

<b>Schedule Number</b> DIS-045	<b>Date</b> 1/4/18	<b>New</b>	<b>Revision of</b>	<b>MINNESOTA RECORDS RETENTION SCHEDULE</b>	
<b>Agency</b> Department of Public Safety		<b>Division/Section</b> Bureau of Criminal Apprehension BCA Training and Auditing		<b>Page 1 of 3</b>	
<b>Address</b> 1430 Maryland Avenue East Saint Paul, Minnesota 55106				3770 North Norris Court NW Bemidji, MN 56601	
				5255 Maple Grove Rd., #200 Hermantown, MN 55811	
See attached pages for records descriptions					
<i>For Use By Records Panel Only</i>					
<b>AUTHORIZATION:</b> 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.		
<b>Agency Records Management Officer</b> (signature)		<b>Date</b>		<b>Minnesota Historical Society, Director</b> <b>Date</b>	
E. Joseph Newton		12-28-17		Charles L. Rodgers 4 Jan 2018	
<b>Type Name / Phone</b>			<b>Legislative or State Auditor</b>		<b>Date</b>
E. Joseph Newton / 651-201-7170			David Walker		Jan 18, 2018
<b>Agency Head or Designee</b> (signature)		<b>Date</b>		<b>Attorney General</b> <b>Date</b>	
Alexandra Bell		12-29-17		1/8/18	

Original-State Records Disposition Panel

Copy 1-Agency (after approval)

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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 Training and Auditing Records Retention Schedule covers all storage media including paper, electronic, photos, etc.			
1	Training content and manuals in all storage formats	Discard when superseded or revised		No	YES
2	Board of Peace Officer Standards and Training records	Retain 4 years, then destroy		No	NO
3	Board of Continuing Legal Education records	Retain 4 years, then destroy		No	
4	Instructors who are not BCA employees Information about non-BCA instructors	Retain 2 years, then destroy		No	
5	Training class rosters	Retain 2 years, then destroy		No	
6	User Compliance Credentials User registrations, certifications and other credentials required to use Minnesota Justice Information Services networks, systems and tools.	Retain 2 years after credentials expire, are superseded, or surrendered, then destroy		No	
7	User Compliance – FBI Audit Reports FBI Audit Reports and associated records of the Bureau and other agencies that have been audited.	Retain the 2 most recent reports, then destroy		No	
8	User Compliance – BCA Audit Reports BCA Audit reports and records in all storage formats of agencies with access to criminal justice information.	Retain the 2 most recent reports, then destroy		No	
9	User Compliance – Audit Logs Records of all transactions via the BCA network, systems and tools.	Retain (6 years, then destroy		Yes	
10	Vendor Screening Records - Vendors Records about vendors serving agencies that use criminal justice information to demonstrate compliance with federal and state policies.	Retain 6 years, then destroy		Yes	
11	Vendor Screening Records – Employees Records of the employees of vendors who have been the subject of a background check, have viewed the security awareness certification training to demonstrate compliance with federal and state security policies, and received authorized access to criminal justice information or to work in a building or on a system with access to criminal justice information.	Retain 6 years, then destroy		Yes	
12	Offline searches when requested by agencies Searches of BCA databases when requested by authorized agencies as part of an investigation.	Retain 1 year, then destroy		Yes	

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Item No.	Record Series Title and Description	Retention Instructions	Citations	Vital? (Yes/no)	Archival? (Yes/no)
13	<b>Offline searches for inappropriate use when requested by agencies</b> Searches of BCA databases when requested by authorized agencies as part of an investigation whether employee inappropriately used database(s).	Retain 2 years, then destroy		Yes	NO