

MnSCU'S SYSTEM OFFICE RECORDS RETENTION SCHEDULE

ITEM NO.	RECORD DESCRIPTION (NOT TO EXCEED 40 CHARACTERS)	SM*	BEGIN/ END DATES	DEPT. STORAGE	DATE TO SEND TO RECORDS CENTER	STATUTE AUTHORITY	DISPOSAL**	DATA PRIVACY*** CODE	STATUTE VOL.
1	Records of Board Meetings	P, E, A	pre-1995	0	1/97		A, P	A	
2	Records of Board Meetings	P, E, A	7/1/95-present	10 yrs	1/05		A, P	A	
3	Chancellor's General Files	P, E, A	pre-1995	2 yrs	1/97		A, P	A	
4	Chancellor's General Files	P, E, A	1995-present	10 yrs	1/05		A, P	A	
5	Executive Personnel Search Files	P	1994-present	3 yrs after search	--	15.1692, Subd. 3	D	J	
6	Personnel Records	P	pre-1995-present	5 yrs after termination	--	13.32	D	J	
7	Payroll Records	P	pre-1995-present	3 years or until audited	--	13.43	D	F	
8	Labor Relations-Correspondence	P, E	pre-1995-present	7 yrs	--	25.167, Subd. 1(c)	D	J	
9	Grievances	P, E	pre-1995-present	permanent	--	13.43	D	J	
10	Delegations of Authority	P	pre-1995	5 yrs	--		D	A	
11	Delegations of Authority	P	7/1/95-present	10 yrs	--		D	A	
12	Tort Claims	P	pre-1995	0	--		D	A	
13	Tort Claims	P	7/1/95-present	3 yrs	--	AG keeps original 6 yr	D	A	

ITEM NO.	RECORD DESCRIPTION (NOT TO EXCEED 40 CHARACTERS)	SM*	BEGIN/ END DATES	DEPT. STORAGE	DATE TO SEND TO RECORDS CENTER	STATUTE AUTHORITY	DISPOSAL**	DATA PRIVACY*** CODE STATUTE	VOL.
14	Biennial Budget Documentation	P	pre-1995	4 yrs	--		D	A	
15	Biennial Budget Documentation	P	7/1/95-present	10 yrs	--		D	A	
16	Legislative Auditors Reports	P	pre-1995	0	--		D	A	
17	Legislative Auditors Reports	P	7/1/95-present	10 yrs.	--		D	A	
18	Federal Grants	P	pre-1995-present	7 years or until audited	--		D	A	
19	Internal Auditor Reports	P	pre-1995-present	7 yrs	--		D	A	
20	Purchase Orders & Requisitions	P	pre-1995-present	7 yrs or until audited	--		D	A	
21	Accounting Records	P, M, C, E	pre-1995-present	7 yrs or until audited	--		D	A	
22	Insurance Company Annuity Buildings	P	pre-1995-present	4 yrs after file inactive	--		D	A	
23	Accounting-General Correspondence	P	pre-1995-present	7 yrs. or until audited	--		D	A	
24	Accounting Records - Revenue Fund Journals, Ledgers, Subvouchers	P	pre-1995-present	10 yrs or until audited	--		D	A	
25	Consultant Contracts	P	pre-1995-present	10 yrs	--		D	A	
26	Rules and Regulations	P	pre-1995-present	7 yrs.	1/97 for pre-1990		A, P	A	

ITEM NO.	RECORD DESCRIPTION (NOT TO EXCEED 40 CHARACTERS)	SM*	BEGIN/ END DATES	DEPT. STORAGE	DATE TO SEND TO RECORDS CENTER	STATUTE AUTHORITY	DISPOSAL**	DATA PRIVACY*** CODE	STATUTE	VOL.
27	Academic Affairs- General Corres.	P, E, A	pre-1995-present	7 yrs	1/97 for pre-1990		A, P	A		
28	Finance Division-General Corres.	P, E, A	pre-1995-present	7 yrs	1/97 for pre-1990		A, P	A		
29	Student Affairs-General Corres.	P,E,A	pre-1995-present	7 yrs	1/97 for pre-1990		A, P	A		
30	Equal Opportunity and Diversity-General Corres.	P, E, A	pre-1995-present	7 yrs	1/97 for pre-1990		A, P	A		
31	Affirmative Action Reports	P	pre-1995-present	10 yrs	--	13.43	D	F		
32	Right to Know Training Records	P	pre-1995-present	5yrs	--	OSHA 5210.0660	D	A		
33	Government Relations-General Corres.	P, E, A	pre-1995-present	7 yrs	1/97 for pre-1990		A, P	A		
34	Public Affairs-General Corres.	P, E, A	pre-1995-present	7 yrs	1/97 for pre-1990		A, P	A		
35	Facilities-General Corres.	P, E, A	pre-1995-present	7 yrs	1/97 for pre-1990		A, P	A		
36	Bid Specifications	P	pre-1995-present	10 yrs	--		D	A		
37	Facilities Studies and Reports	P	pre-1995-present	7 yrs	1/97 for pre-1990		A, P	A		

ITEM NO.	RECORD DESCRIPTION (NOT TO EXCEED 40 CHARACTERS)	SM*	BEGIN/END DATES	DEPT. STORAGE	DATE TO SEND TO RECORDS CENTER	STATUTE AUTHORITY	DISPOSAL**	DATA PRIVACY*** CODE	STATUTE	VOL.
38	Building Contracts	P	pre-1995-present	5 yrs after completion or until audited	--		D	A		
39	Building Blueprints and Specifications	P, M	pre-1995-present	microfilm after 5 yrs	--		P	A		

MnSCU'S RECORDS RETENTION SCHEDULE

EXPLANATION FOR COLUMNS

*SM (Storage Media)

P = Paper, including maps, blueprints, plans, cards, checks/warrants
M = Microfilm (Not COM)
C = Computer Output Microfilm (COM)
E = Electronic, including: tapes, disks
A = Other, including: photographs, computer cards, X-rays, slides, exhibits

**DISPOSAL

D = Destroy
A = Transfer to the State Archives
P = Permanent
O - Other (e.g., return to client)

***DATA PRIVACY

A = Public
B = Private
C = Confidential
D = Nonpublic
E = Protected Nonpublic
F = Public & Private
G = Public & Confidential
H = Public and Nonpublic
I = Public & Protected Nonpublic
J = Public, Private & Confidential
K = Private & Confidential
L = Nonpublic & Protected Nonpublic
M = Public, Private & Nonpublic
N = Confidential & Nonpublic
O = Public, Confidential & Nonpublic
Q = Private & Nonpublic
R = Other
X = Exempt (e.g. Attorney's Data)