



MINNESOTA HISTORICAL SOCIETY
STATE ARCHIVES DEPARTMENT

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Government Records Information Leaflet No. 6 County Auditor Records

Many historically important records remain in the custody of Minnesota county auditors. This statement identifies some of the most valuable records series that have been created or preserved by the auditors. Records listed on this sheet that no longer have administrative value to the county may be eligible for transfer to the State Archives in the Minnesota Historical Society. Transfer of such records to any other historical agency, public library, or museum is allowed with the permission of the State Archives.

Many county auditors have in their custody important records of county agencies that are no longer functioning. These may include records of the **COUNTY SUPERINTENDENT OF SCHOOLS**, the **COUNTY POOR FARM**, and a regional or **COUNTY TUBERCULOSIS SANATORIUM**. These records may be eligible for transfer to the State Archives for evaluation and preservation.

Many county auditors also maintain records of **SPECIAL JOINT POWERS ORGANIZATIONS, EXTENSION SERVICES, REGIONAL LIBRARIES, HOSPITALS, WASTE COMMISSIONS, DEVELOPMENT COMMISSIONS**, or other organizations that include more than one county. These records, including minutes, annual reports, audit reports, and correspondence may be the official set of the organization's records or simply the participating county's copies. When these records are no longer needed, State Archives staff will be available to evaluate the records and may transfer those of historical importance.

MINUTES of the board meetings, all committees, commissions, and task forces.

AGENDA PACKETS prepared for county board meetings board meetings, including agendas, reports, petitions, background data, and recommendations.

AGRICULTURAL STATISTICS: reports by township giving acres of crops grown, amount of livestock raised, and other agricultural statistics; compiled by the county auditor with summaries sent to the state commissioner of statistics. Dated between the 1870s and the 1890s.

ANNUAL REPORTS of the county, its individual departments or offices, and affiliated organizations.

ASSESSMENT ROLLS: created by the county assessor and listing the valuation of each parcel of real estate and several categories of personal property. All rolls dated through 1901 and those for years ending in "0" and "1" (1910-1911, 1920-1921, etc.) thereafter are eligible for transfer to the State Archives.

ATTORNEY'S OPINIONS: chronological file of formal opinions issued by the county attorney.

BUDGET: final copy of the annual budget as adopted.

CENSUS SCHEDULES: county copy of state or federal population schedules listing names of each resident of the county. Dated between 1855 and 1905.

ELECTION RECORDS: abstracts of votes, contested election records, and poll lists.

FINANCIAL STATEMENTS: annual financial reports of the county.

LABOR UNION CONTRACTS with groups of county employees.

MOTHER'S PENSION RECORD: record of payments to mothers who were sole support of dependent children; dated before 1937.

ROAD PETITION: usually from the 19th and early 20th centuries, these petitions request establishment of or improvements to roads and bridges.

SCHOOL DISTRICT SET-OFF PETITION: petitions and related records by which residents requested permission to change to adjoining school districts.

SCHOOL DISTRICT, TOWNSHIP, OR CITY NAME CHANGES, boundary changes, annexation records, and incorporation records.

SCHOOL DISTRICT, TOWNSHIP, OR CITY OFFICER REGISTERS: lists of officers elected by local jurisdictions within the counties, especially clerks, treasurers, and justices of the peace.

TAX LISTS: official record of the payment of real and personal property taxes. All lists dated through 1901 and those for years ending in "0" and "1" (1910- 1911, 1920-1921, etc.) thereafter are eligible for transfer to the State Archives.

WARRANT/ORDER REGISTERS: chronological record of vouchers paid, listing to whom payment was made, for what purpose, and which fund was charged.

WOLF AND OTHER BOUNTIES: record of bounties paid by the county for killing of wolves, foxes, gophers, and other animals.

The preservation and orderly disposition of records of Minnesota counties are governed by Minnesota Statutes 138.17, Subdivision 1. No records of the counties can be destroyed or removed from agency custody without signed authorization by the Records Disposition Panel as constituted by the statute. Further information and forms on which to request permission to destroy records on a one-time basis or to transfer noncurrent records to the State Archives are available from the State Archives, Minnesota Historical Society, at the address and phone number shown above.