

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.

HIGHWAY

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 PURPOSE AND USE FOR COLLECTION	AUTHORIZED RECIPIENTS	RETENTION/STATUTE	ARCH
1. ACCOUNTS RECEIVABLE LEDGER RECORD Closed or paid accounts for services or materials furnished to individuals and governmental agencies.		Publ	MS 13.03			6 yrs.	N
2. ANNUAL REPORT		Publ	MS 13.03			7 yrs., then transfer to the State Archives.	Y
3. ANNUAL ROAD/BRIDGE REPORT TO COUNTY BOARD		Publ	MS 13.03			10 yrs., then transfer to the State Archives.	Y
4. CONSTRUCTION AND/OR MAINTENANCE CONTRACT DOCUMENTS Including proposals, abstract of bids, performance bonds, partial and final payment estimates.		Publ	MS 13.03			10 yrs. after project completed.	N
5. CONSTRUCTION PROJECT AND MAINTENANCE AGREEMENTS WITH CITIES AND VILLAGES		Publ	MS 13.03			After agreement expiration and audit.	N
6. DESIGNATIONS AND REVOCATIONS OF COUNTY STATE-AID HIGHWAYS AND COUNTY ROADS Copies.		Publ	MS 13.03			Permanent	N
7. DRIVEWAY PERMITS Access permits for driveways entering County State-aid Highways and County Roads.		Publ	MS 13.03			Permanent	N
8. EMPLOYEE TIME/EQUIPMENT REPORT All original time sheets from field and shop employees.		Publ Priv	MS 13.03 MS 13.43			6 yrs.	N

RECORDS SERIES DESCRIPTION	ENABLING AUTHORITY	DATA CLASS	CITATION FOR CLASSIFICATION	PRE POST CURR	PURPOSE AND USE FOR COLLECTION	AUTHORIZED RECIPIENTS	RETENTION/STATUTE	ARCH
9. EQUIPMENT COST HISTORY Annual recapitulation of operating costs and repairs for each County highway unit, spec, contract, proposals.		Publ	MS 13.03				6 yrs.	N
10. EQUIPMENT REPAIR ORDER Description of repairs and materials used.		Publ	MS 13.03				Life of unit.	N
11. FIELD CONSTRUCTION SOURCE DOCUMENTS Including weight tickets, inspection reports, etc.		Publ Priv	MS 13.03 MS 13.43				6 yrs.	N
12. GAS AND OIL CONSUMPTION REPORT Tank or drum field stock report for perpetual inventory records.		Publ	MS 13.03				6 yrs.	N
13. INSPECTION AND FIELD CONSTRUCTION REPORTS Including project log records, diaries pertaining to specific contracts or agreements.		Publ	MS 13.03				6 yrs. after contract expiration.	N
14. MATERIAL REQUISITION FOR INVENTORY STOCK Record of items removed from stock and disposition to road or equipment.		Publ	MS 13.03				6 yrs.	N
15. MOTOR VEHICLE/EMPLOYEE ACCIDENTS REPORTS		Publ Conf	MS 13.03 MS 13.39				10 yrs.	N
		Protected non-publ						
16. MOVING PERMITS		Publ	MS 13.03				3 yrs.	N

RECORDS SERIES DESCRIPTION	ENABLING AUTHORITY	DATA CLASS	CITATION FOR CLASSIFICATION	PRE POST CURR	PURPOSE AND USE FOR COLLECTION	AUTHORIZED RECIPIENTS	RETENTION/STATUTE	ARCH
17. 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.		Publ	MS 13.03				6 yrs.	N
18. REGULATORY SIGNS/SIGNAL ORDERS Data indicating locations and date of installation or removal.		Publ	MS 13.03				Permanent	N
19. RIGHT-OF-WAY DOCUMENTS Easements, acquisition certificates appraisal certificates, plats, area computation documents.		Publ	MS 13.03				Permanent	N
20. SALARIES AND WAGES PAYROLL Employee listing of salaries and wages earned semi-monthly or monthly.		Publ Priv	MS 13.03 MS 13.43				Permanent unless record copy retained in Auditor's office or central payroll, then 6 yrs.	N
21. UTILITY PERMITS/RIGHT-OF-WAY VIOLATIONS Permits to work within right-of-way boundaries on county state-aid highways and county roads.		Publ	MS 13.03				Permanent	N
22. VENDORS' INVOICES AND RELATED PURCHASE ORDERS AND RECEIVING RECORDS		Publ	MS 13.03				6 yrs.	N

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