

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 governmental 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. Records identified on the schedule as archival may be transferred to a local/county historical society or other appropriate repository with the specific, written permission of the state Records Disposition Panel. Contact the State Archives at 651.259.3260 for guidelines. For further information, see the State Archives' web site at <http://www.mnhs.org/preserve/records/index.html>.
6. The retention stated on the schedule applies to any form of the record (paper, computer tape or disk, microfilm, optical disk, electronic media, etc.).
7. 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, Information Policy Analysis Division 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.

Records Reproduced on Optical Image Storage System

For information regarding imaging systems, refer to the standards (IRM 12 and IRM 13) issued by the Minnesota Office of Technology, "Reproduction of Government Records Using Imaging Systems" available on the Office of Technology website at: <http://www.state.mn.us/portal/mn/jsp/content.do?subchannel=-536891918&programid=536911146&sc3=null&sc2=null&id=-536891917&agency=OETweb>

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.

Archive: If a Y or "yes" appears in this column, these records have historical value and must be permanently retained by the city. If the city wishes to otherwise dispose of the records, the city should contact the State Archives of the Minnesota Historical Society at 651-259-3260 for guidelines and assistance. These records may be eligible for transfer to a county or local historical society, or other repository, and the State Archives can assist in this process. For further information see the State Archives Department's web site at <http://www.mnhs.org/preserve/records/index.html>.

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 Kellogg Boulevard West
St. Paul, MN 55102-1906
Voice: 651-259-3260
Fax: 651-296-9961
Email: <http://www.mnhs.org/preserve/records/index.html>

Questions about **data practices**:

Department of Administration
Information Policy Analysis Division

201 Administration Building
50 Sherburne Avenue
St. Paul, MN 55155
Voice: 651-296-6733
1-800-657-3721
Fax: 651-205-4219
Email: info.ipad@state.mn.us

Minnesota Historical Society
 State Archives Department
 Minnesota History Center
 345 Kellogg Boulevard West
 St. Paul, MN 55102-1906
 651-259-3260 Fax: 651-296-9961

NOTIFICATION OF ADOPTION OF CITY GENERAL RECORDS RETENTION SCHEDULE

1. Complete this form and send the original and one copy to the State Archives Department at the above address.
2. Destruction of records according to the general schedule is NOT permitted until this form is signed by the Minnesota Historical Society.

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

This is to notify the Minnesota Historical Society that the city named above has officially adopted the Minnesota City General Records Retention Schedule (revised 2008). Cities are advised to adopt the entire schedule. If this is not possible, individual sections may be adopted. ("X" the appropriate items)

The City adopts the entire schedule The City adopts only the following sections:

- | | | |
|---|---|---|
| <input type="checkbox"/> Administration | <input type="checkbox"/> Financial/Accounting | <input type="checkbox"/> Payroll |
| <input type="checkbox"/> Assessing | <input type="checkbox"/> Fire | <input type="checkbox"/> Permits & Licenses |
| <input type="checkbox"/> Attorney | <input type="checkbox"/> Health Services | <input type="checkbox"/> Planning & Zoning |
| <input type="checkbox"/> Bonds | <input type="checkbox"/> Housing and Redevelopment Authority/
Economic Development Authority | <input type="checkbox"/> Public Safety – Police |
| <input type="checkbox"/> Building Inspections | <input type="checkbox"/> Human Resources | <input type="checkbox"/> Public Works |
| <input type="checkbox"/> Cemetery | <input type="checkbox"/> Insurance | <input type="checkbox"/> Records Management |
| <input type="checkbox"/> Contracts/Agreements | <input type="checkbox"/> Library | <input type="checkbox"/> Utilities |
| <input type="checkbox"/> Courts | <input type="checkbox"/> Liquor Store | <input type="checkbox"/> Vital Statistics |
| <input type="checkbox"/> Elections | <input type="checkbox"/> Parks & Recreation | <input type="checkbox"/> Waste Management |

Name/Title of City Official (print)	Signature of City Official	Date
Email Address of Person With Records Management Responsibility:		

The Minnesota Historical Society acknowledges your Notification of Adoption of the City General Records Retention Schedule. You are authorized to retain and dispose of records as indicated on the schedule.

Director or Designee, Minnesota Historical Society	Date
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MINNESOTA HISTORICAL SOCIETY

STATE ARCHIVES DEPARTMENT

APPLICATION FOR AUTHORITY TO DISPOSE OF RECORDS

FOR USE BY RECORDS PANEL

Application No. _____

Date _____

Instructions:

1. This form does not provide continuous authority to dispose of similar records and cannot be used to approve a records retention schedule.
2. Complete original and three copies. Photocopies are acceptable.
3. Complete items 1 through 6 and item 8. Use reverse side to continue records description. If more space is needed, use plain paper.
4. Send original and two copies to the **State Archives Department, 345 Kellogg Boulevard West, St. Paul, MN 55102-1906.**
5. Retain one copy until your approved copy is returned. The approved copy will be your authority to dispose of records. It should be retained permanently.
6. Additional copies of this form are available from the address above or by telephoning (651) 297-4502. (FAX: (651) 296-9961).

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. _____ Authorized Signature (Type name below) _____ Name Date _____ Title Phone		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. _____ Director, Minnesota Historical Society Date _____ Legislative or State Auditor Date _____ Attorney General Date
7. Exceptions to Destruction. (For use by Records Disposition Panel).		

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

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

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

EXPLANATION OF RECORD CHANGES TO THE MARCH 2008 SCHEDULE

Item	Record #	Type	Description
1.	ADM 01110 – Appointment files	New	New Record: Appointment Files (not appointed); 1 year
2.	ADM 03050 – Correspondence - Messages	Change	Expand description to include social media (Transitory messages, e-mail, social media , or phone messages....)
3.	ADM 04900 – Oath of Office	Change	Change description: Oath of Office - Police Officer s, Community Service Officers, Animal Control Officers, City Staff who issue citations Retention: 5 after termination or retirement
4.	ADM 05950 – Recordings – Audio/video	Change	Add description: for non-closed meetings
5.	ADM 05960 – Recordings – audio	Change	Retention: 3 years . Labor Negotiations 3 years ; security information 4 years; purchase or sale of real property 8 years .
6.	ASG 01300 Mill Rate	Delete	Obsolete record.
7.	ASG 02300 – Property Taxes	Delete	Not record originator – was a courtesy copy
8.	BUI 01220 Sewer Availability Report	New	New record: Sewer Availability Report and supplemental documentation submitted to Met Council. Retention 2 years.
9.	FIN 00950 Automatic Payment Plan Authorization Form	New	Automatic payment plan authorization form with supporting documentation. Retention: 1 year
10	FIN 02022 –Checks (Accounts Receivable)	New	Checks received from customers submitted electronically to financial institution. Retention: 7 days (retain NSF until resolved)
11	FIN 02060 – Credit card receipts – merchant copy	Change	Reduce retention from 6 years to 2 years to coincide with other receipts. Add note: unless evidence in criminal or civil prosecution.
12	FIN 04750 – Unclaimed property reports	New	New record: Unclaimed property reports (sent to state) – includes checks not cashed. Retention 6 years.
13	PER 02020 – Hunting/Shooting permit	New	New record: Hunting/Shooting permit. Retention 6 years after expiration (this coincides with other permits).
14	POL 00900	Delete	Moved to ADM 4900
15	POL 02350	New	Dangerous Dog License Retention: 2 years after deceased
16	PWE 02000 – Water and Sewer Analysis Reports	Delete	Duplicate of UTL 03100
17	PWM 02200 – Snow removal logs	Change	Reduce retention from 10 years to 5 years .
18	UTL 00300	Change	Change title to Affidavit/Contractor

011-060
3/2/2011

General Records Retention Schedule for Minnesota Cities

State of Minnesota
February 2011

Minnesota Historical Society <i>Charles Rodgers</i>	Date 3 March 2011
State Auditor <i>Paul Kenny</i>	Date 3-10-11
Attorney General <i>Peter Nolte</i>	Date 3/27/11

General Records Retention Schedule for Minnesota Cities

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RECORD SERIES TITLE**RECORD SERIES CODE**

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RECORD SERIES TITLE**RECORD SERIES CODE**

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RECORD SERIES TITLE**RECORD SERIES CODE**

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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 (EEO REPORTS)	HRS 01700
EQUIPMENT CONTRACTS	CON 00500
EQUIPMENT INVENTORIES	FIN 02450
EQUIPMENT REPORTS	UTL 01300
EVIDENCE/PROPERTY INVENTORY REPORTS	POL 03750
EVIDENCE/PROPERTY LOGS	POL 03740
EXAMINATION FILE	HRS 01800
EXCAVATION/RIGHT-OF-WAY PERMITS	PER 01600
EXCEPTION REPORTS	WST 00600
EXPENDITURE REPORTS - MONTHLY SUMMARIES	FIN 02500
EXPENDITURE REPORTS - YEAR END SUMMARIES	FIN 02600
EXTRANEIOUS AUDIO & VIDEO RECORDINGS	POL 05830
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 CARDS	POL 00500
FINGERPRINT CARDS	POL 00510
FINGERPRINT CARDS	POL 03800
FIRE CODE	FIR 00400

RECORD SERIES TITLE**RECORD SERIES CODE**

FIRE EXTINGUISHER SERVICE LICENSE	PER 01700
FIRE FIGHTER MEDICAL STANDARDS	FIR 00500
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 RELIEF ASSOCIATION	FIR 00800
FIRE RELIEF ASSOCIATION	FIR 00900
FIRE RELIEF ASSOCIATION	FIR 01000
FIRE RELIEF ASSOCIATION	FIR 01100
FIREARM APPLICATION/PERMITS	POL 03900
FIREARM TRANSFER	POL 04000
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
FRANCHISES GRANTED BY MUNICIPALITY	CON 00600
FREEZING CONDITIONS EMERGENCY LOG	PWM 01300
FROZEN WATER LINES LOG BOOK	UTL 01500
GAMBLING LICENSES & REPORTS	PER 01900
GAMBLING/LOTTERY MATERIAL	FIN 02800
GARNISHMENTS	PAY 00500
GAS FITTERS LICENSE	PER 01920
GENERAL CITIZEN CONTACTS	POL 05860
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

RECORD SERIES TITLE**RECORD SERIES CODE**

GRIEVANCE MECHANISM	HEA 01000
HAZARDOUS MATERIAL ACCIDENT REPORT	FIR 01200
HEALTH DEPARTMENT REPORTS	UTL 01700
HEALTH FAIRS/WORKSHEET HEALTH PROGRAMS	HEA 01100
HEALTH STAFF REPORTS	HEA 01300
HEALTH/MEDICAL PATIENT RECORDS	HEA 01200
HEARING SCREENING RECORDS	HEA 01400
HEATING, VENTILATION, AIR CONDITIONING PERMIT	PER 01930
HEATING/ VENTILATION INSPECTION RECORD	BUI 00800
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
HOMESTEAD TRANSFER	ASG 01100
HOMICIDES	POL 05870
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	ASG 01200
INCOME SALES TAX RETURNS/RECEIPTS	FIN 03100

RECORD SERIES TITLE**RECORD SERIES CODE**

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 BOOKS FOR JUDGES	ELE 01200
INSURANCE AGENTS' SERVICE AGREEMENT	INS 00700
INSURANCE PREMIUM REPORT	PAY 00600
INTERNAL INVESTIGATION	POL 00600
INTERNAL INVESTIGATIONS	POL 05880
INTERVIEWS - AUDIO & VIDEO RECORDINGS	POL 05900
INTOXILYZER TEST RESULTS	POL 04200
INVENTORIES	ADM 03400
INVENTORY SHEETS	LIQ 01000
INVESTIGATIVE FILES	ATT 00600
INVESTMENT DOCUMENTS	FIN 03200
INVOICES - CLAIM VOUCHERS & VERIFIEDS (AR & AP)	FIN 03300
JAIL REGISTER	POL 05400
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

RECORD SERIES TITLE**RECORD SERIES CODE**

LIENS	ADM 03700
LIQUOR LICENSE	PER 02100
LOANS-INTER LIBRARY	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 - AS BUILTS	PWE 00700
MAPS - TOPOGRAPHICAL	PWE 00800
MAPS & HALF SECTION	PLZ 00800
MESSAGE LICENSE	PER 02200
MASTER NAME FILE	POL 04500
MASTER NAME FILE	POL 04600
MATERIAL SAFETY DATA SHEETS	WST 01000
MCGRUFF HOUSE	POL 02400
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

RECORD SERIES TITLE**RECORD SERIES CODE**

MINUTES - VARIOUS BOARDS, COMMISSIONS, COMMITTEES & COUNCILS	ADM 04400
MNDOT CORRESPONDENCE	PWM 01600
MOTOR VEHICLE LICENSE	PER 02400
MOVING PERMIT	PER 02500
MUG SHOTS-ADULT	POL 04700
MUG SHOTS-JUVENILE	POL 04720
NEIGHBORHOOD CRIME WATCH	POL 02500
NEWSLETTERS	LIB 01500
NEWSLETTERS - CITY GENERATED	ADM 04500
NEWSPAPER CLIPPINGS / SCRAPBOOKS	ADM 04600
NOMINATING PETITIONS	ELE 01300
NOTICE OF MEETINGS	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 CARDS	ELE 01500
OCCUPANCY PERMITS/INSPECTION FILES	FIR 01600
OPEN BURNING PERMITS	WST 01300
OPERATION I.D.	POL 02600
ORDINANCE & RESOLUTIONS ADOPTED	ADM 05000
ORDINANCES & RESOLUTIONS	ADM 05100
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 ACQUISITIONS	P&R 01400

RECORD SERIES TITLE**RECORD SERIES CODE**

PARK MASTER PLAN	P&R 01500
PARKING METER REPORTS/RECORDS	PER 02510
PARKING PERMIT	PER 02520
PARKLAND DEDICATION VALUATIONS	ASG 01400
PARTICIPATION LOG	P&R 01600
PATIENT MASTER INDEX	HEA 02000
PAWN SHOP RECORDS	POL 00910
PAWNBROKERS 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 HISTORY CARD	PAY 00700
PAYROLL JOURNAL	PAY 00800
PAYROLL LEDGER	PAY 00900
PAYROLL REPORTS	PAY 01000
PAYROLL WORKSHEETS	PAY 01100
PEAK DEMAND REPORTS	UTL 02130
PEDDLER'S, TRANSIENT MERCHANTS & SOLICITORS LICENSE	PER 02700
PENSION & RETIREMENT REPORTS	PAY 01200
PENSION FILES	HRS 03200
PERA REPORTS	PAY 01300
PERFORMANCE BONDS	BON 01000
PERMIT BONDS	BON 01100
PERMITS	P&R 01700
PERMITS - STREET OPENING	PWE 00900
PERMITS - STREET SERVICE LINES	PWE 01000
PERPETUAL CARE FLOWER FUND CERTIFICATES	CEM 00900
PERPETUAL CARE SERVICE LEDGER	CEM 00800
PERSONNEL FILES	HRS 03300

RECORD SERIES TITLE**RECORD SERIES CODE**

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	POL 05930
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 LICENSE	PER 02810
PLUMBING INSPECTION RECORD	BUI 01200
PLUMBING PERMITS	PER 02900
POLICE CLEARANCE LETTERS	POL 01000
POLICE DEPARTMENT RELIEF ASSOCIATION RECORDS	POL 01100
POLICE DEPARTMENT RELIEF ASSOCIATION RECORDS	POL 01200
POLICE DEPARTMENT RELIEF ASSOCIATION RECORDS	POL 01300
POLICE DEPARTMENT RELIEF ASSOCIATION RECORDS	POL 01400
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 TICKET APPLICATION FORMS	P&R 01800
PRECINCT BOOKS & PRINTOUTS FROM COUNTY	ELE 01800
PRESS RELEASES	ADM 05500
PRICE LIST	LIQ 01100
PRISONER PROPERTY RECEIPTS	POL 05500

RECORD SERIES TITLE**RECORD SERIES CODE**

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
PROJECT RECORDS	PWE 01300
PROJECT RECORDS	PWE 01400
PROPERTY - CODES AND DEFINITIONS	ASG 01700
PROPERTY - LEASES	ASG 01800
PROPERTY - MORTGAGES	ASG 01900
PROPERTY - OPTIONS	ASG 02000
PROPERTY - PURCHASE OF	ASG 02100
PROPERTY - RECORD CARDS/ASSESSMENTS	ASG 02200
PROPERTY ACQUISITION	HRA 01200
PROPERTY/ADDRESS FILES	ATT 00700
PROSECUTION/LAW ENFORCEMENT FILES	ATT 00800
PUBLIC ASSISTANCE VOUCHER RECORDS	POL 01500
PUBLIC HEARING RECORDS	ADM 05800
PUBLIC PROPERTY USE APPLICATIONS	PER 03010
PUBLICATIONS - CITY-GENERATED	ADM 05900
PUBLICITY	LIB 01800
PUMPING REPORTS	UTL 02200
PURCHASE ORDERS	FIN 03800
PURGE LISTS	ELE 01900
QUARTERLY WITHHOLDING TAX RETURN	PAY 01350
RADIO LOGS	POL 02800
REAL ESTATE DATA CARDS	ASG 02400
REAL PROPERTY - BIDS & ESTIMATES	PLZ 01600

RECORD SERIES TITLE**RECORD SERIES CODE**

REAL PROPERTY APPRAISALS	PLZ 01500
RECEIPTS	ASG 02500
RECEIPTS & RECEIPT BOOKS	FIN 04000
RECLAMATION AGREEMENTS	WST 01400
RECORD OF BURIALS, TRANSFERS, ETC	CEM 01100
RECORDINGS - AUDIO	ADM 05960
RECORDINGS - AUDIO/VIDEO	ADM 05950
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 CARDS	ELE 02000
REGISTRATION CARDS - INACTIVE	ELE 02100
REGISTRATION CARDS - INCOMPLETE	ELE 02050
REGISTRATION FORMS	P&R 02000
RENTAL AGREEMENTS	P&R 02100
RENTAL APPLICATION/LICENSE	PER 03020
RENTAL INSPECTION RECORDS	BUI 01210
REPORTS	WST 01700
REPORTS AND STUDIES	UTL 02400
REPORTS OF INJURIES OF PARTICIPANTS	P&R 02200
REPOSSESSION LOGS	POL 04840
REPRIMANDS/DISCIPLINARY ACTION	HRS 03600
REQUEST TO INSPECT POLICE REPORT	POL 01600
REQUISITIONS - DEPARTMENT COPY	FIN 04300

RECORD SERIES TITLE**RECORD SERIES CODE**

REQUISITIONS FOR PERSONNEL	HRS 03700
RESEARCH & SUBJECT FILES	ATT 00900
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 MANUAL	HRS 04900
SALARY DETERMINATION FOR NON-UNION EMPLOYEES	HRS 03750
SALES	ASG 02600
SALES REPORTS	LIQ 01400
SALES STUDIES	ASG 02700
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
SEXUALLY ORIENTED BUSINESS LICENSE	PER 03110
SHELF LIST	LIB 01900
SHORT TERM DISABILITY (STD)	INS 01450
SHUT OFF LIST	UTL 02900

RECORD SERIES TITLE**RECORD SERIES CODE**

SIDEWALK REPAIR RECORDS	PWM 02000
SIGN INSPECTION RECORD	BUI 01300
SIGN PERMIT	PER 03120
SIGN PLAN VARIANCES/APPROVALS	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
SPECIAL ASSESSMENT PROJECT APPROVALS & SPECIAL BENEFIT VALUATIONS	ASG 02900
SPECIAL ASSESSMENT 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	POL 01700
STORM SEWER LIFT STATIONS PUMP REPORTS	PWM 02700
STORM WATER MANAGEMENT RECORDS	PWE 01600
STREET COMPOSITION REPORTS	PWM 02300
STREET INDEXES	FIR 01800
STREET INVENTORY/CONDITION 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 RESURFACING LOGS	PWM 02600
STREET USE PERMIT	PER 03300

RECORD SERIES TITLE**RECORD SERIES CODE**

STUDIES & REPORTS	LIB 02100
SUMMARY STATEMENT	ELE 02300
SUPPLY EQUIPMENT LISTS	P&R 02500
SURCHARGE REPORT	BUI 01310
SURVEYS, PROPERTY	PLZ 02200
TAX ABATEMENT AND AFFIDAVIT (CURRENT)	ASG 03100
TAX ESTIMATE FILE	ASG 03200
TAX FORFEIT FILES	ASG 03300
TAX INCREMENT FINANCE (TIF) DISTRICT RECORDS - DISTRICT CREATION RECORDS	FIN 04600
TAX INCREMENT FINANCE (TIF) DISTRICT RECORDS - FINANCIAL RECORDS - AUDITED- Must meet certain criteria	FIN 04660
TAX INCREMENT FINANCE (TIF) DISTRICT RECORDS - FINANCIAL RECORDS (See also FIN 04660)	FIN 04650
TAXI LICENSES	PER 03400
TELEPHONE SYSTEM	ADM 06300
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 MONITORING DEVICES	POL 04820
TRAINING MANUAL	HRS 05200
TRAINING MATERIALS	HRS 05300
TRAINING RECORDS - FOR EACH INDIVIDUAL	HRS 05400
TRAINING RECORDS - SEXUAL HARASSMENT	HRS 05600
TRAINING RECORDS FOR EACH OFFICER	POL 05700
TRAINING RECORDS-RIGHT TO KNOW	HRS 05500
TRAINING REPORT	POL 05800
TRANSFER SHEETS - STOCK	LIQ 01500
TRANSPORT INFORMATION	WST 02000
TRANSPORTATION SERVICE	P&R 02700
TRAVEL EXPENSE RECORDS	FIN 04700
TREASURER'S REPORT - MONTHLY	FIN 04710

RECORD SERIES TITLE**RECORD SERIES CODE**

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
USE OF FORCE	POL 05920
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 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 05600
VIDEO TAPES - GENERAL	ADM 06420
VIDEO TAPES - HISTORICAL	ADM 06440
VIDEO TAPES - PROJECTS	ADM 06460
VIDEO TAPES OF PUBLIC MEETINGS	ADM 06500
VOLUNTARY PERMISSION & CONSENT TO SEARCH AND SEIZE	FIR 01900
VOLUNTEER GROUPS RECORDS	LIB 02200
VOLUNTEER PERSONNEL RECORDS	LIB 02300
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

RECORD SERIES TITLE**RECORD SERIES CODE**

WAGE ASSIGNMENTS	HRS 04100
WARRANT REQUESTS	HRA 01700
WASTEWATER MANAGEMENT RECORDS	PWE 01900
WATER AND SEWER ANALYSIS	UTL 03100
WATER MAIN BREAK RECORDS	UTL 03200
WATER METER REPLACEMENT SHEETS	UTL 03300
WATERSHED DISTRICT RECORDS	PWE 02100
WEED COMPLAINT & REPORTS	PWM 03000
WEIGHT TICKETS	PWE 02200
WELL PERMITS	UTL 03400
WETLAND RECORDS	PER 03450
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
WYC	POL 02200
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 Complete record of information relevant to city council meetings.	Permanent	Public	
ADMINISTRATION	ADM 00600	AGENDA PACKETS - MISCELLANEOUS Various Boards, Commissions, Committees & Councils, i.e. Planning & Zoning, Parks & Rec., Traffic & Transportation, etc. that are council approved or appointed.	Permanent	Public	
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; has historical value	Public	
ADMINISTRATION	ADM 00900	AIRPORT OPERATIONS/ MAINTENANCE	6	Public	
ADMINISTRATION	ADM 01000	ANNUAL REPORTS City or departmental.	Permanent; has historical value	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

GENERAL RECORDS RETENTION SCHEDULE FOR MINNESOTA CITIES

SECTION	CODE	TITLE & DESCRIPTION	RETENTION PERIOD	CLASSIFICATION	STATUTE
ADMINISTRATION	ADM 01110	APPOINTMENT FILES - NOT APPOINTED	1	Public/Private	MS 13.43, Subd. 3
ADMINISTRATION	ADM 01200	ARTICLES OF INCORPORATION	Permanent; has historical value	Public	
ADMINISTRATION	ADM 01300	ATTORNEY OPINIONS-OFFICIAL COPY Opinions of city attorney and correspondence relating thereto.	Permanent; has historical value when no longer needed by agency	Public	
ADMINISTRATION	ADM 01400	BIDS & QUOTATIONS ACCEPTED Passed by the city council.	10 after completion of project	Public/Non-public	MS 13.37, Subd. 2
ADMINISTRATION	ADM 01500	BIDS & SPECIFICATIONS & SUPPORTING PAPERS - NOT ACCEPTED Rejected by city council.	6	Public/Protected Non-public until all bids are opened.	MS 13.37
ADMINISTRATION	ADM 01600	BILLS OF SALES Record documenting the official transaction between the city and the buying party.	6	Public	
ADMINISTRATION	ADM 01700	BONDS - CITY OFFICIALS	6 after termination	Public	
ADMINISTRATION	ADM 01800	BUDGET - RECORD COPY Includes city and/or departmental budgets.	Permanent; has historical value	Public	
ADMINISTRATION	ADM 01900	BUDGET - SUPPORT/WORKING PAPERS	2 yrs	Public	
ADMINISTRATION	ADM 02000	BYLAWS - COMMISSIONS AND BOARDS	Permanent; has historical value	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; has historical value	Public	

GENERAL RECORDS RETENTION SCHEDULE FOR MINNESOTA CITIES

SECTION	CODE	TITLE & DESCRIPTION	RETENTION PERIOD	CLASSIFICATION	STATUTE
ADMINISTRATION	ADM 02300	CITY CODE/CODE OF ORDINANCES Complete list of ordinances.	Permanent; has historical value	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
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; has historical value	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 03100	DEPARTMENTAL REPORTS Annual	Permanent; has historical value	Public	
ADMINISTRATION	ADM 03200	DEPARTMENTAL REPORTS Monthly/ semi-annual	1	Public	

GENERAL RECORDS RETENTION SCHEDULE FOR MINNESOTA CITIES

SECTION	CODE	TITLE & DESCRIPTION	RETENTION PERIOD	CLASSIFICATION	STATUTE
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 13.35
ADMINISTRATION	ADM 03400	INVENTORIES Reports, equipment supplies, etc.	Until Superseded	Public	
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, and office 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; has historical value	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; has historical value	Public	
ADMINISTRATION	ADM 04500	NEWSLETTERS - CITY GENERATED	Permanent; has historical value	Public	
ADMINISTRATION	ADM 04600	NEWSPAPER CLIPPINGS / SCRAPBOOKS For reference purposes only.	Permanent	Public	
ADMINISTRATION	ADM 04700	NOTICE OF MEETINGS City-generated.	6	Public	

GENERAL RECORDS RETENTION SCHEDULE FOR MINNESOTA CITIES

SECTION	CODE	TITLE & DESCRIPTION	RETENTION PERIOD	CLASSIFICATION	STATUTE
ADMINISTRATION	ADM 04800	OATH OF OFFICE - ELECTED & APPOINTED OFFICIALS Signed oaths by elected or appointed officials to various boards, commissions and committees.	10 after service of elected/ appointed position	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	ORDINANCE & RESOLUTIONS ADOPTED	Permanent; has historical value	Public	
ADMINISTRATION	ADM 05100	ORDINANCES & RESOLUTIONS Proposed but not adopted.	2	Public	
ADMINISTRATION	ADM 05200	ORGANIZATIONAL CHARTS - CITY	Until Superseded	Public	
ADMINISTRATION	ADM 05300	PETITIONS	5	Public	
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 05800	PUBLIC HEARING RECORDS Related to subject or action.	Can be destroyed after recorded in minutes. If not recorded in minutes, then retain 6 yrs.	Public	
ADMINISTRATION	ADM 05900	PUBLICATIONS - CITY-GENERATED Including brochures, booklets, informational pamphlets, etc.	Until superseded	Public	

GENERAL RECORDS RETENTION SCHEDULE FOR MINNESOTA CITIES

SECTION	CODE	TITLE & DESCRIPTION	RETENTION PERIOD	CLASSIFICATION	STATUTE
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	13D.05 13.37
ADMINISTRATION	ADM 06000	SPECIAL COMMITTEE REPORTS Minutes, policies, studies, correspondence, etc.	Permanent; has historical value	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	TELEPHONE SYSTEM Correspondence, service reports, working papers.	Until Superseded	Public	
ADMINISTRATION	ADM 06400	TITLES TO MUNICIPAL VEHICLES & EQUIPMENT	Length of ownership	Public	
ADMINISTRATION	ADM 06420	VIDEO TAPES - GENERAL Including entertainment, training, cable segments and other miscellaneous video tapes.	Superseded	Public	
ADMINISTRATION	ADM 06440	VIDEO TAPES - HISTORICAL	Permanent	Public	
ADMINISTRATION	ADM 06460	VIDEO TAPES - PROJECTS	File with projects or keep as long as projects are retained.	Public	
ADMINISTRATION	ADM 06500	VIDEO TAPES OF PUBLIC MEETINGS	Erase and reuse tapes 3 months after formal approval of written minutes	Public	

GENERAL RECORDS RETENTION SCHEDULE FOR MINNESOTA CITIES

SECTION	CODE	TITLE & DESCRIPTION	RETENTION PERIOD	CLASSIFICATION	STATUTE
ASSESSING	ASG 00100	APPLICATIONS FOR CLASSIFICATION	2	Public	
ASSESSING	ASG 00200	APPRAISALS - PROPERTY	6	Public	
ASSESSING	ASG 00300	ASSESSMENT NOTIFICATION LETTERS Letters sent out property owners regarding assessments.	6	Public	
ASSESSING	ASG 00400	CERTIFICATE OF REAL ESTATE VALUE (CRV)	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 Application, council action.	5	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 13.49
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 13.49.
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

GENERAL RECORDS RETENTION SCHEDULE FOR MINNESOTA CITIES

SECTION	CODE	TITLE & DESCRIPTION	RETENTION PERIOD	CLASSIFICATION	STATUTE
ASSESSING	ASG 01000	HOMESTEAD PRINT-OUT LIST Annual	2	Public	
ASSESSING	ASG 01100	HOMESTEAD TRANSFER	3 after property no longer qualifies as a homestead	Public	
ASSESSING	ASG 01200	INCOME INFORMATION Apartment and commercial.	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	Public	
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 01700	PROPERTY - CODES AND DEFINITIONS	3	Public	
ASSESSING	ASG 01800	PROPERTY - LEASES	10 after term	Public	
ASSESSING	ASG 01900	PROPERTY - MORTGAGES	10 after sale of land	Public	
ASSESSING	ASG 02000	PROPERTY - OPTIONS	10 after sale of land	Public	
ASSESSING	ASG 02100	PROPERTY - PURCHASE OF	10 after disposal of property	Public	
ASSESSING	ASG 02200	PROPERTY - RECORD CARDS/ASSESSMENTS	Permanent	Public	
ASSESSING	ASG 02400	REAL ESTATE DATA CARDS Appraisal, except valuation petition.	2	Public	

GENERAL RECORDS RETENTION SCHEDULE FOR MINNESOTA CITIES

SECTION	CODE	TITLE & DESCRIPTION	RETENTION PERIOD	CLASSIFICATION	STATUTE
ASSESSING	ASG 02500	RECEIPTS Special assessments.	6 after final payment of assessment	Public	
ASSESSING	ASG 02600	SALES Originals kept by state.	4	Public/Private	MS 13.51, subd.1
ASSESSING	ASG 02700	SALES STUDIES County, independent, in-house.	6	Public/Private	MS 13.51, subd.1
ASSESSING	ASG 02800	SEARCH COPIES	1	Public	
ASSESSING	ASG 02900	SPECIAL ASSESSMENT PROJECT APPROVALS & SPECIAL BENEFIT VALUATIONS Council actions, resolutions, etc.	Permanent	Public	
ASSESSING	ASG 03000	SPECIAL ASSESSMENT ROLLS	6 after final payment of assessment.	Public	
ASSESSING	ASG 03100	TAX ABATEMENT AND AFFIDAVIT (CURRENT) Letter of request, bills verification document, etc.	6	Public	
ASSESSING	ASG 03200	TAX ESTIMATE FILE	5	Public	
ASSESSING	ASG 03300	TAX FORFEIT FILES	Permanent	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 00100	ADMINISTRATION FILES Correspondence and reports related to the legal review of city functions such as bond issues, insurance, ordinances, contracts and grants, claims for damages.	3	Public	
ATTORNEY	ATT 00200	ATTORNEY OPINIONS Official interpretation 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 Documents civil actions by the city or against the city including claims and suits. Includes work papers, copies of court documents and correspondence.	20 after last court activity	Public/Private/Confidential/Protected Non-Public	MS 13.39
ATTORNEY	ATT 00400	CORRESPONDENCE - ATTORNEY General Correspondence not relating to a case file.	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, work assignments (citizen disputes, nuisances etc.) and final reports. Research conducted but no litigation takes place.	3	Public/Private/Confidential/Protected Non-Public	MS 13.39
ATTORNEY	ATT 00700	PROPERTY/ADDRESS 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, agenda items, deeds, titles, affidavits, death certificates, sale appraisals, court documents, research, attorney's opinions, abstracts, and pictures.	Permanent	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	
ATTORNEY	ATT 00900	RESEARCH & SUBJECT FILES Attorney topic files, research, miscellaneous notes, correspondence and other materials regarding minor matters of inquiry.	While active	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 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	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 RECORD Includes grading, demolition, signs.	1	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	Permanent	Public	
BUILDING INSPECTIONS	BUI 00700	FIRE INSPECTION RECORD-ANNUAL Multiple dwelling/commercial.	Until Superseded	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

<i>SECTION</i>	<i>CODE</i>	<i>TITLE & DESCRIPTION</i>	<i>RETENTION PERIOD</i>	<i>CLASSIFICATION</i>	<i>STATUTE</i>
BUILDING INSPECTIONS	BUI 01200	PLUMBING INSPECTION RECORD	Permanent	Public	
BUILDING INSPECTIONS	BUI 01210	RENTAL INSPECTION RECORDS	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	Permanent	Public	
BUILDING INSPECTIONS	BUI 01310	SURCHARGE REPORT Supporting documents (submitted to State.	6	Public	

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<i>SECTION</i>	<i>CODE</i>	<i>TITLE & DESCRIPTION</i>	<i>RETENTION PERIOD</i>	<i>CLASSIFICATION</i>	<i>STATUTE</i>
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	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	13.51 subd 2f

GENERAL RECORDS RETENTION SCHEDULE FOR MINNESOTA CITIES

<i>SECTION</i>	<i>CODE</i>	<i>TITLE & DESCRIPTION</i>	<i>RETENTION PERIOD</i>	<i>CLASSIFICATION</i>	<i>STATUTE</i>
COURTS	CTS 00000	COURT RECORDS 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.			

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	203B.12
ELECTIONS	ELE 00200	ABSTRACT OF ELECTION RETURNS Statement of canvass.	Permanent; has historical value	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. State requirement to ensure fair campaign practices.	5 after filing date if not elected or 5 yrs/ after leaving office	Public	
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; has historical value	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	
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 BOOKS FOR JUDGES	Until superseded	Public	

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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.	10 after official leaves office	Public	
ELECTIONS	ELE 01500	OATH OF RESIDENCE/VOUCHER CARDS 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	PRECINCT BOOKS & PRINTOUTS FROM COUNTY List of all registered voters within the agency.	Until superseded.	Available to the public for limited purposes.	MS 201.091
ELECTIONS	ELE 01900	PURGE LISTS County report of inactive registration cards to be pulled.	22 months. 42 USC 1974	Public	
ELECTIONS	ELE 02000	REGISTRATION CARDS Active voter registration cards of each registered voter. Includes name changes or change of address.	22 months	Available to the public for limited purposes.	MS 201.081
ELECTIONS	ELE 02050	REGISTRATION CARDS - INCOMPLETE Voter registration cards that are not filled out correctly/completely.	1, MR 8200-2900.	Available to the public for limited purposes.	
ELECTIONS	ELE 02100	REGISTRATION CARDS - INACTIVE Voter registration cards that the state has requested be removed.	22 months. 42 USC 1974	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	

GENERAL RECORDS RETENTION SCHEDULE FOR MINNESOTA CITIES

<i>SECTION</i>	<i>CODE</i>	<i>TITLE & DESCRIPTION</i>	<i>RETENTION PERIOD</i>	<i>CLASSIFICATION</i>	<i>STATUTE</i>
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
FINANCE	FIN 00900	AUDIT REPORTS - INTERNAL Reports based on the agencies' internal operations.	7	Non-public	MS 13.37
FINANCE	FIN 00950	AUTOMATIC PAYMENT PLAN AUTHORIZATION FORM With supporting documentation.	1	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.	2	Public	
FINANCE	FIN 02006	CHART OF ACCOUNTS Accounting structures.	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 02030	CHECKS (CANCELED & VOIDED) PAYROLL Paid & returned checks.	6	Public/Private	MS 13.43
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	Public/Private	
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	

GENERAL RECORDS RETENTION SCHEDULE FOR MINNESOTA CITIES

SECTION	CODE	TITLE & DESCRIPTION	RETENTION PERIOD	CLASSIFICATION	STATUTE
FINANCE	FIN 02400	ENCUMBRANCES/REVERSALS - ORDERS ISSUED Report or document of purchase orders by number.	4	Public	
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	

GENERAL RECORDS RETENTION SCHEDULE FOR MINNESOTA CITIES

SECTION	CODE	TITLE & DESCRIPTION	RETENTION PERIOD	CLASSIFICATION	STATUTE
FINANCE	FIN 03800	PURCHASE ORDERS Official record documenting the purchase of goods & services.	6	Public	
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 RECORDS Includes district qualification records (documentation and criteria to substantiate the eligibility and establishment of TIF district), resolutions, agreements, county certification documents	10 years after expiration of district	Public	469.1771
FINANCE	FIN 04650	TAX INCREMENT FINANCE (TIF) DISTRICT RECORDS - FINANCIAL RECORDS (See also FIN 04660) Includes bills, invoices, receipts, vouchers, and cancelled checks.	10 years	Public	
FINANCE	FIN 04660	TAX INCREMENT FINANCE (TIF) DISTRICT RECORDS - FINANCIAL RECORDS - AUDITED- Must meet certain criteria 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 years	Public	

GENERAL RECORDS RETENTION SCHEDULE FOR MINNESOTA CITIES

<i>SECTION</i>	<i>CODE</i>	<i>TITLE & DESCRIPTION</i>	<i>RETENTION PERIOD</i>	<i>CLASSIFICATION</i>	<i>STATUTE</i>
FINANCE	FIN 04700	TRAVEL EXPENSE RECORDS Documentation of travel cost & payments.	6	Public	
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 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	
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 00300	DIGITIZED ALARM RESPONSES By box alarm number of alphabetically Digitized Alarm Data - includes equipment receiving text records, records of trouble alarms received with disposition of each.	Life of alarm box	Public	
FIRE	FIR 00350	FA-1 FORM, APPLICATION OF STATE AID FIRE EQUIPMENT CERTIFICATE	6	Public	
FIRE	FIR 00400	FIRE CODE	Permanent	Public	
FIRE	FIR 00500	FIRE FIGHTER MEDICAL STANDARDS	Permanent	Public	

GENERAL RECORDS RETENTION SCHEDULE FOR MINNESOTA CITIES

SECTION	CODE	TITLE & DESCRIPTION	RETENTION PERIOD	CLASSIFICATION	STATUTE
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 00800	FIRE RELIEF ASSOCIATION Actuarial records & planning reports.	Permanent	Public	
FIRE	FIR 00900	FIRE RELIEF ASSOCIATION Financial records.	6	Public/Private	MS 13.43
FIRE	FIR 01000	FIRE RELIEF ASSOCIATION Membership files.	Permanent	Public/Private	MS 13.43
FIRE	FIR 01100	FIRE RELIEF ASSOCIATION Minutes.	Permanent; has historical value	Public	
FIRE	FIR 01200	HAZARDOUS MATERIAL ACCIDENT REPORT	Permanent	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	30 days or as needed	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	-

GENERAL RECORDS RETENTION SCHEDULE FOR MINNESOTA CITIES

<i>SECTION</i>	<i>CODE</i>	<i>TITLE & DESCRIPTION</i>	<i>RETENTION PERIOD</i>	<i>CLASSIFICATION</i>	<i>STATUTE</i>
FIRE	FIR 01800	STREET INDEXES Geo-based system.	Permanent	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 yrs for adults, 7 yrs 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, 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. 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; has historical value	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 yrs after closed. if minor, then 7 yrs. 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 yrs after closed, if minor, then 7 yrs 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
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

GENERAL RECORDS RETENTION SCHEDULE FOR MINNESOTA CITIES

SECTION	CODE	TITLE & DESCRIPTION	RETENTION PERIOD	CLASSIFICATION	STATUTE
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 yrs after case closed. if minor, then 7 yrs 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	
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; has historical value	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	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 LOANS 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/p rotected 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

<i>SECTION</i>	<i>CODE</i>	<i>TITLE & DESCRIPTION</i>	<i>RETENTION PERIOD</i>	<i>CLASSIFICATION</i>	<i>STATUTE</i>
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 00100	AFFIDAVIT OF PUBLICATION FOR JOB OPENING	2	Public	MS 13.43
HUMAN RESOURCES	HRS 00200	AFFIRMATIVE ACTION FILES Sexual harassment & discrimination.	Permanent	Public/Private/ Confidential	MS 13.43, MS 13.39
HUMAN RESOURCES	HRS 00300	AFFIRMATIVE ACTION RECRUITMENT FORM Supplemental personnel data from job applications.	1	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	1	Public	
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	
HUMAN RESOURCES	HRS 00750	BENEFITS ENROLLMENT FORMS 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, 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.	Until superseded	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.	6	Public	
HUMAN RESOURCES	HRS 01300	ELIGIBILITY REGISTER A list of job applicants who have qualified on required examination, ranked in order of test score or a list of employees applying for promotion, ranked in order of test score.	2 after job has been filled.	Public/Private	MS 13.43
HUMAN RESOURCES	HRS 01500	EMPLOYEE RECOGNITION & AWARDS PROGRAM Correspondence, working papers, nominations, etc. Letters of commendation should be retained in employee's personnel file.	2	Public	
HUMAN RESOURCES	HRS 01600	EMPLOYEE SUGGESTION FORM	2	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.	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.	Public/Private	MS 13.43
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 y Eligible; 1y Not Eligible.	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.	3 (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. Should not be retained in employee personnel file.	5 years after employee's 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 employment is terminated, whichever is later. Should not be retained in employee personnel file	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.	Until superseded	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	6	Public	
HUMAN RESOURCES	HRS 02700	PAY EQUITY IMPLEMENTATION REPORT State mandated report filed with Dept of Employee Relations consisting of pay and job class information	Until superseded	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 03200	PENSION FILES Form letters & reports.	Permanent	Public	

GENERAL RECORDS RETENTION SCHEDULE FOR MINNESOTA CITIES

SECTION	CODE	TITLE & DESCRIPTION	RETENTION PERIOD	CLASSIFICATION	STATUTE
HUMAN RESOURCES	HRS 03300	<p>PERSONNEL FILES</p> <p>Only relevant records on each employee such as applications, references, performance evaluations, job performance appeals, job descriptions, reprimands, resignation letters, exit interviews, etc. Should be retained in the employee personnel files: Certain records should NOT be retained in employee personnel files: medical records, health insurance information, I-9 forms, child support obligation records, investigations, or any other record which, in its presence, may raise an inference of discrimination. Duplicate personnel files should not be retained by individual departments; all originals are to be maintained by personnel department or responsible department.</p>	5 after termination or separation from city. Destruction approval is contingent upon retention of master copy of Payroll register or record.	Public/Private	MS 13.43
HUMAN RESOURCES	HRS 03400	<p>POLICIES & PROCEDURES/RULES & REGULATIONS</p> <p>For human resource function, includes annual leave program, hiring procedure file, etc.</p>	Permanent	Public	
HUMAN RESOURCES	HRS 03500	<p>RECRUITMENT FILES</p> <p>Records that relate to posting, recruitment, selection & appointment to each city position.</p>	2	Public/Private	MS 13.43
HUMAN RESOURCES	HRS 03600	<p>REPRIMANDS/DISCIPLINARY ACTION</p>	5 after employee's termination.	Public/Private	MS 13.43
HUMAN RESOURCES	HRS 03700	<p>REQUISITIONS FOR PERSONNEL</p>	1 after job is filled or requisition is canceled.	Public	
HUMAN RESOURCES	HRS 03750	<p>SALARY DETERMINATION FOR NON-UNION EMPLOYEES</p> <p>Annual salary schedule for all non-union employees.</p>	6 after expiration.	Public	
HUMAN RESOURCES	HRS 04000	<p>UNEMPLOYMENT CLAIMS/COMPENSATION</p>	6	Public/Private	MS 13.43
HUMAN RESOURCES	HRS 04050	<p>VETERANS PREFERENCE ELECTION FORM</p> <p>Veterans Preference Act.</p>	1 if not hired. 5 after termination if hired.	Public	MS 13.43, Subd. 3.
HUMAN RESOURCES	HRS 04100	<p>WAGE ASSIGNMENTS</p> <p>Letters, correspondence, etc.</p>	6	Public/Private	MS 13.43
HUMAN RESOURCES	HRS 04200	<p>EMPLOYEE MEDICAL RECORDS</p> <p>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.</p>	5 years after separation from city	Public/Private	MS 13.43

GENERAL RECORDS RETENTION SCHEDULE FOR MINNESOTA CITIES

SECTION	CODE	TITLE & DESCRIPTION	RETENTION PERIOD	CLASSIFICATION	STATUTE
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
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 after accident	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 termination or retirement.	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.	5	Public	
HUMAN RESOURCES	HRS 05200	TRAINING MANUAL	Until Superseded	Public	
HUMAN RESOURCES	HRS 05300	TRAINING MATERIALS Reference & class material including articles, transparencies, handouts 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.	5 after separation from city	Public	
HUMAN RESOURCES	HRS 05500	TRAINING RECORDS-RIGHT TO KNOW	5 after separation from city	Public	
HUMAN RESOURCES	HRS 05600	TRAINING RECORDS - SEXUAL HARASSMENT	5 after separation from city	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. 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; has historical value	Public	
LIBRARY	LIB 00200	AUDIO VISUAL EQUIPMENT CHECKOUT RECORDS Who currently has checked out projectors, cameras, etc., & who has returned equipment damaged or late & has not yet paid for damage or fine.	Retain loan/checkout 2 months & fees & fines for equipment 3 years.	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

GENERAL RECORDS RETENTION SCHEDULE FOR MINNESOTA CITIES

SECTION	CODE	TITLE & DESCRIPTION	RETENTION PERIOD	CLASSIFICATION	STATUTE
LIBRARY	LIB 01100	LOST ITEM REIMBURSEMENT RECORDS	3	Public/Private	MS 13.40
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	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	Until superseded	Public	
LIBRARY	LIB 02000	SPECIAL EVENTS & PROGRAMS	2	Public	
LIBRARY	LIB 02100	STUDIES & REPORTS Includes surveys, statistical reports, consultant reports, etc.	Permanent; has historical value	Public	
LIBRARY	LIB 02200	VOLUNTEER GROUPS RECORDS Minutes, scrapbooks, & other records of Friends of the Library groups, etc.	Permanent; has historical value	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

<i>SECTION</i>	<i>CODE</i>	<i>TITLE & DESCRIPTION</i>	<i>RETENTION PERIOD</i>	<i>CLASSIFICATION</i>	<i>STATUTE</i>
LIQUOR STORE	LIQ 00100	ADVERTISING FLYERS Advertising Flyers.	1	Public	
LIQUOR STORE	LIQ 00700	CHECK REGISTER	10	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	
LIQUOR STORE	LIQ 01500	TRANSFER SHEETS - STOCK	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; has historical value	Public	
PARKS AND RECREATION	P&R 00500	APPLICATION FOR TEMPORARY EMPLOYMENT See Human Resources - Personnel Schedule HRS 00500, HRS 00600, HRS 01300, HRS 03700.			
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 13.57
PARKS AND RECREATION	P&R 01400	PARK ACQUISITIONS Through bonds or CDBG.	Permanent	Public	
PARKS AND RECREATION	P&R 01500	PARK MASTER PLAN	Permanent; has historical value	Public	
PARKS AND RECREATION	P&R 01600	PARTICIPATION LOG Count of participants using service/activity.	3	Public	
PARKS AND RECREATION	P&R 01700	PERMITS For use of school facilities, park use, equipment, picnic sites & ball fields by citizens.	2	Public	

GENERAL RECORDS RETENTION SCHEDULE FOR MINNESOTA CITIES

SECTION	CODE	TITLE & DESCRIPTION	RETENTION PERIOD	CLASSIFICATION	STATUTE
PARKS AND RECREATION	P&R 01800	POOL TICKET APPLICATION FORMS	1	Public	
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	2 yrs unless subject to state or federal grant requirements.	Public/Private	MS 13.57
PARKS AND RECREATION	P&R 02100	RENTAL AGREEMENTS For park & recreation facilities usage contracts secured by the city.	5 after contract expires	Public	
PARKS AND RECREATION	P&R 02200	REPORTS OF INJURIES OF PARTICIPANTS Incident Reports.	6	Public	
PARKS AND RECREATION	P&R 02300	ROSTER Names of participants.	2	Private	MS 13.57
PARKS AND RECREATION	P&R 02400	SCHEDULES Of games.	1	Public	
PARKS AND RECREATION	P&R 02500	SUPPLY EQUIPMENT LISTS	1	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.	Review annually	Public	

GENERAL RECORDS RETENTION SCHEDULE FOR MINNESOTA CITIES

SECTION	CODE	TITLE & DESCRIPTION	RETENTION PERIOD	CLASSIFICATION	STATUTE
PAYROLL	PAY 00100	AUTHORIZATION CARDS Voluntary (union dues, charitable contributions, employee club, credit union).	6 after inactive	Private	MS 13.43
PAYROLL	PAY 00200	CAFETERIA PLAN RECORDS Flex plans and section 125 reports, election forms, reimbursement forms etc.	6	Private	MS 13.43
PAYROLL	PAY 00300	CANCELED PAYROLL CHECKS	6	Public/Private	MS 13.43, Subd. 3.
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 00450	EMPLOYERS QUARTERLY FEDERAL TAX RETURN (Federal Tax Form 941)	6	Public	
PAYROLL	PAY 00500	GARNISHMENTS Child support/spousal maintenance.	6 not to be retained in personnel file	Private	MS 13.43
PAYROLL	PAY 00600	INSURANCE PREMIUM REPORT Monthly statement of employees' premiums.	6	Public	
PAYROLL	PAY 00700	PAYROLL HISTORY CARD	Permanent	Public/Private	MS 13.43
PAYROLL	PAY 00800	PAYROLL JOURNAL Detailed register of current & year-to-date salaries, gross to net, and benefit hours used.	Retain year-end report permanently; retain other reports 6 yrs	Public/Private	MS 13.43
PAYROLL	PAY 00900	PAYROLL LEDGER	Permanent	Public/Private	MS 13.43
PAYROLL	PAY 01000	PAYROLL REPORTS State withholding, federal withholding, & FICA.	10	Public/Private	MS 13.43
PAYROLL	PAY 01100	PAYROLL WORKSHEETS	6	Public/Private	MS 13.43
PAYROLL	PAY 01200	PENSION & RETIREMENT REPORTS Deferred comp, etc.	10	Public/Private	MS 13.43

GENERAL RECORDS RETENTION SCHEDULE FOR MINNESOTA CITIES

SECTION	CODE	TITLE & DESCRIPTION	RETENTION PERIOD	CLASSIFICATION	STATUTE
PAYROLL	PAY 01300	PERA 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	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	Until replaced	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 LICENSES OR PERMITS Rabies, vaccinations, etc.	2 after expiration	Public/private	
PERMITS/ LICENSES	PER 00300	BICYCLE LICENSE OR PERMIT City copy.	2 after expiration	Public/private	
PERMITS/ LICENSES	PER 00400	BILLIARD (POOL HALL) LICENSE	6 after expiration	Public	
PERMITS/ LICENSES	PER 00500	BOWLING ALLEY LICENSE	6 after expiration	Public	
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	
PERMITS/ LICENSES	PER 01000	CIGARETTE/TOBACCO/ETC. LICENSES & APPLICATIONS	6 after expiration	Public	
PERMITS/ LICENSES	PER 01100	CONTRACTOR'S LICENSE For construction trades - includes applications, certificate of insurance, certificate of trade, etc.	6 after expiration	Public	
PERMITS/ LICENSES	PER 01200	DANCE/PARADE/PUBLIC GATHERING PERMITS	2 after expiration	Public	
PERMITS/ LICENSES	PER 01300	DOCK LICENSES To use public parks, streams, etc.	2 after expiration	Public	
PERMITS/ LICENSES	PER 01410	ELECTRICAL PERMIT	2 after expiration	Public	

GENERAL RECORDS RETENTION SCHEDULE FOR MINNESOTA CITIES

SECTION	CODE	TITLE & DESCRIPTION	RETENTION PERIOD	CLASSIFICATION	STATUTE
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	
PERMITS/ LICENSES	PER 01800	FIREWORKS PERMIT & LICENSE	2 after expiration	Public	
PERMITS/ LICENSES	PER 01850	FOOD ESTABLISHMENT LICENSE	6 after expiration	Public	
PERMITS/ LICENSES	PER 01900	GAMBLING LICENSES & REPORTS	4 after expiration	Public	MS 349.19, Subd 6.
PERMITS/ LICENSES	PER 01920	GAS FITTERS LICENSE	6 after expiration	Public	
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	
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 Club, wine, beer, Sunday and setup, certificate of insurance, background investigation report, etc	6 after expiration	Public	MN Rules 7515.0440, Subd. 5.
PERMITS/ LICENSES	PER 02200	MASSAGE LICENSE	6 after expiration	Public	
PERMITS/ LICENSES	PER 02300	MECHANICAL AMUSEMENT DEVICE LICENSE Video games, pinball machines, etc.	6 after expiration	Public	

GENERAL RECORDS RETENTION SCHEDULE FOR MINNESOTA CITIES

SECTION	CODE	TITLE & DESCRIPTION	RETENTION PERIOD	CLASSIFICATION	STATUTE
PERMITS/ LICENSES	PER 02400	MOTOR VEHICLE LICENSE Sales and rental.	6 after expiration	Public	
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 LICENSE	6 after expiration	Public	
PERMITS/ LICENSES	PER 02700	PEDDLER'S, TRANSIENT MERCHANTS & SOLICITORS LICENSE	2 after expiration	Public	
PERMITS/ LICENSES	PER 02800	PLASTERING LICENSE	2 after expiration	Public	
PERMITS/ LICENSES	PER 02810	PLUMBER'S LICENSE Annual license issued to master plumber if complying with UBC.	6 after expiration	Public	
PERMITS/ LICENSES	PER 02900	PLUMBING PERMITS	2 after expiration	Public	
PERMITS/ LICENSES	PER 03000	POOL LICENSE	6 after expiration	Public	
PERMITS/ LICENSES	PER 03010	PUBLIC PROPERTY USE APPLICATIONS	2 after expiration	Public	
PERMITS/ LICENSES	PER 03020	RENTAL APPLICATION/LICENSE Multiple dwelling.	6 after expiration	Public	
PERMITS/ LICENSES	PER 03100	SAUNA LICENSE	6 after expiration	Public	

GENERAL RECORDS RETENTION SCHEDULE FOR MINNESOTA CITIES

SECTION	CODE	TITLE & DESCRIPTION	RETENTION PERIOD	CLASSIFICATION	STATUTE
PERMITS/ LICENSES	PER 03110	SEXUALLY ORIENTED BUSINESS LICENSE	6 after expiration	Public	
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	
PERMITS/ LICENSES	PER 03300	STREET USE PERMIT	2 after expiration	Public	
PERMITS/ LICENSES	PER 03400	TAXI LICENSES	6 after expiration	Public	
PERMITS/ LICENSES	PER 03410	THEATER LICENSE	6 after expiration	Public	
PERMITS/ LICENSES	PER 03420	TREE TRIMMING/REMOVAL LICENSE	6 after expiration	Public	
PERMITS/ LICENSES	PER 03450	WETLAND RECORDS Replacement plan requirements, exemptions, certifications, permits, etc.	10 after expiration	Public	MN Rules 8420.0100- .0220
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; has historical value	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; has historical value	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	

GENERAL RECORDS RETENTION SCHEDULE FOR MINNESOTA CITIES

SECTION	CODE	TITLE & DESCRIPTION	RETENTION PERIOD	CLASSIFICATION	STATUTE
PLANNING	PLZ 01500	REAL PROPERTY APPRAISALS	Length of ownership	Public/Confidential	MS 13.44
PLANNING	PLZ 01600	REAL PROPERTY - BIDS & ESTIMATES Appraisal report, certificates, etc.	20 after disposal of property	Public	
PLANNING	PLZ 01700	REZONING FILE	Permanent	Public	
PLANNING	PLZ 01800	SIGN PLAN VARIANCES/APPROVALS	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	
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, 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 Printout of all bookings for jurisdiction. Note: pertains to jail agencies only.	5	Public/Private	MS 13.82
POLICE	POL 00410	DIRECTED PATROLS Resident or community requests for patrolling specific areas.	6	Public	MS 13.82, Subd. 3.
POLICE	POL 00420	DUTY ROSTER Officers' logs.	2	Public	MS 13.82
POLICE	POL 00450	EMERGENCY PLAN	Until superseded	Public/Private	MS 13.37
POLICE	POL 00500	FINGERPRINT CARDS Sworn officers and police personnel.	5 after termination or retirement	Private	MS 13.43
POLICE	POL 00510	FINGERPRINT CARDS For janitors or persons accessing secured areas without supervision.	1 year after termination	Public/Private	MS 13.43
POLICE	POL 00600	INTERNAL INVESTIGATION Case files & reports.	6	Public/private/ confidential	MS 13.39, 13.43, 13.82

GENERAL RECORDS RETENTION SCHEDULE FOR MINNESOTA CITIES

SECTION	CODE	TITLE & DESCRIPTION	RETENTION PERIOD	CLASSIFICATION	STATUTE
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 Criminal history on individual within jurisdiction.	3	Public/Private	MS 13.87
POLICE	POL 01100	POLICE DEPARTMENT RELIEF ASSOCIATION RECORDS Actuarial records & planning reports.	Permanent	Public	
POLICE	POL 01200	POLICE DEPARTMENT RELIEF ASSOCIATION RECORDS Financial records.	6	Public/Private	MS 13.43
POLICE	POL 01300	POLICE DEPARTMENT RELIEF ASSOCIATION RECORDS Membership Files.	Permanent	Public/Private	MS 13.43
POLICE	POL 01400	POLICE DEPARTMENT RELIEF ASSOCIATION RECORDS Minutes.	Permanent	Public	
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 Pursuit, bias crime, officer killed or assaulted, supplemental homicide. Original filed with state.	1	Public	
POLICE	POL 01800	ANIMAL CONTROL STATISTICAL REPORTS	1	Public	
POLICE	POL 01900	ANIMAL IMPOUND/RELEASE	1	Public	

GENERAL RECORDS RETENTION SCHEDULE FOR MINNESOTA CITIES

SECTION	CODE	TITLE & DESCRIPTION	RETENTION PERIOD	CLASSIFICATION	STATUTE
POLICE	POL 02000	CIVIL DEFENSE FILES	Until superseded	Public	
POLICE	POL 02100	BICYCLE SAFETY Bike patrol, rodeos, etc.	2	Public	
POLICE	POL 02200	WYC Watch Your Car.	1 after participation ceases	Public/private or non-public	MS 13.37
POLICE	POL 02300	D.A.R.E. Drug abuse resistance education program.	1	Public	
POLICE	POL 02350	DANGEROUS DOG LICENSE	2 years after deceased	Public/Private	MS 13.37
POLICE	POL 02400	MCGRUFF HOUSE	1 after participation ceases	Public/private or non-public	MS 13.37
POLICE	POL 02500	NEIGHBORHOOD CRIME WATCH	1 after participation ceases	Public/Private or Non-public	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 1215.0900 subp. 5	Public/Private	MS 13.82, Subd. 3a.
POLICE	POL 02800	RADIO LOGS 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.	3	Public/Private/ Confidential	MS 13.82, Subd. 3a, 169.09

GENERAL RECORDS RETENTION SCHEDULE FOR MINNESOTA CITIES

SECTION	CODE	TITLE & DESCRIPTION	RETENTION PERIOD	CLASSIFICATION	STATUTE
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	Public/Private	MS 13.82, Subd. 3a, 260B.171
POLICE	POL 03100	BAIL RECEIPTS	7	Public/Private	MS 13.82, Subd. 3a
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 years; if homicide see POL 03700	Public/Private	MS 13.82, Subd. 3a
POLICE	POL 03400	CASE FILES/OFFENSE REPORTS - JUVENILE 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 years; if homicide see POL 03700	Non-public/Private/ Confidential	MS 13.82, 260B.171
POLICE	POL 03500	CITATION/TICKETS	3	Public	
POLICE	POL 03600	CRIMINAL RECORD CHECK LOG Log recording criminal history queries via state computer.	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

GENERAL RECORDS RETENTION SCHEDULE FOR MINNESOTA CITIES

SECTION	CODE	TITLE & DESCRIPTION	RETENTION PERIOD	CLASSIFICATION	STATUTE
POLICE	POL 03800	FINGERPRINT CARDS Criminal.	7	Confidential while investigation is active; after that Public	MS 13.82 subd 5
POLICE	POL 03820	FORFEITURE FORMS	3 years		
POLICE	POL 03900	FIREARM APPLICATION/PERMITS Includes application to purchase and a copy of the firearm permit to carry.	6	Private	MS 13.87
POLICE	POL 04000	FIREARM TRANSFER	6	Private	MS 13.87
POLICE	POL 04100	ICR's Initial complaint reports.	7	Public/Private	MS 13.82
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. 5
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 years 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

GENERAL RECORDS RETENTION SCHEDULE FOR MINNESOTA CITIES

SECTION	CODE	TITLE & DESCRIPTION	RETENTION PERIOD	CLASSIFICATION	STATUTE
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	2 after inmate is discharged	Public/Private	MS 13.82
POLICE	POL 05300	FOOD SERVICE RECORDS Jail /lock-up.	1	Public	
POLICE	POL 05400	JAIL REGISTER Log of individuals held at facility.	Permanent; has historical value	Public/Private	MS 260B.171
POLICE	POL 05500	PRISONER PROPERTY RECEIPTS	2	Public/Private	MS 13.85
POLICE	POL 05600	VIDEO TAPE OF BOOKING	30 days	Private	MS 13.43
POLICE	POL 05700	TRAINING RECORDS FOR EACH OFFICER Examples include first aid, firearm training, advanced driving, crime scene processing, report writing, etc.	5 after termination or retirement	Public/Private	MS 13.43
POLICE	POL 05800	TRAINING REPORT Summary report of each officer's training history. May be filed in officer's personnel file.	5 after termination of retirement	Public/Private	MS 13.43
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. All audio tapes will be transcribed and a copy of the transcription will be kept with the case file.	Until transcription is approved.	Public/Private/ Confidential	MS 13.82
POLICE	POL 05830	EXTRANEIOUS AUDIO & VIDEO RECORDINGS Audio & video recordings which hold no value to the state, city, citizens, police department, officer(s), and/or any other party.	End of daily shift.	Public	MS 13.82

GENERAL RECORDS RETENTION SCHEDULE FOR MINNESOTA CITIES

SECTION	CODE	TITLE & DESCRIPTION	RETENTION PERIOD	CLASSIFICATION	STATUTE
POLICE	POL 05840	ARREST & CHARGE Audio and video 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. (All audio tapes will be transcribed and a copy of the transcription will be kept with the case file).	FELONY: 90 days after sentencing or if appeals, after disposition. ALL OTHER: After final case disposition.	Public/Private/ Confidential	MS 13.82, Subd. 10, 260B.171
POLICE	POL 05860	GENERAL CITIZEN CONTACTS Audio & video recordings determined to contain information regarding non-evidentiary police and citizen interaction. EXAMPLE: Includes a situation where an officer is flagged down by a citizen. The officer would activate the microphone due to the uncertainty of what the situation may entail. When the citizen reveals that their car broke down, the officer simply assists by calling a tow truck and clearing the scene. This recording would possess information of no evidentiary or departmental value. EXAMPLE: Another example may occur when a potential witness is interviewed by an investigator. The investigator realizes, after recording the potential witness, that the individual does not have any pertinent information. This would then fall into this retention period. Note: if the potential witness did have valuable information, the recording would fit into one of the categories previously mentioned, based on the level of the crime witnessed.	End of Daily Shift	Public	MS 13.82
POLICE	POL 05870	HOMICIDES Audio & video recordings containing information regarding any homicides.	Permanent	Public/Confidential	MS 13.82
POLICE	POL 05880	INTERNAL INVESTIGATIONS Audio & video recording determined to have evidentiary value in any internal investigations.	6	Public/Private	MS 13.43
POLICE	POL 05900	INTERVIEWS - AUDIO & VIDEO 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).	Statute of limitations for corresponding crime.	Public/Confidential	MS 13.82
POLICE	POL 05920	USE OF FORCE Audio & video recordings containing information of any incident where force was used and supervisory review is completed according to department policy. EXAMPLE: This may include a situation where an officer does not make an arrest, however does use force in resolving a situation. This could occur when officers assist paramedics in bringing an uncooperative person to the hospital. This is a situation where force may be necessarily used by officers, yet an arrest is not made. If an arrest were made, the recording would be retained under the previously mentioned categories depending on the severity of the charge against the person.	6	Public/Private/ Confidential	MS 13.39, 13.43, 13.82

GENERAL RECORDS RETENTION SCHEDULE FOR MINNESOTA CITIES

<i>SECTION</i>	<i>CODE</i>	<i>TITLE & DESCRIPTION</i>	<i>RETENTION PERIOD</i>	<i>CLASSIFICATION</i>	<i>STATUTE</i>
POLICE	POL 05930	PHOTOGRAPHS Pictures are retained in accordance with the item they relate to in the General Records Retention Schedule (i.e. all pictures and negatives relating to an accident are kept 3 years, pictures relating to an arrest are kept 7 years.)	See Note in Description	Public/Private	MS 13.

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; has historical value	Public	
PUBLIC WORKS - ENGINEERING	PWE 00200	CONSTRUCTION BLUEPRINTS ORIGINAL For completed city buildings, streets, storm sewer, sidewalks, etc.	Permanent	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 watermains, streets, storm sewers, sidewalks, etc.	5 after transaction complete	Public	
PUBLIC WORKS - ENGINEERING	PWE 00700	MAPS - AS BUILTS	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	PERMITS - STREET SERVICE LINES	Permanent	Public	
PUBLIC WORKS - ENGINEERING	PWE 01100	PLANS & SPECIFICATIONS Including spec books.	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, is assessed, or is a major capital improvement. Non-assessed projects, or projects not having historical value such as striping, sealcoating and street lighting 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

<i>SECTION</i>	<i>CODE</i>	<i>TITLE & DESCRIPTION</i>	<i>RETENTION PERIOD</i>	<i>CLASSIFICATION</i>	<i>STATUTE</i>
PUBLIC WORKS - ENGINEERING	PWE 01300	PROJECT RECORDS Abandoned.	3	Public	
PUBLIC WORKS - ENGINEERING	PWE 01400	PROJECT RECORDS Preliminary.	6	Public	
PUBLIC WORKS - ENGINEERING	PWE 01500	RIGHT - OF- WAY DOCUMENTS	Permanent	Public	
PUBLIC WORKS - ENGINEERING	PWE 01600	STORM WATER MANAGEMENT RECORDS	10	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 01900	WASTEWATER MANAGEMENT RECORDS	10	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	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 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 RECORDS	10	Public	
PUBLIC WORKS - MAINTENANCE/OPS	PWM 02500	STREET PATCH REQUESTS	2	Public	
PUBLIC WORKS - MAINTENANCE/OPS	PWM 02600	STREET RESURFACING LOGS	10	Public	

GENERAL RECORDS RETENTION SCHEDULE FOR MINNESOTA CITIES

<i>SECTION</i>	<i>CODE</i>	<i>TITLE & DESCRIPTION</i>	<i>RETENTION PERIOD</i>	<i>CLASSIFICATION</i>	<i>STATUTE</i>
PUBLIC WORKS - MAINTENANCE/OPS	PWM 02700	STORM SEWER LIFT STATIONS PUMP REPORTS	Life of equipment plus 2y	Public	
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	3	Public	
PUBLIC WORKS - MAINTENANCE/OPS	PWM 03000	WEED COMPLAINT & REPORTS Includes disposition of complaint.	3	Public	

GENERAL RECORDS RETENTION SCHEDULE FOR MINNESOTA CITIES

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; has historical value	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 13.679
UTILITIES	UTL 00900	DAILY TRANSACTION REPORTS	5	Public	
UTILITIES	UTL 01000	DELINQUENT REPORTS	2	Public	
UTILITIES	UTL 01100	DISTRIBUTION REPORTS	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 LOG BOOK 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, life 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 02900	SHUT OFF LIST	2	Public	
UTILITIES	UTL 03000	UTILITY ACCOUNT CHANGE ORDERS	2	Private if electric; Public if water or sewer	MS 13.679
UTILITIES	UTL 03050	UTILITY PAYMENT STUB	2 years	Private if electric; Public if water or sewer	MS 13.679
UTILITIES	UTL 03100	WATER AND SEWER ANALYSIS	10	Public	
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

<i>SECTION</i>	<i>CODE</i>	<i>TITLE & DESCRIPTION</i>	<i>RETENTION PERIOD</i>	<i>CLASSIFICATION</i>	<i>STATUTE</i>
VITAL STATISTICS	VIT 00100	BIRTH RECORDS	Permanent; has historical value	Public/Private/Confidential	MS 144.225 MS 144.218 MS 259.49
VITAL STATISTICS	VIT 00200	DEATH RECORDS	Permanent; has historical value	Public/Private	MS 144.225
VITAL STATISTICS	VIT 00300	HOSPITAL LISTS OF BIRTHS AND DEATHS	1	Public	

GENERAL RECORDS RETENTION SCHEDULE FOR MINNESOTA CITIES

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 01000	MATERIAL SAFETY DATA SHEETS	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	

GENERAL RECORDS RETENTION SCHEDULE FOR MINNESOTA CITIES

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 (L9 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 All disclosure forms & annual reports.	30 from date report was due (MN Rules 7045.0294)s	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	

GENERAL RECORDS RETENTION SCHEDULE FOR MINNESOTA CITIES

<i>SECTION</i>	<i>CODE</i>	<i>TITLE & DESCRIPTION</i>	<i>RETENTION PERIOD</i>	<i>CLASSIFICATION</i>	<i>STATUTE</i>
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