

City of Minneapolis Records Retention Schedule

Record Code	Record Title	Record Description	Retention Trigger	Retention Period	Event
ACC-10	Accounting - Assets/Property	Accounting for assets including property or infrastructure.	Event	6 Years	While the city owns the property; until property is sold or scrapped.
ACC-20	Accounting - Journals/Ledgers	Summarized accounting entries for individual accounts.	Creation	10 Years	
ACC-30	Accounting - Payroll	Payroll accounting include deductions, payments to Social Security, etc.	Creation	6 Years	
ACC-30-10	Accounting - Payroll - Time Cards	Time worked, including absences, vacation, sick leave, etc. Includes allocation of time to various projects.	Creation	6 Years	
ACC-30-20	Accounting - Pensions Reports/Contribution including by individual	Payments to pension.	Creation	50 Years	
ACC-40	Accounting - Property Inventory	Property inventory including type, model, and location of property or infrastructure.	Creation	6 Years	

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ACC-50	Accounting - Management Information	Monthly, quarterly and annual informational reports summary account status including profit and loss, financial statements, year-to-date, year-to-year, expenses by budget, etc. needed for only a short time.	Maximum	3 Years	
ACC-60	Accounting - General Accounting	General accounting records including accounts payable, accounts receivable, charts of account, etc., and other records not included elsewhere in this business function.	Creation	6 Years	
ADM-10	Administration - Internal Services	Internal support or services provided to city employees and departments that are not covered in more specific categories.	Maximum	3 Years	
ADM-10-10-10	Administration - Internal Services - Information Systems - Computer Software/System	Computer software developed or used, and computer system layout and operation.	Event	6 Years	While the software or system is being used; until discontinued or replaced.
ADM-10-10-20	Administration - Internal Services - Information Systems - Computer Backups	Computer backup information for replacing or restoring computer files in case of disaster or loss of information.	Creation	90 Days	

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ADM-20	Administration - Management Information	Reports and records providing management information, e.g., project status, progress, activity descriptions, etc. See ACC-50 for accounting management reports.	Maximum	3 Years	
ADM-30	Administration - Planning/Forecasting	Internal annual planning and forecasting records, generally not involving capital expenditures nor city council approval other than budget approval. See SVR-75 for planning records related to major city development and internal program planning normally including significant capital expenses, city council approval, and multi-year implementation.	Event	10 Years	While plan is in effect.
ADM-40	Administration - Policies/Procedures	City-level plans, policies, procedures, rules.	Event	10 Years	While policy or procedure is in effect.
ADM-40-10	Administration - Policies/Procedures - Long term policies and procedures	Policies and procedures where the life, safety or liberty of residents or employees may be at stake.	Creation	Forever	

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ADM-40-20	Administration - Policies/Procedures - Department-specific policies and procedures	Policies and procedures maintained by the department which are department specific	Event	10 Years	While policy or procedure is in effect.
ADM-50-10	Administration - Records Management - Records Destruction	Documentation of the destruction of records in accordance with the records retention program.	Creation	10 Years	
ADM-50-20	Administration - Records Management - Records Retention Schedule	Official Records Retention Schedule including legal research, revisions, review comments, approvals and other related information.	Event	10 Years	While the records retention schedule is in effect; until modified.
ADM-60	Administration - Safety	Investigations of safety incidents and the prevention, investigation and handling of accidents. See HUM-50-30 for OSHA accident and injury reports.	Creation	3 Years	
ADM-70	Administration - Security	Investigation of security incidents and the protection of city employees, property and information from unauthorized activities.	Creation	3 Years	

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ADM-80	Administration - Projects	<p>Internal annual and short-term projects, generally not involving large capital expenditures nor special city council approval other than budget approval.</p> <p>See SVR-85 for services related to major city development, including significant capital expenses, city council approval, and multi-year implementation.</p>	Event	1 Years	While project is in effect.
ADM-95	Administration - General	Administration records not included elsewhere in this business function.	Maximum	3 Years	
ADM-95-10	Administration - General - Research/Reference	Research and reference materials compiled into reports or files. Does not include published reference materials.	Event	0 Years	While the record or information is current and relevant.
ADM-95-20	Administration - General - Major enterprise plans and reports	<p>Major plans and reports which have a city-wide implication/application or impact. They are mandated by the mayor or directed by Council and/or by state or federal law and are usually funded through the formal decision package and budget process or other specific Council action.</p> <p>Major Plans and reports provide a historical blueprint of planning direction, budget priorities, growth patterns, etc. of the city during a given period of time.</p>	Creation	Forever	

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Record Code	Record Title	Record Description	Retention Trigger	Retention Period	Event
FIN-10	Finance - Banking	Banking transactions including deposits, checks issues, canceled checks, wires, account transfers, etc. See LEG-20 for contracts for banking services.	Creation	6 Years	
FIN-20	Finance - Budgeting	Budgeting activities including proposed and denied requests and approved budgets.	Creation	6 Years	
FIN-30	Finance - Bonds	Bonds issued by the city to finance projects and services.	Event	6 Years	While bonds still outstanding; until bonds repaid.
FIN-40	Finance - Collections/Bad Debts	Management and collection of bad debts.	Event	6 Years	While the debt is owed; until collected in full.
FIN-50	Finance - Financing	Internal financing for city internal projects and activities. See FIN-30 for bond financing; SVR-70-10 for community development financing.	Event	6 Years	While financing still outstanding; until financing repaid.

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Record Code	Record Title	Record Description	Retention Trigger	Retention Period	Event
FIN-60-10	Finance - Financial Reporting - Financial Statements	Financial summary of the city's financial condition at the end of the fiscal year. See FIN-60-10-10 for the annual, audited financial statement.	Creation	10 Years	
FIN-60-10-10	Finance - Financial Reporting - Financial Statements - Annual/Audited	Annual, audited financial statements.	Creation	Forever	
FIN-70	Finance - Money Management/Investments	City investments and money management including certificates of deposits, treasury bills, money market funds, and other methods.	Event	6 Years	Until the oldest debt bonds/note/loan has matured or been called
FIN-80	Finance - Planning	Financial plans including creation and implementation documentation.	Event	6 Years	While the investment is owned; until sold.
FIN-90-10	Finance - Purchasing - Bids	Bid/Request for proposal (RFP) package and proposals from outside vendors that indicate the terms and conditions under which they will supply goods or services. See FIN-90-20 for selected bids and purchase orders.	Event	6 Years	Until a contract is signed or a decision made to reject all proposals.

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FIN-90-20	Finance - Purchasing - Purchase Orders	Contracts with third-parties for purchasing equipment, supplies and services, including approved bids, specifications, change orders, delivery, etc. See FIN-90-10 for bids not selected.	Event	6 Years	While the purchase order is in effect; until terminated.
FIN-90-30	Finance - Purchasing - Purchase Requisitions	Purchasing requests for goods or services.	Creation	3 Years	
FIN-95	Finance - General	Finance records not included elsewhere in this business function. See ACC record series for Accounting records.	Creation	6 Years	
HUM-10	Human Resources - Benefits Provided	Claims submitted by employees requesting payment of benefits. See HUM-50-50 for workers' compensation.	Creation	6 Years	
HUM-20	Human Resources - Benefits Elections	Election of benefits including enrollments, status changes, leave accrual adjustments, designation of beneficiaries, change forms, separation elections, and associated correspondence, chronological history of benefits activity.	Event	6 Years	Superseded or coverage lapses.

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HUM-30	Human Resources - Benefits Plans/Programs	Benefit plans available to employees including health, retirement, etc.	Event	5 Years	Superseded or coverage lapses.
HUM-40-10-10	Human Resources - Government - Reporting - I-9s	I-9 forms for employees.	Event	3 Years	Retain for 3 years after date of hire, or 1 year after separation, whichever is later.
HUM-40-10-20	Human Resources - Government - Reporting - Equal Employment Opportunity (EEOC) Reports	Equal Employment Opportunity Commission Reports, Summary Data	Creation	3 Years	
HUM-40-10-30	Human Resources - Government - Reporting - Affordable Care Act (ACA)	Affordable Care Act reporting	Event	10 Years	Expiration.
HUM-40-10-40	Human Resources - Government - Reporting - Pay Equity	Pay Equity implementation report	Creation	10 Years	
HUM-40-10-50	Human Resources - Government - Reporting - Pay Equity	Pay Equity Profiles, Plan/Summary, Workpapers	Creation	Forever	

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Record Code	Record Title	Record Description	Retention Trigger	Retention Period	Event
HUM-40-10-60	Human Resources - Government - Reporting - Pay Equity	Pay Equity Questionnaire Books	Creation	3 Years	
HUM-50-10-10	Human Resources - Health and Safety - Driver Records - Logs/Qualifications	Driving records of individuals including logs and qualifications.	Event	3 Years	Separation
HUM-50-10-20	Human Resources - Health and Safety - Driver Records - Qualifications	Driving qualifications records of individuals including driving record from licensing authority, medical certifications, skill and performance certifications, etc.	Event	3 Years	Separation
HUM-50-10-30	Human Resources - Health and Safety - Driver Records - Interstate Driver Logs	Driver logs for drivers on interstate highways.	Event	3 Years	Separation
HUM-50-20	Human Resources - Health and Safety - Hazardous Exposure	Employee exposure hazardous substances, including files on each employee dealing with safety & training on diseases such as hepatitis and AIDS.	Creation	Forever	
HUM-50-20-10	Human Resources - Health and Safety - Hazardous Exposure - Material Safety Data Sheets (MSDS)	Hazardous substances in the workplace including chemical descriptions, effects, safety precautions, antidotes and other related information.	Creation	Forever	

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HUM-50-30	Human Resources - Health and Safety - Accidents/Injuries	Employee accidents and injuries, including investigations, OSHA incident reports and annual summaries, OSHA citations issued to city. OSHA 300. See HUM-50-50 for workers' compensation records.	Creation	6 Years	
HUM-50-40	Human Resources - Health and Safety - Medical Records	Individual employee medical treatment, x-rays, and history maintained by the city. Does not include physical specimens, records prepared solely for litigation, or records from voluntary employee assistance programs.	Event	30 Years	Separation
HUM-50-50	Human Resources - Health and Safety - Workers Compensation Records	Occupational injuries and claims involving workers compensation and longer term disability.	Creation	Forever	
HUM-50-60-10	Human Resources - Health and Safety - Drug and Alcohol Testing Programs - Positive Test Results/Program Records	Drug and alcohol testing with positive results and other testing program records. See HUM-50-60-20 for negative tests results.	Creation	5 Years	
HUM-50-60-20	Human Resources - Health and Safety - Drug and Alcohol Testing Programs - Negative Test Results	Drug and alcohol testing with negative results, or cancelled drug tests.	Creation	1 Year	

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Record Code	Record Title	Record Description	Retention Trigger	Retention Period	Event
HUM-50-70	Human Resources - Health and Safety - Workplace Monitoring/Inspection	Inspection and monitoring of workplace for safety and other hazards that could injure employees.	Creation	3 Years	
HUM-60-10	Human Resources - Labor Relations - Contracts/Agreements	Contracts between city management and labor unions.	Creation	Forever	
HUM-60-20	Human Resources - Labor Relations - Disputes	Disputes between union itself and city. See LEG-50 for litigation when the city is a party, including arbitration decisions/orders.	Creation	Forever	
HUM-60-30	Human Resources - Labor Relations - Grievance Files	Formal written employee grievances filed under a labor agreement, received by city. See HUM-70-40 for non-grievance employee complaints, HUM-80 series for personnel files and final disciplinary actions. Follow labor agreement provisions re: disciplinary documents.	Event	5 Years	Separation
HUM-70-10	Human Resources - Personnel Administration - Salary Administration	Salary review and determinations, compensation plan. See HUM-40-10 series for pay equity requirements.	Creation	Forever	

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HUM-70-20	Human Resources - Personnel Administration - Classification Studies	Studies which describe job duties and may rank individual city positions; may include current/previous job questionnaires, interviews, research, appeals, reports of findings.	Event	10 Years	When study is superceded.
HUM-70-30	Human Resources - Personnel Administration - Job/Position Descriptions	Condensed descriptions of minimum requirements for each position, including responsibilities, duties, minimum qualifications.	Creation	Forever	
HUM-70-40	Human Resources - Personnel Administration - Complaints/Investigations	Complaints about employee conduct not filed under a labor agreement, and related investigative files. See HUM-60-30 for grievances, HUM-80 series for personnel files and final disciplinary actions, LEG-50 for litigation.	Event	5 Years	Separation.
HUM-80-10	Human Resources - Personnel Files - Service Register	Permanent summary record containing history of all certified employees' significant employment transactions (i.e. hires, job changes, personnel actions, changes in status, and separations).	Creation	Forever	

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Record Code	Record Title	Record Description	Retention Trigger	Retention Period	Event
HUM-80-20	Human Resources - Personnel Files - Detailed Records/Individual Employee Records	<p>Relevant records on each hired employee such as complete application materials, references, performance evaluations and appeals, training, awards, job descriptions, final disciplinary actions, resignation letters, exit interviews, etc.</p> <p>See HUM-80-30 for summary data of personnel actions. Follow labor agreement provisions re: disciplinary documents.</p>	Event	6 Years	Separation.
HUM-80-30	Human Resources - Personnel Files - Summary Records	<p>Summary data of personnel actions.</p> <p>See HUM-80-20 for detailed personnel actions included signed documents.</p>	Event	6 Years	Separation.
HUM-80-40	Human Resources - Personnel Files - Student Loan Forgiveness Forms		Creation	10 Years	
HUM-80-50	Human Resources - Personnel Files - Supervisor Documentation	<p>Supervisors record of ongoing employee matters; non-final documents concerning conduct and performance; i.e. ongoing notes, memos re: performance, etc.</p> <p>See HUM-80-20 for final disciplinary actions. Follow labor agreement provisions re: disciplinary documents.</p>	Event	5 Years	Separation.

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HUM-85	Human Resources - Personnel Selection	Employee job postings, background checks, resumes and applications for non-hired people, etc. See HUM-80-20 for hired employee records.	Creation	3 Years	
HUM-85-10	Human Resources - Personnel Selection - Veterans Preference Election Form		Creation	2 Years	
HUM-90	Human Resources - Training	Employee training including attendance, certificates of training, etc. See HUM-90-10 for training materials.	Event	3 Years	Separation.
HUM-90-10	Human Resources - Training - Training Materials	Training materials used to train employees, including course catalogue and evaluations. See HUM-50-20-10 for safety-related training.	Event	5 Years	When training program is superseded or becomes obsolete.
HUM-95	Human Resources - General	Human Resource records not included elsewhere in this business function. See ADM-40 for policies, procedures, rules, and regulations.	Creation	6 Years	

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Record Code	Record Title	Record Description	Retention Trigger	Retention Period	Event
LEG-10-10	Legal - City Clerk/Council	<p>City council activities including meetings, legislation, legislative agenda, public notices of meetings with city council, etc. and legally required boards and committees.</p> <p>See LEG-10-20-10 for non-legally required boards and committees.</p>	Creation	Forever	
LEG-10-10-10	Legal - City Clerk/Council - Appointment - Appointed	Application for individuals appointed	Event	2 Years	Until appointment concludes.
LEG-10-10-20	Legal - City Clerk/Council - Appointment - Non-Appointed	Application for individuals not appointed	Creation	1 Year	
LEG-10-20-10	Legal - City Clerk/Council - Board/Committees - Tier 3 or Lower	<p>Lower level boards, committees or advisory boards, including decisions, reports received or created, and public notices of meetings.</p> <p>See LEG-10-10 for legally-required boards.</p>	Creation	10 Years	
LEG-10-20-20	Legal - City Clerk/Council - Board/Committees - Tier 1 or 2	Upper-level boards, committees or advisory boards, including decisions, reports received or created, and public notices of meetings, eg., Planning Commission, Civil Rights Commission, Civil Service Commission, etc.	Creation	Forever	

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Record Code	Record Title	Record Description	Retention Trigger	Retention Period	Event
LEG-10-30-10	Legal - City Clerk/Council - Audio Recordings of Closed Sessions - Attorney/Client Litigation	Attorney client litigation recording	Creation	8 Years	
LEG-10-30-20	Legal - City Clerk/Council - Audio Recordings of Closed Sessions - Labor Negotiations	Labor negotiations recording	Creation	3 Years	
LEG-10-30-30	Legal - City Clerk/Council - Audio Recordings of Closed Sessions - Land Sale	Land sale negotiations	Creation	8 Years	
LEG-10-40	Legal - City Clerk/Council - Audio Recordings of Open Sessions	Open sessions recording	Creation	1 Year	
LEG-20	Legal - Contracts/Agreements	Contracts and agreements with other parties documenting legal obligations. See LEG-20-50 for Construction or Design contracts.	Event	6 Years	While the contract is in effect; until terminated.
LEG-20-10	Legal - Contracts/Agreements - Contract Compliance	Records demonstrating compliance with the terms and conditions of contracts.	Event	6 Years	While the contract is in effect; until terminated.

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Record Code	Record Title	Record Description	Retention Trigger	Retention Period	Event
LEG-20-20	Legal - Contracts/Agreements - Grants	Grants provided by other entities to the city for the city's use or for the city to pass-through to the public.	Event	6 Years	While the contract is in effect; until terminated.
LEG-20-30	Legal - Contracts/Agreements - Easements/Rights of Way	Contracts permitting one party to enter onto a portion of the property of another for a stated purpose.	Creation	Forever	
LEG-20-40	Legal - Contracts/Agreements - Leases	Contracts specifying the terms and conditions under which the owner of property grants possession of the property to another for a specified period of time.	Event	10 years	While the lease is in effect; until terminated or revised.
LEG-20-50	Legal - Contracts/Agreements - Property Improvement Contracts	Contracts specifying the terms and conditions under which a third party will provide services for improvement to property. Construction and design contracts	Event	14 years	While the property is owned or operated; until no longer owned or operated.
LEG-20-60	Legal - Contracts/Agreements - Land Property Ownership	Deeds, titles or other records documenting the ownership of property.	Creation	Forever	

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Record Code	Record Title	Record Description	Retention Trigger	Retention Period	Event
LEG-30	Legal - Copyrights/Trademarks/Patents	Rights conveyed by the federal government related to copyrights, trademarks and patents.	Event	6 Years	While the intellectual property right is in effect; until intellectual property is sold or abandoned.
LEG-40-10	Legal - Legal Projects - Legal Opinions	Formal legal advice provided by legal or outside counsel.	Creation	Forever	
LEG-50	Legal - Litigation/Claims	Pending litigation or other legal action involving the city, other than when the city conducts the hearing. See REG-40 for hearings conducted by the city.	Event	6 Years	While the litigation is in progress; until final judgment.
LEG-50-10	Legal - Litigation/Claims - Final Judgments/Settlements/Court Orders	Civil final judgments, settlements or orders related to or resulting from litigation when the city is a party. Precedent setting. See REG-40 for hearings conducted by the city.	Creation	Forever	

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Record Code	Record Title	Record Description	Retention Trigger	Retention Period	Event
LEG-50-10-10	Legal - Litigation/Claims - Final Judgments/Settlements/Court Orders - Non-Criminal/Non-Capital	Civil final non-criminal judgements and settlements when the city is a party. Non-precedent setting. See REG-40 for hearings conducted by the city.	Event	10 Years	While terms of the judgment or settlement is in effect; until complete.
LEG-95	Legal - General	Legal records not included elsewhere in this business function.	Creation	6 Years	
PRP-10	Property - Water Treatment/Utility	Design, engineering, construction and maintenance of the water treatment facilities, infrastructure and distribution systems. See ACC-60 for utility billing and revenue; SVR-10-90 for water quality testing.	Event	10 Years	While the property is owned or used; until replaced or discarded.
PRP-20	Property - Sewers/Storm Water	Design, engineering, construction and maintenance of sewers and stormwater facilities.	Event	10 Years	Until sewer components are replaced or removed
PRP-30	Property - Streets/Pathways/Bridges	Design, engineering, construction and maintenance of streets, pathways, infrastructure and bridges.	Event	10 Years	While the property is owned or used; until replace or discarded.

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PRP-40	Property - Parking	Design, engineering, construction and maintenance of ramps and parking facilities. See PRP-10-60-10 for parking gate tickets.	Event	10 Years	While the parking facility owned or operated by the city; until the city ceases to own or operated the parking facility or the facility is destroyed.
PRP-50	Property - Development/Management	Property development and management records not covered elsewhere.	Event	10 Years	While the city has an interest in the property; until the city no longer has an interest in the property.
PRP-50-10	Property - Development/Management - Design/Construction	Design and construction of city-owned property, including buildings and infrastructure. See PRP-10 for water treatment facilities design and construction; PRP-20 for sewers and stormwater facilities for design and construction; PRP-30 for Streets/Pathways/Bridges design and construction.	Event	10 Years	While the property is owned or used; until sold, replaced or discarded.

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PRP-50-20	Property - Development/Management - Engineering	Engineering for city-owned property and infrastructure. See PRP-10 for water treatment facilities engineering; PRP-20 for sewers and stormwater facilities engineering; PRP-30 for Streets/Pathways/Bridges engineering.	Event	10 Years	While the property is owned or used; until replaced or discarded.
PRP-50-30	Property - Development/Management - Maintenance	Maintenance for city-owned property, infrastructure and equipment including parts history, part replacement, warranties, preventive maintenance, etc. See PRP-10 for water treatment facilities maintenance; PRP-20 for sewers and stormwater facilities maintenance; PRP-30 for Streets/Pathways/Bridges maintenance.	Event	6 Years	While the property or equipment is being operated by the city; until the property or equipment is sold, replaced or destroyed.
PRP-50-30-10	Property - Development/Management - Maintenance - Inspection	Property inspections for city-owned property and infrastructure to ensure safety, identify repair or maintenance needs, ensure compliance with permits and other legal requirements, etc.	Creation	6 Years	

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PRP-50-30-20	Property - Development/Management - Maintenance - Work Order	Work orders for city-owned property and infrastructure identifying maintenance and repair work to be done and completed. See PRP-70-30 for historical maintenance records.	Creation	6 Years	
PRP-50-40	Property - Development/Management - Inventory	Property inventory records for city-owned property indicating locations, sizes, property profile, GIS information, etc.	Event	1 Years	While the property inventory is current; until changed or replaced.
PRP-50-50	Property - Development/Management - Environmental Records	Environmental records for property owned by city and by others involved in city programs, or known to be contaminated, including environmental assessment, contamination and cleanup.	Creation	Forever	
PRP-95	Property - General	City property records and infrastructure not included elsewhere in this business function.	Creation	6 Years	
PUB-10	Public Relations - Community Relations	Participation in or promotion of community activities, charitable contributions, civic organizations, etc.	Event	3 Years	While the community relationships or activities are on-going; until concluded.

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PUB-20	Public Relations - Marketing	Programs or campaigns to market city services and activities.	Creation	6 Years	
PUB-30	Public Relations - Government Relations	Communications with governmental agencies and monitoring of legislation and regulations. See REG-70-20 for lobbying.	Creation	5 Years	
PUB-40	Public Relations - Professional Associations	Participation in associations and cooperative efforts with other organizations in the industry.	Event	0 years	While the employee is still actively participating in association or collaboration; until participation terminates.
PUB-50	Public Relations - Publications	Publications prepared by the city.	Creation	5 Years	
PUB-60	Public Relations - Historical	Historical records as determined by the historical records program.	Creation	Forever	

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PUB-95	Public Relations - General	Public relations records not included elsewhere in this business function.	Maximum	MAX 3 Years	
REG-10	Regulation - Permits/Licenses	Permits and licenses including application, supporting documentation, internal review and approval. See REG-10-10 for permit and license inspections; REG-10-20 for enforcement.	Event	6 Years	While permit or license is in effect.
REG-10-10	Regulation - Permits/Licenses - Inspections	Inspections to determine compliance with permits and licenses.	Creation	6 Years	
REG-10-20	Regulation - Permits/Licenses - Enforcement	Permit and license enforcement records including non-compliance letters, legal or administrative proceedings, and enforcement implementation. See REG-10-10 for permit and license inspections.	Event	6 Years	While the enforcement proceedings is active; until enforcement proceedings terminate.
REG-10-30	Regulation - Permits/Licenses - National Pollutant Discharge Elimination System (NPDES)	NPDES, Reports and Permits	Creation	Forever	

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REG-10-40	Regulation - Permits/Licenses - Utility Connections Permits	Utility Connections permits	Creation	Forever	
REG-10-50	Regulation - Permits/Licenses - Utility Location Requests	Utility location requests- For example Gopher State One Call system (GSOC)	Event	3 Years	Date of permit issuance
REG-20	Regulation - Assessments	Public assessments made for water, sewer, waste, property, or other purposes. See REG-40 for administrative hearings contesting assessments.	Event	10 Years	While the assessment is in effect; until assessment no longer in effect.
REG-30	Regulation - Zoning	Zoning maps, designations, and decisions including appeals and variances.	Creation	Forever	
REG-40	Regulation - Hearings	Administrative, traffic and other hearings conducted by the city.	Event	6 Years	While the hearing is active; until concluded.
REG-55	Regulation - Legislation	Proposals, public hearings, comments, etc. related to legislation. See LEG-10-10 for city council approval of legislation.	Creation	Forever	

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REG-60	Regulation - Environmental Testing	Test of air, water, ground and other areas to identify abnormal levels of contaminants. See PRP-50-50 for environmental assessment of property; SVR-50-10-10 for transportation of hazardous materials.	Event	5 Years	While the record or information is current and relevant.
REG-70	Regulation - Legal Compliance	Compliance with legal requirements not included elsewhere.	Creation	6 Years	
REG-70-10	Regulation - Legal Compliance - Abandoned and Unclaimed Property	Abandoned and unclaimed property reports, returns and related workpapers.	Creation	6 Years	
REG-70-20	Regulation - Legal Compliance - Lobbying	Lobbying activities including reports to government.	Creation	5 Years	
REG-70-30	Regulation - Legal Compliance - Vital Statistics	Domestic partnership and other vital statistics records.	Creation	Forever	
REG-80	Regulation - Audits	Investigations, reports or other information created as part of audits performed internally or by third parties.	Event	6 Years	Until audit is complete.

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REG-90-10	Regulation - Civil Rights - Investigations	Data received pursuant to investigations conducted by the Civil Rights Department including discrimination claims, labor standards.	Event	10 Years	Until case is closed.
REG-90-20	Regulation - Civil Rights - Investigations -MPD Employee Misconduct	MPD Employee misconduct file, complaints, training, allegations, summary, discipline outcomes	Event	10 Years	Separation
REG-95	Regulation - General	City regulation records not included elsewhere in this business function.	Creation	6 Years	
SVR-10-10-10	Services - Public Safety - Portable Recording Systems - MPD - General	Police body worn camera and in-car camera not retained for potential evidentiary purposes	Creation	14 Months	
SVR-10-10-20	Services - Public Safety - Portable Recording Systems - MPD - Deadly Force	Police body worn camera and in-car camera documenting police use of deadly force	Creation	Forever	
SVR-10-10-30	Services - Public Safety - Portable Recording Systems - MPD - Substantial Harm	Police body worn and camera in-car camera documenting officer use of force, which is not use of deadly force.	Event	6 Years	Until case is closed.

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Record Code	Record Title	Record Description	Retention Trigger	Retention Period	Event
SVR-10-10-40	Services - Public Safety - Portable Recording Systems - Drone Recordings	<p>Recordings for law enforcement purposes made by drones.</p> <p>Note: Drone recording must be transferred to a criminal case file or destroyed within the retention period.</p> <p>See SVR-10-20 series for case files.</p>	Maximum	MAX 7 Days	
SVR-10-20-10	Services - Public Safety - Case Management/Investigations - Juvenile Records	<p>Investigation of juvenile non-felony crimes.</p> <p>See SVR-10-20-20 for all felony cases; SVR-10-20-30 for adult misdemeanor cases.</p>	Event	0 Years	Until juvenile turns 28.
SVR-10-20-20	Services - Public Safety - Case Management/Investigations - Felonies	<p>Investigation of long term cases; for example felonies, homicides, sex crimes, kidnapping, etc., including warrants thereof.</p> <p>See SVR-10-20-30 for adult misdemeanor cases; SVR-10-20-10 for juvenile misdemeanor cases.</p>	Creation	Forever	
SVR-10-20-30	Services - Public Safety - Case Management/Investigations - Misdemeanors (MPD)	<p>Investigation of petty misdemeanors, misdemeanors, gross misdemeanors, arrests and warrants</p> <p>See SVR-10-20-10 for juvenile misdemeanor cases; SVR-10-20-20 for all felony cases</p>	Event	6 Years	While the investigation or case is active; until investigation or case concluded.

City of Minneapolis Records Retention Schedule

Record Code	Record Title	Record Description	Retention Trigger	Retention Period	Event
SVR-10-20-40	Services - Public Safety - Case Management/Investigations - Prosecution Files	<p>City attorney prosecution records for gross misdemeanors and petty misdemeanors.</p> <p>Note: Felony prosecution conducted by county.</p>	Event	20 Years	Date of offense.
SVR-10-20-95	Services - Public Safety - Case Management/Investigations - General	<p>Investigation of law enforcement matters where no charges have been filed, including initial investigations, complaints, accidents, arrests and warrants. When the initial investigation becomes more specific, transfer the files as stated below.</p> <p>See SVR-10-20-20 for felony cases; SVR-10-20-30 for misdemeanor cases; SVR-10-20-10 for juvenile cases.</p>	Event	6 Years	While the investigation or case is active; until investigation or case concluded.
SVR-10-30	Services - Public Safety - Crime/Violence Prevention Programs	Programs to prevent crime or violence, including plans, budgets, implementation, review and analysis.	Event	6 Years	While the program is actively implemented; until terminated.
SVR-10-35	Services - Public Safety - Animal Health and Management	Records of animals used in law enforcement including health, training and operations.	Event	3 Years	While the animal is maintained by law enforcement; until the animal leaves or dies.

City of Minneapolis Records Retention Schedule

Record Code	Record Title	Record Description	Retention Trigger	Retention Period	Event
SVR-10-40	Services - Public Safety - Warrants	Warrants for arrests, searches, etc.	Event	6 Years	Until violation is concluded or dismissed.
SVR-10-45	Services - Public Safety - Evidence	Records documenting evidence received or created as part of law enforcement. [The evidence itself is not considered a record under the Records Retention Program.] Note: Matters that become felony charges should be moved to SVR-10-20-20.	Event	10 Years	While the evidence related to a case is active including the sentencing period.
SVR-10-50	Services - Public Safety - Internal Affairs	MPD Employee misconduct file, complaints, training, allegations, summary, discipline outcomes.	Event	10 Years	Separation
SVR-10-60-10	Services - Public Safety - Violations - Parking	Parking gate tickets, parking citations, hearings, enforcement, etc.	Event	6 Years	Until parking violation concluded or dismissed.
SVR-10-60-20	Services - Public Safety - Violations - Traffic	Traffic tickets, hearing, enforcement, etc.	Event	6 Years	Until traffic violation concluded or dismissed.

City of Minneapolis Records Retention Schedule

Record Code	Record Title	Record Description	Retention Trigger	Retention Period	Event
SVR-10-60-95	Services - Public Safety - Violations - General	Other law enforcement violations or enforcement actions not covered elsewhere.	Event	6 Years	Until violation is concluded or dismissed.
SVR-10-70	Services - Public Safety - Impound	Removal, storage and sale of vehicles impounded by law enforcement.	Creation	6 Years	
SVR-10-80	Services - Public Safety - Background Checks	Background checks requested by or provided to external entities. See HUM-80-20 for employee backgrounds.	Creation	1 Month	
SVR-10-90	Services - Public Safety - Laboratory	Laboratory operations generally not addressed elsewhere. See PRP-70-30-10 for laboratory equipment calibration and maintenance, and materials and equipment history.	Creation	6 Years	
SVR-10-90-10	Services - Public Safety - Laboratory - Case Files	Laboratory case files for ongoing investigations, including multiple tests for the same person or incident.	Event	6 Years	While the laboratory case file is being used for an active investigation; until underlying case terminated.

City of Minneapolis Records Retention Schedule

Record Code	Record Title	Record Description	Retention Trigger	Retention Period	Event
SVR-10-90-20	Services - Public Safety - Laboratory - Testing	Individual laboratory tests for law enforcement or other purposes including DNA, fingerprints, guns, etc.	Creation	10 Years	
SVR-10-95	Services - Public Safety - General	Law enforcement records not addressed elsewhere in this business function.	Creation	6 Years	
SVR-15	Services - Convention Center	Events and programs at the convention center, including event packets.	Event	6 Years	While the events or programs are in progress; until concluded.
SVR-20	Services - Fire	Fire department records including fire responses. See SRV-10-10-90 for fire investigations; PRP-50-10 for fire house construction; PRP-70-30-10 for fire equipment maintenance.	Creation	6 Years	
SVR-30-10	Services - Community Relations - Complaints/Contacts	Complaints, issues, requests and tracking records	Event	3 Years	While the complaint or contact is in progress; until concluded.

City of Minneapolis Records Retention Schedule

Record Code	Record Title	Record Description	Retention Trigger	Retention Period	Event
SVR-30-20	Services - Community Relations - Data Practices Requests	Requests and responses for data practices information.	Event	3 Years	Until request is closed.
SVR-30-30	Services - Community Relations - General Contacts	Community or individual relations not covered elsewhere.	Creation	1 Year	
SVR-30-40	Services - Community Relations - Formal Press Release	Formal press release	Creation	1 Year	
SVR-35	Services - Animal Protections/Shelters	Animals captured or kept in public animal shelters including animal and owner information, and animal identification, health, training and operations. May also contain investigative case files.	Event	6 Years	While the animal is in the shelter; until animal leaves the shelter or dies.
SVR-40-10	Services - Elections - Absentee Voting Applications	Applications that are required in order for a voter to vote by absentee	Creation	22 Months	
SVR-40-20	Services - Elections - Affidavit of Candidacy	Application by candidates to place name on ballot, including any submitted petitions in lieu of filling fee	Event	0 Years	Until term ends.

City of Minneapolis Records Retention Schedule

Record Code	Record Title	Record Description	Retention Trigger	Retention Period	Event
SVR-40-30	Services - Elections - Ballots - Voted	Voted ballots including absentee ballots and rejected/spoiled (counted or uncounted)	Creation	22 Months	
SVR-40-35	Services - Elections - Ballots - Unvoted	Unused, unmarked, non-voted election ballots including electronic voting system and counting programs (cards)	Event	0 Years	Until End of Contest period.
SVR-40-40	Services - Elections - Campaign Finance Reports	A statement or report that discloses contributions or expenditures for any candidate running for city office.	Creation	4 Years	
SVR-40-50	Services - Elections - Abstract	Original signatures of canvassing board	Creation	Forever	
SVR-40-60	Services - Elections - Maps/Precinct Tables	Maps and tables showing precincts and election district information	Event	0 Years	Until superseded/Redistricted
SVR-40-70	Services - Elections - Instruction Materials for Judges	Training or instruction documentation for election judge courses	Event	0 Years	Until superseded
SVR-40-80	Services - Elections - Oath of Office	Signed oath of elected or appointed officials	Event	5 Years	Until official leaves office.

City of Minneapolis Records Retention Schedule

Record Code	Record Title	Record Description	Retention Trigger	Retention Period	Event
SVR-40-85	Services - Elections - Statement of Economic Interest	Personal financial information of candidates and office holders	Event	5 Years	filing date
SVR-40-90	Services - Elections - Ballot envelopes	Envelopes used by the voter to put their absentee ballot in while voting using the absentee voting process	Event	48 hours	Until after 48 hours after the deadline for bringing an election contest expires or if a contest is filed, 48 hours after the completion of the contest and related appeals.
SVR-40-95	Services - Elections - All Other Election Material Not Specifically Addressed	Other documents including, but not limited to summary statements, signature envelopes, rosters, incident logs, affidavits of publication, election judge oaths, reconciliation forms, certificates of election, election judge worksheets, voter receipts and oaths of residence/voucher forms.	Creation	22 Months	
SVR-50-10-10	Services - Waste Management - Hazardous Substances - Transportation Records	Transportation of hazardous substances to disposal or storage sites.	Event	3 Years	While the record or information is current and relevant.

City of Minneapolis Records Retention Schedule

Record Code	Record Title	Record Description	Retention Trigger	Retention Period	Event
SVR-50-20	Services - Waste Management - Programs	Waste management programs available to the public including internal city waste.	Event	6 Years	While the record or information is current and relevant.
SVR-50-30	Services - Waste Management - General	Waste management operations not addressed elsewhere.	Creation	6 Years	
SVR-60	Services - Arts and Culture	Services provided in the area of arts and culture, including public art, building art, and cultural events.	Creation	6 Years	
SVR-60-10	Services - Arts and Culture - Historical Records	Preservation of records, arts and other items of historical significance including inventory of historical classifications.	Creation	Forever	
SVR-70-10	Services - Community Development - Financial Assistance	Financial assistance provided to recipients through loans or grants.	Event	6 Years	Until financial assistance is repaid and all compliance requirements met.
SVR-70-20	Services - Community Development - Programs	Records of community development programs not covered elsewhere.	Event	6 Years	While program is in effect; until terminated.

City of Minneapolis Records Retention Schedule

Record Code	Record Title	Record Description	Retention Trigger	Retention Period	Event
SVR-70-30	Services - Community Development - Property Development/Housing	City projects for the development of property, community and housing.	Event	10 Years	While the city is involved in the property development or housing project; until city is no longer involved.
SVR-70-30-10	Services - Community Development - Property Development/Housing - Historical	Historical preservation of buildings.	Creation	Forever	
SVR-75	Services - Planning	<p>Planning records related to major city development and internal program planning normally including significant capital expenses, city council approval, and multi-year implementation. Includes public planning meeting notices.</p> <p>See ADM-30 for internal annual planning records, generally not involving capital expenditures or city council approval.</p>	Event	10 Years	While plan is in effect; until plan revised or terminated.

City of Minneapolis Records Retention Schedule

Record Code	Record Title	Record Description	Retention Trigger	Retention Period	Event
SVR-80-10	Services - Health - Clinic Operations	Public health clinical operations. See SVR-80-10-10 for prescriptions prepared by public health clinics.	Creation	10 Years	
SVR-80-10-10	Services - Health - Clinic Operations - Pharmacy/Prescriptions	Drugs dispensed or prescribed through public health clinics.	Creation	6 Years	
SVR-80-20	Services - Health - Medical Records, Adults	Medical records documenting treatment for adults in public health clinics including charts, treatment, tests, doctor orders, etc. See SVR-80-30 for Medical Records for minors.	Event	6 Years	While patient is being treated; until last treatment.
SVR-80-30	Services - Health - Medical Records, Minors	Medical records documenting treatment for minors in public health clinics including charts, treatment, tests, doctor orders, etc. See SVR-80-20 for medical records for adults.	Event	6 Years	While minor is being treated; until minor discharged and patient reaches age of majority -- 18 years old.
SVR-80-50	Services - Health - Programs	Programs generally involving public health.	Event	6 Years	While the program is in effect; until terminated.

City of Minneapolis Records Retention Schedule

Record Code	Record Title	Record Description	Retention Trigger	Retention Period	Event
SVR-80-95	Services - Health - General	Public health programs not covered elsewhere.	Creation	6 Years	
SVR-85	Services - Projects	<p>Major city development projects normally including or projecting significant capital expenses, city council approval, and multi-year implementation.</p> <p>See ADM-80 for internal annual or short-term projects, generally not involving capital expenditures or city council approval.</p>	Event	6 Years	While the project is in progress; until completed or terminated.
SVR-90	Services - Recordings - Calls/Video	<p>Call center recordings and all video recordings including public complaints, requests for service, etc.</p> <p>See SVR-90-10 for 911 calls; SRV-10-10 series for police body worn cameras and drone recordings, and SVR-10-20 series for recordings that become part of investigation files.</p> <p>See other relevant record series for transaction records resulting from the calls.</p>	Maximum	MAX 90 Days	

City of Minneapolis Records Retention Schedule

Record Code	Record Title	Record Description	Retention Trigger	Retention Period	Event
SVR-90-10	Services - Recordings - Calls/Video - 911 Calls	<p>911 call center recordings</p> <p>See SVR-90-10 for 911 calls; SRV-10-10 series for police body worn cameras and drone recordings, and SVR-10-20 series for recordings that become part of investigation files.</p>	Creation	6 Years	
SVR-90-20	Services - Recordings - Calls/Video - Portable Recording Systems, Non-Police	Body worn cameras not worn by peace officers	Maximum	MAX 14 Days	
SVR-95	Services - General	City services records not included elsewhere in this business function.	Creation	6 Years	