

MINNESOTA GOVERNMENT DATA PRACTICES ACT

COUNTY GENERAL RECORDS RETENTION SCHEDULE AND DATA INVENTORY

Wilkin County	Responsible Authority - Janelle Krump County Auditor-Treasurer		Department Administration	
TITLE	DESCRIPTION	RETENTION PERIOD	CLASSIFICATION	STATUTE
Agenda Packet	Complete record of information relevant to County Commissioner meetings	Retain permanently or transfer to the State Archives	Public	MS 13.03
Agendas	Client financial information	1 year	Public	MS 13.03
Annual Reports		7 years, then transfer to the State Archives	Public	MS 13.03
Attorney's Opinions	Correspondence relating to attorneys, legal opinions, and related records	Retain permanently or transfer to the State Archives	Public	MS 13.03
Authority to Dispose of Records PR-1 Form		Permanent	Public	MS 13.03
Budget - Record Copy		Retain permanently or transfer to the State Archives	Public	MS 13.03
Departmental Reports - Annual Summary	Discharge list (booking)	6 years	Public	MS 13.03
Admissions, Booking and Discharge Records	Including reports to the County Board of Commissioners from each department	Retain permanently or transfer to the State Archives	Public	MS 13.03
Departmental Reports - Monthly		3 years	Public	MS 13.03
Historical Data/Photographs		Retain permanently or transfer to the State Archives	Public	MS 13.03
Lawsuits	Attorney's opinions, testimony, court depositions, correspondence, etc.	7 years after settlement	Public	MS 13.03
Minutes	Board of Commissioners, governing committees, and special task forces	Retain permanently or transfer to the State Archives	Public	MS 13.03

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Organizational Charts		Until superseded then transfer to the State Archives for selection and disposition	Public	MS 13.03
Press Releases		1 year, then transfer to the State Archives for Selection and disposition	Public	MS 13.03
Procedure Manuals			Public	MS 13.03
Special Committee Reports	Minutes, policies, studies and correspondence	Retain permanently or transfer to the State Archives	Public	MS 13.03
Wage Assignments		6 years	Public	MS 13.03

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Wilkin County	Responsible Authority - Cheryl Wall County Assessor		Department Assessor	
TITLE	DESCRIPTION	RETENTION PERIOD	CLASSIFICATION	STATUTE
Abatement Forms	Application for Reduction in Assessed Valuation of Personal Property, name, address, type of property, owner's value	10 years	Public	MS 13.03
Abatement Forms	Application for Reduction in Assessed Valuation of Real Estate. Contains owner's information such as total fire insurance on structure, owner's value and cost of additions	10 years	Public	MS 13.03
Abatement Forms	Application for Abatement General From. Applicant's statement of facts and applicants' request	10 years	Public	MS 13.03
Abatement Forms	Application for Settlement and Abatement of Delinquent Taxes, Penalties, Interest and Cost; Name, address of owner, reason taxes have not been paid, "Such statement is reasonable "because..."	10 years	Public	MS 13.03
Abatement Forms	Abatement Corrections Forms Notification to Auditor of correction/change to taxes for current or prior years	10 years	Public	MS 13.03
Aerial Survey Prints	Prints of Hurd aerial surveys showing details of various tracts of land	Destroy when superseded	Public	MS 13.03
Affidavit of Survivorship	Name, address and legal description	10 years	Public	MS 13.03
Agricultural Preserve Applications	Form putting agricultural land into the ag preserve program; also expiration of ag preserve notices	3 years after expiration of application	Public	MS 13.03
Application for Disability (3CCC Class) PE 3D	income, award letters			

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Wilkin County	Responsible Authority - Cheryl Wall County Assessor		Department Assessor	
TITLE	DESCRIPTION	RETENTION PERIOD	CLASSIFICATION	STATUTE
Application for Homestead Classification and Reduction of Taxable Value for Current Year	Name, address, signed by owners, social security number	10 years	Public/Private	MS 13.355
Application for Valuation and Tax Deferment of Agricultural Land Provided by MN Agricultural Property Tax Law/Green Acre Applications	Applications and verifications of agricultural income for persons applying for Green Acre tax deferment	As long as property qualifies	Public/Private/Non-public	MS 13.03 MS 13.51, subd. 2
Application for Valuation and Tax Deferment of Private Outdoor Recreational Open Space and Park Lands	Form used to open space property	10 years	Public	MS 13.03
Appraisal Records	Field Card-Total land and building values on front; Field Card-Land value appraisal record; computation of same by grade and class; building dimensions, sketches, computations; specific data necessary to make value determinations	10 years	Public/Private Public/Private	MS 13.03 MS 13.03
Appraisal Reports on Special Projects	Appraisals on unusual or one-time projects	6 years	Public/Private Confidential	MS 13.03 MS 13.51 MS 13.44
Assessing Charges	Units of government which do not have their own assessor	6 years	Public	MS 13.03
Assessment Abstract - Final	Total estimated market value and total assessed value by district	10 years	Public	MS 13.03
Assessment Abstract - Mini	Total estimated market value by district	10 years	Public	MS 13.03

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TITLE	DESCRIPTION	RETENTION PERIOD	CLASSIFICATION	STATUTE
Assessment Books/Rolls	Total building value, total land value, house and garage value and classification; one acre building value	20 years, then transfer to the State Archives all years thru 1901 ending in "0" & "1" thereafter	Public	MS 13.03 MS 13.51, subd. 2
Assessment Reports and Statistics	Summaries on various classifications of property and the assessments made thereon	10 years	Public	MS 13.03
Assessors Manuals	Laws and regulations on assessing	6 years	Public	MS 13.03
Board of Review Files	Contains actions taken by local, county and state boards of review, attendance roster, minutes, etc.	10 year; transfer any minutes of the Review Board to the State Archives for selection and disposition	Public	MN 13.03
Budget - Office	Copy of monthly expenditures; record copy in auditor's office	1 year	Public	MS 13.03 MS 13.04
Building Schedules	All Buildings	4 years	Public	MS 13.03
Certificate of Value (State Form)	Contains name and address of they buyer and seller; social security numbers; the sale price of the property; amount of mortgage; terms of sale (in future); valuation of property	5 years	Public/Private	MS 13.03 MS 13.04
Change of Address	Name and address	1 year	Public	MS 13.03
Contracts for Deed	Name and address of buyer and seller, legal description, terms	6 years	Public	MS 13.03
Court Case	Pending and settled court cases involving County Assessor, including all supporting documentation and exhibits	10 years after settlement of case	Public/Confidential/Protected/Non-Public	MS 13.03 MS 13.39

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Wilkin County	Responsible Authority - Cheryl Wall County Assessor		Department Assessor	
TITLE	DESCRIPTION	RETENTION PERIOD	CLASSIFICATION	STATUTE
Declaration for Homestead Classification/Homestead Affidavit	Name, address, sworn statement of ownership and occupancy	6 years	Public	MS 13.03
Exempt Property Listing	Listing of all parcels and the latest exempt value	10 years	Public	MS 13.03
Financial Statement	Determine value assistance	6 years	Public	MS 13.03
Fiscal Disparity Tables	Summation of values by district, used by Auditor for computing mill rates	1 year	Public	MS 13.03
Homestead Information	Name, address, where they vote, car license, income tax filing	6 years	Public	MN 13.03
Joint Tenancy or Remainderman	Name, address and legal description	6 years	Public	MS 13.03
Laws, Directives and Bulletins	Laws and rules covering assessor's offices-directives and letters from Dept. of Revenue, court decisions, attorney opinions, etc.	Destroy when superseded	Public	MS 13.03
Maps - Section/Half Section	Large Maps (approximately 32" x 36") in flat files used to identify and locate property for assessment, divisions, etc., aerial photos, plats	Destroy when superseded	Public	MS 13.03
Midyear Homestead	Name, address, sworn statement of ownership and occupancy	6 years	Public	MS 13.03
Military Personnel	Sworn statement as to homestead	6 years	Public	MS 13.03
Mobile Home Abstract	Valuation of mobile homes by district	10 years	Public	MS 13.03
Mobile Home Sheets and Field Cards	The listing of mobile homes by individual owner, make and year of mobile home, and computation of valuation	6 years	Public	MN 13.03

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TITLE	DESCRIPTION	RETENTION PERIOD	CLASSIFICATION	STATUTE
Mobile Home Valuation Guidelines	Used mobile homes average taxes paid-no delinquent taxes	Until replaced by current edition	Public	MS 13.03
Native Prairie Application (DNR Form)	Name, address and legal description	6 years	Public	MS 13.03
Parcel Forms	Forms listing original parcels and new descriptions for parcels divided; shows values and legal descriptions being deleted and new ones being added	10 years	Public	MS 13.03
Personal Property Forms	Listing of personal property and their value and names and addresses	6 years	Public	MS 13.03
Personal Property Return - Owners of Residential Structures on Leased Public or Exempt Lands	Structures on leased public or exempt land are taxable	6 years	Public	MS 13.03
Plat Maps	Original in County Recorder's Office	Destroy when superseded	Public	MS 13.03
Probate Deeds	Name and address of buyer and seller, legal description, terms	6 years	Public	MS 13.03
Property Owners List	Alphabetized list of all parcels owned by property owners	Destroy when superseded	Public	MS 13.03
Purchase Agreements	Name and address of buyer and seller, legal description and terms	6 years		
Quit Claim Deeds	Name and address of buyer and seller, legal description and terms	6 years	Public	MS 13.03

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Wilkin County	Responsible Authority - Cheryl Wall County Assessor		Department Assessor	
TITLE	DESCRIPTION	RETENTION PERIOD	CLASSIFICATION	STATUTE
Railroad Lands	Listing of railroad lands which are taxable to the railroads	10 years	Public	MN 13.03
Railroad Lands	Name of lessee and area involved (copies)	6 years	Public	MS 13.03
Real Estate and Personal Property Abstract of Assessment	Summation of different property types by location and by school district; original goes to Dept. of Revenue	10 years	Public	MS 13.03
Request for Exemption of Tax on Property Used for Control of Air, Land and Water Pollution	Certain equipment and description of it and use	6 years	Public	MS 13.03
Request for Review of Real Estate Assessment and Declaration of Value by Owner	Taxpayer is of the opinion his/her property is erroneously valued. General information	3 years	Public	MS 13.03
Sales Data Land Value Maps	Form used to list farm rental information	3 years	Public	MS 13.03
Sales Ratio Studies	Studies showing relationship between appraisal value and actual market sales price	6 years	Public/Private	MS 13.03 MS 13.51
Statement of Owner of Real Estate Claimed to be Exempt from Taxation	Owner's name, address, does occupant pay rent; (use of property)	6 years	Public	MS 13.03
Statewide Ratio Studies	Mailed to counties by State Department	3 years	Public	MS 13.03
Townhouse/Condominium/Apartment Information	Floor plans, sales prices, model information, income data	6 years	Public/Private/Non-Public	MS 13.03 MS 13.51

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Wilkin County	Responsible Authority - Cheryl Wall County Assessor		Department Assessor	
TITLE	DESCRIPTION	RETENTION PERIOD	CLASSIFICATION	STATUTE
Utilities Valuations	Name of utility and value (put on by State) (copies)	5 years	Public	MS 13.03
Warranty Deeds	Name and address of buyer and seller, legal description, terms	6 years	Public	MS 13.03
Wetlands Application	Name, address, legal description	6 years	Public	MS 13.03

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Wilkin County	Responsible Authority - Carl Thunem County Attorney		Department Attorney	
TITLE	DESCRIPTION	RETENTION PERIOD	CLASSIFICATION	STATUTE
Child Dependency – Legal Action		2 years from last court activity	Confidential	MS 13.393 MS 13.39
Child Neglect – Legal		2 years from last court activity	Confidential	MS 13.393 MS 13.39
Civil File – Miscellaneous	Legal opinions given to County officials, including letters, memos, reports, research and other correspondence	10 years, then transfer to the State Archives for selection and disposition	Public/Private/Confidential/Non-Public/Protected	MS 13.03 MS 13.393
Commitment	Mentally ill and dangerous	2 years from last court activity	Private/Confidential	MS 13.46 MS 13.393 MS 13.39
Commitment	Mentally retarded - for when County sought conservatorships	2 years from last court activity	Private/Confidential	MS 13.46 MS 13.393 MS 13.39
Commitment	Other mentally retarded persons, inebriates, mentally ill, guardianship, restoration to capacity	2 years from first order that appears in file	Private/Confidential	MS 13.46 MS 13.393 MS 13.39
Contract Files	Contracts for purchase/lease/sale of services, equipment and property	6 years or after audit	Public/Private/Confidential/Non-Public	MS 13.03 MS 13.30 MS 13.393 MS 13.35
Criminal Research	Criminal division opinion letters, memos and briefs	2 years from last court activity	Public/Private/Confidential	MS 13.03 MS 13.30 MS 13.393
Felony Files	Includes pleadings, police reports, complaints, memos, correspondence, briefs, and transcripts	2 years from last court activity	Public/Private/Confidential	MS 13.03 MS 13.87 MS 13.393

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Wilkin County	Responsible Authority - Carl Thunem County Attorney		Department Attorney	
TITLE	DESCRIPTION	RETENTION PERIOD	CLASSIFICATION	STATUTE
Gross Misdemeanors	Includes pleadings, police reports, complaints, memos, correspondence, briefs, and transcripts	2 years from last court activity	Public/Private/Confidential	MS 13.03 MS 13.87 MS 13.393
Investigation	Police reports and correspondence	2 years from last court activity	Public/Confidential	MS 13.03 MS 13.393 MS 13.82 MS 13.83 MS 13.86
Juvenile Files	Includes pleadings, police reports, complaints, memos, correspondence, briefs, and transcripts	2 years from last court activity	Public/Private/Confidential	MS 13.03 MS 13.393
Litigation Files	Civil investigation, litigation involving County, including pleadings, briefs, research correspondence	2 years from last court activity	Public/Private/Confidential/Non-public/Protected	MS 13.03 MS 13.39 MS 13.393
Misdemeanors		2 years from last court activity	Public/Private/Confidential	MS 13.03 MS 13.87 MS 13.393
Opinion Files	Formal legal opinions prepared by County Attorney's office, including correspondence and research	10 years, then transfer to the State Archives for selection and disposition	Public/Confidential/Non-Public	MS 13.03 MS 13.393 MS 13.39
Paternity and Child Support Action		3 years from last court activity	Confidential/Private	MS 13.393 MS 13.46
Register of Criminal Action	Casebook summarizing each case prosecuted by the County Attorney	Retain permanently or transfer to the State Archives	Public	MS 13.03
Research Files	Research of miscellaneous topics affecting County for which no formal answer/opinion is needed	10 years	Public/Private/Confidential/Non-Public	MS 13.03 MS 13.30 MS 13.393 MS 13.39

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Wilkin County	Responsible Authority - Carl Thunem County Attorney		Department Attorney	
TITLE	DESCRIPTION	RETENTION PERIOD	CLASSIFICATION	STATUTE
Termination of Parental Rights - Legal Action		30 days beyond appeal period; 2 years from last court activity	Confidential	MS 13.393 MS 13.39
Welfare Appeals	Financial and social services appeals, including denial of AFDC payments for too much equity; food stamps appeals; medical assistance appeals	2 years from last court activity	Public/Confidential	MS 13.46 MS 13.393
Welfare Appeals	Licensing, including day care license, foster care license, etc.	2 years from last court activity	Public/Private/Confidential	MS 13.03 MS 13.41 MS 13.46 MS 13.393

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Wilkin County	Responsible Authority - Janelle Krump County Auditor-Treasurer		Department Auditor	
TITLE	DESCRIPTION	RETENTION PERIOD	CLASSIFICATION	STATUTE
Abatements, Court Orders and Assessor Changes		10 years	Public	MS 13.03
Absentee Ballot (Sealed)	Marked ballots	22 months	Non-Public	MS 13.37
Absentee Voting Applications		22 months (4 years, if serviceman)	Public	MS 13.03
Abstract of Tax Lists	Showing values and taxes by municipality	10 years	Public	MS 13.03
Accounts Payable Register	Lists checks paid out of County funds	6 years	Public	MS 13.03
Annual Report		7 years, then transfer to the State Archives	Public	MS 13.03
Appropriations Made by Cities to Safety Council		6 years	Public	MS 13.03
Assessment Books/Rolls	Building and land values	20 years, then transfer to the State Archives all years through 1901 and years ending in "0" and "1" thereafter	Public	MS 13.03
Attorney's Opinions	On various county problems	10 years, then transfer to State Archives for selection and disposition	Public	MS 13.03
Auctioneer License	Application includes name, age, and address of auctioneer	6 years	Public	MS 13.03 MS 13.41
Auxiliary Forest Reports of Commissioners		20 years	Public	MS 13.03

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Wilkin County	Responsible Authority - Janelle Krump County Auditor-Treasurer		Department Auditor	
TITLE	DESCRIPTION	RETENTION PERIOD	CLASSIFICATION	STATUTE
Bids	For all large county purchases and roads; also includes sealed bids on County projects (highway, ditch, etc.)	10 years after project completed	Public/Non-Public	MS 13.03 MS 13.37
Bids: Rejected	Rejected for large county purchases and roads	10 years	Public/Non-Public	MS 13.03 MS 13.37
Bonds - Public Official and Contractors; Debt Service	Including highway, ditch; shows amount of levy to be spread, number of years, etc.	Until office expires; until debt is retired and after audit	Public	MS 13.03
Budget Files		6 years, then transfer one copy of the final budget to the State Archives	Public	MS 13.03
Cancellation of Certificate of Forfeiture Applications		10 years	Public	MS 13.03
Candidates Expense Reports	Required by State	4 years	Public	MS 13.03
Candidates Filing Statements	For elections	3 years	Public	MS 13.03
Certification of Real Estate Values (CRV)	Required by State listing amount of sale	3 years	Public	MN 13.03
Certification of Assessment of Personal Property of Electric Light and Power Companies		10 years	Public	MS 13.03 MS 13.04
Certification of Taxation of Government and Railroad Lands from Commission		10 years	Public	MS 13.03 MS 13.04

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TITLE	DESCRIPTION	RETENTION PERIOD	CLASSIFICATION	STATUTE
Cities - Divisions and Input Forms	Splits of property for tax records	6 years	Public	MS 13.03
Claims and Vouchers Paid by County		10 years	Public	MS 13.03
Classified Studies	Description of job duties of individual county positions	5 years	Public	MS 13.03
Confession of Judgements	Paid up copies, 10 year payment plan for delinquent taxes. Record of initial payment for those paying delinquent taxes	6 years	Public	MS 13.03
Contracts	Contracts between County management and various Labor Unions	6 years after expiration of contract, then transfer to the State Archives	Public/Private	MS 13.03 MS 13.37 MS 179.01-179.77 MS 572.08-572.30
Contracts on County Buildings	Bids, payment schedule, etc.	10 years after final payment	Public	MS 13.03
Contracts: Invoices and Purchasing		10 years after expiration or payment		MS 13.03
County Board Order Designating Change of Name of Town		Retain permanently or transfer to the State Archives	Public	MS 13.03

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Wilkin County	Responsible Authority - Janelle Krump County Auditor-Treasurer		Department Auditor	
TITLE	DESCRIPTION	RETENTION PERIOD	CLASSIFICATION	STATUTE
County Board Work Papers	Agenda, agenda packets and information backing up resolutions. (See Administration section, item 1)	Official agenda materials or packets should be retained permanently or transferred to the State Archives for selection and disposition. Actual work papers (drafts, notes, etc.) may be destroyed after 6 years.	Public	MN 13.03
County Owned Property Files	Deeds and abstracts to county owned property	As long as property is owned by the county	Public	MS 13.03
Dance License	Application includes name and address	6 years	Public	MS 13.03
Ditch Liens	Record of Liens	Until paid off and audit	Public	MS 13.03
Driver's License Applications	Application from the public for driver's license renewals, duplicates, Minnesota identification cards, instruction permits and donor cards	3 year	Public	MS 13.03 MS 13.41 MS 13.69
Driver's License Reports	Daily compilations of applications from the public, forwarded to the State for driver's license renewals, duplicates, Minnesota State identification cards, instruction permits and donor cards	3 year	Public	MS 13.03 MS 13.41 MS 13.69
Election Abstracts	Record of votes cast	Retain permanently or transfer to the State Archives	Public	MS 13.03