

# 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](http://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](http://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](http://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/](http://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.

## PERSONNEL

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. AFFIDAVIT OF PUBLICATION FOR JOB OPENING		Publ Priv	MS 13.03 MS 13.43				3 yrs.	N
2. AFFIRMATIVE ACTION FILES Sexual harrassment and discrimination.		Publ Priv Conf  Prot Non- publ	MS 13.03 MS 13.39 MS 13.43				Permanent	N
3. APPLICATION FOR EMPLOYMENT Not hired. Resumes, photos, letters of recommendation.		Publ Priv	MS 13.03 MS 13.43				1 yr. 29 CFR 1602.14	N
4. APPLICATIONS OF PERSONS ON ELIGIBILITY LIST		Publ Priv	MS 13.03 MS 13.43				2 yrs., or length of eligibility if longer.	N
5. ARBITRATION DECISIONS		Publ	MS 13.03				Permanent	N
6. CERTIFICATION OF TEST RESULTS		Publ	MS 13.03				2 yrs.	N
7. CETA RECORDS Includes pay records.		Publ	MS 13.03				6 yrs.	N
8. CLASSIFICATION STUDIES Description of job duties of individual county positions.		Publ	MS 13.03 MS 13.43	Pre Post Curr	Compensation administration.	Public	5 yrs., then trans- fer reports of major studies to the State Archives for selec- tion and disposition.	Y
9. DEPARTMENTAL RULES AND REGULATIONS Policies and procedures.		Publ	MS 13.03				Until superseded.	N

RECORDS SERIES DESCRIPTION	ENABLING AUTHORITY	DATA CLASS	CITATION FOR CLASSIFICATION	PRE POST CURR	PURPOSE AND USE FOR COLLECTION	AUTHORIZED RECIPIENTS	RETENTION/STATUTE	ARCH
10. ELIGIBILITY REGISTER Lists of job applicants who have qualified on required examinations ranked in order of test score.		Priv	MS 13.43	Pre Post Curr	Staffing of County positions.	Personnel Department	1 yr. after job has been filled.	N
11. EMPLOYEE SUGGESTION FORM		Publ	MS 13.03				2 yrs.	N
12. EQUAL EMPLOYMENT OPPORTUNITY REPORTS/SUMMARY DATA Reports sent to Federal Government.		Publ	MS 13.03				3 yrs. 29 CFR 1602.30	N
13. EXAMINATION FILE Completed examinations.		Priv	MS 13.43	Pre Post Curr	Recruitment and selection.	Personnel Department and/or Job Applicant	3 yrs. eligible, 1 yr. not eligible.	N
14. FAIR LABOR STANDARD ACT Salary schedules, employee classification, compensation periods, work schedules/periods.	29 CFR	Publ	MS 13.03 FLSA	Curr	Determine compliance with FLSA and coverage of employee.	Personnel Department, MN Dept. of Labor	Permanent	N
15. FIRST REPORT OF INJURY					Insurance documentation.	Personnel Department	3 yrs.	N
16. GRIEVANCE FILES Employee grievances and/or complaints filed under a labor agreement or personnel rules.		Publ*	MS 13.03 MS 13.43	Pre Post Curr	Serve as history of grievances filed.	*May sometimes be non-public. See MS 13.43 & 13.67 for guidance	Permanent	N
17. GRANTS State and Federal, including MEED.							6 yrs. after expiration unless grant agreement dictates otherwise.	N
18. INSURANCE Certificates and policies.		Publ	MS 13.03				Until expiration.	N
19. JOB DESCRIPTIONS							Until superseded.	N

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20. LABOR UNIONS: CONTRACTS Contracts between County management and various labor unions including: correspondence, salary schedules, personnel policies.	Public Employment Labor Relations Act (PELRA)	Publ	MS 179 (PELRA) Uniform Arbitration Act (MS 572.08-572.30), MS 541.05	Pre Post Curr	Written agreement between management and union on terms and conditions of employment.	See MS 13.43 & 13.67 for guidance	6 yrs. after expiration, then transfer to the State Archives for selection and disposition.	Y
21. LABOR UNION: DISPUTES		Publ	MS 13.03				Retain permanently or transfer to the State Archives.	Y
22. LABOR UNION: NEGOTIATIONS		Publ Non-publ	MS 13.03 MS 13.37				6 yrs.	N
23. LONG-TERM DISABILITY INSURANCE CLAIMS Claims filed by employees for LTD insurance program.		Priv	MS 13.43	Post Curr	Administration of LTD program.	Personnel Department	10 yrs. after final settlement of claim.	N
24. MEDICAL REIMBURSEMENTS Reimbursement claims for general unit and sheriff's department.				Curr	Union agreement.	Personnel Department	6 yrs.	N
25. MINUTES: PERSONNEL BOARD Minutes of all Personnel Board meetings.		Publ	MS 13.03 MS 13.43	Pre Post Curr	Serves as history of meetings.		Retain permanently or transfer to the State Archives for selection and disposition.	Y
26. MINUTES: PERSONNEL BOARD Tape recordings of all Personnel Board meetings.		Publ	MS 13.03 MS 13.43	Pre Post Curr	Serve as history of meetings.		Tapes may be reused or discarded 1 yr. after formal approval of written minutes by Board. Tape recordings cannot be the permanent record.	N

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27. NON-UNION SALARY DETERMINATION Salary schedules - annual for all non-union employees.				Curr	Compensation administration.	Personnel Department	6 yrs. after expiration.	N
28. OSHA: EMPLOYEE ACCIDENT REPORTS							5 yrs.	N
29. OSHA: EMPLOYEE EXPOSURE RECORDS Any information concerning employee exposure to toxic substances or harmful physical agents.							30 yrs. after termination or retirement. 29 CFR 1910.20	N
30. OSHA: EMPLOYEE MEDICAL RECORDS 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. Includes medical and employment questionnaires or histories, medical exams, medical opinions, descriptions of treatments and prescriptions, and employee medical complaints.							30 yrs. after termination or retirement. 29 CFR 1910.20	N
31. PENSION FILES Form letters and reports.		Publ	MS 13.03				Permanent	N
32. PERSONNEL FILES: INDIVIDUAL Contains applications, accident reports, citations, medical records, personal history, employee references, performance evaluations, attendance, disciplinary actions, letters of appointments/promotion, termination/resignation.		Publ Priv	MS 13.03 MS 13.43	Pre Post Curr	Used as employment history of employees.	Public information pursuant to statute indicated	5 yrs. after termination. (Destruction approval is contingent upon permanent retention of master copy of Payroll register or record.)	N

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				POST CURR	PURPOSE AND USE FOR COLLECTION			
33. POSITION CONTROL RECORDS Records tracking status of authorized positions.		Publ	MS 13.03				6 yrs.	N
34. POSITION RECRUITMENT FILE Records that relate to posting, recruitment, selection, and appointment to each County position.	29 CFR 1602.31	Publ Priv	MS 13.03 MS 13.43				2 yrs.	N
35. QUARTERLY COMPENSATION TIME REPORTS		Publ Priv	MS 13.03 MS 13.04 MS 13.43				2 yrs.	N
36. REQUISITIONS FOR PERSONNEL Request from County departments to fill job vacancies.		Publ	MS 13.03 MS 13.43	Pre Post Curr	Staffing of County positions.		Retain until 1 yr. after the job is filled or the requisition is cancelled.	N
37. SUMMER EMPLOYMENT (MEED, MINN YOUTH, SUMMER YOUTH) Applications, contracts, and misc. correspondence for summer employment.				Curr	Staffing county positions.	Personnel Department, Applicant	6 yrs.	N
38. TEST CARDS/REGISTER Record of examinations taken by individual applicant.		Publ Priv	MS 13.03 MS 13.43	Pre Post Curr	Recruitment and selection.	Until names are certified only Personnel Dept. and Applicant have access	3 yrs.	N
39. UNEMPLOYMENT CLAIMS/COMPENSATION Claims for unemployment.				Pre Post Curr		Personnel, Employee in question	6 yrs.	N

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40. WORKERS COMPENSATION Injury reports and correspondence dealing with injuries.	MS 176.231	Priv	MS 176.231	Pre Post Curr	Used to report/ record information regarding injuries and sickness of employees to State.	Commissioner, Dept. of Labor and his authorized represent- atives; County staff whose work requires access; contracted service agency; con- tracted rehabilitation services agency; County Attorney or authorized attorney, as authorized by court order	6 yrs.	N

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