

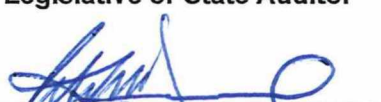



Schedule Number D24-D56	Date 4/29/24	New	Revision of 012-044	MINNESOTA RECORDS RETENTION SCHEDULE	
Agency Department of Public Safety		Division/Section Bureau of Criminal Apprehension Investigations		Page 1 of 4	
Address BCA Headquarters 1430 Maryland Avenue East Saint Paul, Minnesota 55106		BCA Regional Office 3770 North Norris Court NW Bemidji, MN 56601			
and BCA field offices in Alexandria, Brainerd, Duluth, Grand Rapids, Mankato, Marshall, Moorhead, Rochester, Roseau, St. Cloud, White Earth, and Willmar					
<i>For Use By Records Panel Only</i>					
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 Records 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.		
Agency Records Management Officer (signature)		Date		Minnesota Historical Society, Director Date	
		4/24/24		 3 May 2024	
Type Name / Phone			Legislative or State Auditor		Date
Kim Parker / 651-201-7170					5/10/2024

Judy Randall
6/5/24 OVER →

Agency Head or Designee (signature) 	Date 4/24/24	Attorney General	Date
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Original-State Records Disposition Panel

Copy 1-Agency (after approval)

Item No.	Record Series Title and Description	Retention Instructions	Citations	Essential? (Yes/no)	Archival? (Yes/no)
	Discard means disposal via recycling. Destroy means disposal in a secure manner.	This Records Retention Schedule covers all storage media including paper, electronic, photos, etc.			
1	Homicide, suicide, death, threats of violence, and officer-involved use of force case files including all reports, notes, information, tips and leads	Permanent		Yes	NO
2	Missing person case files including all reports, notes, information, tips and leads	Permanent		Yes	↓
3	Kidnapping and abduction case files including all reports, notes, information, tips and leads	Permanent		Yes	
4	Criminal sexual conduct, possession of child pornography, and internet crimes against children case files including all reports, notes, information, tips and leads	Permanent		Yes	
5	Trafficking case files including all reports, notes, information, tips and leads	Retain 20 years, then destroy		Yes	
6	Assault, attempted homicide, and robbery case files including all reports, notes, information, tips and leads	Retain 20 years, then destroy		Yes	
7	Narcotics and financial crimes case files including all reports, notes, information, tips and leads	Retain 7 years, then destroy		Yes	
8	All other case files including all reports, notes, information, tips and leads	Retain 7 years, then destroy		Yes	
9	Background investigations of individuals who are not applicants for employment or employees of the BCA	Retain 7 years, then destroy		No	
10	Predatory offender registration files including completed registrations, information from supervising agents and documentation of failure to comply with registration requirements	Permanent	Minn. Stat. § 299C.093 Minn. Stat. § 243.166	Yes	
11	Predatory offender registration files for individuals who have died	Destroy upon verification of death	Minn. Stat. § 299C.093 Minn. Stat. § 243.166 Minn. Stat. § 13.10	No	
12	Internal affairs investigations of law enforcement officers employed by other law enforcement agencies	Retain 10 years, then destroy		No	

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13	Speeches, lectures, and classes taught by agents, including training materials, study guides, PowerPoint presentations, curriculum, and recorded training presentations.	Retain 4 years, then discard or destroy		No	NO
14	Duty Officer reports including emergencies, serious accidents or hazardous materials spills and related communications	Retain 2 years, then discard		No	
15	Minnesota Crime Alert Network notices and member information	Retain 1 year, then destroy	Minn. Stat. § 299A.61, subd. 2	No	
16	Curio-relic, other machine gun or short-barreled shotgun approved registration reports	Permanent	Minn. Stat. § 609.67, subd 3(3) Minn. Stat. § 609.67, subd. 4	No	
17	Minnesota Personal Protection Act applications by organizations seeking approval to certify firearm instructors	Retain 10 years, then destroy	Minn. Stat. § 624.714, subd. 2a(d)	No	
18	Minnesota Personal Protection Act application training curriculum and lessons plans	Permanent	Minn. Stat. § 624.714, subd. 2a	No	
19	ATF Forms 3310.4 report of multiple sale or other disposition of pistols and revolvers	Retain 20 days from receipt, then destroy.	18 U.S.C. 923 (g)(3)(B)	No	
20	BCA letters certifying nondisclosure and destruction of ATF Forms 3310.4 and any record of their contents every six months to the U.S. Attorney General (November 30 and May 31 annually)	Retain 2 years, then destroy	18 U.S.C. 923 (g)(3)(B)	No	
21	Federal Firearms License (FFL) inspection compliance correspondence	Retain 10 years, then destroy	Minn. Rules 7504.0100 – 7504.0500	No	
22	Annual list of semiautomatic military-style assault weapons	Retain 10 years, then destroy	Minn. Stat. § 624.712, subd. 8	No	
23	Monthly dealer/manufacturer reports of machine gun or short-barreled shotgun	Permanent	Minn. Stat. § 609.67, subd. 4(b) and 5	Yes	
24	Variance requests and determinations and related correspondence for security measures for small and large firearms dealers and related correspondence	Retain 10 years, then destroy	Minn. Stat. § 624.7161 Minn. Rules 7504.0100 – 7504.0500	No	
25	Confidential records including but not limited to receipts, expenditures, bank statements, etc.	Retain 30 years, then destroy	Minn. Stat. §13.37	No	
26	Confidential Informant files	Destroy upon verification of death	Minn. Stat. § 13.10	No	
27	State and federal forfeiture document	Retain current year plus 5 fiscal years, then destroy		No	
28	Buy Fund activity records	Retain current year plus 3 fiscal years or audit, whichever occurs first, then destroy	Minn. Stat. § 299C.065	No	

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29	Report of missing precursor substance reports	Retain 5 years, then destroy	Minn. Stat. § 152.0973, subd. 4	No	NO
30	Disposal of manufactured drugs appointment and delivery schedule	Retain 7 years, then destroy		No	
31	Court security incident reporting documents	Retain 10 years, then destroy		No	
32	Police emergency frequency transmissions permits and log	Retain 2 years, then destroy	Minn. Stat. § 299C.37, subd. 3	No	
33	U.S. Department of Justice documents	Upon receipt of a written request, return federal criminal identification records and information to the U.S. Department of Justice, including the FBI, then any convenience copies may be destroyed.	28 U.S.C. § 534	No	
34	Portable Recording System Data (Body-Worn Cameras)	<p>Permanently retain portable recording system data that documents a peace officer's use of deadly force.</p> <p>If data is part of a criminal investigation, the case type controls the retention period.</p> <p>For all other data that are not active or inactive criminal investigative data, retain 1 year, then destroy.</p> <p>Extend the retention period an additional 180 days upon written request of the data subject and notify the subject that the data will then be destroyed unless a new request is made.</p>	Minn. Stat. § 13.825, subd. 3	Yes	
35	Unmanned Aerial Vehicles (UAV): data collected by a UAV	Destroy unmanned aerial vehicle data as soon as possible, and in no event later than 7 days after collection unless the data is part of an active criminal investigation. If data is part of a criminal investigation, the case type controls the retention period.	Minn. Stat. § 626.19, subd. 6(c)	No	
36	Unmanned Aerial Vehicles (UAV): agency data reports produced annually by the DPS that compile each law enforcement agency's use of a UAV	Retain 7 years, then destroy	Minn. Stat. § 626.19, subd. 12(b)	No	