

Section	Record Series Title	Record Series Description	Retention Period	Archival?
Administration	Agendas		1 year	No
Administration	Annual Reports		7 years then transfer to State Archives	Yes
Administration	Attorney's Opinions	Correspondence relating to attorney legal opinions and related records	Retain Permanently	Yes
Administration	Authority to Dispose of Records	PR-1 Form	Retain Permanently	No
Administration	Budget - Record Copy		Retain Permanently	Yes
Administration	Departmental Reports - Annual Summary	Including reports to the County Board of Commissioners from each Department	Retain Permanently	Yes
Administration	Departmental Reports - Monthly		3 years	No
Administration	Departmental Reports - Semi Annual		3 years	No
Administration	Historical Data/Photographs		Retain Permanently	
Administration	Lawsuits	Attorney opinions, testimony, court depositions, correspondence, etc.	7 years after Disposition or settlement	No
Administration	Minutes	Board of Commissioners, Committees and special task forces	Retain Permanently	Yes
Administration	Minutes - Tape Recordings	Tape recordings of meeting minutes	Tapes may be reused or discarded 1 year after formal approval of written minutes. Tape recordings can't be permanent record	No
Administration	Organizational Charts		Until superseded , then transfer to State archives	Yes
Administration	Press Releases		1 year	Yes
Administration	Procedures Manuals		Until superseded	No

Administration	Special Committee Reports	Minutes, policies, studies, and correspondence	Retain Permanently	Yes
Administration	Wage Assignments		6 years	No
Assessor	Abatement Forms	Application for reduction in assessed valuation of personal property. Name address, type of property, owner's value	10 years	No
Assessor	Aerial Survey Prints	Prints of hard aerial surveys showing details of various tracts of land	Destroy when superseded	No
Assessor	Affidavit of survivorship	Name, address and legal description	10 years	No
Assessor	Agricultural Preserve Applications	Form placing agricultural land into the age preserve program. Also expiration of age preserve notices	3 months after expiration of application	No
Assessor	Application for Disability (3CC Class) PE 3D	Name, address, signed by owners, social security number	10 years	No
Assessor	Application for Homestead Classification	Name, address, social security number, sources of income, award letters.	Permanent	No
Assessor	Application for Valuation and tax Deferment of Agricultural Land Provided by Minnesota Agricultural Property Tax Law/Green Acre Applications	Applications for persons applying for Green Acre tax deferment	As long as property qualifies	No
Assessor	Appraisal Records	Field Card - Total land and building values on front. Field Card - Land value appraisal record. Computation of same grade and class. Building Dimensions; sketches; computations. Specific data necessary to make value determinations.	10 years	No
Assessor	Assessment Abstract - Final	Total estimated Market Value and total Assessed value by district	10 years	No
Assessor	Assessment Abstract - Mini	Total estimated market value by district	10 years	No
Assessor	Assessment Reports and Statistics	Summaries on various classifications of property and the assessments made thereon	10 years	No

Assessor	Board of Review Files	Contains actions taken by local, county and state boards of review, attendance records, minutes, etc.	10 years; transfer any minutes of the Review Board to the State Archives for selection and disposition	Yes
Assessor	Certifications of Value (State Forms)	Contains name and address of the buyer and seller; the sale price of the property; amount of personal property; amount of mortgage; terms of sale (in future); valuation of the property.	5 years	No
Assessor	Court Cases	Pending and settled court cases involving county Assessor, including all supporting documents and exhibits	10 years after settlement of case	No
Assessor	Laws Directives and Bulletins	Laws and Rules covering assessors offices directives and letters from the Department of Revenue, Court Decisions, attorney opinions, etc.	Destroy when superseded	No
Assessor	Midyear Homestead	Sworn Statement as to homestead	Indefinite	Yes
Assessor	Military Personnel	Sworn Statement as to homestead	Indefinite	Yes
Assessor	Mobile Home Abstract	valuation of mobile homes by district	10 years	No
Assessor	Mobile Home Sheet and Field Card	The listing of mobile homes by individual owner, make and year of mobile home, size of mobile home, and computation of valuation	10 years	No
Assessor	Mobile Home Valuation Guides	Used mobile home average selling price (and cost new)	Until replaced by current edition	No
Assessor	Personal Property Return - Owners of Residential Structures on Leased Public or Exempt Lands	Structures on leased public or exempt lands are taxable	10 years	No
Assessor	Property Owners List	Alphabetized list of name and address of all parcels owned by property owners	Destroy when superseded	No
Assessor	Property Tax Exemption Applications	Applications where a taxpayer is claiming exemption from property taxes	Retain while exemption application is in effect plus additional 10 years	No
Assessor	Railroad Lands	Listing of Railroad lands which are taxable to the railroads	10 years	No
Assessor	Railroad Leases	Name and Lessee and area involved (copies)	10 years	No

Assessor	Real Estate and Personal Property Abstract of Assessment	Summation of different property types by location and by school district. Original goes to Department of Revenue	10 years	No
Assessor	Request for Exemption of Tax on Property Used for Control of Air, Land and Water Pollution	Certain equipment and description of it and use	6 years	No
Assessor	Request for Review of Real Estate Assessment and Declaration of Value by Owner	Taxpayer is of the opinion his/her property is erroneously valued, general information	3 years	No
Assessor	Special Property Tax Applications	Applications for special property tax classifications such as blind/disabled, homestead, managed forest land, marina etc. as well as special property tax programs such as green acres	Retain while classification or program application is in effect plus additional 10 years	
Assessor	Statement of Owner of Real Estate Claimed to be Exempt from Taxation	Owners name, address, does occupant pay rent. (Use of Property)	Indefinite	No
Assessor	Statewide Ratio Studies	Mailed to counties by State Department	6 years	No
Assessor	Townhouse/Condominium/Apartment Information	Floor Plans, Sale Prices, Model Information, Income Data.	6 years	No
Assessor	Utilities Valuations	Name of Utility and Value (Put on by State) (Copies)	5 years	No
Assessor	Warranty Deeds	Name and Address of Buyer and seller, legal description, terms	6 years	No
Assessor	Wetlands Application	Name, Address, Legal Description	6 years	No
Attorney	Child Dependency - Legal Action		2 years from last court activity	No
Attorney	Child Neglect - Legal Action		2 years from last court activity	No
Attorney	Civil File - Miscellaneous	Legal opinions given to county officials, including letters, memos, reports, research and other correspondence	Permanent	Yes
Attorney	Commitment	Mentally Ill and Dangerous	2 years from last court activity	No

Attorney	Commitment	Mentally Retarded - For when the County sought Conservatorship	2 years from last court activity	No
Attorney	Commitment	Other mentally retarded persons, inebriates, Mentally Ill, Guardianship, Restoration to Capacity	2 years from last court activity	No
Attorney	Contract Files	Contracts for Purchase/Lease/Sale of Services, Equipment and Property	Permanent	No
Attorney	Criminal Research	Criminal Division Opinion Letters, Memos, and Briefs	2 years from last court activity except Felony Appellate Briefs - Permanent	No
Attorney	Felony Files	Includes Pleadings, Police Reports, Complaints, Memos, Correspondence, Briefs, and Transcripts, includes certification as adult files	5 years from last court activity	No
Attorney	Felony Files	Serious Felony Files	10 years from last court activity	No
Attorney	Felony Files	Homicide Files	Permanent	No
Attorney	Gross Misdemeanors	Includes Pleadings, Police Reports, Complaints, Memos, Correspondence, Briefs, and Transcripts	2 years from last court activity	No
Attorney	Gross Misdemeanors (Enhanceable Offenses)	Includes Pleadings, Police Reports, Complaints, Memos, Correspondence, Briefs, and Transcripts	10 years from last court activity	No
Attorney	Investigation	Police Reports and Correspondence	2 years from last court activity	No
Attorney	Juvenile Files	Includes Pleadings, Police Reports, Complaints, Memos, Correspondence, Briefs, and Transcripts	2 years from last court activity	No
Attorney	Juvenile Files (Extended Juvenile Jurisdiction Disposition)	Includes Pleadings, Police Reports, Complaints, Memos, Correspondence, Briefs, and Transcripts	7 years from last court activity	No
Attorney	Litigation Files	Civil Investigation Litigation Involving County, including Pleadings, Briefs, Research Correspondence	Permanent	No

Attorney	Misdemeanors	Includes Pleadings, Police Reports, Complaints, Memos, Correspondence, Briefs, and Transcripts	2 years from last court activity	No
Attorney	Misdemeanors (Enhanceable Offenses)	Includes Pleadings, Police Reports, Complaints, Memos, Correspondence, Briefs, and Transcripts	10 years from last court activity	No
Attorney	Opinion Files	Formal Legal Opinions Prepared by County Attorney Office, including Correspondence and Research.	10 years, then transfer to the State Archives for selection and disposition	Yes
Attorney	Paternity and Child Support Action		Retain until Childs 21st Birthday	No
Attorney	Registers of Criminal Action	Case Book Summarizing each case Prosecuted by County Attorney	Retain Permanently or transfer to the State Archives	Yes
Attorney	Research Files	Research on Miscellaneous Topics Affecting County for which No Formal Answer/Opinion is Needed	10 years	No
Attorney	Termination of Parental Rights - Legal Action		30 days beyond appeal period; 2 years from last court activity	No
Attorney	Welfare Appeals	Financial and Social Services Appeals, Including Denial of AFDC Payments for Too Much Equity; Food Stamps Appeals; Medical Assistance Appeals	2 years from last court activity	No
Attorney	Welfare Appeals	Licensing, Including Day Care License, Foster Care License, etc.	2 years from last court activity	No
Attorney	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.	2 years from last court activity	No
Attorney	Appeal Files		Permanent	No
Community Health/Nursing Service	Administrative: Advisory Committee Meetings	Committees including but not limited to public health advisory, taskforces, citizen advisory, commissions and other board related groups maintained by the department. Note these groups are advisory and not decision making	5 years then transfer to The State Archives	Yes

Community Health/Nursing Service	Administrative: Assessment and Planning Documents	May include, but is not limited to the organizational strategic plan, the community health assessment and the community health improvement plan.	Until superseded, then destroy	No
Community Health/Nursing Service	Administrative: Authorizations	Documentation including but not limited to physician standing orders, vaccine protocols, Clinical Laboratory Improvements Amendments certificates	Current Version, plus 2 previous, then destroy	No
Community Health/Nursing Service	Administrative: Board Agenda and Meeting Minutes	Documents including but not limited to official community health board meetings. May include official business documents including agendas and meeting minutes.	Permanent	Yes
Community Health/Nursing Service	Administrative: Community Health Services Reports	Documents including but not limited to annual reports, data to support the annual reports, assessments and planning reports, surveillance data and Medicare cost reports	10 years from date of report then destroy	No
Community Health/Nursing Service	Administrative: Contracts and Grant Agreements	Original signed contracts, agreements, leases, and supporting documentation.	6 years after end of contract period then destroy, or for such longer period as required by applicable law or regulation.	Yes
Community Health/Nursing Service	Administrative: General Department Office Meetings	Includes but not limited to meeting agendas and minutes of staff meetings, internal task forces and other organizational meetings.	Retain 1 year after meeting then destroy.	No
Community Health/Nursing Service	Administrative: Management Records (for program controls)	Includes but not limits to IPI visit documentation, refrigerator temperature logs, MnVFC records, hazardous waste disposal records, laboratory QA records, medication/testing supply inventories and syringe/needle inventories.	3 years then destroy	No
Community Health/Nursing Service	Administrative: Public Health Policies and Procedures	Documentation of policies and procedures related to public health.	Current and one previous version.	No

Community Health/Nursing Service	Emergency Medical Services	General service statistics monitoring emergency medical services and data on services provided throughout the County, minutes from task force meetings.	6 years from date of report then destroy.	No
Community Health/Nursing Service	Emergency Preparedness: Incident Response	Plans and documentation relating to and resulting from responses (both exercises and real events) to public health incidents and emergencies, including After Action Reports	3 years after closure of response activities then destroy.	No
Community Health/Nursing Service	Emergency Preparedness: Plans	Plans and documentation relating to the preparation for public health emergencies, such as pandemic disease also including emergency preparedness stockpile/cache.	Until superseded	No
Community Health/Nursing Service	Environmental Health: Clandestine Lab Site Complaint and Investigation Records - Database Log Documentation	Documentation of public health investigations into environmental health issues related to clandestine lab site. Database log of pertinent investigation data.	Permanent	No
Community Health/Nursing Service	Environmental Health: Complaint and Investigation Records - Database Log	Documentation of public health nuisance complaints and investigations into environmental health issues. Database log of pertinent investigation data.	10 years after closure and then destroy.	No
Community Health/Nursing Service	Environmental Health : Complaint and Investigation Records - Investigation Documents	Documentation of public health nuisance complaints and investigations into environmental health issues. Includes documents related to the complaint and investigation process, and any records of active investigations that are part of a criminal proceeding.	10 years after closure and then destroy.	No
Community Health/Nursing Service	Environmental Health: License Applications and Inspection Reports	Includes, but is not limited to food, pools and lodging such as manufactured home parks recreational camping and lodging establishment, blueprints, equipment specifications and plans.	10 years and then destroy.	No
Community Health/Nursing Service	Environmental Health: Testing Data (Database)	Includes but not limited to Radon & well water testing, Database used to collect information from voluntary testing.	10 years and then destroy.	No

Community Health/Nursing Service	Patient/Client Records: Car Seat Program	May include, but is not limited to client eligibility information, model of car seat received and education provided.	7 years from date of issuance then destroy.	No
Community Health/Nursing Service	Patient/Client Records: Correctional Health	May include assessment, treatment, medication, and other health records that are maintained by public health. If maintained at the correctional facility, follow their retention policy.	2 years after jail discharge or for such longer periods as required by applicable law or regulation.	No
Community Health/Nursing Service	Patient/Client Records: Immunizations	May include but is not limited to information sent to state registry such as name, BD, parent or guardian, demographics, vaccine, date given, lot number, site and program eligibility, local case records such as consent to administer signatures, VIS date given, service site, screening for contraindications, varicella history and verification details.	5 years for information not stored in the registry. Client immunization information uploaded to state sponsored registry shall be managed by MDH and shall be kept according to their retention policy.	No
Community Health/Nursing Service	Patient/Client Records: Individual Services	Includes, but not limited to records of client cases open to public health programs that may include family health, migrant health, family planning services, CT&C, disease prevention and control-client investigation records, screening programs. May include assessments, care plans, medical data, progress notes, financial and insurance information, transfers, referrals and related case management data and individual adverse events following vaccination records.	7 years after closure or until client reaches age 25, whichever is later then destroy.	No
Community Health/Nursing Service	Patient/Client Records: Individual Services Special Categories (for example CMS cost report clients or Medicare managed care program provider clients)	Includes but not limited to records or client cases open to public health programs that may include CMS cost report clients, Medicare managed care programs, home care, Medicare fee for service, and waiver services. May include assessments, care plans, medical data, progress notes, financial and insurance information, transfers, referrals and related case management date, and individual adverse events following vaccination records (federal report).	10 years after closure or current federal regulations; whichever is later then destroy.	No

Community Health/Nursing Service	Patient/Client Records: Slight Service	Where a case record was not opened. May include but is not limited to intake documents, initial referrals/screening, or release of information. Either no service or minimal follow up as part of intake. May also include services where slight service completed and results/materials forwarded to a third party who maintains the records e.g. paternity testing, non-investigative TB skin testing, documentation of immunization USCIS Form 1693.	5 years after service completed then destroy.	No
Community Health/Nursing Service	Patient/Client Records: WIC	May include but is not limited to local case records prior to Hubert and state records with initiation of Hubert. Includes case records, voucher receipts, other individual WIC records. See also MN WIC Operations Manual and Grant Project Agreement.	6 years past closure if not scanned in to the state sponsored web-based or other current state system.	No
Highway	Accounts Receivable Ledger Record	Closed or Paid Accounts For Services or Materials Furnished to Individuals and Government Agencies	6 years	No
Administration	Agenda Packet	Complete record of information relevant to County Commissioner meetings	Retain permanently or transfer to the State Archives	Yes
Highway	Annual Report		7 years then transfer to the State Archives	Yes
Highway	Annual Road/Bridge Report To County Board		10 years then transfer to the State Archives	Yes
Highway	Construction And/or Maintenance Contract Documents	Including Proposals, Abstract of Bids, Performance Bonds, Partial and Final Payment Estimates	10 years after project completed	No
Highway	Construction Project and Maintenance Agreements With Cities and Villages		After agreement expiration and audit.	No

Highway	Designations and Revocations of County State-Aid Highways and County Roads	Copies	Permanent	No
Highway	Driveway Permits	Access Permits For Driveways Entering County State-Aid Highways and County Roads	Permanent	No
Highway	Employee Time/Equipment Report	All Original Time Sheets From Field and Shop Employees	RT Vision - 5 years	No
Highway	Equipment Cost History	Annual Recapitulation of Operating Costs and Repairs For Each County Highway Unit, Spec, Contract, Proposals	6 years	No
Highway	Equipment Repair Order	Description of Repairs and Materials Used	Life of unit	No
Highway	Field Construction Source Documents	Including Weight Tickets, Inspection Reports, Etc.	6 years	No
Highway	Gas and Oil Consumption Report	Tank or Drum Field Stock Report For Perpetual Inventory Records.	6 years	No
Highway	Inspection and Field Construction Reports	Including Project Log Records, Diaries Pertaining to Specific Contracts or Agreements.	6 years after contract expiration	No
Highway	Material Requisition For Inventory Stock	Record of Items Removed From Stock and Disposition to Road or Equipment	6 years	No
Highway	Motor Vehicle/Employee Accidents Reports		10 years	No
Highway	Moving Permits		3 years	No
Highway	Receipts and Disbursements Register and Control Journal (Or Trial Balance)	Primary Ledger Sheet For Distribution of Receipts and Disbursements From The County Road and Bridge Fund	6 years	No
Highway	Regulatory Signs/Signal Orders	Data Indicating Locations and Date Of Installation or Removal	Permanent	No

Highway	Right of Way Documents	Easements, Acquisition Certificates Appraisal Certificates, Plats,	Permanent	No
Highway	Salaries and Wages Payroll	Employee Listing of Salaries and Wages Earned Semi-Monthly or Monthly	Permanent unless record copy retained in Auditor's office or central payroll, then 6 years	No
Highway	Utility Permits/Right of Way Violations	Permits to Work Within Right of Way Boundaries on County State-Aid Highways and County Roads	Permanent	No
Highway	Vendors Invoices and Related Purchase Orders and Receiving Records		6 years	No
Human Resources	Applicant Data - General	Applications, Resumes, Letters of Recommendation, Affirmative Action Forms, Certification of Test/Examination Results, List of Qualified Applicants, Ranking, Interview Notes, Reference Checks, Records That Relate to Posting, Recruitment, Selection and Appointment to Each Position. If Hired, Application Etc. Becomes Part of Employee Personnel File	3 years or length of eligibility if longer	No
Human Resources	Applicant Data- Background Checks	Background Checks Conducted by Third Party (Info Subject to FCRA)	5 years after employee's termination or 6 years after date of background check whichever is longer	No
Human Resources	Affirmative Action Reports	Copies of Reports Sent to Human Rights Commission	5 years	No
Human Resources	Benefits Enrollment Forms	Employee's Medical, Dental, Deferred Compensation, Etc. Election Forms	5 years after employee's termination	No

Human Resources	Benefits Plan	Includes Insurance, Health Care, Deferred Compensation, Etc.	Until superseded or 6 years after coverage lapses	No
Human Resources	Classification Studies	Studies Which Describe Job Duties and May Rank Individual County Positions. See Also: Pay Equity	Until superseded	No
Human Resources	Compensation Plan	Salary Tables/Ranges, Plan Documents, Pay Increase Criteria	10 years	No
Human Resources	Employment Eligibility Verification/I-9 Form	Verifies Status of Citizenship or Naturalization	3 years after date of hire, or 1 years after employment is terminated, whichever is later. Should not be retained in employees personnel file	No
Human Resources	Drug and Alcohol Testing Results - A	Includes Commercial Drivers License (CDL'S), Controlled Substance Test Results, Drivers Evaluations, Etc.	1 years for records of negative and canceled drug tests, records of alcohol tests with a result below .02 BAC (49 CFRs382.401)	No
Human Resources	Drug and Alcohol Testing Results - BB	Includes Commercial Drivers License (CDL's), Controlled Substance Test Results, Drivers Evaluations, Etc.	5 years after employee's termination for alcohol test results greater than .02 BAC, Verified positive controlled substance test results, documentation of refusal to test, calibration of documentation, driver evaluations and referrals	No
Human Resources	Equal Employment Opportunity Reports/Summary Data (EEO Reports)	Reports Sent to Federal Government	3 years	No

Human Resources	Grievance Files	Formal Written Employee Grievance and/or Complaint Filed Under Personnel Rules, and Received by County. Should Not be Retained in Employee Personnel File.	5 years after employee's termination	No
Human Resources	Job/Position - Descriptions	Personnel Department Retains a Position Description History on The Various Positions Within The County	Until superseded	No
Human Resources	Labor Unions- Arbitration Decisions		Permanent	No
Human Resources	Labor Unions - Contracts/Agreements	Contracts Between County Management and Various Labor Unions Including Correspondence, Salary Schedule and Personnel Policies	10 years	No
Human Resources	Labor Unions- Disputes/Grievances	Between Union and County Government Agency	Permanent	No
Human Resources	Labor Unions- Negotiating Data		Permanent	No
Human Resources	Medical Records/FMLA	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 and Employment Questionnaires or Histories, Medical Exams, Medical Opinions, Descriptions of Treatments and Prescriptions, and Employee Medical Complaints. Should Not be Kept in Employee's Personnel Files	5 years after employee's termination	No
Human Resources	Pay Equity Implementation Report	State Mandated Report Filed With Department of Employee Relations Consisting of Pay and Job Class Information	Until Superseded	No

Human Resources	Personnel Files	Records on Each Employee Such as Applications, References, Performance Evaluation, Job Performance Appeals, Job Descriptions, Reprimands, Resignation Letters, Exit Interviews, Training Records, Etc. Certain Records Should NOT be Retained in Employees Personnel Files: Medical Records, Health Insurance Information, I-9 Forms, Child Support Obligation Records, Investigations, or Any Other Record Which, in it's Presence, May Raise an Inference of Discrimination. All Originals Are to be Maintained by Personnel Department or Responsible Department	5 years after employee's termination. Destruction approval is contingent upon retention of master copy of payroll register or record.	No
Human Resources	Policies and Procedures/Rules and Regulations	For Human Resource Function, Includes Annual Leave Program, Hiring Procedures File Etc.	Until superseded	No
Human Resources	OSHA- Infectious Disease and Occupations Exposure Files	Files on Each Employee Dealing With Safety and Training on Diseases Such as Hepatitis and AIDS. Should Not be Kept in Employee Personnel File	30 years after termination	No
Human Resources	OSHA Citations of Penalty	Notifications of Violations by The County	5 years after citation	No
Human Resources	OSHA Reports	Incident Reports and Annual Summary	5 years following end of calendar year of record	No
Human Resources	OSHA Employee Exposure Records and Worker's Compensation		30 years after employee's termination or retirement	No
Human Resources	Safety Committee Agenda and Minutes		10 years	No

Human Resources	Safety Manual		Until superseded	No
Human Resources	Training Sign Up Sheets	List of Employees Participating in Each Training Program	5 years from the date of completed training or 5 years after termination, Whichever is applicable to the county's recordkeeping practices	No
Human Resources	Training Materials	Reference and Class Material Including Articles, Presentations, Manuals, Handouts Used in Each Training Session	5 years after training program becomes obsolete	No
Human Resources	Training Records	Individual Acknowledgement Form or Other Form That Employee Signs and is Kept in The Personnel File. Includes Right to Know, Harassment, and Other Trainings	5 years after employee's termination	No
Human Resources	Unemployment Claims		8 years	No
Zoning and Environmental Services	Board of Adjustment	A) Hearing and Findings B) Record of Variances C) Minutes of Meetings D) Tape Recordings of Minutes	Retain Permanently or transfer to the State Archives. Tapes may be reused or discarded 1 year. After formal approval of written minutes by board. Tape recordings cannot be the permanent record.	Yes
Zoning and Environmental Services	Budget		3 years	Yes
Zoning and Environmental Services	Interim Conditional Use Permits	Name, Address, Legal Description of Property, Reason For Conditional Use.	6 years after permit expiration	No

Zoning and Environmental Services	County Street Naming/Numbering File	A) Files Identifying Addresses For Structures Within The Jurisdiction of The County Street Naming and Numbering Ordinance.	Permanent	No
Zoning and Environmental Services	County Street Naming/Numbering File	B) File Showing Current Addresses and Locations of Structures Within Jurisdiction of County Street Naming and Numbering Ordinance	Permanent	No
Zoning and Environmental Services	County Street Naming/Numbering File	C) File Showing Current Plats With Addresses For All Parcels Within Jurisdiction of County Naming and Numbering Ordinance.	Permanent	No
Zoning and Environmental Services	Court Decisions on Zoning		Retain permanently or transfer to the State Archives for selection and disposition	Yes
Zoning and Environmental Services	Fees Collected	Name of Applicant and Amount of Fee and Purpose of Fee	6 years	No
Zoning and Environmental Services	Land Use Permits	Name and Address of Applicant, Description of Building, Legal Description of Property	Until Expiration	No
Zoning and Environmental Services	Land Variances	Name and Address of Property Owner, Legal Description of Property Being Split, Reason For Land Variance	permanent	No
Zoning and Environmental Services	Monthly Expenditures	Copies	1 year	No
Zoning and Environmental Services	Notices of Hearing		1 year	No

Zoning and Environmental Services	Planning Commission	A) Hearings and Findings B) Minutes. C) Tape Recordings of Minutes	Retain subparts "A" and "B" permanently or transfer to the State Archives for selection and disposition. "C" Tapes may be reused or discarded 1 year after formal approval of written minutes by commission. Tape recordings cannot be the permanent record	Yes
Zoning and Environmental Services	Preliminary Plats- Soils	Copies, Developer's Name and Address, Size and Legal Description of Lots in Plat	permanent	No
Zoning and Environmental Services	Receipt Book		6 years	No
Zoning and Environmental Services	Restricted AG Area Map		Retain Permanently or Until Superseded	No
Zoning and Environmental Services	Resolved Complaints		Retain Permanently	No
Zoning and Environmental Services	Setback Certificates	Name, Address, Legal Description of Property and Description and Use of Structure	permanent	No
Zoning and Environmental Services	Sewer Permits	Names, Address and Location of Sewer, Inspection Report	permanent	No
Zoning and Environmental Services	Shore land/Floodplain Ordinance File	Files of Shore land and Floodplain Area Applications For Building Permits, Conditional Use Permits, Variance Reports, and Zoning Inquiries	permanent	No

Zoning and Environmental Services	Subdivision Ordinances		Retain permanently or transfer to the State Archives	Yes
Zoning and Environmental Services	Zoning Ordinances		Retain permanently or transfer to the State Archives	Yes
Surveyor	County Road Files		permanent	Yes
Surveyor	Plats	A)Subdivision Plats, Auditor's Subdivision, Proposed Plats and Registered Land Surveys. B) Condominium Floor Plan	permanent	No
Surveyor	Plats, Preliminary Copies	Checked Against Final Plats When They Arrive	1 year after checked against final plat	No
Surveyor	Project Records	Miscellaneous Research Data	permanent	No
Surveyor	Property Maps	Maps Denoting County Property Boundaries	permanent	No
Surveyor	Railroad, Road and Street Maps	Original Tracings	permanent	Yes
Surveyor	Section and Quarter Section Maps	Line Maps on Mylar Denoting Property Boundaries	permanent	No
Surveyor	Survey and Project Reports	Reports Detailing The Documentation Process	permanent	No
Surveyor	Surveys and Topographical Maps	Miscellaneous	permanent	No
Surveyor	Tie Book Index		permanent	Yes
Surveyor	Tie Books and Field Notes	Original Survey Notes, and Notes, Drawings, and Measurements Needed to Locate The Position of Government Corners	permanent	No
Surveyor	Township Road Files	Record of New, Altered or Abandoned Roads	permanent	Yes
Records Common to all Departments	Annual Reports		Retain permanently or transfer to the State Archives	Yes
Records Common to all Departments	Attendance Records	Sick Leave, Paid and Unpaid Leave Requests, Compensations, Time Sheets, Part Time Claims, Department Copies	2 years	No

Records Common to all Departments	Budget/Budget Records	Budget Proposals; Approved Budget. Includes Supporting Data and Monthly Department Budget Report	2 years	No
Records Common to all Departments	Billing Claims	Monthly Expenses Records For Department Expenses, Purchase Orders, Invoices, Claim Forms, Accounts Payable Forms, Etc.	6 years	No
Records Common to all Departments	Contract/Agreements	Copies of Contracts and Agreements Entered Into With Agencies and Businesses and Other Pertinent Information, I.e. Selection Process of Vendor, Equipment and Bid Specifications	10 years after contract has expired	No
Records Common to all Departments	Correspondence	A) Routine Correspondence and Memorandums Between Departments, Administration, and Other Agencies	3 years	No
Records Common to all Departments	Correspondence	B) County Administrator/Executive Secretary/County Executive Correspondence and Subject Files of a Policy Making Nature	3 years then transfer to the State Archives for selection and disposition	Yes
Records Common to all Departments	Grants	State and Federal	6 years after grant agreement expires unless agreement dictates otherwise	No
Records Common to all Departments	Inventory	Physical Inventory of those Furnishings and Equipment in Department which are inventoried	Until superseded	No

Records Common to all Departments	Labor Relations Records	Includes Copies of Contracts Between Management and Various Unions; Background Bargaining Information; Records on Grievances and Disciplinary Actions and How They Were Settled. (Not Originals, For Originals/Master Copies of Union Contracts and Labor Dispute Data See Personnel Section of This Schedule, Items 20 and 21)	Until superseded	No
Records Common to all Departments	Legislative File	Records on Pending Legislation With Which Department Has Interest	Review annually and dispose of obsolete material	No
Records Common to all Departments	Meeting Minutes	Minutes Recording Actions Taken in Meetings Necessary For The Management of The Department and Its Activities. (Originating Department Only.) Does Not Include County Board Minutes. The State Archives Wishes to Have Transferred Minutes of County Committees and Governing Boards	6 years	Yes
Records Common to all Departments	Meeting Minutes	Tape Recordings of Meetings	Tapes may be reused or discarded 1 year after formal approval of written minutes by board. Tape recordings cannot be the permanent record	No
Records Common to all Departments	Personnel Policy File	Memos and Directives on Personnel Policies and Actions	Until superseded	No

Records Common to all Departments	Personnel Records	Department Copies of Personnel Records of Employee's Employment History; May include Applications, Resumes, Accident Reports; Disciplinary Actions, Promotions, Reclassification Consideration, Performance Reviews	Until Employee's Termination	No
Recorder	Grantee/Grantor Index	Alphabetical Indices, By Year, of Parties to All Document Filed With County Recorder	Permanent	Yes
Recorder	Reception Books	Index of Real Documents Filed Numerically With County Recorder Including Index by Document Number	Permanent	No
Recorder	Tract Index Records	Chronological Index of Real Property by Description	Permanent	Yes
Recorder	Contract Records		permanent	No
Recorder	Corporation Index File	Articles of Incorporation, Mergers, Amendments, Name Changes, Etc.	Permanent MS 386.46	Yes
Recorder	Daily Cash Receipts	Records of Filing Fees on Recorded Documents	6 years	No
Recorder	Document Number Index	Used to Find Instrument Book and Page	Permanent	No
Recorder	Leases and Corporate Information	Includes Resolutions, Affidavits and Pertinent Decrees	Permanent	No
Recorder	Limited Partnership Agreements	Written Take-Offs and Photo static Copies of Limited Partnership. Certain Certificates and Amounts of Limited Partnership	Permanent	No
Recorder	Miscellaneous Documents For Safekeeping	Cancellation of Liens on Margin, Personal Records, Patents Pending, Papers In Redemption, State Bank Directors, and Other Papers in Safekeeping, All Covered by Statute. Documents Left by Customers For Security Filing	Retain until owner of documents withdraws them or orders them destroyed.	No
Recorder	Power of Attorney Records		Permanent	No

Recorder	Unclaimed Documents Copies and Attested Documents	Copies of Documents Which Have Been Ordered by Customers But Never Picked Up.	6 months	No
Recorder	Bond Records	Bond Records of Public Officials	Permanent	No
Recorder	Farm Registration	Farms Registered by Owners Under The Specified Name Given Their Farm Lands. Includes Description of Said Lands	Permanent	Yes
Recorder	Index To Military Discharge		Permanent	Yes
Recorder	Military Discharge Records	Military Discharge Papers Filed by Veteran of All Branches of The Armed Services	Permanent	Yes
Recorder	Newspaper Register	Official Listing of All Minnesota Newspapers and Publications. Required by Statute. Shows Names of Owners, Printers, and Publishers of Each Newspaper.	Permanent	No
Recorder	Lien Record Books	Used to Check Liens on Property and as Reference in Abstracting Titles	Permanent	No
Recorder	Old Age Assistance Liens and Index		Permanent MS 386.46	No
Recorder	State/Federal Tax Liens and Index	Original Liens, Releases, and Satisfactions. Notices of Federal Tax Liens Filed Against Individuals	Permanent	No
Recorder	Government Survey Plat Book	Contains The Original Survey Which Shows Government Lots and 1/4 1/4's of All Sections	Permanent	Yes
Recorder	Plat Index	A) Alphabetical Plat Index Contains Name of Plat, Tract Index Number and Location	Permanent	Yes
Recorder	Plat Index	B) Index to Plats, Book and Page	Permanent	Yes
Recorder	Plat Index	Master Index to Original Plats Used as a Cross Reference	Permanent	Yes
Recorder	Plat Index	C) Plat Certificate Index and Certificate of Plat Corrections Index	Permanent	Yes
Recorder	Plats: Public Copy	Canvas-Backed Sheets	Permanent	No

Recorder	Canvas-Backed Sheets		Permanent	No
Recorder	Application to Register Title	Application to Change Ownership From Abstract to Torrens	Permanent	Yes
Recorder	Deed Records	Used in Title Abstracting	Permanent	Yes
Recorder	Mineral Rights File	Shows Mineral Rights Reserved Such as on Railroad Lands, Etc.	Permanent	Yes
Recorder	Mortgage Records	Records of All Mortgages Filed	Permanent	Yes
Recorder	Cash Control Records For Trustee: Account/Receipts on Each Item Entered	Monthly Sheets Showing Amounts Repositioned Daily to The Trust Account	6 years	No
Recorder	Information and Certified Copy Requests	Copies of Requests Dispatched From County Recorder's Office	6 years	No
Recorder	Ledger and Requisition Records	Account Ledger Sheets and Requisition Orders (Supplies)	6 years	No
Recorder	Ledger on Trust Account	Daily Trust Account	6 years	No
Recorder	Uniform Commercial Code Records (UCC)	Original Filings Amendments, Continuations, Assignments, and Information Requests. These Documents Relate to Liens on Personal Property and are Filed to Liens on Personal Property and are Filed by Debtor's Name	1 year after termination or lapse. MS 336.9-410	No
Recorder	U.C.C. Termination Statements		3 years after receipt MS 336.9-410	No
Recorder	Affidavits of Grantee	Affidavits Contain Name, Age, Residence, Martial Status and Legal Disability of The Grantee In Deeds of Transfer	Permanent	No
Recorder	Apartment Ownership and Condominiums	Can be Abstract or Torrens. Hard-shells and Public Copies of Plats and Other Documents Pertaining to Apartments/Condominiums	Permanent	No

Recorder	Certificates of Title/Ownership	A Certificate by The Registrar Which Shows The Current Status of Ownership and Encumbrances of any Parcel of Torrens Land	Permanent	No
Recorder	Certified Copy Sign-out Books	A Book Showing Who Signed Out For All Copies Returned	Permanent	No
Recorder	Corporation Index	An Alphabetical File of The Corporate Changes of Name, Mergers, and Articles	Permanent	Yes
Recorder	Document Index	A Numerical File of All Legal Documents Filed in The Torrens Office Since 1901	Permanent	No
Recorder	Grantee/Grantor Index	Locates Instruments in Torrens Section by Name of Grantee/Grantor	Permanent	Yes
Recorder	Index to Tract Index		Permanent	Yes
Recorder	Owner's/Mortgagee's Duplicate Certificate of Title		Destroy at time entering a "Surrender" Memorial on the certificate MS 508.835	No
Recorder	Owner's/Mortgages Duplicate Order Form		1 year	No
Recorder	Owner's/Mortgage's Duplicate Receipt File/Cards	A Numerical File by Certificate Number of All The Duplicate Certificates Which Have Not Been Picked Up or Mailed and Cancelled Mortgages	1 year after certificate is cancelled MS 508.835	No
Recorder	Power of Attorney Index	An Alphabetical File of The Names of All Persons Granted This Power, All Persons Who Gave The Power and The Document Number of The Instrument	Permanent	No
Recorder	Employee Suggestion Form		2 years	No
Recorder	Plat Index	Index to Section, Township, Range, Book and Page of Plats, Registered Land Survey (R.L.S.)	Permanent	Yes

Recorder	Plats	Memorial Survey Drawings Showing Property Boundary Lines and Judicial Landmarks (J.L.M.)	Permanent	Yes
Recorder	Purchaser and/or Residue Owner Affidavits	Individual and Corporate	5 years MS 508.836	No
Recorder	Purchaser and/or Residue Owner Affidavits	Partnerships	5 years	No
Recorder	Railroad Lands	A Certified List of Land Prepared by Railroad Companies and Files in Counties	Permanent	Yes
Recorder	Reception Books	Numerical Reception and Admission Index of All Instruments Filed	Permanent	No
Recorder	Reception Index	Numerical Index Which Contains The Names of Each Party to Every Document Filed	Permanent	No
Recorder	Registered Land Survey (R.L.S.)	Original Hard-shells and Public Copies of The Official Government R.L.S	Permanent	Yes
Recorder	Registered Land Survey (R.L.S.)	Preliminary Copies: Used to Check Errors and Defects Against Final Survey Before Hard-shells are Made For Filing	1 year after original is filed	No
Recorder	Section Corner Bypass		Permanent	No
Recorder	Section Maps, Half Section Maps, and Quarter Section Maps	Used to Identify Registered Land and Other Related Data; Property Divisions, Easements, Conditions and Encumbrances on title Certificate. Maps of All County Land, Many of Which Certain Certificates of Title and Documents.	Until superseded	No
Recorder	Tract Index	Land Index of All Transfers of Ownership of Torrens Land. Current History of All Conveyances of Registered Land by Legal Description	Permanent	Yes

Recorder	Vital Records: Birth Certificates	Certificates of live birth	Permanent	Yes
Recorder	Vital Records: Death Certificates	Certificates of Death	Permanent	Yes
Recorder	Vital Records: Notary Registration	Record of resgistration as a notary public	Permanent	Yes
Recorder	Vital Records: Ordination Certificate	Certificates of Ordination or license of ministry	Permanent	Yes
Human Services	Administrative Operational Records	Statistical Data, Policy Bulletins, Procedural Material, Correspondence, Etc. Related to The Development of Funding Authorization and Administration of Agency and Agency Affiliated Programs	Retain bulletins until they are no longer in effect, than discard. Retain statistical data until no longer useful, than discard	No
Human Services	Investigations and Charges by Applicants or Recipients of Services Under Minnesota Human Rights	Investigations of and Charges by Applicants or Recipients of Services Under Minnesota Human Rights	7 years	No
Human Services	Case Index Cards (If Used)	Summarized Case Identification Data Which Includes Names and Birth Dates of Clients, Last Known Address of Family Head, Case Number, Programs, Types of Services Received, Date of and Reason For Lasting Dosing.	Destroy in accordance with destruction of other case data	No
Human Services	Fiscal Land Statistical Reports to The State Agency	Forms Dated to The Agency Staff Activity Reporting and The Accounting Office Copy of Agency Action Forms	3 years after case closing or after audit	No
Human Services	General Ledger Accounts	Summaries of Payment Detail (Receipts and Disbursements) and Authorizations That are Recorded in The Books of Original Entry	10 years after case closing or after audit	No

Human Services	Intake Registers	Listing of Requests For Social Services and Financial Assistance and Their Subsequent Disposition	3 years after last entry	No
Human Services	Minutes of County Human Services Agency Boards, Welfare Boards, Mental Health Board. And Other Agency Board	Section A- Summaries of General Business Discussions, Personnel Transactions, Policy Discussion and Formation, and Administrative Reports. Section B- Social Service and Income Maintenance Case Openings, Closing, Denials, Property Waivers, Medical Liens, Vendor Payments, Supplemental Payments, Etc. Identifying Information Should Consist of Case Number Only (Not Case Name)	Retain permanently or transfer to State Archives	Yes
Human Services	Paid Administration Claims (Bills)	Individual Claims (Bills) For Costs Such as Rentals, Equipment, Supplies. Mileage, Conference Costs, Etc.	6 years after closing or after audit	No
Human Services	Paid General Assistance Claims	Individual Records of Claims (Bills) and Payments Made From General Assistance Funds	6 years after closing or after audit	No
Human Services	Paid Medical Bills	Claims For Medical Vendor Payments	6 years after closing or after audit	No
Human Services	Payment Abstracts	Records of Checks Issued and Chargeable to The Various Welfare Funds. Data Includes Names of Clients and Amounts Paid	6 years after closing or after audit	No
Human Services	Social Welfare Fund Receipts, Redeemed Checks, and Accounts	A- Receipts and Redeemed Checks B- Ledger Accounts - Summaries (Receipts and Disbursements) and Authorizations that are Recorded in The Books of The Original Entry	6 years after closing or after audit	No
Human Services	COS Computer Systems (Social Services)	Client Identification Data, Services Provided Funding Sources, Etc. Output Includes Update Reports (Work Sheets for Recording Social Worker Activity), and Statistical Reports	3 years after case closing, or after audit	No

Human Services	Public Assistance Client Files	Including Health Care, Cash Assistance, Food Assistance, Child Care Assistance, Emergency Assistance, and Long Term Care Assistance, and Other Related Programs	Retain and destroy according to approved county retention schedules in place on 12/31/2013	No
Human Services	Public Assistance Client Files	Including Health Care, Cash Assistance, Food Assistance, Child Care Assistance, Emergency Assistance, and Long Term Care Assistance, and Other Related Programs	Destroy documents other than exception documents 10 years after received	No
Human Services	Social Service Case Records (All Services Cases)	1) Application For Social Services 2) Appropriate Case Narratives 3) Service Plans and Agreements	4 years after case closing or after audit, unless child protection case	No
Human Services	Social Services Case Records (Title XX Funding)	1) Income Declarations 2) Verification of Income (When Required)	If current, 4 years after case closing, if not current, 4 years from completion date	No
Human Services	Social Service Case Records (Required "Situational" Forms)	Inter and Intra Agency Referral Forms A) Service Providers B) Income Maintenance C) Payment Authorization D) Supervisory and Case Review Documents E) Support and Collections F) Appeal Summaries and Hearing Records	Items A-D 4 years after form completion date. Items E-F 4 years from the closing of the file	No
Human Services	Social Service Case Records (Miscellaneous Case Notes)	1) Phone Messages 2) Supervisory Instructions 3) Routing Slips	Destroy immediately after completed action	No
Human Services	Social Service Case Records (Forms Related to Adoption and Subsidized Adoption)		Permanent	No

Human Services	Social Service Case Records (Forms Related to Child Protection Files)	Maltreatment Reports, Etc.	Maltreatment not determined and child protection services not needed, or "Alternative Response" Case Files: Destroy 4 years after case closing or after audit.	No
Human Services	Social Service Case Records (Forms Related to Child Protection Files)	Maltreatment Reports, Etc.	Maltreatment determined or child protection services needed: At least 10 years after the date of the final entry in the case record.	No
Human Services	Social Service Case Records (Forms Related to Child Protection Files)	Maltreatment Reports, Etc.	Order destruction of related records at School or court services agency when other records relating to the report are destroyed	No
Human Services	Social Service Case Records (Forms Related to Court Requested Evaluations)		In the event of a contested adopted petition, the only study which needs to be kept permanently is the adoption study of the adoption family. Destroy after action- then retain 4 years after case closing	No

Human Services	Social Service Case Records (Forms Related to Adult Protection)	Common Entry Point and Intake From Vulnerable Adult Maltreatment Report	2 years if report determined to be false or not investigated and no final disposition. 4 years if report determined to be inconclusive. 7 years if report determined to be substantiated	No
Human Services	Social Service Case Records (Forms Related to Day Care-Children)		4 years after closing or after audit	No
Human Services	Social Service Case Records (Forms Related to Day Care-Adults)		4 years after case closing or after audit	No
Human Services	Social Service Case Records (Forms Related to Foster Care - Children)		10 years after case closing or after audit	No
Human Services	Social Service Case Records (Forms Related to Guardianship of Children)		Permanent	No
Human Services	Social Service Case Records (Forms Related to Adult Public Guardianship)		10 years after case closing	No
Human Services	Social Service Case Records (Forms Related to Health Case Records)	A) Social and Medical History Report B) Psychological Report C) State Hospital Admission D) Discharge Report	4 years after case closing or after audit	No
Human Services	Social Service Case Records (Forms Related to Report of Child Born out of Wedlock)		If child is kept, destroy record 4 years after closing date. If child is placed follow adoption schedule	No

Human Services	Social Service Case Records (Forms Related to Contracts With Social Service Providers)	Agreements With Vendors to Provide Social Services	4 years after audit	No
Human Services	Social Service Case Records (Fiscal and Program Reporting)	For Individuals With Developmental Disabilities, Chemical Dependency, or Mental Illness	4 years after case closing or after audit	No
Human Services	Social Service Case Records (Records Regarding Death of a Ward or Conservatee With Developmental Disabilities, Chemical Dependency, or Mental Illness)		6 years after case closing	No
Human Services	Social Service Case Records (Retention of Consumer's Records for Individuals With Developmental Disabilities, Chemical Dependency or Mental Illness)		6 years following termination of services	No
Human Services	Social Service Case Records (Requirements for Individual Program Plans Proposing to Use a Controlled Procedure)	For Individuals With Developmental Disabilities, Chemical Dependency, or Mental Illness	6 years after implementation of controlled procedure	No
Human Services	Social Service Case Records (Required Records and Reports Authority, Required Records and Reports, County of Guardianship Responsibility)	For Individuals With Developmental Disabilities, Chemical Dependency, or Mental Illness	6 years after case closing or after audit	No

Human Services	Information and Referral Slight Service Case	Forms Including Identifying Information B) Statement of Request C) Disposal of Inquiry	4 years after case closing or after audit	No
Human Services	Volunteer Service Records	Volunteer Application Form B) Cumulative Service Record C) Request For Services D) Disposition of Services and Evaluations E) Inactive Volunteer Reports	1 year after closing	No
Human Services	Licensing Records	Licensing File, Licensing Investigations	7 years	No
Human Services	Support and Enforcement Case Reports	1) Referral to Support 2) Assignment of Support 3) Divorce Decree 4) Application for IV-D Services 5) Court Orders and Referral 6) Absent Parent Papers. A) Absent Parent Questionnaire B) Request to DHS For Assistance in Locating Absent Parent C) Summary of Contacts and Efforts to Locate 7) Affidavits 8) Copy of URESA Complaint 9) Sheriff's Department Information Sheet 10) Citizen's Complaints 11) Copies of Subpoenas 12) Face Sheet 13) Casework Abstracts 14) Intra- and Inter- Office Memos A) Eligibility Technicians B) Accounting C) County Attorney's Office 15) Correspondence	3 years after case closing or after audit. Non-Welfare cases: 21 years from youngest child's birth date	No
Human Services	Pre-Admission Screening	To Determine Admission to Nursing Home and Care. Includes Quality Assistance Reports or Per- Admission Screening	4 years after case closing or after audit	No

Human Services	Energy Assistance	Forms Containing Information Regarding Eligibility of Client For Fuel Assistance. Includes Vendor Remittance Applications, Income Verifications, Landlord Agreement EAP Gross and Household Income Worksheet, Intake Document, Abstracts, Remittance device, Sub Grantee Invoice, Quarterly Progress Notes, Budget Grant Agreements, Etc.	4 years after case closing or after audit	No
Human Services	Advisory Committee Records	Includes Minutes and Agendas For Advisory Committees, Community Health Task Forces, Social Services Task Forces, Mental Health Task Forces, Etc.	4 years, Minutes: Permanent or transfer to State Archives	Yes
Human Services	Fraud Investigation	Data and Forms Relating to Investigation of Fraud Reports	4 years after case closing or completion of Investigation	No
Sheriff / Law Enforcement	Accident Reports	Officers Report of an Accident Investigation Conducted by him/her and Required by State Law, Indicating Drivers Names, Date of Birth, Address, Passengers, Cause of Accident, Amount of Damage, Injuries, and Drawing of Accident With Description	3 years	No
Sheriff / Law Enforcement	Accounts Payable Records	Copies of Monthly Abstracts For Bills	2 years	No
Sheriff / Law Enforcement	Admission Release Records		2 years after inmate discharge	No
Sheriff / Law Enforcement	Adult Case Files	Written Reports of Investigation or Action Taken by Deputy,. Reports Regarding Criminal Investigations and Non-Criminal Action Taken or Investigated Including Miscellaneous Reports, Criminal Offense Reports, and Supporting Documents	10 years unless homicide, then retain permanently	No

Sheriff / Law Enforcement	Apprehension and Detention Orders	Orders From Court/Probation Officers With Reference to The Rules Sent Forth Regarding and Inmate During His Incardination and Often For Behavior and Rules Afterward	Until inmate off probation	No
Sheriff / Law Enforcement	Arson	Arson Reporting Immunity Law, Disclosure of Information Insurance Company to Release to Authorized Person	6 years	No
Sheriff / Law Enforcement	Board of Prisoners Billing	Bills Sent to Other Jurisdictions For Boarding Their Prisoners	2 years	No
Sheriff / Law Enforcement	Bookkeeping Records For Jail and Civil Process Transactions	Records of Deposit Slips, Transaction Records Within The System, Prisoner and Huber Transactions, Billing and Receipting of Fees to/From Other Agencies and Attorneys	6 years	No
Sheriff / Law Enforcement	Child Abuse/Maltreatment of Minors	A) Substantiated Reports: Records Maintained by Police/Welfare With Availability to Prosecuting Authority For Disclosure of Name Substantiated Report	7 years after date of final entry in case record MS 626.556, Sub. 11 (B)	No
Sheriff / Law Enforcement	Child Abuse/Maltreatment of Minors	B) Unsubstantiated Reports	1 year See statute for procedure. MS 626.556, Sub. 11 (A,C)	No
Sheriff / Law Enforcement	Civil Action Books	Lists Date, Type of Action, Attorney, Plaintiff, Defendant, Fees Charged For All Actions Served	20 years	No
Sheriff / Law Enforcement	Civil Process (Sheriff's Day Book)	The Means by Which Court Obtains Jurisdiction Over a Cause of Action to Determine Personal or Property Rights and The Authority to Enforce it's Orders Against all Parties to The Action	5 years	No
Sheriff / Law Enforcement	Commitments: Adult	Order of The Court Showing The Name of The Person to be Committed and The Location of The Commitment	5 years	No

Sheriff / Law Enforcement	Commitments: Juvenile	Order of The Court Showing The Name of The Person to be Committed and The Location of The Commitment. Legal Document From Sentencing Court Which Authorizes Confinement at The Jail Facility	Seek permission from juvenile court to destroy when juvenile reaches 18	No
Sheriff / Law Enforcement	Contingent Fund Records	Documents Relating to Funds Received From and Paid Back to Sheriff's Contingent Fund; County Claims, Travel Requests and Documentation of Claim	6 years	No
Sheriff / Law Enforcement	Court Orders From Court Services and Probate Court	Documents Relating to Orders to Sheriff to Find and Take into Custody Certain Individuals for The Court .	5 years	No
Sheriff / Law Enforcement	Court Orders Served Worksheet	Worksheet Showing Date Received, Issuing Court, Plaintiff, Defendant, Person Served, Attorney of Record, Letter of Instruction, if Sent	5 years	No
Sheriff / Law Enforcement	Criminal Records	Availability Public Employment or Licensing Purposes. Convenience Copy From BCA, NCIC-FBI, or NLETS	Destroy immediately after usefulness	No
Sheriff / Law Enforcement	Criminal Warrants- Cancelled	Documents Relating to Warrants of Arrest Issued by Courts That Have Been Cancelled	5 years or return to court when no longer in effect or valid	No
Sheriff / Law Enforcement	Delinquent Mobile Home Tax Books	Books Showing Delinquent Mobile Home Taxes for Warrants and Citations, Correspondence, Receipt Books Showing Money Collected and Dispersed.	6 years	No
Sheriff / Law Enforcement	Delinquent Tax Receipts	Receipts Issued to Person/Company For Delinquent Personal Property Taxes. List Also Given to Clerk of District Court	6 years	No

Sheriff / Law Enforcement	Notification of Persons Released From State Correctional Facilities	To Advise Sheriff That Person Released is in His Jurisdiction. Copy From The Statewide Criminal Justice Telecommunications Network	Destroy at the discretion of the receiving agency	No
Sheriff / Law Enforcement	Executions Served Worksheets	Time Card Showing Employee's Activities. Daily Log of Staff	6 years	No
Sheriff / Law Enforcement	Explosive Use Permits	Applicants Name, Address and Personal Information to be Checked With The BCA for Clearance to Obtain and Explosive Use Permit	3 years	No
Sheriff / Law Enforcement	Firearm Applications/Permits	Applicant Names, Addresses, and Personal Information. Permits are to Obtain and or Carry a Handgun. Includes Application to Purchase and a Copy of The Firearm Permit to Carry	Permanent	No
Sheriff / Law Enforcement	Food Service Records		1 year	No
Sheriff / Law Enforcement	Gunshot Wound Records	Physicians, Surgeons, Hospital Mgrs. And Other Health Professionals Shall Report Gunshot Wounds They Treat to The Sheriff	7 years	No
Sheriff / Law Enforcement	Huber Release Records	Permission From The Courts to Allow For Inmate Work Outside The Jail, Sign In/Out Sheets For Control of Hours Worked, Record of Payment For This Privilege, and Monies Paid to The Court by Their Order	6 years	No
Sheriff / Law Enforcement	Initial Complaint Report	First Record of All Calls For Service or Reports of Offenses Received. Date and Time Call was Received; Name of Victim, Witness or Reporting Party; Times Showing When Deputy was Assigned, Arrived and Cleared; Who Took Call, Short Narrative.	3 years	No

Sheriff / Law Enforcement	Initial Complaint Reports of Transports of Prisoners	Documents Relating to All Transportations of Individuals Showing Date, Time, Name of Person, By Whom, and to Where Transported	3 years	No
Sheriff / Law Enforcement	Incident Complaint Logs (Dockets)	A) Chronological Record of Events	5 years then transfer to State Archives for selection and disposition	Yes
Sheriff / Law Enforcement	Incident Complaint Logs (Dockets)	B) I.D. of Undercover Agents, Informants, Victims of Sexual Assault or Intra-Familial Sex Abuse	5 years	No
Sheriff / Law Enforcement	Incident Complaint Logs (Dockets)	C) Arrest Warrant Indices Until Taken into Custody, Served or Appear Before Court	5 years	No
Sheriff / Law Enforcement	Incident Complaint Logs (Dockets)	D) Description of Stolen, Lost or Recovered Property	5 years	No
Sheriff / Law Enforcement	Incident Complaint Logs (Dockets)	E) Program Data	5 years	No
Sheriff / Law Enforcement	Incident Complaint Logs (Dockets)	F) Deliberative Processes or Investigative Techniques, Final Opinion or Justification	5 years	No
Sheriff / Law Enforcement	Incident Complaint Logs (Dockets)	G) Inmate Count Report	5 years	No
Sheriff / Law Enforcement	Inmate Financial Records	Records of Inmates Financial in/out Status During Incarceration	2 years	No
Sheriff / Law Enforcement	Inmate History Card	Summary Card Showing All Transactions Involving Individual Inmates, Filed After Discharge, and Kept in Booking Room During The Incarceration	Retain Permanently or transfer to the State Archives	Yes
Sheriff / Law Enforcement	Inmate Incident Reports	Jailer/Officers Report Giving Particulars in Case of Accident/Incident to Inmate While Incarcerated in the Jail. Such Incident Will Also be Located in The Daily Log	2 years	No

Sheriff / Law Enforcement	Inmate Medical Record.	Any and All Medical Activity Involving Each Inmate During Incarceration; All Doctors Visits, Doctors Directions, Medicine Administered and Directed, Medical Complaints and Doctor's Name Seen or Consulted	7 years after inmate discharge	No
Sheriff / Law Enforcement	Inmate Visitor Registration Log/Jail Visitor Register	Sign in Log Stating Name of Visitor, Relation to Inmate Being Seen, Date, Time, and Name of Inmate Seen	5 years	No
Sheriff / Law Enforcement	Investigations	A) Active: Cases Involved in an Ongoing Investigation B) Inactive: Closed Cases Concluded by Prosecution, Investigative Conclusion or Being Outdated by a Certain Period	Until statute of limitations expires	No
Sheriff / Law Enforcement	Jail Inventory	Physical Inventory of Furnishings and Equipment to Jail	Until superseded	No
Sheriff / Law Enforcement	Jail Register Books: Adult	Booking Ledger That Lists Inmate's Name, Commitment Number, Admit/Discharge Date, Offense, Length of Sentence, Type of Discharge; I.E. Parole, Furlough, Completion of Sentence	Retain Permanently or transfer to the State Archives	Yes
Sheriff / Law Enforcement	Jailer's Daily Activity Log	Documents Relating to Specific Activities of Jailers and Prisoners During Each Jailer's Shift Each Day. Chronological Record Maintained by Jailers in Regard to Daily Events Including Security Checks and Routine Occurrences	Permanent	No

Sheriff / Law Enforcement	Juvenile Case Files	All Information Dealing With The Involvement of Juveniles in Incidents Outside the Law Prior to Their Emancipation at Age 18. Also Includes Non-Criminal Activity Involvement in Any Matter Pending Investigation by Law Enforcement	Seek permission from juvenile court to destroy when juvenile reaches 18	No
Sheriff / Law Enforcement	Juvenile Detention Book	Lists Name, Address, Date of Birth, Offense, Date of Release, and Date Booked for All Juveniles Jailed	Permanent	No
Sheriff / Law Enforcement	Local Identification File	Local Level Only. Contains Prisoner Information Including Name, Address, Offense, Date of Birth, Length of Incarceration, Arresting Agency, Nearest Relative and Historical Information About a Person's Activities While in Jail, Mug Shot, Fingerprints in The Local Jurisdiction	5 years after last contact. The BCA does not recommend retention of this data at all	No
Sheriff / Law Enforcement	Maltreatment of Vulnerable Adults	A) Substantiated Reports: Records Maintained by Police/Welfare With Availability to Prosecuting Authority for Disclosure of Name of Substantiated Report	7 years MS 626.557, Sub. 12	No
Sheriff / Law Enforcement	Maltreatment of Vulnerable Adults	B) Unsubstantiated Reports	4 years MS 626.557, Sub. 12	No
Sheriff / Law Enforcement	Maltreatment of Vulnerable Adults	C) False Reports	2 years MS 626.557, Sub. 12	No
Sheriff / Law Enforcement	Master Index: Adults	Any and all Instances of Reporting any Subject For Action Necessary by an Officer, Court Dispositions Regarding Violations, and all Criminal Activity - Any Dealings With any Subject Needing Police Attention	10 years after last contact	No

Sheriff / Law Enforcement	Master Index: Juvenile	Any and all Instances of Reporting any Subject For Action Necessary by an Officer, Court Dispositions Regarding Violations, and all Criminal Activity - Any Dealings With any Subject Needing Police Attention	10 years after last contact	No
Sheriff / Law Enforcement	Mortgage Foreclosure Books and Worksheets	Books Showing Mortgagor, Mortgage, Date of Sale, Attorney of Record, and Purchase Price	Retain books permanently or transfer to the State Archives retain worksheets 10 years	Yes
Sheriff / Law Enforcement	Officer Investigative Progress Reports	Deliberative Processes or Investigative Techniques, Final Opinion or Justification. Officers Views	As long as case file maintained	No
Sheriff / Law Enforcement	Operation Identification Itemization	A List of Items Marked With a Selected Number, Location of Such Number, and Article Name, Kept For any Participating Person	Permanent	No

Sheriff / Law Enforcement	Portable Recording System	<p>(a) Portable recording system data that are not active or inactive criminal investigative data and are not described in paragraph (b) or (c) must be maintained for at least 90 days and destroyed according to the agency's records retention schedule approved pursuant to section 138.17.</p> <p>(b) Portable recording system data must be maintained for at least one year and destroyed according to the agency's records retention schedule approved pursuant to section 138.17 if:</p> <p>(1) the data document (i) the discharge of a firearm by a peace officer in the course of duty if a notice is required under section 626.553, subdivision 2, or (ii) the use of force by a peace officer that results in substantial bodily harm; or</p> <p>(2) a formal complaint is made against a peace officer related to the incident.</p> <p>(c) Portable recording system data that document a peace officer's use of deadly force must be maintained indefinitely.</p> <p>(d) If a subject of the data submits a written request to the law enforcement agency to retain the recording beyond the applicable retention period for possible evidentiary or exculpatory use related to the circumstances under which the data were collected, the law enforcement agency shall retain the recording for an additional time period requested by the subject of up to 180 days and notify the requester that the recording will then be destroyed unless a new request is made under this paragraph.</p>	1 year	No
Sheriff / Law Enforcement	Prisoner Property Envelopes Showing Signed Release	Lists Prisoner's Name, Date of Arrest, and Personal Property's Taken of From His Before Being Put in a Cell, and Date and Signature When Items Returned	2 years after release	No
Sheriff / Law Enforcement	Property Lists	Description of Stolen, Lost, or Recovered Property	2 years after sheriff's sale	No
Sheriff / Law Enforcement	Radio/Dispatch Logs	Documents Relating to Calls Taken by Dispatcher and Referred to a County Police Department	5 years	No
Sheriff / Law Enforcement	Receipt Books	Receipts Made Out For Cash or Property Received	6 years	No

Sheriff / Law Enforcement	Sheriff's Trust Fund/Checking Account Records	Bank Statements, Deposited Slips, and Cancelled Checks of Sheriff's Trust Fund. All Refund Checks and Deposits For Civil Process Fees and Trust Account	6 years	No
Sheriff / Law Enforcement	Shift Activity Report: Supervisors	Summary of Department Activity Occurring During a Supervisor/Watch Commander's Shift	2 years	No
Sheriff / Law Enforcement	Staff Training Records	Records of Hours of Training for Sheriff's Personnel	Until termination	No
Sheriff / Law Enforcement	Statistical Reports of Inmates	Monthly Reports Generated Which Show How Many Commitments Have Been Received, Number of Inmates, When Released, and Time Spent	2 years	No
Sheriff / Law Enforcement	Summons, Subpoenas, and Complaints Served, Worksheets, and Officers Logs	Summary of Department Activity Occurring During a Supervisor/Watch Commander's Shift	5 years	No
Sheriff / Law Enforcement	Tow Slips/Reports	Record of All Vehicles Towed by Department	5 years	No
Sheriff / Law Enforcement	Warrant Files	Arrest Warrant Exists Until Taken Into Custody, Served, or Appear Before Court	Until Warrant Cancelled	No
Sheriff / Law Enforcement	Warrants For Intercepting Communications	Court Warrant Approving Interception of Wire or Oral Communication	3 years	No
Veterans Service	572/Request For Change of Address		10 years	No
Veterans Service	1-9/Appeal to Board of Veteran Appeals		10 years	No
Veterans Service	9-16-6A/Application of Total Disability/Income Provision (Non-Medical)		10 years	No

Veterans Service	10-10F/Application For Medical Benefits Asset-Insurance Data		10 years	No
Veterans Service	10-10M/Application For Medical Benefits Medical Certificate and History		10 years	No
Veterans Service	10-10R/Application For Readmission to Hospital or Domiciliary		10 years	No
Veterans Service	10-583/Claim For Payment of Cost of Unauthorized Medical Services		10 years	No
Veterans Service	10-194/Application For Adaptive Equipment - Motor Vehicle		10 years	No
Veterans Service	10-7079/Request For Outpatient Medical Services		10 years	No
Veterans Service	21-121/Application For Burial Allowance and Accrued Amounts Payable as Reimbursement		10 years	No
Veterans Service	21-509/Statement of Dependency		10 years	No
Veterans Service	21-524/Statement of Person Claiming to Have Stood in Relation of Parent		10 years	No
Veterans Service	21-526/Veteran's Application For Compensation or Pension		10 years	No

Veterans Service	21-526E/Veteran's Application For Compensation or Pension at Separation From Service		10 years	No
Veterans Service	21-527/Income-Net Worth and Employment Statement		10 years	No
Veterans Service	21-530/Application For Burial Allowance		10 years	No
Veterans Service	21-534/Application For Dependence and Indemnity Compensation or Death Pension by Widow or Child		10 years	No
Veterans Service	21-535/Application For Dependency and Identity Compensation by Parents		10 years	No
Veterans Service	21-551/Application For Accrued Benefits by Veteran's Widow (Widower), Child or Dependent Parent		10 years	No
Veterans Service	21-601/Application For Reimbursement From Accrued Amounts Due a Deceased Beneficiary		10 years	No
Veterans Service	21-609/Application For Amounts Due Estates of Persons Entitled to Benefits		10 years	No

Veterans Service	21-614/Application For Accrued Amounts of Veteran's Benefits Payable to Widow, Widower, Child or Dependent Parents		10 years	No
Veterans Service	21-651/Election of Compensation or Pension in Lieu of Retired Pay or Naive of Retired Pay to Secure Compensation or Pension From Veterans Administration		10 years	No
Veterans Service	21-674/Request For Approval of School Attendance		10 years	No
Veterans Service	21-686C/Declaration of Marital Status		10 years	No
Veterans Service	21-1775/Statement of Disappearance		10 years	No
Veterans Service	21-2680/Examination of Household Status or Need For Regular Aid and Attendance		10 years	No
Veterans Service	21-4100/Statement of Income and Net Worth		10 years	No
Veterans Service	21-4103/Information From Remarried Widow		10 years	No
Veterans Service	21-413B/Statement in Support of Claim		10 years	No
Veterans Service	21-4142/Authorization for Release of Information		10 years	No

Veterans Service	21-4165/Pension Claim Questionnaire for Farm Income		10 years	No
Veterans Service	21-41B3/Application for Dependence and Identity Compensation by Child		10 years	No
Veterans Service	21-4185/Report of Income From Property or Business		10 years	No
Veterans Service	21-4502 Application For Automobile or Other Conveyance and Adaptive Equipment		10 years	No
Veterans Service	21-4555/Veteran's Initial Application in Acquiring Specially Adapted Housing		10 years	No
Veterans Service	21-6783/Report of Income From Sale of Property (Old Law)		10 years	No
Veterans Service	21-6897/Statement of Income and Net Worth - Disability		10 years	No
Veterans Service	21-B416/Request For Information Concerning Medical, Legal or Other Expenses		10 years	No
Veterans Service	21-8416A/Request For Information Concerning Family Unusual Medical Expenses		10 years	No
Veterans Service	21-8796/Statement of Termination of Marital Relationship		10 years	No
Veterans Service	22-1900/Disabled Veteran's Application For Vocational Rehabilitation		10 years	No

Veterans Service	22-1990/Veteran's Application For Program of Education or Training		10 years	No
Veterans Service	22-1990A/Service man's Application For Program of Education or Training		10 years	No
Veterans Service	22-1990P/Service man's Application For Pre-Discharge Educational Program (Prep)		10 years	No
Veterans Service	22-1990T/Application and Enrollment Certification For Individualized Tutorial Assistance		10 years	No
Veterans Service	22-1995/Request For Change of Program or Place of Training (Chapter 34)		10 years	No
Veterans Service	22-5490/Request For Change of Program or Place of Training (Son or Daughter)		10 years	No
Veterans Service	22-5490W/Request For Change of Program or Place of Training (Widow or Widower Wife or Husband)		10 years	No
Veterans Service	22-B725/Application For Educational Loan		10 years	No
Veterans Service	23-22/Application of Service Organization as Claimant's Representative		10 years	No
Veterans Service	26-1802/Application For Home Loan Guaranty or Insurance		10 years	No

Veterans Service	26-1802B/Application For Home Loan Guaranty Refinancing Loan		10 years	No
Veterans Service	26-1817/Application For Determination of Basic Eligibility - Unremarried Widow		10 years	No
Veterans Service	26-1880/Request For Determination of Eligibility and Available Loan Guaranty Entitlement		10 years	No
Veterans Service	26-6381/Application For Release From Personal Liability to The Government on a Home Loan		10 years	No
Veterans Service	26-6382/Statement of Purchaser or Owner Assuming Seller's Loan		10 years	No
Veterans Service	26-B621/Certificate of Veteran's Status For FHA Loan		10 years	No
Veterans Service	26-B641/Application For Guaranty of Loan to Purchase Mobile Home		10 years	No
Veterans Service	29-336/Designation of Beneficiary and Optional Settlement		10 years	No
Veterans Service	29-352/Application For Reinstatement (Medical) (USGLI and NSLI)		10 years	No

Veterans Service	29-352A/Supplemental to Insurance Medical Application		10 years	No
Veterans Service	29-353A/Application For Reinstatement (Non-Medical - Insurance Age 50 and Under) (Government Life Insurance and or TDIP)		10 years	No
Veterans Service	29-357/Claim For Disability Insurance Benefits		10 years	No
Veterans Service	29-358/Application For Conversation - Government Life Insurance		10 years	No
Veterans Service	29-358A/Application For Exchange to Special Endowment at Age 96 Plan - USGLI		10 years	No
Veterans Service	29-380/Application For Protection of Commercial Life Insurance Policy (Under Soldier's and Sailor's Civil Relief ACT)		10 years	No
Veterans Service	29-888/Insurance Deduction Authorization		10 years	No
Veterans Service	29-1546/Application For Cash Surrender Value - Government Life Insurance		10 years	No
Veterans Service	29-1547/Application For Policy Loan - Government Life Insurance		10 years	No

Veterans Service	29-1606/Application For Total Disability Income Provision (Medical)		10 years	No
Veterans Service	29-4125/Claim For One Sum Payment (All Policy Prefixes)		10 years	No
Veterans Service	29-4125A/Claim For Monthly Payments (NSLI)		10 years	No
Veterans Service	29-4125K/Claim For Monthly Payments (USGLI) (K Prefix Policies Only)		10 years	No
Veterans Service	29-4125-1 Table For Monthly Payments (Options 2,3, and 4 - Policy Prefix V and H Only)		10 years	No
Veterans Service	299-4125-2/Table For Monthly Payments (Option 2,3, and 4 - Policy Prefix J, Jr and JS Only)		10 years	No
Veterans Service	29-4125-3/Tables For Monthly Payments (Options 2,3, and 4 - Policy Prefixes RS and RH Only)		10 years	No
Veterans Service	29-4125-5/Tables For Monthly Payments (Options 2,3, and 4 - Policy Prefixes K Only)		10 years	No
Veterans Service	29-4337.Authorization For Release of Information From Insurance Records		10 years	No
Veterans Service	29-4364/Application For National Service Life Insurance (Medical) (RH)		10 years	No

Veterans Service	29-8283/Claim For Death Benefits (SGLI and VGLI)		10 years	No
Veterans Service	29-8285/Request For Insurance		10 years	No
Veterans Service	29-B286/Servicemen's Group Life Insurance Election		10 years	No
Veterans Service	29-B485/Application For Ordinary Life Insurance (Replacement Insurance For Modified Life Reduced at Age 65)		10 years	No
Veterans Service	29-B485A/Application For Ordinary Life Insurance (Replacement Insurance For Modified Life Reduced at Age 70)		10 years	No
Veterans Service	29-B713/Application For SGLI (Retired Reservists)		10 years	No
Veterans Service	29-B714/Application For VGLI (Submitted Within 120 Days of Separation)		10 years	No
Veterans Service	29-8714-2/Application For VGLI (Submitted Within One Year Following 120 Days After Separation)		10 years	No
Veterans Service	29-8715/Application For Veterans Group Life Insurance (Veterans Separated Before August 1, 1974)		10 years	No

Veterans Service	40-1330/Application For Headstone or Marker		10 years	No
Veterans Service	60-2008/Application For US Flag For Burial Purposes		10 years	No
Veterans Service	60-3288/Request For and Consent to Release of Information From Claimants Records		10 years	No
Veterans Service	Defense Department Forms	DD-3/Application For Gold Star Lapel Button	10 years	No
Veterans Service	Defense Department Forms	DD-149/Application For Correction of Military or Naval Record	10 years	No
Veterans Service	Defense Department Forms	DD-293/Application For Review of Discharge or Separation From The Armed Forces of The US	10 years	No
Veterans Service	Defense Department Forms	DD-1172/Application For Uniformed Services Identification and Privilege Card	10 years	No
Veterans Service	Defense Department Forms	DD-1881/Survivor Benefit Plan Election Certificate - By Existing Retiree (P.L. 92-425)	10 years	No
Veterans Service	Defense Department Forms	DD-1882/Survivor Benefit Plan Election Change (P.L. 92-425)	10 years	No
Veterans Service	Defense Department Forms	DD-1883/Survivor Benefit Plan Election Certificate (P.L. 92-425)	10 years	No
Veterans Service	Defense Department Forms	DD-1883/Survivor Benefit Plan Election Certificate (P.L. 92-425)	10 years	No
Veterans Service	Defense Department Forms	DD-1885/Survivor Benefit Plan Minimum Income Claim (P.L. 92-425)	10 years	No
Veterans Service	Defense Department Forms	SF-180/Request Pertaining to Military Records	10 years	No
Veterans Service	Miscellaneous Forms of Other Government Agencies	BC-600/Application For Search of Census Records	10 years	No
Veterans Service	Miscellaneous Forms of Other Government Agencies	HA-501/Request For Hearing-Social Security Administration	10 years	No

Veterans Service	Miscellaneous Forms of Other Government Agencies	SSA-1696/Appointment of Representative Social Security Administration	10 years	No
Veterans Service	Miscellaneous Forms of Other Government Agencies	HA-520/Request For Review of Hearing Examiner's Action - Social Security Administration	10 years	No
Veterans Service	Miscellaneous Forms of Other Government Agencies	SSA-561/Request For Reconsideration - Social Security Administration	10 years	No
Veterans Service	Miscellaneous Forms of Other Government Agencies	SF-223/Power of Attorney by Individual to a Bank For The Collection of Checks Drawn on The Treasurer of The US	10 years	No
Veterans Service	Miscellaneous Forms of Other Government Agencies	CSC-307/Designation of Representative (us Civil Service Commission)	10 years	No
Veterans Service	Miscellaneous Forms of Other Government Agencies	SF-15/Claim For 10 Point Veteran Preference	10 years	No
Veterans Service	Miscellaneous Forms of Other Government Agencies	SF-170/Application For Federal Employment	10 years	No
Veterans Service	Miscellaneous Forms of Other Government Agencies	POD-3575/Change of Address Order (Post Office)	10 years	No
Veterans Service	Miscellaneous Forms of Other Government Agencies	65A-6751/Order For Photocopies Concerning Veteran (Records of Veterans Who Served in The US or Confederate Armed Forces Prior to World War 1)	10 years	No
Veterans Service	Miscellaneous Forms of Other Government Agencies	MA-7-53/Application For Armed of Exemplary Rehabilitation Certificate	10 years	No
Veterans Service	Miscellaneous Forms of Other Government Agencies	FCSC-289/Application For Prisoners of War Compensation Under Public Law 91-289 (Foreign Claims Settlement Commission of The US) Information Gathered Through Agent Orange Information and Assistance Act.	10 years	No

Veterans Service	Miscellaneous Forms of Other Government Agencies	DVA 0001-02 Parts 1 and 2 Application For Subsistence and/or Medical Benefits	10 years	No
Veterans Service	Miscellaneous Forms of Other Government Agencies	DVA 00025-02/Budget Work Sheet	10 years	No
Veterans Service	Miscellaneous Forms of Other Government Agencies	DVA 14A/Report of Investigation	10 years	No
Veterans Service	DVA-101/Eligibility Board Action, Budget	Duplicate	10 years	No
Veterans Service	DVA 106/Monthly Income Report-Duplicate		10 years	No
Veterans Service	DVA 204-205/Authorization For Release of Information		10 years	No
Veterans Service	DVA 207 and 270/Voucher to Pay Vendor For Services	Duplicate	10 years	No
Veterans Service	DVA 259/Budget and Home Visit - Reports	Duplicate	10 years	No
Veterans Service	DVA 260/Medical Report and Reports From Doctors, Hospitals	Duplicate	10 years	No
Veterans Service	Billing Submitted to D.V.A. For Payment. I.E., Electricity, Fuel, Shelter, Rubbish	Copies	10 years	No
Veterans Service	Conversations by Phone or Personal Contacts	Notes in File	10 years	No
Veterans Service	County Court, Probate Division, Petition For Judicial Commitment	Duplicate	10 years	No

Veterans Service	Daily Contact Sheets		10 years	No
Veterans Service	General Correspondence	Duplicate, Vet/Department to V.A., or State of Minnesota, Department of Veterans Affairs.	10 years	No
Veterans Service	Income Questionnaire	Copy	10 years	No
Veterans Service	Monthly Reports	Compiled of Information on Daily Contact Sheets	10 years	No
Veterans Service	Statement in Support of Claim		10 years	No
Veterans Service	Submission Letters to State of Minnesota, Department of Veterans Affairs, Regional Center Government Office		10 years	No
Veterans Service	V.A. Annual Income Questionnaire Cards, Report of Income by Calendar Year	Duplicate	10 years	No
Veterans Service	Veterans Index Card		10 years	No

General Records Retention Schedule for County Auditors and Treasurers

Code	Title	Description	Retention Period	Classification	Class Citation	Function Statute
FIN001	Account Activity Report	Final Year End Report showing all financial activity including Revenues, Expenditures and Journal Entries	20 Years	Public	MS 13.03 MS 13.43 MS 13.46	MS 385.04 MS 384.14 MS 13.43 MS 13.46

FIN002	Annual Audit Report (Facts & Findings from OSA/CPA - unless included as part of your Annual Financial Statement FIN003)	A copy of the annual audit by the state auditor or by a CPA firm must be available for inspection	7 years	Public	MS 13.37	MS 6.481
FIN003	Annual Audited Financial Statement or CAFR	Report comprising the financial report of the County that complies with the accounting requirements of the Governmental Accounting Standards Board (GASB)	Permanent (transfer to State Archives after 7 years)	Public	MN 13.03	MS 356.20 MS 477A.017
FIN004	Bank Statement and Reconciliations	Balancing of daily and monthly transactions and accounts	6 years	Public	MS 13.03 MS 13.43	MS 385.04
FIN005	Budget and Audit Workbooks	schedules and documents used to calculate the information reported in the annual financial statements	6 years	Public	MS 13.03	
FIN006	Investment Records	Documentation supporting investment records. Pledge reports showing pledged securities for safekeeping of county funds as collateral for deposits over FDIC limits, Brokers Certificates	6 years	Public	MS 13.03	MS 118A
FIN007	NOTE* Record FIN007 skipped in State model schedule	This entry intentionally left blank				
FIN008	Warrant & Claims Invoices	All invoices, accounts payable, vouchers, orders and other disbursements by the County	6 years	Public	MS 13.03	MS 384.14 MS 13.43 MS 13.46
FIN009	Federal Equitable Sharing Agreement Certification	Annual Certification of any funds received & how they are spent. This is for assets seized for a federal crime that the County gets a share of	6 years	Public	MS 13.03 Freedom of Information Act 5 U.S.C. 552	Dept. of Justice Money Laundering & Asset Recovery Section (MNLARS)

TAX001	Abatements & Additions	Adjustments to current year property tax roll	6 years	Public	MS 13.03	MS 375.192
TAX002	Annexation: Order for Annexation of Unincorporated Property	Documents for updating the tax system for levy calculations. Permanent record in Recorder's Office.	6 years	Public	MS 13.03	MS 414
TAX003	Annexation: School Petitions for Boundry Line Changes	Petitions or request for boundary line changes for school districts	10 years; then transfer to State Archives	Public	MS 13.03	MS 414.067(3)) MS 123A.45(1-3)
TAX004	Annual Tax Levy Files	Documents include: - Levy from taxing districts - Fiscal disparity files - Tax levy Certification Reports -Audit & Proofing Records -Tax Apportionments-Abstracts & Supplements	6 years	Public	MS 13.03	MS 275.065 MS 275.025 Chapter 473F Chapter 276A MS 275.07 MS 270C.89 MS 275.29

TAX005	Assessment Books, Tax Lists & Rolls (Books)	Current tax year lists separated into taxing districts (R.E., Personal Prop, Mobile Home, & Trans Lines)	10 years; then transfer to State Archives years ending in "0" and "1"	Public	MS 13.02 MS 13.03	MS 276.04 MS 429.061 MS 277.279 MS 357.021 MS 357.09 MS 287.05 MS 274.04
TAX006	Final Property Tax Statements	Certified Tax Statement in which receivables are created	6 years	Public	MS 13.03	MS 276.04
TAX007	Proposed Tax Statements	Proposed Tax Statements	Until Certified Statements are Final	Public	MS 13.03	MS 275.065 MS 275.025 Chapter 473F Chapter 276A MS 275.07 MS 270C.89 MS 275.29
TAX008	Changes Made to Taxpayer Records	Documents received to modify taxpayer records	2 years	Public	MS 13.03	Department Policy
TAX009	Debt Service Bonds	Includes amount of levy to be spread, number of years, interest rates, etc.	Until debt is retired and after audit	Public	MS 13.03	MS 475.61 MS 475.62

TAX010	Drainage Ditch Documents (other)	Documents include: -Tabular Statement of all Land Owners benefited by construction of waterway (Viewer's Report) - Petitions -Attorney opinions -Drainage Authority meeting minutes -Individual ditch cash balances - Engineers' Reports -Other correspondence	Permanent	Public	MS 13.03	MS 103E
TAX011	Drainage Ditch Liens	Multi-year liens are recorded and retained by the Recorder'sOffice as Permanent. Annual liens are approved by Board and retained permanently as part of the Board packet and minutes.	Until paid off and Audited. Multi-year liens retained permanently by Recorder's Office	Public	MS 13.03	MS 103E.605 MS 103E.611 MS103E.731
TAX012	Manufactured & Real Property Certificates	Certifications of taxes owed or that all taxes have been paid	1 year	Public	MS 13.03	MS 168A.142 MS 278.09
TAX013	Outstanding Indebtedness Reports and State Annual Debt Report	Annual report of debt for each taxing authority	6 years	Public	MS 13.03	MS 471.70
TAX014	Payments inLieu of Taxes (PILT)	Exempt organizations make payment in lieu of taxes. List of certified parcels making PILT Payments.	6 years	Public	MS 13.03	MS 272.68 MS 469.040 MS 477A.11-477A.14 MS 477A.17
TAX015	Property Splits or Inputs for Tax Records (also includes rural service district changes)	Documentation of property splits to update tax records. Department responsibility determined by individual county.	6 years	Public	MS 13.03	MS 272.162

TAX016	Property Tax Payment & Distribution Files (Settlement)	Breakdown of all advalorem and non-advalorem payments collected and settled to the taxing jurisdictions	6 years	Public	MS 13.03	MS 276.10 MS 276.111 MS 276.112 MS 127S.34 MS 298.75
TAX017	School Tax & Abatement Records	Reports to the Dept of Ed & each School District that list taxes paid and tax abatements to school taxes	6 years	Public	MS 13.03	
TAX018	Senior Deferral Notifications	Yearly notification to taxpayer of the cumulative total of deferred tax amounts	1 year after notification from the state that all deferral amounts have been paid/satisfied	Public	MS 13.03	MS 290B.04 MS 290B.05
TAX019	Special Assessment Records	Documents include:- Changes - Rolls from taxing districts- Resolutions	length of special assessment plus audit year	Public	MS 13.03	MS 429.061 MS 429.101 MS 116A.17 MS 103D.091

TAX020	State Orders on State Assessed Propertied	State orders from MN DOR for Railroad, and Public Utility properties	6 years	Public	MS 13.03	MS 270.071 - 270.079 MS 270.80- 270.87 MS 273.33 MS 270.072(2) MS 270.81(3)
TAX021	Tax Increment File / Economic Tax Abatement Records	Documents include Plans, impacted parcels, yearly certifications, etc.	6 years after decertification	Public	MS 13.03	MS 469.174 - MS 469.1794
TAX022	Tax Payment Listing	Date, amount paid and who made the payment. Includes Personal, RE, & MH Tax.	6 years	Public	MS 13.03	MS 429.061 MS 277.279 MS 357.021 MS 357.09 MS 287.05
TAX023	Vacation and Width of Highway	Orders from Commissioner of Transportation vacating a trunk highway	Permanent in the County Recorders Office	Public	MS 13.03	MS 161.165(6)

TAX024	Bankruptcy Court Correspondence	Letter pertaining to County property owners filing bankruptcy	7 years	Private		MS 386.45 21(g) Federal Bankruptcy Act 11 USCA 1 U.S.C. 362(b)(9)(8)
TAX025	Confession of Judgments	Original contracts, payment records and any other correspondence	6 years after final payment	Public	MS 13.03	MS 279.37
TAX026	Delinquent Real & Personal Property Tax list	List showing by taxing dist. Which taxpayers have and how much delinquent tax they owe	6 years	Public	MS 13.03	MS 270C.728
TAX027	Forfeiture Files	Resolutions, Letters of Interest, Expiration of Redemption, Cancellations, Parcel IDs, Auction and sale records, Sheriff service, Statement of Person or Corp, any other documents	10 years	Public	MS 13.03	MS 279.33 MS 279.34 MS 281 MS 282 MS 284
ELEC001	Absentee Voting Applications	Applications that are required in order for a voter to vote by absentee	22 months (6 yrs. For UOCAVA)	Public / Private	MS 13.03 MS 203B.04 42 U.S.C 1973(f)(f)	203B 204B.35 204C.13 MR 8210
ELEC002	Affidavit of Candidacy	Application by candidates to place name on ballot	22 months	Public	MS 13.02(12)	MS 204B.06 MS 204B.10 MS 204B.40

ELEC003	All other Election Material not specifically addressed	Other documents including, but not limited to summary statements, rosters, incident logs, affidavits of publication, election judge oaths & reconciliation forms	22 months	Public	MS 13.03	MS 211A.02 MS 211A.03
ELEC004	Campaign Finance Reports	Published expense reports on County website.	4 years	Public	MS 13.03	MS 211A.02 MS 211A.03
ELEC005	Candidate Statement of Economic Interest	Required to be filed annually with the County Auditor for candidates and current office holders	1 year after candidate is no longer in office	Public	MS 13.03	MS 10A.09
ELEC006	Election Abstract	Original signatures of canvassing board	Permanent	Public	MS 13.03	MS 204C.32 MS 204C.33
ELEC007	Election Maps & Precinct Tables	Maps and tables showing precincts and election district information	Until Superseded / Redistributed	Public	MS 13.03	MS 201.061 MS 201.11
ELEC008	Unused/Unmarked/Non-Voted Election Ballots	Includes electronic voting system and counting programs (cards)	Dispose at the end of contest period	Public	MS 13.03	MS 204C.20 - MS 204C.29 MS 204B.40
ELEC009	Voted Election Ballots	Voted ballots including absentee ballots and rejected/spoiled (counted or uncounted)	22 months	Public / Private	MS 13.37 MS 13.03	MS 204B.40 MS 204C.25
ELEC010	Voter Registration Applications (active or inactive)	Voter Registration applications including all returned PVC cards	22 months	Private / Public	MS 13.03 MS 13.355 MS 201.091	MS 138.17 MS 201.01 - MS 201.275 MR 8200

REG001	Drivers License Application (online or paper) and related reports	Applications form the public for drivers license renewals, duplicates, MN State ID cards, Instruction permits, and donor cards. Daily report of applications forwarded to the State for all ID's, permits and cards	3 years	Public / Private	MS 13.03 MS 13.41 MS13.69 MS171.12 (7)	MS 171.06
REG002	DVS Motor Vehicle Reports	Reports include Deputy Registrar daily report, Mail and Cashier report, Prorate Deputy Report	4 years	Public / Private	MS 13.03 MS 168.346 U.S.C. 18 Sec. 2721	MS 168.33
REG003	DVS Motor Vehicle Renewal & Non-title Duplicate Applications	Motor Vehicle tab renewal slips	15 months	Public / Private	MS 13.03 MS 168.346 U.S.C. 18 Sec. 2721	MS 168.33
REG004	Game & Fish License and Reports	Report of applications processes for various licenses	3 years	Public / Private	MS 13.03 MS 13.41	MS 97A.475
REG005	Snowmobile & Watercraft Registrations	Application contains name and address of owner and a description of boat or watercraft	Forward to DNR	Public / Private	MS 13.03 MS 13.41	MS 84.82 MS 86B.415 MS 86B.830
REG006	Snowmobile & Watercraft Registration Reports	Reports contain name and address of owner, permit number issued, and fees collected	3 years	Public / Private	MS 13.03 MS 13.41	MS 84.82 MS 86B.415
MISC001	All Contracts (expired or current)	Includes contracts on county property, invoices and purchasing agreements, etc	6 years after expiration	Public	MS 13.03	MS 384.09 MS 160.17
MISC002	Attorneys Opinions	Various reference	10 years then transfer to State Archives	Public	MS 13.03	
MISC003	Auxiliary Forest Reports		2 years	Public	MS 13.03	MS 88.52
MISC004	Bids (Accepted or Rejected)	For all large county purchases and roads. Also includes sealed bids on county projects. Includes rejected bids for county purchases and roads	6 years after project completed	Public / Private	MS 13.03 MS 13.37	MS 13.37

MISC005	Capital Equipment Listing	Listing of all equipment, vehicles, buildings, furniture, land, tools, etc. held by the county and tracked for insurance or accounting purposes. Monetary limits are defined by each individual county.	6 years	Public	MS 13.03	
MISC006	Contracts (Labor Union)	Bargaining Agreements with labor unions	10 years	Public	MS 13.03 MS 13.37 MS 179.01 - MS 179.77 MS 541.05 MS 572.08 - MS 572.30	Public Employment Labor Relations Act
MISC007	Draft County Board Workpapers	Agendas, agenda packets, and information backing up resolutions.	Until the final agenda packet is approved and acted upon	Public	MS 13.03	
MISC008	Approved County Board Agenda's, Resolutions and Supporting Documentation	Agendas, agenda packets, and information backing up resolutions	Approved or acted on agendas and packets retained permanently or transferred to State Archives	Public	MS 13.03	
MISC009	County Owned Property Files	Abstracts, Deeds, Contract for Deed (permanent record in Recorders Office)	Permanent	Public	MS 13.03	MS 507.24 MS 373.02
MISC010	Grant Agreements & Supporting Documentation	Includes grant applications, agreements, expense reports, etc.	Refer to Grant Agreement	Public / Private	MS 13.03	
MISC011	Job Classification/Compensation Studies	Description of job duties of individual county positions, wage scales, position levels, and other categorization	Retain until replaced or updated	Public	MS 13.03 MS 13.43	
MISC012	Minister Ordination	Credentials allowing to solemnize civil marriage	Permanent, unless recorded in the County Recorder's Office	Public	MS 13.03	MS 517.05

MISC013	Minutes: Board	Minutes of all Board meetings	Permanent or transfer to State Archives	Public	MS 13.03 MS 13.43	MS 384.09
MISC014	Minutes: Publication	Affidavit of Publications for Board minutes	6 years	Public	MS 13.03	MS 375.12
MISC015	Minutes: Board (Tape recordings)	Tape recordings of all Board meetings	Tapes may be reused or discarded after 1 year after formal approval of written minutes by Board. Tape recordings cannot be a permanent record	Public	MS 13.03 MS 13.43	MS 38.36
MISC016	Minutes: Extension Committee	Minutes of county extension committee (if applicable, as determined by individual county)	10 years then transfer to State Archives	Public	MS 13.03	MS 379.09
MISC017	Miscellaneous Licenses and Permits and all supporting documents	Various licenses and permits such as Auctioneer, Liquor, Beer, On Sale, Precious Metal, Tobacco, Fireworks...etc including supporting documents ie: Surety Bonds required for licenses, notice of violations, and work comp schedule	6 years	Public	MS 13.03 MS 13.41	MS 330.02 MS 329.11 MS 98.50 MS 325C.73-744
MISC018	Notices of Claims for Damages	Service of summons or other legal actions against the County	Upon settlement and audit of claim	Public	MS 13.03	MS 373.07
MISC019	Naming of Public Waters	Process by which to name or rename a public water	Permanent or transfer to State Archives	Public	MS 13.03	MS 83A.05
MISC020	Notary Commission filings	Notarial certificate valid for 5 years	6 years	Public	MS 13.03	MS 359.061
MISC021	Oath of Office	Oaths for all County Officers and Local Social Service agencies	10 years (or 5 years after service)	Public	MS 13.03	MS 358.11 MS 393.02
MISC022	Other documentation affecting payroll and claims on insurance	Garnishments, Child Support, Open Enrollment, Insurance records, Timesheets	6 years	Private / Public	MS 13.03 MS 13.384 MS 13.43	

MISC023	Payroll Journal/Master File	Annual report supporting benefits, deductions, and compensation paid to employees	Permanent	Private / Public	MS 13.03 MS 13.384	
MISC024	Personnel Files	Records for each employee such as applications, references, performance evaluations, appeals, job descriptions, reprimands, resignation letters, exit interviews, training records. Certain records should NOT be retained in employee personnel files (medical records, health insurance information, I-9 forms, child support records, investigations, or any other record which in its presence, may raise an inference of discrimination)	5 years after employee's termination	Private / Public	MS 13.03 MS 13.384	
MISC025	Public Official & Contractor Performance Bond	Surety bonds to cover public officials and public entities contractors	Until office expires or contract period expires	Public	MS 13.03	MS 574.20
MISC026	Recruitment & Interview files	Applicant name and examination score, if applicable	1 yr. for all applicants	Private / Non Public / Confidential	MS 13.34 MS 13.03	
MISC027	Road & Bridge Contractor Bonds	Surety Bond for road & bridge construction	After state audit	Public	MS 13.03	MS 574.28
MISC028	Timber Growing Plat	Information from owners who plant trees and are requested appropriation from State Agency	1 year	Public	MS 13.03	MS 348.02 MS 348.04
MISC029	Township Organization, Incorporation as Cities, Naming & Partition	Naming and renaming of townships & altering boundaries; township incorporation to a City	Permanent	Public	MS 13.03	MS 379.04 - MS 379.09 Chapter 414
MISC030	W-9s/ ACH Authorization Forms	Documents to support vendor information	7 years after last payment or vendor is inactive in AP	Public / Private	MS 13.03	MS 256.998