

FINANCE SCHEDULE - STATE APPROVED 5/16/2000 - UPDATED 8/19/2005

SERIES CODE	SERIES / DESCRIPTION	LEGAL CODE	OFFICIAL RETENTION			COPYHOLDER RETENTION	OFFICE OF RECORD	DATA PRACTICE	REMARKS
			LEGAL	USER	TOTAL				
FNN-10	Finance Schedule Accounts Payable Section Overview Records related to the accounting for money due to creditors. These records document the purchase of materials, supplies and services or employee reimbursements made by City departments, boards, agencies or commissions.								
FNN-10-02	Finance Schedule Accounts Payable Payment Records (Invoices, Billings, Check Requests) Records requesting payment which indicate the quantity, price and term of goods and services. Records may include: paid vouchers, vendor invoices, billings, check requests, petty cash reimbursements and unemployment workers' compensation insurance payments. Note: Accounts Payable is the Office of Record for the original payment records. Because original payment records are returned to the Park Board, Library Board, MBC (through 1996 only) and MCDA, they should be considered the Office of Record.	ACC000	6	10	10	MAX3	ACCOUNTS PAYABLE (SEE NOTE)	PUBLIC	
FNN-10-04	Finance Schedule Accounts Payable Payment Detail Records (Department Processing) Records that provide the detail to the invoices, billings (including those for contractors providing services resulting in special assessments), check requests, petty cash reimbursements and unemployment/workers compensation insurance payments submitted to Accounts Payable for payment. Many of the records included within this series are copies that can be found elsewhere as original records. Detail records may include: Purchase orders, price agreements, billing records and detail, department-generated spreadsheets, and shipping documents, etc. Note: Use Employee Reimbursement Records (FNN-10-08) for employee reimbursable expenses.	ACC000	6	ACT+6	ACT+6	MAX3	CITY DEPTS.	PUBLIC	Active ceases after completion of purchase order, contract, project or final payment – whichever is later.

Event Codes:

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FNN-10-05	<p>Finance Schedule Accounts Payable Payment Detail Records - Medical Payments</p> <p>The records document the detail records associated with claims made to the City for payment of health/medical services provided to clients by direct service programs or those generated during the Public Health/MVNA partnership/co-location/crossover periods. The documents account for city, county, state and federal monies used to provide health related services to clients.</p> <p>Note Data Practices requirements if records contain personally identifiable information.</p>	ACC000	6	ACT+6	ACT+6	MAX3	DEPT.	PUBLIC/PRIVATE 13.46 subd. 2(a)	Active ceases after completion of purchase order, contract, project or final payment
FNN-10-06	<p>Finance Schedule Accounts Payable Telephone Detail Records</p> <p>Records used to detail telephone charges. Prior to 1997, the original telephone billing detail was forwarded to departments for review and retention of the records. Starting in 1997, Telecommunications became the Office of Record for telephone billing detail records that they distribute to departments. Departments are the Office of Record for detailed telephone records relating to cell phones and those received from organizations other than Telecommunications.</p>	ACC000	6	6	6	MAX3	TELECOM. & DEPTS. (SEE DESCRIPTION)	PUBLIC	
FNN-10-08	<p>Finance Schedule Accounts Payable Employee Reimbursement Records</p> <p>Records detailing reimbursable expenses incurred while conducting City business. Records may include: auto mileage records, travel reports, tuition requests, etc.</p> <p>Note: Departments should note the Office of Record for this series. If departments maintain additional supporting documentation, they must maintain the support for the legal retention period required.</p>	ACC000	10	10	10	MAX3	GENERAL ACCOUNTING	PUBLIC	

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FNN-10-12	<p>Finance Schedule Accounts Payable Tax Records-State/Local Reporting forms, calculations, documentation and reconciliation's for charitable gambling, tax levy, tax adjustments, sales/use tax etc. See FNN-80-16 for payroll (employment income) tax records.</p>	ACC080	6	10	10	MAX3	ACCOUNTS PAYABLE	PUBLIC	
FNN-10-14	<p>Finance Schedule Accounts Payable Cancelled Checks Accounts Payable and Payroll paid and returned checks. Checks may also be captured by the City's financial institution on an optical disk. The checks will be maintained as the official records until such time as the State Auditor agrees to accept electronic documents in lieu of paper.</p>	ACC000	6	6	6	MAX3	CASH MGMT.	PUBLIC	
FNN-20	<p>Finance Schedule Cash And Revenue Section Overview Records related to the accounting of obligations owed to the city and documents of payments received.</p>								
FNN-20-02	<p>Finance Schedule Cash And Revenue Receivable Invoices Bills created for external invoices that have been paid (including supporting documentation). Note: Records were formally called outside party bills (OPBs).</p>	ACC000	6	6	6	MAX3	CASH MAGMT.	PUBLIC	
FNN-20-03	<p>Finance Schedule Cash And Revenue Receivable Invoices - Medical Bills created for external invoices that have been paid (including supporting documentation - including the documentation of services that have been provided and for the collection of payment for those services). The records are used for reporting of services and for the collection of Medicaid funds, Medicare, other health insurance coverage for services provided or for the billing/collection of other program</p>	ACC000 HLTH14	6	6	6	3	CASH MGMT.	PUBLIC/PRIVATE MS13.384 MS13.3805 MS13.46	If the original source document (such as an encounter form) is entered into a computer system, retain the original source document(s) used for entry for 3 years.

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	funds.								
	Note Data Practices requirements if records contain personally identifiable information.								
FNN-20-04	Finance Schedule Cash And Revenue Uncollected Bills	ACC000	6	ACT+6	ACT+6	MAX3	CASH MGMT.	PUBLIC	After payment, write-off, judgment or cancellation
	Records used for settlement of uncollected bills. Records may include support for the uncollected bills or settlement information (delinquent write-offs, judgments, cancellations or court orders).								
FNN-20-06	Finance Schedule Cash And Revenue Reports - Cash And Revenue (See FNN-40-02)	ACC000	10	10	10	MAX3	GENERAL ACCOUNTING	PUBLIC	
	Reports generated from FIRMS/FISCOL that relate to the receipt or distribution of the funds including aging reports from uncollected receivables. Note: ALL FIRMS reports have been microfilmed. FISCOL reports are available on microfilm or via Infopac. The Office of Record for these records is General Accounting. A draft listing of FISCOL data retention including reports as well as files can be found at the end of the Finance portion of the General Retention Schedule.								
FNN-20-08	Finance Schedule Cash And Revenue Reports - Department Subsystem Reports (See FNN-40-04)	ACC000	10	10	10	MAX3	DEPT SUBSYSTEM SPONSOR	PUBLIC	
	Reports generated from department subsystems that relate to the detailed receipt and distribution of funds. Note: See individual department retention schedules for the retention of revenue distribution reports created by subsystems other than FIRMS/FISCOL.								
FNN-20-10	Finance Schedule Cash And Revenue Deposits And Receipts	ACC000	6	6	6	MAX3	CASH MGMT.	PUBLIC	
	Records used to document the receipt and acceptance of a								

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	<p>payment. Records may include the TC55/CR and treasury receipts.</p> <p>Note: Cash Management is the Office of Record for deposits and receipts. Use FNN-20-12 if detail records are held with the deposits and receipts.</p>								
FNN-20-12	<p>Finance Schedule Cash And Revenue Revenue Detail Records (Department Processing)</p> <p>Records relating to the routine billing or collection of revenue in departments. Records may include: TC55/CR forms, treasury receipts, cash register tapes, deposit advice, bank deposit tickets, revenue entry and distribution forms, change correction forms, OCR tapes, credit card receipts, etc. For pre-paid special assessments use FNN-20-14.</p>	ACC000	6	6	6	MAX3	CITY DEPTS.	PUBLIC	
FNN-20-14	<p>Finance Schedule Cash And Revenue Pre-Paid Special Assessment Revenue Processing (Service And Infrastructure Improvements)</p> <p>Records associated with the pre-payment made to a property that receives a service that is not covered by general property taxes or are the result of an infrastructure improvement to a property. Examples of "service" special assessments include utility bill charges including water and solid waste fees, removal of nuisance violations (mowing, demolition, tree removal, etc.), or special street sweeping or trash removal. Examples of "infrastructure improvements include street and alley paving/renovation and streetscape amenities. Records include statements, billing, processing and collection.</p> <p>Note: See Special Assessment area of Property and Equipment Section of the schedule for additional information related to special assessments.</p>	ACC100	--	ACT+6	ACT+6	MAX3	CITY DEPTS.	PUBLIC	Active ceases after final payment.
FNN-20-16	<p>Finance Schedule Cash And Revenue IDT/IGPV (Use FNN-30-06 or FNN-30-08)</p> <p>Records describing a transfer between funds and an explanation of the transfer.</p>								

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FNN-20-18	Finance Schedule Cash And Revenue Non-Sufficient Funds Checks returned to the city due to insufficient funds. Records may include the original or copy of the check and detail of NSF check.	ACC000	6	ACT+6	ACT+6	MAX3	CASH MGMT.	PUBLIC	Active ceases after write-off is approved and audit is complete.
FNN-20-20	Finance Schedule Cash And Revenue Bank Statements Monthly statements that document the revenue and expenditure activity in City accounts held by a variety of banks. The statements are reconciled with the expenditure and revenues that entered into FISCOL. The City annual audit may include the review of selected bank statements as well as the source documents that support the statement.	ACC000	6	6	6	MAX3	CASH MGMT.	PUBLIC	
FNN-30	Finance Schedule Journals/Ledgers And Adjustments Section Overview Records used to transfer charges between accounts and for summarizing account information								
FNN-30-02	Finance Schedule Journals/Ledgers And Adjustments Journal Entries Records documenting transfers in the general ledger from one account to another within a fund including a related explanation. Note: General Accounting is the Office of Record for journal entries. Use FNN 30-04 for detail/support records that are held by departments.	ACC000	10	10	10	MAX3	GENERAL ACCOUNTING	PUBLIC	
FNN-30-04	Finance Schedule Journals/Ledgers And Adjustments Journal Entry Detail Records Records that provide the detail to support a journal entry.	ACC000	--	6	6	MAX3	CITY DEPTS.	PUBLIC	

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FNN-30-06	Finance Schedule Journals/Ledgers And Adjustments IDT/IGPV Records documenting a transfer between funds and an explanation of the transfer. Records may include the IDT (Interdepartmental Transfer) or IGPV (Intergovernmental Payment Voucher). Use FNN-30-08 if detailed records are held with the IDT or IGPV. Note: The seller department is responsible for providing the service or supplies is the Office of Record and will be responsible for maintaining the records for the required retention.	ACC000	10	10	10	MAX3	GENERAL ACCOUNTING (IDTs) SELLER DEPT. (IGPVs)	PUBLIC	
FNN-30-08	Finance Schedule Journals/Ledgers And Adjustments IDT/IGPV Detail Records Supplemental records that are created to detail the IDT or IGPV transaction.	ACC000	10	10	10	MAX3	SELLER DEPT.	PUBLIC	
FNN-30-10	Finance Schedule Journals/Ledgers And Adjustments General Ledger (Year End) End of year summary record of all accounts. Also see FNN-40-02.	ACC200	PERM	PERM	PERM	MAX3	GENERAL ACCOUNTING	PUBLIC	
FNN-30-12	Finance Schedule Journals/Ledgers And Adjustments Accounts Payable Ledger (Year End) Year-end summary of all accounts of monies owed to other parties by the city. Also see FNN-40-02.	ACC200	PERM	PERM	PERM	MAX3	GENERAL ACCOUNTING	PUBLIC	
FNN-30-14	Finance Schedule Journals/Ledgers And Adjustments Accounts Receivable Ledger (Year End) Year-end summary record of all accounts of monies due to the City. Also see FNN-40-02.	ACC200	PERM	PERM	PERM	MAX3	GENERAL ACCOUNTING	PUBLIC	
FNN-30-16	Finance Schedule Journals/Ledgers And Adjustments Chart Of Accounts Annual History Listing of the account names and codes used to identify financial data in the accounting system by fiscal year. Also	ACC200	PERM	PERM	PERM	MAX3	GENERAL ACCOUNTING	PUBLIC	

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	see FNN-40-02.								
FNN-30-18	Finance Schedule Journals/Ledgers And Adjustments Payroll Register (Use FNN-80-08) Summary records indicating amounts paid for payroll.	USE FNN-80-08							
FNN-40	Finance Schedule Financial System Reports Section Overview Reports generated by financial systems to reflect the status of appropriations, encumbrances, expenditures, disbursements, revenues, etc., within the City.								
FNN-40-02	Finance Schedule Financial System Reports Reports-Firms/FISCOL Reports Daily/weekly/monthly/quarterly/annual reports generated by FIRMS/FISCOL that reflect the status of revenues, expenditures, encumbrances, budgets, projects and grants. Note: The Office of Record for these reports is General Accounting. They will be responsible for maintaining these records for the required retention. All FIRMS reports have been microfilmed. FISCOL reports are available on microfilm or via infopac. A draft listing of FISCOL data retention including reports as well as files can be found at the end of the Finance portion of the General Retention Schedule	ACC000	10	10	10	MAX1	GENERAL ACCOUNTING	PUBLIC	
FNN-40-03	Finance Schedule Financial System Reports Reports-Firms/FISCOL Final Year End Reports Year end reports generated by FIRMS/FISCOL that reflect the status of revenues, expenditures, encumbrances, budgets, projects and grants. Note: The Office of Record for these reports is General Accounting. They will be responsible for maintaining these records for the required retention. All FIRMS reports have been microfilmed. FISCOL reports are available on microfilm or via infopac. A draft listing of FISCOL data retention including reports as well as files can be found at the end of the Finance portion of the General Retention Schedule.	ACC000	10	10	10 SEE NOTE	MAX3	GENERAL ACCOUNTING	PUBLIC	

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	<p>Retention Note: For reports that document the year end general ledger, accounts receivable ledger, accounts payable ledger, payroll register and budget, use the functional area associated with the report to determine the retention requirements. Because many of the year end registers and ledgers are permanent, the correct record series should be selected to ensure that accurate retention time periods will be assigned to the records.</p>								
FNN-40-04	<p>Finance Schedule Financial System Reports Reports-Department Subsystem Reports</p> <p>Accounting reports generated by departmental subsystems that manage the detail records of revenues, expenditures, budgets, projects or detailed reporting. The subsystems may be used to provide input to FIRMS/FISCOL. If the reports are not listed in the General Retention Schedule, refer to the individual department schedules to obtain specific information relevant to the retention of subsystem reports. Because FIRMS/FISCOL reports are managed by General Accounting, systematic back-ups and duplication takes place. Back-up and retention requirements for department subsystem records will be reviewed when department specific records are added to the schedule. Therefore, department subsystem reports MUST BE segregated from FIRMS/FISCOL reports prior to transferring the records to inactive record storage. The segregation will ensure that the correct retention time periods will be assigned to the records.</p>	ACC000	10	10	10	MAX3	SPONSOR DEPT.	PUBLIC	
FNN-40-06	<p>Finance Schedule Financial System Reports Comprehensive Annual Financial Report (Cafr)</p>	USE FNN-50-02							
FNN-40-08	<p>Finance Schedule Financial System Reports Computer System Documentation (Use ADM-50)</p> <p>Records created during the design, implementation and/or conversion of FIRMS/FISCOL.</p>	USE ADM-50							

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FNN-40-10	Finance Schedule Financial System Reports Instruction And Training Manuals (Use ADM-50) Instruction manuals and training materials for FIRMS/FISCOL. Records may include: Chart of Accounts, Administration, System Reference, System Maintenance and Operations Manuals.	USE ADM-50							
FNN-50	Finance Schedule Audits Section Overview Records related to the City's financial position (reports, responses and work papers) as reviewed by the Office of the State Auditor.								
FNN-50-02	Finance Schedule Audits Comprehensive Annual Financial Report The "official annual financial report" of the City.	ACC200	PERM	PERM	PERM	MAX3	GENERAL ACCOUNTING	PUBLIC	
FNN-50-04	Finance Schedule Audits Audit Report Office of the State Auditors report and management letter for the City of Minneapolis. Also see FNN-50-06.	ACC200	PERM	PERM	PERM	ACT	GENERAL ACCOUNTING	PUBLIC	
FNN-50-06	Finance Schedule Audits Audit Responses Written responses to State Auditor findings and question costs within the audit or management letter.	ACC200	PERM	PERM	PERM	ACT	GENERAL ACCOUNTING	PUBLIC	
FNN-50-08	Finance Schedule Audits Audit Work Papers Audited work papers of the working trial balances and cash flow statements. Records may include the accountant's work papers and supporting documentation.	ACC000	10	10	10	ACT	GENERAL ACCOUNTING & CITY DEPTS.	PUBLIC	

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FNN-50-10	Finance Schedule Audits Grant Audits Records related to the required audits and review of sub-recipients for grants and contracts. Records produced as a grantee or grantor to support an audit or financial review of grants, grant related funds or special projects. Records may include: audits or financial review reports (financial statements, copy of the management letter and supporting documentation, etc.), accountant's review of the audits, including guidelines and requirements and post audit correspondence. See FNN-75 for other financial records related to grants.	GRTADG	ACT+3	ACT+6	ACT+6 *	ACT	GENERAL ACCOUNTING & CITY DEPTS.	PUBLIC	* Active ceases after fulfillment of all terms of the agreement or contract, whichever is later provided that a final audit has been completed and the agreement no longer has a binding effect.
FNN-60	Finance Schedule Fixed Assets Section Overview Records related to the inventory of furnishings, equipment, building and betterment, lands, etc. costing \$500 or more with a greater than one year expected life.								
FNN-60-02	Finance Schedule Fixed Assets Fixed Asset Accounting Records Official fixed asset input records and detail and fixed asset system output reports documenting the fixed assets of the City.	ACC100	ACT+10	ACT	ACT+10 *	MAX3	CITY DEPTS.	PUBLIC	* Active ceases after sale, transfer or disposal.
FNN-60-04	Finance Schedule Fixed Assets Fixed Asset Detail Records (Department Processing) Detail records documenting the purchase, transfer or disposal of equipment and furnishings by departments. Records may include copies of invoices, departmental spreadsheet analysis, screen prints, data warehouse extracts, recap sheets, worksheets and disposal authorizations. In the case of large projects where fixed assets are involved, the assets will not be entered until completion.	ACC000	--	6	6	MAX3	GENERAL ACCOUNTING	PUBLIC	

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FNN-60-06	<p>Finance Schedule Fixed Assets Fixed Asset Reports Reports used by departments at year end to validate physical inventory of the department. Select reports may also be used by General Accounting for reporting in the "official annual report" - CAFR. Note: All FIRMS reports have been microfilmed. FISCOL reports are available on microfilm or via infopac. The Office of the Record for these records is General Accounting. A draft listing of FISCOL data retention including reports as well as files can be found at the end of the Finance portion of the General Retention Schedule</p>	ACC000	10	10	10	MAX3	GENERAL ACCOUNTING	PUBLIC	
FNN-65	<p>Finance Schedule Stores/Inventory/Equipment Rental Section Overview Records related to the request and distribution of stock (equipment, supplies, gasoline, etc.) and to the recording of labor, equipment, redistribution and monthly rentals from various stores. Note: The inventory department subsystem for all stores was absorbed by the inventory module in FISCOL. Reports generated from the inventory module in FISCOL are available on infopac or via the data warehouse.</p>								
FNN-65-02	<p>Finance Schedule Stores/Inventory/Equipment Rental Stores Requisition, Rental And Issue Tickets Records used to order and fulfill requests for stores materials supplies and equipment. These records are used to verify stores billing via IGPV. The financial transaction or transfer of funds can be found with FNN-30-06. Note: The Seller department responsible for providing the service or supplies is the Office of Record and is responsible for maintaining the records for the required retention.</p>	ACC000	10	10	10	MAX3	SELLER DEPT.	PUBLIC	
FNN-65-04	<p>Finance Schedule Stores/Inventory/Equipment Rental Reports - Stores Inventory See also FNN-40-02. Reports generated from FIRMS/FISCOL which include a summary of</p>	ACC000	10	10	10	MAX3	GENERAL ACCOUNTING	PUBLIC	

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	expense/expenditures and revenues related to the stores materials, supplies and equipment transactions. Note: All FIRMS reports have been microfilmed. FISCOL reports are available on microfilm or via infopac. The Office of Record for these records is General Accounting. A draft listing of FISCOL data retention including reports as well as files can be found at the end of the Finance portion of the General Retention Schedule.								
FNN-65-06	Finance Schedule Stores/Inventory/Equipment Rental Subsystem Financial Reports See also FNN-40-04. Reports generated by the inventory and equipment subsystems. The subsystems reports are used to monitor and detail transactions and detail distribution of costs to appropriate coding strings. The inventory subsystem for all stores was absorbed by the inventory module in FISCOL. Reports generated from the inventory module in FISCOL are available on infopac or microfiche (for long term storage). Note: See individual department retention schedules for the retention of equipment reports and pre-FISCOL inventory reports created by subsystems.	ACC000	10	10	10	MAX3	SELLER DEPT.	PUBLIC	

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FNN-70	<p>Finance Schedule Project And Job Accounting Section Overview</p> <p>Records related to the accounting for the revenue and expenditures associated with City capital projects or operating jobs. Generally speaking, operating jobs are set-up in operating cost centers and may be used as a way to collect expenditures to be billed to a capital project. The funding for capital projects is derived from one or a combination of the following sources: Bond funds (supported by issuance of City bonds), federal funds (supported by any form of federal assistance), governmental funds (supported by City funds -revenue or fund balance) and other funds (supported by other external funds). The funding source for projects is important in that specific retention and reporting requirements may be required. Because a combination of funding sources can be utilized for projects, a standard retention time frame has been established for all project accounting files based on the retention requirements outlined for federally funded projects and the Minnesota Statute of Limitations.</p> <p>SPECIAL NOTE: Federal guidelines recommend that financial records, supporting documents, statistical records and other records pertinent to grant programs be retained for three years. This schedule requires that most grant records be retained for 6 years after project completion. The retention period starts from the date of submission of the final expenditure report or, for grants that are renewed annually, from the date of submission of the annual financial status report, with the following qualifications and exceptions:</p> <ol style="list-style-type: none"> 1. If litigation or audit is begun before the expiration of the retention period, the records shall be retained until all litigation or audit findings have been resolved. 2. Records for non-expendable property acquired with grant funds shall be retained for ten years after final disposition. 3. Grantees are permitted to substitute microform copies in lieu of original records. 4. The retention period relating to grants from the Environmental Protection Agency may differ from the above requirements and specific requirements for the agency should be researched prior to record destruction. 								

Event Codes:

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FINANCE SCHEDULE - STATE APPROVED 5/16/2000 - UPDATED 8/19/2005

SERIES CODE	SERIES / DESCRIPTION	LEGAL CODE	OFFICIAL RETENTION			COPYHOLDER RETENTION	OFFICE OF RECORD	DATA PRACTICE	REMARKS
			LEGAL	USER	TOTAL				
FNN-70-02	<p>Finance Schedule Project And Job Accounting Capital Projects (Project Files)</p> <p>See also the Analysis/Planning and Project Management area of the Administrative Section of the General Schedule for information relevant to the non-financial portion of Capital Improvement Projects and project documentation. Capital projects are documented via the creation of a project file that accounts for the major capital acquisition and construction activities of a project. Generally speaking, the project file contains copies of supporting project account documentation that can be found elsewhere but have been filed together to account for revenue and expenditures from project inception to project completion. Records may include copies of; paid invoices, stores tickets/receipts, auto mileage records, TC55/CRs, IDT/IGPVs, invoice listings, purchase orders, requisitions, etc. Records may also include copies of time records such as equipment rental tickets.</p> <p>Note: Original time records should not be maintained as part of the capital project or project file (SEE FNN-80-02).</p>	ACC100	ACT+10	ACT	ACT+10 *	MAX3 (VARIOUS)	CITY DEPTS.	PUBLIC	* Active ceases after completion of project, final payment/terms are met and all regulatory agreements have ended.
FNN-70-04	<p>Finance Schedule Project And Job Accounting Operating Jobs (Job Files)</p> <p>See also the Analysis/Planning and Project Management area of the Administrative Section of the General Schedule for information relevant to the non-financial portion of Capital Improvement Projects and project documentation. Operating jobs are documented via the creation of a job file that accounts for the on-going or on-time construction activity related to daily operations. Generally speaking, the job file contains copies of supporting accounting documentation that can be found elsewhere but have been filed together to account for funding and expenditures from the job inception to completion. Records may include copies of; paid invoices, stores tickets/receipts, auto mileage records, TC55/CRs, IDT/IGPV, invoice listings, purchase orders, requisitions, etc. Records may also include copies of time records such as equipment rental tickets.</p> <p>Note: Original time records should not be maintained as part of the operating project or jobs file. Also see FNN-80-02.</p>	ACC000	10	ACT+6	ACT+6 *	MAX3	CITY DEPTS. (VARIOUS)	PUBLIC	

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FINANCE SCHEDULE - STATE APPROVED 5/16/2000 - UPDATED 8/19/2005

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FNN-70-06	<p>Finance Schedule Project And Job Accounting Reports - Job And Project</p> <p>Also see FNN 40-02. Job and Project reports that detail the planning and control of jobs and projects, including budgets, revenue and expenditures over the life of a job or a project (across multiple years).</p> <p>Note: All FIRMS reports have been microfilmed. FISCOL reports are available on microfilm or via infopac. The Office of Record for these records is General Accounting. A draft listing of FISCOL data retention including reports as well as files can be found at the end of the Finance portion of the General Retention Schedule.</p>	ACC000	10	10	10	MAX3	GENERAL ACCOUNTING	PUBLIC	

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FINANCE SCHEDULE - STATE APPROVED 5/16/2000 - UPDATED 8/19/2005

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			LEGAL	USER	TOTAL				
FNN-75	<p>Finance Schedule Grant Accounting Section Overview Records related to the accounting for revenue and expenditures associated with contributions or gifts or cash or other assets from governments or the private sector. Grant funds are to be used for a specific purpose or activity or to support specific functions or special projects. A standard retention time has been established for all grant accounting files based on the retention requirements outlined for federally funded projects and the Minnesota Statute of Limitations.</p> <p>SPECIAL NOTE: Federal guidelines recommend that financial records, supporting documents, statistical records and other records pertinent to grant programs be retained for three years. This schedule requires that most grant records be retained for 6 years after project completion. The retention period starts from the date of submission of the final expenditure report or, for grants that are renewed annually, from the date of submission of the annual financial status report, with the following qualifications and exceptions:</p> <ol style="list-style-type: none"> 1. If litigation or audit is begun before the expiration of the retention period, the records shall be retained until all litigation or audit findings have been resolved. 2. Records for non-expendable property acquired with grant funds shall be retained for ten years after final disposition. 3. Grantees are permitted to substitute microform copies in lieu of original records. 4. The retention period relating to grants from the Environmental Protection Agency may differ from the above requirements and specific requirements for the agency should be researched prior to record destruction. 								
FNN-75-02	<p>Finance Schedule Grant Accounting Grant Application And Acceptance Grant application and acceptance records include records pertaining to the application for a grant and all supporting materials including Council Actions and grant acceptance.</p>	GVCON1	ACT+6	ACT+6	ACT+6 *	MAX3	GRANTS AND SPECIAL PROJ.	PUBLIC	
FNN-75-04	<p>Finance Schedule Grant Accounting Contracts (Grants) Use LEU-70</p>	USE LEG-20							

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	Contract agreements for revenues to be received for providing specific services. Information relating to contracts can be found in the Legal Section of the General Schedule - use LEG-20.								
FNN-75-06	<p>Finance Schedule Grant Accounting Grant Administration Grant administration records consist of financial and non-financial records ranging from applications to detailed financial records. Many of the records included within this series are copies that can be found elsewhere as original records. Records may include copies of grant seeking activities (such as correspondence, City Council authorization, and grant applications), acceptance and setup information (such as award notifications, Council authorization, contracts regulations, and grant master set-ups in FISCOL), Financial and monitoring/compliance reports including drawdown requests (also includes TC55's and cash receipts), sub-recipient records (including copies of contracts, drawdown requests, etc.) and grant accounting detail records (including journal entries, miscellaneous purchase orders, cash receipts, etc.).</p> <p>Note: Original time records must be segregated and should not be maintained as part of the grant administration file (Use FNN-80-02).</p>	GVCON1	ACT+6	ACT	ACT+6 *	MAX3	CITY DEPTS. (VARIOUS)	PUBLIC	* Active ceases after final disbursement of funds, grant conditions have been met or final audit – whichever is longer.
FNN-75-08	<p>Finance Schedule Grant Accounting Grant Audits Records produced as a grantee or grantor to support an audit or financial review of grants, grant related funds or special projects. Records may include: audits or financial view reports (financial statements, copy of the management letter and supporting documentation, etc.), and post audit correspondence.</p>	USE FNN-50-10							
FNN-75-10	<p>Finance Schedule Grant Accounting Reports- Grant (See FNN-40-02) Reports that provide grant accounting detail of the inception to date grant budget, revenue and expenditure information in</p>	ACC000	10	10	10	MAX3	GENERAL ACCOUNTING	PUBLIC	

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			LEGAL	USER	TOTAL				
	both detail and summary form over the life of the grant. Note: All FIRMS reports have been microfilmed. FISCOL reports are available on microfilm or via infopac. The Office of Record for these records is General Accounting. A draft listing of FISCOL data retention including reports as well as files can be found at the end of the Finance portion of the General Retention Schedule.								
FNN-80	Finance Schedule Payroll Section Overview Records related to the payments of salaries and wages, including deductions for benefits, taxes, etc. The new HRIS Payroll System has eliminated a substantial number of hardcopy input forms and output reports. The general record series includes records that are common to all City departments including input and output records from the Compass System and the HRIS Payroll System.								
FNN-80-02	Finance Schedule Payroll Time Records Records created to indicate time worked (including absences, vacation, sick leave, distribution of time to specific funds, jobs, projects, or grants, etc.). Records include time cards, time sheets, permit pay slips, payroll time logs, overtime forms, sign-in and sign-out records, activity logs and backup detail. Note: Time records must be segregated from project files. Time records must be segregated from the detail records associated with Grants/Government Contracts and Capitol Projects.	ACC050	6	6	6	MAX3	PAYROLL CITY DEPTS.	PUBLIC	
FNN-80-04	Finance Schedule Payroll Leave Records Leave records are created and maintained to account for and request accrued leave time. Records may include: requests for annual unused sick leave or vacations, comp time, etc. Since the implementation of HRIS, leave requests are generally made on the time card. If time cards are used for leave requests, use FNN-80-02 (Time Records). Note: Also see the Benefits area of the Human Resource Schedule for information related to the retention of leave	ACC050	6	6	6	MAX3	PAYROLL	PUBLIC	

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FINANCE SCHEDULE - STATE APPROVED 5/16/2000 - UPDATED 8/19/2005

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			LEGAL	USER	TOTAL				
	records.								
FNN-80-06	Finance Schedule Payroll Payroll Worksheets/Deduction Register Prior to implementation of the HRIS system, payroll worksheets were used by departments to indicate exceptions to standard hours worked by employees for each pay period. Information keyed from the form was used by the payroll system to create payroll for the pay period and to collect additional information used to create the payroll register. The deduction register detailed the payroll deductions (excluding payroll tax withholding). Since the implementation of HRIS (7/01/97), payroll worksheets have not been used. In most instances, time records are entered from time cards directly to HRIS. The deduction register is printed as part of the information on the new Payroll Register. Note: Central Payroll is the Office of Record for the original payroll worksheets and deduction register. Because the original worksheets and register were returned to Public Works, Park Board, Library Board and MBC, they should be considered the Office of Record and retain the records for the prescribed retention period.	ACC050	6	10	10	MAX3	CENTRAL PAYROLL (See Note)	PUBLIC	
FNN-80-07	Finance Schedule Payroll Pre-Payroll Detail/Unconfirmed Payroll Reports The pre-payroll detail (pre-HRIS) the unconfirmed payroll Report (HRIS) and pre-detail and summary (PEIRS) reports are created prior to running payroll to ensure that the time/exception information entered for employees is correct.	NONE	0	3	3	MAX1	CENTRAL PAYROLL PEIRS PAYROLL	PUBLIC	
FNN-80-08	Finance Schedule Payroll Payroll Register/Confirmed Register The payroll register provides the detail to wage payments. Since the implementation of HRIS it may also be known as the Confirmed Register. The register covers a snapshot in time of payroll transactions. The register captures information pertinent to hourly pay rate, hours worked, deductions for withholding taxes, gross pay, net pay, etc. For long term protection of employee specific data that may affect employee	ACC200	PERM	PERM	PERM	MAX3	CENTRAL PAYROLL	PUBLIC	

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			LEGAL	USER	TOTAL				
	leave, salaries or retirement benefits, the original registers are maintained in Central Payroll.								
FNN-80-10	<p>Finance Schedule</p> <p>Payroll</p> <p>Payroll Leave Accrual (See HRS-90-14)</p> <p>Payroll leave accrual is an HRIS report that provides a detailed accounting and accumulated vacation, floating holidays, sick and comp time.</p> <p>Note: Prior to implementation of HRIS, leave accrual information was reported on the payroll worksheet. Human Resources-Benefits is now the Office of Record.</p>	USE HRS-90-14							
FNN-80-12	<p>Finance Schedule</p> <p>Payroll</p> <p>Labor And Fringe Benefits Distribution Reports</p> <p>Reports that detail labor and fringe benefits costs by fund, agency and project. Summarized labor/fringe benefit information is passed from the payroll system to FISCOL for accounting of payroll.</p>	ACC050	6	10	10	MAX3	CITY DEPTS.	PUBLIC	
FNN-80-14	<p>Finance Schedule</p> <p>Payroll</p> <p>Employee Status And Change Forms (See HRS-20-06-02)</p> <p>Records used to indicate change to an employee's status including change to address, name, job classification, step, title, etc. Prior to HRIS, the forms were input to the Compass payroll system and an updated employee profile card was produced. Records may include status change forms and employee profile cards.</p> <p>Note: The Human Resources section of the General Schedule details information regarding these records-HRS-20-06-02 (Department Personnel File-Employment History-Status Changes). Most of these records are input (turnaround) documents to HRIS. The retention period for these records will be shortened following HRIS systems authentication.</p>	EMP300	ACT+5	ACT+6	ACT+6 *	ACT	HUMAN RESOURCES	PUBLIC	* Following the HRIS Authentication/Trustworthy Records Project, the retention to these records will be shortened from length of employment plus 6 years to 1 AV (one month following verification of entry)
FNN-80-16	<p>Finance Schedule</p> <p>Payroll</p> <p>Tax Records-Employment Income</p> <p>Forms and reports related to employee's federal and state</p>	ACC075	6	10	10	MAX3	CENTRAL PAYROLL	PUBLIC	

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	income tax withholding, other withholdings and supporting documentation. Series may include: W-2's, W-4's, etc.								
FNN-90	Finance Schedule Budget Section Overview Records related to Internal planning and the financial management of projected revenues and expenditures by the City and City departments.								
FNN-90-02	Finance Schedule Budget Budget Direction And Planning Books Mayor's direction to redesign proposals and prioritized city activities from strategic planning discussions for the Priorities Book, as well as Mayor's recommended and Council adopted Capital Improvement Books.	BUS120	PERM	PERM	PERM	MAX3	BUDGET	PUBLIC	
FNN-90-04	Finance Schedule Budget Budget Work Papers Records created and/or used by departments to research, review and prepare the annual budget. Records may include worksheets (personnel and non-personnel), decision packages, performance measures, budget instructions, schedules, bulletins, revenue projections and general revenue sharing work papers.	ACC025	6	6	6	MAX3	CITY DEPTS.	PUBLIC	
FNN-90-06	Finance Schedule Budget Operating Budget (Approved) Mayor's recommended and council adopted Operating Budget. Records include the summary information for financial schedules, decision package index and narratives, capital budget and program, debt service, Community Development Agency Common Project.	BUS120	PERM	PERM	PERM	MAX3	BUDGET	PUBLIC	
FNN-90-08	Finance Schedule Budget Reports-Budget (See FNN-40-02) Reports used by departments to evaluate the status of current expenditures current versus budget and to review	ACC000	10	10	10	MAX3	GENERAL ACCOUNTING	PUBLIC	

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			LEGAL	USER	TOTAL				
	<p>expenditures of previous years during the budget preparation process.</p> <p>Note: All FIRMS reports have been microfilmed. FISCOL reports are available on microfilm or via infopac. The Office of Record for these records is General Accounting. A draft listing of FISCOL data retention including reports as well as files can be found at the end of the Finance portion of the General Retention Schedule.</p>								
FNN-95	<p>Finance Schedule</p> <p>Purchasing</p> <p>Section Overview</p> <p>Records related to request for bids, bid review, selection of vendor, creation of purchasing documents, purchasing contracts and inspection of merchandise.</p>								
FNN-95-02	<p>Finance Schedule</p> <p>Purchasing</p> <p>Bid Records (Informal)</p> <p>Records related to the bid process for purchases under \$25,000. Records in the series may include: requisitions, quotes from vendors and correspondence with departments.</p>	CIT005 ACC000	3	3	3	MAXACT	PURCHASING	PUBLIC	CIT005 ACC000
FNN-95-04	<p>Finance Schedule</p> <p>Purchasing</p> <p>Requisitions</p> <p>Written notification from departments requesting goods or services. Copies may be maintained in departments for various reasons. Purchasing maintains the original requisitions and is the Office of Record.</p> <p>Note: See FNN-10-02 for the accounting of actual purchases.</p>	ACC000	--	3	3	MAXACT	PURCHASING	PUBLIC	
FNN-95-06	<p>Finance Schedule</p> <p>Purchasing</p> <p>Purchase Orders</p> <p>Records related to the commitment or order for purchasing goods and services (including one time and annual purchase orders). Records may also include: change orders, delivery instructions, etc.</p>	CON000	ACT+6	ACT+6	ACT+6 *	MAXACT	ACCOUNTS PAYABLE	PUBLIC	* Active ceases after receipt, final payment or completion – whichever is later.

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FNN-95-08	<p>Finance Schedule Purchasing</p> <p>Official Publication Files</p> <p>The official purchasing records of the City, including bids and specifications for capital improvement projects and formal bids. The records may include the original bid package, bid responses from vendors, correspondence from departments, copies of the purchase order and copies of contracts.</p> <p>Note: The bid specification and bid response is also maintained with the associated contract. Therefore, some bid and response information may be maintained permanently as in the case of real property and capital construction contracts.</p>	CIT015	6	15	15	MAX3	PURCHASING	PUBLIC	
FNN-95-10	<p>Finance Schedule Purchasing</p> <p>Contracts-Purchasing</p> <p>Records related to the development, negotiations, acceptance, changes and implementation of contracts for request for services and affiliated payment source. Use the Contracts area of the Legal Section of the General Schedule (LEU-70) to schedule contracts.</p>	USE LEG-20							
FNN-95-12	<p>Finance Schedule Purchasing</p> <p>Request For Proposals (RFP's)</p> <p>Request for proposals (RFP's) describes the professional services that are needed by the City. The RFP details the types of services needed, delivery requirements, response requirements and legal requirements. The series may include a copy of the RFP, advertisement, list of attendees to pre-proposal conference and a list of who submitted proposals.</p>	ACC000	10	10	10	MAX3	CITY COORD.	PUBLIC	
FNN-95-14	<p>Finance Schedule Purchasing</p> <p>Proposals - Accepted And Rejected</p> <p>Proposals are the documents submitted by vendors in response to a request for a proposal. The accepted proposal may be included in the contract, attached to the contract or referenced in the contract (not included or attached). Departments are required to maintain the accepted and rejected proposals (including all attachments and exhibits)</p>	CON000	ACT+6	ACT+6	ACT+6 *	MAXACT	DEPARTMENT	PUBLIC	* After completion of the project or contract (whichever is later).

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CITY OF MINNEAPOLIS
FINANCE SCHEDULE - STATE APPROVED 5/16/2000 - UPDATED 8/19/2005

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			LEGAL	USER	TOTAL				
	until the project or the contract is completed (whichever is later) plus six years.								

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