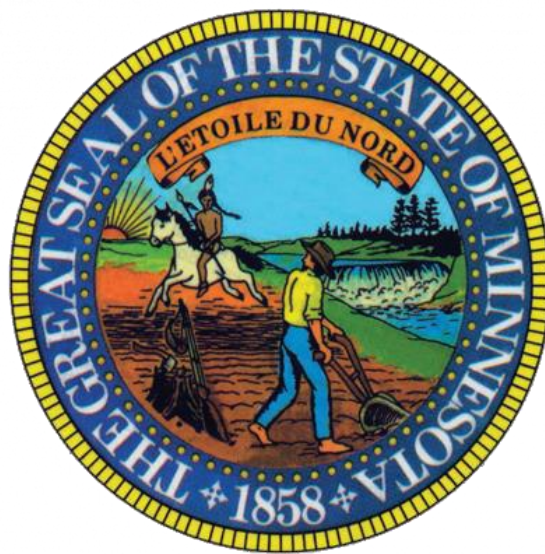


**GENERAL RECORDS
RETENTION SCHEDULE
FOR MINNESOTA CITIES**



March 2021

This is an evolving document. Please help us keep it up-to-date by letting the MCFOA Records Retention Committee know of any errors or omissions, ambiguities, inconsistencies, or additions.

Please note the Data Practices Classifications and Statutes are current as of the date of this schedule and are subject to change. The Data Practices information is for the convenience of City Clerks.

GENERAL RECORDS RETENTION SCHEDULE FOR MINNESOTA CITIES

Purpose of the General Records Retention Schedule

The purpose of a records retention schedule is to provide a plan for managing government records by giving continuing authority to dispose of records under Minnesota Statutes section 138.17.

This City General Records Retention Schedule establishes minimum retention periods for city records based on their administrative, fiscal, legal and historical value. It lists records series common to cities and identifies how long to retain them.

This schedule was originally developed by the Minnesota State Department of Administration, Information Policy Analysis Division and the Minnesota Historical Society, Division of Archives and Manuscripts and was funded in part by a grant from the National Historical Publications and Records Commission.

The revised schedule was updated by city clerks and officials representing the Minnesota Clerks and Finance Officers Association (MCFOA).

Adopting and Using the General Schedule

1. A city that has adopted the previous version of this general schedule does not need to notify the Minnesota Historical Society that it is adopting this revised edition of the General Records Retention Schedule for Cities. It will be assumed that cities that have adopted the previous version will now utilize this revised version.

If you have not previously adopted the general schedule, to begin disposing of records, you must notify the State Archives of the Minnesota Historical Society that your city has adopted the schedule. The enclosed form, "*Notification of Adoption of City General Records Retention Schedule*", is used for this purpose.

2. You may adopt the schedule even though your office may not have all the records listed on it. We recommend that you adopt the entire schedule. However, if this is not possible you may adopt individual sections.
3. The Minnesota Historical Society will sign and return the Notification form to you. You will then have the authority to dispose of your government records as indicated on the schedule.
4. Compare the records in your office with the records listed on the schedule. Retention periods listed on the schedule represent the minimum length of time that you must retain your records. Once that retention period has been reached you may destroy the records as indicated on the schedule. If you need to retain some records series longer than the listed retention, you should establish an agency policy for those records.
5. The retention stated on the schedule applies to any form of the record (paper, computer tape or disk, microfilm, optical disk, electronic media, etc.).
6. Data Practices Classifications are effective as of the printing of this Retention Schedule. Because data practices issues change regularly, classifications may have changed. For current information on data practices, consult Minnesota State Statutes, Chapter 13, or call the State of Minnesota, Department of Administration, Data Practices Office at 651-296-6733 or 1-800-657-3721.

Destruction Reporting

After you destroy records according to the general schedule, maintain a list of destroyed items.

Records not on the General Schedule

Records not listed on this schedule cannot be destroyed without submitting either an "Application for Authority to Dispose of Records" (PR-1) or a "Minnesota Records Retention Schedule form". Both of these forms are available on the State Archives' web site at:

<http://www.mnhs.org/preserve/records/recser.html#forms>.

The PR-1 form is used to request one-time authority to dispose of records. A reproducible copy of the PR-1 form is enclosed. Since an approved PR-1 gives you authority to dispose of only those records listed on the form, we recommend that you use the PR-1 only for obsolete records (records no longer being created).

For ongoing authority to dispose of records not listed on the general schedule, complete a "Minnesota Records Retention Schedule".

Duplicate Records

This retention schedule concerns itself only with the city's official record copy and the retention periods assigned reflect that. It is each city's responsibility to identify the official record copy and to identify when to destroy any other copies of identical records, after they have lost their legal, fiscal, historical and administrative value. Duplicate copies should not be retained as long as the official record. Normally the retention period on duplicate records will not exceed two years.

Category Definitions for the General Schedule

Record Series Description: A record series is a group of records clustered together because they all relate to the same topic and have the same retention period.

Retention Period/Statute: The retention cited is the minimum amount of the time a record must be kept. *A number printed alone, e.g. 10, means ten years. If months or days are meant the entry will display that, e.g. 6 months or 30 days.* The stated retention does not include the year the record originates. For example, if Record A is filed by calendar year and it has a retention of 3 years, the disposal date for 2000 records is January, 2004. Statutes listed here cite specific retention periods for the records series.

Data Practices Classification: This phrase refers to records classified by the Minnesota Government Data Practices Act or other state or federal laws. The classification system includes: public, private, confidential, nonpublic or protected nonpublic. More than one classification may apply.

Data Practices Statute: This phrase refers to the statute or law which cites the data practices classification of the record series.

Resources

Questions about **Archival Records**:

Minnesota Historical Society State Archives
Department Minnesota History Center
345 West Kellogg Boulevard
St. Paul, MN 55102-1906
651-259-3260 or 800-657-3773
Email: statearchives@mnhs.org
<http://www.mnhs.org/preserve/records/>

Questions about **Data Practices**:

Department of Administration Data Practices Office
320 Centennial Office Building
658 Cedar St.
St. Paul, MN 55155
651-296-6733 or 800-657-3721
Email: info.dpo@state.mn.us
<https://mn.gov/admin/data-practices/>

A. Item No.	B. Name of record, form numbers, content, usage, arrangement, original duplicate, or microfilmed.	C. Inclusive Dates

#021-029

3/15/2021

General Records Retention Schedule For Minnesota Cities

State of Minnesota
March 2021

Minnesota Historical Society <i>Charles Rodgen</i>	Date 16 March 2021
State Auditor <i>Wendy Key</i>	Date 6/11/2021
Attorney General <i>Matthew Dornwald</i>	Date 3/29/2021

MCFOA Records Retention Committee

Proposed 2021 Revisions to the "General Records Retention Schedule for Cities"

Item	RECORD CODE #, TITLE & DESCRIPTION	Type	Issue Reviewed by Records Retention Committee
1.	ADM 03070 DATA PRACTICES REQUEST	Change	Remove 'Form" in title
2.	ASG 00400 CERTIFICATE OF REAL ESTATE VALUE (CRV)	Change	Add "Electronic Certificates of Real Estate Value are available at the MN Department of Revenue website" to Description"
3.	ASG 00700 DIVISIONS AND COMBINATIONS OF REAL PROPERTY	Change	Remove Description
4.	BUI 00600 ELECTRICAL INSPECTION RECORD	Change	Change retention to Life of Property
5.	BUI 01200 PLUMBING INSPECTION RECORD	Change	Change retention to Life of Property
6.	BUI 01300 SIGN INSPECTION RECORD	Change	Change retention to Life of Property
7.	ELE 00700 CAMPAIGN FINANCE REPORTS	Change	Remove "State requirement to ensure fair campaign practices." Add: See MN Statute 211A.02, subd. 6 for online posting requirement.
8.	ELE 01500 OATH OF RESIDENCE / VOUCHER FORMS	Change	Change Cards to Forms
9.	ELE 01800 PRECINCT BOOKS & PRINTOUTS FROM COUNTY	Change	Change title to MASTER LIST
10.	LIQ – 00700 CHECK REGISTER	Delete	Covered by FIN 02010
11.	PAY 00100 AUTHORIZATION FORMS	Change	Change title to FORMS from CARDS
12.	P&R 02000 REGISTRATION FORMS	Change	Add to description "if includes waiver of liability, see P & R 00100."
13.	PER 00200 APPLICATIONS – NOT APPROVED	Change	Change title from "Permits Denied" to "Not Approved"
14.	PER 01200 DANCE/PARADE/PUBLIC GATHERING PERMITS	Change	Add "/Special Event" after Gathering
15.	PER 01350 DOMESTIC PARTNERSHIPS	New	Retention – 2 after termination

16.	PER 01930 HEATING, VENTILATION, AIR CONDITIONING PERMIT	Change	Remove description and add (Mechanical)
17.	PER 02700 PEDDLER'S, TRANSIENT MERCHANTS & SOLICITORS LICENSE	Change	Add to description: Includes mobile food units
18.	POL 03000 ARREST REPORTS	Change	Add to retention: If felony, Permanent Statute: 299C.12
19.	POL 05350 JAIL INSPECTION LOGS	New	Description: Includes daily, annual and bi-annual logs Retention: 2 yrs
20.	POL 05925 UNMANNED AERIAL VEHICLE DATA (DRONE)	Add	Private/Non Public Retention: Delete asap, no later than 7 days after collection unless data is part of active criminal investigation. MS626.19, subd.6 c
21.	PWM 03000 WEED COMPLAINT & RECORDS	Change	Retention to 7 years (ADM 02600) Public/Private/Confidential
22.	UTL 01100 DISTRIBUTION REPORTS	Change	Add: - ELECTRIC
23.	WST 01700 REPORTS	Add	Add – HAZARDOUS WASTE to the title

General Records Retention Schedule for Minnesota Cities

TABLE OF CONTENTS

Administration.....	ADM	Library	LIB
Assessing	ASG	Liquor	LIQ
Attorney	ATT	Parks and Recreation.....	P&R
Bonds	BON	Payroll	PAY
Building Inspections	BUI	Permits and Licenses	PER
Cemetery	CEM	Planning and Zoning	PLZ
Contracts/Agreements.....	CON	Public Safety – Fire	See : Fire
Courts.....	CTS	Public Safety – Police.....	POL
Elections.....	ELE	Public Works – Engineering	PWE
Financial/Accounting	FIN	Public Works – Maintenance/Operations	PWM
Fire	FIR	Records Management	RMG
Health Services	HEA	Utilities	UTL
Housing and Redevelopment Authority.....	HRA	Vital Statistics	VIT
Human Resources.....	HRS	Waste Management	WST
Insurance.....	INS		

GENERAL RECORDS RETENTION SCHEDULE FOR MINNESOTA CITIES

SECTION	CODE	TITLE & DESCRIPTION	RETENTION PERIOD	CLASSIFICATION	STATUTE
POLICE	POL 00100	ANNUAL REPORTS - POLICE DEPARTMENT	Permanent	Public	
POLICE	POL 00200	AUCTION Records or department copy of contracts.	3	Public	
POLICE	POL 00240	BACKGROUND CHECK Local records check on individual (i.e. employment, adoptions).	30 days	Non-Public	MS 299C.10
POLICE	POL 00250	BACKGROUND CHECK Second party dissemination log.	3 years	Public	
POLICE	POL 00300	BUREAU OF CRIMINAL APPREHENSION REPORTS Annual reports of local law enforcement activities compiled by BCA and returned to local department. BCA does not maintain copies of these reports.	5 years	Public/Private	MS 13.82, MS 260B.171
POLICE	POL 00350	CERTIFICATION FOR PEACE OFFICERS FOR STATE AID APPLICATION State form PA-1.	3	Public/Private	MS 13.43
POLICE	POL 00400	DEPARTMENT OF CORRECTIONS - ANNUAL REPORT Report of all bookings for jurisdiction. Note: pertains to holding facilities.	5	Public/Private	MS 13.82
POLICE	POL 00410	DIRECTED PATROLS Resident or community requests for patrolling specific areas.	1	Public	MS 13.82, Subd. 3
POLICE	POL 00450	EMERGENCY PLAN / CIVIL DEFENSE FILES	Until superseded	Public/Private	MS 13.37
POLICE	POL 00470	EQUITABLE SHARING RECORDS	5	Need Classification	Need Statute
POLICE	POL 00500	FINGERPRINT RECORDS Sworn officers and police personnel.	5 after separation	Private	MS 13.43
POLICE	POL 00510	FINGERPRINT RECORDS For janitors or persons accessing secured areas without supervision.	1 after separation	Public/Private	MS 13.43

GENERAL RECORDS RETENTION SCHEDULE FOR MINNESOTA CITIES

SECTION	CODE	TITLE & DESCRIPTION	RETENTION PERIOD	CLASSIFICATION	STATUTE
POLICE	POL 00600	INTERNAL INVESTIGATION Case files & reports.	5 after separation	Public/Private/ Confidential	MS 13.39, MS 13.43, MS 13.82, MS 13.825
POLICE	POL 00700	LIABILITY RELEASES For services rendered (I.e. lock outs, ride alongs, etc.)	1	Public	
POLICE	POL 00800	LOG SHEETS Officers.	2	Public/Private/ Confidential	MS 13.82
POLICE	POL 00910	PAWN SHOP RECORDS Records are kept by Pawn Shop store. The only records the Police Department may keep are the pawn shop requests to check whether an item is stolen, however, record is typically discarded after the check.		Public	
POLICE	POL 01000	POLICE CLEARANCE LETTERS / NOTARIZED NAME SEARCH Criminal history on individual within jurisdiction.	3	Public/Private	MS 13.87
POLICE	POL 01500	PUBLIC ASSISTANCE VOUCHER RECORDS Copies.	1	Private	MS 13.462
POLICE	POL 01600	REQUEST TO INSPECT POLICE REPORT	30 days	Public	
POLICE	POL 01700	STATISTICAL REPORTS / SUPPLEMENTAL REPORTS Pursuit, bias crime, officer killed or assaulted, supplemental homicide. Original filed with state.	1	Public	
POLICE	POL 01750	TRAINING RECORDS & REPORTS FOR OFFICERS Includes summary of officer's training history.	5 after separation	Public/Private	MS 13.43
POLICE	POL 01800	ANIMAL CONTROL STATISTICAL REPORTS	1	Public	
POLICE	POL 01900	ANIMAL IMPOUND/RELEASE	1	Public	
POLICE	POL 01950	DANGEROUS DOG LICENSE	2 after deceased	Public/Private	MS 13.37

GENERAL RECORDS RETENTION SCHEDULE FOR MINNESOTA CITIES

SECTION	CODE	TITLE & DESCRIPTION	RETENTION PERIOD	CLASSIFICATION	STATUTE
POLICE	POL 02100	BICYCLE SAFETY Bike patrol, rodeos, etc.	2	Public	
POLICE	POL 02150	COMMUNITY CRIME PREVENTION PROGRAMS Neighborhood Crime Watch, D.A.R.E., etc.	1 after participation ceases	Public/Private	MS 13.37
POLICE	POL 02600	OPERATION I.D.	Permanent	Public/Private or Non-Public	MS 13.37
POLICE	POL 02700	911 RECORDINGS	31 days per MN Rule 7580.0600 subd. 5	Public/Private	MS 13.82, Subd. 4
POLICE	POL 02800	RADIO LOGS / CAD Dispatcher.	7	Private	MS 13.82
POLICE	POL 02900	ACCIDENT REPORTS Automobile (State Report) Includes date, time, place of action, vehicles involved, drivers of vehicles, a brief factual reconstruction of events associated with the action, names and addresses of witnesses names and addresses of any victims or casualties and response or report number. Damage greater than \$1000.	3	Public/Private/ Confidential	MS 13.82, Subd. 6, MS 169.09, Subd. 13
POLICE	POL 02950	ACCIDENT - DRIVER EXCHANGE REPORT Damage under \$1000.	3	Public/Private/ Confidential	MS 13.82, Subd. 6, MS 169.09, Subd. 13
POLICE	POL 03000	ARREST REPORTS Adult/Juvenile: includes date, time, place of action, any resistance encountered, any pursuit engaged, whether any weapons were used, the charge, arrest or search warrants or legal basis for action, the identities of agencies, units within agencies and individual persons taking the action, whether and where the individual is being held in custody or is being incarcerated by the agency, the date, time and legal basis for any transfer of custody and identification of agency or person who received custody, the date, time and legal basis for any release from custody or incarceration, the name, age, sex and last known address of any adult person or the age and sex of any juvenile person cited arrested or incarcerated or otherwise substantially deprived of his liberty, whether the agency employed wiretaps or other eavesdropping techniques, the manner in which the agencies received the information that led to the arrest, and the response or report number.	7; if felony, permanent per MS 299C.12	Public/Private	MS 13.82, Subd. 2, MS 260B.171
POLICE	POL 03100	BAIL RECEIPTS	7	Public/Private	MS 13.82

GENERAL RECORDS RETENTION SCHEDULE FOR MINNESOTA CITIES

SECTION	CODE	TITLE & DESCRIPTION	RETENTION PERIOD	CLASSIFICATION	STATUTE
POLICE	POL 03300	CASE FILES/OFFENSE REPORTS - ADULT Includes individual's name, date of birth, time of occurrence, date and place of action, description of what happened, location, whether any weapons were used, ICR's, statistical data, and other pertinent data.	7; if death investigation, see POL 03700	Public/Private	MS 13.82
POLICE	POL 03400	CASE FILES / OFFENSE REPORTS - JUVENILE Includes individual's name, date of birth, time of occurrence, and place of action, description of what happened, location, whether any weapons were used, and other pertinent data.	7; if death investigation, see POL 03700	Non-public/Private/ Confidential	MS 13.82, MS 260B.171
POLICE	POL 03500	CITATION/TICKETS	3	Public	
POLICE	POL 03600	CRIMINAL RECORD CHECK / SECONDARY DISSEMINATION Log recording criminal history queries via state computer sent to another agency.	3	Public/Private/ Confidential	MS 13.87
POLICE	POL 03700	DEATH INVESTIGATION Any case file or any investigation involving a death.	Permanent	Private	MS 13.82
POLICE	POL 03740	EVIDENCE / PROPERTY LOGS	1 year	Public/Private	MS 13.82
POLICE	POL 03750	EVIDENCE/PROPERTY INVENTORY REPORTS Property which has been found, confiscated, seized, etc.	7	Private	MS 13.82
POLICE	POL 03800	FINGERPRINT RECORDS Criminal.	7	Confidential while investigation is active; after that Public; If juvenile, not public.	MS 13.82, subd 7
POLICE	POL 03820	FORFEITURE FORMS	3	Public/Private/Non-Public	MS 13.82, Subd. 20
POLICE	POL 03900	FIREARM APPLICATION / PERMIT / TRANSFER Includes application to purchase.	6	Private	MS 13.87
POLICE	POL 04100	ICR's Initial complaint reports.	7	Public/Private	MS 13.82

GENERAL RECORDS RETENTION SCHEDULE FOR MINNESOTA CITIES

SECTION	CODE	TITLE & DESCRIPTION	RETENTION PERIOD	CLASSIFICATION	STATUTE
POLICE	POL 04200	INTOXILYZER TEST RESULTS Original record maintained by the BCA. Department copy retained in accordance with the item they relate to (I.e. case file or arrest report.)		Public/Private/ Confidential	MS 13.82, Subd. 2 and Subd. 7
POLICE	POL 04500	MASTER NAME FILE Adult.	7 after last contact	Public/Private/ Confidential	MS 13.82
POLICE	POL 04600	MASTER NAME FILE Juvenile.	7 after last contact	Private	MS 260B.171
POLICE	POL 04700	MUG SHOTS-ADULT	7	Public	
POLICE	POL 04720	MUG SHOTS-JUVENILE	7 or when child reaches 19 (MS 260B.171 subd.5c)	Private	
POLICE	POL 04820	TRAFFIC MONITORING DEVICES Log recording instrument used, locations, description of vehicle (license number, make & model). Logs and certificate of accuracy for devices used for vehicle speed control including but not limited to Radar, Laser or Stalker.	2	Public	MS 13.82
POLICE	POL 04840	REPOSSESSION LOGS	30 days	Private/Non-Public	MS 13.82, Subd. 20
POLICE	POL 04870	VALIDATION REPORTS (from State) For example, regarding stolen property.	1	Private/Non-Public	MS 13.82, Subd. 20
POLICE	POL 04900	VEHICLE IMPOUNDS Abandoned, seized, etc.	7	Public	
POLICE	POL 05200	ADMISSION RELEASE RECORDS Booking records.	2 after inmate is discharged	Public/Private	MS 13.82
POLICE	POL 05300	FOOD SERVICE RECORDS Jail /lock-up.	1	Public	
POLICE	POL 05350	JAIL INSPECTION LOGS Includes daily, annual and bi-annual logs	2	Public/Confidential	MS 13.82

GENERAL RECORDS RETENTION SCHEDULE FOR MINNESOTA CITIES

SECTION	CODE	TITLE & DESCRIPTION	RETENTION PERIOD	CLASSIFICATION	STATUTE
POLICE	POL 05400	JAIL REGISTER Log of individuals held at facility.	Permanent	Public/Private	MS 260B.171
POLICE	POL 05500	PRISONER PROPERTY RECEIPTS	2	Public/Private	MS 13.85
POLICE	POL 05810	AUDIO & VIDEO RECORDING INVENTORY LOG An inventory of evidentiary audio & video recordings.	Permanent	Public	
POLICE	POL 05820	DICTATED & AUDIO RECORDED REPORTS Audio recordings of officers reports which are subsequently transcribed into written report.	Until transcription is approved	Public/Private/ Confidential	MS 13.82
POLICE	POL 05830	AUDIO & VIDEO RECORDINGS - EXTRANEIOUS Audio & video recordings including, but not limited to squad car camera recordings, which hold no value to the state, city, citizens, police department, officer(s), and/or any other party. This excludes portable recording systems/body worn camera data.	End of daily shift	Public	MS 13.82
POLICE	POL 05840	ARREST & CHARGE Audio and video recordings including, but not limited to body worn cameras and squad car camera recordings, determined to have evidentiary value where suspects have been arrested, issued citations and/or a report has been forwarded to the prosecutor for a charging decision.	FELONY: 90 days after sentencing or if appeals, after disposition. ALL OTHER: After final case disposition.	Public/Private/ Confidential	MS 13.82, MS 13.825, MS 260B.171
POLICE	POL 05844	AUDIT OF PORTABLE RECORDING SYSTEMS TECHNOLOGY Independent biennial audit of data collected and the applicable classification of the data.	Permanent	Public/Private	MS 13.824
POLICE	POL 05846	AUDIT SUMMARY REPORT - PORTABLE RECORDING SYSTEMS A biennial report summarizing the results of each audit must be provided to the city council and the Legislative Commission on Data Practices and Personal Data Privacy within 60 days following completion of the audit.	7	Public/Private	MS 13.824
POLICE	POL 05850	AUTOMATIC LICENSE PLATE READER DATA	No later than 60 days from date of collection unless related to active investigation	Public/Private/Non-public	MS 13.824, MS13.82
POLICE	POL 05854	AUTOMATIC LICENSE PLATE READER USE LOG & AUDIT DATA	2	Public/Private/Non-public	MS 13.824, Subd. 5 & 6

GENERAL RECORDS RETENTION SCHEDULE FOR MINNESOTA CITIES

SECTION	CODE	TITLE & DESCRIPTION	RETENTION PERIOD	CLASSIFICATION	STATUTE
POLICE	POL 05860	CITIZEN CONTACTS - GENERAL Audio & video recordings including but not limited to squad car camera recordings, determined to contain information regarding non-evidentiary police and citizen interaction. This excludes portable recording systems/body worn camera data.	End of Daily Shift	Public/Private/Non-public	MS 13.82
POLICE	POL 05864	CITIZEN CONTACTS - GENERAL/NON-ACTIVE OR INACTIVE CRIMINAL Audio & video recordings from portable recording systems, including body worn cameras.	90 days	Public/Private/Non-public	MS 13.82; MS 13.825; MS 626.19
POLICE	POL 05870	DEATH INVESTIGATIONS Audio & video recordings including, but not limited to body worn cameras and squad car camera recordings, containing information regarding any deaths.	Permanent	Public/Confidential	MS 13.82
POLICE	POL 05874	DISCHARGE OF A FIREARM BY PEACE OFFICE IN COURSE OF DUTY Audio & video recordings of a peace officer discharging a firearm in the course of duty other than for training purposes or the killing of an animal that is sick, injured, or dangerous.	1 *If a subject of the data submits a written request to the law enforcement agency to retain the recording beyond the applicable retention period for possible evidentiary or exculpatory use related to the circumstances under which the data were collected, the law enforcement agency shall retain the recording for an additional time period requested by the subject of up to 180 days and notify the requester that the recording will then be destroyed unless a new request is made under this paragraph.	Public/Private/Non-Public	MS 13.825

GENERAL RECORDS RETENTION SCHEDULE FOR MINNESOTA CITIES

SECTION	CODE	TITLE & DESCRIPTION	RETENTION PERIOD	CLASSIFICATION	STATUTE
POLICE	POL 05876	<p>FORMAL COMPLAINT MADE AGAINST PEACE OFFICER</p> <p>Audio & video recordings of an incident resulting in a formal complaint made against a peace officer related to the incident.</p>	<p>1 *If a subject of the data submits a written request to the law enforcement agency to retain the recording beyond the applicable retention period for possible evidentiary or exculpatory use related to the circumstances under which the data were collected, the law enforcement agency shall retain the recording for an additional time period requested by the subject of up to 180 days and notify the requester that the recording will then be destroyed unless a new request is made under this paragraph.</p>	Public/Private/Non-Public	MS 13.825
POLICE	POL 05880	<p>INTERNAL INVESTIGATIONS</p> <p>Audio & video recording including, but not limited to body worn cameras and squad car camera recordings, determined to have evidentiary value in any internal investigations.</p>	5 after termination or separation	Public/Private	MS 13.43
POLICE	POL 05900	<p>INTERVIEWS</p> <p>Audio & Video Recordings including, but not limited to body worn cameras and squad car camera recordings, determined to have evidentiary value. (All audio tapes will be transcribed and a copy of the transcription will be kept with the case file).</p>	Statute of limitations for corresponding crime	Public/Confidential	MS 13.82
POLICE	POL 05910	<p>INVENTORY OF PORTABLE RECORDING SYSTEMS TECHNOLOGY</p> <p>Total number of recording devices owned or maintained by the agency, daily record of the total number of recording devices annually deployed and used by officers and, if applicable the precincts in which they were used, policies and procedures for use, total amount of recorded audio and video data collected and maintained by the agency, the agency's retention schedule for the data, and the procedures for destruction of the data.</p>	Permanent	Public	MS 13.825, Subd. 5

GENERAL RECORDS RETENTION SCHEDULE FOR MINNESOTA CITIES

SECTION	CODE	TITLE & DESCRIPTION	RETENTION PERIOD	CLASSIFICATION	STATUTE
POLICE	POL 05920	PHOTOGRAPHS Pictures are retained in accordance with the item they relate to in the General Records Retention Schedule	See note in description	Public/Private	MS 13.39, MS 13.82
POLICE	POL 05925	UNMANNED AERIAL VEHICLE DATA (DRONE)	Delete asap, no later than 7 days after collection unless data is part of active criminal investigation.	Private/NonPublic	MS 626.19, subd. 6 c
POLICE	POL 05930	USE OF FORCE Audio & video recordings including, but not limited to body worn cameras and squad car camera recordings, containing information of any incident where force was used and supervisory review is completed according to department policy.	7	Public/Private/ Confidential	MS 13.39, MS 13.43, MS 13.82
POLICE	POL 05940	VIDEO TAPE OF BOOKING This excludes portable recording systems / body worn cameras.	30 days	Private	MS 13.43

299C.12 RECORD KEPT BY PEACE OFFICER; REPORT.

Every peace officer shall keep or cause to be kept a permanent written record, in such form as the superintendent may prescribe, of all felonies reported to or discovered by the officer within the officer's jurisdiction and of all warrants of arrest for felonies and search warrants issued to the officer in relation to the commission of felonies, and shall make or cause to be made to the sheriff of the county and the bureau reports of all such crimes, upon such forms as the superintendent may prescribe, including a statement of the facts and a description of the offender, so far as known, the offender's method of operation, the action taken by the officer, and such other information as the superintendent may require.

History: (9950-12) 1927 c 224 s 8; 1959 c 409 s 1; 1986 c 444