

GENERAL RECORDS RETENTION SCHEDULE FOR
MINNESOTA FIREFIGHTERS RELIEF ASSOCIATIONS (MFRA)

Purpose of the General Records Retention Schedule

The purpose of a records retention schedule is to provide a plan for managing government records by giving continuing authority to dispose of records under Minnesota Statutes section 138.17.

This general retention schedule establishes minimum retention periods for records based on their administrative, fiscal, legal and historical value. It lists common records series and identifies how long to retain them.

This schedule was originally developed by the Apple Valley Firefighters Relief Association and approved by the Records Disposition Panel in April 2012.

Adopting and Using the General Schedule

1. To begin disposing of records, you must notify the State Archives of the Minnesota Historical Society that your Association has adopted the schedule. The attached form, *“Notification of Adoption of Minnesota Firefighters Relief Associations (MFRA) General Records Retention Schedule”*, is used for this purpose.
2. You may adopt the schedule even though your association may not have all the records listed on it.
3. The Minnesota Historical Society will sign and return the Notification form to you. You will then have the authority to dispose of your government records as indicated on the schedule.
4. Compare the records in your office with the records listed on the schedule. Retention periods listed on the schedule represent the minimum length of time that you must retain your records. Once that retention period has been reached you may destroy the records as indicated on the schedule. If you need to retain some records series longer than the listed retention, you should establish an agency policy for those records.
5. Records identified on the schedule as archival may be transferred to a local/county historical society or other appropriate repository with the specific, written permission of the state Records Disposition Panel. Contact the State Archives at 651.259.3260 for guidelines. For further information, see the State Archives’ web site at <http://www.mnhs.org/preserve/records/index.html>.
6. The retention stated on the schedule applies to any form of the record (paper, computer tape or disk, microfilm, optical disk, electronic media, etc.).

Destruction Reporting

After you destroy records according to the general schedule, maintain a list of destroyed records.

Records NOT on the General Schedule

Records not listed on this schedule cannot be destroyed without submitting either an “Application for Authority to Dispose of Records” (PR-1) or a “Minnesota Records Retention Schedule” form. Both of these forms are available on the State Archives’ web site at:

<http://www.mnhs.org/preserve/records/recser.html#forms>.

The PR-1 form is used to request one-time authority to dispose of records. Since an approved PR-1 gives you authority to dispose of only those records listed on the form, we recommend that you use the PR-1 form only for obsolete records (records no longer being created).

For ongoing authority to dispose of records not listed on the general schedule, complete a “Minnesota Records Retention Schedule”.

Duplicate Records

This retention schedule concerns itself only with the association’s official record copy and the retention periods assigned reflect that. It is each association’s responsibility to identify the official record copy and to identify when to destroy any other copies of identical records, after they have lost their legal, fiscal, historical and administrative value.

Category Definitions for the General Schedule

The descriptions below help define the contents of the fields used in the general schedule.

Record Series Title and Description: A record series is a group of records maintained together because they all relate to the same topic and have the same retention period.

Retention Instructions: The retention period cited is the minimum amount of the time a record must be kept. *A number printed alone, e.g. 10, means ten years. If months or days are meant the entry will display that, e.g. 6 months or 30 days.* 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 2000 records is January, 2004.

Vital: If a “yes” appears in this column, these records are essential to the continuation or resumption of operations in your agency.

General Records Retention Schedule for MFRA

Archive: If “yes” appears in this column, these records have historical value and must be permanently retained by the association. If the association wishes to otherwise dispose of the records, the association should contact the State Archives of the Minnesota Historical Society at 651-259-3260 for guidelines and assistance. These records may be eligible for transfer to a county or local historical society, or other repository, and the State Archives can assist in this process. For further information see the State Archives Department’s web site at <http://www.mnhs.org/preserve/records/index.html>.

Resources

Please contact the State Archives Department of the Minnesota Historical Society for questions about archival records.

Minnesota Historical Society
State Archives Department
Minnesota History Center
345 Kellogg Boulevard West
St. Paul, MN 55102-1906
Voice: 651-259-3260
Fax: 651-296-9961
Website: <http://www.mnhs.org/preserve/records/index.html>

Minnesota Historical Society
State Archives Department
Minnesota History Center
345 Kellogg Boulevard West
St. Paul, MN 55102-1906
Phone: 651-259-3260
Fax: 651-296-9961

**NOTIFICATION OF ADOPTION
OF
MINNESOTA FIREFIGHTERS RELIEF
ASSOCIATIONS (MFRA)
GENERAL RECORDS RETENTION SCHEDULE**

1. Complete this form and send the original and one copy to the State Archives Department at the above address.
2. Destruction of records according to the general schedule is NOT permitted until this form is signed by the Minnesota Historical Society.

Minnesota Firefighters Relief Association	Telephone (includes area code)
Street Address	City, Zip Code

This is to notify the Minnesota Historical Society that the Minnesota Firefighters Relief Association (MFRA) named above has officially adopted the MFRA General Records Retention Schedule.

Name/Title of Association Official (print)	Signature of Association Official	Date
Name of Person with Records Management Responsibility (if different than above)		
Email Address of Person with Records Management Responsibility		

The Minnesota Historical Society acknowledges your Notification of Adoption of the MFRA General Records Retention Schedule. You are authorized to retain and dispose of records as indicated on the schedule.

Director or Designee, Minnesota Historical Society	Date
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General Records Retention Schedule for Minnesota Firefighters Relief Associations

State of Minnesota
April 2012

012-101 4/16/2012

Minnesota Historical Society <i>Shawn Lodgen</i>	Date	16 April 2012
State Auditor <i>David Kosang</i>	Date	4-25-12
Attorney General <i>Datue Nolta</i>	Date	4-30-12

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Item Number	Record Series Title and Description	Retention Instructions	Vital? (yes/no)	Archival (yes/no)
1.	Administration			
a.	Articles of Incorporation	Permanent	yes	yes
b.	Bylaws and Resolutions Reflecting Approval	Permanent	yes	yes
c.	Attorney Opinions and Correspondence	Permanent		no
d.	Publications and Meeting Notices	Until Superseded		no
e.	Correspondence – General (includes paper and electronic)	3 Years		no
f.	Correspondence – Official (includes paper and electronic)	Permanent		no
g.	Grant Information and Documents	Consult Issuing Agency; 3 Years Minimum		no
h.	Meeting Agendas and Minutes	Permanent		yes
i.	Policies and Procedures	Until Superseded		no
2.	Contracts and Agreements	10 Years After Paid and Audited		no
3.	Elections			
a.	Ballots	22 Months Unless Contested		no
b.	Returns	Permanent		no
4.	Financial			
a.	Annual State Reporting Forms (includes Broker Certification forms, Supplemental Benefit forms, OSA annual reporting forms, and actuarial valuations)	Permanent	yes	no
b.	Audit Reports	Permanent	yes	yes
c.	Bank Statements	6 Years		no
d.	Budget Reports	2 Years		no
e.	Certification of Required Municipal Contribution	Permanent		no
f.	Checks (Cancelled and Voided)	6 Years		no
g.	Check Register	Permanent	yes	no
h.	Equipment Inventories	Until Superseded		no
i.	Fixed Asset Records	6 Years After Disposal		no

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Item Number	Record Series Title and Description	Retention Instructions	Vital? (yes/no)	Archival (yes/no)
j.	Fundraising Documents and Records	6 Years, Consult Gambling Control Board if Charitable Gambling Funds		no
k.	Investment/Broker Reports and Documents	4 Years After Maturity		no
l.	Ledgers and Journals	Permanent		no
m.	Receipts and Receipt Books	6 Years		no
n.	Treasurer's Reports	2 Years		no
5.	Human Resources			
a.	Beneficiary Information	Permanent		no
b.	Benefit Enrollment Forms (e.g., VFBA Insurance)	Permanent		no
c.	Break in Service Information	Permanent		no
d.	Disability Claim Documentation	Permanent		no
e.	Employment Notices and Records	Permanent		no
f.	FMLA Documents	Permanent		no
g.	Grievance and Disciplinary Action Files	5 Years after Termination or Retirement		no
h.	Letters of Resignation/Termination	Permanent		no
i.	Membership Application Forms	Permanent		no
j.	Member Dues Records	5 Years after Separation or Retirement		no
k.	Personnel Files	Permanent		no
l.	Service Credit Information (includes supporting documentation of benefit calculation and disbursement method)	Permanent		no
m.	Training Materials and Records	5 Years after Separation or Retirement		No

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Item Number	Record Series Title and Description	Retention Instructions	Vital? (yes/no)	Archival (yes/no)
6.	Insurance			
a.	Certificates of Insurance	6 Years after Expiration		no
b.	Dishonesty/Surety Bonds	6 Years after Expiration		no
7.	Payroll			
a.	Tax Withholding Records	6 Years		no
b.	Payroll Ledger	Permanent		no
c.	Time Sheets	6 Years		no
d.	Tax Forms (includes 1099-R forms issued to benefit recipients)	6 Years		no