RIGHT-OF-WAY DOCUMENTS | Permanent | Public | |
| PUBLIC WORKS - ENGINEERING | PWE 01600 | STORM WATER MANAGEMENT RECORDS | 10 after end of permit period | Public | |
| PUBLIC WORKS - ENGINEERING | PWE 01650 | STREET INDEXES | Permanent | Public | |
| PUBLIC WORKS - ENGINEERING | PWE 01700 | STREET REGULATIONS Not passed. | 1 | Public | |
| PUBLIC WORKS - ENGINEERING | PWE 01800 | STREET REGULATIONS Passed. | 1 after expiration | Public | |
| PUBLIC WORKS - ENGINEERING | PWE 01850 | TRAFFIC REPORTS / STUDIES Traffic count data, etc. | 3 | Public | |
| PUBLIC WORKS - ENGINEERING | PWE 01860 | TRAFFIC COUNT MAP Annual official map. | Permanent | Public | |
| PUBLIC WORKS - ENGINEERING | PWE 02100 | WATERSHED DISTRICT RECORDS | 10 | Public | |
| PUBLIC WORKS - ENGINEERING | PWE 02200 | WEIGHT TICKETS | 2 | Public | |

GENERAL RECORDS RETENTION SCHEDULE FOR MINNESOTA CITIES

| SECTION | CODE | TITLE & DESCRIPTION | RETENTION PERIOD | CLASSIFICATION | STATUTE |
|---------------------------------------|-------------|--|-------------------------|-----------------------------|----------------|
| PUBLIC WORKS - MAINTENANCE/OPS | PWM 00100 | ARBORCULTURE Includes resource files, copies from outside sources. | Review annually | Public | |
| PUBLIC WORKS - MAINTENANCE/OPS | PWM 00200 | ASPHALT MIXING LOG | 2 | Public | |
| PUBLIC WORKS - MAINTENANCE/OPS | PWM 00300 | BRIDGE/CULVERT INVENTORY | Permanent | Public | |
| PUBLIC WORKS - MAINTENANCE/OPS | PWM 00400 | BRIDGE/CULVERT MAINTENANCE REPORTS | 10 | Public | |
| PUBLIC WORKS - MAINTENANCE/OPS | PWM 00500 | CLIMATOLOGICAL GRAPHS | 10 | Public | |
| PUBLIC WORKS - MAINTENANCE/OPS | PWM 00600 | CURB STOP REQUESTS | 2 | Public | |
| PUBLIC WORKS - MAINTENANCE/OPS | PWM 00700 | DAILY WORK SCHEDULES, CREW SCHEDULES | 1 | Public | |
| PUBLIC WORKS - MAINTENANCE/OPS | PWM 00800 | DIKE MAINTENANCE RECORDS | Permanent | Public | |
| PUBLIC WORKS - MAINTENANCE/OPS | PWM 00900 | DRIVEWAY GUTTER PATCHING RECORDS | 5 | Public | |
| PUBLIC WORKS - MAINTENANCE/OPS | PWM 01000 | EMERGENCY STORM DAMAGE Includes request for pickup and hauling, reports, and documentation. | 5 | Public | |
| PUBLIC WORKS - MAINTENANCE/OPS | PWM 01100 | ENVIRONMENTAL COMPLAINTS REPORTS Includes disposition. | Permanent | Public/Private/Confidential | MS 13.44 |
| PUBLIC WORKS - MAINTENANCE/OPS | PWM 01200 | FILL MATERIAL REQUESTS | 10 | Public | |
| PUBLIC WORKS - MAINTENANCE/OPS | PWM 01300 | FREEZING CONDITIONS EMERGENCY LOG | 2 | Public | |

GENERAL RECORDS RETENTION SCHEDULE FOR MINNESOTA CITIES

| SECTION | CODE | TITLE & DESCRIPTION | RETENTION PERIOD | CLASSIFICATION | STATUTE |
|---------------------------------------|-------------|---|---------------------------|-----------------------|----------------|
| PUBLIC WORKS - MAINTENANCE/OPS | PWM 01350 | MAINTENANCE/INSPECTION OF FACILITIES Including picnic facilities, ball fields, play grounds, trails, bikeways etc. for maintenance purposes. | 5 | Public | |
| PUBLIC WORKS - MAINTENANCE/OPS | PWM 01400 | MANHOLE CONDITION FIELD REPORTS/SUMMARY SHEETS | 2 | Public | |
| PUBLIC WORKS - MAINTENANCE/OPS | PWM 01500 | MANHOLE REPAIR REPORT | 5 | Public | |
| PUBLIC WORKS - MAINTENANCE/OPS | PWM 01600 | MNDOT CORRESPONDENCE | 6 | Public | |
| PUBLIC WORKS - MAINTENANCE/OPS | PWM 01700 | PROBLEM STREET AREA REPORTS | 10 | Public | |
| PUBLIC WORKS - MAINTENANCE/OPS | PWM 01750 | RECONCILIATION REPORTS Underground fuel tank testing results. | 10 (MN Rules 7150.0450) | Public | |
| PUBLIC WORKS - MAINTENANCE/OPS | PWM 01800 | REFORESTATION PROGRAM Including schedule, purchasing information, citizens' involvement. | 5 | Public | |
| PUBLIC WORKS - MAINTENANCE/OPS | PWM 02000 | SIDEWALK REPAIR RECORDS | 5 | Public | |
| PUBLIC WORKS - MAINTENANCE/OPS | PWM 02100 | SNOW REMOVAL EMERGENCY PLANS | Until superseded | Public | |
| PUBLIC WORKS - MAINTENANCE/OPS | PWM 02200 | SNOW REMOVAL LOGS | 5 | Public | |
| PUBLIC WORKS - MAINTENANCE/OPS | PWM 02300 | STREET COMPOSITION REPORTS | Permanent | Public | |
| PUBLIC WORKS - MAINTENANCE/OPS | PWM 02400 | STREET INVENTORY / CONDITION / RESURFACING RECORDS | Until superseded | Public | |
| PUBLIC WORKS - MAINTENANCE/OPS | PWM 02500 | STREET PATCH REQUESTS | 2 | Public | |
| PUBLIC WORKS - MAINTENANCE/OPS | PWM 02700 | STORM SEWER LIFT STATIONS PUMP REPORTS | Life of equipment plus 2y | Public | |

GENERAL RECORDS RETENTION SCHEDULE FOR MINNESOTA CITIES

| SECTION | CODE | TITLE & DESCRIPTION | RETENTION PERIOD | CLASSIFICATION | STATUTE |
|---------------------------------------|-------------|---|-------------------------|-----------------------------|----------------|
| PUBLIC WORKS - MAINTENANCE/OPS | PWM 02800 | TREE DISEASE CONTROL Includes inspection reports, removal reports. | 5 | Public | |
| PUBLIC WORKS - MAINTENANCE/OPS | PWM 02900 | VEHICLE SAFETY INSPECTION REPORTS | 1 | Public | |
| PUBLIC WORKS - MAINTENANCE/OPS | PWM 02960 | WATERCRAFT INSPECTIONS | 3 | Public | |
| PUBLIC WORKS - MAINTENANCE/OPS | PWM 03000 | WEED COMPLAINT & REPORTS Includes disposition of complaint. | 7 | Public/Private/Confidential | MS 13.44 |

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| SECTION | CODE | TITLE & DESCRIPTION | RETENTION PERIOD | CLASSIFICATION | STATUTE |
|---------------------|-------------|--|--|-----------------------|----------------|
| RECORDS MGMT | RMG 00100 | AUTHORITY TO DISPOSE OF RECORDS STATE FORM (PR - 1) Used to approve destruction of records not on an approved retention schedule. | Permanent | Public | |
| RECORDS MGMT | RMG 00200 | HISTORICAL DATA/PHOTOGRAPHS | Permanent | Public | |
| RECORDS MGMT | RMG 00300 | MICROFILM INDEX List of documents that have been microfilmed. | Until superseded | Public | |
| RECORDS MGMT | RMG 00400 | PROCEDURES Written procedures & policies relative to records management. | Until superseded | Public | |
| RECORDS MGMT | RMG 00500 | RECORDS INVENTORIES List of specific types of records generated by the agencies' staff. Used for generating retention schedules. | Until superseded | Public | |
| RECORDS MGMT | RMG 00600 | RECORDS CHECKOUT REQUEST Documents the access of records retrieved from Records Center or other facility. | 6 months | Public | |
| RECORDS MGMT | RMG 00700 | RECORDS DISPOSITION AUTHORIZATION Internal list of records that have been authorized for destruction and are listed on a state approved retention schedule. | Permanent | Public | |
| RECORDS MGMT | RMG 00800 | RECORDS INVENTORY REPORT Index of records stored by city and the records locations. | Until superseded | Public | |
| RECORDS MGMT | RMG 00900 | RECORDS MANAGEMENT MANUAL Documents the policies and procedures of the different programs in records management. May include training materials, retention schedules, micrographic procedures, vital records protection procedures, file standards, and general records guidelines. | Until superseded | Public | |
| RECORDS MGMT | RMG 01000 | RECORDS RETENTION SCHEDULES List of specific types of records maintained by an agency and the period of time that each type should be retained. | Until superseded | Public | |
| RECORDS MGMT | RMG 01100 | RECORDS TRANSFER/TRANSMITTAL LIST Documentation that tracks and verifies the transfer of records. | 1 or until the records are removed/destroyed | Public | |

GENERAL RECORDS RETENTION SCHEDULE FOR MINNESOTA CITIES

| SECTION | CODE | TITLE & DESCRIPTION | RETENTION PERIOD | CLASSIFICATION | STATUTE |
|----------------|-------------|---|-------------------------|---|--------------------|
| UTILITIES | UTL 00100 | ABANDONED MAINS AND SERVICES AS BUILT Includes plans of private sewer and water systems. | Permanent | Public | |
| UTILITIES | UTL 00200 | ADJUSTMENT REPORTS | 3 | Public | |
| UTILITIES | UTL 00300 | AFFIDAVIT/CONTRACTOR | Permanent | Public | |
| UTILITIES | UTL 00500 | BACTERIOLOGICAL TEST/ANALYSIS | 5 | Public | |
| UTILITIES | UTL 00600 | BILLINGS (REGISTER) | 4 | Public | |
| UTILITIES | UTL 00800 | CHEMICAL ANALYSIS | 10 | Public | |
| UTILITIES | UTL 00850 | CUSTOMER DATA/MUNICIPAL UTILITIES | 6 | Private if electric;Public if water or sewer | MS 13.685 |
| UTILITIES | UTL 00900 | DAILY TRANSACTION REPORTS | 5 | Public | |
| UTILITIES | UTL 01000 | DELINQUENT REPORTS | 2 | Public | |
| UTILITIES | UTL 01100 | DISTRIBUTION REPORTS Electric | 6 | Public | |
| UTILITIES | UTL 01200 | EPA REPORTS Complaints, etc. | 10 | Inactive: Public. Active: varies depending on nature and action of complaint. Private/Non-public | MS 13.39, MS 13.44 |
| UTILITIES | UTL 01300 | EQUIPMENT REPORTS Maintenance records, etc. | Life of equipment | Public | |

GENERAL RECORDS RETENTION SCHEDULE FOR MINNESOTA CITIES

| SECTION | CODE | TITLE & DESCRIPTION | RETENTION PERIOD | CLASSIFICATION | STATUTE |
|----------------|-------------|--|-------------------------|--|-----------------------|
| UTILITIES | UTL 01400 | FIRE HYDRANT MAINTENANCE | 6 | Public | |
| UTILITIES | UTL 01500 | FROZEN WATER LINES LIST Complaints, etc. | Permanent | Public | |
| UTILITIES | UTL 01600 | GOPHER STATE ONE RECORDS City's copy. | 1 | Public | |
| UTILITIES | UTL 01700 | HEALTH DEPARTMENT REPORTS Complaints, etc. | 12 | Inactive: Public. Active: varies depending on nature and action of complaint. Private/Non-public. | MS 13.39, MS 13.44 |
| UTILITIES | UTL 01800 | INSPECTIONS-SERVICE NEW MAINS | Permanent | Public | |
| UTILITIES | UTL 01900 | MAINTENANCE PUMP STATIONS | 1 | Public | |
| UTILITIES | UTL 02000 | METER READING CARDS/SHEETS Including printouts from electronically read meters. | 3 | Public | |
| UTILITIES | UTL 02100 | METER RECORDS | Life of equipment | Public | |
| UTILITIES | UTL 02130 | PEAK DEMAND REPORTS | 3 | Public | |
| UTILITIES | UTL 02160 | OUTAGE REPORTS | 3 | Public | |
| UTILITIES | UTL 02200 | PUMPING REPORTS | Life of pump | Public | |
| UTILITIES | UTL 02400 | REPORTS AND STUDIES Comprehensive sewer plan data; includes maps, statistics, capacity, lift stations, future development, projects and layouts. | 10 | Public | |

GENERAL RECORDS RETENTION SCHEDULE FOR MINNESOTA CITIES

| SECTION | CODE | TITLE & DESCRIPTION | RETENTION PERIOD | CLASSIFICATION | STATUTE |
|----------------|-------------|--|-------------------------------|---|---------------------|
| UTILITIES | UTL 02500 | SERVICE LINE AND ADDRESS CARDS Ties to all sewer and water services. | Permanent | Public | |
| UTILITIES | UTL 02600 | SERVICE REQUESTS For water lines, sewer lines, manhole repairs, curb box, valve box repairs, hydrant repairs and alterations and repair orders. | As long as customer is active | Public | |
| UTILITIES | UTL 02630 | SEWER BACKUP RECORDS | 15 | Public | |
| UTILITIES | UTL 02700 | SEWER CLEANING REPORTS | 6 | Public | |
| UTILITIES | UTL 02800 | SEWER DISCHARGE PERMITS | 5 after expiration | Public | |
| UTILITIES | UTL 02830 | SEWER MAIN BREAK RECORDS | Permanent | Public | |
| UTILITIES | UTL 02850 | SEWER TELEVISIONING REPORT | 20 | Public | |
| UTILITIES | UTL 02900 | SHUT OFF LIST | 2 | Public | |
| UTILITIES | UTL 03000 | UTILITY ACCOUNT CHANGE ORDERS | 2 | Private if electric; Public if water or sewer/Non-Public | MS 13.685 |
| UTILITIES | UTL 03050 | UTILITY PAYMENT STUB | 7 days | Private if electric; Public if water or sewer/Non-Public | MS 13.685 |
| UTILITIES | UTL 03070 | WASTEWATER MANAGEMENT RECORDS | 10 | Public | |
| UTILITIES | UTL 03100 | WATER AND SEWER ANALYSIS | 10 | Public/Private/Non-Public | MS 13.3805, Subd. 4 |

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|----------------|-------------|--------------------------------|-----------------------------|-----------------------|----------------|
| UTILITIES | UTL 03200 | WATER MAIN BREAK RECORDS | Permanent | Public | |
| UTILITIES | UTL 03300 | WATER METER REPLACEMENT SHEETS | Permanent | Public | |
| UTILITIES | UTL 03400 | WELL PERMITS | 5 after abandonment of well | Public | |

GENERAL RECORDS RETENTION SCHEDULE FOR MINNESOTA CITIES

| SECTION | CODE | TITLE & DESCRIPTION | RETENTION PERIOD | CLASSIFICATION | STATUTE |
|------------------|-------------|-------------------------------------|-------------------------|-----------------------------|---|
| VITAL STATISTICS | VIT 00100 | BIRTH RECORDS | Permanent | Public/Private/Confidential | MS 144.225, MS 144.218, MS 259.49 |
| VITAL STATISTICS | VIT 00200 | DEATH RECORDS | Permanent | Public/Private | MS 144.225 |
| VITAL STATISTICS | VIT 00300 | HOSPITAL LISTS OF BIRTHS AND DEATHS | 1 | Public | |

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| SECTION | CODE | TITLE & DESCRIPTION | RETENTION PERIOD | CLASSIFICATION | STATUTE |
|-------------------|-------------|--|-------------------------|-----------------------|----------------|
| WASTE MGMT | WST 00100 | CLEAN-UP DAY INFO/PERMITS Annual city sponsored events allowing residents to dispose of items such as batteries, carpeting, tires, and major appliances. | 5 after event | Public | |
| WASTE MGMT | WST 00200 | COMPOSTING/YARDWASTE REGULATIONS | Until superseded | Public | |
| WASTE MGMT | WST 00300 | CURBSIDE RECYCLING PROGRAM | 6 | Public | |
| WASTE MGMT | WST 00400 | DROP OFF SITE/RECYCLING YARD WASTE | 5 | Public | |
| WASTE MGMT | WST 00500 | ENVIRONMENTAL ASSESSMENT WORKSHEET (EAW): Environmental Impact Statements (EIS), evaluations of development or redevelopment sites, hearing documents, meeting minutes & resolution of findings. | 30 | Public | |
| WASTE MGMT | WST 00600 | EXCEPTION REPORTS Documents the non-receipt of the Uniform Hazardous Waste Manifest. Can be a copy of the manifest with a notation stating that the return copy was not received. The note should explain the efforts taken to locate the hazardous substance and the results of actions. | 30 | Public | |
| WASTE MGMT | WST 00700 | HOUSEHOLD HAZARDOUS WASTE COLLECTION CENTER Accepts paints, corrosives, flammables, toxics, used motor oil, car/truck batteries. | 30 | Public | |
| WASTE MGMT | WST 00800 | IDENTIFICATION NUMBERS Various identification numbers assigned by institutions (i.e. Environmental Protection Agency Federal Regulators, State or County). | Until superseded | Public | |
| WASTE MGMT | WST 00900 | LANDFILL/GARBAGE DUMP SITES Location of any fill, records of materials deposited, cover materials used, reports of leachate and methane leakage and treatment, source of fill materials, (household, commercial) source of cover materials, inspection reports. | 30 | Public | |
| WASTE MGMT | WST 01100 | NOTICES OF COMMERCIAL HAZARDOUS SUBSTANCE Types of materials, chemicals, etc. stored and used by commercial and industrial users within municipality. | 30 | Public | |

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| SECTION | CODE | TITLE & DESCRIPTION | RETENTION PERIOD | CLASSIFICATION | STATUTE |
|-------------------|-------------|--|---|-----------------------|----------------|
| WASTE MGMT | WST 01200 | NOTICE OF SPILL(S) Minnesota Pollution Control Agency reports on locations of spills, materials spilled, clean-up efforts employed, etc. | 30 | Public | |
| WASTE MGMT | WST 01300 | OPEN BURNING PERMITS State and City permits for hazardous and solid waste burning. | 30 | Public | |
| WASTE MGMT | WST 01400 | RECLAMATION AGREEMENTS Agreement with company to transfer, dispose of or treat the substance. | 30 after termination or expiration (29 CFR 1910.20) | Public | |
| WASTE MGMT | WST 01500 | RECYCLING BINS & ACCESSORIES PRICE SHEET Resale to residents. | 3 | Public | |
| WASTE MGMT | WST 01600 | RECYCLING BROCHURES | Until superseded | Public | |
| WASTE MGMT | WST 01700 | REPORTS HAZARDOUS WASTE All disclosure forms & annual reports. | 30 from date report was due (MN Rule 7045.0294)s | Public | |
| WASTE MGMT | WST 01750 | SAFETY DATA SHEETS Chemical record inventory. | 30 after discontinuation of use | Public | |
| WASTE MGMT | WST 01800 | SLUDGE DISPOSAL | 5 | Public | |
| WASTE MGMT | WST 01900 | TEST RESULTS Results of substance analysis or other determinations used to evaluate the substance. | 30 from date sent to off-site facility (MN Rules 7045.0294) | Public | |
| WASTE MGMT | WST 02000 | TRANSPORT INFORMATION Documentation concerning the company that transports the hazardous substances. Should include the name and EPA number of the company. | 30 (40 CFR 263.20) | Public | |
| WASTE MGMT | WST 02100 | UNIFORM HAZARDOUS WASTE MANIFESTS State required document for the identification of transported hazardous substances. | 30 from date of acceptance by transporter (40 CFR 263.20) | Public | |