

**CITY OF MINNEAPOLIS - COMMUNITY DEVELOPMENT  
DEVELOPMENT FINANCE - DRAFT FOR REVIEW AND DISCUSSION**

SERIES CODE	SERIES / DESCRIPTION	LEGAL CODE	OFFICIAL RETENTION			COPYHOLDER RETENTION	OFFICE OF RECORD	DATA PRACTICE	REMARKS
			LEGAL	USER	TOTAL				
DVF-10	<p><b>Development Finance</b>  <b>Bond Management</b>  <b>Section Overview</b>                      Records and documents in this section of the schedule pertain to the management of the Common Bond fund; administration of the industrial and housing revenue bond programs; revenue bond transcripts, official statements and administrative fees; and bond trustee reports.</p>								
DVF-10-02	<p><b>Development Finance</b>  <b>Bond Management</b>  <b>Notice of Entitlement</b>                      Records that document the yearly entitlement relating to the issuance of bonds, and approval of bond issue for the Single Family Housing program from the State of Minnesota. The series also documents the record of regularly signed agreements that allow recycling of payments made to the trustee by the loan servicers so that funds may be recycled into future bond issues.</p> <p>Records Included: Letters regarding entitlement, copies of Council and Board reports relating to annual program, miscellaneous correspondence, copies of check requests for payment of fees. Copies of notices of recycling.</p>	CON000	ACT+6	ACT+6	ACT+6	ACT	DEVELOPMENT FINANCE	PUBLIC	Active ceases after expiration of all agreements
DVF-10-04	<p><b>Development Finance</b>  <b>Bond Management</b>  <b>Administrative/Issue Fees</b>                      Used to document the collection of the administrative fees on bond issues. Records that document the administrative fee program contain information and reports on the collection of the administrative fees on outstanding bond issues.</p> <p>Records Included: Invoices, receipts, late fee notices, bond closing set-up forms, etc. Records many also include reports of the status of various activities and loan programs.</p>	ACC000 CON000	ACT+6	ACT+6	ACT+6	ACT	SECTIONS	PUBLIC	Active ceases after final receipt of fees for each bond issue.

Event Codes:

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DVF-10-06	<p><b>Development Finance</b> <b>Bond Management</b> <b>Bond Transcripts</b> Used to document the closing process for loans made through the Common Bond Fund, Housing Revenue Bonds, Mortgage Revenue Bonds and Revenue Bond Programs.</p> <p>Records Included: Each bound transcript contains all the various legal documents required for each closing or project (can vary). Typical documents may include the loan agreement, financing agreement, indenture of trust, arbitrage, bond purchase agreement, UCC-1, issuer certificates, mortgage, note, regulatory agreement, affidavits, City approvals and various legal opinions to meet State and Federal regulations governing bond financing, official statements, etc.</p>	FINSEC	ACT+6	ACT+6	ACT+6	ACT	SECTIONS	PUBLIC	Active ceases after final payment, maturity and/or audit - whichever is later.
DVF-10-08	<p><b>Development Finance</b> <b>Bond Management</b> <b>Bond Indexes</b> Documents created to manage and list the CBF portfolio, IRB portfolio and other similar bond issues. Indexes should be retained for as long as the Bond Transcripts that they provide access to.</p> <p>Records Included: List of file numbers, issuance dates and amounts, taxes generated for taxable and tax-exempt bond projects.</p>	FINSEC	ACT+6	PERM	PERM	ACT	SECTIONS, DEPARTMENTS	PUBLIC	Active ceases after final payment, maturity and/or audit of the associated bond

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DVF-10-10	<p><b>Development Finance</b> <b>Bond Management</b> <b>Trustee Reports/Account Statements</b></p> <p>Monthly and annual trustee account statements for bonds issued by the City or the MCDA. Statements recap financial transactions for each account within each bond issue. Statements are used to review financial transaction made by the trustee and to ensure that all transactions are made in accordance with the requirements of the bond indenture.</p> <p>Records Included: Monthly Trustee account statements for each active bond issue, detail and support data, receivable reports, delinquency report, foreclosure synopsis calculation, pool insurance data, etc.</p>	FINSEC	ACT+6	ACT+6	ACT+6	ACT	SECTIONS	PUBLIC	Active ceases after final payment and audit.
DVF-10-12	<p><b>Development Finance</b> <b>Bond Management</b> <b>Financial Statements - Common Bond Fund (GARFS)</b></p> <p>Annual Financial summaries of the General Agency Reserve Funds System. These funds are held by a trustee, and are sometimes known as the Common Bond fund, FISCOL Fund ERZ. During the year summaries are prepared to track fund balances, admin fees, debt service payments, etc. The records serve as the workpapers to the annual Common Bond fund audit.</p> <p>Records Included: The reports, as well as worksheets, back-up information, and bank statements from trustees.</p>	ACC200	PERM	PERM	PERM	ACT	ACCOUNTING	PUBLIC	

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DVF-20	<p>Development Finance Budget Section Overview</p> <p>Records and documents in this section of the schedule pertain to the preparation, approval and management of CPED'S annual budget, including budget adjustments.</p>								
DVF-20-02	<p>Development Finance Budget Annual Budget (Final/ Approved) and Support</p> <p>Records that represent the final approved budget document of the Department.</p> <p>NOTE: The City of Minneapolis Finance Department (Budget) maintains the operating budget (approved) for the City. If the department annual budget is petitioned, it will be maintained permanently by the City Clerk's Office. If the department annual budget includes essential back-up/support documents that are not submitted as a part of the official budget record, the essential support documents must be maintained permanently. If the entire record is submitted to Finance, use the City General Schedule - Operating Budget (Approved) FNN-90-06.</p> <p>Records Included: Back-up includes printed reports, project and program summaries, copies of approved Council reports, CDBG worksheets and other related records.</p>	ACC200	PERM	PERM	PERM	ACT	DEVELOPMENT FINANCE	PUBLIC	

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DVF-20-04	<p>Development Finance Budget Annual Budget - Five Year Plan Historical Workpapers Historical information leading to the preparation of the annual budget and the Five Year Plan (includes reports and project revenues and expenditures in the tax increment districts). If the Five Year Plan is petitioned, the records will be maintained permanently by the City Clerk's Office.</p> <p>Records Included: Current and previous years of appropriation resolutions, transmittals, City Council reports, work papers.</p>	ACC400	ACT+10	ACT+10	ACT+10	ACT	DEVELOPMENT FINANCE	PUBLIC	<p>Active ceases when budget is approved, updated or replaced. Use Annual Budget - Final/Approved for the final approved budet document of the Department. If the Five Year Plan is petitioned, the records</p> <p>Remove and destroy duplicates and non-essential work papers prior to long-term storage/maintenance.</p>
DVF-20-06	<p>Development Finance Budget Annual Budget Work Papers Records gathered by departments and individuals in order to prepare the Agency's annual operating budget.</p> <p>Records Included: Activity worksheets from individuals describing individual project/program/grant activities to occur in the upcoming year, Excel spreadsheets, etc.</p>	ACC025	6	6	6	ACT	DEVELOPMENT FINANCE	PUBLIC	
DVF-20-08	<p>Development Finance Budget Annual Budget Work Papers - Capital Rollover Records created to document the amount of capital budget unspent at the end of a year that is needed in the next year.</p> <p>Records Included: Request forms, spreadsheet of capital funds and Development Accounts, spreadsheets of rollover amounts by fund and by project, rollover authorization actions, print screens of rollover FISCOL entry.</p>	ACC025	6	6	6	ACT	DEVELOPMENT FINANCE	PUBLIC	

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DVF-20-14	<p><b>Development Finance Budget</b>  <b>Budget - Monthly/Quarterly Recaps</b>                      Copies of the review of monthly FISCOL activity to ensure proper coding of related expenses and revenues and remaining budget authority. On a quarterly basis, recap actual expenditures and revenues and provide individual fund recaps of revenues vs. expenditures, and current available cash.</p> <p>Records Included: FISCOL monthly budget reports. Quarterly FISCOL budget reports, transaction reports, revenue reports, trial balances, quarterly revenue recaps by revenue source, quarterly recaps by funds. Copies of correspondence with Accounting and other sections as necessary.</p>	ACC025	6	6	6	ACT	SECTIONS	PUBLIC	
DVF-20-16	<p><b>Development Finance Budget</b>  <b>Budget Appropriation Adjustment Log</b>                      Method used to track appropriation changes throughout a year.</p> <p>Records Included: Electronic spreadsheet tracks each change and notes the Council resolution number of Finance Officer signature date.</p>	ACC025	6	6	6	ACT	DEVELOPMENT FINANCE	PUBLIC	

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DVF-20-18	<p>Development Finance  <b>Budget</b>  <b>Budget Adjustments</b>                      Records documenting project and grant appropriations approved by the Council throughout the year (including capital amounts). The approvals result in increases to appropriation authority. Adjustments also document the Finance Officer's approval of certain increases to the CPED budget. Increases are usually the result of transfers, capital rollover and miscellaneous corrections.</p> <p>Records Included: Each action includes a FISCOL appropriation change form, a report to the Council and a copy of the official publication notice when approved. Records may also include report to the Finance Officer, screen prints of FISCOL changes, etc.</p>	ACC025	6	6	6	ACT	DEVELOPMENT FINANCE	PUBLIC	

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DVF-30	<p>Development Finance                      Loan Servicing/Program Financial Oversight                      Section Overview</p> <p>Records and documents in this section of the schedule pertain to tracking and servicing of individual City loans and include loan servicer reports, payment status records, balance sheets, and records related to defaults.</p> <p>The section also includes documents and records that pertain to the monitoring and reconciling of program financial transactions and activities such as monitoring loan/program balances, etc.</p>								
DVF-30-02	<p>Development Finance                      Loan Servicing/Program Financial Oversight                      Loan Monitoring</p> <p>Loan tracking mechanism from start to finish of loan payments. Records of payment status and history, outstanding balance and special correspondence relating to proper voucher usage by lender or special payment arrangements made by program manager with the lender. Records may also document bank reconciliations.</p> <p>Records Included: Remittance vouchers accompany the check from the lender and may contain information such as the name of the project, City loan number, lender name, lender address, contact person and phone number, amount of payment, principle, interest and balance, effective dates, proper fund to be applied to as well as other pertinent information used by Accounting for disbursement of funds. Records may also include a repayment voucher or a copy of a wire transfer.</p>	ACC000	ACT+6	ACT+6	ACT+6	ACT	BUSINESS FINANCE	<p>GENERALLY PUBLIC (see remarks)</p> <p>Except Not Public Data in MS 13 - Benefit Data, Business Data, etc.</p> <p>Active ceases after final payment and audit.</p>	

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DVF-30-04	<p>Development Finance Loan Servicing/Program Financial Oversight Loan Servicer Reports</p> <p>These reports are received on a monthly basis for a specified time period and are used to ensure that new loans are added to the system and that loan payments are remitted to the City or program trustee as required. Reports are used to monitor total loan outstanding balances by program, new loans added, loan delinquencies, and loan payoffs. Payoff information is entered into MINS to ensure that active and satisfied loans are reflected. Delinquency reports are used to prepare monthly and/or quarterly delinquency recap reports by program.</p> <p>Records Included: Individual program folders are maintained by servicer and are filed by program. Monthly servicer reports contain, trial balance, payment remittance report, prepayment report, delinquency report, curtailment report, payoff report, loans added report, summary report, and copies of payment transmittals of funds to program trustee.</p>	ACC025	6	6	6	ACT	DEVELOPMENT FINANCE	GENERALLY PUBLIC (see remarks)	Except Not Public Data in MS 13 - Benefit Data, Business Data, etc.
DVF-30-08	<p>Development Finance Loan Servicing/Program Financial Oversight Loan History Index</p> <p>Used to record and document data relating to home improvement loans and mortgage loans and capture City loan numbering system for home improvement loans.</p> <p>Records Included: Set of computerized reports listing loans by address, data cards for home improvement loans and data cards for mortgages originated for Housing Ownership Program I, II, III &amp; V and Minneapolis/St Paul Family Housing Program Phase I, II, III.</p>	ACC100	ACT+10	ACT+10	ACT+10	MAX3	DEVELOPMENT FINANCE	NOT PUBLIC ON INDIV. MS13.462 BENEFIT DATA	Active ceases when all loans have been paid, satisfied for forgiven.

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DVF-30-10	<p><b>Development Finance</b>  <b>Loan Servicing/Program Financial Oversight</b>  <b>Loan Defaults - Guaranteed by City</b>                      Records and documents pertain to loans or grants that are guaranteed by the City and that have fallen into default status either through non-payment of funds or some other breach of the original note, mortgage, contract, or repayment agreement.</p> <p>Records Included: Loan documents and information that documents the transactions from the Default Reserve Account to the lender.</p>	ACC000	ACT+6	ACT+6	ACT+6	ACT	SECTIONS, DEPARTMENTS	NOT PUBLIC DATA ON INDIV. MS 13.462 Benefit Data	Active ceases when collection procedures identify loan as uncollectable
DVF-30-12	<p><b>Development Finance</b>  <b>Loan Servicing/Program Financial Oversight</b>  <b>Loan Purchases</b>                      Documentation of loans purchased have been reimbursed for City funds that were used to close loans.</p> <p>Records Included: Records showing borrower's name, loan number, loan amount and date of purchase.</p>	ACC000	ACT+6	ACT+6	ACT+6	ACT	DEVELOPMENT FINANCE	NOT PUBLIC DATA ON INDIV. MS 13.462 BENEFIT DATA	Active ceases after reimbursement and completion of yearly audit.
DVF-30-14	<p><b>Development Finance</b>  <b>Loan Servicing/Program Financial Oversight</b>  <b>Closed Loan Recaps/Drop and Cancelled Files</b>                      Records created and maintained to track/verify that application fees are spent/returned and that loans are sold on the secondary market. Application fee balances are reconciled with FISCOL.</p> <p>Records Included: Closed or dropped/cancelled file, copies of the application deposits, credit report payments, appraisal fee payments, inspection fee payments, flood certification payments, copies of closing deposit analysis and MCDA check remittance, copies of MINS screens, copies of dropped/cancelled letters.</p>	ACC000	ACT+6	ACT+6	ACT+6	ACT	DEVELOPMENT FINANCE	NOT PUBLIC ON INDIV. MS 13.462 BENEFIT DATA	Active ceases after certification of payment and completion of yearly audit.

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DVF-30-16	<p>Development Finance                      Loan Servicing/Program Financial Oversight                      Line of Credit                      Records created and maintained to track monthly usage of the City's outside line of credit for mortgage lending activities. Used to record the related financial transactions into FISCOL on a quarterly basis.</p> <p>NOTE: Accounting maintains original journal voucher.</p> <p>Records Included: Monthly line of credit statement, fee statement, checking account statement and activity statements from line of credit vendor. Copies of line of credit draw requests and reimbursements. Monthly program recaps and mortgagor recaps of line of credit usage and outstanding balance. Monthly tracking report. Quarterly financial transaction recap used for preparation of FISCOL journal voucher. Copy of FISCOL journal voucher.</p>	ACC000	ACT+6	ACT+6	ACT+6	ACT	DEVELOPMENT FINANCE	PUBLIC	Active ceases after completion of yearly audit.
DVF-30-18	<p>Development Finance                      Loan Servicing/Program Financial Oversight                      Loan Balances                      Reconciliation of loan activity to ensure the integrity of data and proper coding to FISCOL.</p> <p>Records Included: Quarterly recaps by program of related loan payments, loan payoffs, new loans added. FISCOL reports of related financial transactions, MINS reports of related loan activity i.e. loans closed, loan payment detail, loans satisfied, open loan report, loan closed (not satisfied) reports. Copies of necessary corrections to FISCOL.</p>	ACC000	ACT+6	ACT+6	ACT+6	ACT	DEVELOPMENT FINANCE	PUBLIC	Active ceases after reconciliation and completion of yearly audit.

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DVF-30-20	<p>Development Finance  <b>Loan Servicing/Program Financial Oversight Program Balances</b>                      Reconciliations of the trustee recap reports and FISCOL and loan servicer reports and MINS. The reconcilliations ensure that all financial activity is entered into FISCOL and that all accounts balance with the program trustee accounts and servicer reports. MINS reconciliations are to ensure that all loans are entered into MINS, payoff information is recorded, and loan servicer records are in balance.</p> <p>Records Included: Quarterly reconciliation recap reports by program, FISCOL trial balances, MINS loan reports.</p>	ACC000	ACT+6	ACT+6	ACT+6	ACT	DEVELOPMENT FINANCE	PUBLIC	Active ceases after reconciliation and completion of yearly audit.
DVF-30-22	<p>Development Finance  <b>Loan Servicing/Program Financial Oversight Joint Board Accounting Review</b>                      Used to monitor and review the financial integrity of the Minneapolis/St. Paul Housing Finance Board operating fund.</p> <p>Records Included: Subsidiary ledger detailing financial transactions, copies of check requests, copies of deposits, recap of legal expenses by each city. FISCOL trial balances and transaction recaps.</p>	ACC000	ACT+6	ACT+6	ACT+6	ACT	DEVELOPMENT FINANCE	PUBLIC	Active ceases after completion of yearly audit.

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DVF-40	Development Finance Grant Tracking Section Overview Records and documents in this section of the schedule pertain to grants tracking activities.								
DVF-40-02	Development Finance Grant Tracking Grant Agreements Files Records that help track and report on federal, state, and Metropolitan Council grant activity, from application through final expenditure of grant funds. Serves as central record of grant agreements.  See the Development Property section of the schedule - Contracts and Agreements for the retention of Grant Agreements.  Records Included: Grant applications, grant award letters, executed grant agreements, subrecipient agreements, related Board and City Council reports, Finance & Commerce publications, and correspondence. Does not include payment records.	GRTADG	ACT+10	ACT+10	ACT+10	ACT	DEVELOPMENT FINANCE	PUBLIC	Active ceases after final disbursement of funds, completion of monitoring and reporting requirements and completion of audit - whichever is longer.  NOTE: Consult City Legal Counsel for final review and destruction approval for all environmental grant agreements.
DVF-40-04	Development Finance Grant Tracking Grant Tracking Database Electronic database capturing information about federal, state and Metropolitan Council grants received by City. Used for monitoring and reporting purposes.  Records Included: Date grant entered in database, project coordinator name and phone, granting agency, agency type, grant program, project title, project description, application date, start and finish dates, requested amount, local match, criteria for determining if City Council approval is needed, key dates, award letter date, award amount, appropriation.	GRTADG	ACT+10	ACT+10	ACT+10	ACT	DEVELOPMENT FINANCE	PUBLIC	Active ceases after final disbursement of funds, completion of monitoring and reporting requirements and completion of audit - whichever is longer.  Database items related to inactive grants may be output to hardcopy for storage.

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DVF-50	<p>Development Finance Redevelopment Financing Analysis Section Overview</p> <p>Records and documents in this section of the schedule pertain to monitoring, analysis and projection of revenues and expenditures in the Common Project, the Development Account and the Neighborhood Development Account, and analysis of the ability to finance proposed redevelopment activities.</p>								
DVF-50-02	<p>Development Finance Redevelopment Financing Analysis Categorical Set-Asides Spreadsheets</p> <p>Electronic spreadsheets that capture expenditure and revenue information from FJSCOL to enable staff to more easily track three funding sources (tax increment, Development Account, Neighborhood Development Account) for activities in the MILES, Commercial Corridors and Affordable Housing program areas.</p> <p>Records Included: Electronic spreadsheets.</p>	DEV000	ACT+10	ACT+10	ACT+10	ACT	DEVELOPMENT FINANCE	PUBLIC	Active ceases after information is replaced, superseded or no longer required for management and tracking purposes.
DVF-50-04	<p>Development Finance Redevelopment Financing Analysis City Bond Sales (Copies)</p> <p>Reference copies of official statements issued in connection with the City's sale of bonds. Used to track details of project financial structuring. Also provides information for the Development Finance representative to City's Debt Management Committee.</p> <p>NOTE: Records are copies of bond sales. Bond sales that do not involve TIF financing are strictly copies. If copies document bond sales that are supported by a district's tax increment, Development Finance is the office of record and the records should be maintained for the life of the TIF district plus an additional 10 years.</p> <p>Records Included: Official statements.</p>	NONE	0	ACT	ACT	ACT	FINANCE/DEVELOPMENT FINANCE	PUBLIC	See NOTE under Series/Description. Reference needs cease after bond matures or 10 years beyond the life of the TIF district - whichever applies.

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DVF-50-06	<p><b>Development Finance</b> <b>Redevelopment Financing Analysis</b> <b>Development Account &amp; Leveraged Investment Fund Creation</b> Records used to service the debt obligations of the Common Project and the Leveraged Investment Fund; tracks all loans and grants from these sources (not on Loan C). Records Included: City Council actions, servicing records, payment vouchers, memos.</p>	DEV000	ACT+10	ACT+10	ACT+10	ACT	DEVELOPMENT FINANCE	PUBLIC	Active ceases after debt and loans have been repaid.
DVF-50-08	<p><b>Development Finance</b> <b>Redevelopment Financing Analysis</b> <b>Master TI Model Templates</b> Used by Development Finance Analysts as template for new analyses of potential tax increment districts/developments. Basis for most tax increment runs/projections. Template is revised from time to time.</p> <p>The Development Finance Analysts keep paper copies in their project files, and also provide paper copies to project coordinators. These prints are held with other TIF records (in the project files both in Business Development/Housing Development and in Development Finance). The Development Finance Analysts also keep electronic copies in their electronic files.</p> <p>Records Included: Electronic template.</p>	DEV200	ACT+10	ACT+10	ACT+10	ACT	BUSINESS & HOUSING DEVELOPMENT	PUBLIC except for Trade Secret Data MS 13.37	Active ceases after district decertifies (typically 25 years). Note that the PC Project File is the office of record. For copyholders, active ceases when information is no longer required or referenced - whichever is longer.
DVF-50-10	<p><b>Development Finance</b> <b>Redevelopment Financing Analysis</b> <b>Municipal Bond Investors Assurance Corporation Records</b> Electronic records related to meeting the requirements of MBIA, a bond insurance company. Records enable City to provide recurring certification letters and prepare requests for release from the Common Project.</p> <p>Records Included: Historical information, debt service schedules, release schedules, certification letters, correspondence.</p>	DEV000	ACT+10	ACT+10	ACT+10	ACT	DEVELOPMENT FINANCE	PUBLIC	Active ceases after debt and loans have been repaid.

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**CITY OF MINNEAPOLIS - COMMUNITY DEVELOPMENT  
DEVELOPMENT FINANCE - DRAFT FOR REVIEW AND DISCUSSION**

SERIES CODE	SERIES / DESCRIPTION	LEGAL CODE	OFFICIAL RETENTION			COPYHOLDER RETENTION	OFFICE OF RECORD	DATA PRACTICE	REMARKS
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DVF-50-12	<p>Development Finance                      Redevelopment Financing Analysis                      Neighborhood Revitalization Program Phase II Funding                      Records of analysis and formulation of recommendations regarding funding the second ten years of the Neighborhood Revitalization Program.</p> <p>Records Included: Funding scenarios, correspondence, financial runs, legal opinions, notes of strategic planning discussions, NRP public information piece.</p>	DEV000	ACT+10	ACT+10	ACT+10	ACT	DEVELOPMENT FINANCE	PUBLIC	Active ceases after completion of Phase II. Prior to destruction, review to ensure that records that document significant historical events/final actions are removed and maintained permanently (lg BUS120). Duplicate records and drafts can be destroyed with no longer useful.
DVF-50-14	<p>Development Finance                      Redevelopment Financing Analysis                      Target Center Finance Plan Management                      Various documents related to managing the Target Center Finance Plan, including reimbursement for capital improvements from Trustee and Finance Plan updates.</p> <p>Records Included: CI and Admin. Invoices and backup, several versions of Finance Plan, related City Council Reports for CI issues, Finance Plan changes, cash flow reports for management company, back up information for trustee annual disclosure report, monthly waterfall from trustee, various file notes/memos etc.</p>	DEV200	ACT+10	ACT+10	ACT+10	ACT	BUSINESS FINANCE	PUBLIC, NOT PUBLIC - Trade Secret & Business Data	Active ceases after loans have been paid, final leaseback payment received, after fulfillment of all terms of the agreement (including monitoring agreements), after district decertifies and after final audit - whichever is longer.

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DVF-60	<p><b>Development Finance</b>  <b>TIF Monitoring &amp; Reporting</b>  <b>Section Overview</b>                      Records and documents in this section of the schedule pertain to tracking tax increment revenues and expenditures in accordance with state law.</p>								
DVF-60-02	<p><b>Development Finance</b>  <b>TIF Monitoring &amp; Reporting</b>  <b>Fifty Percent Sharing Records</b>                      This is the only paper copy of records related to a pledge made to Hennepin County in 1984 regarding sharing of tax increment with the County. Requirement was folded into the NRP in 1989, but the City is still required to monitor and do an annual calculation.</p>	CON000	ACT+6	ACT+6	ACT+6	ACT	DEVELOPMENT FINANCE	PUBLIC	Active ceases after terms of the agreement have been met.
DVF-60-06	<p><b>Development Finance</b>  <b>TIF Monitoring &amp; Reporting</b>  <b>Tax Increment Disclosure Reports</b>                      Annual reports regarding activities, revenues and expenditures within tax increment financing districts. Reports are required by MN TIF Act. Records document City's compliance with legal requirements.</p> <p>Records Included: Annual Disclosure Reports, work papers and publication notices.</p>	DEV200	ACT+10	ACT+10	ACT+10	ACT	DEVELOPMENT FINANCE	PUBLIC	Active ceases after district decertifies (typically 25 years).
DVF-60-08	<p><b>Development Finance</b>  <b>TIF Monitoring &amp; Reporting</b>  <b>Tax Increment Knockdown Files</b>                      Materials documenting compliance with the knock-down provisions of the MN Tax Increment Financing Act. The information is used to meet reporting requirements.</p> <p>Records Included: Correspondence with Hennepin County; documentation of evidence of project activity.</p>	DEV200	ACT+10	ACT+10	ACT+10	ACT	DEVELOPMENT FINANCE	PUBLIC	Active ceases after district decertifies (typically 25 years).

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DVF-60-10	<p>Development Finance  <b>TIF Monitoring &amp; Reporting</b>  <b>Tax Increment Program Administration</b>                      Electronic records related to the on-going capitalization of administrative pool funds (Fund BZ) and long-term tracking of administrative costs related to tax increment projects. Records document the City's compliance with requirements of the MN TIF Act.</p> <p>Records Included: City Admin fee calculation schedules, text of published disclosures, Hennepin County administrative fee billing data.</p>	DEV200	ACT+10	ACT+10	ACT+10	ACT	DEVELOPMENT FINANCE	PUBLIC	Active ceases after district decertifies (typically 25 years).

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DVF-70	<p>Development Finance Tax Increment Financing (TIF) Work Papers Section Overview</p> <p>Records and documents in this section of the schedule pertain to the management of the City's tax increment revenues and expenditures, and include records and databases that track debt service, resource allocation, tax increment receipts and tax increment valuations.</p>								
DVF-70-02	<p>Development Finance Tax Increment Financing (TIF) Work Papers Common Project &amp; TIF Electronic Data</p> <p>Paper and electronic records related to allocations, expenditures and capitalization of the Common Project. Records are used to manage resource allocation for the Common Project and tax increment systems; inform resource allocation decisions and to prepare annual disclosure required by MN TIF Act, provide on-going history of capitalization, track movements of funds through the pool and document the City's authority to carry out project activity.</p> <p>Records Included: 20-year cash flow, Fund AZ data, categorical set asides, IDTs, spreadsheets, accounting reports and City Council actions.</p>	DEV300	35	35	35	ACT	DEVELOPMENT FINANCE	PUBLIC	
DVF-70-04	<p>Development Finance Tax Increment Financing (TIF) Work Papers Debt Service Files</p> <p>Official records for servicing tax increment revenue notes; assist in making resource allocation decisions.</p> <p>Records Included: Amortization schedules, master schedule of all debt, payment records, allocation schedules for pool bonds, worksheets showing debt allocation decisions for each fiscal year, tax increment revenue notes, records of interfund borrowing, pay-go notes and all transactions, official statements of bond issues, redevelopment plans and contracts, miscellaneous debt-related records.</p>	DEV200	ACT+10	ACT+10	ACT+10	ACT	DEVELOPMENT FINANCE	PUBLIC	Active ceases after all debt repayment, after terms of agreement(s) have been met or after the district decertifies (typically 25 years) - whichever is later

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DVF-70-06	<p><b>Development Finance</b>  <b>Tax Increment Financing (TIF) Work Papers</b>  <b>Tax Increment Settlement Warrants and Support Data</b>                      Records issued by Hennepin County that identify the amount of increment received from each TIF district for each settlement period. Used to monitor projected vs. actual revenues and to verify information reported elsewhere. Records include a life-of-project electronic file for each tax increment district showing revenue and captured tax capacity.</p> <p>Records Included: Settlement reports and warrants (data files from Hennepin County), deposit slips for each district, Citywork papers related to audits, stipulation or petition reports from City Assessor, data related to referendum levy to school district, special studies in response to inquiries (or self-generated), running spreadsheet for each fiscal year and other miscellaneous work papers.</p>	DEV200	ACT+10	ACT+10	ACT+10	ACT	DEVELOPMENT FINANCE	PUBLIC	Active ceases after district decertifies (typically 25 years).
DVF-70-08	<p><b>Development Finance</b>  <b>Tax Increment Financing (TIF) Work Papers</b>  <b>Neighborhood Revitalization Program Capitalization</b>                      Various records related to the capitalization of the NRP and Common Project activity for pool activities beyond NRP. Used to track tax increment sharing obligation. Spreadsheet breaks out program money and various statutory categories for the \$20 million per year used for NRP.</p> <p>Records Included: Electronic spreadsheets.</p>	DEV300	35	35	35	ACT	DEVELOPMENT FINANCE	PUBLIC	
DVF-70-10	<p><b>Development Finance</b>  <b>Tax Increment Financing (TIF) Work Papers</b>  <b>Tax Increment Database</b>                      Master listing of all tax increment districts, maintained in Access database. Used by Development Finance as resource for data used in other reports.</p> <p>Records Included: Tax increment district name, number, FISCOL coding, significant dates, values, other descriptive notes.</p>	DEV200	ACT+10	ACT+10	ACT+10	ACT	DEVELOPMENT FINANCE	PUBLIC	Active ceases after district decertifies (typically 25 years).

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DVF-70-12	<p>Development Finance                      Tax Increment Financing (TIF) Work Papers                      Tax Increment Frozen &amp; Increment Valuation Reports                      Yearly printouts from Hennepin County; report on each district that is used to calculate increment on a parcel basis to satisfy the terms of a note, and possibly for other uses.</p> <p>Records Included: Computer printouts.</p>	DEV200	ACT+10	ACT+10	ACT+10	ACT	DEVELOPMENT FINANCE	PUBLIC	Active ceases after district decertifies (typically 25 years).
DVF-70-14	<p>Development Finance                      Tax Increment Financing (TIF) Work Papers                      Tax Increment Master Sources and Uses Electronic File                      Electronic file built from Accounting records and tax increment data from County; sources and uses for all tax increment districts, all reserve funds and all Development Accounts; an evolutionary document used for resource management; shows how much cash is available, on a cash accounting basis rather than a cash accrual basis; used to test affordability of financing scenarios.</p> <p>Records Included: Electronic spreadsheets based on accounting records, County data, assessor's projections, proformas, other loan schedules.</p>	DEV000	ACT+10	ACT+10	ACT+10	ACT	DEVELOPMENT FINANCE	PUBLIC	Active ceases after tax increment district decertifies (typically 25 years) and records are no longer required for projections or for administrative needs.
DVF-70-16	<p>Development Finance                      Tax Increment Financing (TIF) Work Papers                      Tax Increment Revenue and Expenditure Reports                      Data that enable staff to track tax increment capital funds and to prepare annual tax increment disclosure reports. Used in preparation of reports and spreadsheets and for historical research.</p> <p>Records Included: Five types of FIRMS and FISCOL year-end reports (produced through Report Generator).</p>	DEV200	ACT+10	ACT+10	ACT+10	ACT	DEVELOPMENT FINANCE	PUBLIC	Active ceases after district decertifies (typically 25 years).

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DVF-70-18	<p>Development Finance                      Tax Increment Financing (TIF) Work Papers                      Common Project Creation Files                      Historical record of the discussion, analysis and process steps leading to the establishment of the Minneapolis Common Project.</p> <p>Records Included: Computer runs, legal opinions, analytical materials, Common Tax Increment Financing Plan, press releases, public information materials, work papers, reports to Loan Committee and City Council, text of speeches, impact analyses, bond transcripts, analyses of proceeds, list of parcels deleted from tax increment districts.</p>	DEV300	35	35	35	ACT	DEVELOPMENT FINANCE	PUBLIC	Prior to destruction, contact Records Management to assist with the identification of records that may have historical significance.

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