

LEGAL SCHEDULE - STATE APPROVED 5/16/2000 - UPDATED 1/1/2009

SERIES CODE	SERIES / DESCRIPTION	LEGAL CODE	OFFICIAL RETENTION			COPYHOLDER RETENTION	OFFICE OF RECORD	DATA PRACTICE	REMARKS
			LEGAL	USER	TOTAL				
LEU-10	<p>Legal Schedule Legal Administration and Common Attorney Records Section Overview The Legal Administration and Common Attorney Records section of the Legal Schedule includes records that are common and/or general to both the Civil and Criminal divisions of the City Attorney's Office and that document a wide range of work products and activities. The records include general office records that are created to document the management of workload and staff activities, documentation of compliance and annual reporting activities. The records in this section of the schedule also document more formal work products (Formal Opinions) that are not specific to either the Civil or Criminal divisions of the CAO.</p>								
LEU-10-02	<p>Legal Schedule Legal Administration and Common Attorney Records Routine Administrative Records Administrative records created during the routine, day-to-day operation of the department. These records may include memoranda, lists, directives, guidelines, bulletins, or other instructions which are routine and do not fit other categories of the schedule.</p> <p>SEE ALSO: City General Retention Schedule - General Administrative Records (ADM-30) for retention of department general administrative records.</p>	USE SERIES CODE ADM-30						Use the Administrative Schedule - General Administrative Records Section (ADM-30) to determine the retention and access requirements for Routine Administrative Records	
LEU-10-04	<p>Legal Schedule Legal Administration and Common Attorney Records Subpoenas A subpoena requires a specific person to appear and testify in court as a witness or orders the production of books, documents, electronic data or other records. When the subpoena is issued for a City Criminal or Civil case, or the City Attorney's Office is asked to assist (and a matter is opened), the City Attorney maintains the subpoena as part of the case file. The subpoena will "inherit" the retention of the associated law type/matter type. See LEU-60 to determine the retention for various Civil Matters.</p> <p>NOTE: If the subpoena is issued by a department for a request for records, the department is the office of record.</p>	LEG000	6	6	6	ACT	CITY ATTORNEY	PUBLIC, PRIVATE CONFIDENTIAL, PROTECTED NON-PUBLIC MS 13.39, 13.393, 13.82 AND 13.43 FED RULES OF CRIM. PROC. 6 (e) (3) (B)	Active ceases after case closure, final ruling, settlement or negotiated agreement.

Event Codes:

AA After Audit	ACT Active	AR Annual Review	AT After Termination	AW After Wreck	IND Indefinite	MAX (Maximum)	PERM Permanent	YR Yearly Review
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LEU-10-06	<p>Legal Schedule Legal Administration and Common Attorney Records Data Practices Requests and Appeals Requests for access to City data filed by members of the public, the media or other agencies and data that is created to document and respond to such requests under the Minnesota Government Data Practices Act. Records may include the initial request; documents created to respond to the request; data, notation or a log showing that the data request was filled; as well as appeals in situations where access to data is denied.</p>	USE SERIES CODE ADM-36-02							Use the Administrative Schedule - Public Information Section (ADM-36-02) to determine retention and access requirements for Data Practices Requests and Appeals.
LEU-10-08	<p>Legal Schedule Legal Administration and Common Attorney Records Historically Significant Legal Matters Records document the historically significant litigation that sets legal precedents, that has widespread importance, enduring reference value or are of long-term major significance to the City and how it operates. Examples of historically significant legal matters may include: Cases involving a consent decree or court ordered non-monetary relief, cases heard by the United States Supreme Court, high profile cases involving City Council actions that lead to lawsuit, environmental litigation, litigation affecting citizens' water, air or land rights, precedent setting litigation in recurring areas such as affirmative action, etc.</p>	LEG600	PERM	PERM	PERM	MAX3	CITY ATTORNEY	PUBLIC, PRIVATE, CONFIDENTIAL, PROTECTED NON-PUBLIC MS 13.393 MS 13.39	
LEU-10-10	<p>Legal Schedule Legal Administration and Common Attorney Records Attorney Opinions - Formal Records related to the offering of legal advice for the City by the City Attorney, staff and outside counsel. The opinions may have impact on the City's operations and may be attorney client privileged. This series includes only the attorney opinion. All formal opinions are indexed. For records requests, contact the City Attorney's Office for guidance.</p> <p>Note: For documents related to the actual opinion (i.e., request, research, supporting materials) see Assignments/Advice LEU-30.</p>	LEG600	PERM	PERM	PERM	MAX3	CITY ATTORNEY	PUBLIC, PRIVATE, NON-PUBLIC MS 13.393 MS 13.39	

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LEU-10-12	<p>Legal Schedule Legal Administration and Common Attorney Records Timekeeping/Office Duty The records in this series document the activities and time recorded in the Case Management System related to time associated with various legal services provided by the City Attorney's Office and administrative issues.</p> <p>Use Assignment/Advice General (LEU-30-04) to record the advice provided to a department on everyday matters.</p>	USE SERIES CODE FNN-80-02					CITY ATTORNEY	PUBLIC	Use the Finance Schedule - Payroll Records - Time Records for the retention and access requirements for Timekeeping records.
LEU-10-16	<p>Legal Schedule Legal Administration and Common Attorney Records Management, Workload and Activity Reporting The purpose of the records is to document the management, workload and activity of the City Attorney's Office through various performance metrics. The records may also document the services, work products and activities involved in managing the various legal practice areas of the office. The reports are used for planning, staffing and reporting progress of the City Attorney's Office and specific legal practice areas and may be distributed to internal and external stakeholders.</p>	BUS130	3	3	3	ACT	CITY ATTORNEY	PUBLIC	
LEU-10-18	<p>Legal Schedule Legal Administration and Common Attorney Records Litigation Logs The purpose of this series is to log all litigation and claim assignments by including the chronological listing of civil litigation matters and the assignment of other matters to specific attorneys. The log may include a notation on activities related to the final outcome of the case. Practice Manager can be used to query/search for assignments by law type, attorney assigned, client, matter number, etc.</p>	LEG600	PERM	PERM	PERM	MAX3	CITY ATTORNEY	PUBLIC, PRIVATE MS363A	

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LEU-20	<p>Legal Schedule Criminal Matters Section Overview Records related to the prosecution of criminal cases by the City Attorney's Office. The records document various types of criminal cases including assault, harassment, order for protection, animal control, code compliance, justice crimes, livability crimes, property and theft, vulnerable adult, weapons, alcohol and drug, equipment, insurance violations, parking violations, moving violations and serious traffic violations, etc. Actions that begin prosecution may be initiated by either a citation, tab charge or complaint.</p> <p>Retention of criminal case files is assigned based on the statutory offenses for which the defendant is charged/adjudicated.</p> <p>Records in this section may also include records created during the appeal process.</p>								
LEU-20-06	<p>Legal Schedule Criminal Matters Gross Misdemeanors Gross misdemeanor case files are the records that are created and used to document criminal offenses and the prosecution of the defendant for charges that relate to the gross misdemeanor severity level. Gross misdemeanors are those offenses for which a sentence of not more than one year or a fine of not more than \$3,000 or both may be imposed.</p> <p>Note: Retention period exceptions apply for DWI and Domestic Abuse. Records may include: Citations, complaints, warrants, police reports, subpoenas, pre-sentence investigation, defendant history, other working papers used to prepare case for prosecution, statements or other information from victims</p>	LIT130	ACT+6	ACT+6	ACT+6	ACT	CITY ATTORNEY	PUBLIC, PRIVATE, CONFIDENTIAL MS13.393 MS13.82	Active ceases after case closure, final ruling or dismissal. Note exceptions to the retention period for DWI and for Domestic Abuse.
LEU-20-08	<p>Legal Schedule Criminal Matters Driving While Impaired (DWI) Records related to DWI (Driving While Impaired) cases that are created and used the City Attorney's Office to prosecute defendants charged with DWI offenses. Penalties are based on aggravating factors, prior impaired driving incidents and the degree of impairment while driving. All DWI felony cases are</p>	LIT140	ACT+15	ACT+6	ACT+15	MAX3	CITY ATTORNEY	PUBLIC, PRIVATE, CONFIDENTIAL MS13.393 MS13.82	Active ceases after case closure, final ruling or dismissal.

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	referred to the County Attorney. DWI offenses prosecuted by the Criminal Division of the City Attorney's Office are charged as gross misdemeanor or misdemeanor offenses.								
	Note: The DWI retention category overrides the retention period assigned to gross misdemeanors and misdemeanors.								
	Records may include: Citations, complaints, results of chemical analysis, defendant history, driver's license information, sentencing orders, license suspension notices, community service referrals, arrest report								
LEU-20-10	<p>Legal Schedule</p> <p>Criminal Matters</p> <p>Domestic Abuse</p> <p>Records that are created and used to document criminal offenses and prosecution of a defendant for charges of domestic abuse. Domestic abuse cases include both significant romantic or sexual relationships and those involving a family or household member.</p> <p>NOTE: The retention recommendation for Domestic Abuse cases is based, in part, on the retention schedule for Minnesota Courts. The court schedule specifies a permanent retention for gross misdemeanor Domestic Abuse cases (but also specifies that the matter is under review). Domestic Abuse cases for the City will be assigned a retention of 20 years and include an annual review. Prior to destruction, a review must be completed to determine if additional court guidance or new statutes and/or regulations support the 20 year retention assignment.</p> <p>DATA ISSUES: Additional Data Practices considerations include: Data on Domestic Abuse Act petitions - MS13.80; Data collected in domestic abuse investigation - MS13.02, subd.12, 609.2244; Protection of petitioner's location or residence - MS518B.01, subd. 3b; Data on recipients of battered women shelter and support services - MS13.99, 611A.32; Data collection MS13.02, 611a.36.</p> <p>Records may include: Citations, police reports, affidavits and affirmations, orders for protection, records of proceedings,</p>	LIT150	PERM	20	20	MAX3	CITY ATTORNEY	PUBLIC, PRIVATE, CONFIDENTIAL (See DATA ISSUES under Series/Description for relevant statutes)	The retention period of 20 years is subject to change based on annual review and updates to the Minnesota Courts retention schedule.

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	disposition sheets, transcripts, summons, medical and social evaluations, proof of income, pre-trial offers, victim statements, information from social services agencies, victim/witness advocate statements								
LEU-20-12	<p>Legal Schedule Criminal Matters Bench Warrants - Unserved</p> <p>A record of the bench warrant that is issued by a judge when a defendant fails to appear in court. The warrant orders a defendant to be taken into custody for his/her non-appearance. Unserved bench warrants are maintained with case files and remain in an "active" status until notification of closure is received by the Sheriff or the Courts. Unserved warrants are typically closed after 3 years.</p> <p>Warrants that are served are maintained with other information in the criminal case file and are cleared with other information in the case based on case type/severity level.</p> <p>NOTE: The retention of warrants <i>that have been served</i> is based on the case/type severity level of the initial charges of the associated case. The retention of warrants that have been served begins after the disposition of the case that the warrant is associated with. See criminal case types listed in this section of the schedule for the retention of criminal cases.</p>	LIT100	ACT+3	ACT+3	ACT+3	ACT	CITY ATTORNEY	PUBLIC, PRIVATE, CONFIDENTIAL MS13.393 MS13.82	Active ceases after notification from Sheriff's Office or the courts that bench warrant is closed.
LEU-20-14	<p>Legal Schedule Criminal Matters Dismissed Criminal Cases</p> <p>Records documenting the decision to terminate adjudication of all outstanding charges in a criminal case, or all outstanding charges against a given defendant in a criminal case, thus terminating court action in the case and permanently or provisionally terminating court jurisdiction over the defendant in relation to those charges.</p>	LIT100	ACT+3	ACT+3	ACT+3	ACT	CITY ATTORNEY	PUBLIC, PRIVATE, CONFIDENTIAL MS13.393 MS13.82	Active ceases after case is dismissed.
LEU-20-16	<p>Legal Schedule Criminal Matters Expungement</p> <p>Records documenting the arrest, charging and/or conviction of a person who petitions and is granted by the court an order for expungement (sealing, returning, disposing).</p>	LIT110	ACT+0	ACT+0	ACT+0	0	CITY ATTORNEY	NOT PUBLIC MS609A.01-03	Active ceases following receipt of petition granted by the court.

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	<p>Upon the determination of all pending criminal actions or proceedings in favor of the arrested person, and the granting of the petition of the arrested person under chapter 609A, the City shall expunge information based on the court order.</p> <p>Records may include: Court granted petition, finger and thumb print, arrest report, charging documents, other case related information</p>								
LEU-30	<p>Legal Schedule Assignments/Advice Section Overview The purpose of the records in this section of the schedule is to document legal advice on a general or discrete legal issue.</p>								
LEU-30-04	<p>Legal Schedule Assignments/Advice Assignment/Advice (General) This series documents the process and work product associated with a City staff member request for general information or everyday advice. The series documents the yearly general advice provided to a department on everyday matters (not formally assigned).</p> <p>NOTE: If the assignment or advice is specific and formally assigned by the department, use a specific Assignments/Advice category (LEU-30-06 thru LEU-30-24). Some of each attorney's time may be attributed to general (everyday) advice that is tracked in Practice Manager as general time. Use the Common and General Timekeeping (LEU-10-12) category for the retention of timekeeping.</p>	LEG610	ACT+6	ACT+6	ACT+6	ACT	CITY ATTORNEY	PUBLIC, PRIVATE, NON-PUBLIC MS 13.393 MS 13.39	Active ceases at year end.
LEU-30-06	<p>Legal Schedule Assignments/Advice Advice - Bankruptcy This series documents the records associated with the assignment or advice provided by the City Attorney's Office in the interpretation of bankruptcy law or to assist with the collection of outstanding claims and judgments in matters that involve bankruptcy.</p>	LEG610	ACT+6	ACT+6	ACT+6	MAXACT	CITY ATTORNEY	PUBLIC, PRIVATE, CONFIDENTIAL, NON-PUBLIC MS13.393 MS13.39 MS13.82	Active ceases when assignment is complete.

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	The series documents the records associated with assignment or advice that is specific to Bankruptcy and is formally assigned. Use Assignment/Advice - Department (LEU-30-04) for everyday assignments and advice provided to departments.								
LEU-30-08	<p>Legal Schedule Assignments/Advice Advice - Code Compliance Records that document the legal advice and assistance provided to City departments regarding code compliance, interpretation of building codes and licensing issues. Code enforcement advice involves the interpretation of City code provisions relating to building codes, zoning, neighborhood preservation, vehicles on private property, etc. The records may also document the specific and discrete legal advice provided to various boards that address code compliance issues (Rental Licensing, Housing Board of Appeals, etc.).</p> <p>The series documents the records associated with assignment or advice that is specific and formally assigned by the department. Use Assignment/Advice - General (LEU-30-04) for everyday assignments and advice provided to departments.</p>	LEG610	ACT+6	ACT+6	ACT+6	ACT	CITY ATTORNEY	PUBLIC, PRIVATE, CONFIDENTIAL, NON-PUBLIC MS13.393 MS13.39 MS13.82	Active ceases when assignment is complete.
LEU-30-10	<p>Legal Schedule Assignments/Advice Advice - Contracts Records that document the assistance that the City Attorney's Office provides to City Finance (Procurement) and other City departments and business units to draft, revise and/or provide advice on numerous agreements and contracts (including grant contracts). Advice may document a variety of issues that relate to RFP's, material transfer, confidentiality agreements, breach of contract, etc.</p> <p>The series documents the records associated with assignment or advice that addresses a discreet or specific matter and is</p>	LEG610	ACT+6	ACT+6	ACT+6	ACT	CITY ATTORNEY	PUBLIC, PRIVATE, NON-PUBLIC MS13.393 MS13.39	Active ceases when assignment is complete.

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	formally assigned. Use Assignment/Advice - General (LEU-30-04) for everyday assignments and advice provided to departments. Note: The official record of the executed contract is maintained in City Finance (Contract Management). Department contract managers maintain copies of the contract and associated workpapers related to contract billing, deliverables and compliance.								
LEU-30-12	<p>Legal Schedule Assignments/Advice Advice - Employment and Labor</p> <p>Records that document the assistance and advice that the City Attorney's Office provide to Human Resources and other City staff to interpret the statutes, review the circumstances and address specific issues regarding a wide variety of City employment and labor issues. The records include documentation and advice on issues such as: personnel matters involving misconduct, work performance, appointment, promotion, classification, potential dismissals, benefits, unlawful harassment, alcohol and substance abuse, reasonable accommodation, civil rights issues, etc.</p> <p>The series documents the records associated with assignment or advice that addresses a discreet or specific matter and is formally assigned. Use the record series titled Assignment/Advice - Department General (LEU-30-04) for everyday assignments and advice that is provided to departments. Use LEU-40-02 or LEU-40-04 for Administrative Hearings.</p>	LEG610	ACT+6	ACT+6	ACT+6	ACT	CITY ATTORNEY	PUBLIC, PRIVATE, CONFIDENTIAL, NON-PUBLIC MS13.393 MS13.39 MS13.82 MS13.43	Active ceases when assignment is complete.
LEU-30-14	<p>Legal Schedule Assignments/Advice Advice - Forfeitures</p> <p>Records that document the assistance and advice that the City Attorney's Office provides to the Police Department, Impound Lot and other departments to interpret the statutes, review the circumstances and address specific issues regarding forfeitures. The circumstances for forfeiture can be related to drugs, DWI,</p>	LEG610	ACT+6	ACT+6	ACT+6	ACT	CITY ATTORNEY	PUBLIC, PRIVATE, CONFIDENTIAL, NON-PUBLIC MS13.393 MS13.39 MS13.82	Active ceases when assignment is complete.

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	prostitution and weapons violations.								
	The series documents the records associated with assignment or advice that is specific and formally assigned. Use Assignment/Advice - Department General (LEU-30-04) for everyday assignments and advice provided to departments. Use LEU-60-10 to determine the retention of litigation involving forfeitures.								
LEU-30-16	<p>Legal Schedule Assignments/Advice Advice - Govt'l Authority/Administration</p> <p>The records document legal advice and assistance provided to the City Council, council committees and department management on interpretation and/or proposed revisions to laws and City policies, regulations and rules. The attorney advice on governmental authority and administration matters is addressed to a wide variety of clients and issues that include advice to City Council Committees, advice and guidance on the Minnesota Open Meeting Law, Emergency Preparedness, Ethics, Ordinances, Election Law, Franchises, Elected Officials as well as legal advice and assistance provided to City Boards and Commissions, i.e., the Charter Commission, Youth Coordinating Board, Library Board, Board of Estimate and Taxation, etc.</p> <p>The series documents the records associated with assignment or advice that is specific and is formally assigned. Use Assignment/Advice - General (LEU-30-04) for everyday assignments and advice provided to departments. Use LEU-60-12 for the retention for litigation involving governmental authority and administration matters.</p>	LEG630	ACT+10	ACT+10	ACT+10	MAX3	CITY ATTORNEY	PUBLIC, PRIVATE, NON-PUBLIC MS13.393 MS13.39	Active ceases when assignment is complete.
LEU-30-18	<p>Legal Schedule Assignments/Advice Advice - Environmental and Energy</p> <p>Records created and maintained by the City Attorney's Office that document the advice provided on Environmental and Energy matters. The CAO may be requested to provide advice to a variety of departments (CPED, Public Works, Regulatory Services, etc.) concerning projects with building construction and zoning issues, wetland and shoreland issues, regulatory compliance issues, etc. The attorney may also provide advice</p>	LEG630	ACT+10	ACT+10	ACT+10	MAX3	CITY ATTORNEY	PUBLIC, PRIVATE, NON-PUBLIC MS13.393 MS13.39	Active ceases when assignment is complete. Prior to destruction, review records to determine if legal requirements or business needs for access to the records have changed.

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	<p>regarding projects that include or address environmental concerns.</p> <p>The CAO may provide advice that relates to the creation of policies, procedures and strategies to address City, department, or specific project or program concerns. Records may document contract negotiation and interpretation, statutory interpretation/enforcement strategy, coordination with outside agencies and their counsel and ordinance drafting.</p> <p>The series documents the records associated with assignment or advice that is specific and is formally assigned. Use Assignment/Advice -General (LEU-30-04) for everyday assignments and advice provided to departments.</p>								
LEU-30-20	<p>Legal Schedule</p> <p>Assignments/Advice</p> <p>Advice - Police Misconduct</p> <p>The records document legal advice related to police misconduct complaints and prosecutorial misconduct that include, but are not limited to the following: use of excessive force, inappropriate language or attitude, harassment, discrimination in the provision of police services, failure to provide adequate or timely police protection, and retaliation for filing a complaint with the Civilian Review Authority (CRA). City Attorney advice covers several areas of civil claims (assault, false imprisonment, malicious prosecution, etc.), as well as providing advice relating to actions under the Human Rights Act, the Data Practices Act and in circumstances where negligence and the recovery of property may be an issue.</p> <p>The series documents the records associated with assignment or advice that is specific and is formally assigned. Use Assignment/Advice - General (LEU-30-04) for everyday assignments and advice provided to departments.</p>	LEG610	ACT+6	ACT+6	ACT+6	ACT	CITY ATTORNEY	PUBLIC, PRIVATE, CONFIDENTIAL, NON-PUBLIC MS13.393 MS13.39 MS13.82 MS13.43	Active ceases when assignment is complete.

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LEU-30-22	<p>Legal Schedule Assignments/Advice</p> <p>Advice - Real Estate and Development-Significant Obligation</p> <p>Records that document legal advice provided to City staff for project, program and contract transactions involving real estate and development. The series covers attorney work products for projects where the City has a long term commitment or involvement or where the real estate/finance transactions exceed \$1,000,000. The records also document attorney workproducts that could be considered parol evidence in contract matters. Records include advice involving land acquisitions, condemnations, land sales, financing, land use issues, affordable housing, and development agreements, etc.</p> <p>The series documents the records associated with assignment or advice that is specific and is formally assigned. Use Assignment/Advice - General (LEU-30-04) for everyday assignments and advice provided to departments.</p>	LEG630	ACT+10	ACT+10	ACT+10	MAX3	CITY ATTORNEY	PUBLIC, PRIVATE, CONFIDENTIAL, PROTECTED NON-PUBLIC MS13.393 MS13.39	Active ceases when related contract or agreement ends, project is complete, program ends and workpapers are no longer required.
LEU-30-23	<p>Legal Schedule Assignments/Advice</p> <p>Advice - Real Estate and Development</p> <p>Records that document legal advice provided to City staff for project, program and contract transactions involving real estate and development. These records apply to attorney work products for projects where the City does not have a long term commitment or involvement and where the real estate/finance transactions do not exceed \$1,000,000.</p> <p>Records include advice involving land acquisitions, condemnations, land sales, financing, land use issues, affordable housing, development agreements, etc.</p> <p>The series documents the records associated with assignment or advice that is specific and formally assigned. Use Assignment/Advice - General (LEU-30-04) for everyday assignments and advice provided to departments.</p>	LEG610	ACT+6	ACT+6	ACT+6	ACT	CITY ATTORNEY	PUBLIC, PRIVATE, CONFIDENTIAL, PROTECTED NON-PUBLIC MS13.393 MS13.39	Active ceases when transaction is closed or assignment is otherwise complete. Prior to destruction, review records to determine if legal requirements or business needs may have changed.

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SERIES CODE	SERIES / DESCRIPTION	LEGAL CODE	OFFICIAL RETENTION			COPYHOLDER RETENTION	OFFICE OF RECORD	DATA PRACTICE	REMARKS
			LEGAL	USER	TOTAL				
LEU-30-24	<p>Legal Schedule Assignments/Advice Advice - Land Use and Zoning</p> <p>Records that document legal advice provided to City staff for project and program transactions involving land use and zoning issues. Advice is provided to the City Council, Zoning and Planning staff and boards and commissions involved in land use and zoning (Planning Commission, Heritage Preservation Commission, Board of Adjustment and Arts Commission). Specific land use and zoning matters may include advice involving land acquisitions, condemnations, land sales, assessments and land use applications which may involve rezoning, variances, conditional use permits, etc.</p> <p>NOTE: Attorneys may copy portions of their workpapers to a reference file to address similar future issues.</p> <p>The series documents the records associated with assignment or advice that is specific and is formally assigned. Use Assignment/Advice - Department General (LEU-30-04) for everyday assignments and advice provided to departments.</p>	LEG630	ACT+10	ACT+10	ACT+10	MAX 3	CITY ATTORNEY	PUBLIC, PRIVATE, CONFIDENTIAL, PROTECTED NON-PUBLIC MS13.393 MS13.39	Active ceases when assignment is complete. Prior to destruction, review records to determine if legal requirements or business needs may have changed.
LEU-30-26	<p>Legal Schedule Assignments/Advice Advice - Worker's Compensation</p> <p>Records documenting general legal advice provided to claims adjusters and to Risk Management in the interpretation and satisfaction of procedural requirements and any applicable requirements of insurance providers or self insurance.</p> <p>SEE ALSO Employee Medical Records in the Human Resources Schedule (HRS-40) for records describing the job related injury or illness and the related subsequent medical condition of the employee.</p> <p>The series documents the records associated with assignment or advice that is specific and formally assigned by the department. Use Assignment/Advice - General (LEU-30-04) for everyday assignments and advice provided to departments. Use Civil Claims - Workers' Compensation Claims (LEU-50-04) for retention guidance of claims managed by Workers' Comp.</p>	LEG630	ACT+10	ACT+10	ACT+10	MAX3	CITY ATTORNEY	PUBLIC, PRIVATE, CONFIDENTIAL NON-PUBLIC MS13.393 MS13.39 MS13.43 MS176.231	Active ceases when assignment is complete.

Event Codes:

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LEU-40	<p>Legal Schedule Administrative Hearings Section Overview</p> <p>The Administrative Hearings section of the schedule includes City Attorney case information that documents City representation at administrative hearings including those conducted as part of the regulatory process; hearings based on employee discipline; hearings based on employee grievances; and hearings that address Veteran's Preference. The records also document the hearing records associated with administrative citations.</p>								
LEU-40-02	<p>Legal Schedule Administrative Hearings Administrative Hearing - General</p> <p>This series represents City Attorney workpapers that document a discrete issue referred to an Administrative law judge or hearing officer for a decision. Administrative hearings may be conducted on a wide variety of matters including hearings conducted as part of the regulatory process; hearings based on employee discipline and hearings based on employee grievances. This category also include appeals of hearing officer decisions.</p> <p>Some administrative hearings may be conducted by the Civil Service Commission. For instance, if an alleged violation by a City employee may result in suspension over thirty days, demotion or dismissal, an administrative hearing may be conducted by the Civil Service Commission. Some administrative hearing records may document City representation when grievances are brought against the City by a union.</p> <p>Hearings may involve the presentation of testimony and exhibits. Following an administrative hearing, the hearing officer or administrative law judge will issue written findings of fact, conclusions of law and/or will issue an order based on the evidence provided at a hearing.</p>	LIT050	ACT+6	ACT+6	ACT+6	MAX3	CITY ATTORNEY	PUBLIC, PRIVATE, CONFIDENTIAL, PROTECTED NON-PUBLIC MS13.393 MS13.39	Active ceases after case closure, final ruling, settlement or negotiated agreement.

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LEU-40-04	<p>Legal Schedule Administrative Hearings Administrative Hearing - Veterans' Preference City Attorney case information that documents City representation at administrative hearings for Veterans' Preference Claims. Administrative hearings concerning Veterans' Preference rights are conducted by the Civil Service Commission or the Commissioner of Veterans' Affairs. Minnesota Statute 197.46 protects veterans against removal for any reason other than incompetency or misconduct and provides specific procedures for termination and specific rights (i.e., payroll/benefits and time to exercise a hearing).</p> <p>If the decision is appealed to a court, the original matter will be closed in Practice Manager and a new matter will be created (and associated to the original matter).</p>	LIT000	ACT+10	ACT+10	ACT+10	MAX3	CITY ATTORNEY	PUBLIC, PRIVATE, CONFIDENTIAL, PROTECTED NON-PUBLIC MS13.393 MS13.39 MS13.43	Active ceases after case closure, final ruling, settlement or negotiated agreement. Prior to destruction, review records to ensure legal requirements and business needs have been met.
LEU-40-06	<p>Legal Schedule Administrative Hearings Administrative Citation Hearing An administrative citation is a regulatory enforcement tool that is used to assess a civil penalty for ordinance violations where (in most cases) orders have been issued and the violations are not corrected in a reasonable amount of time. The administrative citation hearing allows those charged with a violation to have due process rights to a hearing before a neutral hearing officer and the rights to appeal.</p> <p>The records may include, City Attorney recommendations, copy of notice of ordinance violation, scheduling of the hearing, correspondence, inspector comments, photographs, screen prints of computer documentation of the violation, property history information, etc.</p>	LIT050	ACT+ 6	3	ACT+ 6	MAX3	CITY DEPARTMENT	PUBLIC, PRIVATE, CONFIDENTIAL, PROTECTED NON-PUBLIC MS13.393 MS13.39	Active ceases after case closure, final ruling, settlement or negotiated agreement.
LEU-50	<p>Legal Schedule Claims Section Overview The purpose of this section of the schedule is to document the records created as a result of the representation of the City Attorney's Office for claims filed against the City (and any associated appeals).</p>								

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LEU-50-02	<p>Legal Schedule Claims Claims - Civil The purpose of this series is to document the records maintained by the City Attorney's Office and records that may be created regarding claims filed against the City. The records may include attorney and investigator activity logs, attorney notes, Claim Committee notes, Council Claims Committee information, complaints, police reports, release and final settlement information.</p> <p>If the claim is denied and there is an appeal, the matter will be closed in Practice Manager and a new litigation matter will be created (and will be associated to the original matter).</p>	LIT000	ACT+6	ACT+6	ACT+6	ACT	CITY ATTORNEY	PUBLIC, PRIVATE, CONFIDENTIAL, PROTECTED NON-PUBLIC MS13.393 MS13.39	Active ceases after case closure, final ruling, settlement or negotiated agreement.
LEU-50-04	<p>Legal Schedule Claims Claims - Worker's Compensation The purpose of these records is to document the Worker's Compensation claim records associated with subrogation activities and settlement negotiation provided for a Worker's Compensation claim. The records document the claims filed as the result of on-the-job accidents and illnesses by City of Minneapolis employees. Records may include: Supervisor Report of Injury, Rirst Report of Injury, Medical Records, Hazardous Exposure, settlement negotiations and agreements, etc.</p> <p>Use HES-70-02 for records associated with the administration of claims and claim payments. Use LEU-60-24 for litigation case files associated with Worker's Compensation claims.</p>	EMP500	IND	50	IND	MAX3	WORKERS' COMP	PUBLIC, PRIVATE, CONFIDENTIAL, PROTECTED NON-PUBLIC MS13.393 MS13.39 MS13.43 MS176.231	Records should be reviewed each year to determine if a retention can be assigned to closed claim files. The indefinite status is necessary to account for the potential of hazardous exposures. The State of Minnesota indicates that a retention of 20 years after final payment is required.

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LEU-60	<p>Legal Schedule Litigation Section Overview The records in this section of the schedule document civil litigation created as a result of agency charges or complaints and as result of trial and appellate level representation in state and federal courts by the City Attorney's Office on a variety of matters and issues including: employment and labor; forfeitures; governmental authority and administration; health, energy and environmental; bankruptcy; code compliance; contract, tort/general litigation; police misconduct; real estate, development, land use and zoning; etc.</p>								
LEU-60-02	<p>Legal Schedule Litigation Bankruptcy Matters Records that document the case file and attorney work papers in the case preparation, trial and closure/discharge or debtor payment of a bankruptcy claim where the City is the creditor.</p>	LIT000	ACT+10	ACT+10	ACT+10	MAX3	CITY ATTORNEY	PUBLIC, PRIVATE, CONFIDENTIAL, PROTECTED NON-PUBLIC MS13.393 MS13.39 MS13.82	Active ceases after case closure, final ruling, settlement or negotiated agreement.
LEU-60-04	<p>Legal Schedule Litigation Code Compliance Litigation Records that document the case file and attorney work papers in the case preparation, trial and closure/completion of code compliance matters that are litigated. The City Attorney provides assistance in the enforcement of City Code by litigating the abatement, securing and/or demolition of substandard properties. Some, but not all code compliance complaints, disputes, code violations, licensing violations, etc., are settled when facts are presented to boards that address code compliance issues. Contested cases may be appealed to the Court of Appeals.</p> <p>Records may include: Background documentation, research, City Attorney Opinions, correspondence, citations, complaints, police reports, subpoenas, defendant information, other related records</p>	LIT000	ACT+10	ACT+10	ACT+10	MAX3	CITY ATTORNEY	PUBLIC, PRIVATE, CONFIDENTIAL, PROTECTED NON-PUBLIC MS13.393 MS13.39 MS13.82	Active ceases after case closure, final ruling, settlement or negotiated agreement.

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LEU-60-06	<p>Legal Schedule</p> <p>Litigation</p> <p>Contract Litigation</p> <p>Records that document the case file and attorney work papers in the case preparation, trial and/or settlement/completion of contract cases that are litigated. Most contract litigation involves breach of contract, misrepresentation/fraud or requests for specific performance. The records may also document the communication with outside legal counsel while providing legal assistance to the City.</p> <p>Use LEU-30-10 for Contract Advice.</p> <p>Note: The official record of the executed contract is maintained in City Finance (Contract Management). Department contract managers maintain copies of the contract and associated workpapers related to contract billing, deliverables and compliance.</p>	LIT000	ACT+10	ACT+10	ACT+10	MAX3	CITY ATTORNEY	PUBLIC, PRIVATE, CONFIDENTIAL, PROTECTED NON-PUBLIC MS13.393 MS13.39	Active ceases after case closure, final ruling, settlement or negotiated agreement.
LEU-60-08	<p>Legal Schedule</p> <p>Litigation</p> <p>Employment and Labor Matters</p> <p>The records document employment and labor litigation created as a result of trial and appellate level representation in state and federal courts on employment and labor issues. The records may also document representation on agency charges of discrimination.</p> <p>Typical employment and labor litigation may include personnel matters involving misconduct, work performance, appointment, promotion, classification, dismissals, benefits issues, unlawful harassment, alcohol and substance abuse, reasonable accommodation, discrimination, etc.</p> <p>Litigation may include lawsuits involving the interpretation of requirements and regulations under various federal and state laws including but not limited to the First and Fourteenth Amendments to the United States and Minnesota Constitutions, Title VII (non discrimination on the basis of race, sex, national origin, etc.), ADEA (Age Discrimination in Employment Act), FMLA (Family Medical Leave Act), ADA (Americans with Disabilities Act), MHRA (Minnesota Human Rights Act), etc.</p> <p>Records may include responses to charges of discrimination filed</p>	LIT000	ACT+10	ACT+10	ACT+10	MAX3	CITY ATTORNEY	PUBLIC, PRIVATE, CONFIDENTIAL, PROTECTED NON-PUBLIC MS13.393 MS13.39 MS13.43 MS13.82	Active ceases after case closure, final ruling, settlement or negotiated agreement.

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	with local, state and federal agencies, dispositions, decisions, correspondence, exhibits, tape recordings, attorney notes, transcripts, discovery documents, etc.								
LEU-60-10	<p>Legal Schedule</p> <p>Litigation</p> <p>Forfeitures</p> <p>The records document the civil court actions of forfeiture matters. The City Attorney's office uses various state forfeiture provisions to take away guns, money, vehicles and other property that is used to commit a crime or that represents the proceeds of crimes.</p> <p>The most common type of forfeiture is an Administrative Forfeiture action under Minnesota Statutes Section 609.5314. Items such as money, jewelry, motor vehicles, or firearms that are found near controlled substances or drug manufacturing equipment are subject to Administrative Forfeiture. The City Attorney's Office may also initiate a judicial forfeiture action under Minnesota Statutes Sections 609.5311 and 609.5312. This action is commenced through a formal civil lawsuit by Summons and Complaint naming the property sought to be forfeited and the grounds supporting the forfeiture. Any property that is used to facilitate the making, transporting, or selling of a controlled substance is subject to forfeiture under this provision.</p> <p>Other property that is used or is intended to be used to commit a designated offense is also subject to forfeiture. Some of the designated offenses include assault, criminal sexual conduct, arson, burglary, prostitution, and fleeing a police officer. In addition, motor vehicles that are used in drive-by shootings and certain types of property used or intended to be used in illegal gambling activities are forfeitable to the state.</p>	LIT000	ACT+10	ACT+10	ACT+10	MAX3	CITY ATTORNEY	PUBLIC, PRIVATE, CONFIDENTIAL, PROTECTED NON-PUBLIC MS13.393 MS13.39 MS13.82	Active ceases after case closure, final ruling, settlement or negotiated agreement.
LEU-60-12	<p>Legal Schedule</p> <p>Litigation</p> <p>Governmental Authority/Administration Matters</p> <p>Records that document the case file and attorney work papers in the case preparation, trial and closure/completion of a variety of governmental authority and administration matters that are litigated. The records document litigation created as a result of trial and appellate level representation in state and federal courts relating to the City's governmental authority. The City Attorney's Office represents a wide variety of City clients (City Council, Council Committees, City Boards and Commissions,</p>	LIT210	ACT+20	ACT+20	ACT+20	MAX3	CITY ATTORNEY	PUBLIC, PRIVATE, CONFIDENTIAL, PROTECTED NON-PUBLIC MS13.393 MS13.39	Active ceases after case closure, final ruling, settlement or negotiated agreement.

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	departments, etc.) that require representation during litigation.								
LEU-60-14	<p>Legal Schedule Litigation Environmental and Energy Matters Records that document the case file and attorney work papers in the case preparation, trial and closure/completion of a variety of health, energy and environmental matters that result in litigation. The records document litigation created as a result of trial and appellate level representation in state and federal courts on health, energy and environmental issues. The City Attorney's Office represents a wide variety of City clients (CPED, Public Works, Regulatory Services, and a number of other departments), during litigation resulting from building construction, zoning issues, wetland and shoreland issues, regulatory compliance issues, etc.</p> <p>NOTE: Some records may be permanent. Permanent records include those records that document serious environmental issues, protection, solid/hazardous waste concerns, OSHA regulation/compliance litigation (such as Employee Right to Know Act), or litigation concerned with environmental, energy, or those that have major medical, fiscal or legal implications to the City of Minneapolis and its employees.</p>	LIT210	ACT+20	ACT+20	ACT+20	MAX3	CITY ATTORNEY	PUBLIC, PRIVATE, CONFIDENTIAL, PROTECTED NON-PUBLIC MS13.393 MS13.39	Active ceases after case closure, final ruling, settlement or negotiated agreement.
LEU-60-16	<p>Legal Schedule Litigation Police and Prosecutorial Misconduct Records that document the case file and attorney work papers in the case preparation, trial and closure/completion of police misconduct and prosecutorial misconduct resulting in litigation. The records document litigation resulting from complaints of the use of excessive force, harassment, discrimination in the provision of police services, failure to provide adequate or timely police protection, retaliation for filing a complaint with the Civilian Review Authority (CRA).</p> <p>Litigation covers several areas of civil claims (assault, false imprisonment, malicious prosecution, etc.), as well as actions under the Human Rights Act, the Data Practices Act, the Violent Crime Control and Law Enforcement Act and the Fatal Accidents Act and cases where negligence, and the recovery of property may be an issue.</p>	LIT000	ACT+10	ACT+10	ACT+10	MAX3	CITY ATTORNEY	PUBLIC, PRIVATE, CONFIDENTIAL, PROTECTED NON-PUBLIC MS13.393 MS13.39 MS13.43 MS13.82	Active ceases after case closure, final ruling, settlement or negotiated agreement. If minors are involved, Active ceases after age of majority and after case closure, final ruling, settlement or negotiated agreement.

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	SEE ALSO: Civilian Oversight Section of Public Safety Schedule (PBS-80). Records may include: Correspondence with outside counsel, depositions, complaint, tape recordings, photographs, attorney workpapers, police reports, subpoenas, court pleadings, orders, discovery documents								
LEU-60-20	Legal Schedule Litigation Real Estate, Development, Land Use, Zoning Matters Records that document the case file and attorney work papers in the case preparation, trial and settlement/closure/agreements concerning real estate, development, land use and/or zoning issues that results in litigation. Records may document lawsuits involving departments on project, program and contract transactions. Real property and land rezoning litigation may involve land acquisitions, condemnations, land sales, property platting, registration, proceedings subsequent to title issues, assessments, land use disputes, use of affordable housing, development agreements, etc. The records may also document litigation involving the property and zoning operations of the City government (including real property, construction, transportation, etc.) Records may include: Correspondence, agenda items, deeds, titles, affidavits, sale appraisals, court documents, research, City Attorney opinions, staff reports, findings of fact, abstracts, photographs	LIT210	ACT+20	ACT+20	ACT+20/PE RM		CITY ATTORNEY	PUBLIC, PRIVATE, CONFIDENTIAL, PROTECTED NON-PUBLIC MS13.393 MS13.39	Active ceases after case closure, final ruling, settlement or negotiated agreement, and after verification that all documents have been formally recorded. See NOTE for permanent retention exception.
LEU-60-22	Legal Schedule Litigation Tort/General Litigation Matters The records document the case file and attorney work papers in the case preparation, trial and/or settlements of claims (torts) that are litigated. Under the Municipal Tort Claims Act (Minn. Stat. §466.01 - .15), cities are vicariously liable for the torts of their employees or agents acting on the city's behalf. Tort records document the claims and litigation which may result from an accident or other claims made against the City and may include medical records, the dissemination of which is limited by the scope of the release under which they were obtained.	LIT000	ACT+10	ACT+10	ACT+10	MAX3	CITY ATTORNEY	PUBLIC, PRIVATE, CONFIDENTIAL, PROTECTED NON-PUBLIC MS13.393 MS13.39	

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	For Claims use LEU-50-02 or LEU-50-04								
	SEE ALSO Civil Matters Police Misconduct LEU-60-16.								
	Records may include: Accident reports, photographs, depositions, settlement documentation, related correspondence, notification of intent to sue, identification of parties								
LEU-60-24	Legal Schedule Litigation Worker's Compensation	EMP500	ACT+30	ACT+30	ACT+30	MAX3	WORKERS' COMP	PUBLIC, PRIVATE, CONFIDENTIAL, PROTECTED NON-PUBLIC MS13.393 MS13.39 MS13.43 MS176.231	Active ceases after final ruling or settlement.
	Records documenting litigation involving Workers' Compensation for the City. The City Attorney's Office represents the City in all litigation disputes involving Worker's Compensation and interpretation of/satisfaction of the procedural requirements of the State Workers' Compensation Division and the State Workers' Compensation Board and any applicable requirements of other insurance providers, or self insurance.								
	SEE ALSO Employee Medical Records in the Human Resources Schedule (HRS-40) for records describing the job related injury or illness and the related subsequent medical condition of the employee.								
	SEE ALSO Health and Safety Schedule (HES-70) for the records associated with administration of Worker's Compensation Claims. These often include workers' compensation accident reports, medical reports, vocational rehabilitation evaluations, disability determinations and related records.								

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LEU-70	<p>Legal Schedule Contracts/Agreements Section Overview Functionally, contracts and agreements are legal documents that provide information related to the development, negotiated acceptance and implementation of contracts for goods and services, goods and equipment. This section of the Legal Schedule identifies the retention requirements for specific categories of contracts.</p> <p>NOTE: See the General Retention Schedule - Finance/Purchasing - Procurement, for information related to requisitions, purchase orders and official publications.</p>								
LEU-70-02	<p>Legal Schedule Contracts/Agreements Contracts - Capital Construction This series consists of legal documents, correspondence, reports, certificates of liability insurance, etc. relating to negotiations, fulfillment and termination of capital improvement contracts to which the City is party. Capital improvement means enhancement to buildings, fixtures and all other improvements to land. Copies of the contracts, compliance reporting or other work products provided under these contracts may be found in other series including but not limited to: Project Accounting - Capital Projects and analysis/Planning and Project Management - Reports/Workpapers - Capital Improvement Building Projects.</p> <p>Note: This series also includes contracts for professional engineering/architectural services.</p>	CON150	PERM	PERM	PERM	MAX3	CONTRACT MANAGEMENT	PUBLIC	CPED, Public Works and other departments may hold copies of Capital Construction Contracts. The official record of Capital Construction Contracts should be maintained by Contract Management.
LEU-70-04	<p>Legal Schedule Contracts/Agreements Contracts - Collective Bargaining Agreements The purpose of these records is to document the agreements between the City and labor unions establishing the terms and conditions of labor-management relations. See HRS-80-06 for Collective Bargaining Agreements/Workpapers.</p> <p>Retention Note: Prior to destruction contact the State Archives for selection and disposition.</p>	CON000, EMP400	ACT+10	IND	ACT+10	MAX3	LABOR RELATIONS	PUBLIC, PRIVATE MS13.43	Active ceases when, after review of the agreement, it is determined that the agreement can safely be destroyed.

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LEU-70-06	<p>Legal Schedule Contracts/Agreements Contracts - General General Contracts includes documentation for general written contracts and agreements not listed elsewhere in this schedule. General contracts may include software licensing agreements, non-capital construction, repair and maintenance contracts. Records may include the contract, agreement, correspondence, performance bonds, certificates of liability insurance, 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 accounting.</p> <p>NOTE: See Contracts/Agreements - Contracts - Capital Construction (LEU-70-02)</p>	CON000	ACT+10	ACT+10	ACT+10	MAX3	CONTRACT MANAGEMENT	PUBLIC	Active ceases after all renewals or termination dates or after completion or release.
LEU-70-08	<p>Legal Schedule Contracts/Agreements Contracts - Government This series includes inter-governmental contracts. Records include grant acceptances, grants to other governmental units, other intergovernmental agreements, and public/private agreements such as limited partnerships or creation of not-for-profit corporations. If contracts are for capital improvement projects, use Contracts/Agreements (LEU-70-02). See the Accounting/Finance section of the General Schedule for Grant Accounting Records.</p> <p>Retention Note: Federal guidelines recommend that financial records, supporting documents, statistical records and other records pertinent to grant programs be retained for three years. The City Finance Schedule requires that financial records related to grants be retained for six 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> <p>* If litigation or audit is begun before the expiration of the retention period, the records shall be retained until all litigation</p>	GVCON1	ACT+6	ACT+6	ACT+6	MAX3	CONTRACT MANAGEMENT	PUBLIC	Active ceases after submission of the final expenditure report and the terms of the agreement are completed (including the final audit). Maintain the original grant agreement for all awards that are renewed quarterly or annually until the completion of the original contract.

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LEGAL SCHEDULE - STATE APPROVED 5/16/2000 - UPDATED 1/1/2009

SERIES CODE	SERIES / DESCRIPTION	LEGAL CODE	OFFICIAL RETENTION			COPYHOLDER RETENTION	OFFICE OF RECORD	DATA PRACTICE	REMARKS
			LEGAL	USER	TOTAL				
	or audit findings have been resolved.								
	* Records for non-expendable property acquired with grant funds shall be retained for three years after the final disposition of the property.								
	Note: 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 records destruction								
LEU-70-10	<p>Legal Schedule</p> <p>Contracts/Agreements</p> <p>Contracts - Professional Services</p> <p>This series provides a record of Professional Services Contracts between the City of Minneapolis and independent contractors for professional, educational, research, creative or custodial services. The contracts may be for any length of time for a one time performance of services or for services provided on a continuing basis. Records may include: terms and provisions, authorized signature sheets, selection and justification analysis, minority or affirmative action documents, contract change orders, bids and agreements, performance bonds, certificates of liability insurance, instructions to bidders, and other related correspondence. Departments maintain performance documentation relating to these contracts in the form of invoices, detail progress reporting, etc.</p> <p>Note: For professional engineering/architecture services use Contracts - Capital Construction LEU-70-02.</p>	CON000	ACT+10	ACT+10	ACT+10	MAX3	CONTRACT MANAGEMENT	PUBLIC	Active ceases after all renewals or termination dates or after completion or release.
LEU-70-12	<p>Legal Schedule</p> <p>Contracts/Agreements</p> <p>Contracts - Real Property Records</p> <p>This series documents the real property acquired, disposed, leased or rented by the City. It includes a variety of records relating to the evidence of ownership or partnership of real property. Records may include but are not limited to purchase agreements, title abstracts, easements, public hearing notices, plat descriptions, sales agreements, appraisals, offers to purchase, property deeds, leases, working papers, etc.</p> <p>See also: Development Retention Schedule for specific</p>	CON300	PERM	PERM	PERM	MAX3	PUBLIC WORKS CPED LIBRARY BOARD ETC.	PUBLIC	

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	guidance on the retention of real property records associated with the development process. Specifically review Real Property - Property Acquisition Files (DPR-30-02) and Real Property - Property Disposition Files (DPR-30-04) and Contracts, Agreement and Leases - Leases (DPR-20-24).								
LEU-70-14	<p>Legal Schedule Contracts/Agreements Contracts - Revenue Generating Or Revenue Neutral This series includes those agreements that generate income to the City and includes revenue from federal, state, municipal and private donations. It also includes those agreements where the consideration for each party is non-financial.</p> <p>Note: Leases are to be treated as real estate. For leases, refer to Development Retention Schedule - Contracts, Agreements and Leases - Leases (DPR-20-24).</p>	CON000	ACT+10	ACT+10	ACT+10		CONTRACT MANAGEMENT CPED & PUBLIC WORKS (if lease)	PUBLIC	Active ceases after all renewals or termination dates or after contract completion or release.
LEU-80	<p>Legal Schedule Compliance - Government Section Overview The purpose of the Government Compliance section of the Legal Schedule is to document City compliance of reporting requirements identified in statutes, regulations or orders issued by the state or federal government.</p>								
LEU-80-02	<p>Legal Schedule Compliance - Government Compliance Reporting - Grants The purpose of these records is to document the compliance or work products under government contracts (including grants) that is required by statutes, regulations or orders issued by state or federal agencies.</p> <p>NOTE: If compliance reports are maintained with the project or grant use the retention period associated with the specific grant. Refer to the General Schedule - Grant Accounting (FNN-75-06) and Development Retention Schedule - Project Management - Contract Management and Compliance Monitoring (DVP-20-10) and the Development Schedule - Program Monitoring and Reporting(DMR-30) for specific</p>	GRTADG, CON010	ACT+6	ACT+6	ACT+6	MAXACT	CITY DEPARTMENT	PUBLIC	Active ceases after final disbursement of funds, program ends or grant conditions have been met - whichever is longest.

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	guidance related to Compliance Reporting of Grants.								
LEU-80-04	<p>Legal Schedule Compliance - Government EEO1 And EEO4 Report - Affirmative Action</p> <p>The purpose of these records is to document the affirmative action policies, programs and activities of the City of Minneapolis Affirmative Action Program. The records are prepared for review by various City management and State and federal oversight agencies. The records include: Detail records and reports that support the compliance reports.</p>	LEG000	6	20	20	MAXACT	HUMAN RESOURCES	CONFIDENTIAL SECTION 709 (E) TITLE VII CIVIL RIGHTS	
LEU-80-06	<p>Legal Schedule Compliance - Government Form 5500 - Benefits</p> <p>The purpose of these records is to document the yearly pre-tax premiums for benefit plans administered to all city agencies. Records may include IRS form 5500 required under ERISA filed for each plan and the detail records that support each filing.</p>	EMP100, LEG000	6	6	6	MAXACT	BENEFITS	PUBLIC	
LEU-80-08	<p>Legal Schedule Compliance - Government I-9's</p> <p>I-9's are forms used by the City of Minneapolis to comply with the requirements of the United States Department of Justice (Immigration and Naturalization Service). Their purpose is to obtain appropriate documentation from an employee to verify his/her legal status for employment in the United States. I-9's must be segregated and maintained in a separate file from the copy of the I-9's that may be found in the Department Personnel File (HRS-20-06).</p>	LEG003	ACT+3	ACT+3	ACT+3	MAXACT	HUMAN RESOURCES CITY DEPARTMENTS	PRIVATE MS13.43	After employee separates or when form is updated.
LEU-80-10	<p>Legal Schedule Compliance - Government OSHA 101 Report</p> <p>This report is also known as the First Report of Injury. It provides the detail and support to the OSHA 200 Report. The purpose of the report is to document the occupation injuries and illnesses of City employees. Also see HES-40-02 (First Report of Injury).</p>	EMP700	6	6	6	MAXACT	RISK MGMT.	PRIVATE MS13.43	

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LEU-80-12	<p>Legal Schedule Compliance - Government OSHA 200 Report</p> <p>The purpose of these records is to document the occupation injuries and illnesses of City employees. The report consists of the yearly log and summary of occupation injuries and illnesses taken from the First Report of Injury detail records.</p>	EMP700	6	6	6	MAXACT	RISK MANAGEMENT	PRIVATE MS13.43	
LEU-80-14	<p>Legal Schedule Compliance - Government OSHA 200S Report</p> <p>This series consists of the OSHA 200S report that is used to monitor selected departments for reporting to the Minnesota Department of Labor and Industry.</p>	EMP700	6	6	6	MAXACT	RISK MANAGEMENT	PUBLIC, PRIVATE MS13.43	
LEU-80-16	<p>Legal Schedule Compliance - Government Pay Equity Report - Labor Relations</p> <p>The purpose of this report is to document pay practices and a job evaluation system in order to measure the comparable work of jobs performed by our employees. Reports are filed with the Director of Employee Relations on a three year reporting cycle.</p>	LEG000, EMP400	6	6	6	MAXACT	LABOR RELATIONS	PUBLIC	
LEU-80-18	<p>Legal Schedule Compliance - Government Costing Report - Labor Relations</p> <p>The purpose of this form is to document the costing and disclosure of settlement agreements.</p>	LEG000	6	6	6	MAXACT	LABOR RELATIONS	PUBLIC, PRIVATE MS13.43	

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