



MINNESOTA STATE SYSTEM OFFICE RECORDS RETENTION SCHEDULE

Item No.	Records Description (Not to Exceed 40 Characters)	SM*	Begin/End Date	Department Storage	Date to Send to Records Center	Statute Authority	Disposal**	Data Privacy *** Code Statute	Volume
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 years	1/05		A, P	A	
3	Chancellor's General Files	P, E, A	Pre-1995	2 years	1/97		A, P	A	
4	Chancellor's General Files	P, E, A	1995-present	10 years	1/05		A, P	A	
5	Executive Personnel Search Files	P	1994-present	3 years after search	-	15.1692, Subd. 3	D	J	
6	Personnel Records	P	Pre-1995 – present	5 years after termination	-	13.32	D	J	
7	Payroll Records	P	Pre-1995 – present	3 years or until audited	-	13.43	D	F	

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8	Labor Relations- Correspondence	P, E	Pre-1995 – present	7 years	-	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 years	-		D	A	
11	Delegations of Authority	P	7/1/95- present	10 years	-		D	A	
12	Tort Claims	P	Pre-1995	0	-		D	A	
13	Tort Claims	P	7/1/95- present	3 years	-	AG keeps original 6 years	D	A	
14	Biennial Budget Documentation	P	Pre-1995	4 years	-		D	A	
15	Biennial Budget Documentation	P	7/1/95- present	10 years	-		D	A	
16	Legislative Auditors Reports	P	Pre-1995	0	-		D	A	
17	Legislative Auditors Reports	P	7/1/95- present	10 years	-		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 years	-		D	A	

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20	Purchase Orders & Requisitions	P	Pre-1995 – present	7 years or until audited	-		D	A	
21	Accounting Records	P, M, C, E	Pre-1995 – present	7 years or until audited	-		D	A	
22	Insurance Company Annuity Billings	P	Pre-1995 – present	4 years after file inactive	-		D	A	
23	Accounting-General Correspondence	P	Pre-1995 – present	7 years or until audited	-		D	A	
24	Accounting Records-Revenue Fund Journals, Ledgers, Subvouchers	P	Pre-1995 – present	10 years or until audited	-		D	A	
25	Consultant Contracts	P	Pre-1995-present	10 years	-		D	A	
26	Rules and Regulations	P	Pre-1995 – present	7 years	1/97 for pre-1990		A, P	A	
27	Academic Affairs- General Corres.	P, E, A	Pre-1995 – present	7 years	1/97 for pre-1990		A, P	A	

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28	Finance Division- General Corres.	P, E, A	Pre-1995 – present	7 years	1/97 for pre-1990		A, P	A	
29	Student Affairs- General Corres.	P, E, A	Pre-1995 – present	7 years	1/97 for pre-1990		A, P	A	
30	Equal Opportunity and Diversity- General Corres.	P, E, A	Pre- 1995 – present	7 years	1/97 for pre-1990		A, P	A	
31	Affirmative Action Reports	P	Pre-1995 – present	10 years	-	13.43	D	F	
32	Right to Know Training Records	P	Pre-1995 – present	5 years	-	OSHA 5210.0660	D	A	
33	Government Relations- General Corres.	P, E, A	Pre-1995 – present	7 years	1/97 for pre-1990		A, P	A	
34	Public Affairs- General Corres.	P, E, A	Pre-1995 – present	7 years	1/97 for pre-1990		A, P	A	
35	Facilities- General Corres.	P, E, A	Pre-1995 – present	7 years	1/97 for pre-1990		A, P	A	
36	Bid Specifications	P	Pre-1995 – present	10 years	-		D	A	
37	Facilities Studies and Reports	P	Pre-1995 – present	7 years	1/97 for pre-1990		A, P	A	
38	Building Contracts	P	Pre-1995 – present	5 years after	-		D	A	

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				completion or until audited					
39	Building Blueprints and Specifications	P, M	Pre-1995 – present	Microfilm after 5 years	-		P	A	

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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 and Private
- G = Public and Confidential
- H = Public and Nonpublic
- I = Public & Protected Nonpublic
- J = Public, Private & Confidential
- K = Private and Confidential
- L = Nonpublic and Protected Nonpublic

- M = Public, Private and Nonpublic
- N = Confidential and Nonpublic
- O = Public, Confidential and Nonpublic
- Q = Private and Nonpublic
- R = Other
- X = Exempt (e.g. Attorney's Data)