



Minnesota Management & Budget Statewide Operating Policy

Minnesota Management and Budget, Internal Control
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Records Management

Objective

To ensure that agencies maintain and dispose of official agency records related to statewide systems transactions in accordance with [Minnesota Statute 138.17, Government Records and Administration](https://www.revisor.mn.gov/statutes/?id=138.17) (<https://www.revisor.mn.gov/statutes/?id=138.17>).

To confirm that the official version of a record (or "official copy of record") may be retained in the format of the agency's choice, pursuant to [Minnesota Statute 325L.12, Retention of Electronic Records](https://www.revisor.mn.gov/statutes/?id=325L.12) (<https://www.revisor.mn.gov/statutes/?id=325L.12>).

To confirm that, if the law requires a signature, an electronic signature satisfies the law, pursuant to [Minnesota Statute 325L.07, Electronic Records, Signatures, and Contracts](https://www.revisor.mn.gov/statutes/?id=325L.07) (<https://www.revisor.mn.gov/statutes/?id=325L.07>).

Policy

The agency must establish and maintain a records management program pursuant to Minnesota Statute 138.17, Subdivision 7, for the economical and efficient management of the agency's records.

The agency must establish a process to ensure that official versions of records supporting statewide system transactions are retained and disposed of in accordance with the agency's records retention schedules.

The agency must designate the official version of the record (or "official copy of record") within the agency. The agency's records retention schedule applies only to the official copy of record, and not to extra copies of documents kept only for convenience or reference.

The agency can change the format of the record, but must apply its records retention policy to the version considered to be the official copy of record. Minnesota Statute 325L.12 makes the storage medium of the official copy of record irrelevant. If the law requires that a record be retained, the requirement is satisfied by retaining an electronic record or copy, pursuant to Minnesota Statute 325L.12.

Agencies must ensure that they are able to access all official copies of record throughout the entire retention period specified by their records retention schedules.

Definitions

Government Record

All cards, correspondence, discs, maps, memoranda, microfilms, paper, photographs, recordings, reports, tapes, writings, optical disks, and other data, information, or documentary material, regardless of physical form or characteristics, storage media, or conditions of use, made or received by an officer or agency of the state pursuant to state law or in connection with the transaction of public business by an officer or agency.

Official Copy of Record

The official version of the record, to which the agency's records retention schedule applies.

Record Retention Schedule

The agency's inventory of government records, establishing a time period for the retention or disposal of each series of records.

Records Management Program

Required by Minnesota Statute 138.17, Subd.7, including an inventory of all government records, records retention schedules, and approval by the records disposal panel.

Statewide Systems

FMS (Financial Management and Procurement) SEMA4 (human resources and payroll), Enterprise Learning Management (learning) and Enterprise Performance Management (data warehouse)

See also

[Preserving and Disposing of Government Records \(May 2008\)](http://www.mnhs.org/preserve/records/docs_pdfs/PandD_may2008.pdf), Published by the Minnesota Historical Society - Minnesota State Archives in cooperation with the Minnesota Government Records & Information Network (MnGRIN) (http://www.mnhs.org/preserve/records/docs_pdfs/PandD_may2008.pdf)