

**CITY OF MINNEAPOLIS - COMMUNITY DEVELOPMENT
DEVELOPMENT PROPERTY AND LEGAL - STATE APPROVED 3/13/2006**

SERIES CODE	SERIES / DESCRIPTION	LEGAL CODE	OFFICIAL RETENTION			COPYHOLDER RETENTION	OFFICE OF RECORD	DATA PRACTICE	REMARKS
			LEGAL	USER	TOTAL				
DPR-10	<p>Development Property and Legal Legal - General Section Overview</p> <p>Records and documents in this section of the schedule pertain to general legal information for development. See the General Retention Schedule - Legal Section for specific records related to attorney opinions and other workproducts.</p>								
DPR-10-04	<p>Development Property and Legal Legal - General Development Attorney Assignments and Work Products</p>	<p>USE LEU-30 SERIES FROM GENERAL RETENTION SCHEDULE</p>						<p>Use the City General Retention Schedule - Legal Schedule (LEU-30-22, LEU-30-23 and LEU-30-24) for retention of attorney workpapers and advice related to real estate, development, land use and zoning.</p>	
DPR-10-06	<p>Development Property and Legal Legal - General Development Closing Books</p> <p>Records related to official proceedings associated with real estate or financing closings of City projects. The series represents a unique compilation of copies of records associated with some (but not all). Used as a reference by attorneys and project coordinators.</p> <p>Records Included: Contracts, correspondence, opinions, resolutions, title work, etc.</p>					CITY ATTORNEY	NOT PUBLIC MS 13.393 - Attorney Work Product		
DPR-20	<p>Development Property and Legal Contracts, Agreements and Leases Section Overview</p> <p>Records and documents in this section of the schedule pertain to the relationship between the City and other entities either as grantor, grantee, or subrecipient.</p> <p>NOTE: If the contracts and agreements are associated with development projects, see the Development Project Management section of the Development Projects schedule.</p>								

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DPR-20-02	<p>Development Property and Legal Contracts, Agreements and Leases Grant Agreements Used and maintained to document the terms of the relationship between the City and the grantor.</p> <p>Records Included: Grant Agreement, Memorandums of Understanding, copies of IGPVs for transfer of funds, etc.</p>	GVCON1	ACT+6	ACT+6	ACT+6	ACT	DEVELOPMENT FINANCE	PUBLIC	Active ceases after submission of final expenditure report and the terms of the agreement are completed (including final audit). Maintain original grant agreement for all awards that are renewed quarterly or annually until completion of the original contract.
DPR-20-04	<p>Development Property and Legal Contracts, Agreements and Leases Grant Contracts - Subrecipient Agreements Subrecipient agreements are used and maintained to document the terms of the relationship between the City and the grant recipient(s).</p> <p>Records Included: Subrecipient agreement(s), correspondence, memos, copies of City Council reports, and documentation supporting the transfer of funds to the appropriate account.</p>	GVCON1	ACT+6	ACT+6	ACT+6	ACT	SECTIONS	PUBLIC, NOT PUBLIC MS 13.462 - Benefit Data	Active ceases after submission of final expenditure report and the terms of the agreement are completed (including final audit).
DPR-20-06	<p>Development Property and Legal Contracts, Agreements and Leases Redevelopment Contracts Used and maintained to document the terms of the relationship between the City and developer as it pertains to specific projects.</p> <p>NOTE: Currently, redevelopment contracts are maintained by the project coordinators in the the project files. A copy of each redevelopment contract must be forwarded to Contract Management and to Development Finance for maintenance with other official project records.</p> <p>See also the Development Project Management section of the Development Projects schedule for the retention of contracts associated with Development Projects.</p> <p>Records Included: Contracts, correspondence, memos.</p>	CON000	ACT+10	ACT+10	ACT+10	ACT	CONTRACT MANAGEMENT	PUBLIC, NOT PUBLIC MS 13 - Benefit & Business Data	Active ceases following completion of the agreement/contract, release and final audit.

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DPR-20-08	<p>Development Property and Legal Contracts, Agreements and Leases Capital Construction Contracts Records used to monitor construction contracts for various properties owned by the City.</p> <p>Records Included: Records may include payments made, architectural minutes, sub-contractor information, materials used, drawings, bid specifications, and related notes and correspondence.</p>	CON150	PERM	PERM	PERM	ACT	PUBLIC WORKS	PUBLIC	
DPR-20-10	<p>Development Property and Legal Contracts, Agreements and Leases Intergovernmental Agreements and Contracts Used to document the terms and conditions under which the City provides services to or receives services from other divisions of government. Includes contracts with other governmental departments to carry out neighborhood directed activities with NRP funds.</p> <p>Records Included: Contract and amendments, scope of services, payment records, correspondence, expenditure backup, IGPVs and MOUs.</p>	GVCON1	ACT+6	ACT+6	ACT+6	ACT	SECTIONS	PUBLIC	Active ceases after expiration or fulfillment of all terms of the contract, whichever is later, provided that the final audit has been completed and the contract no longer has a binding effect.
DPR-20-12	<p>Development Property and Legal Contracts, Agreements and Leases Professional Services/Panel Contracts Documents the process of soliciting, reviewing and awarding contracts to provide professional services. Used to document that due process was followed in establishing professional services panels and to govern the terms and conditions of the contractual relations. Contracts may also be used for reference purposes when approving payments. Professional Services/Panel contracts include, but are not limited to, contracts for the following services: title services; engineering consultants to provide architectural, landscape, civil and structural engineering, land surveying, environmental and geotechnical engineering services; real estate appraiser services; financial services, including financial analysis, market studies and real estate workouts; legal services and other services in areas of expertise not covered by City staff.</p>	CON000	ACT+10	ACT+10	ACT+10	ACT	PANEL CONTRACT MANAGERS, CONTRACT MGMT.	PUBLIC, NOT PUBLIC MS 13.591 subd. 3 - See Remarks	Not Public - Bid or RFP Data. Active ceases after expiration, project completion and final payment - whichever is longer.

NOTE: Professional Services contracts for engineering

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	services (as listed above) are permanent.								
	Records Included: Requests for proposals, bids, contracts, contract amendments, authorizations, copies of payment documents, correspondence, proof of insurance certificates, accounting set-up records, and other documents that may provide a cumulative history of the association with the consultant or organization. The work products are filed (separately) with the function/series or project that they relate to.								
DPR-20-14	Development Property and Legal Contracts, Agreements and Leases Trustee and Management Agreements - Common Bond Fund Records of the various contracts, management agreements and professional services agreements for the trustee, bond counsel, underwriters and financial advisors for the Common Bond Fund.	CON050	ACT+10	ACT+10	ACT+10	ACT	BUSINESS FINANCE	PUBLIC	Active ceases following completion of the agreement/contract and final audit.
	Records Included: Copies of the various agreements and contracts between the City and the outside parties that provide management services for the Common Bond Fund.								
DPR-20-16	Development Property and Legal Contracts, Agreements and Leases Loan Servicing Contracts Used to maintain our loan servicing agreement with selected vendors that outlines their duties and responsibilities. Also maintains any updates to the agreement that may occur.	CON000	ACT+10	ACT+10	ACT+10	ACT	SECTIONS	PUBLIC, NOT PUBLIC MS 13.591 subd. 3 - See Remarks	Not Public - Bid or RFP Data. Active ceases after all renewals or termination dates or after completion or release.
	Records Included: Copy of request for proposal, proposals received, report to the City Council authorizing selection of vendor, agreement and copies of any updates.								
DPR-20-18	Development Property and Legal Contracts, Agreements and Leases Mortgage Lending Agreements Used to document the relationship between the City and mortgage insurers and lenders authorizing the City as an approved lender. Also used as a basis for City authority to sign documents on behalf of mortgage lenders and insurers. Mortgage lenders and insurers may include Fannie Mae, Federal Housing Administration, Veterans Administration, and	CON000	ACT+10	ACT+10	ACT+10	ACT	DEVELOPMENT FINANCE	PUBLIC	Active ceases following completion of the agreement/contract and final audit.

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	other agents.								
	Records Included: Agreements, approval letters, program guidelines, procedures, policies, insured closing letters.								
DPR-20-22	Development Property and Legal Contracts, Agreements and Leases Contracts and Agreements - General General contracts includes documentation for contracts and agreements not listed elsewhere in this schedule. General contracts may include non-capital construction, repair and maintenance, assessment agreements, loan agreements, Business Subsidy agreements, regulatory agreements, etc.	CON000	ACT+10	ACT+10	ACT+10	ACT	CONTRACT MGMT., SECTIONS	PUBLIC	Active ceases after expiration or fulfillment of all terms of the contract, whichever is later, provided that the final audit has been completed and the contract no longer has a binding effect.
	NOTE: Use Construction Contracts for capital construction.								
	Records Included: Records may include the contracts, agreements, correspondence, performance bonds, records related to negotiation, including terms and conditions, provisions, amendments, exhibits, administration, renewal or termination. The series excludes the actual work products, deliverable products or accountings.								
DPR-20-24	Development Property and Legal Contracts, Agreements and Leases Leases -City Office Leases Legal documents that detail the terms and conditions under which the City leases space for its office operation.	CON100	ACT+10	ACT+10	ACT+10	ACT	CONTRACT MGMT., CITY DEPARTMENTS	PUBLIC	Active ceases after expiration of the lease or final payment - whichever is later.
	Records Included: All legal lease documents, copies of monthly invoices, lease amendments, year end reconciliation for expense rent, correspondence.								
DPR-20-26	Development Property and Legal Contracts, Agreements and Leases Leases - Equipment Records that document the terms and conditions under which the City has leased vehicles and equipment for City use.	CON100	ACT+10	ACT+10	ACT+10	ACT	CONTRACT MGMT., CITY DEPARTMENTS	PUBLIC, NOT PUBLIC MS 13.591 subd. 3 - See Remarks	Not Public - RFP or Bid Data. Active ceases after expiration of the lease or final payment - whichever is later.
	Records Included: Bids and lease agreements.								

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DPR-30	<p>Development Property and Legal Real Property Section Overview Records and documents in this section of the schedule pertain to acquisition, disposition, appraisal of real property (land) currently or previously owned by the City.</p>								
DPR-30-02	<p>Development Property and Legal Real Property Property Acquisition Files Records that document the acquisition of real estate and to prove that due process was followed in accordance with applicable federal and state laws and City Policies. If TIF financing is used, a copy of the appraisal must be forwarded to Real Estate for filing with the associated acquisition file.</p> <p>NOTE: Key portions of the acquisition file are transferred to the disposition file prior to disposal of the property to satisfy long term legal and administrative requirements.</p> <p>Records Included: Request for appraisal from Project Coordinator, preliminary acquisition letter, appraisal reports, title commitment, Chief Appraiser's Summary Report, Fair Market Value Report, offer letter and purchase agreement, closing papers and miscellaneous correspondence.</p>	CON300	ACT+10	ACT+10	ACT+10	ACT	REAL ESTATE	NOT PUBLIC MS 13.44 & MS 13.54 - See Remarks Active ceases after disposal of real estate according to City Policy and all necessary records are transferred and accounted for in the disposition file.	
DPR-30-04	<p>Development Property and Legal Real Property Property Disposition Files Records that document the disposition of real estate owned by the City. Records assembled during the disposition process ensure that due process was followed. Due process is defined by federal and state law and City Policy.</p> <p>Records Included: Copies of acquisition closing papers, title policy, fair reuse value opinion, offer to purchase, report authorizing sale, land sale contract, closing statement, deed, note and mortgage if applicable, plat drawing if applicable, advertisement and miscellaneous correspondence. Final (or end) closing documents, certificate of completion, satisfaction of mortgage.</p>	CON300	IND	IND	IND	ACT	REAL ESTATE	PUBLIC, NOT PUBLIC MS 13 - See Benefit and Housing Agency Data. Remarks The indefinite retention requirement indicates that the records will be reviewed periodically to determine if legal requirements or business needs have changed and if any records can safely be destroyed.	

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DPR-30-06	<p>Development Property and Legal Real Property Property Inventory Index File card index system of all properties purchased by the City which are filed by project, block and parcel.</p> <p>Records Included: Cards indicate project, block and parcel, address, acquisition and disposition dates, square footage, purchase and sales price.</p>	CON300	PERM	PERM	PERM	ACT	REAL ESTATE	PUBLIC	
DPR-30-08	<p>Development Property and Legal Real Property Relocation Case Files Individual, family or business case files related to relocation from both City-owned and non-City property. These files document that relocation benefits and services are provided in accordance with the governing laws, statutes, rules and regulations.</p> <p>Records Included: Files contain originals or copies of documents that support various relocation claims. Starting with offers and letters of eligibility, they may also include such items as individual or business tax records or wage statements, purchase agreements, mortgage notes, loan documents, leases, moving bids, reconnection bids or estimates, HUD 1's or other closing documents. Additionally, they contain check requests and claims, releases, vacate notices and applicable correspondence.</p>	CON400	ACT+6	ACT+6	ACT+6	ACT	REAL ESTATE	NOT PUBLIC MS 13.462 - Data on Individuals	Active ceases after dispersement of all relocation benefits, completion of additional services and final reporting - whichever is later.
DPR-30-14	<p>Development Property and Legal Real Property Property Tax Statements Property tax statements for City owned parcels. The City pays property taxes the first year of ownership because it takes a year for the abatement due to our exemption to be computed. The City may also be required to pay any special assessments for the property.</p> <p>NOTE: Copies of tax statements can be obtained from Hennepin County.</p> <p>Records Included: Stubs from Hennepin County property tax statements, receipts of checks issued to pay taxes.</p>	ACC100	ACT+10	ACT+10	ACT+10		REAL ESTATE	PUBLIC	Active ceases after disposal of property.

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DPR-30-16	<p>Development Property and Legal Real Property Title Company Final Policies After a closing, the title company furnishes the City with an owner's final policy. Final title policies used in the disposition of property for evidence of clear title.</p> <p>Records Included: Final policies are filed by project, block and parcel.</p>	CON300	IND	IND	IND	ACT	REAL ESTATE	PUBLIC	<p>Maintain with disposition file.</p> <p>The indefinite retention requirement indicates that the records will be reviewed periodically to determine if legal requirements or business needs have changed and if any records can safely be destroyed.</p>
DPR-30-18	<p>Development Property and Legal Real Property Appraisals - Reference Examples The purpose of these records is to provide examples (copies) of appraisals that demonstrate the methodology used to appraise properties. The series provides specific examples of how methodologies changed over time to arrive at appraised values for contaminated property.</p> <p>Records Included: Copy of appraisal.</p>	NONE	ACT	ACT	ACT	ACT	REAL ESTATE	PUBLIC	<p>Active ceases when records are no longer of value or are replaced.</p>
DPR-30-20	<p>Development Property and Legal Real Property Condemnations Records that document the purpose, evidence and justification for City condemnation actions, from the beginning of the legal process through resolution. Records enable the City to track progress of litigation, respond to questions and prepare City Council reports.</p> <p>Records Included: Correspondence to/from outside legal counsel; copies of court documents regarding the petition, award, etc.; City Attorney's notes and work papers; City Council reports.</p>	CON300	PERM	IND	IND	ACT	CPED REAL ESTATE, CITY ATTORNEY	NOT PUBLIC	<p>Not Public Data includes, Investigative, Attorney Work Product Data, Housing Agency Data, etc.</p> <p>The indefinite retention requirement indicates that the records will be reviewed periodically to determine if legal requirements or business needs have changed and if any records can safely be destroyed.</p>

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