



Records Retention

Contents

Retention Overview	1
Records Retention Schedules (RRS)	2
Department Specific Schedules	3
CoM General Retention Schedule	3
General Records Retention Schedule for MN Cities (GRRS)	3
How to Use the Records Retention Schedules	4
RRS Content Explanations.....	5

Retention Overview

The City of Minneapolis has established retention parameters to provide departments with uniform guidelines for the definition, retention and disposition of records found throughout the City.

Purposes of the records retention guidelines include:

- Ensuring that departments retain City records as long as needed for administrative requirements and to meet legal, fiscal, historical and other requirements.
- Promoting cost-effective management of records.
- Providing the legal authorization to dispose of records after meeting stated retention periods.
- Providing a plan for managing governmental common records as required under Minnesota Statutes 15.17, 138.225 and 138.161-.21.

Records provide comprehensive documentation of City transactions and affairs and they are the foundation for government accountability. Managing per retention schedules establishes uniform processes, strengthens compliance, and enhances overall records management as an enterprise.

Records Retention Schedules (RRS)

Departments need to maintain adequate documentation of transactions and activities to meet internal administrative needs, for legal purposes and for program and government compliance requirements. A retention schedule is a document that lists records that are created and received by the City and identifies the length of time a record must be retained prior to its final disposition.

- A retention schedule lists records that are created and received by the City.
- The schedules identify the length of time a record must be retained prior to its final disposition.
- Retention classifications and time periods apply to records regardless of the format or medium of the records

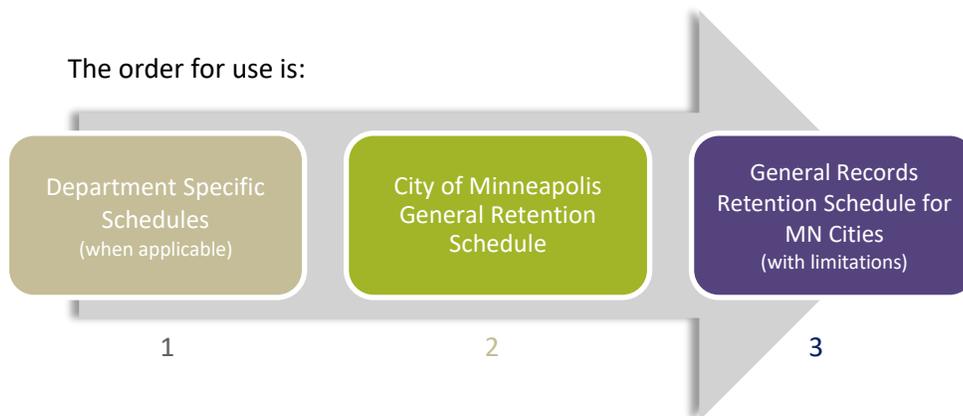
Retention rules apply to all official records, regardless of format or medium.

Approved Retention Schedules

The City of Minneapolis has adopted the **Department Specific Schedules**, City of Minneapolis General Retention Schedule, and **General Records Retention Schedule for MN Cities**.

<http://www.minneapolismn.gov/records/retentionschedule>

The order for use is:



It's important to remember that the retention time periods identify how long records need to be kept; records should not be kept less than, or more than, the time identified.

Department Specific Schedules

More specific retention information has been compiled for some City departments that requested additional records inventory details.

If there is a department specific schedule, employees in that department should start there when determining retention for their records.

CoM General Retention Schedule

The City of Minneapolis General Retention Schedule applies to all City departments.

Departments will find the record series categories and retention periods listed in this document relevant in managing the records typically found throughout the City.

Functional areas included in the general schedule are:

- [Administrative](#)
 - [Finance and Accounting](#)
 - [Health and Safety](#)
 - [Human Resources](#)
 - [Legal and Property and Equipment](#)
-

General Records Retention Schedule for MN Cities (GRRS)

The General Records Retention Schedule (GRRS) for MN Cities establishes minimum retention periods for city records based on their administrative, fiscal, legal and historical value. It lists records series common to cities and identifies how long to retain them.

This schedule was originally developed by the Minnesota State Department of Administration, Information Policy Analysis Division (now DPO) and the Minnesota Historical Society, Division of Archives and Manuscripts and was funded in part by a grant from the National Historical Publications and Records Commission.

Once the department specific schedule has been checked (when applicable) and the City of Minneapolis general retention schedule has been consulted, departments can refer to the GRRS.

We strongly encourage departments to contact the Records Management team if they have gotten to this point and still have not been able to locate information about their records.

How to Use the Records Retention Schedules

The retention schedule contains information relevant to the record subject and description (record series), a record series code, a legal code (which links legal requirements to each series), retention periods, identification of the office of record, and sometimes additional remarks.

There are multiple retention periods listed, but users should focus on the 'Total' column. In the 'Remarks' area, there may be more valuable information so departments should be sure to check there as well.

SERIES CODE	SERIES / DESCRIPTION	LEGAL CODE	OFFICIAL RETENTION			COPYHOLDER RETENTION	OFFICE OF RECORD	DATA PRACTICE	REMARKS
			LEGAL	USER	TOTAL				
ADM-40-06	Administrative Policies, Procedures & Best Practices Project Coordinator Handbooks A collection of orientation and training materials assembled in binders to provide new project coordinators information about policies, procedures and MCOA operations. Handbooks are updated as needed. NOTE: The project coordinators are copyholders of the handbook. When information is superseded or replaced, selected records can be immediately destroyed. Records included: information, memos, directives, brochures, lists that provide information to project coordinators.	BUS140	3	ACT-3	ACT-3	ACT	Project Planning & Finance	PUBLIC	Active ceases when material is no longer valid or useful.

DVF-10-06 **Development Finance**
Bond Management
Bond Transcripts
 Used to document the closing process for loans made through the Common Bond Fund, Housing Revenue Bonds, Mortgage Revenue Bonds and Revenue Bond Programs.

 Records included: Each bond transcript contains all the various legal documents required for each closing of project (can vary). Typical documents may include the loan agreement, financing agreement, indenture of trust, arbitrage, bond purchase agreement, UCC-1, issuer certificates, mortgage, note, regulatory agreement, affidavits, City approvals and various legal opinions to meet State and Federal regulations governing bond financing, official statements, etc.

- ✓ Legal / User / Total values are provided - look to the 'Total'
- ✓ Check the Series / Description box for examples
- ✓ Double-check the 'Remarks' column for additional information

For added guidance, a footer is also on each schedule and there are often indexes provided.

Footer

At the bottom of the City's retention schedules, a list of abbreviations and their meaning is provided.

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		
AC After Completion	ALA After Last Action	AS After Superseded	AV After Verification	EX After Expiration	LA Life of Asset	(Not More Than)	YE Year End			

Indexes

There are some indexes provided – for the General schedule as well as Department Specific ones.

Sometimes this can be a good place to start check if the records you are working with are easily identified.



RRS Content Explanations

Record Series Code, Name and Description

Example:	SERIES CODE	SUBJECT/DESCRIPTION
	HRS-14-02	HUMAN RESOURCES DEPARTMENT INTERVIEW/TESTING RECORDS The purpose of these records is to document the selection and interview process after certification has occurred. The documents provide a summary of the results of interviews with candidates/employees. Key documents are usually transferred to HRS-20-06 (Department Personnel File) for the selected candidate.

A record series is a grouping of similar or related records that are used or filed as a unit. The record series code is the unique code that identifies each record series. The record series name and code is essential for reference prior to transferring records to the City of Minneapolis Records Center. An existing records series name and code must be approved prior to destroying records or accepting records at the Records Center. Each record series on the schedule includes an explanation of the purpose of the series and the types of records that may be included in the series. The description may also include notations regarding exceptions or cross-references to records on this schedule or other general schedules.

Legal Code

Example:	Legal Code
	EMP120

The legal code is for administrative use only. The legal code is used to identify the grouping of similar and related laws that have been selected/applied to each record series.

Official Retention (Legal, User and Total)

Example:	OFFICIAL RETENTION
	LEGAL USER TOTAL

The Official Retention column of the retention schedule is used to indicate the legal, user and total retention period for the record. This area may also include information pertinent to retention events (or the start of the retention time clock) for the series.

Official Retention - Legal column is used to indicate the legal time period (stated in years) selected for the record series based on legal requirements and considerations (including statutes of limitations). Legal requirements are legal periods that express retention requirements or provisions that must be followed to avoid fines, penalties or other legal consequences. Limitations of assessment and legal considerations and statutes of limitation are also included in this category.

Official Retention – User column is used to indicate the retention needs of users for the “office of record” (stated in years). The user retention periods are subjective in nature and usually indicate the time period necessary to maintain the records based on administrative needs. User

retention periods do not include legal concerns. The user portion of the official retention area is also used to indicate the retention time period recommended for the series by the State of Minnesota and/or Hennepin County. In most instances, the assignment of a longer retention period than required by law (legal retention) is based on recommendations made in the State of Minnesota General Retention Schedule for Cities or the Hennepin County Retention Schedule.

Official Retention - Total column is the longest of the legal and user retention periods and is stated in years. **The total retention period is the retention period that is to be used to determine the total time period necessary to maintain the record.**

Retention Events or Codes are alphabetic abbreviations that are used in combination with the legal, user, and/or total retention. They reflect either the starting time or the event that triggers that start of the retention counting process (time clock). For instance, a retention event or code used in combination with a retention period may be ACT+3. ACT+ 3 should be interpreted to mean that the records must be maintained until they are no longer active and then they must be retained for an additional 3 years. The following alphabetic abbreviations are listed in their general order of precedent (longest to shortest retention periods).

PERM	maintain records permanently
IND	maintain records indefinitely (and review periodically)
ACT	maintain records while they are active (the time when active ceases may vary by record series – consult the retention schedule for specific explanations)
SUP	maintain records until they are superseded
MAX	maintain records for a maximum – not to exceed time period
CY	maintain records for the current year (plus any additional time period specified)

Office of Record

Office of record refers to the group or department responsible for maintaining the official record. The official record is the most important version of the record. It is often (but not always), the original. The official record must be held for the total records retention period in order to meet all administrative, legal and audit/compliance requirements for the record. The office of record has the primary citywide responsibility for maintaining the records and is the department that is accountable for the compliance with the terms and conditions of the retention of the record.

If you need any more information or would like assistance with records retention, please don't hesitate to contact the Records Management team – we're happy to help.
