

Corrections to the Introduction section of the Minnesota County General Records Retention Schedule

NOTE:

This electronic copy of the Minnesota General Records Retention Schedule for Counties was produced by Redwood County staff who digitized a paper version. Any handwritten notations or changes that appear on the pages of the schedule are not official.

The 2006 Legislature amended Minnesota Statutes, section 138.17, removing the Commissioner of Administration's duty to perform functions related to records management. The changes became effective August 1, 2006. As a result of the legislative change, the Department of Administration / Information Policy Analysis Division (IPAD), will no longer respond to inquiries regarding records management.

Destruction Reporting:

- Effective August 1, 2001, records destruction reports do not need to be sent to the Minnesota Department of Administration and the Minnesota Historical Society (State Archives). Keep destruction reports for your own records.

Records Not on the General Schedule:

- An electronic copy of the PR-1 form (Application for Authority to Dispose of Records) is available online at the Minnesota State Archives' web site (www.mnhs.org/statearchives).
- Records retention schedule forms are no longer available from the Minnesota Department of Administration. A blank form is available online at the Minnesota State Archives' web site (www.mnhs.org/statearchives).

Resources:

- The Department of Administration no longer offers assistance with records management issues or records retention schedules. The Department's Information Policy Analysis Division (www.ipad.state.mn.us) will assist with questions relating to privacy and other information policy laws.
- The Minnesota State Archives and the state's Records Disposition Panel can be contacted as follows: State Archives, Minnesota Historical Society, 345 Kellogg Boulevard West, Saint Paul, MN, 55102. 651.259.3260.
- The Association of Minnesota Counties can be contacted through its web site (www.mncounties.org/).

Schedule Updates:

- The Human Services / Public Welfare section of the schedule was updated by the Minnesota Department of Human Services in March 2002.
- A supplement to the schedule for Community Corrections was issued in January 1990.

RECORDER

July, 1988

CATEGORY DEFINITIONS

Records Series Description: A records series is a group of records filed together because they relate to a particular subject.

Enabling Authority: The statute or authorized power that states the record may be collected.

Data Class: This identifies records classified by the Government Data Practices Act or other state or federal law. The classification system includes: public, private, confidential, non-public or protected non-public. More than one classification may apply.

Citation for Classification: The statute or law which cites the data practices classification of the records series.

Pre/Post/Curr: Data collected prior to August, 1975 is PRE. Data collected after August, 1975 is POST. Data being currently collected is CURR.

Purpose and Use for Collection: The function of the records series.

Authorized Recipients: Those people authorized to use the records series according to its Data Practices classification.

Retention/Statute: The retention cited is the minimum amount of time a record must be kept. The stated retention does not include the year the record originates. For example, if Record A is filed by calendar year and it has a retention of 3 years, the disposal date for 1985 records is January, 1989. Statutes listed here cite specific retention periods for the records series.

Archival: If a Y, meaning yes, appears in this column these records are eligible for transfer to the State Archives in the Minnesota Historical Society after the retention period has expired or when the agency no longer has need for them. Contact the Division of Library and Archives of the Minnesota Historical Society for information on how to transfer archival records (612-296-6980 or toll free 1-800-652-9747).

RECORDS SERIES DESCRIPTION	ENABLING AUTHORITY	DATA CLASS	CITATION FOR CLASSIFICATION	PRE POST CURR	PURPOSE AND USE FOR COLLECTION	AUTHORIZED RECIPIENTS	RETENTION/STATUTE	ARCH
<u>ABSTRACTS FILING</u>								
1. GRANTEE/GRANTOR INDEX Alphabetic indices, by year, of parties to all document filed with county recorder.	MS 386.03 MS 386.32	Publ	MS 13.03 MS 508.37	Pre Post Curr			Permanent	Y
2. RECEPTION BOOKS Index of real documents filed numerically with County Recorder including Index by Document Number.	MS 386.03	Publ	MS 13.03	Pre Post Curr			Permanent	N
3. TRACT INDEX RECORDS Chronological index of real property by description.	MS 386.05 MS 386.32	Publ	MS 13.03	Pre Post Curr			Permanent	Y
<u>CUSTOMER DOCUMENT</u>								
4. CONTRACT RECORDS	MS 386.19	Publ	MS 13.03	Pre Post Curr			Permanent	N
5. CORPORATION INDEX FILE Articles of Incorporation, mergers, amendments, name changes, etc.	MS 300.06	Publ	MS 13.03	Pre Post Curr			Permanent MS 386.46	Y
6. DAILY CASH RECEIPTS Records of filing fees on recorded documents.	MS 357.18	Publ	MS 13.03	Pre Post Curr			6 yrs.	N
7. DOCUMENT NUMBER INDEX Used to find instrument book and page.	MS 386.19 MS 386.32	Publ	MS 13.03	Pre Post Curr			Permanent	N
8. LEASES AND CORPORATE INFORMATION Includes resolutions, affidavits and pertinent decrees.	MS 386.19	Publ	MS 13.03	Pre Post Curr			Permanent	N

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				POST CURR	PURPOSE AND USE FOR COLLECTION			
9. LIMITED PARTNERSHIP AGREEMENTS Written take-offs and photostatic copies of limited partnership. Certain certificates and amounts of limited partnerships.	MS 322.02, (2) MS 322.25, Subd. 4, 5 MS 386.19	Publ	MS 13.03				Permanent	N
10. MISC. 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.	MS 599.19 MS 600.23	Priv Non- Publ	MS 600.23	Pre Post Curr	Every County Recorder shall receive and deposit in his office any instruments or papers which shall be offered him for that purpose and, if required, shall give to the person depositing the same, a receipt therefor.	Individual depositor and staff	Retain until owner of documents withdraws them or orders them destroyed.	N
11. POWER OF ATTORNEY RECORDS	MS 386.19 MS 507.24	Publ	MS 13.03	Pre Post Curr			Permanent	N
12. UNCLAIMED DOCUMENTS COPIES AND ATTESTED DOCUMENTS Copies of documents which have been ordered by customers but never picked up.		Publ	MS 13.03				6 months	N
<u>LEGAL RECORDS: OTHER</u>								
13. BOND RECORDS Bond records of public officials.	MS 574.21	Publ	MS 13.03	Pre Post Curr			Permanent	N
14. FARM REGISTRATION Farms registered by owners under the specified name given their farm lands. Includes description of said lands.	MS 386.36	Publ	MS 13.03	Pre Post Curr			Permanent	Y

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15. INDEX TO MILITARY DISCHARGE	MS 386.20 MS 386.32 MS 600.23	Publ	MS 13.03	Pre Post Curr			Permanent	Y
16. MILITARY DISCHARGE RECORDS Military discharge papers filed by veteran of all branches of the armed services.	MS 386.20	Publ	MS 13.03				Permanent	Y
17. NEWSPAPER REGISTER Official listing of all Minnesota newspapers and publications. Required by statute. Shows names of owners, printers, and publishers of each newspaper.	MS 331.03	Publ	MS 13.03	Pre Post Curr			Permanent	N

LIENS

18. LIEN RECORD BOOKS Used to check liens on property and as reference in abstracting titles.	MS 386.19	Publ	MS 13.03	Pre Post Curr			Permanent	N
19. OLD AGE ASSISTANCE LIENS AND INDEX	MS 386.37 MS 386.46	Publ	MS 13.03	Pre Post Curr			Permanent MS 386.46	N
20. STATE/FEDERAL TAX LIENS AND INDEX Original liens, releases, and satisfactions. Notices of Federal tax liens filed against individuals.	MS 272.479- .487 MS 386.32	Publ	MS 13.03	Pre Post Curr			Permanent	N

PLATS AND RELATED RECORDS

21. GOVERNMENT SURVEY PLAT BOOK Contains the original survey which shows government lots and 1/4 1/4's of all sections.		Publ	MS 13.03				Permanent	Y
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22. PLAT INDEX								
a. Alphabetical Plat Index Contains name of plat, tract index number and location.	MS 386.32	Publ	MS 13.03	Pre Post Curr			Permanent	Y
b. Index to Plats, Book and Page	MS 386.32	Publ	MS 13.03 MS 106.071	Pre Post Curr			Permanent	Y
c. Master Index to Original Plats Used as a cross reference.	MS 386.19 MS 386.32	Publ	MS 13.03	Pre Post Curr			Permanent	Y
d. Plat Certificate Index and Certificate of Plat Corrections Index	MS 505.174 MS 505.176	Publ	MS 13.03	Pre Post Curr			Permanent	Y
23. PLATS: ORIGINAL AND REPRODUCIBLE COPIES.	MS 505.08, Subd. 2	Publ	MS 13.03 MS 508.08, Subd. 2				Permanent	N
24. PLATS: PUBLIC COPY Canvas-backed sheets.	MS 505.08, Subd. 2	Publ	MS 13.03 MS 508.08, Subd. 2	Pre Post Curr			Permanent	N
<u>REAL PROPERTY RECORDS</u>								
25. APPLICATION TO REGISTER TITLE Application to change ownership from Abstract to Torrens.	MS 386.19 MS 508.11	Publ	MS 13.03	Pre Post Curr			Permanent	Y
26. DEED RECORDS Used in title abstracting.	MS 386.19 MS 507.24	Publ	MS 13.03	Pre Post Curr			Permanent	Y
27. MINERAL RIGHTS FILE Shows mineral rights reserved such as on railroad lands, etc.	MS 93.52 MS 298.48	Publ Conf	MS 13.03 MS 298.48	Pre Post Curr			Permanent	Y

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28. MORTGAGE RECORDS Records of all mortgages filed.	MS 386.04 MS 386.19	Publ	MS 13.03	Pre Post Curr			Permanent	Y
<u>SERVICE</u>								
29. CASH CONTROL RECORDS FOR TRUSTEE: ACCOUNT/RECEIPTS ON EACH ITEM ENTERED Monthly sheets showing amounts deposited daily to the Trust Account.		Publ	MS 13.03				6 yrs.	N
30. INFORMATION AND CERTIFIED COPY REQUESTS Copies of requests dispatched from County Recorder's Office.		Publ	MS 13.03				6 yrs.	N
31. LEDGER AND REQUISITION RECORDS Account ledger sheets and requisition orders (supplies).		Publ	MS 13.03				6 yrs.	N
32. LEDGER ON TRUST ACCOUNT Daily trust account.		Publ	MS 13.03				6 yrs.	N
33. UNIFORM COMMERCIAL CODE RECORDS(UCC) Original filings amendments, continuations, assignments, and information requests. These documents relate to liens on personal property and are filed by debtor's name.	MS 336.9 - .401 through MS 336.9 - .408	Publ	MS 13.03				1 yr. after termination or lapse. MS 336.9 - 410	N
34. U.C.C. TERMINATION STATEMENTS	MS 336.9 - .404	Publ	MS 13.03				3 yrs. after receipt. MS 336.9 - 410	N

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TORRENS								
35. AFFIDAVITS OF GRANTEE Affidavits contain name, age, residence, marital status and legal disability of the grantee in deeds of transfer.	MS 508.52	Publ	MS 13.03 MS 508.38	Pre Post Curr	To provide information for the office staff to enable them to make certificates of title with all mandatory information.	Public and Staff	Permanent	N
36. APARTMENT OWNERSHIP AND CONDOMINIUMS Can be abstract or torrens. Hardshells and public copies of plats and other documents pertaining to apartments/condominiums.	MS 515	Publ	MS 13.03				Permanent	N
37. CERTIFICATES OF TITLE/OWNERSHIP A certificate by the Registrar which shows the current status of ownership and encumbrances of any parcel of Torrens land.	MS 508.34	Publ	MS 13.03 MS 508.38	Pre Post Curr	To provide a certificate of title to the owner which proves ownership and rights and encumbrances.	Public and Staff	20 yrs.	N
38. CERTIFIED COPY SIGN-OUT BOOKS A book showing who signed out for all copies returned.	MS 508.38	Publ	MS 13.03 MS 508.38	Pre Post Curr	To provide a resource for the Registrar to use in case someone claims he did not receive a copy.	Public and Staff	Permanent	N
39. CORPORATION INDEX An alphabetical file of the corporate changes of name, mergers, and articles.	MS 508.03 MS 508.11	Publ	MS 13.03 MS 508.38	Pre Post Curr	To provide a convenient place to look to see if a name change has been filed so that it may be re-used.	Public and Staff	Permanent	Y
40. DOCUMENT BOOK A numerical file of all legal documents filed in the Torrens office since 1901.	MS 508.38	Publ	MS 13.03 MS 508.38	Pre Post Curr	To provide a repository for all documents affecting Torrens land, as required by the statute.	Public and Staff	Permanent	N

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41. GRANTEE/GRANTOR INDEX Locates instruments in Torrens section by name of grantee/grantor.	MS 508.37	Publ	MS 13.03 MS 508.38	Pre Post Curr	To provide an index of all parties who gave up and received an interest in Torrens land.	Public and Staff	Permanent	Y
42. INDEX TO TRACT INDEX		Publ	MS 13.03				Permanent	Y
43. OWNER'S/MORTGAGEE'S DUPLICATE CERTIFICATE OF TITLE		Publ	MS 13.03				Destroy at time entering a "surrender" memorial on the certificate. MS 508.835	N
44. OWNER'S/MORTGAGEE'S DUPLICATE ORDER FORM		Publ	MS 13.03				1 yr.	N
45. OWNER'S/MORTGAGEE'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.	MS 508.40	Publ	MS 13.03 MS 508.40	Pre Post Curr	To provide a repository for all duplicates which, for one reason or another, have not been delivered to the owners.	Public and Staff	1 yr. after certificate is cancelled. MS 508.835	N
46. 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.	MS 508.03 MS 508.11	Publ	MS 13.03 MS 508.38	Pre Post Curr	To provide a convenient place to check and see if a power has been filed so that it may be re-used.	Public and Staff	Permanent	N
47. PLAT INDEX Index to section, township, range, book and page of plats, registered land survey (R.L.S.).		Publ	MS 13.03				Permanent	Y

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48. PLATS Memorial survey drawings showing property boundary lines and judicial landmarks (J.L.M.).		Publ	MS 13.03				Permanent	Y
49. PURCHASER AND/OR RESIDUE OWNER AFFIDAVITS Individual and Corporate.		Publ	MS 13.03				5 yrs. MS 508.836	N
50. PURCHASER AND/OR RESIDUE OWNER AFFIDAVITS Partnerships.		Publ	MS 13.03				5 yrs.	N
51. RAILROAD LANDS A certified list of land prepared by railroad companies and filed in counties.	MS 507.31	Publ	MS 13.03 MS 507.31				Permanent	Y
52. RECEPTION BOOKS Numerical reception and admission index of all instruments filed.		Publ	MS 13.03				Permanent	N
53. RECEPTION INDEX Numerical index which contains the names of each party to every document filed.	MS 508.37	Publ	MS 13.03 MS 508.38	Pre Post Curr	To provide a numerical index to all documents filed.	Public and Staff	Permanent	N
54. REGISTERED LAND SURVEY (R.L.S.) Original hardshells and public copies of the official government R.L.S.		Publ	MS 13.03				Permanent	Y
55. REGISTERED LAND SURVEY (R.L.S.) Preliminary copies: Used to check errors and defects against final survey before hardshells are made for filing.		Publ	MS 13.03				1 yr. after original is filed.	N
56. SECTION CORNER BYPASS							Permanent	N

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57. 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 contain notations relating to certain certificates of title and documents.	MS 508.38	Publ	MS 13.03 MS 508.38	Pre Post Curr	To provide a map on which Torrens land or encumbrances can be plotted out.	Public and Staff	Until superseded.	N
58. TRACT INDEX Land index of all transfers of ownership of Torrens land. Current history of all conveyances of registered land by legal description.	MS 508.37	Publ	MS 13.03 MS 508.38	Pre Post Curr	To provide a method of trailing a chain of title and to provide an index to the certificates of title.	Public and Staff	Permanent	Y

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