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|---|-------------|----------------------------|---|---|-------------|
| 1. Schedule Number | Date | 2. New | Revision of | MINNESOTA RECORDS RETENTION SCHEDULE | |
| 3. Agency | | 4. Division/Section | | 6. Page | 1 of |
| 5. Address | | | | See attached page(s) for records description | |
| 7. For Use By Records Panel Only | | | | | |
| AUTHORIZATION: Under the authority of M.S. 138.17, it is hereby ordered that the records listed on this application be disposed per approved schedule. | | | Notice: This retention schedule has been reviewed by the State Records Disposition Panel in accordance with Minnesota Statutes, Section 138.17. The records listed on this schedule have been reviewed for their historical, fiscal, and legal value. | | |
| 8. Entity Records Management Officer (signature) | | Date | | 11. Minnesota Historical Society, Director | |
| | | | | Date | |
| 9. Type Name / Phone | | | 12. Legislative or State Auditor | | Date |
| | | | | | |
| 10. Entity Head or Designee (signature) | | Date | | 13. Attorney General | |
| | | | | Date | |

Original-State Records Disposition Panel

Copy 1-Agency (after approval)

| | | | |
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| 1. Schedule No. | 3. Entity | 4. Division/Section: | 6. Page ___ of ___ |
|------------------------|------------------|-----------------------------|---------------------------|

** Records that relate to gambling activities must be retained for at least 3.5 years according to Minn. Stat. §§ 349.166, subds. 1(d) and 2(f), and 349.19, subd. 6. For questions about gambling records, contact the Gambling Control Board at (651) 639-4000.*

| 14. Item No. | 15. Record Series Title and Description | 16. Retention Instructions | 17. Statute | 18. Vital? (Yes/no) | 19. Archival? (Yes/no) |
|--------------|--|---|-------------|---------------------|------------------------|
| 1. | Administration | | | | |
| a. | Articles of Incorporation | Permanent | | Yes | |
| b. | Bylaws and Resolutions Reflecting Approval | Permanent | | Yes | |
| c. | Attorney Opinions and Correspondence | Permanent | | | |
| d. | Publications and Meeting Notices | Until Superseded | | | |
| e. | Correspondence – General (includes paper and electronic) | 3 Years | | | |
| f. | Correspondence – Official (includes paper and electronic) | Permanent | | | |
| g. | Grant Information and Documents | Consult Issuing Agency; 3 Years Minimum | | | |
| h. | Meeting Agendas and Minutes | Permanent | | | |
| i. | Policies and Procedures | Until Superseded | | | |
| | | | | | |
| 2. | Contracts and Agreements | 10 Years After Paid and Audited | | | |
| | | | | | |
| 3. | Elections | | | | |
| a. | Ballots | 22 Months Unless Contested | | | |
| b. | Returns/Results | Permanent | | | |
| | | | | | |
| 4. | Financial | | | | |
| a. | Annual State Reporting Forms (includes Broker Certification forms, Supplemental Benefit forms, OSA annual reporting forms, and actuarial valuations) | Permanent | | Yes | |
| b. | Audit Reports | Permanent | | Yes | |
| c. | Bank Statements | 6 Years | | | |

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|--------------|--|--|-------------|---------------------|------------------------|
| d. | Budget Reports | 2 Years | | | |
| e. | Certification of Required Municipal Contribution | Permanent | | | |
| f. | Checks (Cancelled and Voided) | 6 Years | | | |
| g. | Check Register | Permanent | | Yes | |
| h. | Equipment Inventories | Until Superseded | | | |
| i. | Fixed Asset Records | 6 Years After Disposal | | | |
| j. | Fundraising Documents and Records | 6 Years; Consult Gambling Control Board if Charitable Gambling Funds | | | |
| k. | Investment/Broker Reports and Documents | 4 Years After Maturity | | | |
| l. | Ledgers and Journals | Permanent | | | |
| m. | Receipts and Receipt Books | 6 Years | | | |
| n. | Treasurer's Reports | 2 Years | | | |
| | | | | | |
| 5. | Human Resources | | | | |
| a. | Beneficiary Information | Permanent | | | |
| b. | Benefit Enrollment Forms (e.g., VFBA Insurance) | Permanent | | | |
| c. | Break in Service Information | Permanent | | | |
| d. | Disability Claim Documentation | Permanent | | | |
| e. | Employment Notices and Records | Permanent | | | |
| f. | FMLA Documents | Permanent | | | |
| g. | Grievance and Disciplinary Action Files | 5 Years after Termination or Retirement | | | |
| h. | Letters of Resignation/Termination | Permanent | | | |
| i. | Membership Application Forms | Permanent | | | |

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|--------------|--|--|-------------|---------------------|------------------------|
| j. | Member Dues Records | 5 Years after Separation or Retirement | | | |
| k. | Personnel Files | Permanent | | | |
| l. | Service Credit Information (includes supporting documentation of benefit calculation and disbursement method) | Permanent | | | |
| m. | Training Materials and Records | 5 Years after Separation or Retirement | | | |
| | | | | | |
| 6. | Insurance | | | | |
| a. | Certificates of Insurance | 6 Years after Expiration | | | |
| b. | Dishonesty/Surety Bonds | 6 Years after Expiration | | | |
| | | | | | |
| 7. | Payroll | | | | |
| a. | Tax Withholding Records | 6 Years | | | |
| b. | Payroll Ledger | Permanent | | | |
| c. | Time Sheets | 6 Years | | | |
| d. | Tax Forms (includes 1099-R forms Issued to benefit recipients) | 6 Years | | | |
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