

# MINNESOTA RECORDS INVENTORY\*

See Instructions on Reverse.

<b>1. Agency</b>		<b>2. Division/Section</b>		<b>3. Location of Records</b>	
<b>4. Records Series Title</b>					
<b>5. Records Series Description. Include contents (e.g. contracts, reports, applications, correspondence), purpose, and form numbers.</b>					
<b>6. <input type="checkbox"/> Original File    <input type="checkbox"/> Duplicate File</b>		<b>7. If duplicate, list location of original file.</b>			
<b>8. STORAGE MEDIA (Check all that apply)</b> <input type="checkbox"/> Paper <input type="checkbox"/> Microfilm (not COM) <input type="checkbox"/> Computer Output Microfilm (COM) <input type="checkbox"/> Electronic (Tapes, Disks)			<b>9. DATA PRIVACY CLASSIFICATIONS</b> Statute Number or Date of Temporary Classification <input type="checkbox"/> Public _____ <input type="checkbox"/> Private _____ <input type="checkbox"/> Confidential _____ <input type="checkbox"/> Nonpublic _____ <input type="checkbox"/> Protected Nonpublic _____		
<b>10. RETENTION REQUIREMENTS</b>		<b>YEARS</b>	<b>CITATION</b>	<b>11. RECOMMENDED RETENTION PERIODS</b>	
A. Federal Law				A. Agency Office	
B. State Law				B. Agency Storage	
C. Statute of Limitations				C. State Records Center (State Agencies Only)	
D. Audit Period				D. Total Retention (A + B + C)	
E. Administrative Needs					
<b>12. A vital record is essential to the continuation or resumption of your operations after a disaster.</b>					
Are any documents in this records series considered vital? <input type="checkbox"/> Yes <input type="checkbox"/> No					
If yes, which documents are vital and why?					
<b>13. VOLUME    (See Chart) →</b>				<b>VOLUME CHART TO DETERMINE CUBIC FEET</b> Letter Size Drawer = 1.5                      3X5 Card 12" Row = 0.1 Legal Size Drawer = 2.0                      4X6 Card 12" Row = 0.2 Shelving 4' Letter = 2.3                      5X8 Card 12" Row = 0.3 Shelving 4' Legal = 3.0                      Printouts 12" Stack = 1.25 Records Center Box = 1.0                      Transfer Case = 2.5 (12" X 15" X 10")                                      (24" X 16" X 11")	
<b>Office</b>		<b>Storage</b>			
Cubic Feet		Cubic Feet			
Inclusive Dates		Inclusive Dates			
<b>14. Inventory Completed By (Print Name)</b>		<b>Title</b>	<b>Date</b>	<b>Phone</b>	

\* Adapted from Minnesota Department of Administration, Information Policy Analysis Division, *Preserving and Disposing of Government Records*, July 2000.

## INSTRUCTIONS

*All items are self-explanatory except:*

4. A records series is a group of records filed together because they are related to a particular subject. All records in a series must have the same retention period.
  
9. Check the data practices classification(s) of the data in this records series. The Minnesota Government Data Practices Act (Minnesota Statutes, Chapter 13) states that all government data is public unless classified by statute, temporary classification or federal law. If the records are not public, cite the statute or date of the temporary classification which classifies them. Further information on data practices may be obtained from the Minnesota Department of Administration, Information Policy Analysis Division at 651.296.6733 or 1.800.657.3721.
  
10. The retention of records by your agency is based on legal, fiscal and administrative requirements.
  - A–C. State any laws which prescribe a retention period for your records.
  - D. State the audit requirements (federal and state) for these records.

**For state records**, the legislative auditor has stated that financial records must be kept for the current year plus three fiscal years or until audit, whichever occurs first.

**For local government records**, the state auditor has stated that financial records must be kept for the current year plus six fiscal years or until audit whichever occurs first.

- E. State the length of time these records are needed for administrative purposes.
  
11. Based on the retention requirements, state your agency's recommendations for retention of these records in:
  - A. Your office
  - B. Your agency's storage area.
  - C. The State Records Center (state agency records only).

Retention periods are determined and expressed in one of three ways.

1. In terms of time, for example, "retain four years" or "retain permanently."
2. In terms of an event or action, for example, "retain until audited," "retain until case closed," or "retain until microfilmed."
3. In terms of both, for example, "retain 6 months after audit" or "retain 3 years after case closed."