
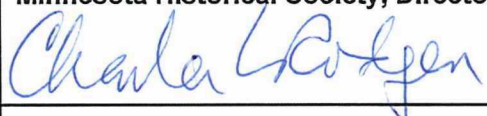
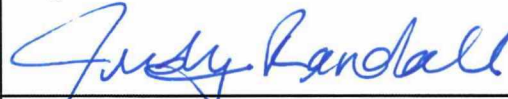




Schedule Number 024-055	Date 4/29/24	New	Revision of 012-014 and 09-141	MINNESOTA RECORDS RETENTION SCHEDULE	
Agency Department of Public Safety		Division/Section Bureau of Criminal Apprehension Minnesota Fusion Center (MNFC)		Page 1 of 3	
Address BCA Headquarters 1430 Maryland Avenue East Saint Paul, Minnesota 55106					
<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	
		4/24/24		 3 May 2024	
Type Name / Phone		Legislative or State Auditor		Date	
Kim Parker / 651-201-7170				6/5/24	
Agency Head or Designee (signature)		Date		Attorney General	
		4/24/24		 5/10/2024	

	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.			
Item No.	Record Series Title and Description	Retention Instructions	Citations	Essential? (Yes/no)	Archival? (Yes/no)
1	Requests for Information Information that is collected to respond to a specific request by a law enforcement agency that operates in Minnesota, the U.S., or internationally. This only includes direct requests for info, and does not include requests to disseminate bulletins, advisories, or other products.	Retain 5 years, then destroy	28 CFR Part 23 Minn. Stat. § 13.37 Minn. Stat. § 13.82	No	NO
2	Department of Homeland Security (DHS), National Security Institute (NSI), Nationwide Suspicious Activity Reporting (SAR) Initiative Information that is submitted to the MNFC by a law enforcement agency, private sector organization, or by the public, that illustrates an indicator or behavior of criminal activity as defined by the DHS NSI SAR initiative.	Retain 5 years, then destroy	28 CFR Part 23 Minn. Stat. § 13.37 Minn. Stat. § 13.82	No	
3	Suspicious Activity Report (SAR) Reports of behavior or activity to the MNFC that may result in reasonable suspicion that a crime has occurred or could occur.	Retain 1 year, then destroy	28 CFR Part 23 Minn. Stat. § 13.37 Minn. Stat. § 13.82	No	
4	Threat to Life An incident report submitted to the MNFC by the FBI's National Threat Operation Center (NTOC) detailing an active threat to life.	Retain 5 years, then destroy	28 CFR Part 23 Minn. Stat. § 13.37 Minn. Stat. § 13.82	No	
5	Threat Screening Center An incident report submitted to the MNFC by the Department of Homeland Security Threat Screening Center detailing an encounter with a watch-listed individual.	Retain 1 year, then destroy	28 CFR Part 23 Minn. Stat. § 13.37	No	
6	Assessments for Buildings/Events Externally disseminated risk, threat, and vulnerability assessments for events and facilities.	Permanent	28 CFR Part 23 Minn. Stat. § 13.37	Yes	
7	Informational Products Externally disseminated published bulletins that contain best practices, resources, and non-specific event related information.	Permanent	28 CFR Part 23 Minn. Stat. § 13.37	Yes	yes

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Item No.	Record Series Title and Description	Retention Instructions	Citations	Essential? (Yes/no)	Archival? (Yes/no)
8	Tactical Intelligence Product Tactical intelligence product is externally disseminated product, written independently or with a partner agency, that may include attributable personally identifiable information (PII) data such as "who, what, where, why, how and so what" information.	Retain up to 3 years or until information is stale, whichever occurs first, then destroy	28 CFR Part 23 Minn. Stat. § 13.37 Minn. Stat. § 13.82	No	NO
9	Strategic Intelligence Product Strategic intelligence product is externally disseminated product, written independently or with a partner agency, that excludes attributable personally identifiable information (PII) data such as "who, what, where, why, how and so what" information related to a specific topic, trend, or situation and does not include any tactical information.	Retain up to 5 years or until information is stale, whichever occurs first, then destroy	28 CFR Part 23 Minn. Stat. § 13.37 Minn. Stat. § 13.82	No	
10	Event List Externally disseminated email advisory.	Retain per the current Department of Public Safety (DPS) email retention schedule		No	
11	Situation Reports (SitReps) Situation reports are externally disseminated product, written independently or with a partner agency, produced due to an ongoing or active incident or an upcoming high profile event that may elicit public safety concerns.	Retain up to 1 year after conclusion of event, then destroy	28 CFR Part 23 Minn. Stat. § 13.37 Minn. Stat. § 13.82	No	
12	After Action Reports Internal after action reports (excluding personally identifiable information (PII)).	Permanent	28 CFR Part 23 Minn. Stat. § 13.37 Minn. Stat. § 13.82	Yes	
13	Non-Published training and informational material Information collected and shared internally within the MNFC for training, situational awareness, technical guidance, best practices that may or may not contain personally identifiable information (PII).	Retain 3 years with review or until information is stale, whichever occurs first, then destroy	28 CFR Part 23 Minn. Stat. § 13.37 Minn. Stat. § 13.82	No	
14	Conference/Training/Briefing Materials Includes presentations, briefings, employee training manuals.	Retain 3 years with review or until information is stale, whichever occurs first, then destroy		No	