

PROPERTY AND EQUIPMENT SCHEDULE - STATE APPROVED 5/16/2000 - UPDATED 11/16/2002

SERIES CODE	SERIES / DESCRIPTION	LEGAL CODE	OFFICIAL RETENTION			COPYHOLDER RETENTION	OFFICE OF RECORD	DATA PRACTICE	REMARKS
			LEGAL	USER	TOTAL				
PAE-10	<p>Property and Equipment Schedule Equipment, Maintenance And Use Section Overview Records included as Equipment, Maintenance and Use include the records that help to ensure efficient management and effective control use and maintenance of City owned property, equipment and other resources (excluding real property or fixed assets).</p>								
PAE-10-02	<p>Property and Equipment Schedule Equipment, Maintenance And Use Maintenance History Records The purpose of this series is to document the cumulative maintenance summary record of the repair history for City vehicles and equipment. Note: Use Property Maintenance (Routine) PAE-20-04 for the maintenance of property.</p>	EQP000	ACT+6	ACT+6	ACT+6 *	MAXACT	DEPARTMENT	PUBLIC	* Active ceases after equipment is sold or scrapped.
PAE-10-04	<p>Property and Equipment Schedule Equipment, Maintenance And Use Maintenance Transaction Records The purpose of this series is to document the individual reports or transactions (including service requests and work orders) that are posted to the Maintenance History Records (cumulative summary record) for the vehicle or equipment. Records may include vehicle usage or trip logs. Retention Note: If maintenance history records are created/utilized, maintenance transactions need only be retained for 6 years after they have been posted to the maintenance history record. Also Note: Use Property Maintenance (Routine) PAE-20-04 for the maintenance of property.</p>	EQP000	ACT+6	6	ACT+6 *	MAXACT	DEPARTMENT	PUBLIC	* Active ceases after equipment is sold or scrapped. If maintenance history records are created/utilized, maintenance transactions need only be retained for 6 years after they are posted to the maintenance history record.
PAE-10-06	<p>Property and Equipment Schedule Equipment, Maintenance And Use Equipment Consumption And Dispensing Records This series documents the consumption/dispensing of fuel, oil or similar products used by City owned or leased vehicles or equipment. Note: See Accounting and Finance Section of the General Schedule for the financial records related to this series.</p>	NONE	0	6	6	MAXACT	DEPARTMENT	PUBLIC	

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PAE-10-08	<p>Property and Equipment Schedule Equipment, Maintenance And Use Warranty Records</p> <p>This series consists of specification, warranty and descriptive information received from vendors for vehicles or equipment that the City has purchased or is leasing. Information regarding warranties may also be found with contracts. See Contracts/Agreements area of the Legal Section of the schedule.</p>	CON000	ACT+10	ACT+10	ACT+10	ACT	DEPARTMENT	PUBLIC	
PAE-10-10	<p>Property and Equipment Schedule Equipment, Maintenance And Use Accident Reports (Non-Workers' Compensation Related)</p> <p>The purpose of this record is to comply with State law and City and Departmental policies regarding vehicle/equipment accidents. These reports will encompass a range of accidents, from minor property damage, to major personal injuries, and death. When accident reports are maintained with property and equipment the retention is as indicated.</p> <p>Note: Non-Workers' Compensation related accident reports may also be filed with other records. The accident report will be assigned a longer retention period based on the records that they are filed with. See HES-40-02 (First Report of Injury) and HES-40-04 (Supervisor Report of Injury), HRS-20-06-02 (Department Personnel File - Employment History) and appropriate Accident Review Boards. Departments may use these records to identify causes and prevent recurrences, and may use the record within policy guidelines for disciplinary purposes.</p>	EMP700 SEE NOTE	6	6	6 *	MAX3	ACCIDENT REVIEW BOARDS DEPARTMENT	PUBLIC/ PRIVATE MS 13.43	* The retention assignment is based on non-Workers' Compensation related accidents. Other copies of these records may also be found in HRS-20-06-02 (Department Personnel File – Employment History), and with Accident Review Boards.
PAE-20	<p>Property and Equipment Schedule Property Section Overview</p> <p>Property records include records used in the operation and maintenance of City owned buildings or other facilities owned or leased by the City. The property area of the schedule does not cover audits or fixed assets or the construction of major rehabilitation of buildings. See the Capital Improvement Projects in the Administrative Section of the General Schedule – ADM-15.</p>								

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PAE-20-02	<p>Property and Equipment Schedule Property Fixed Assets (See FNN-60) See the Finance Section of the General Schedule for information relating to the inventory of furnishings, equipment, building and betterment of lands.</p>	USE FNN-60							
PAE-20-04	<p>Property and Equipment Schedule Property Property Maintenance (Routine) The purpose of these records is to document the routine maintenance and repairs to facilities and property. Records may document plumbing, electrical, other infrastructure maintenance or routine cleaning janitorial, and inspection work). The records may include: work orders, service requests, etc.</p>	BUS130	--	3	3	MAXACT	DEPARTMENT	PUBLIC	
PAE-20-06	<p>Property and Equipment Schedule Property Property Acquisition/Sale (See LEG-20-10) This series consists of records created for each property that is owned by the City. The records may include: copy of the deed, copy of assessment, copy of the site or plot plan, photographs recommendation/report or justification for acquisition or sale, approvals, closing statements and correspondence.</p>	USE LEG-20-10							
PAE-20-08	<p>Property and Equipment Schedule Property Capital Construction/Improvements Projects – (See ADM-15) This series includes the records that are created during the implementation of a major capital improvement building project (Convention Center, City Hall tunnel, Parking Ramps, etc.). Capital Improvement Projects can be divided into three functions that include records pertinent to construction - site, structure and process. Generally speaking, the site, structure and process records for Capital Improvement Projects will be assigned very long retention periods. Selected accounting and payroll records may have shorter retention timeframes. Note: See the Finance portion of the General Schedule for the retention of financial records.</p>	USE ADM-15							

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PAE-30	<p>Property and Equipment Schedule Special Assessments Section Overview Special assessments occur when certain services and infrastructure improvements are provided that benefit some, but not all of the properties in the City. The special assessment is used to charge certain properties for the cost of the improvement. Cities are responsible for collecting amounts due for pending special assessments. If left unpaid, all pending assessments eventually become levied special assessments. A levied special assessment is one where the assessment has been approved by the Council and has been forwarded to the County for processing. A pending special assessment is classified as a lien on real estate. Interested parties involved in buying or selling property need to know the status of all property liens to insure proper purchasing procedures are followed. Records associated with special assessments include the assessment rolls, hearing records, revenue processing.</p> <p>Note: Use the Cash and Revenue Section (FNN-20) of the Finance Schedule for records series related to Special Assessment Revenue Processing (prepaid). Use the Accounts Payable Section (FNN-10) of the Finance Schedule for records series related to the payment of vendors for services related to the special assessment (Payment Detail Records - Department Processing).</p>								
PAE-30-02	<p>Property and Equipment Schedule Special Assessments Special Assessment Rolls - Service (Levy Lists) Assessment rolls or levy lists are reports that list the assessments that have been levied for services (versus infrastructure improvements) for the year. This series may include the computations used to calculate the special assessment that is applied to the properties. Prior to a property assessment for services, hearings are held to decide on appeals to the assessment billing. Although the rolls or levy lists are petitioned and approved by Council and become a part of the permanent historical record of the City, departments are responsible for this series because the records are more complete and may contain additional notations on the assessment roll.</p>	ACC000	ACT+6	ACT+6	ACT+6 *	MAXACT	DEPARTMENT	PUBLIC	* Active ceases after assessment has been paid or the maximum time allowed for the payment of the service levy has elapsed – whichever is longer.

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PAE-30-04	<p>Property and Equipment Schedule Special Assessments Special Assessment Rolls - Infrastructure Improvements (Levy Lists) Assessment rolls or levy lists are reports that list the assessments that have been levied for infrastructure improvements. This series may also include the computations used to calculate the special assessment that is applied to the properties. Although the rolls or levy lists are petitioned and approved by Council and become a part of the permanent historical record of the City, departments are responsible for this series because the records are more complete and may contain additional notations on the assessment roll.</p> <p>Note: While the majority of infrastructure special assessments must be paid within 10 years, some improvements may be paid over 20 years.</p>	ACC100	ACT+10	ACT+10	ACT+10 *	MAXACT	DEPARTMENT	PUBLIC	* Retention based on maximum length of time to pay for assessment plus 10 years.
PAE-30-06	<p>Property and Equipment Schedule Special Assessments Special Assessment Hearing Records Records used in the special assessment hearing process required before any service assessment can be levied. Records may include: Hearing agenda, sign in sheets, summary list of appeals, report of notice of intent to assess letters that have been generated and mailed, hearing schedule, etc.</p>	LEG000	6	6	6	MAXACT	DEPARTMENT	PUBLIC	
PAE-30-08	<p>Property and Equipment Schedule Special Assessments Special Assessment Revenue Processing Pre-Paid - See FNN-20-14 Records associated with the pre-payment of a special assessment made to a property that receives a service that is not covered by general property taxes. Use FNN-20-14.</p>	USE FNN-20-14							

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PAE-40	<p>Property and Equipment Schedule Geographical Information Section Overview Geographical Information records consist of photographs and computer information to document and manage the information that is known about Minneapolis properties at various times starting from 1937 to present.</p>								
PAE-40-02	<p>Property and Equipment Schedule Geographical Information Photos - Aerial Aerial photographs of the City are maintained for the years 1938, 1947, 1956, 1967, 1970, 1974, 1978, and 1983 by the Records Management Office and for 1993 by the GIS Maps and Prints Office. Each 20" x 30" aerial photographs providing entire City coverage for a given year.</p>	BUS120	PERM	PERM	PERM	MAXACT	RECORDS MGMT., GIS	PUBLIC	
PAE-40-10	<p>Property and Equipment Schedule Geographical Information Maps - GIS System Base Records The GIS or geographic information system is a collection of databases that combine geographic data and other types of information to generate maps, reports and data sets used for reports and projects. The system includes the base records that form the tables for databases of graphical maps such as property, planimetric/topographic, utilities, street centerline maps, etc. The system also contains information about property management, census, fire, police, school, parks, zoning, watershed, areas, etc. Note: The GIS system at the City has recently been implemented. As state standards are developed, this series will be expanded to include retention information relating to legacy records, metadata and other support records as identified.</p>	BUS120	PERM	IND	IND *	MAXACT	GIS	PUBLIC	* The indefinite retention requirement indicates that the records will be reviewed periodically to determine if legal requirements or business needs have changed and if any records can be safely be destroyed.

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