

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.

COMMUNITY HEALTH/NURSING SERVICE

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. ANNUAL PLAN Community Health Services annual/periodic plan as required by state.		Publ	MS 13.03				Retain permanently or transfer to the State Archives.	Y
2. BLOOD PRESSURE PATIENT RECORDS Blood pressure history of walk-in clients, or clients who have attended Blood Pressure Clinics.	Local Board of Health MS 145	Priv	MS 144.335	Post Curr	Record of blood pressures to provide information to client or to refer to physician.	Individuals whose assignments require it, Subject of Data	3 yrs.	N
3. CHEST CLINIC PATIENT RECORDS Patient forms which identify the name or designated care code/number of a patient to include information on: Patient background information, i.e., address, telephone, race, marital status, etc. Patient medical history Test results from laboratory examinations of blood, urine, or similar specimens including microbiological tests Test results from physical examinations Medical treatment, medication, admission and discharge information Patient contact information Roentgen reports Vital capacity analysis and narrative notes Medication information Doctors' notes and orders Medical, nursing and social service data	CHS Act MS 145	Priv	MS 144.335 MS 13.42	Post Curr	To provide effective care and treatment, continued medical evaluation and control of the disease, and to prepare statistical reports and evaluative studies.	Individuals whose assignment reasonably requires it and individuals or entities who are authorized by state, local or federal law to gain access, Subject of Data	7 yrs. after case is closed. If minor involved, 7 yrs. after age of majority.	N

RECORDS SERIES DESCRIPTION	ENABLING AUTHORITY	DATA CLASS	CITATION FOR CLASSIFICATION	PRE POST CURR	PURPOSE AND USE FOR COLLECTION	AUTHORIZED RECIPIENTS	RETENTION/STATUTE	ARCH
3. General summary statistics on the nature and scope of services provided.	CHS Act MS 145	Publ	MS 13.03 MS 13.42 MS 145.911 - 145.922	Post Curr	Maintain a Community Health Services Plan for the development, implementation, coordination and operation of community health services that meet priority needs of the community.		10 yrs., then transfer to the State Archives for selection and disposition.	Y
4. CLINIC CLIENT RECORDS/STD Patient forms with name or designated case code/number which identifies patient records to include: Type of disease or disorder examined for and treatment Laboratory results on specimens including chemical, microbiological and virological data Treatment and referral information Patient contact information Special STD study data Nurses' notes concerning clinical finding or conditions Medication information Doctors' orders and notes	CHS Act MS 145	Priv Conf	MS 13.42 MS 13.38 MS 144.335	Post Curr	To provide effective care and treatment, continued medical evaluation and control of the disease, and to prepare statistical reports and evaluative studies.	Individuals whose assignment reasonably requires it, Personal Physician	7 yrs. after case is closed. If minor involved, 7 yrs. after age of majority.	N
General summary statistics on the nature and scope of services provided.	CHS Act MS 145	Publ	MS 13.03 MS 13.42 MS 145.911 - 145.922	Post Curr	Maintain a Community Health Services Plan for the development, implementation, coordination and operation of community health services that meet priority needs of the community.		10 yrs., then transfer to the State Archives for selection and disposition.	Y

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5. COMMUNITY HEALTH SERVICES ANNUAL REPORTS Financial and statistical information on agency.	CHS Act MS 145	Publ	MS 13.03 MS 145.911 - 145.922	Post Curr	Reporting to the State Department of Health on services provided. Maintain a Community Health Service Plan for the development, implementation, coordination and operation of Community Health Services that meet priority needs of the community.		7 yrs., then transfer to the State Archives.	Y
6. COMMUNITY HEALTH SERVICES DIRECTORY - INDEX Identification of all community health service clients.	CHS Act MS 145	Priv	MS 13.42	Pre Post Curr	Carry out community health programs and to prepare statistical reports.	Individuals whose assignment reasonably requires it and individuals who are authorized by state, local or federal law to gain access, Subject of Data	Permanent	N
7. CONTRACTED SERVICES General service statistics verifying the nature and scope of health services purchased by the County, including public health nursing, laboratory support for environmental health programs, community clinics, food service training, dental health.	CHS Act MS 145	Publ	MS 13.03 MS 145.911 - 145.922	Post Curr	Ensure that services are provided pursuant to contract.		6 yrs.	N

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8. EPSDT CLIENT RECORDS (EARLY AND PERIODIC SCREENING, DIAGNOSIS AND TREATMENT) Patient forms with name or designated case code/number which identifies patient records to include: Patient/client background information Authorization for health and developmental screening Check lists for services requested or received Invoices identifying medical services, diagnosis or treatment made, offered or received and subsequent follow-up results.	CHS Act MS 145	Priv	MS 13.42	Post Curr	Carry out federally mandated social service program for early and periodic screening, diagnosis and treatment of childhood disorders.	Individual whose assignment reasonably requires it and individuals or entities who are authorized by state, local or federal law to gain access, Subject of Data, and Parent or Legal Guardian	7 yrs. after case is closed. If minor involved, 7 yrs. after age of majority.	N
9. EMERGENCY MEDICAL SERVICES Emergency Ambulance Request Forms may identify person(s) receiving attention.	CHS Act MS 145	Priv	MS 13.42 MS 144.335	Post Curr	Monitor, evaluate and regulate County-wide emergency medical services system pursuant to the Community Health Services Act.	Community Health staff, Selected Physicians	6 yrs.	N
General service statistics monitoring emergency medical services throughout the County.		Publ	MS 145.911 - 145.922				10 yrs., then transfer to the State Archives for selection and disposition.	Y

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10. ENVIRONMENTAL HEALTH RECORDS Investigation and complaint forms with name which identifies a complainant/informant or investigational records of active investigations of regulated activities which may be or are part of a criminal proceeding through the County Attorney's Office, including:	CHS Act MS 145	Publ Conf	MS 13.03 MS 13.44		To provide effective investigations of regulated activities.	Complainant, City, County or State Health Officials and Legal Counsel	10 yrs.	N
Complaint form		Conf	MS 13.44	Post		Owner, Operator,		
Swimming pool inspection report			MS 13.82(5)	Curr		Designated Agent,		
Food establishment inspection report						City, County or State		
Environmental, public health and safety inspection report						Health Officials and		
Water Test Report and Registration						Legal Counsel		
Blueprints, equipment, specifications, product recipes and formulations or trade secrets for facilities		Non-publ	MS 13.37					
Summary and selected specific data on inspectional activities conducted, as well as service statistics by geographic area and selected programs.	CHS Act MS 145	Publ	MS 13.03 MS 145.911- MS 145.922	Post Curr	Maintain a Community Health Services Plan for the development, implementation, coordination and operation of community health services that meet priority needs of the community.		10 yrs., then transfer to the State Archives for selection and disposition.	Y

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11. EPIDEMIOLOGICAL SURVEILLANCE AND INVESTIGATION SERVICES Patient forms with name or designated code/name which identifies patient records to include surveillance and investigation of: Tetanus (PHS 4.23 (NCDC)) Poliomyelitis (PHS 4.235 (NCDC)) Diphtheria Mumps Measles Rubella Viral Hepatitis (CDC 4.191C) Reye Syndrome (CDC 4.571 K) Animal Bite Amebiasis Brucellosis Encephalitis Histoplasmosis Foodborne illness (CDC 4.245) Legionellosis Leprosy (CDC 4.267) Leptospirosis (CDC 4.173) Malaria (CDC 4.80) Bacterial Meningitis (CDC 4.520) Psittacosis (CDC 10.53) Rocky Mountain Spotted Fever (CDC 55,1) Toxoplasmosis (CDC 4.239) Trichinosis (CDC 4.239) Tularemia Typhoid Fever (CDC 4.383) Waterborne Disease (CDC 4.461) Botulism (CDC 4.450) Filariasis Pertussis	Local Board of Health MS 145	Priv	MS 13.42 MS 144.335		To provide effective surveillance and control of communicable diseases, and to prepare statistical reports and evaluative studies.	Individuals whose assignment reasonably requires it and individuals or entities who are authorized by state, local or federal law to gain access, Subject of Data	7 yrs. after case is closed. If minor involved, 7 yrs. after age of majority.	N

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				Curr				
11. Polio Cases Worksheet (TF4.329) Foodborne outbreak of gastroin- testinal illness Daily log book of patient contacts and telephone conversations Summary and selected specific data on epidemiology investigations which are conducted.	CHS Act MS 145	Publ	MS 13.03 145.911 - 145.922	Post Curr	Maintain a Community Health Services Plan for the development, implementation, coordination and operation of community health services that meet priority needs of the community		10 yrs., then trans- fer to the State Archives for selec- tion and disposition.	
12. HEARING SCREENING RECORDS Forms which identify person screened along with family roster, screening form, technician notes, referral information and release form.	CHS Act	Priv	MS 13.32	Post Curr	To carry out provi- sions of the screen- ing services, to provide effective follow-up, to prepare statistical reports and evaluate studies.	Individuals whose assignment reasonably requires it and individuals who are authorized by state, local or federal law to gain access, Subject of Data	7 yrs. after case is closed. If minor involved, 7 yrs. after age of majority.	N
13. HOME HEALTH CARE RECORDS Forms which identify name, address, code/number in a record containing: family roster, referral source, nursing assessment, plan of care, medical orders, nursing notes, pertinent financial data, billing forms, home health aide assignment sheets, home health aide notes of service, discharge summary and report of visits to referral.	CHS Act MS 145	Priv	MS 13.42	Pre Post Curr	To provide effective care, treatment, continued medical and nursing evaluation; to prepare statistical reports.	Individuals whose assignment reasonably requires it and indi- viduals who are authorized by state, local or federal law to gain access, Subject of Data	7 yrs. after case is closed. If minor involved, 7 yrs. after age of majority.	N

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14. IMMUNIZATION RECORDS Signed important information statements; physician certification forms. Immunization history of all clients or clients who have attended preventive health clinics.		Priv	MS 13.06 13.32 13.42 144.336 145.911 - 145.922		To provide record of required immunizations, to prepare statistical reports, to control communicable diseases.	Individuals whose assignments reasonably requires it and individuals who are authorized by state, local or federal law to gain access, Subject of Data	10 yrs.	N
Patient record of required immunizations: stats information		Publ	MS 13.03					
15. MATERNAL AND CHILD HEALTH RECORDS Patient forms with name or designated code/number which identifies patient records to include: Itemized services invoice Request for medical information Family roster and information Child Health Clinic Flow Sheet (SPHNS) Child Health Clinic Flow Sheet Head Circumference (L-B11-4/78) Girls Physical Growth Birth to 36 months (G105/1/80) Boys Physical Growth Birth to 36 months (G105/1/80) Denver Developmental Screening Test Infant-Pre-School Health Record (SPHNS Form-2) Ambulatory Problem List Hearing Record (126) Child Health Clinic Financial Disclosure Medical Narrative Notes Insurance Information	CHS Act MS 145	Priv	MS 13.38 MS 13.42 MS 144.335	Post Curr	To provide effective care and treatment of medical problems, and to prepare statistical reports and evaluative studies.	Individuals whose assignment reasonably requires it and individuals or entities who are authorized by state, local or federal law to gain access, Subject of Data, Parent or Legal Guardian	7 yrs. after case is closed. If minor involved, 7 yrs. after age of majority.	N

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15. General summary statistics on the nature and scope of services provided.	CHS Act MS 145	Publ	MS 13.03 MS 13.42 MS 145.911 - 145.922	Post Curr	Maintain a Community Health Services Plan for the development, implementation, coordination and operation of community health services that meet priority needs of the community.		10 yrs., then transfer to the State Archives for selection and disposition.	
16. MEDICAL RECORD/NURSING RECORD Any MD orders, correspondence with other agencies, referral form, problem list, nursing narrative documenting service provided; flow sheet; family data record, baseline data form, documentation regarding H-HHA-TH-CHMS service. (Homemaker-Home Health Aid-Teaching Homemaking-Chore Home Maintenance/Service.)		Publ Priv	MS 13.03 MS 13.42 MS 144.335				7 yrs. after case is closed. If minor involved, 7 yrs. after age of majority.	N
17. MEDICARE COST REPORTS Statistical and financial information on agency.	MS 145	Publ	MS 13.03	Pre Post Curr	Determine cost/visit for Medicare charges.		6 yrs.	N
18. MINUTES: NURSING BOARD/COMMUNITY HEALTH BOARD							Retain permanently or transfer to the State Archives.	Y
20. MINUTES: NURSING BOARD/COMMUNITY HEALTH BOARD Tape recordings.							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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21. PATIENT KARDEX Current case load of each nurse containing basic information: identifying data, diagnosis, Home Health Aide assignment.	Local Board of Health	Priv	MS 144.335	Curr	Provided information for administrative purposes.	Public Health Nurses and Director	3 yrs.	N
22. PATIENT MASTER INDEX FILE Card file of clients by name - indicates Medical (Nursing) Record number, birth date and other basic identifying data; identifying data on all patients who have had home visits.		Priv	MS 13.42 MS 144.336				Permanent	N
23. PATIENT RECORDS All information regarding patient; referral, physicians' orders, Nursing care plan, nurses notes, HHA reports.	Local Board of Health	Priv	MS 144.335	Pre Post Curr	Provide effective nursing care and continuity of care.	Individuals whose assignment reasonably requires it and individuals or entities who are authorized by state, local or federal law to gain access, Subject of Data	7 yrs. after case is closed. If minor involved, 7 yrs. after age of majority.	N
23. PRENATAL CARE/FAMILY PLANNING CLINIC SERVICES Patient forms with name or designated case code/number which identifies patient records to include: Prescription form Lufkin Medical Laboratories test order STD Screening Exam Information Release Request for Information Request for sterilization Authorization for sterilization (Female/Male)	CHS Act MS 145	Priv	MS 13.38 MS 13.42 MS 144.335	Post Curr	To provide effective care and treatment of medical problems and to prepare statistical reports and evaluative studies.	Individual whose assignment reasonably requires it and individuals or entities who are authorized by state, local or federal law to gain access, Subject of Data	7 yrs. after case is closed. If minor involved, 7 yrs. after age of majority.	N

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23. X-Ray Request Nuclear Medicine Request Medical Consultation Request Birth Control Data Base Prenatal Data Base Prenatal Data Base - Supplemental Flow Sheet Consent fo IUD Insertion								
General summary statistics on the nature and scope of services provided.	CHS Act MS 145	Publ	MS 13.03 MS 145.911 - 145.922	Post Curr	Maintain a Community Health Services Plan for the development, implementation, coordination and operation of community health services that meet priority needs of of the community.		10 yrs., then trans- fer to the State Archives for selection and disposition.	
24. TUBERCULOSIS PREVENTION AND CONTROL RECORDS Tuberculosis screening, contact investigation and home visit information.	CHS Act MS 145 MS 144.422	Priv	MS 13.42	Pre Post Curr	To provide effective care and treatment of communicable disease problem; to prepare statistical reports and evaluative studies.	Individuals whose assignment reasonably requires it and individuals who are authorized by state, local or federal law to gain access, Subject of Data	7 yrs. after case is closed. If minor involved, 7 yrs. after age of majority.	N
25. WOMEN, INFANTS, AND CHILDREN FILES Information pertaining to financial operations; voucher accountability controls and insurance; certification fair hearing procedures.		Publ Priv	MS 13.03 MS 13.42 MS 13.46				6 yrs.	N

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