

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

NOTE:

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

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

Destruction Reporting:

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

Records Not on the General Schedule:

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

Resources:

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

Schedule Updates:

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

LIBRARY

July, 1988

CATEGORY DEFINITIONS

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

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

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

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

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

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

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

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

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

RECORDS SERIES DESCRIPTION	ENABLING AUTHORITY	DATA CLASS	CITATION FOR CLASSIFICATION	PRE POST CURR	PURPOSE AND USE FOR COLLECTION	AUTHORIZED RECIPIENTS	RETENTION/STATUTE	ARCH
1. ACQUISITION RECORDS Includes purchase orders and gifts (donor records).		Publ	MS 13.03				Retain purchase records 10 yrs. and donor records permanently.	N
2. ANNUAL REPORT OF THE LIBRARY BOARD	MS 134.13	Publ	MS 13.03				Retain permanently or transfer to the State Archives.	Y
3. AUDIO VISUAL EQUIPMENT CHECKOUT RECORDS Who currently has checked out projectors, cameras, etc., and who has returned equipment damaged or late and has not yet paid for damage or fine.	MS 134.12-.20	Publ	MS 13.03 MS 13.40	Curr			Retain loan/check-out 2 yrs. and fees and fines for equipment 6 yrs.	N
4. BOOKMOBILE RECORDS Schedules, circulation records, equipment, etc.		Publ Priv	MS 13.03 MS 13.40				Retain schedules until superseded. Retain equipment records for life of equipment plus audit. For circulation records see #7.	N
5. BORROWING AND REGISTRATION OF LIBRARY MATERIALS Record of borrower and material returned that was overdue or damaged if amount of damage or fine was not paid.	MS 134.12-.20	Priv	MS 13.40	Curr	To ensure return and prevent abuse of materials.	Library employees responsible for overdue procedures and for major overdues; Employee checking out materials	2 yrs.	N
6. CATALOGS Author, title, subject.		Publ	MS 13.03				Until superseded.	N

RECORDS SERIES DESCRIPTION	ENABLING AUTHORITY	DATA CLASS	CITATION FOR CLASSIFICATION	PRE	PURPOSE AND USE	AUTHORIZED RECIPIENTS	RETENTION/STATUTE	ARCH
				POST CURR FOR COLLECTION				
7. CIRCULATION RECORDS Includes cards, computer entries, and statistical reports.		Publ Priv	MS 13.03 MS 13.40				Retain cards and computer entries until superseded. Retain annual statistics permanently or transfer to the State Archives for selection and disposition; other stats 2 yrs.	Y
8. COPYRIGHT COMPLIANCE RECORDS		Publ	MS 13.03				3 yrs.	N
9. DEACCESSION RECORDS Pertains to withdrawing publications from collection. Including records of purchases and donated items.		Publ	MS 13.03				Retain purchasing records 6 yrs. and donated material permanently.	N
10. DIRECTOR'S/LIBRARIANS'S FILES		Publ Priv	MS 13.03 MS 13.43				Retain permanently or transfer to the State Archives for selection and disposition.	Y
11. FEE AND SERVICE CHARGE RECORDS		Publ	MS 13.03				6 yrs.	N
12. FINE AND LOST ITEM REIMBURSEMENT RECORDS		Publ Priv	MS 13.03 MS 13.40				6 yrs.	N
13. INTER-LIBRARY LOANS Loans of materials received to and from libraries.		Publ Priv	MS 13.03 MS 13.40				Until superseded.	N
14. MEETING ROOM REQUEST Application to use meeting rooms and any charges to be paid.	MS 134.12- .20	Publ	MS 13.03	Curr			1 yr.	N

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15. MINUTES OF THE LIBRARY BOARD	MS 134.11	Publ	MS 13.03				Retain permanently or transfer to the State Archives.	Y
16. MINUTES OF THE LIBRARY BOARD Tape recordings.	MS 134.11	Publ	MS 13.03				Tapes may be reused or discarded 1 yr. after formal approval of written minutes by board. Tape recordings cannot be the permanent record.	N
17. NEWSLETTERS Generated by library.		Publ	MS 13.03				2 yrs. then transfer to the State Archives.	Y
18. PETTY CASH REPORTS		Publ	MS 13.03				6 yrs.	N
19. PUBLICITY Includes news releases and public service announcements generated by library.		Publ	MS 13.03				2 yrs., then transfer to the State Archives for selection and disposition.	Y
20. SHELF LIST		Publ	MS 13.03				Until superseded.	N
21. SPECIAL EVENTS AND PROGRAMS		Publ	MS 13.03				2 yrs., then transfer to the State Archives for selection and disposition.	Y
22. STUDIES AND REPORTS Includes surveys, statistical reports, consultant reports, etc.		Publ	MS 13.03				Transfer to the State Archives for selection and disposition when no longer needed.	Y

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				POST				
23. VOLUNTEER GROUPS RECORDS Minutes, scrapbooks, and other records of Friends of the Library groups, etc.							6 yrs., then trans- fer to the State Archives for selec- tion and disposition.	Y
24. VOLUNTEER PERSONNEL RECORDS		Publ	MS 13.03				5 yrs. after volun- teer period ends.	N
		Priv	MS 13.43					

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