

Section	Record Series Title	Record Series Description	Retention Period	Archival? (Y/N)
Administration	Agendas		1 year	No
Administration	Annual Reports		7 years then transfer to the State Archives	Yes
Administration	Attorney's Opinions	Correspondence relating to attorney's legal opinions and related records	Retain permanently or transfer to the State Archives for selection and disposition	Yes
Administration	Authority to Dispose of Records	PR-1 Form	Permanent	No
Administration	Budget - Record Copy		Retain permanently or transfer to the State Archives	Yes
Administration	Departmental Reports - Annual Summary	Including reports to the County Board of Commissioners from each department	Retain permanently or transfer to the State Archives	Yes
Administration	Departmental Reports- Monthly		3 years	No
Administration	Departmental Reports - Semi-Annual		3 years	No
Administration	Historical Data/Photographs		retain permanently or transfer to the State Archives	Yes
Administration	Lawsuits	Attorney's opinions, testimony, court depositions, correspondence, etc.	7 years after settlement	No
Administration	Minutes	Board of Commissioners, Committees, and special task forces	Retain permanently or transfer to the State Archives	Yes
Administration	Minutes	Tape recordings of meeting minutes	Tapes may be reused or discarded 1 year after formal approval of written minutes. Tape recordings cannot be the permanent record	No
Administration	Organizational Charts		Until superseded then transfer to the State Archives for selection and disposition.	Yes
Administration	Press Releases		1 year then transfer to the State Archives for selection and disposition	Yes
Administration	Procedures Manuals		Until superseded	No
Administration	Special Committee Reports	Minutes, Policies, Studies and correspondence	Retain permanently or transfer to the State Archives for selection and disposition	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Assessor	Aerial Survey Prints	Prints of Hard aerial surveys showing details of various tracts of land	Destroy when superseded	No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

Section	Record Series Title	Record Series Description	Retention Period	Archival? (Y/N)
Assessor	Agricultural Preserve Applications	Form putting agricultural land into the age preserve program. Also expiration of age preserve notices	3 years 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 and Reduction of Taxable Value for Current Year	Name, address, social security number, sources of income, award letters	10 years	No
Assessor	Application for Valuation and Tax Deferment of Agricultural Land Provided by Minnesota Agricultural Property Tax Law/Green Acre Applications	Applications and verifications of agricultural income for persons applying for Green Acre tax deferment	As long as Property qualifies	No
Assessor	Application for valuation and tax deferment of Private Outdoor Recreational Open Space and Park Loans	Form used to list open space property	10 years	No
Assessor	Appraisal Records	Field Card- Total land and building values on front. Field card- Land value appraisal record. Computation of same by grade and class. Building dimensions; sketches; computations. Specific data necessary to make value determinations	10 years	No
Assessor	Appraisal Reports on Special Projects	Appraisals on Unusual or One-time projects	6 years	No
Assessor	Assessing Charges	Units of Government which do not have their own assessor	6 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 Books/Rolls	Total value, total land value, house and garage value and classification. One acre building value.	20 years, then transfer to the State Archives all years through 1901 and years ending in "0" and "1" thereafter.	Yes
Assessor	Assessment Reports and Statistics	Summaries on various Classifications of Property and the assessments made thereon.	10 years	No
Assessor	Assessors Manuals	Laws and Regulations on Assessing	Until Obsolete or superseded	No
Assessor	Assignment of Contracts For Deed	Name and address of buyer and seller, legal description, terms	6 years	No
Assessor	Blind Applications PE 3CC	Social Security number, name and address	10 years	No
Assessor	Board of Review Files	Contains actions taken by local, county and state boards of review, attendance rosters, minutes, etc.	10 years; Transfer any minutes of the Review Board to the State Archives for selection and disposition	Yes

Section	Record Series Title	Record Series Description	Retention Period	Archival? (Y/N)
Assessor	Budget - Office	Copy of monthly expenditures. Record copy in administrator's or auditor's office	1 year	No
Assessor	Building Schedules	All buildings	4 years	No
Assessor	Certifications of Value (State Forms)	Contains name and address of the buyer and seller; social security numbers; 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	Change of Address	Name and Address	1 year	No
Assessor	Contracts for Deed	Name and address of buyer and seller, legal description, terms	6 years	No
Assessor	Court Cases	Pending and settled court cases involving County Assessor, including all supporting documentation and exhibits.	10 years after settlement of case	No
Assessor	Declaration For Homestead Classification/Homestead Affidavit	Name, Address, Sworn Statement of Ownership and occupancy.	6 years	No
Assessor	Exempt Property Listing	Listing of all parcels and the latest exempt value.	10 years	No
Assessor	Farm Rental Information	To determine value	6 years	No
Assessor	Financial Statement	Determine value assistance	6 years	No
Assessor	Fiscal Disparity Tables	Summation of Values by district Used by Auditor for computing mill rates.	1year	No
Assessor	Homestead Information	Name, Address, Where they vote, Car License, Income Tax Filling	6 years	No
Assessor	Joint Tenancy Or Remainder man	Name, Address and legal description	6 years	No
Assessor	Laws, Directives and Bulletins	Laws and rules covering assessor's offices - directives and letters from Department of Revenue, Court Decisions, attorney opinions, etc.	Destroy when superseded	No
Assessor	Maps- Section/Half Section	Large maps (approximately 32"x36") in flat files used to identify and locate property for assessment, divisions, etc. Original in Countyvevor's Office, aerial photos, plats	Destroy when superseded	No
Assessor	Midyear Homestead	Sworn statement as to homestead	6 years	No
Assessor	Military Personnel	Sworn statement as to homestead.	6 years	No
Assessor	Minutes - State Board of Assessors	Minutes of meeting	1 year	No
Assessor	Mobile Home Abstract	Valuation of mobile homes by district	10 years	No
Assessor	Mobile Home Sheets and Field Cards	The listing of the 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 Statement	Description of mobile home taxes paid - no delinquent taxes.	6 years	No

Section	Record Series Title	Record Series Description	Retention Period	Archival? (Y/N)
Assessor	Mobile Home Valuation Guides	Used mobile homes average selling price (and cost new).	Until replaced by current edition.	No
Assessor	Native Prairie Application (DNR Form)	Name, address, and legal description	10 years	No
Assessor	Parcel Forms	Forms listing original parcels and new description for parcels divided. Shows values and legal descriptions being deleted and new ones being added	10 years	No
Assessor	Personal Property Forms	Listing of personal property and their value and names and addresses.	6 years	No
Assessor	Personal Property Return - Owners of Residential Structures on Leased Public or Exempt Lands	Structures on leased public or exempt land are taxable	6 years	No
Assessor	Plat Maps	Original in County Record's Office	Destroy when superseded	No
Assessor	Probate Deeds	Name and address of buyer and seller, legal description, terms.	6 years	No
Assessor	Property Owners List	Alphabetized list of name and address of all parcels owned by property owners	Destroy when superseded.	No
Assessor	Purchase Agreements	Name and address of buyer and seller, legal description and terms	6 years	No
Assessor	Quit Claim Deeds	Name and address of buyer and seller, legal descriptions and terms	6 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)	6 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	Sales Data Land Value Maps	Form used to list farm rental information	3 years	No
Assessor	Sales Ration Studies	Studies showing relationship between appraisal value and actual market sales price	6 years	No
Assessor	Statement of Owner of Real Estate Claimed to be Exempt from Taxation	Owners name, address, does occupant pay rent. (Use of Property).	6 years	No

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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	10 years, then transfer to the State Archives for selection and disposition	Yes
Attorney	Commitment	Mentally ill and dangerous	2 years from last court activity	No
Attorney	Commitment	Mentally Retarded - For When the County Sought Conservation ships.	2 years from the last court activity	No
Attorney	Commitment	Other Mentally retarded persons, Inebriates, Mentally Ill, Guardianship, Restoration to Capacity	2 years from first order that appears in file	No
Attorney	Contract Files	Contracts for Purchase/Lease/Sale of Services, Equipment and Property	6 years or after audit.	No
Attorney	Criminal Research	Criminal Division Opinion Letters, Memos, and Briefs	2 years from last court activity	No
Attorney	Felony Files	Includes Pleadings, Police Reports, Complaints, Memos, Correspondence, Briefs, and Transcripts	2 years from last court activity	No
Attorney	Gross Misdemeanors	Includes Pleadings, Police Reports Complaints, Memos, Correspondence, Briefs, and Transcripts	2 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	Litigation Files	Civil Investigation Litigation Involving County, Including Pleadings, Briefs, Research Correspondence	2 years from last court activity	No
Attorney	Misdemeanors		2 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		3 years from last activity	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

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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
Auditor	Abatements, Court Orders and Assessor Changes	Changes Made To Tax Rolls	10 years	No
Auditor	Absentee Ballot (Sealed)	Marked Ballots	1 year	No
Auditor	Absentee Voting Applications		1 year (4 years, If Serviceman)	No
Auditor	Abstract Of Tax Lists	Showing Values and Taxes by Municipality	10 Years	No
Auditor	Accounts of Payable Register	Lists Check Paid Out Of County Fund	6 years	No
Auditor	Annual Report		7 years then transfer to the State Archives	Yes
Auditor	Appropriations Made By Cities To Safety Council		6 years	No
Auditor	Assessment Books/Rolls	Building and Land Values	20 years then transfer to the State Archives all years through 1901 and years ending in "0" and "1" thereafter	No
Auditor	Attorney's Opinions	On Various County Problems	10 years, then transfer to the State Archives for selection and disposition	Yes
Auditor	Auctioneer License	Application Includes Name, Age, and Address of Auctioneer	6 years	No
Auditor	Auxiliary Forest Reports Of Commissioners	Form Contains Name, Address and Date of Birth of The Applicant as Well As a Description of the Bicycle and the Date Of Purchase	1 year	No
Auditor	Bicycle Registration Reports	Listing of All Bicycles Registered or Transferred on a Given Day in a Service Center as Well as Fees Collected. Includes Names and Address of Owner	3 years	No
Auditor	Bids	For All Large County Purchases and Roads. Also Includes Sealed Bids on County Projects (Highway, Ditch, Etc.)	10 Years after project completed	No
Auditor	Bids: Rejected	Rejected For Large County Purchases and Roads	10 years	No
Auditor	Bonds	A) Public Official and Contractors. B) Debt Service Includes: Highway, Ditch. Shows Amount Of Levy to be Spread, Number of Years, Etc.	Until office expires. Until debt is retired and after audit.	No
Auditor	Budget Files		6 years, then transfer one copy of final budget to the State Archives	Yes
Auditor	Cancellation of Certificate of Forfeiture Applications		10 years	No
Auditor	Candidates Expense Reports	Required by State	4 years	No

Section	Record Series Title	Record Series Description	Retention Period	Archival? (Y/N)
Auditor	Candidates Filing Statements	For Elections	2 years	No
Auditor	Certificates of Real Estate Values (CRV)	Required by State Listing Amount of Sale	3 years	No
Auditor	Certification of Assessment of Personal Property of Electric Light and Power Companies		10 years	No
Auditor	Certification on Taxation of Govt. and R.R. Lands From Commission		10 years	No
Auditor	Cities - Divisions and Input Forms	Splits of Property For Tax Records	6 years	No
Auditor	Claims and Vouchers Paid By Counties		10 years	No
Auditor	Classified Studies	Description of Job Duties of Individual County Positions	5 years	No
Auditor	Confession Of Judgments	Paid Up Copies, 10 Years Payment Plan For Delinquent Taxes. Record Of Initial Payment Of Those Paying Delinquent Taxes.	6 years	No
Auditor	Contracts	Contracts between County Management and Various Labor Unions	6 years after expiration of contract, then transfer to the State Archives	Yes
Auditor	Contracts on County Buildings	Bids, Payment Schedules, Etc	10 years after final payment	No
Auditor	Contracts: Invoices and Purchasing		10 years after expiration or payment	No
Auditor	County Board Order Designating Change of Name of Town		Retain permanently or transfer to the State Archives	Yes
Auditor	County Board Work papers	Agendas, Agenda Packets and Information Backing Up Resolutions. (See Administration Section, Item #1)	Official agenda materials or packets should be retained permanently or transferred to the State Archives for selection and disposition. Actual work papers (Drafts, Notes, Etc) may be destroyed after 6 years	Yes
Auditor	County Owned Property Files	Deeds and Abstract to The County Owned Property	As long As Property is Owned by County	No
Auditor	County Superintendent Of Schools	(Defunct) Includes School Censuses, Teachers Reports, Superintendent's Subject Files, Minutes and Reports of The County Survey Committee and Other Special Commissions, County School Board Association Records, Class Lists, District Officer Lists, and Records of Closed Rural Schools. Counties That Still Have Records of The County Superintendent of Schools are Encouraged to Contact The Government Records Archivist of The Minnesota Historical Society for Further Advice and Assistance.	Transfer to the State Archives	Yes

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Auditor	Dance License	Application Includes Name and Address	6 years	No
Auditor	Ditch License	Record of Liens	Until Paid Off and Audit.	No
Auditor	Drivers License Applications	Applications From The Public For Drivers License Renewals, Duplicates, Minnesota State Identification Cards, Instruction Permits and Donor Cards.	3 years	No
Auditor	Drivers License Reports	Daily Compilations of Applications From The Public, Forwarded to The State For Drivers License Renewals Duplicates, Minnesota State Identification Cards, Instruction Permits and Donor Cards	3 years	No
Auditor	Election Abstracts	Record of Votes Cast.	Retain Permanently or Transfer to The State Archives MS 204B.40	Yes
Auditor	Election Ballots and Other Materials		1 year from date of election unless contested, then 1 year or until contest has been determined MS 204B.40	No
Auditor	Election Summary Statements	Record of Votes Cast By City	1 year	No
Auditor	Equipment Inventory		6 years	No
Auditor	Examination File	Completed Examinations and Names of Applicants	3 years eligible. 1 year noneligible	No
Auditor	Federal Revenue Sharing Files	Showing Monies Received and How Spent By County	6 years	No
Auditor	Fiscal Disparity	State Mandated Equalization of Fiscal Growth	10 years	No
Auditor	Fish and Game Licenses	Licenses Contain Name, Address, Date Of Birth, Driver License Number and Vital Statistics Information on the Applicant.	2 years	No
Auditor	Forfeiture Files	Forfeited Tax Receipts on Property Lost By Not Paying Taxes	10 years	No
Auditor	Foundling Registration		1 year	No
Auditor	Gambling	Application Includes Name and Address of Non-Profit Organization	6 years (No longer collected)	No
Auditor	Garnishments		6 years	No
Auditor	Green Acre Books	Deferred Tax Records of Green Acre Parcels	10 years	No
Auditor	Hawkers and Peddlers License	Application Includes Name and Address.	6 years	No
Auditor	Incorporations Files	Records of Townships Incorporated as Cities, Etc.	Retain Permanently or Transfer to The State Archives	Yes
Auditor	Insurance Reports	Showing Amounts of Claims By Individual	6 years	No
Auditor	Intoxicating Wine, Liquor License, Sunday Liquor (Unorganized or Unincorporated Areas of County)	Application Includes Names and Address of All Applicants, Birthdates and Locations of The Business	6 years	No
Auditor	Investment Records	Amounts Invested and Interest Earned	6 years	No
Auditor	Levy Received From All Taxing Districts		6 years	No

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Auditor	Long-Term Disability Insurance Reports	Claims Filed by Employees for L.T.D. Insurance Program	After Settlement and Audit.	No
Auditor	Ministers Credentials Filings	A Copy of The Minister's Ordination Papers or a Letter From The Church. Includes The Name of The Minister, Date of Ordination and Church Affiliation	Retain Permanently or Transfer to The State Archives	Yes
Auditor	Minutes: Board	Minutes of All Board Meetings	Retain Permanently or Transfer to The State Archives when no longer needed	Yes
Auditor	Minutes: Board	Tape Recordings of Board 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
Auditor	Minutes: County Extension Committee		10 years then transfer to The State Archives	Yes
Auditor	Motor Vehicle Reports	Listing of All Vehicles Licensed, Registered or Transferred on a Given Day in a Service Center as Well as Fees Collected. Includes Name of Owners and Vehicles Plate Number.	10 years then transfer to the State Archives	Yes
Auditor	Motor Vehicle Transactions	Applications to License or Transfer Various Motor Vehicles. Documents Contain Name, Address and Date of Birth of The Individual as Well as Specific Information About The Vehicle.	6 years	No
Auditor	Non-Toxicating Malt Liquor License (Unorganized or Unincorporated Areas of County)	Application Includes Name of Applicant and Location of Business	6 years	No
Auditor	Notary Commissions Filings	Commission Contains Name and Address of Notary	7 years	No
Auditor	Notices of Claims	Files of Claims against County	Until settlement of claim and audit	No
Auditor	Notices of Any Violation of Ordinance In Operation of Licensed Premises		5 years	No
Auditor	Oaths of All County Officers		10 years	No
Auditor	Oaths of All Members of County Welfare Boards		10 years	No
Auditor	Order For Annexation of Unincorporated Property		10 years then transfer to The State Archives	Yes
Auditor	Payments In Lieu of Taxes	Exempt Organizations Make Payment in Lieu of Taxes	6 years	No

Section	Record Series Title	Record Series Description	Retention Period	Archival? (Y/N)
Auditor	Payroll Records/Master	A) Information Used to Run Pay Roll: Name, Gross Salary, Salary Range, Gross Pension, Value of Fringe Benefits, Reimbursed Expenses Over Salary, Job Title and Description, Education, Previous Work Location, Work Telephone Number, City and County Residence. Payroll Register/Card. B) Time Sheets (Data Which Accounts For and Employees Work Time). Vacation and Sick Leave Records.	Permanent	No
Auditor	Plans and Specifications For Construction/Improvement of Any Road by County or Town.		6 years	No
Auditor	Plat Records (Duplicate)		Destroy when no longer needed if original with County Record.	No
Auditor	Precious Metal Dealers License	Application Requests Name, Address and Date of Birth for all Applicants, Location of Business and Branch Offices	6 years	No
Auditor	Railroad Leases	Name of Lessee and Area Involved. Original Copies in Assessors Office.	Retain for life of lease and Audit	No
Auditor	Real Estate and Personal Property Tax Books		20 years then transfer to the State Archives years through 1901 and years ending in "0" and "1" thereafter.	Yes
Auditor	Real Estate Tax Statements	Tax Statements Contain Name, Address of Taxpayer and Owner, Amount of Tax, Market Value of Property, Property Identification Number and Taxes Due. (Duplicate)	10 years	No
Auditor	Receipts: Assessment		6 years	No
Auditor	Receipts: Delinquent Tax		6 years	No
Auditor	Receipts: District Court Clerk and Sheriff for Fees		6 years	No
Auditor	Receipts: Miscellaneous		6 years	No
Auditor	Receipts: Mortgage Tax		6 years	No
Auditor	Reception Books	Numerical Reception and Admission Index of All Instruments Filed	Permanent	No
Auditor	Record and Fund for Each Drainage System Established		Permanent	No
Auditor	Register of Warrants and Orders Issued	Orders and Warrants Redeemed by Treasurer	20 years and then consult with the State Archives regarding transfer	Yes
Auditor	School Census Report	Report of Attendance	Retain permanently or transfer to the State Archives	Yes
Auditor	School Petitions	Requesting Changes in Boundary Lines	10 years then transfer to the State Archives	Yes
Auditor	Snowmobile Registration	Application Contains Name and Address of Owner and a Description	Forward to DNR	No

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Auditor	Snowmobile Registration Reports	Contains Name and Address of Owner, Permit Number issued and Fees Collected	3 years	No
Auditor	Special Assessment Changes	Sent to The County From Cities	Length of special assessment plus audit.	No
Auditor	Special Assessment Rolls From Cities	Shows Amounts by Parcel and Number of Years to be on Taxes	Length of special assessment plus audit	No
Auditor	Special Assessment Sheets	Paid Up and Cancelled	6 years	No
Auditor	State Highway Width Orders	Required by State To Be Kept by Auditor	Permanent MS 161.16, Sub. 2	No
Auditor	Statements of Person or Corporation Having Right, Title or Interest In or to Any Land In The State Upon Request		10 years	No
Auditor	Tabular Statement of All Land Owners Benefited By Construction of Waterways		Permanent	No
Auditor	Tax Apportionments	Sent Out to Cities, Schools, and Special Districts	6 years	No
Auditor	Tax Audit Printouts	Breakdowns of Taxes Spread	6 years	No
Auditor	Tax Cards	Delinquent Tax Information	10 years	No
Auditor	Tax Increment File	District Required Reports, Etc.	20 years	No
Auditor	Tax Levy Files	Shows Taxes Levied By Fund	6 years	No
Auditor	Teachers Classification	Reports of Attendance in Public Schools	10 years then transfer to The State Archives for selection and disposition	Yes
Auditor	Teachers Terms Report	Attendance Report	10 years then transfer to The State Archives	Yes
Auditor	Township Assessor Report As To Trees Planted		1 year	No
Auditor	Transient Merchant License	Application Includes Name, Address, and Business Address	6 years	No
Auditor	Trial Balances	Accounting Section	6 years	No
Auditor	Voter Registration Cards	Requests Name, Date of Birth, Address, Phone Number and Previous Address of Voter	Until Inactive	No
Auditor	Voter Registration Cards	Inactive	1 year	No
Auditor	Warrants and Claims	For All Bills Paid By County	6 years	No
Auditor	Watercraft Registration	Applications Contain Name and Address of Owner and a Description of The Boat	Forward to DNR	No
Auditor	Watercraft Registration Reports	Contains Name and Address of Owner Permit Number Issued and State Fee Collected	3 years	No
Auditor	Watershed and Ditch Folders	Viewer Reports and Costs and Benefits	Permanent	Yes
Auditor	Watershed District Requests		6 years the transfer to The State Archives	Yes
Auditor	Welfare Abstracts		6 years	No

Section	Record Series Title	Record Series Description	Retention Period	Archival? (Y/N)
Community Health / Nursing Service	Annual Plan	Community Health Services Annual/Periodic Plan as Required by State	Retain permanently or transfer to The State Archives	Yes
Community Health / Nursing Service	Blood Pressure Patient Records	Blood Pressure History of Walk-In Clients or Clients Who Have Attended Blood Pressure Clinics	3 years	No
Community Health / Nursing Service	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 Special 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	7 years after case is closed. If minor involved, 7 years after age of majority	No
Community Health / Nursing Service	General Summary Statistics on The Nature and Scope of Services Provided		10 years then transfer to The State Archives for selection and disposition	Yes
Community Health / Nursing Service	Clinic Client Records/Sexually Transmitted Diseases (STD)	Patient Forms With Name or Designated Case Code/Number Which Identifies Patient Records to Include: Type do Disease or Disorder Examined For and Treatment. Laboratory Results on Specimens Including Chemical, Microbiological and Biological 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	7 years after case is closed. If minor involved, 7 years after age of majority	No
Community Health / Nursing Service	Clinic Client Records/Sexually Transmitted Diseases (STD)	General Summary on The Nature and Scope of Services Provided	10 years then transfer to The State Archives for selection and disposition	Yes
Community Health / Nursing Service	Community Health Services Annual Reports	Financial and Statistical Information on Agency	7 years then transfer to The State Archives	Yes
Community Health / Nursing Service	Community Health Services Directory - Index	Identification of All Community Health Service Clients	Permanent	No

Section	Record Series Title	Record Series Description	Retention Period	Archival? (Y/N)
Community Health / Nursing Service	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	6 years	No
Community Health / Nursing Service	EPSDT Client Records (Early and Periodic Screenings, 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	7 years after case is closed. If minor involved 7 years after age of majority	No
Community Health / Nursing Service	Emergency Medical Services	Emergency Ambulance Request Forms May Identify Person(s) Receiving Attention	6 years	No
Community Health / Nursing Service	Emergency Medical Services	General Service Statistics Monitoring Emergency Medical Services Throughout The County	10 years then transfer to The State Archives for selection and disposition	Yes
Community Health / Nursing Service	Environmental Health Records	Investigation and Complaint Forms With Name Which Identifies a Complaint/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: Complaint Form, Swimming Pool Inspection Report, Food Establishment Inspection Report, Environmental, Public Health and Safety Inspection Report. Water Test Report and Registration Blueprints, Equipment, Specifications, Product Recipes and Formulations or Trade Secrets For Facilities	10 years	No
Community Health / Nursing Service	Environmental Health Records	Summary and Selected Specific Data On Inspectional Activities Conducted, as well as Service Statistics by Geographic Area and Selected Programs.	10 years then transfer to The State Archives for the selection and disposition	Yes
Community Health / Nursing Service	Epidemiological Surveillance and Investigation Services	Patient Forms With Name or Designated Code/Name Which Identifies Patient Records Include Surveillance and Investigation. Of: Tetanus, Poliomyelitis, Diphtheria, Mumps, Measles, Rubella, Viral Hepatitis, Reye Syndrome, Animal Bite, Amebiasis, Brucellosis, Encephalitis, Histoplasmosis, Foodborne Illness, Legionellosis, Leprosy, Leptospirosis, Malaria, Bacterial Meningitis, Psittacosis, Rocky Mountain Spotted Fever, Toxoplasmosis, Trichinosis, Tularemia, Typhoid Fever, Waterborne Disease, Botulism, Filariasis, Pertussis	7 years after case is closed. If minor involved 7 years after age of majority	No

Section	Record Series Title	Record Series Description	Retention Period	Archival? (Y/N)
Community Health / Nursing Service	Polio Cases Worksheet	Foodborne outbreak of gastrointestinal illness. Daily log book of patient contacts and telephone conversations	7 years after case is closed. If minor involved 7 years after age of majority	Yes
Community Health / Nursing Service	Hearing Screening Records	Forms Which Identify Person Screened Along With Family Roster, Screening Form, Technician Notes, Referral Information and Release Form.	7 years after case is closed. If minor involved 7 years after age of majority	No
Community Health / Nursing Service	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.	7 years after case is closed. If minor involved, 7 years after age of majority .	No
Community Health / Nursing Service	Immunization Records	Signed Important Statements; Physician Certification Forms. Immunization History of all Clients or Clients Who Have Attended Preventive Health Clinics.	10 years	No
Community Health / Nursing Service	Immunization Records	Patient Record of Required Immunizations Stats Information	10 years	No
Community Health / Nursing Service	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-B11-4/7B), Girls Physical Growth Birth to 36 Months (6105/1/80), Boys Physical Growth Birth to 36 Months (6105/1/80), Denver Development 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	7 years after case is closed. If minor involved, 7 years after age of majority	No
Community Health / Nursing Service	Maternal and Child Health Records	General Summary Statistics On The Nature and Scope of Services Provided	10 years then transfer to the State Archives for selection and disposition	Yes
Community Health / Nursing Service	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)	7 years after case is closed. If minor involved 7 years after age of majority	No

Section	Record Series Title	Record Series Description	Retention Period	Archival? (Y/N)
Community Health / Nursing Service	Medicare Cost Reports	Statistical and Financial Information on Agency	6 years	No
Community Health / Nursing Service	Minutes: Nursing Board/Community Health Board		Retain Permanently or transfer to the State Archives	Yes
Community Health / Nursing Service	Minutes: Nursing Board/Community Health Board	Tape Recording	Tapes may be reused or discarded 1 year after formal approval of written minutes by Board. Tape recordings cannot be the permanent record.	No
Community Health / Nursing Service	Patient Kardex	Current Case Load of Each Nurse Containing Basic Information: Identifying Data, Diagnosis, Home Health Aide Assignment	3 years	No
Community Health / Nursing Service	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	Permanent	No
Community Health / Nursing Service	Patient Records	All Information Regarding Patient; Referral, Physicians Orders, Nursing Care Plan, Nurses Notes, HHA Reports	7 years after case is closed. If minor involved 7 years after age of majority	No
Community Health / Nursing Service	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, Sexually Transmitted Disease Screening Exam, Information Release, Request For Information, Request For Sterilization, Authorization For Sterilization (Female/Male)	7 years after case is closed. If minor involved 7 years after age of majority.	No
Community Health / Nursing Service	Prenatal Care/Family Planning Clinic Services	X-Ray Request, Nuclear Medicine Request, Medical Consultation Request, Birth Control Data Base, Prenatal Data Base, Prenatal Data Base- Supplemental, Flow Sheet, Consent For IUD Insertion	7 years after case is closed. If minor is involved 7 years after age of majority	No
Community Health / Nursing Service	Prenatal Care/Family Planning Clinics Services	General Summary Statistics on The Nature and Scope of Services Provided	10 years then transfer to the State Archives for selection and disposition	Yes
Community Health / Nursing Service	Tuberculosis Prevention and Control Records	Tuberculosis Screening, Contact Investigation and Home Visit Information	7 years after case is closed. If minor involved 7 years after age of majority	No
Community Health / Nursing Service	Women, Infants, and Children Files	Information Pertaining to Financial Operations; Voucher Accountability Controls and Insurance; Certification Fair Hearing Procedures	6 years	No
Highway	Accounts Receivable Ledger Record	Closed or Paid Accounts For Services or Materials Furnished to Individuals and Government Agencies	6 years	No

Section	Record Series Title	Record Series Description	Retention Period	Archival? (Y/N)
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	6 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, Area Computation Documents	Permanent	No

Section	Record Series Title	Record Series Description	Retention Period	Archival? (Y/N)
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
Library	Acquisition Records	Includes Purchase Orders and Gifts (Donor Records)	Retain purchase records 10 years and donor records permanently	No
Library	Annual Report of The Library Board		Retain permanently or transfer to the State Archives	Yes
Library	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	Retain loan/checkout 2 years and fees and fines for equipment 6 years	No
Library	Bookmobile Records	Schedules, Circulation Records, Equipment, Etc.	Retain schedules until superseded. Retain equipment records for life of equipment plus audit. For circulation records see #7.	No
Library	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	2 years	No
Library	Catalogs	Author, Title, Subject	Until superseded	No
Library	Circulation Records	Includes Cards, Computer Entries, and Statistical Reports	Retain cards and computer entries until superseded. Retain annual statistics permanently or transfer to the State Archives for selection and disposition; other statistics 2 years	Yes
Library	Copyright Compliance Records		3 years	No
Library	Deaccession Records	Pertains to Withdrawing Publications From Collection. Including Records of Purchases and Donated Items.	Retain purchasing records 6 years and donated material permanently	No
Library	Director's/Librarians' Files		retain permanently or transfer to the State Archives for selection and disposition	Yes
Library	Fee and Service Charge Records		6 years	No
Library	Fine and Lost Item Reimbursement Records		6 years	No
Library	Inter-Library Loans	Loans of Materials Received to and From Libraries	Until superseded	No
Library	Meeting Room Request	Applications to Use Meeting Rooms and Any Charges to be Paid	1 year	No

Section	Record Series Title	Record Series Description	Retention Period	Archival? (Y/N)
Library	Minutes of The Library Board		Retain permanently or transfer to the State Archives	Yes
Library	Minutes of The Library Board	Tape Recordings	Tapes may be reused or discarded 1 year after formal approval of written minutes by board. Tape recordings cannot be the permanent record	No
Library	Newsletters	Generated By Library	2 years then transfer to the State Archives	Yes
Library	Petty Cash Reports		6 years	No
Library	Publicity	Includes News Releases and Public Service Announcements Generated By Library	2 years then transfer to the State Archives for selection and disposition	Yes
Library	Shelf List		Until superseded	No
Library	Special Events and Programs		2 years then transfer to the State Archives for selection and disposition	Yes
Library	Studies and Reports	Includes Surveys, Statistical Reports, Consultant Reports, Etc.	Transfer to the State Archives for selection and disposition when no longer needed	Yes
Library	Volunteer Groups Records	Minutes, Scrapbooks, and Other Records of Friends of The Library Groups, Etc	6 years then transfer to the State Archives for selection and disposition	Yes
Library	Volunteer Personnel Records		5 years after volunteer period ends.	No
Medical Examiner / Coroner	Autopsy Report	Brief Clinical Data About Deceased Person and Detailed Description of Organs and Pathological Findings	20 years then transfer to the State Archives	Yes
Medical Examiner / Coroner	Cash Log of Money From Deceased	Journal of Cash Brought In and Released	6 years	No
Medical Examiner / Coroner	Clothing Form	List of Clothing Accompanying The Deceased	10 years	No
Medical Examiner / Coroner	Correspondence	Letters to Family Members, Correspondence With Attorney and/or Insurance Personnel, and List of Reports Sent Out	10 years	No
Medical Examiner / Coroner	Death Card Index	Index Card Giving Name of Deceased, Date of Death and Case Reference Number.	Retain permanently or transfer to the State Archives	Yes
Medical Examiner / Coroner	Death Certificate	Statistical Data Concerning Deceased and Cause and Manner of Death	10 years	No
Medical Examiner / Coroner	External Examination Report	Description of External Appearance of Body, Including Type of Clothing, and Physical Description Noting Any Abnormalities	10 years	No

Section	Record Series Title	Record Series Description	Retention Period	Archival? (Y/N)
Medical Examiner / Coroner	Investigative Report	Information About Deceased Gathered At The Time of The Initial Investigation Including History, Physical Findings, and Past Medical History.	10 years	No
Medical Examiner / Coroner	Laboratory Test Results	Specific Test Performed and The Results	10 years	No
Medical Examiner / Coroner	Medical Examiner Report	Final Report on Deceased. Includes History, Toxicology, Classification of Death, and Cause of Death.	20 years then transfer to the State Archives	Yes
Medical Examiner / Coroner	Morgue Log Book	Name of Deceased, Location of Death, Physical Description, Removal Information	20 years then transfer to the State Archives	Yes
Medical Examiner / Coroner	Notes	Suicide Notes or Other Written Material Left By The Deceased	10 years	No
Medical Examiner / Coroner	Photographs	Kodachrome and Prints Taken At The Scene of Investigation and/or Autopsy	10 years	No
Medical Examiner / Coroner	Police Reports or Medical Records	Information Gathered By Police or Physician Either Prior to or After Death and Submitted to This Office to Aid In Determining Cause and Manner of Death	10 years	No
Medical Examiner / Coroner	Property Form	Listing of Personal Effects Accompanying The Deceased to The Morgue	10 years	No
Medical Examiner / Coroner	Toxicology Journal	Workbook Listing Type of Toxictesting Performed and The Results	10 years	No
Medical Examiner / Coroner	Toxicology Log Book	Information Concerning The Type of Specimens Obtained For Testing	10 years	No
Medical Examiner / Coroner	Toxicology Report	Results of Toxicological Studies Performed on Deceased Person	10 years	No
Medical Examiner / Coroner	Toxicology Request	Form Utilized Within The Department For Requesting Specific Tests	10 years	No
Medical Examiner / Coroner	X-Ray Records	X-Ray Films on Deceased	10 years	No

Section	Record Series Title	Record Series Description	Retention Period	Archival? (Y/N)
Parks and Recreation	Activities-Brochures		Retain permanently or transfer to the State Archives for selection and disposition	Yes
Parks and Recreation	Activity Flyers		1 year	No
Parks and Recreation	Arena Files	Includes Correspondence and Equipment Information	2 years	No
Parks and Recreation	Cash Register Program Forms	Department Copy	6 years	No
Parks and Recreation	Complaint Forms	Department Copy	2 years	No
Parks and Recreation	Contracts	For Use of Park and Recreation Facilities	6 years after Expiration	No
Parks and Recreation	Daily Cash Report	Department Copy	2 years	No
Parks and Recreation	Department Reports		Retain permanently or transfer to the State Archives	Yes
Parks and Recreation	Department Rules and Regulations	Includes Parks, Beaches, Pools, Skating Rinks, and General Use.	Until superseded	No
Parks and Recreation	Ice Rental Agreement		2 years	No
Parks and Recreation	Minutes	Park and Recreation Commission	Retain permanently or transfer to the State Archives	Yes
Parks and Recreation	Minutes	Tape Recordings	Tapes may be reused or discarded 1 year after formal approval of written minutes. Tape recordings cannot be the permanent record.	No
Parks and Recreation	Operating Statements	Financial Reports For Arenas and Golf Courses, Etc .	Retain permanently or transfer to the State Archives for selection and disposition	Yes
Parks and Recreation	Permits	For use of School Facilities, Park Use and Ball fields	2 years	No
Parks and Recreation	Press Releases		Retain permanently or transfer to the State Archives	Yes
Parks and Recreation	Program Activity Registration Forms		2 years	No
Parks and Recreation	Receipt Books		6 years	No
Parks and Recreation	Ticket Sales Reports	Originals	6 years	No

Section	Record Series Title	Record Series Description	Retention Period	Archival? (Y/N)
Parks and Recreation	Vehicle Registrations		Life of unit	No
Public Defender	Adult Case Files	Record of an Individual's Criminal Legal Defense. Contains Legal Documents, Police Report Copies and Attorney Work Product	10 years after case is closed.	No
Public Defender	Annual Report		Retain permanently or transfer to the State Archives	Yes
Public Defender	Juvenile Case Files	Record of an Individual's Legal History in a Juvenile Court Dependency/Neglect/TPR Matter. Contains Legal Documents, Reports and Attorney Work Product	10 years after case is closed or 10 years after emancipation	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	2 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 (49CFRss382.401)	No

Section	Record Series Title	Record Series Description	Retention Period	Archival? (Y/N)
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

Section	Record Series Title	Record Series Description	Retention Period	Archival? (Y/N)
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

Section	Record Series Title	Record Series Description	Retention Period	Archival? (Y/N)
Planning	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.	No
Planning	Budget		3 years	Yes
Planning	Conditional Use Permits	Name, Address, Legal Description of Property, Reason For Conditional Use.	6 years after permit expiration	No
Planning	County Street Naming/Numbering File	A) Flies Identifying Addresses For Structures Within The Jurisdiction of The County Street Naming and Numbering Ordinance.	Permanent	No
Planning	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
Planning	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
Planning	Court Decisions on Zoning		Retain permanently or transfer to the State Archives for selection and disposition	Yes
Planning	Fees Collected	Name of Applicant and Amount of Fee and Purpose of Fee	6 years	No
Planning	Land Use Permits	Name and Address of Applicant, Description of Building, Legal Description of Property	Until Expiration	No
Planning	Land Variances	Name and Address of Property Owner, Legal Description of Property Being Split, Reason For Land Variance	Permanent	No
Planning	Monthly Expenditures	Copies	1 year	No
Planning	Notices of Hearing		1 year	No
Planning	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. Tapes may be reused or discarded 1 year after formal approval of written minutes by commission. Tape recordings cannot be the permanent record	Yes
Planning	Preliminary Plats- Soils	Copies, Developer's Name and Address, Size and Legal Description of Lots in Plat	Permanent	No
Planning	Receipt Book		6 years	No
Planning	Restricted AG Area Map		Retain Permanently or Until Superseded	No

Section	Record Series Title	Record Series Description	Retention Period	Archival? (Y/N)
Planning	Setback Certificates	Name, Address, Legal Description of Property and Description and Use of Structure	Permanent	No
Planning	Sewer Permits	Names, Address and Location of Sewer, Inspection Report	Permanent	No
Planning	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
Planning	Subdivision Ordinances		Retain permanently or transfer to the State Archives	Yes
Planning	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

Section	Record Series Title	Record Series Description	Retention Period	Archival? (Y/N)
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 Furnishings and Equipment in Department	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 then transfer to the State Archives for selection and disposition	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

Section	Record Series Title	Record Series Description	Retention Period	Archival? (Y/N)
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
Treasurer	Apartments and Additions to The Current Years Tax Lists	Forms Showing Name, Address, Parcel Number and Amount of Either Abatement or Addition	6 years	No
Treasurer	Auctioneer's Bonds	Surety Bonds Required to Apply For an Auctioneer's License	While In Force	No
Treasurer	Abstracts of Payment	Welfare, Community Corrections, Hospital: Accounts Payable and Payroll. Listing of Each Warrant/Check Individually Showing Name, Address, and Amount	6 years	No
Treasurer	Bank Statement on Checking Accounts	Reports Needed For Proper Cash Management	6 years	No
Treasurer	Cancelled Warrants/Checks	All Warrants/Checks Issued by County by Sequence and by Number	6 years	No
Treasurer	Collection Register	A Listing of All Payments Collections, Cash Balances, and Inter-Fund Transfers	20 years	No
Treasurer	Correspondence From Bankruptcy Court	Letter Pertaining to County Property Owners Filing Bankruptcy, Also Listing Times and Dates When Claims Should be Filed	7 years	No
Treasurer	Daily Deposited Records	Forms Showing by Bank The Amounts and From Whom Received	2 years after State Audit	No
Treasurer	Delinquent Personal Property Tax Lists	List Showing by Taxing Dist. Which Taxpayers Have and How Much Delinquent Personal Property Tax They Owe	7 years	No
Treasurer	Distribution Settlement	Real Estate, Mobile Home, Personal Property. Worksheets.	6 years	No
Treasurer	General Journal Cashbook	A Listing of All Payments, Collections, Cash Balances, and Inter-Fund Transfers	Permanent	No
Treasurer	Investment Records	County Investment Confirmation Records, Worksheets Reflecting Daily Activity, Bank Copies of Fund Transfers, Investment Worksheets Showing Amounts Invested	6 years	No
Treasurer	Mobile Home Tax Certificates	Forms That List if Current, Delinquent Taxes Are Paid, If Exempt Explains Why	1 year	No
Treasurer	Name, Address Updates by Taxing District	Copies of Deed Transferring Title of Property For Tax Lists	2 years	No
Treasurer	Notice of Transfer of Securities, Assets, or Funds on Deposit	A Listing That The Depository Intends to Transfer to The Named Transferee(S) Securities, Assets or Funds on Deposit in Which The Dependent Individually Appeared to Hold an Interest	6 years	No
Treasurer	Over Remittance	Refunds of Over Payments	6 years	No
Treasurer	Pledged Securities For Safekeeping of County Funds	Securities Pledged to The County as Collateral For Deposits Over FDIC Limits	2 years after State Audit	No

Section	Record Series Title	Record Series Description	Retention Period	Archival? (Y/N)
Treasurer	Real Estate Tax Computer Printout	Computer Printouts of Payments, Name, Address, Updates, Homestead and AG. Credit Limitations and ID Numbers	2 years	No
Treasurer	Registered Warrant Register	A Register Listed in Order of Registration The Warrants Not Paid For Want of Funds	10 years	No
Treasurer	Road and Bridge Contractors Bonds	Surety Bond For Road and Bridge Department Construction and Supplies	After State audit and certification of Contract	No
Treasurer	Safe Deposit Box Reports	An Inventory of Decedents Safe Deposited Box	7 years	No
Treasurer	State Deed Tax Monthly Reports	Reports of Amounts Collected and Amounts Disbursed to The State of Minnesota	6 years	No
Treasurer	Tax Lists and Statements	Tax List Separated Into Taxing District (Real Estate Personal Property, Mobile Home, and Trans. Line)	10 years	No
Treasurer	Tax Receipts	Receipts Showing Date, Amount Paid, and Who Paid The Tax. Real Estate, Personal Property and Mobile Homes .	10 years	No
Treasurer	Transient Merchant Bonds		When in force	No
Treasurer	Treasurer's Monthly Fees Reports	Reports of Fees Collected For Services Rendered	6 years	No
Treasurer	Warrant Registers	A Listing of All Payments Collections, Cash Balances, and Inter-Fund Transfers	20 years	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

Section	Record Series Title	Record Series Description	Retention Period	Archival? (Y/N)
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	Plats: Original and Reproducible Copies		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

Section	Record Series Title	Record Series Description	Retention Period	Archival? (Y/N)
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	20 years	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
Human Resources	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

Section	Record Series Title	Record Series Description	Retention Period	Archival? (Y/N)
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
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

Section	Record Series Title	Record Series Description	Retention Period	Archival? (Y/N)
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

Section	Record Series Title	Record Series Description	Retention Period	Archival? (Y/N)
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

Section	Record Series Title	Record Series Description	Retention Period	Archival? (Y/N)
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)		4 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)		3 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	5 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	5 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

Section	Record Series Title	Record Series Description	Retention Period	Archival? (Y/N)
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
Community Corrections	Admissions, Booking, and Discharge Records	Booking Ledger	Permanent	Yes
Community Corrections	Admissions, Booking, and Discharge Records	Commitments	Permanent	Yes
Community Corrections	Admissions, Booking, and Discharge Records	Counselor's Daily Log	6 years after last discharge	No
Community Corrections	Admissions, Booking, and Discharge Records	Daily Admissions and Discharge Reports	6 years	No
Community Corrections	Admissions, Booking, and Discharge Records	Daily Admissions Sheets	6 years	No
Community Corrections	Admissions, Booking, and Discharge Records	Discharge Population Reports	6 years	No
Community Corrections	Admissions, Booking, and Discharge Records	Discharge List (Booking)	6 years	No
Community Corrections	Admissions, Booking, and Discharge Records	Client/Inmate History Card	Permanent	Yes

Section	Record Series Title	Record Series Description	Retention Period	Archival? (Y/N)
Community Corrections	Admissions, Booking, and Discharge Records	Client/Inmate Sign-In Sheets	6 years	No
Community Corrections	Admissions, Booking, and Discharge Records	Client/Inmate Valuable Receipts	6 years after discharge of client/inmate	No
Community Corrections	Admissions, Booking, and Discharge Records	Master Log Book	Permanent	Yes
Community Corrections	Admissions, Booking, and Discharge Records	Monthly Population Reports	Permanent	Yes
Community Corrections	Admissions, Booking, and Discharge Records	Nature of Commitment Reports (Statistical)	6 years then transfer to the State Archives for selection and disposition	Yes
Community Corrections	Statistical Reports - Commitments		Permanent	Yes
Community Corrections	Statistical Reports - Discharges	\	Permanent	Yes
Community Corrections	Adult Case Files	Chronological Case Recordings	6 years after date of last activity	No
Community Corrections	Adult Case Files	Client/Inmate Summaries and Progress Reports	6 years after date of last activity	No
Community Corrections	Adult Case Files	Correspondence	6 years after date of last activity	No
Community Corrections	Adult Case Files	Department of Corrections Reports	6 years after date of last activity	No
Community Corrections	Adult Case Files	Medical Records	6 years after date of last activity	No
Community Corrections	Adult Case Files	Presentence Investigation Reports	6 years after date of last activity	No
Community Corrections	Adult Case Files	Summary Information Reports	6 years after date of last activity	No
Community Corrections	Breach of Trust, Disciplinary, and Escape Records	A) Breach of Trust and Escape Slips	2 years	No
Community Corrections	Breach of Trust, Disciplinary, and Escape Records	B) Correctional Officers and Reports	6 years after last discharge	No
Community Corrections	Breach of Trust, Disciplinary, and Escape Records	C) Disciplinary/Administrative Hearing Reports	6 years after last discharge	No
Community Corrections	Breach of Trust, Disciplinary, and Escape Records	D) Disciplinary Record Book	6 years after last discharge	No
Community Corrections	Breach of Trust, Disciplinary, and Escape Records	E) Client/Inmate Detainer Slips	2 years	No
Community Corrections	Corrections Reports	A) Annual Institutional Reports, Committee Reports, and Special Services Reports	7 years then transfer to the State Archives for selection and disposition	Yes

Section	Record Series Title	Record Series Description	Retention Period	Archival? (Y/N)
Community Corrections	Corrections Reports	B) Monthly, Semi-Annual Reports	3 years	No
Community Corrections	Correspondence	A) Correspondence Subject Files: Administrator, Director	3 years then transfer to the State Archives for selection and disposition	Yes
Community Corrections	Correspondence	B) Correspondence With Courts and Other Agencies Regarding Individual Client/Inmate	6 years after last discharge	No
Community Corrections	Correspondence	C) Any Other Correspondence	3 years	No
Community Corrections	Financial Records	A) Annual Reports	Retain permanently or transfer to the State Archives	Yes
Community Corrections	Financial Records	B) Budgets/Budget Records	2 years	No
Community Corrections	Financial Records	C) Client/Inmate Cash Record Cards, Money Sign In Sheets, Wages - Weekly Payroll Record, Deposited Slips- Accounts and Wages, Cash Control Sheets, Cash Receipt Books	Return personal records, such as deposited slips, to client/inmate at time of discharge; retain institutional financial records 6 years	No
Community Corrections	Juvenile Case Files	A) Apprehension and Detention Orders/Cancellation of Apprehension and Detention Orders (D.O.C. CR-00237 and D.O.C. CR-00238)	Until client/inmate reaches the age of 26	No
Community Corrections	Juvenile Case Files	B) Chronological Case Recordings	Until client/inmate reaches the age of 23	No
Community Corrections	Juvenile Case Files	C) Client Summaries and Progress Reports	Until client/inmate reaches the age of 23	No
Community Corrections	Juvenile Case Files	D) Correspondence	Until client/inmate reaches the age of 23	No
Community Corrections	Juvenile Case Files	E) Department of Corrections Reports	Until client/inmate reaches the age of 23	No
Community Corrections	Juvenile Case Files	F) Discharge Records	Until client/inmate reaches the age of 23	No
Community Corrections	Juvenile Case Files	G) Medical Records	Until client/inmate reaches the age of 23	No
Community Corrections	Juvenile Case Files	H) Summary Information and Reports	Until client/inmate reaches the age of 23	No
Community Corrections	Juvenile Diversion Files	A) Chronological Case Recordings	Until client/inmate reaches age 18	No
Community Corrections	Juvenile Diversion Files	B) Community Service Work	Until client/inmate reaches age 18	No
Community Corrections	Juvenile Diversion Files	C) Correspondence	Until client/inmate reaches age 18	No

Section	Record Series Title	Record Series Description	Retention Period	Archival? (Y/N)
Community Corrections	Juvenile Diversion Files	D) Discharge Records	Until client/inmate reaches age 18	No
Community Corrections	Juvenile Diversion Files	E) Intake Records	Until client/inmate reaches age 18	No
Community Corrections	Juvenile Diversion Files	F) Medical Records	Until Client/inmate reaches age 18	No
Community Corrections	Land and Building Work Orders	A) Routine Work Done on Buildings and Grounds	2 years	No
Community Corrections	Minutes	A) Paper	Retain permanently or transfer to the State Archives	Yes
Community Corrections	Minutes	B) Audiotape or Videotape	Tapes may be reused or discarded after formal approval of written minutes. Tape recordings cannot be a permanent record.	No
Community Corrections	Office Orders		2 years; (The copy in the client's/inmate's case file will be retained 6 years after discharge)	No
Community Corrections	Procedures	A) Procedures Manuals	Until superseded	No
Community Corrections	Segregation/Separation Records	A) Records of Clients/Inmates Held in Security Area for Disciplinary, Medical or Administrative Reasons	6 years after last discharge	No
Community Corrections	Special Services	A) Test Results; Reports of Counselors, Chemical Dependency Counselors, Vocational Councilors, Psychologists; Information on Client's/Inmate's Participation in Various Programs Offered	6 years after last discharge	No
Community Corrections	Training Records	A) Documents Staff Contacts With Victims, Public Speaking Engagements, Prevention Efforts, Evaluations, and Feedback	6 years after last activity	No
Community Corrections	Victim Services	A) Includes Volunteer Applications, Cumulative Service Records for and Disposition of Volunteer Services, and Evaluation of Volunteers	2 years after individual volunteer service ceases	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

Section	Record Series Title	Record Series Description	Retention Period	Archival? (Y/N)
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

Section	Record Series Title	Record Series Description	Retention Period	Archival? (Y/N)
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

Section	Record Series Title	Record Series Description	Retention Period	Archival? (Y/N)
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	2 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

Section	Record Series Title	Record Series Description	Retention Period	Archival? (Y/N)
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	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

Section	Record Series Title	Record Series Description	Retention Period	Archival? (Y/N)
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

Section	Record Series Title	Record Series Description	Retention Period	Archival? (Y/N)
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

Section	Record Series Title	Record Series Description	Retention Period	Archival? (Y/N)
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

Section	Record Series Title	Record Series Description	Retention Period	Archival? (Y/N)
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/Serviceman's Application For Program of Education or Training		10 years	No
Veterans Service	22-1990P/Serviceman's Application For Pre-Discharge Educational Program (Prep)		10 years	No

Section	Record Series Title	Record Series Description	Retention Period	Archival? (Y/N)
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

Section	Record Series Title	Record Series Description	Retention Period	Archival? (Y/N)
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

Section	Record Series Title	Record Series Description	Retention Period	Archival? (Y/N)
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

Section	Record Series Title	Record Series Description	Retention Period	Archival? (Y/N)
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-1884/Survivor Benefit Plan Application For Annuity (P.L. 92-425)	10 years	No

Section	Record Series Title	Record Series Description	Retention Period	Archival? (Y/N)
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

Section	Record Series Title	Record Series Description	Retention Period	Archival? (Y/N)
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