

**CITY OF MINNEAPOLIS - COMMUNITY DEVELOPMENT
DEVELOPMENT ACCOUNTING - DRAFT FOR REVIEW AND DISCUSSION**

SERIES CODE	SERIES / DESCRIPTION	LEGAL CODE	OFFICIAL RETENTION			COPYHOLDER RETENTION	OFFICE OF RECORD	DATA PRACTICE	REMARKS
			LEGAL	USER	TOTAL				
DAC-10	<p>Development Accounting Accounts Payable Section Overview</p> <p>Records and documents in this section of the schedule pertain to fiscal transactions to pay for services rendered, items purchased, etc. It also includes various summary reports related to these transactions.</p> <p>See Journals, Ledgers, and Adjustments in this section of the schedule for intergovernmental payment vouchers (IGPV's).</p>								
DAC-10-02	<p>Development Accounting Accounts Payable Contract Payments (PGs)</p> <p>Each set of documents provide information to enter a check request into the FISCOL system, and includes authorization to pay. The FISCOL system generates a check or electronic funds transfer to make a payment in accordance with a contract between the City of Minneapolis and another entity. A contract may have one or many payments.</p> <p>Records Included: A cover sheet with signatures; an invoice, letter or other request for payment, sometimes receipts, schedules, or other back-up.</p>	ACC000	ACT+6	ACT+6	ACT+6	MAX3	ACCOUNTING	PUBLIC	<p>Exception: If records document TIF expenditures, maintain records for 10 years after district decertifies - typically 25 years.</p> <p>Active ceases after expiration/fulfillment of terms of the agreement/contract, whichever is later - provided that the audit has been completed.</p>
DAC-10-04	<p>Development Accounting Accounts Payable Payment Voucher Payments (P1's)</p> <p>Each set of documents provides the information and authorization to enter a check request into the FISCOL system. The system generates a check to pay an invoice, mileage claim, utilities, or other payments not covered by a contract or purchase order.</p> <p>Records Included: Invoices, mileage claims, travel vouchers and receipts, check requests for subscriptions, reservations and payments to contractors.</p>	ACC000	ACT+6	ACT+6	ACT+ 6	MAX3	ACCOUNTING	PUBLIC	<p>Exception: If records document TIF expenditures, maintain records for 10 years after district decertifies - typically 25 years.</p> <p>Active ceases after expiration/fulfillment of the terms of the agreement/contract, whichever is later - provided the audit has been completed.</p>

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DAC-10-06	<p>Development Accounting Accounts Payable Purchase Order Payments (PCs) Each set of documents serves as the authorization to enter a check request into the FISCOL system. The systems generates a check as payment for goods and services ordered by purchase orders.</p> <p>Records Included: Invoices</p>	ACC000	ACT+6	ACT+6	ACT+ 6	MAX3	ACCOUNTING	PUBLIC	<p>Exception: If records document TIF expenditures, maintain records for 10 years after district decertifies - typically 25 years.</p> <p>Active ceases after completion of the purchase order, contract, project or final payment - whichever is later.</p>
DAC-10-08	<p>Development Accounting Accounts Payable Payment Detail Record - Department Processing Copies of department records that document expenses, payments, regular billings, statements, check requests, purchase orders, and requisition requests where the original payment records are maintained in Accounting. May be used to track expenses by individual departments.</p> <p>Records Included: Copies of the above and the supporting documentation for services, supplies or equipment.</p>	ACC000	ACT+6	ACT+6	ACT+6	ACT	SECTIONS, DEPARTMENTS	PUBLIC	<p>Exception: If records document TIF expenditures, maintain records for 10 years after district decertifies - typically 25 years.</p> <p>Active ceases after completion of the purchase order, contract, project or final payment - whichever is later.</p>
DAC-10-10	<p>Development Accounting Accounts Payable Utility Payments Original invoices used by Accounting to pay utility costs associated with individual structures, parcels, owned or managed by the City of Minneapolis. Individual departments that process utility billing records should use Payment Detail Record - Department Processing series for the detail records related to the payments for utility billing.</p> <p>For water billings, see Journals, Ledgers and Adjustments in this section of the schedule. Records Included: Utility bills for NSP (Excel Energy), Minnegasco (Reliant Energy), by address.</p>	ACC025	6	6	6	MAX1	ACCOUNTING	PUBLIC	

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DAC-10-14	<p>Development Accounting Accounts Payable Telephone Billings Detail records of monthly long distance phone transactions. Accounting maintains the original (summarized) invoices (Payment Voucher Payments - P1's).</p> <p>Records Included: Long distance logs that detail access code, number called and durations, rate per minute charge.</p>	ACC025	6	6	6	MAX1	MIS	PUBLIC	
DAC-10-16	<p>Development Accounting Accounts Payable Contract Payment Verification Contract copies that are used to confirm that a request for payment complies with the terms of the contract. The series includes copies of all contracts between the City of Minneapolis and other agencies or businesses that involve payment of funds. See Development Property/Legal section of the schedule for the retention of contracts. Contracts with professional panels such as appraisers, attorneys, financial, engineering are filed separately. Each contract is assigned a contract number by the city and an encumbrance number(s) in FISCOL. Closed contracts are collected and/or cleared by the year.</p> <p>Records Included: Contracts and amendments, Approvals and notifications, set-up forms, duplicates of payment requests.</p>	ACC000	ACT+6	ACT+6	ACT+6	ACT	ACCOUNTING	PUBLIC, NOT PUBLIC MS 13.462 - See Remarks	<p>Not Public data includes Benefit Data for individual recipients of assistance to purchase or rehabilitate housing.</p> <p>Active ceases after expiration/fulfillment of terms of the agreement/contract, whichever is later - provided that the audit has been completed.</p> <p>Exception: If records document TIF expenditures, maintain records for 10 years after district decertifies - typically 25 years.</p>

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DAC-10-18	<p>Development Accounting Accounts Payable All Payments Log Annual lists of vendors who received payment from the City during the year. The lists are most often used to locate a particular voucher in the files and to check whether and when an invoice was paid. Year-to-date lists may be generated periodically, and the end of the year list is retained to document payments for a given year. Also called vendor payment log.</p> <p>Records Included: All payments during a year, whether by check request, purchase order, contract, or other type of request. The lists include invoice numbers, voucher numbers, and check numbers for each payment.</p>	ACC000	ACT+6	ACT+6	ACT+6	ACT	ACCOUNTING	PUBLIC	<p>Active ceases after administrative need ends.</p> <p>Prior to destruction ensure that a permanent expenditure report - Year End Accounts Payable Ledger is maintained to meet permanent retention requirements.</p>
DAC-10-20	<p>Development Accounting Accounts Payable Checks Distributed List Lists of checks issued by the City that were not sent through the mail or electronically transferred to the payee. An employee must sign the list when the check leaves the department.</p> <p>Records Included: Lists detailing the check number, amount, payee, and employee who signed for release of check(s).</p>	ACC300	ACT+3	ACT+3	ACT+3	ACT	ACCOUNTING	PUBLIC, NOT PUBLIC MS 13.462 - See Remarks	<p>Active ceases when administrative need ends.</p> <p>Not Public data includes Benefit Data for individual recipients of assistance to purchase or rehabilitate housing.</p>
DAC-10-22	<p>Development Accounting Accounts Payable Petty Cash Used to monitor, track, and maintain accounting of the petty cash account for use by some City employees. Used for expenses of \$25 or less.</p> <p>Records Included: Copies of approved petty cash requests and corresponding receipts, copy of petty cash reimbursement check requests, copy of petty cash payments, actual cash.</p>	ACC025	6	6	6	ACT	ACCOUNTING	PUBLIC	

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DAC-20	<p>Development Accounting Accounts Receivable/Cash Management Section Overview Records and documents in this section of the schedule pertain to fiscal transactions to receive cash for services rendered, debt obligations owed to the City of Minneapolis, etc. It also includes various summary reports related to these transactions. This section of the schedule does not include internal transfers or intergovernmental payment vouchers. See Journals, Ledgers, and Adjustments for these types of transactions.</p>								
DAC-20-02	<p>Development Accounting Accounts Receivable/Cash Management Rental Receivable Accounts Documents payment of rents for properties owned by the City. City staff receives rents and posts the record of payment. Problems with payments are resolved based on these files.</p> <p>Records Included: Statements, payment records</p>	ACC025	6	6	6	ACT	ACCOUNTING	PUBLIC	
DAC-20-04	<p>Development Accounting Accounts Receivable/Cash Management Escrow Deposits Monthly reconciliation of funds for earnest money for purchase transactions, and damage deposits for rental and other transactions. Funds are actually owned by the depositors, and may need to be returned.</p> <p>Records Included: Worksheets, records of transactions.</p>	ACC000	ACT+6	ACT+6	ACT+6	ACT	ACCOUNTING	PUBLIC, NOT PUBLIC MS 13.462 - See Remarks	Not Public Data includes Benefit Data for individual recipients of assistance to purchase or rehabilitate housing. Active ceases after expiration, completion of project (if applicable) or release of the guarantee.
DAC-20-06	<p>Development Accounting Accounts Receivable/Cash Management Cash Deposits and Receipts Records of funds received by the City, whether checks, cash, or electronic transfer.</p> <p>Records Included: Print-out of computer entry, copy of check, remittance showing FISCOL coding, confirmation of electronic transfer</p>	ACC000	ACT+6	ACT+6	ACT+6	ACT	ACCOUNTING	PUBLIC	Active ceases after yearly audit.

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DAC-20-08	<p>Development Accounting Accounts Receivable/Cash Management Employee Advances Records of the payroll advances that are recovered from an employees final paycheck.</p> <p>Records Included: Copies of journal vouchers, worksheets, memorandums of understandings, etc.</p>	ACC000	ACT+6	ACT+6	ACT+6	ACT	ACCOUNTING	PUBLIC	Active ceases when employee leaves City service.
DAC-20-10	<p>Development Accounting Accounts Receivable/Cash Management Non-Sufficient Funds Records of checks received from others which were not honored by the bank because the maker did not have sufficient funds on deposit to cover the amount. Journal entries need to be made in FISCOL if the checks are not honored the second time they are presented to the bank.</p> <p>Records Included: Copies of checks, journal entries</p>	ACC000	ACT+6	ACT+6	ACT+6	ACT	ACCOUNTING	PUBLIC, NOT PUBLIC MS 13.462	<p>Not Public Data includes Benefit Data for individual recipients of assistance to purchase or rehabilitate housing.</p> <p>Active ceases after write-off is approved and audit is complete - whichever is later.</p>
DAC-20-12	<p>Development Accounting Accounts Receivable/Cash Management Letters of Credit Letters from bank officials to authorize the borrowing of funds from banks or other institutions, up to a certain credit limit. Letters of credit streamline the conduct of business without requiring the need for daily computation of exact balances in each fund.</p> <p>Records Included: Letters of credit</p>	ACC300	ACT+3	ACT+3	ACT+3	ACT	ACCOUNTING	PUBLIC	Active ceases when letter of credit is renewed, replaced or expired.

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DAC-20-14	<p>Development Accounting Accounts Receivable/Cash Management Bank Trustee & Escrow Accounts Reconciliation of funds that are held by various banks in escrow accounts. These are often funds that are not available until a contract has been fulfilled.</p> <p>Records Included: Bank statements, worksheets</p>	ACC000	ACT+6	ACT+6	ACT+6	ACT	ACCOUNTING	PUBLIC, NOT PUBLIC MS 13.462	<p>Not Public data includes Benefit Data for individual recipients of assistance to purchase or rehabilitate housing.</p> <p>Active ceases when the contract is completed or the terms of agreement are fulfilled.</p>
DAC-20-16	<p>Development Accounting Accounts Receivable/Cash Management Program Trustee Activity Detail Records used to monitor and record trustee financed activity in the Cash Receipts Journal and Investment Journal and include the year end accounting program accrual calculation worksheets. The recap and year end computation worksheets are used to prepare the financial journal entries for input into FISCOL. This series may be applicable to a variety of programs including: Single Family Revenue Bond and General Obligation Bond programs, Housing Ownership Program, Home Ownership & Renovate Program, Mpls/St. Paul Family Housing Program and other similar programs.</p> <p>Records Included: Program information containing monthly and/or quarterly recap of trustee activity and end accounting program accrual calculation worksheets, copies of FISCOL journal vouchers and miscellaneous program correspondence for each program.</p>	ACC000	ACT+6	ACT+6	ACT+6	ACT	DEVELOPMENT FINANCE	PUBLIC	<p>Active ceases when program ends, loans have been paid and audit is complete - whichever is later. Note: Monthly and quarterly recaps (only) can be segregated and destroyed 2 years after yearly audit is complete.</p>

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DAC-20-18	<p>Development Accounting Accounts Receivable/Cash Management Theatre Receipts and Reports Records of funds received by the State and Orpheum Theatres from ticket sales. Disbursements to performers are included.</p> <p>Records Included: Copies of cash receipts and journal voucher entries into the FISCOL system, bank statements, worksheets</p>	ACC000	ACT+6	ACT+6	ACT+6	ACT	ACCOUNTING	PUBLIC	Active ceases after annual audit is complete.
DAC-20-20	<p>Development Accounting Accounts Receivable/Cash Management Loan C/MINS Receivable Accounts Payment records for loans made by the MCDA for which payments are received directly by the City, and not through a servicer.</p> <p>Records Included: Amortization schedules, statements, payment records</p>	ACC000	ACT+6	ACT+6	ACT+6	ACT	ACCOUNTING	PUBLIC	Active ceases when final payment is received and after audit is complete.

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DAC-30	<p>Development Accounting Journals, Ledgers & Adjustments Section Overview Records and documents in this section of the schedule pertain to fiscal transactions restricted to transfers between accounts, departments, funds, etc., and for summarizing account, fund, department, etc. information.</p>								
DAC-30-02	<p>Development Accounting Journals, Ledgers & Adjustments Inter-Governmental Payment Vouchers (IGPV's) Back-up for entries in the FISCOL system to transfer money between City departments.</p> <p>Records Included: Copy of FISCOL entry, IGPV form with appropriate signatures, other back-up schedules or documents showing detail of reasons and amounts.</p>	ACC000	ACT+6	ACT+6	ACT+6	SEE REMARKS	ACCOUNTING	PUBLIC	<p>Accounting maintains IGPV when CPED is the seller and enters the document to FISCOL. If CPED is the buyer, copies of the IGPV may not be forwarded by the seller department.</p> <p>Active ceases after completion of annual audit.</p>
DAC-30-04	<p>Development Accounting Journals, Ledgers & Adjustments Water Bills Invoices for water provided to properties that the City or the MCDA owns.</p> <p>Records Included: Bills, record of payments.</p>	ACC000	ACT+6	ACT+6	ACT+6	ACT	ACCOUNTING	PUBLIC	<p>Active ceases after completion of annual audit.</p>
DAC-30-06	<p>Development Accounting Journals, Ledgers & Adjustments Journal Vouchers These records are the basis for making journal entries in the FISCOL accounting system. Journal entries correct errors, transfer money within funds, distribute indirect costs, allocate earned interest into projects/funds.</p> <p>Records Included: Copy of FISCOL entry, backup schedules.</p>	ACC000	ACT+6	ACT+6	ACT+6	ACT	ACCOUNTING	PUBLIC	<p>Active ceases after completion of annual audit.</p>

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DAC-30-08	<p>Development Accounting Journals, Ledgers & Adjustments</p> <p>Interest Allocation</p> <p>Plan for dividing the interest earned each year into related jobs and projects. The interest is calculated manually and entered into the accounting system or is calculated automatically by FISCOL.</p> <p>Records Included: Plan for allocation, spreadsheets with calculations, copy of journal voucher entry into accounts.</p>	ACC080	10	10	10	ACT	ACCOUNTING	PUBLIC	<p>Prior to destruction, ensure that revenue is reported in year-end summary of revenue for the City. The year end summary of revenue is a permanent record.</p>

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DAC-40	Development Accounting Financial Reports Section Overview Records and documents in this section of the schedule pertain to reports that document the status of appropriations, expenditures, disbursements, revenues, etc.								
DAC-40-02	Development Accounting Financial Reports Year End Financial Reports Annual print-outs of detail of transactions entered in FISCOL, sorted by fund, by project, and other classifications. These include all the check requests, journal entries, revenue, wages handled by accounting during a year. Payroll records are summarized by fund, project, org and date. They do not include details on individual employees. Records Included: Status of grants, list of transactions, trial balances, and others	ACC035	10	10	10	ACT	ACCOUNTING	PUBLIC	Prior to destruction, ensure that Accounts Payable, Accounts Receivable and Payroll Ledger/Registers are maintained permanently.
DAC-40-04	Development Accounting Financial Reports Planning Fund Reimbursement Reports	ACC100	ACT+10	ACT+10	ACT+10	ACT	DEVELOPMENT FINANCE	PUBLIC	Active ceases after final payment.

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DAC-50	<p>Development Accounting Audit Section Overview Records and documents in this section of the schedule pertain to the annual audit and department- or program-specific audits. This section includes the audit reports themselves as well as findings, responses, and related correspondence.</p>								
DAC-50-02	<p>Development Accounting Audit Annual Financial Audit - MCDA Annual financial audit of the MCDA by the State Auditor's Office to meet statutory requirements of Minnesota state law on governmental accounting for public entities. Used and maintained to document financial condition/status.</p> <p>Records Included: Annual engagement letter, copies of invoices and check requests, annual representation letter, attorney disclosure letters, miscellaneous notes, mangagement letter responses.</p>	ACC200	PERM	PERM	PERM	ACT	CPED ADMIN.	PUBLIC, PROTECT. Protected Non-Public Data, until the NOT-PUBLIC MS final report has been published or the 13.392- See Remarksaudit is no longer being actively pursued.	
DAC-50-06	<p>Development Accounting Audit Audit Workpapers Financial statements, summaries, and schedules that explain the sources of the numbers in the annual financial reports. They are used to give details of the report to auditors and others. Records include working trial balances, fixed assets, and land inventory working papers.</p> <p>Records Included: Statements, summaries, schedules, spreadsheets.</p>	ACC035	10	10	10	ACT	ACCOUNTING	PUBLIC, PROTECT. Protected Non-Public Data, until the NOT PUBLIC MS final report has been published or the 13.392-See Remarks audit is no longer being actively pursued.	

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DAC-50-08	<p>Development Accounting Audit Common Bond Fund Annual Audits Annual audits of the funds and accounts making up the Common Bond Fund system. Audits maintained as the official financial record of the Common Bond Fund.</p> <p>Records Included: Annual financial audits of the Common Bond Fund conducted on a calendar year basis going back to its creation in 1982.</p>	ACC200	PERM	PERM	PERM	ACT	BUSINESS FINANCE	PUBLIC, PROTECT. Protected Non-Public Data, until the final report has been published or the audit is no longer being actively pursued.	
DAC-50-10	<p>Development Accounting Audit Joint Board Audit Used to document the Minneapolis/St Paul Housing Finance Board annual audit and the performance records of each bond issue.</p> <p>Records Included: Copies of Request For Proposals, copies of proposals received, recap of review of proposals and recommendation to Joint Board, Joint Board resolution approving contract. Copies of engagement letter and related correspondence. Copies of confirmation letters sent to program trustees, program loan servicers, bond counsel, and other required confirmations. Draft of audit and final audit reports and related letters. Audit performance records of each bond issue.</p>	ACC200	PERM	PERM	PERM	ACT	DEVELOPMENT FINANCE	<p>PUBLIC, PROTECT. Protected Non-Public Data, until the final report has been published or the audit is no longer being actively pursued.</p> <p>See Audit Work papers for the retention of other records maintained in this series.</p>	
DAC-50-12	<p>Development Accounting Audit Mortgage Lending Audit Documentation and information relating to the annual auditing of City lending files by the independent contractor, which is used by the City to assure compliance with proper lending practices.</p> <p>Records Included: Agreement with auditing contractor, documentation regarding our policy for audits, copies of past audits, miscellaneous reports and information.</p>	ACC035	ACT+10	ACT+10	ACT+10	ACT	DEVELOPMENT FINANCE	<p>PUBLIC, PROTECT. Protected Non-Public Data, until the final report has been published or the audit is no longer being actively pursued.</p> <p>Active ceases after completion of annual audit.</p>	

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DAC-60	<p>Development Accounting Fixed Assets Section Overview Records and documents in this section of the schedule pertain to the inventory of all fixed assets, including values, depreciation, dates purchased, dates serviced, and so forth. Fixed assets includes all vehicles, equipment, buildings, land, furnishings, etc.</p>								
DAC-60-02	<p>Development Accounting Fixed Assets Vehicle Inventory List Fixed asset listing of vehicles. In addition to make and model, the list includes such information as vehicle identification numbers, date acquired and disposition. Also needed for insurance purposes.</p> <p>Records Included: Printout of list, original information sheet from vehicle.</p>	ACC100	ACT+10	ACT+10	ACT+10	ACT	ACCOUNTING	PUBLIC	Active ceases after sale, transfer or disposal.
DAC-60-04	<p>Development Accounting Fixed Assets Salvage Store Records used to document items salvaged from City owned or managed properties and may be stored until used by the City or sold.</p> <p>Records Included: Records of the items salvaged, items used, and where re-used</p>	ACC100	ACT+10	ACT+10	ACT+10	ACT	PUBLIC WORKS	PUBLIC	Active ceases after sale, transfer or disposal.
DAC-60-06	<p>Development Accounting Fixed Assets Equipment Inventory Used to monitor inventory of essential equipment owned and used by the City.</p> <p>Records Included: Type of equipment, cost, date purchased, vehicle ID number, who the equipment is assigned to and record of maintenance.</p>	ACC100	ACT+10	10	ACT+10	ACT	ACCOUNTING	PUBLIC	Active ceases after sale, transfer or disposal.

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**CITY OF MINNEAPOLIS - COMMUNITY DEVELOPMENT
DEVELOPMENT ACCOUNTING - DRAFT FOR REVIEW AND DISCUSSION**

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			LEGAL	USER	TOTAL				
DAC-70	<p>Development Accounting Accounting Management Section Overview</p> <p>Records and documents in this section of the schedule pertain to lists and reports that document the coding methods used for expenses, revenues, salaries, etc. as well as coding systems that are used for project accounting.</p>								
DAC-70-02	<p>Development Accounting Accounting Management Annual Financial Report - MCDA</p> <p>Comprehensive Annual Financial Report of the Minneapolis Community Development Agency includes financial summaries for the year.</p> <p>Records Included: Report</p>	ACC200	PERM	PERM	PERM	ACT	ACCOUNTING	PUBLIC	
DAC-70-06	<p>Development Accounting Accounting Management Chart of Accounts</p> <p>List of funds and corresponding projects that were used during a given year. Lists advise all staff of coding that could be used for expenses, revenues and salaries.</p> <p>Records Included: Lists</p>	ACC100	ACT+10	ACT+10	ACT+10	ACT	ACCOUNTING	PUBLIC	Active ceases after completion of the projects to which the chart of accounts relates.
DAC-70-08	<p>Development Accounting Accounting Management Federal ID Accounting Identifiers</p> <p>Records of the Identification Numbers obtained from HUD or other departments/agencies to provide accounting identifiers for a specific project. The numbers may be used for payments and draw-down requests. They are entered into the FISCOL system as project numbers.</p> <p>Records Included: Request for ID number and response.</p>	GOVCON4	ACT+6	ACT+6	ACT+6	ACT	ACCOUNTING	PUBLIC	Active ceases after final disbursement and audit.

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DAC-80	<p>Development Accounting Payroll Section Overview Records and documents in this section of the schedule pertain to salary and wage payments, time records, deductions, and other similar records that document both individual accounting of hours, earnings, and deductions as well as various summaries of like information.</p>								
DAC-80-02	<p>Development Accounting Payroll Time Records Documents used to certify the number of hours worked during the pay period for each employee. Also certifies the number of hours taken as vacation, comp, sick leave, holiday and to detail where employees are charging their time (FISCOL coding). Documents are signed by the employee and their supervisor. Summary sheets detail this information on a department by department basis.</p> <p>Records Included: Individual time sheets, department summary/transmittal sheets, sign out logs, requested changes to time sheets, and requests to manager for use of vacation, sick, comp, or floating holiday.</p>	ACC050	6	6	6	ACT	PAYROLL	<p>PUBLIC, NOT PUBLIC MS 13.43 - See Remarks</p> <p>Not Public Personnel Data that gives reasons for use of sick or medical leave.</p> <p>If records document TIF administrative expenses, maintain records for 10 years after district decertifies - typically 25 + 10 years.</p>	
DAC-80-04	<p>Development Accounting Payroll Payroll Period Activity Report Summary of changes in employee records, such as new hires, separations, promotions, name changes, W-4 changes. Created in Human Resources and transmitted by e-mail to Payroll. Payroll requires these records to meet short-term administrative needs.</p> <p>Records Included: Single page printout from MS Word, sometimes attached notes.</p>	ACC050	6	6	6	ACT	PAYROLL	<p>PUBLIC, NOT PUBLIC MS13.43 - Personnel Data</p>	

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DAC-80-06	<p>Development Accounting Payroll Payroll Summary (Proof) Reports Lists of how employees charged their time each pay period. Includes all funds & projects, as well as type of charge: regular, sick leave, comp time, etc. Used to proof each payroll, and occasionally to calculate where back pay should be charged.</p> <p>Records Included: Computer printout</p>	NONE	0	1	1AV	ACT	PAYROLL	PUBLIC, NOT PUBLIC MS 13.43 - Personnel Data	Maintain until records have been entered and verified.
DAC-80-08	<p>Development Accounting Payroll Year to Date Salary Record Lists cumulative totals of wages, hours, etc. for each employee for each pay period.</p> <p>The report is no longer being produced and has been incorporated into new systems and reports from HRIS.</p> <p>Records Included: Computer printouts</p>	NONE	0	3	3	ACT	PAYROLL	PUBLIC, NOT PUBLIC MS 13.43 - Personnel Data	
DAC-80-10	<p>Development Accounting Payroll Salary Increases and Adjustments Records that document the calculation of annual salaries for all employees based on collective bargaining agreements and City Council actions. Also includes other salary increases or adjustments based on other factors such as position/job status or change. Human Resources maintains employee status change forms in the Official Personnel File. Records Included: Lists of each class of employee (Management, AFSCME, Laborers, etc.) and a computer spreadsheet that documents the results.</p>	ACC050	6	6	6	ACT	PAYROLL	Public, Not Public MS Not Public Personnel Data on 13.43 - See Remarks individuals and their identity.	

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DAC-80-12	<p>Development Accounting Payroll Payroll Registers Detailed information on each employee's pay check for each pay date. Includes gross pay, taxes withheld, deductions, and net pay. Also includes leave paid, and check numbers.</p> <p>Records Included: Computer printout detailing employee's pay</p>	ACC200	PERM	PERM	PERM	ACT	PAYROLL	PUBLIC, NOT PUBLIC MS MS 13.43 - Personnel	Registers can be destroyed after administrative need ends providing that Central Payroll at the City of Minneapolis maintains the official record of the year-end payroll register for all payrolls processed through HRIS.
DAC-80-14	<p>Development Accounting Payroll Deductions Registers Lists of individual employee deductions for each pay period. The registers are used to verify, reconcile, and document the deductions.</p> <p>Records Included: Computer printouts listing deduction amounts for each employee (also found on payroll register) and combined amounts by function for union dues, deferred compensation, insurance premiums and pension contributions.</p>	ACC050	6	6	6	ACT	PAYROLL	PUBLIC, NOT PUBLIC MS13.43 - Personnel Data	
DAC-80-16	<p>Development Accounting Payroll Labor Cost Distribution Reports that show the salary expenses charged to the Agency, including all benefit expenses paid by the employer. These reports are transmitted to the FISCOL system as a journal entry.</p> <p>Records Included: Print-outs produced by PeopleSoft Payroll Software. Each page is arranged by fund, then org, then individual, then object. Also, summaries by fund-project, and by fund-project-org.</p>	ACC050	6	10	10	ACT	PAYROLL	PUBLIC	If records document TIF administrative expenses, maintain records for 10 years after district decertifies - typically 25 + 10 years.

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DAC-80-18	<p>Development Accounting Payroll Employee Leave Records</p> <p>Records that document employee leave balances, accrual, and transfers.</p> <p>Records Included: Leave accrual reports, sick leave conversion information and reports, sick leave transfer forms and similar records. Detailed records relating to the purpose of the leave can be found in Human Resources.</p>	EMP120	IND	ACT	IND	ACT	PAYROLL	<p>PUBLIC, NOT PUBLIC MS 13.43 - Personnel Data</p> <p>Destroy interim reports after receipt of year-end cumulative report.</p>	

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DAC-90	<p>Development Accounting Purchasing/Contracting Section Overview Records and documents in this section of the schedule pertain to the RFP and RFQ process for services and products for which bids are required. This section also includes associated records such as Performance and Payment Bonds, Price Agreements, and Bid Minutes.</p>								
DAC-90-02	<p>Development Accounting Purchasing/Contracting Request For Proposals - Accepted Records used and maintained to document the RFP process, selection process for professional services, development proposals includes detailed information on required/requested scope of services.</p> <p>NOTE: The type of contract or agreement is used as the basis for assigning the retention to the RFP. RFP's are maintained with their associated contracts or agreements. See Development Property/Legal Section of the Schedule - Contracts Leases and Agreements for specific retention requirements.</p> <p>Records Included: RFP document; proposal form; bid opening memo; required charts blue prints etc. for a comprehensive bid. Also contains advertisement, bid responses, contract, bid lists and related correspondence.</p>	XREF					PUBLIC, NOT PUBLIC MS 13.591 - See Remarks	Public after completion of the selection process.	
DAC-90-04	<p>Development Accounting Purchasing/Contracting Request for Proposals - Not Accepted Records created and maintained to document the selection process of companies that wish to provide professional services to the MCDA. These records consist of not accepted proposals only.</p> <p>Records Included: Proposals received, interview notes, proposal evaluation, brochures, etc.</p>	CON000	ACT+6	ACT+6	ACT+6	ACT	SECTIONS, DEPARTMENTS	PUBLIC, NOT PUBLIC MS 13.591- See Remarks	Public after completion of the selection process. Active ceases after the completion of the project or contract - whichever is later.

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DAC-90-06	<p>Development Accounting Purchasing/Contracting Bid Minutes Records that document formal bid openings for the purchase of goods and services that are advertised/greater than \$10,000. Contracting forwards copies of bid minutes to requesting departments with the RFP and responses.</p> <p>Records Included: Checklist of paperwork, insurance, bonds, affirmative action approvals, bid minutes (detailing date, time attendees, number of bids, ranking of responses, etc.).</p>	CON000	ACT+6	ACT+6	ACT+6	ACT	SECTIONS, DEPARTMENTS	PUBLIC	Active ceases after completion of the project or contract - whichever is later.
DAC-90-08	<p>Development Accounting Purchasing/Contracting Advertising Confirmations Used to document advertising of RFPs, RFQs, etc.</p> <p>Records Included: Affidavits of Publication from various publications</p>	CON000	ACT+6	ACT+6	ACT+6	ACT	SECTIONS, DEPARTMENTS	PUBLIC	Active ceases at the completion of the project or contract - whichever is later.
DAC-90-10	<p>Development Accounting Purchasing/Contracting Price Agreements (PAs) Open accounts for goods and services that require several payments by using a PG document for release of PA balance. Created and maintained to allow for multiple charges against the same vendor.</p> <p>See Accounts Payable section for Contract Payments (PG's) where the records are used to authorize payments.</p> <p>Records Included: Purchase or maintenance bids or signed agreements if any, screen print from FISCOL, original request, copies of all PG releases against the Price Agreement balance.</p>	CON000	ACT+6	ACT+6	ACT+6	ACT	SECTIONS, DEPARTMENTS	PUBLIC	Active ceases at the completion of the project or agreement - whichever is later.

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DAC-90-12	<p>Development Accounting Purchasing/Contracting Purchase Orders (PCs) PC documents are used to purchase of goods and supplies for department. Requests are initiated by requisitions. Types of goods & services include demolition, construction, office supplies, printing, car leases, etc.</p> <p>NOTE: If purchase orders are maintained with other records (i.e.; Redevelopment Project Files, Demolition files, etc.) they should be retained for the longest retention period for any record that the PC's are filed with.</p> <p>See Accounts Payable section for Purchase Orders where the records are used to authorize payments.</p> <p>Records Included: Bid documents i.e., bids, bid bonds, advertising insurance & conv of minutes</p>	CON000	ACT+6	ACT+6	ACT+6	ACT	SECTIONS, DEPARTMENTS	PUBLIC	Active ceases after completion of the project or purchase order - whichever is later.
DAC-90-14	<p>Development Accounting Purchasing/Contracting Performance & Payment Bonds Performance & Payment Bonds for projects.</p> <p>NOTE: If performance bonds are maintained with other records (i.e.; Redevelopment Project Files, Demolition files, etc.) they should be retained for the longest retention period for any record that the performance bonds are filed with.</p> <p>Records Included: Performance & Payment Bonds</p>	CON000	ACT+6	ACT+6	ACT+6	ACT	SECTIONS DEPARTMENTS	PUBLIC	Active ceases after completion of the contract

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DAC-99	<p>Development Accounting Tax Reporting & Compliance Section Overview Records and documents in this section of the schedule pertain to reports, forms, etc. required by the Internal Revenue Service, the Minnesota State Department of Revenue, Small Business Administration and similar entities. This section also pertains to records and documents used as background information in completing required forms or reports.</p>								
DAC-99-02	<p>Development Accounting Tax Reporting & Compliance Wage & Tax Statements (W-2) Required annual records for individual employees of wages earned, taxes & Social Security withheld. Copies sent to US Internal Revenue Service. Needed by employees to prepare annual tax returns.</p> <p>Records Included: Computer printout</p>	ACC075	6	6	6	ACT	ACCOUNTING	NOT PUBLIC MS 13.43 - Personnel Data	Active ceases when superseded or with employment termination.
DAC-99-04	<p>Development Accounting Tax Reporting & Compliance Employer's State Withholding Tax Returns (Form MW-1) A required quarterly report to the Minnesota Department of Revenue of all Minnesota income taxes withheld from employees and transmitted to the Department of Revenue. The fourth quarter report summarizes the entire year.</p> <p>Records Included: Form MW-1 and backup calculations, M-6 for end of year summary.</p>	ACC075	6	6	6	ACT	ACCOUNTING	PUBLIC	Active ceases when superseded or with employment termination.

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DAC-99-06	<p>Development Accounting Tax Reporting & Compliance Employer's Quarterly Wage Reports (MDES - 1406) Required one page report to the state, giving number of employees and wages paid during the quarter. Also in this file are quarterly records of reemployment benefits paid to the Department of Economic Security for unemployed former employees.</p> <p>Records Included: Copy of report, invoices and copies of check requests for reemployment benefits.</p>	ACC075	6	6	6	ACT	ACCOUNTING	PUBLIC	Active ceases when superseded or with employment termination.
DAC-99-08	<p>Development Accounting Tax Reporting & Compliance Employer's Federal Withholding Tax Return (Form 941) A required quarterly report to the US Internal Revenue Service of all federal income taxes withheld from employees and transmitted to the IRS.</p> <p>Records Included: Federal Form 941 and backup calculations.</p>	ACC075	6	6	6	ACT	ACCOUNTING	PUBLIC	Active ceases when superseded or with employment termination.

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