

Section 11 - Other Pertinent Information

Minnesota Records Retention Schedule 014-037
Statewide and Financial MAPS Policies
SWIFT Quick Reference Guides
FAQ - Frequently Asked Questions

Records Retention Schedule

Retention Schedule 014-037 replaces Fixed Assets Records Retention Schedule 02-136 (Admin Informational Bulletin 02-15) and State Property Management (other than real property) Records Retention Schedule (Admin Informational Bulletin 06-02).

1. Schedule Number 014-037		Date 11/19/2013		2. New		Revision of 02-136 and 06-056		MINNESOTA RECORDS RETENTION SCHEDULE			
3. Agency Administration				4. Division/Section State agencies				6. Page 1 of 2			
5. Address 200 Administration Building 50 Sherburne Ave, St. Paul, MN 55155								See attached page(s) for records description			
7. For Use By Records Panel Only											
AUTHORIZATION: Under the authority of M.S. 138.17, it is hereby ordered that the records listed on this application be disposed per approved schedule.					Notice: This retention schedule has been reviewed by the State Records Disposition Panel in accordance with Minnesota Statutes 138.17. The records listed on this schedule have been reviewed for their historical, fiscal, and legal value.						
8. Agency Records Management Officer (signature) <i>Curtis A. Yoakum</i>				Date 11/13/2013		11. Minnesota Historical Society, Director <i>Charles G. Gagnier</i>				Date 20 Nov 2013	
9. Type Name / Phone Curtis A. Yoakum/651-201-2771				12. Legislative or State Auditor <i>Jim Hilde</i>				Date 11/27/13			
10. Agency Head or Designee (signature) <i>[Signature]</i>				Date 11/13/13		13. Attorney General <i>Patricia Nolte</i>				Date 12/15/13	
Original-State Records Disposition Panel						Copy 1-Agency (after approval)					

Form Version: 21 July 2003; Revised April 2008

1. Schedule No.	3. Agency Administration	4. Division/Section: State Agencies	6. Page <u>2</u> of <u>2</u>
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14. Item No.	15. Record Series Title and Description	16. Retention Instructions	17. Statute	18. Vital? (Yes/no)	19. Archival? (Yes/no)
1	Physical Inventory and Spot Check Records	Current year plus three (3) fiscal years or until audit, whichever occurs first (see Audit note).		No	No
2	Department/Agency Internal Stock Records	Current year plus three (3) fiscal years or until audit, whichever occurs first (see Audit note).		No	No
3	Perpetual Inventory Records	Current year plus three (3) fiscal years or until audit, whichever occurs first (see Audit note).		No	No
4	Inventory Distribution Records	Current year plus three (3) fiscal years or until audit, whichever occurs first (see Audit note).		No	No
5	Inventory Audit Records	Current year plus three (3) fiscal years or until audit, whichever occurs first (see Audit note).		No	No
6	Property Disposition Requests (including Data Removal Certification)	Current year plus three (3) fiscal years or until audit, whichever occurs first (see Audit note).		No	No
7	Sealed Bid Records (from sale of surplus property)	Current year plus three (3) fiscal years or until audit, whichever occurs first (see Audit note).		No	No
8	Stolen, Lost, Damaged, or Recovered Property Reports and supporting documentation	Current year plus three (3) fiscal years or until audit, whichever occurs first (see Audit note).		No	No
9	State Employee Personal Property Records	Retain until property is removed from agency.		No	No
10	Inter-Agency and Intra-Agency Property Transfer Records	Current year plus three (3) fiscal years or until audit, whichever occurs first (see Audit note).		No	No
11	Construction-in-Progress Records	Current year plus three (3) fiscal years or until audit, whichever occurs first (see Audit note).		Yes	No
12	Land Records	Permanent record retained by owner.		Yes	No

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13	Building Inventory Records	Permanent record retained by owner.		Yes	No
14	SWIFT Assets Records	Retain until asset is disposed of by the agency plus three (3) fiscal years or until audit, whichever occurs first (see Audit note).		No	No

Audit Note: Current year refers to current fiscal year. Audit refers to one conducted by the Legislative Auditors. However, a legislative audit does not supersede audit requirements of specific programs. Example: The Legislative Auditor may audit an agency's Federal funds, yet the Federal government may have its own audit requirements. In such cases, the records are retained until the requirements of the specific programs are met.

Additional References

Statewide Financial and MAPS Policy 0102-01, *Internal Control for Accounting Processes*
<http://mn.gov/mmb-stat/documents/accounting/fin-policies/chapter-1/0102-01-internal-control-policy.pdf>

Statewide Financial and MAPS Policy 0106-01, *Capital Asset Reporting*
<http://mn.gov/mmb-stat/documents/accounting/fin-policies/chapter-1/0106-01-capital-asset-reporting-policy.pdf>

Statewide Financial and MAPS Policy 0106-09, *Equipment Reporting*
<http://mn.gov/mmb-stat/documents/accounting/fin-policies/chapter-1/0106-09-equipment-policy.pdf>

Statewide Financial and MAPS Policy 0106-02, *Land Reporting*
<http://mn.gov/mmb-stat/documents/accounting/fin-policies/chapter-1/0106-02-land-improvements-policy.pdf>

Statewide Financial and MAPS Policy 0106-03, *Building Reporting*
<http://mn.gov/mmb-stat/documents/accounting/fin-policies/chapter-1/0106-03-buildings-improvements-policy.pdf>

Statewide Financial and MAPS Policy 0106-04, *Construction-In-Progress*
<http://mn.gov/mmb-stat/documents/accounting/fin-policies/chapter-1/0106-04-construction-in-progress-policy.pdf>

Statewide Financial and MAPS Policy, 0106-05, *Development-In-Progress*
<http://mn.gov/mmb-stat/documents/accounting/fin-policies/chapter-1/0106-05-development-in-progress-policy.pdf>

Statewide Financial and MAPS Policy 0106-06, *Infrastructure Reporting*
<http://mn.gov/mmb-stat/documents/accounting/fin-policies/chapter-1/0106-06-infrastructure-policy.pdf>

MN.IT's Office of Enterprise Technology, Enterprise Security Information Sanitization and Destruction Standard
http://mn.gov/oet/images/SEC_S_Information_Sanitization_and_Destruction.pdf

All Statewide policies can be found at <http://mn.gov/mmb/accounting/state-financial-policies/>.

FAQs – Frequently Asked Questions

1. ***When do I have to complete a Property Disposition Request?***
A [Property Disposition Request](#) form must be completed anytime you are disposing of state property with utility or monetary value excluding intra-agency transfers.
2. ***My state agency is allowing consultants/contractors to use state property for their work. How should this be handled?***
Outside consultants/contractors may use state property for state work only when allowed by the terms of the contract. To use the property offsite, the contract should identify the state-owned property, require that the state-owned property be returned to the state per the contract terms, or upon the termination/expiration of the contract. Contract terms must state that inappropriate use of such state-owned property is prohibited.
3. ***How do I know if a capital asset is hazardous and if it is it, who do I contact to get rid of it?***
The Pollution Control Agency maintains a website with information pertaining to hazardous waste at <http://www.pca.state.mn.us/waste/pubs/business.html#checklist>. For assistance with disposal, refer to the MMD contracts for hazardous materials/recycling.
4. ***Are public employees permitted to buy surplus property for personal use?*** Employees of the state and its political subdivisions can purchase surplus items at public auction or through the sealed bid process. Public employees may purchase only one motor vehicle per auction. Employees of the state and its political subdivisions are not permitted to purchase any pre-priced items at the surplus distribution facility or other state sales. See [M.S. 15.054](#).
5. ***My agency is looking for equipment, is my agency eligible to acquire items from the surplus property program? Where is the property located and how can we obtain it?***
Organizations eligible to participate in the surplus property program include state and local governments and eligible nonprofit organizations providing community services. Surplus property is generally disposed of through the surplus services warehouse facility in Arden Hills, MN, but in some instances items may be located at the disposing agency. State agencies may also view available property through the surplus exchange program on our website. Federal property can be viewed online through GSA. Please contact Surplus Services eligibility personnel at 651-639-4022 to see if your agency is currently enrolled in the program.
6. ***Can I donate surplus items to my local church, Eagles Club, employee etc?***
Organizations must meet the eligibility requirements to receive state property. Nonprofit organizations (IRS 501 designation) have very specific eligibility criteria depending on the services provided, not the nonprofit status. Please contact the surplus office to see if the organization is currently enrolled in the program. For specific eligibility requirements, you may contact Surplus eligibility personnel at 651-639-4022 or download the information and forms from our [web site](#).
7. ***When is the next auction?***
Live auctions are generally scheduled from March through November and are published on the web at <http://mn.gov/admin/government/surplus-property/auctions/schedule/index.jsp>

On-line auctions can occur anytime and are published on the web at <https://www.minnbid.org/secure/default.aspx>