

Key statutes relating to the Records Management and Records Disposition Panel

For more information on the panel, visit www.mnhs.org/preserve/records/recordspanel.php

State Archives: www.mnhs.org/statearchives

M.S. 15.17 (Official Records Act)

- Official records must be kept, are the responsibility of Chief Administrative Officer.
- "...shall make and preserve all records necessary to a full and accurate knowledge of their official activities."
- "...shall include written or printed books, papers, letters, contracts, documents, maps, plans, computer-based data, and other records made or received pursuant to law or in connection with the transaction of public business."

M.S. 138.17 (Government Records, Administration)

- Establishes the Records Disposition Panel, including members and responsibilities.
- Defines "government record" as "state and local records, including all cards, correspondence, discs, maps, memoranda, microfilms, papers, photographs, recordings, reports, tapes, writings, optical disks, and other data, information, or documentary material, regardless of physical form or characteristics, storage media or conditions of use, made or received by an officer or agency of the state and an officer or agency of a county, city, town, school district, municipal subdivision or corporation or other public authority or political entity within the state pursuant to state law or in connection with the transaction of public business by an officer or agency."
- Directs public official to establish and maintain active and continuing records management program, inclusive inventory of all records, and retention schedule.
- Unanimous panel approval of schedule required before disposal.

M.S. 138.19 (Applications for Orders of the Panel)

- Requires written applications (schedules) for disposition be submitted to State Archivist for consideration of the panel.

M.S. 138.20 (Record of Proceedings)

- The State Archivist shall keep record of all orders (schedules) authorizing disposal of records. Such records are open to public inspection.

M.S. 138.225 (Prohibition Against Unauthorized Disposal of Records; Penalty)

- Prohibits destruction of government records without approval of the panel.
- Sets misdemeanor penalty for unauthorized destruction or alteration of any government record.

October 31, 2017

THIS PAGE INTENTIONALLY BLANK

MNHS 10/2017

1. Schedule Number	Date	2. New	Revision of	MINNESOTA RECORDS RETENTION SCHEDULE	
3. Agency		4. Division/Section		6. Page	1 of
5. Address				See attached page(s) for records description	
7. For Use By Records Panel Only					
AUTHORIZATION: Under the authority of M.S. 138.17, it is hereby ordered that the records listed on this application be disposed per approved schedule.			Notice: This retention schedule has been reviewed by the State Records Disposition Panel in accordance with Minnesota Statutes 138.17. The records listed on this schedule have been reviewed for their historical, fiscal, and legal value.		
8. Agency Records Management Officer (signature)		Date		11. Minnesota Historical Society, Director	
9. Type Name / Phone		12. Legislative or State Auditor		Date	
10. Agency Head or Designee (signature)		Date		13. Attorney General	
				Date	

Original-State Records Disposition Panel

Copy 1-Agency (after approval)

Instructions for Completing the Records Retention Schedule

Each number corresponds to a numbered box on the blank schedule, which follows these instructions.

1. Leave this space blank. The Minnesota Historical Society will date and assign a records retention schedule number upon receipt.
2. Indicate by circling whether or not these are new record series or revisions to already approved records retention schedule(s). If these are revisions, also list the retention schedule number(s) of the previously approved schedule(s) that is/are being revised.
3. Name of the agency with overall responsibility for the records.
4. Division and section that uses the record.
5. Complete mailing address of the agency where the schedule should be returned to. If the records are located elsewhere (e.g., regional offices, off-site storage), attach a listing.
6. The signature page (the first page of the blank schedule) is always page one. Continuation pages are used to detail record series information. Double-click on the header of the continuation page(s) to insert page information in the header of each page, and include the total number of pages on the signature page in this space.
7. Leave blank. The State Records Disposition Panel will use this space to indicate any changes to the records retention schedule.
8. Signature of the Agency Records Management Officer who will receive the approved copy, and be contacted if the State Records Disposition Panel has any questions.
9. Type the name and phone number of the Agency Records Management Officer below signature.
10. Approval by Agency Head or designee (required by M.S. 138.17, Subd.7).
- 11-13. Approval by the State Records Disposition Panel.
14. Number each series of records beginning with 1 (not Roman numerals). If these are revisions, use the item number(s) of the previously approved record series. A single letter can be used with the number (e.g., 2A, 2B) where multiple copies or multiple media within the same series are retained for different periods of time.
15. A **record series** is a group of records filed together because they all relate to a particular subject. All records in a series must have the same retention period. Begin with the name of the record series, followed with a complete description of the records. Abbreviations or acronyms may be used in the title, but an explanation must appear in the description. Avoid terms such as miscellaneous or general. The description should include:
 - Contents of the series (e.g., contracts, reports, applications, correspondence)
 - Purpose of the series
 - Form numbers
 - Whether these are originals or duplicates and where other copies are stored
16. List the length of time that records will be stored in your agency and/or off-site storage. A number in this column means years; anything else should be stated (e.g., months). Use the letter P to mean permanent. If disposal is related to an event, state the complete retention (e.g., 4 years or audit whichever occurs first, or 10 years after case is closed).

17. The Statutes column may be used (but it is not required) to cite federal and/or state statutes that govern the records' creation, retention, access, and data privacy.

18. Indicate with a yes or no if this record series is essential. An essential record is vital to the continuation or resumption of operations in your agency. It is likely that less than 10% of your records are essential.

19. Leave blank. The Minnesota Historical Society will use this space to indicate whether or not the records series has archival or historical value, and is eligible for transfer to the Minnesota State Archives.

Mail three copies of the completed and signed records retention schedule to:

Minnesota Historical Society
Minnesota State Archives
345 Kellogg Boulevard West
St. Paul, MN 55102-1906



MINNESOTA HISTORICAL SOCIETY

STATE ARCHIVES DEPARTMENT

APPLICATION FOR ONE-TIME AUTHORITY TO DISPOSE OF RECORDS

FOR USE BY RECORDS PANEL	
Application No.	Date

Please note: If the records in question appear on an approved records retention schedule used by your agency, it is unnecessary to submit this form requesting approval for destruction. Contact the State Archives if you have questions.

This form does not provide continuous authority to dispose of similar records and cannot be used to approve a records retention schedule.

Instructions:

1. Complete original and three copies (photocopies are acceptable).
2. Complete items 1 through 6 and item 8. Use reverse side to continue records description. If more space is needed, use plain paper.
3. Send original and two copies to the **State Archives Department, 345 Kellogg Boulevard West, St. Paul, MN 55102-1906.**
4. Retain one copy until your approved copy is returned. The approved copy will be your authority to dispose of records. It should be retained permanently.

Additional copies of this form are available on the State Archives website, www.mnhs.org/statearchives or by calling (651) 259-3260. (FAX: (651) 296-9961). Our email address is statearchives@mnhs.org

NOTE: Laws of 1971, Chapter 529, Section 3 reads as follows: "It is the policy of the legislature that the disposal and preservation of public records be controlled exclusively by Minnesota Statutes, Chapter 138 and by this act, thus, no prior, special or general statute shall be construed to authorize or prevent the disposal of public records at a time or in a manner different than prescribed by such chapter or by this act and no general or special statute enacted subsequent to this act shall be construed to authorize or prevent the disposal of public records at a time or in a manner different than prescribed in chapter 138 or in this act unless it expressly exempts such records from the provision of such chapter and this act by specific reference to this section."

1. Agency or Office	2. Division or Section	3. Quantity of Records _____ Cubic Feet
---------------------	------------------------	--

4. Location of Records	5. Laws other than M.S. 138.17 that relate to the destruction or safekeeping of the records:
------------------------	--

6. I certify that the records listed on this application are accurately described, and that they have no further administrative, legal, or fiscal value for this agency.	AUTHORIZATION: Under the authority of M.S. 138.17, it is hereby ordered that The records listed on this application be destroyed, except as shown in item 7.
--	---

Authorized Signature (Type name below) _____

Director, Minnesota Historical Society _____ Date _____

Name _____ Date _____

Legislative or State Auditor _____ Date _____

Title _____ Phone _____

Attorney General _____ Date _____

7. Exceptions to Destruction. (For use by Records Disposition Panel).

8. Description of Records. Describe each record series or type of record separately. Number each series, beginning with "1".

A. Item No.	B. Name of record, form numbers, content, usage, arrangement, original duplicate, or microfilmed.	C. Inclusive Dates

A. Item No.	B. Name of record, form numbers, content, usage, arrangement, original duplicate, or microfilmed.	C. Inclusive Dates

[Membership](#) | [Shop](#) | [Calendar](#) | [Donate](#)

MENU



Minnesota Records Disposition Panel

[How the Panel Works](#)

[Accessing Records Retention Schedules](#)

[Frequently Asked Questions](#)

[Contact](#)

How the Panel Works

Minnesota Statute 15.17 specifies that, "All officers and agencies of the state, counties, cities, towns, school districts, municipal subdivisions or corporation, or other public authorities or political entities within the state...shall make and preserve all records necessary to a full and accurate knowledge of their official activities." The statute further delineates that the responsibility for any given agency's records lies with the chief administrative officer. Under M.S. 138.17 subd. 7 and M.S. 138.19, government entities must establish ongoing records management programs, keep record inventories, and create records retention schedules specifying retention periods and disposition by record type.

M.S. 138.17 establishes the Records Disposition Panel to direct the storage and disposition of the state's government records. The Panel, which was created in 1947, fulfills this directive through the review of proposed records retention schedules and one-time applications for the authority to dispose of records (commonly known as the PR-1 form). Schedules and applications are submitted to the Minnesota State Archives, which acts as Secretary to the Panel (M.S. 138.20).

The Panel is composed of the state Attorney General, the Legislative Auditor (in the case of state records), the State Auditor (in the case of local records), and the Director of the Minnesota Historical Society. In practice, members of the Panel have assigned designees to act in their stead. (M.S. 138.17). State Archives staff routes submitted materials to the Panel for review and handles all communication with submitters regarding the process. Panel members review schedules for legal, fiscal, and historical considerations, and can either approve as submitted or request changes and further review.

In its role as Secretary to the Panel, the State Archives maintains copies of approved and adopted retention schedules, as well as approved applications to dispose of records. These documents are publicly available; for more information about viewing these records, see the section on [Accessing Records Retention Schedules](#).

The State Archives also provides general guidance to government entities on records management topics. The State Archives has several guidelines and standards published on its website. In particular, [Preserving and Disposing of Government Records](#) details the records management responsibilities of government entities, the process for creating/adopting/amending a records retention schedule, and other important aspects of records management.

Panel Members

In practice, records retention schedules and disposal applications are reviewed by the panel's designees. Here is contact information for the designees:

Attorney General Designee

Rita Desmond
651-757-1430
rita.desmond@ag.state.mn.us

Legislative Auditor Designee (for state records)

Maureen Garrahy
651-296-2435
maureen.garrahy@state.mn.us

State Auditor Designee (for local records)

David Kenney
651-297-3671
dkenney@osa.state.mn.us

Director of Minnesota Historical Society Designee

Charles Rodgers
651-259-3266
charles.rodgers@mnhs.org

Minnesota State Archives

Secretary to the Panel
651-259-3260
statearchives@mnhs.org

Relevant Statutes

The following statutes govern general records management in the state of Minnesota as well as the activities of the Panel:

- [M.S. Chapter 13 \(Government Data Practices\)](#)
- [M.S. 15.17 \(Official Records Act\)](#)
- [M.S. 138.161 \(State Archives: Establishment\)](#)
- [M.S. 138.163 \(Preservation and Disposal of Public Records\)](#)
- [M.S. 138.17 \(Government Records: Administration\)](#)
- [M.S. 138.19 \(Applications for Orders of the Panel\)](#)
- [M.S. 138.20 \(Record of Proceedings\)](#)
- [M.S. 138.21 \(Storage Space Designated by the Panel\)](#)
- [M.S. 138.225 \(Prohibition Against Unauthorized Disposal of Records: Penalty\)](#)
- [M.S. 138.226 \(Replevin Authority\)](#)
- [M.S. 600.135 \(Photographic Copies of Business and Public Records\)](#)

Accessing Records Retention Schedules

The most current versions of general records retention schedules for entities such as townships, cities, counties, school districts, Minnesota district courts, and volunteer firefighters relief associations are available online through the [State Archives' retention schedule webpage](#). Also included are general records retention schedules for state agencies for areas such as human resources, finance, and state property management.

Current (dated 2003-present) records disposition files (approved records retention schedules, notifications of adoption of general schedules, and approved applications for the authority to dispose of records) are available for viewing by appointment at the State Archives at the Minnesota History Center in St. Paul during normal business hours, Monday through Friday 8:00 a.m. to 4:30 p.m. To schedule an appointment, contact the State Archives directly at:

statearchives@mnhs.org
651-259-3260

Records disposition files from 1947 to 2003 are available to the public in the Gale Family Library at the Minnesota History Center. More information about the library, including hours and contact information, is available on the [Gale Family Library website](#). A [digital finding aid](#) is available to help researchers find the documents they would like to view.

The state archives offers several commonly used forms, informational leaflets, guidelines/standards, and other helpful links on its [Records Services webpage](#).

Frequently Asked Questions**What is a good resource for learning more about general records management in Minnesota?**

The State Archives offers many resources relating to records management on its website. A good resource to consult for general information is the publication [Preserving and Disposing of Government Records](#). This guide contains information about all aspects of government records management in Minnesota.

What is a general records retention schedule and how is one adopted?

General records retention schedules exist for several types of local government entities (including cities, counties, townships, school districts, Minnesota district courts, and volunteer firefighters relief associations), and they address retention for common records series. Government entities of all levels may adopt the general records retention schedule that applies to them, or they may create their own schedule and submit it for approval. Local government entities may adopt a general schedule by submitting a notification of adoption form, which can be found with the general schedule itself. The State Archives will sign and return a copy of the notification, keeping another copy on file. Once the signed notification is returned, entities may dispose of records according to the general records retention schedule. A government entity cannot dispose of records until it has adopted a general records retention schedule or has an approved records retention schedule on file; then it may dispose of records according to the schedule it is following (M.S. 138.225). Entities may also choose to retain records beyond the retention period or may contact the State Archives regarding possible transfer.

For state agencies, there are general records retention schedules concerning human resources, finance and state property management. Note that it is not necessary for a state agency to submit a notification of adoption form for these general schedules.

General records retention schedules have been reviewed and approved by the Records Disposition Panel, and are maintained online through the [State Archives' retention schedule webpage](#). The State Archives is not responsible for creating or updating any schedules.

What is the PR-1 form and how is it used?

Entities can submit a one-time application to dispose of records that are not on a records retention schedule, or for approval to dispose of records before their minimum required retention period has been reached. This form, known as the PR-1 form, is available on the [State Archives' Records Services webpage](#). The State Archives retains approved PR-1 applications. To view these records, see the [Accessing Records Retention Schedules section of this page](#).

What is the process for submitting a non-general records retention schedule?

General schedules are written to address the most common records, but some government entities may have unique record types or specific needs. These entities may choose to create their own records retention schedule in addition to or instead of a general schedule. Such schedules must be reviewed and approved by the Panel before they can be implemented. The State Archives has a blank form available on its [Records Services webpage](#) that can be used as a template.

After compiling a records retention schedule, government entities send three signed copies to the State Archives. The relevant forms for this process are on the State Archives' [Records Services webpage](#).

The State Archives logs each proposed schedule or disposal application received and, acting as the Records Disposition Panel designee of the Director of the Minnesota Historical Society, reviews the proposed schedule for the historical value of records. The schedule is then sent to the other designee members of the Panel, who review it for legal and fiscal considerations.

After the retention schedule or disposal application has been reviewed by Panel, it is returned to the State Archives. If the schedule is unanimously approved, the State Archives retains a copy for the Panel's permanent files and sends a copy of the schedule back to the originating entity. If the Panel does not approve the schedule and asks for changes, the schedule is returned to the submitter, who may then update the schedule and resubmit. Once the schedule has been approved by all Panel members, the entity may implement the records retention schedule.

What is the role of the Minnesota Historical Society on the Panel?

MNHS reviews each submitted retention schedule or disposal application for the historical value of records, identifying those that have permanent, archival value and are eligible for transfer into the collections of the Minnesota State Archives. Per M.S. 138.17 subd. 1:

"[T]he term "state archives" means those records preserved or appropriate for preservation as evidence of the organization, functions, policies, decisions, procedures, operations or other activities of government or because of the value of the information contained in them, when determined to have sufficient historical or other value to warrant continued preservation by the state of Minnesota and accepted for inclusion in the collections of the Minnesota Historical Society."

In addition to collecting records that document the policies, major activities, and programs of government entities, the State Archives currently has the following collecting priorities:

- Facilitate family and local history research
- Improve documentation of under-documented and minority communities
- Protect the civil and property rights of Minnesotans
- Document how the state protects its natural resources and the environment

Has my city/township/school district/entity adopted a general records retention schedule? Or, do you have any approved retention schedules on file for my entity?

Please contact the State Archives to see if your entity has adopted a general records retention schedule or to check if there are other schedules on file for your entity. As the Secretary for the Records Disposition Panel, the State Archives maintains copies of all general records retention schedule adoption forms and approved retention schedules. For information on contacting the State Archives, see the section on [Accessing Records Retention Schedules](#).

Who do I talk to if I have questions or concerns about a retention schedule or want to suggest an alteration?

In general, questions about a specific retention schedule should be directed to that entity's records manager.

Questions about the general records retention schedule for cities should be directed to the MCFOA (Minnesota Clerks and Finance Officers Association), which compiles and updates the general city schedule.

Questions about the general records retention schedule for townships should be directed to the MAT (Minnesota Association of Townships), which issued the schedule.

Questions about general schedules, the adoption of schedules, or the archival value of specific records can be directed to the State Archives.

Questions regarding the legal value of records should be directed to your own legal counsel or the Attorney General's office.

For questions concerning the fiscal value of state records, contact the Legislative Auditor. For the fiscal value of local records (such as cities, counties, school districts, and townships), contact the State Auditor.

The contact information for each Panel member designee can be found in the listing in the [first section of this page](#).

I have a question relating to the state's Government Data Practices Act (M.S. 13); where should I go for more information?

The Information Policy Analysis Division (IPAD) of the Department of Administration, provides assistance and advice on Minnesota's public access and privacy laws to the public and government. The [IPAD website](#) contains past advisory opinions, videos, newsletters, upcoming workshops and events you can attend, and more.

Contact

If you have a question, would like more information, or would like to suggest additional content for this website, contact the Minnesota State Archivist:

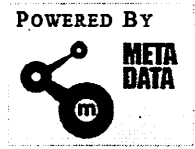
Shawn Rounds
shawn.rounds@mnhs.org
Phone: 651-259-3265
Fax: 651-296-9961
345 W. Kellogg Blvd. Saint Paul, MN 55102

Modified February 1, 2017.

Links verified September 2, 2016.

[State Archives Home](#) [Research Services](#) [Recent Acquisitions](#) [Minnesota Records Disposition Panel](#) [Records Retention Schedules](#) [Electronic Records Management](#)

[Recordkeeping Metadata Standard](#) [Center for Archival Resources On Legislatures \(CAROL\)](#) [Special Projects](#) [Contact Us](#)



Minnesota Historical Society

345 W. Kellogg Blvd
St. Paul, MN 55102
651-259-3000 • 1-800-657-3773

Box office:
651-259-3015 • 644-697-8679

[Contact MNHS - Locations & Hours](#)

Resources

- [Media Room](#)
- [Shop](#)
- [Blogs](#)
- [Events](#)

Opportunities

- [Volunteers](#)
- [Internships](#)
- [Jobs](#)
- [Fellowships](#)

Connect with MNHS

[MNHS Email Newsletters](#)

[All MNHS social media channels](#)

Premier partners

Funding provided by the State of Minnesota, the Legacy Amendment through the vote of Minnesotans on Nov. 4, 2008, and our generous donors and members.