

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

NOTE:

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

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

Destruction Reporting:

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

Records Not on the General Schedule:

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

Resources:

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

Schedule Updates:

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

ATTORNEY

July, 1988

CATEGORY DEFINITIONS

Records Series Description: A records series is a group of records filed together because they relate to a particular subject.

Enabling Authority: The statute or authorized power that states the record may be collected.

Data Class: This identifies records classified by the Government Data Practices Act or other state or federal law. The classification system includes: public, private, confidential, non-public or protected non-public. More than one classification may apply.

Citation for Classification: The statute or law which cites the data practices classification of the records series.

Pre/Post/Curr: Data collected prior to August, 1975 is PRE. Data collected after August, 1975 is POST. Data being currently collected is CURR.

Purpose and Use for Collection: The function of the records series.

Authorized Recipients: Those people authorized to use the records series according to its Data Practices classification.

Retention/Statute: The retention cited is the minimum amount of time a record must be kept. The stated retention does not include the year the record originates. For example, if Record A is filed by calendar year and it has a retention of 3 years, the disposal date for 1985 records is January, 1989. Statutes listed here cite specific retention periods for the records series.

Archival: If a Y, meaning yes, appears in this column these records are eligible for transfer to the State Archives in the Minnesota Historical Society after the retention period has expired or when the agency no longer has need for them. Contact the Division of Library and Archives of the Minnesota Historical Society for information on how to transfer archival records (612-296-6980 or toll free 1-800-652-9747).

RECORDS SERIES DESCRIPTION	ENABLING AUTHORITY	DATA CLASS	CITATION FOR CLASSIFICATION	PRE POST CURR	PURPOSE AND USE FOR COLLECTION	AUTHORIZED RECIPIENTS	RETENTION/STATUTE	ARCH
1. CHILD DEPENDENCY - LEGAL ACTION		Conf	MS 13.30 MS 13.39				2 yrs. from last court activity.	N
2. CHILD NEGLECT - LEGAL ACTION		Conf	MS 13.30 MS 13.39				2 yrs. from last court activity.	N
3. CIVIL FILE - MISCELLANEOUS Legal opinions given to County officials, including letters, memos, reports, research and other correspondence.		Publ Priv Conf Non-public	MS 13.03 MS 13.30				10 yrs., then transfer to the State Archives for selection and disposition. Permanent	
		Protected non-public						
4. COMMITMENT Mentally ill and dangerous.		Conf	MS 13.46				2 yrs. from last court activity.	N
5. COMMITMENT Mentally retarded - for when County sought conservatorships.		Conf	MS 13.30 MS 13.39				2 yrs. from last court activity.	N
6. COMMITMENT Other mentally retarded persons, inebriates, mentally ill, guardianship, restoration to capacity.		Priv	MS 13.30 MS 13.46				2 yrs. from first order that appears in file. last court activity	N
7. CONTRACT FILES Contracts for purchase/lease/sale of services, equipment and property.		Publ Priv Non-publ	MS 13.03 MS 13.30 MS 13.35				6 yrs. or after audit. Permanent	N
8. CRIMINAL RESEARCH Criminal division opinion letters, memos, and briefs.		Publ Priv	MS 13.03 MS 13.30				2 yrs. from last court activity. Felony Appellate Briefs - permanent	N

RECORDS SERIES DESCRIPTION	ENABLING AUTHORITY	DATA CLASS	CITATION FOR CLASSIFICATION	PRE POST CURR	PURPOSE AND USE FOR COLLECTION	AUTHORIZED RECIPIENTS	RETENTION/STATUTE	ARCH
9. FELONY FILES Includes pleadings, police reports, complaints, memos, correspondence, briefs, and transcripts. <i>Includes adult Cert. files</i>		Publ Priv Conf	MS 13.03 MS 13.30 MS 13.87				⁵ 2 yrs. from last court activity. <i>Serious Felonies 10 years Appeal Files - permanent Homicide - permanent</i>	N
10. GROSS MISDEMEANORS Includes pleadings, police reports, complaints, memos, correspondence, briefs, and transcripts.		Publ Priv Conf	MS 13.03 MS 13.30 MS 13.87				2 yrs. from last court activity. <i>Enhanceables - 5 yrs from last court activity</i>	N
11. INVESTIGATION Police reports and correspondence.		Publ Priv Conf	MS 13.03 13.30, 13.81 13.82, 13.83 13.86				2 yrs. from last court activity.	N
12. JUVENILE FILES Includes pleadings, police reports, complaints, memos, correspondence, briefs, and transcripts.		Publ Priv Conf	MS 13.03 MS 260.161				2 yrs. from last court activity. <i>EJJ - Keep 7 years</i>	N
13. LITIGATION FILES Civil investigation litigation involving County, including pleadings, briefs, research correspondence.		Publ Priv Conf Non-publ Protected non-publ	MS 13.03 MS 13.39				<i>2</i> yrs. from last court activity. <i>Permanent</i>	N
14. MISDEMEANORS		Publ Priv Conf	MS 13.03 MS 13.30 MS 13.87				2 yrs. from last court activity. <i>Enhanceables - 5 yrs from last ct activity</i>	N
15. OPINION FILES Formal legal opinions prepared by County Attorney office, including correspondence and research.		Publ Priv Non-publ	MS 13.03 MS 13.30 MS 13.39				10 yrs., then trans-fer to the State Archives for selection and disposition.	

RECORDS SERIES DESCRIPTION	ENABLING AUTHORITY	DATA CLASS	CITATION FOR CLASSIFICATION	PRE POST CURR	PURPOSE AND USE FOR COLLECTION	AUTHORIZED RECIPIENTS	RETENTION/STATUTE	ARCH
16. PATERNITY AND CHILD SUPPORT ACTION		Priv	MS 13.30 MS 13.46				3 yrs. from last court activity until children turn 18 - 3 3 yrs	N
17. REGISTERS OF CRIMINAL ACTION Case book summarizing each case prosecuted by county attorney.		Publ	MS 13.03				Retain permanently or transfer to the State Archives.	Y
18. RESEARCH FILES Research on miscellaneous topics affecting County for which no formal answer/opinion is needed.		Publ Priv Non-public	MS 13.03 MS 13.30 MS 13.39				10 yrs.	N
19. TERMINATION OF PARENTAL RIGHTS - LEGAL ACTION		Conf	MS 13.30 MS 13.39				30 days beyond appeal period; 2 yrs. from last court activity.	N
20. WELFARE APPEALS Financial and social services appeals, including denial of AFDC payments for too much equity; food stamps appeals; medical assistance appeals.		Priv	MS 13.30 MS 13.46				2 yrs. from last court activity.	N
21. WELFARE APPEALS Licensing, including day care license, foster care license, etc.		Publ Priv Conf	MS 13.03 MS 13.30 MS 13.41 MS 13.46				2 yrs. from last court activity.	N
22. WELFARE APPEALS REIMBURSEMENT ACTION County seeks reimbursement for: worker's comp., payment of medical bills of D.C. patients, probate; liens for medical expenses, cost of care for child, county intervention in insurance matters/claims, etc.		Priv	MS 13.30 MS 13.46				2 yrs. from last court activity.	N

23. Appeal Files/Homicides

Permanent

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