



## **Carlton County Data Retention Policy**

Adopted: March 14, 2017

Revised:

Reviewed: March 2025

### **Purpose:**

Carlton County is committed to uniform retention of data collected by County Departments according to recognized best practices. Pursuant to Minnesota Statute 138.17 Subd. 7 Carlton County implements this policy to provide certainty to County Departments and to the public regarding how long data collected by the County will be retained and at what point data collected by the County may be destroyed.

### **Policy:**

Carlton County hereby adopts the Minnesota County General Records Retention Schedule for Counties. Carlton County maintains official, approved Records Retention Schedules for each of its departments. Pursuant to Minnesota Statutes 138.161 – 138.25, these Schedules provide the ongoing authority to manage and dispose of County Records in Compliance with Minnesota Law.

The adopted Records Retention Schedule is attached to this Policy as **Appendix A**.

The period of time for which data must be retained begins at the time that the data is created unless otherwise noted in the Data Retention Schedule.

The Data Retention Schedule provides a minimum retention period, during which the applicable data must be retained. Department Heads may choose to enact a policy wherein data is retained for a longer period than the minimum retention period outlined in the Data Retention Schedule. A Department Head who wishes to do so shall notify the County Coordinator who will place the amendment to the Data Retention Schedule on the agenda for the following annual Data Retention Schedule review.

The Data Retention Schedule shall be reviewed annually. Any amendments to the Data Retention Schedule occurring since the previous Data Retention Schedule review shall be incorporated into the Data Retention schedule. Details of any amendments to the Data Retention Schedule shall be recorded in **Appendix B**.

Following expiration of the Data Retention period, County Departments may dispose of records. When disposing records containing Private or Confidential Data on Individuals, or when disposing of records containing Nonpublic or Protected Nonpublic data not on individuals, the County Department shall dispose of the records in a manner that ensures data is not improperly released.

When disposing of records, County Departments shall complete a Record Destruction report, attached as **Appendix C** which shall be retained in the County Department.

APPENDIX A  
(Attached)

## APPENDIX B

Section Record Title	Record Description	Retention Period	ArchivalYear Amended
Auditor/Treasurer	Adopted updated general records retention schedule for Auditors and Treasurer issued August 2018. Prior Auditor and Treasurer sections deleted from general retention schedule and updated Auditor and Treasurer schedule added to end of general records retention schedule document.		2019
Attorney	Formatting Amendments to Attorney Retention Schedule		2019

APPENDIX C  
(Attached)