

Schedule Number 018-047	Date 1/4/18	New	Revision of	MINNESOTA RECORDS RETENTION SCHEDULE	
Agency Department of Public Safety		Division/Section Bureau of Criminal Apprehension BCA Shared Services		Page 1	of 6
Address 1430 Maryland Avenue East Saint Paul, Minnesota 55106				3700 North Norris Court NW Bemidji, MN 56601	
				All BCA Field Offices	
				See attached pages for records descriptions	

For Use By Records Panel Only

AUTHORIZATION: Under the authority of Minnesota Statutes, section 138.17, it is hereby ordered that the records listed on this application be disposed per the 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) E. Joseph Newton	Date 12-28-17	Minnesota Historical Society, Director Charles C. Dodge	Date 4 Jan 2018
Type Name / Phone E. Joseph Newton / 651-201-7170		Legislative or State Auditor Paul Nelson	Date Jan. 18, 2018
Agency Head or Designee (signature) Kassandra Baker	Date 12-29-17	Attorney General Lina Kravitz	Date 1/10/18

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Item No.	Record Series Title and Description	Retention Instructions	Citations	Vital? (Yes/No)	Archival? (Yes/No)
	Discard means disposal via recycling. Destroy means disposal in a secure manner.	This Business Shared Services Records Retention Schedule covers all storage media including paper, electronic, photos, etc.			
1	Administrative – BCA Visitor Log List of names of individuals visiting the BCA offices.	Retain for one month, then destroy.	Minn. Stat. §13.03	No	NO
2	Administrative – Civil Legal/Litigation Files Records relating to civil litigation and legal matters in which the DPS/BCA is a party.	Retain 3 years from date of settlement or resolution, then destroy.	Minn. Stat. § 13.39	No	↓
3	Administrative – Criminal Legal/Litigation Files Records relating to criminal litigation and legal matters including subpoenas for BCA employees to testify in court, court orders to produce data, complaints, settlements, and related correspondence.	Retain until the date of court appearance, then destroy.		Yes	↓
4	Administrative – Legislative Records Legislative reports and legislative Advisory Group and Study Group records.	Retain 5 years from the date of the report or the conclusion of the Advisory Group or Study Group, then discard. Transfer one copy of any report to the State Archives for selection and disposition.	Minn. Stat. § 13.03 E.g., Minn. Stat. § 299C.65, and 2010 Minn. Laws Ch. 383, § 6	No	YES
5	Administrative – General Records Policies and Standard Operating Procedures.	Retain 1 year after being superseded, withdrawn or retired, then discard.	Minn. Stat. §§ 13.03, 13.05, and 138.17	No	NO
6	Administrative – Project Files Records related to planning and management of information systems and technology projects.	Retain project files 7 years. For major Information Systems with longer maintenance contracts, retain records related to system maintenance for 5 years after the sunset of the system.	Various	No	↓
7	Administrative – Time Tracking Records Records of staff hours by individual and activity.	Retain 2 years, then destroy.	Minn. Stat. § 13.43	No	↓

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8	Communications – External Mass communications to business partners, customers, and users of the Criminal Justice Data Network (CJDN) systems and services.	Retain 3 years, then transfer to the State Archives for selection and disposition, or discard.		No	yes
9	Communications – FBI Criminal Justice Information System Information Letters, meeting minutes, technical and operational updates, and communications between FBI and BCA personnel.	Retain until superseded or action is completed, then destroy.		No	no
10	Communications – Internal Staff meeting minutes and agendas, memoranda, presentations, and intranet postings.	Retain 3 years, then destroy or discard as appropriate. Retain intranet postings until superseded or no longer pertinent, then discard.		No	↓

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11	Contracts and Grants Includes contracts for professional and technical services, local and federal grant contracts, interagency/joint powers agreements, responses to requests for bids, requests for proposals, and related records and documents.	<p>Retain contracts per the current Statewide Accounting Records Retention Schedule: http://www.mnhs.org/preserve/records/retentionsched.html</p> <p>Retain other records per the current Department of Public Safety (DPS) Fiscal and Administrative Services (FAS) Records Retention Schedule: http://app.insider.dps.mn.gov/PubPortal/UploadedFiles/FAS%20Record%20Retention%20Schedule%2016-100.pdf</p> <p>If not specifically addressed in the current DPS FAS Schedule, follow the current Statewide Accounting Records Retention Schedule: http://www.mnhs.org/preserve/records/retentionsched.html</p> <p><i>For data that pertains to summary data research projects and non-disclosure agreements conducted over a number of years, retain 1 year after completion of the project, then destroy.</i></p>	Minn. Stat. Ch. 16C, and §§ 13.03 and 13.591	Yes	NO
12	Data Practices – Access Integrity Documentation of decisions to grant or deny requests for access to networks, systems, or services.	Retain access determination until superseded, then destroy.	Various	Yes	
13	Data Practices – Data Management Access Procedures, Data Inventory, Data Classification Documentation, Security Information Declarations, Records Destruction Reports, and Records Retention Schedules.	<p>Retain 3 years after being superseded, retired or withdrawn, then destroy.</p> <p>Retain Records Destruction Reports permanently.</p>	Minn. Stat. §§ 13.03, 13.05, and 13.37	No	

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14	Data Practices – Data Challenges Written data challenges, supporting information from data subject, and responses from the Responsible Authority.	Retain 3 years from the date of response, then destroy. If appealed, retain for 1 year following final disposition at the Department of Administration or the Minnesota Courts, whichever is later.	Minn. Stat. § 13.04	No	NO
15	Data Practices – Data Requests Data subject requests, summary data requests, research requests, public data requests, data programming code, and correspondence.	Retain 3 years from the date of response, then destroy. If the data pertains to a research project conducted over a number of years, retain 3 years after the project's completion, then destroy. <i>If the data pertains to alleged misuse of the CJDN or data maintained by the BCA, retain 7 years from the year of response.</i>	Minn. Stat. §§ 13.03, 13.04, and 13-.05	No	
16	Fiscal – Accounting Records Includes billings to state agencies, billing statements from MNIT Services, cash receipts, field purchase orders, account billing for all projects, invoices, purchase orders with attachments, receipt books, receipts, special expense orders, employee expense reports for travel and advances, and CJDN telecommunications records (related to CJDN connections).	Retain per the current DPSFAS Records Retention Schedule: http://app.insider.dps.mn.gov/PubPortal/UploadedFiles/FAS%20Record%20Retention%20Schedule%2016-100.pdf If not specifically addressed in the current DPS FAS Records Retention Schedule, follow the current Statewide Accounting Records Retention Schedule: http://www.mnhs.org/preserve/records/retentionsched.html	Minn. Stat. §§ 13.03, and 16A.055	Yes	

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17	Fiscal – Budget Records Includes items such as annual spending plans, biennial budget materials, fiscal notes, supporting documents, account balances, financial reports, encumbrances, and requisitions.	Retain per the current DPS FAS Records Retention Schedule: http://app.insider.dps.mn.gov/PubPortal/UploadedFiles/FAS%20Record%20Retention%20Schedule%2016-100.pdf If not specifically addressed by the current DPS FAS Schedule, follow the current Statewide Budget Records Retention Schedule: http://www.mnhs.org/preserve/records/retentionsched.html	Minn. Stat. §§ 13.03, and 16A.10	Yes	NO
18	Inventory Management Records	Retain per the current DPS FAS Records Retention Schedule: http://app.insider.dps.mn.gov/PubPortal/UploadedFiles/FAS%20Record%20Retention%20Schedule%2016-100.pdf If not specifically addressed by the current DPS FAS Schedule, follow the current Statewide Property Management Records Retention Schedule: http://www.mnhs.org/preserve/records/retentionsched.html		Yes	↓
19	Motor Pool Records Mileage logs, gas receipts, maintenance records and receipts.	Current year plus 3 fiscal years or audit, whichever occurs first, then discard.		No	↓
20	Work Records – Topical/Reference Files Information for ready reference, planning, and other purposes.	Review files at least annually. Transfer records with historical significance to the State Archives for selection and disposition. Destroy or discard remaining records one year after being superseded or no longer in use.	Various	No	yes