



Agency Policies and Procedures

Issue Date: January 5, 1999

Policy Number: FMR-11-01

Revised Date:

Page: 1 of 2

Records Retention

Policy Objectives:

Agency policies and procedures for records retention are designed to:

- Preserve records with administrative, legal, fiscal, and historical value, and
- Dispose of records that no longer have value.

Background Information:

Records retention policies and procedures relate to the process of preserving and disposing of records.

These agency policies and procedures supplement the *Preserving and Disposing of Government Records* and *Minnesota General Records Retention Schedule for State Agencies*, both issued by Admin.

Authority:

- **Minnesota Statutes**
 - **[M.S. § 15.17 Official Records](https://www.revisor.leg.state.mn.us/statutes/?id=15.17)** – This statute provides specifications on the preservation and disposition of records. (<https://www.revisor.leg.state.mn.us/statutes/?id=15.17>)
 - **[M.S. § 138.17 Government Records; Administration](https://www.revisor.leg.state.mn.us/statutes/?id=138.17)** – This statute establishes requirements for the destruction, preservation, and reproduction of state records. (<https://www.revisor.leg.state.mn.us/statutes/?id=138.17>)
 - **[M.S. § 138.19 Application for Orders of the Panel](https://www.revisor.leg.state.mn.us/statutes/?id=138.19)** – This statute provides the records disposition panel to act upon applications for the disposition of government records. (<https://www.revisor.leg.state.mn.us/statutes/?id=138.19>)
- **Preserving and Disposing of Government Records** – This publication identifies records, assists in assessing their value, and retention.
- **Minnesota General Records Retention Schedule for State Agencies** – This publication specifies the minimum retention periods for common state agency records.

Business Risks:

- Records may be destroyed prior to the legally authorized destruction dates if this policy is not followed.
- Information from records may not be available as needed if the records are not maintained and preserved as required.
- Storage costs and other liabilities may be incurred for maintaining records past the retention period.

Policies and Procedures:

1. Preserving Records Process

- A. Identify all record materials stored in the office space and storage areas.
- B. In general, use the *General Records Retention Schedule* in assessing the value, defining data privacy implications, and identifying vital records.
- C. For records not listed in the *General Records Retention Schedule*, develop your own retention schedule by using form RM-00001, *Minnesota Records Inventory* and form RM-00058, *Minnesota Records Retention Schedule*. Submit the completed forms to the records disposition panel for approval.

2. Disposing of Records

- A. When disposing of records identified on the general schedule or approved record retention schedule:
 - 1. Send a list of records annually or as records are destroyed to both the Information Policy Analysis Division and the MN Historical Society using the form RM-00065, *Records Destruction Report*, and
 - 2. Contact Resource Recovery for assistance with recycling records.
- B. When disposing of records not listed on approved record retention schedule, complete form PR-1, *Application for Authority to Dispose of Records* and submit to the records disposition panel for approval.

Forms:

Admin Forms:

PR-1, *Application for Authority to Dispose of Records*
RM-00001, *Minnesota Records Inventory*
RM-00058, *Minnesota Records Retention Schedule*
RM-00065, *Records Destruction Report*

See Also:

[Preserving and Disposing of Government Records](#)
Minnesota General Records Retention Schedule for State Agencies