1. Schedule Number 021-034 Date 3/26/21	2. New	MINNESOTA RECORDS RETENTION SCHEDULE
3. Agency Board of Social Work	4. Division/Section Agency-wide	6. Page 1 of 4
5. Address 2829 University Avenue SE, Suite 340, Minneapolis, MN 55414		See attached pages for record descriptions

7. For Use By Records Panel Only

Minnesota Historical Society, Director - Transfer to the State Archives the following items for selection & disposition: #3 Biennial reports, brochures, fact sheets, board newsletters only; # 6-8

AUTHORIZATION: Under the authority of Minn. Stat. secs. 213.31 –.37, 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 144A. The records listed on this schedule have been reviewed for their historical, fiscal, and legal value.
8. Agency Records Management Officer Date K Zacher-Pate March 26, 2021	11. Minnesota Historical Society, Director Date Charles A Cotgen 4/8/2021
9. Name/Phone (typed) Kate Zacher-Pate, LSW, Executive Director (612) 617-2110	12. Legislative or State Auditor Date 4/21/21
10. Agency Head or Designee Date K Zacher-Pate March 26, 2021	13. Attorney General Date 4/29/21

Original – State Records Disposition Panel

Copy 1 – Agency (after approval)

1. Schedule No.	3. Board of Social Work	4. Division/Section: Agency-wide	6. Page 2

14. Item No	15. Record Series Title and Description	16. Retention Instructions	17. Statute	18. Vital? (Yes/No)	19. Archival? (Yes/No)
1.	Office Correspondence: Includes any correspondence created by employees of the Board and sent to other board and agency employees, members of the public, licensees, registrants, or other individuals or organizations, when not related to other specific categories of this records retention schedule	Retain current year plus two (2) years prior	13.03, 15.17, 148E.030	No	NO
2.	Email Correspondence and Voicemail: Includes any email correspondence or voicemails received or created by employees of the Board, when not related to other specific categories of this records retention schedule	Retain for 30 days; delete immediately junk, spam, or other non-Board related emails	13.03, 15.17; 148E.030	No	
3.	Office Management Files: Includes documents created by employees of the Board, including biennial reports, staff meeting minutes and agendas, brochures, public mailing lists, facts sheets, board newsletters, and any other record not otherwise addressed on this schedule	Retain current year plus two (2) years prior	13.03, 15.17, 148E.030, 214.07	No	yes
4.	Templates: Includes correspondence, complaint, licensing, application and any other template not otherwise addressed on this schedule	Retain until revised and replaced	13.03, 15.17, 148E.030	No	No
5.	Requests for Public Information and Board Response: Includes licensee verification requests, fee documentation, and any other written requests received by the Board for public data created and stored by the Board	Retain current year plus three (3) years prior or until audit, whichever occurs first	13.03, 15.17, 148E.030	No	
6.	Public Board Meeting Materials: Includes agenda, minutes, materials reviewed by the Board, and audio and video recordings of Board meetings	Agenda, minutes, and materials reviewed retain permanently and after ten (10) years, send to state archives; audio and video	13.03, 15.17, 148E.025, 148E.030	No	yes

		recordings kept until minutes are approved			
7.	Public Committee Meeting Materials: Includes agenda, minutes, materials reviewed by the Committee, and audio and video recordings of Committee meetings	Agenda, minutes, and materials reviewed retain permanently and after ten (10) years, send to state archives; audio and video recordings kept until minutes are approved	13.03, 15.17, 148E.025, 148E.030	No	yes
8.	Rulemaking Record: Includes official rulemaking record for promulgated rules and includes minutes from rules committee meetings, rules drafts, and stakeholder input from rules development process	Retain permanently; ten (10) years after effective date, send to state archives	13.03, 14.365, 14.366, 15.17, 148E.030	No	yes
9.	Board Member Records: Includes application data, notice of appointment, accountability oaths, security user agreements, and any other materials related to activity of Board for past and current Board members	Retain permanently; ten (10) years after departure from Board, send to state archives	13.03, 15.17, 148E.025, 148E.030	No	NO
10.	Continuing Education Provider Files: Includes applications, correspondence, audit documentation, fee documentation, and any other materials related to continuing education course approval	Retain current year plus three (3) years prior or until audit, whichever comes first	13.03, 15.17, 148E.145, 214.12	No	
11.	Professional Firms Documentation: Annual reports, applications, and any other materials related to professional firm registration and approval and revocation	Retain permanently	13.03, 15.17, 319B.40	Yes	
12.	Licensee Database: Includes public and private information on licensees including those with status of active, provisional, temporary leave, emeritus, voluntary surrender, or inactive; materials related to applications, including initial, renewals and reactivations; materials related to supervision plans and documentation; change of name and address requests; supervisor audit documentation; continuing education audit documentation; and duplicate certification requests	Retain permanently	13.03, 13.41, 15.17, 148E.030, 148E.055, 148E.060, 148E.070, 148E.0751, 148E.0752, 148E.0753, 148E.085, 148E.125	Yes	
13.	Incomplete Application Materials: Includes applications, supporting documentation, and fee documentation for	Retain current year plus three (3) years prior or until audit, whichever comes first	13.03, 13.41, 15.17, 148E.055	No	

	applications that were not completed prior to the one-year application expiration statutory deadline				
14.	Telehealth Registrations: Includes application for telehealth registration and any other materials related to application	Retain permanently	13.41, 15.17, Minnesota Emergency Order 20-28	Yes	NO
15.	Complaint Files, Open: Includes complaint data, investigative data, correspondence, record of any Board or Committee meeting discussing complaint, and any other materials related to the open complaint	Retain until complaint is closed	13.41, 15.17, 214.103	Yes	
16.	Complaint Files, Closed with Public Action: Includes complaint data, investigative data, correspondence, disciplinary order or agreement for corrective action, record of any Board or Committee meeting or hearing addressing complaint, hearing record, and any other materials related to the complaint	Retain public orders and agreement for corrective actions permanently; retain all other complaint file data until four (4) years after the complaint is closed	13.41, 15.17, 148E.255, 214.103	Yes to disciplinary orders and agreements for corrective action	
17.	Complaint Files, Closed with No Public Action: Includes complaint data, investigative data, correspondence, record of any Board or Committee meeting or hearing addressing complaint, hearing record, and any other materials related to the complaint	Retain complaint file data until four (4) years after the complaint is closed	13.41, 15.17, 148E.255, 214.103	No	

BOSW follows the statewide record retention policies for human resources, property management, fixed assets, and accounting-finance records.