

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

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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.