

GENERAL RECORDS RETENTION SCHEDULE FOR THE REGION NINE DEVELOPMENT COMMISSION

<i>SECTION</i>	<i>CODE</i>	<i>TITLE & DESCRIPTION</i>	<i>RETENTION PERIOD</i>	<i>ARCHIVE Y/N</i>	<i>CLASSIFICATION</i>	<i>STATUTE</i>
ADMINISTRATION	ADM 00500	AGENDA PACKETS – COMMISSION Complete record of information relevant to commission meetings	Permanent	Yes	Public	
ADMINISTRATION	ADM 00600	AGENDA PACKETS – MISC. Various boards and committees that are commission approved or appointed.	Permanent	No	Public	
ADMINISTRATION	ADM 0650	AGENDA PACKETS – MISC. Various boards and committees that are not commission approved or appointed.	3 years	No	Public	
ADMINISTRATION	ADM 01000	ANNUAL REPORTS Commission or departmental	Permanent; has historical value	Yes	Public	
ADMINISTRATION	ADM 01300	ATTORNEY OPINIONS Opinions of commission attorney and correspondence relating thereto	Permanent; has historical value when no longer need by commission	Yes	Public	
ADMINISTRATION	ADM 01800	BUDGET – RECORD COPY Includes commission and departmental budgets	Permanent; has historical value	Yes	Public	
ADMINISTRATION	ADM 01900	BUDGET – SUPPORT/ WORKING PAPERS	2 years	No	Public	
ADMINISTRATION	ADM 02000	BYLAWS – COMMISSIONS AND BOARDS	Permanent; has historical value	Yes	Public	
ADMINISTRATION	ADM 02100	CENSUS REPORTS Reports and any protests to census	Permanent	No	Public	
ADMINISTRATION	ADM 02900	COMPLAINTS – GENERAL General services, maintenance, repair, citizen complaints	1 year after action completed	No	Public	
ADMINISTRATION	ADM 02900	CORRESPONDENCE – GENERAL	3 years	No	Public	

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ADMINISTRATION	ADM 03000	CORRESPONDENCE – HISTORICAL Correspondence to/from Executive Director and/or Commission Board Chair. Official correspondence that documents important events or major functions of the office. Usually deals with a specific topic, issues, organization or individual.	Permanent; has historical value	Yes	Public/private	MS 13.601
ADMINISTRATION	ADM 03050	CORRESPONDENCE – MESSAGES Transitory messages, e-mail or phone messages of short-term interest which are considered incidental and non-vital correspondence. Note: Messages which related to transactions of Commission business should be retained in accordance with applicable retention schedule. Data Practices classification for this is public.	Until Read	No	Public	
ADMINISTRATION	ADM 03100	DEPARTMENTAL REPORTS Annual	Permanent; has historical value	Yes	Public	
ADMINISTRATION	ADM 03200	DEPARTMENTAL REPORTS Monthly/ semi-annual	1 year	No	Public	
ADMINISTRATION	ADM 03300	GRANTS Miscellaneous grant programs and stipulations.	Consult issuing agency. Typically 3 years after State audit CFR 24.42 or 6 years after Federal audit 28USC2415(b)	No	Public, unless otherwise required by other governmental agency.	MS 13.35
ADMINISTRATION	ADM 03400	GRANTS – DENIED PRE APPS.	1 year	No	Public, unless otherwise required by other governmental agency.	MS 13.35

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ADMINISTRATION	ADM 03500	GRANTS – DENIED FULL APPS.	3 years	No	Public, unless otherwise required by other governmental agency.	MS 13.35
ADMINISTRATION	ADM 03600	GRANTS – APPROVED, NEVER RESPONDED PRE APPS.	1 years	No	Public, unless otherwise required by other governmental agency.	MS 13.35
ADMINISTRATION	ADM 03700	GRANTS - APPROVED	5 years	No	Public, unless otherwise required by other governmental agency.	MS 13.35
ADMINISTRATION	ADM 04000	MANUALS – COMMISSION EQUIPMENT Instructions or maintenance manuals of office equipment	until removed or superseded	No	Public	
ADMINISTRATION	ADM 04200	MINUTES – COMMISSION Audio tape recordings of commission and committees	1 year after formal approval of written minutes by the commission. Tape recordings cannot be the permanent record	No	Public	
ADMINISTRATION	ADM 04400	MINUTES – VARIOUS BOARDS, COMMISSIONS AND COMMITTEES Written minutes	Permanent; has historical value	Yes	Public	
ADMINISTRATION	ADM 04500	NEWSLETTERS – COMMISSION GENERATED	Permanent; has historical value	Yes	Public	
ADMINISTRATION	ADM 04600	NEWSPAPER CLIPPINGS / SCRAPBOOKS For reference purposed only	Permanent	No	Public	
ADMINISTRATION	ADM 04700	NOTICE OF MEETINGS Commission generated.	6 years	No	Public	

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ADMINISTRATION	ADM 04800	OATH OF OFFICE – ELECTED & APPOINTED OFFICIALS Signed oaths by elected or appointed officials to commission, various boards and committees.	10 years after service of elected/ appointed position	No	Public	
ADMINISTRATION	ADM 5200	ORGANIZATIONAL CHARTS - COMMISSION	until superseded	Yes	Public	
ADMINISTRATION	ADM 05400	POLICIES & PROCEDURES Documents the policies and procedures of the commission	until superseded	No	Public	
ADMINISTRATION	ADM 05500	PRESS RELEASES	1 year	No	Public	
ADMINISTRATION	ADM 05700	PROJECT CORRESPONDENCE With state and federal agencies, not including general correspondence	6 years or subject to state or federal requirements	No	Public	
ADMINISTRATION	ADM 05800	PUBLIC HEARING RECORDS Related to subject or action	Can be destroyed after recorded in minutes. If not recorded in minutes, then retain 6 years.	No	Public	
ADMINISTRATION	ADM 05900	PUBLICATIONS – COMMISSION GENERATED Including brochures, booklets, informational pamphlets, etc.	until superseded	Yes	Public	
ADMINISTRATION	ADM 06000	SPECIAL COMMITTEE REPORTS Minutes, policies, studies, correspondence, etc.	Permanent; has historical value	Yes	Public	
ADMINISTRATION	ADM 06300	TELEPHONE SYSTEM Correspondence, service reports, working papers	until superseded	No	Public	
ADMINISTRATION	ADM 06400	TITLES TO COMMISSION VEHICLES AND EQUIPMENT	Length of ownership	No	Public	
ADMINISTRATION	ADM 06410	MAPS	Permanent	No	Public	

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ADMINISTRATION	ADM 06420	VIDEO TAPES – GENERAL Including entertainment, training, cable segments and other misc. video tapes.	until superseded	No	Public	
ADMINISTRATION	ADM 06440	VIDEO TAPES - HISTORICAL	Permanent	No	Public	
ADMINISTRATION	ADM 06460	VIDEO TAPES - PROJECTS	File with projects or keep as long as projects are retained.	No	Public	
ADMINISTRATION	ADM 06500	VIDEO TAPES OF PUBLIC MEETINGS	Erase and reuse tapes 3 months after formal approval of written minutes	No	Public	

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ATTORNEY	ATT 00100	ADMINISTRATION FILES Correspondence and reports related to the legal review of commission functions such as bond issues, insurance, ordinances, contracts and grants, claims for damages.	3 years	No	Public	
ATTORNEY	ATT 00200	ATTORNEY OPINIONS Official interpretation regarding questions of legal rights or liabilities affecting operation departments.	10 years then transfer to State Archives for selection and disposition when no longer needed by the agency	Yes	Public, Private, Non Public	MS 13.30, MS 13.39
ATTORNEY	ATT 00300	CIVIL LIGATION FILES Documents civil actions by the commission or against the commission including claims and suits. Includes work papers, copies of court documents and correspondence.	20 years after last court activity	No	Public, Private, Confidential, Protected Non-public	MS 13.39
ATTORNEY	ATT 00400	ATTORNEY CORRESPONDENCE - GENERAL	6 years	No	Public	
ATTORNEY	ATT 00500	CRIMINAL LITIGATION FILES Documents litigation involving the commission. Work papers, copies of court records.	2 years after last court activity	No	Public, Private, Confidential, Protected Non-public	MS 13.30, MS 13.82
ATTORNEY	ATT 00600	INVESTIGATIVE FILES Includes requests for investigation, work papers, work assignments and final reports. Research conducted by no litigation takes place.	3 years	No	Public, Private, Confidential, Protected Non-public	MN 13.39
ATTORNEY	ATT 00900	RESEARCH & SUBJECT FILES Attorney topic files, research, misc. notes, correspondence and other materials regarding minor matters of inquiry.	While active	No	Public	

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CONTRACTS	CON 00050	AGREEMENTS/CONTRACTS/LEASES /JOINT POWERS Various associations doing business with the commission.	10 years after paid and audited	No	Public	
CONTRACTS	CON 00500	EQUIPMENT CONTRACTS	Length of ownership and after audit.	No	Public	
CONTRACTS	CONT 00700	LEASE OF REAL PROPERTY Property leased or rented from the commission or by the commission. Copy of lease, payment record, etc.	10 years after expiration of lease	No	Public	13.51 subd 2f

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FINANCE	FIN 00100	ACCOUNT REPORTS – DELINQUENT & UNCOLLECTIBLE Record of all accounts of monies owed to the commission that have not been paid or are uncollectible.	6 years	No	Public	
FINANCE	FIN 00200	ACCOUNTS PAYABLE LEDGERS & JOURNALS Record of all accounts of monies owed to other parties by the commission.	6 years	No	Public	
FINANCE	FIN 00300	ACCOUNTS RECEIVABLE LEDGERS & JOURNALS Records of all accounts of monies owed to the commission.	6 years	No	Public	
FINANCE	FIN 00800	AUDIT REPORTS – EXTERNAL Reports based on private companies for the review of tax payments.	7 years	No	Non-public	MS 13.37
FINANCE	FIN 00900	AUDIT REPORTS – INTERNAL Reports based on the agencies’ internal operations.	7 years	No	Non-public	MS 13.37
FINANCE	FIN 01000	BANK STATEMENTS Deposit slips, deposit books & reconciliation’s.	6 years	No	Public	
FINANCE	FIN 01100	BANKRUPTCY RECORDS Individual or vendor owing money to the commission but was declared bankrupt.	6 years	No	Public	
FINANCE	FIN 01200	BILLING STATEMENTS	4 years	No	Public	
FINANCE	FIN 01310	BUDGET - ANNUAL	Permanent	No	Public	
FINANCE	FIN 01320	BUDGET Monthly reports, departmental breakdown of accounts.	2 years	No	Public	
FINANCE	FIN 01400	BUDGET WORKPAPERS - DEPARTMENT	2 years	No	Public	
FINANCE	FIN 01500	BUDGET WORKPAPERS - MASTER	5 years	No	Public	
FINANCE	FIN 02010	CHECK REGISTER Numerical list of checks/voucher issued.	Permanent, may transfer to state	No	Public	

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FINANCE	FIN 02020	CHECKS (CANCELED) ACCOUNTS PAYABLE	6 years	No	Public	
FINANCE	FIN 02030	Paid & returned checks CHECKS (CANCELED) PAYROLL	6 years	No	Public/private	MS 13.43
FINANCE	FIN 02040	Paid & returned checks CHECKS (NSF) BAD CHECKS & BAD CHECKS LISTS	6 years	No	Public	
FINANCE	FIN 02050	CHECKS (DUPLICATE)	4 years	No	Public	
FINANCE	FIN 02100	Alphabetical order of checks issued. DAILY CASH REPORTS & RECEIPTS	4 years	No	Public	
FINANCE	FIN 02200	Daily report of routine receipts received by the commission. DISPOSAL OF PROPERTY	6 years after disposal	No	Public	
FINANCE	FIN 02400	Documents the disposal of commission owned property. ENCUMBANCES/REVERSALS – ORDERS ISSUED	4 years	No	Public	
FINANCE	FIN 02500	Report or document of purchase orders by number. EXPENDITURE REPORTS – MONTHLY SUMMARIES	2 years	No	Public	
FINANCE	FIN 02600	Record of all commission expenditures. EXPENDITURE REPORTS – MONTHLY SUMMARIES	Permanent	No	Public	
FINANCE	FIN 02610	Record of all commission expenditures. FINANCIAL REPORTS	2 years	No	Public	
FINANCE	FIN 02620	Monthly. FINANCIAL REPORTS/STATEMENTS (ANNUAL)	Permanent	No	Public	
FINANCE	FIN 02700	As audited. Comprehensive Annual Financial Report (CAFR). FIXED ASSETS/EQUIPMENT INVENTORIES	Until superseded	No	Public	
		List of all property owned by the commission.				

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FINANCE	FIN 02900	GENERAL JOURNAL Chronological listing of the commission's financial transactions.	Permanent	No	Public	
FINANCE	FIN 03000	GENERAL LEDGERS Record of all commission accounts.	Permanent	No	Public	
FINANCE	FIN 03100	INCOME SALES TAX RETURNS/RECEIPTS Used to verify and audit private companies to ensure payment of taxes.	4 years	No	Public	
FINANCE	FIN 03300	INVOICES – PAID, CLAIM VOUCHERS & VERIFIEDS Record of payments & request for payment of accounts paid by the commission.	6 years	No	Public	
FINANCE	FIN 03400	JOURNAL ENTRY SUPPORT Includes source document.	6 years	No	Public	
FINANCE	FIN 03800	PURCHASE ORDERS Official record documenting the purchase of goods & services	6 years	No	Public	
FINANCE	FIN 04000	RECEIPTS & RECEIPT BOOKS Records documenting cash received by the commission.	6 years	No	Public	
FINANCE	FIN 04200	REGISTER OF RECEIPTS – ORIGINAL Register documenting cash received by the commission.	Permanent	No	Public	
FINANCE	FIN 04300	REQUISITIONS – DEPARTMENT COPY Official record documenting the request for the purchase of goods & services.	2 years	No	Public	
FINANCE	FIN 04400	REVENUE REPORTS – MONTHLY SUMMARIES Record of all commission accounts revenue.	2 years	No	Public	

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FINANCE	FIN 04500	REVENUE REPORTS – YEAR END SUMMARIES Record of all commission accounts revenue.	Permanent	No	Public	
FINANCE	FIN 04700	TRAVEL EXPENSE RECORDS Documentation of travel costs & payments.	6 years	No	Public	
FINANCE	FIN 04710	TREASURER’S REPORT – MONTHLY	2 years	No	Public	
FINANCE	FIN 05000	WORK ORDERS Used of job costing systems.	4 years	No	Public	

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HUMAN RESOURCES	HR 00100	AFFIDAVIT OF PUBLICATION FOR JOB OPENING	2 years	No	Public/private	MS 13.43
HUMAN RESOURCES	HR 00200	AFFIRMATIVE ACTION FILES Sexual harassment & discrimination.	Permanent	No	Public/private/ confidential	MS 13.43, MS 13.39
HUMAN RESOURCES	HR 00300	AFFIRMATIVE ACTION RECRUITMENT FORM Supplemental personnel data from job applications.	1 year	No	Public/private/ confidential	MS 13.43, MS 13.39
HUMAN RESOURCES	HR 00400	AFFIRMATIVE ACTION REPORTS Copies of reports send the Human Rights Commission	5 years	No	Public/private/ confidential	MS 13.43, MS 13.39
HUMAN RESOURCES	HR 00500	APPLICATIONS FOR EMPLOYMENT-NOT HIRED	1 year	No	Public	
HUMAN RESOURCES	HR 00600	APPLICATIONS FOR PERSONS ON ELIGIBILITY LIST Applications, resumes, letters of recommendation, police background investigations, etc. If hired, application etc. becomes part of employee personnel file.	2 years or length of eligibility if longer	No	Public/private	MS 13.43
HUMAN RESOURCES	HR 00700	ARBITRATION DECISIONS	Permanent	No	Public	
HUMAN RESOURCES	HR 00750	BENEFITS ENROLLMENT FORMS Employees' medical, dental, deferred compensation, etc.	Superseded or 5 years after coverage lapses	No	Public	
HUMAN RESOURCES	HR 00800	BENEFITS PLAN Includes insurance, health care, deferred compensation, etc.	until superseded of 5 years after coverage lapses.	No	Public	
HUMAN RESOURCES	HR 00900	CERTIFICATION OF TEST/ EXAMINATION RESULTS From tests administered to applicants.	2 years	No	Public	
HUMAN RESOURCES	HR 01000	CETA RECORDS Including pay records.	6 years	No	Public	

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HUMAN RESOURCES	HR 01100	CLASSIFICATION STUDIES Studies which describe job duties and may ran individual commission positions. see also: pay equity	until superseded	No	Public	
HUMAN RESOURCES	HR 01150	COMPENSATION PLAN	Permanent	No	Public	
HUMAN RESOURCES	HR 01300	ELIGIBILITY REGISTER A list of job applicants who have qualified on required examination, ranked in order of test score of a list of employees applying for promotion, ranked in order of test score.	3 years after job has been filled.	No	Public/private	MS 13.43
HUMAN RESOURCES	HR 01500	EMPLOYEE RECOGNITION & AWARDS PROGRAM Correspondence, working papers, nominations, etc. Letters of commendation should be retained in employee's personnel file.	2 years	No	Public	
HUMAN RESOURCES	HR 01600	EMPLOYEE SUGGESTION FORM	2 years	No	Public/private	MS 13.43
HUMAN RESOURCES	HR 01700	EQUAL EMPLOYMENT OPPORTUNITY REPORTS/SUMMARY DATA (EEO REPORTS) Reports sent to Federal Government	3 years	No	Public	29 CFR 1602.30
HUMAN RESOURCES	HR 01800	EXAMINATION FILE Completed exams administered to applicants & promotional exams administered to employees	3 years Eligible, 1 year Not Eligible	No	Private	MS 13.43
HUMAN RESOURCES	HR 01850	FAMILY MEDICAL LEAVE DOCUMENTS (FMLA) Should not be retained in employee personnel file.	3 years	No	Private	MS 13.43 (29 CFR ss825)

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HUMAN RESOURCES	HR 01900	GRIEVANCE FILES Formal written employee grievance and/or complaint filled under a labor agreement or personnel rules, and received by the commission. Should not be retained in employee personnel file.	Permanent	No	Public/private	MS 13.43
HUMAN RESOURCES	HR 02000	I-9 FORM Employment Eligibility Verification. Verifies status of citizenship or naturalization. Should not be retained in employee personnel file.	3 years after date of hire, 1 year after employment is terminated, which ever is later.	No	Private	MS 13.43
HUMAN RESOURCES	HR 02200	JOB/POSITION DESCRIPTIONS Personnel department retains a position description history on the various positions within the city.	Until superseded	No	Public	
HUMAN RESOURCES	HR 02800	PAY EQUITY PROFILES	Until superseded	No	Public	
HUMAN RESOURCES	HR 02900	PAY EQUITY QUESTIONNAIRE BOOKS Questionnaires used to rank individual positions.	3 years	No	Public	
HUMAN RESOURCES	HR 03000	PAY EQUITY PLAN/SUMMARY	Permanent	No	Public	
HUMAN RESOURCES	HR 03100	PAY EQUITY WORKPAPERS	Until superseded	No	Public	
HUMAN RESOURCES	HR 03200	PENSION FILES Form letters & reports	Permanent	No	Public	

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HUMAN RESOURCES	HR 03300	PERSONNEL FILES Should be retained in employee personnel files: Only relevant records on each employee such as applications, references, performance evaluations, job performance appeals, job descriptions, reprimands, resignation letters, exit interviews, etc. Should NOT be retained in employee personnel files: medical records, health insurance information, 1-9 forms, child support obligation records, investigations, or any other record which, in its presence, may raise an inference of discrimination. Duplicate personnel files should not be retained by individual departments, all originals are to be maintained by the personnel department or responsible department.	5 years after termination or separation from commission. Destruction approval is contingent upon retention of master copy of payroll register of record.	No	Public/private	MS 13.43
HUMAN RESOURCES	HR 03400	POLICIES & PROCEDURES/RULES & REGULATIONS For human resource function, includes annual leave program, hiring procedure file, etc.	Permanent	No	Public	
HUMAN RESOURCES	HR 03500	RECRUITMENT FILES Records that relate to posting, recruitment, selection & appointment to each commission position.	2 years	No	Public/private	MS 13.43
HUMAN RESOURCES	HR 03600	REPRIMANDS/DISCIPLINARY ACTION	5 years after employee's termination	No	Public/private	MS 13.43
HUMAN RESOURCES	HR 03700	REQUISITIONS FOR PERSONNEL	1 year after job is filled or requisition is canceled.	No	Public	

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HUMAN RESOURCES	HR 03720	RETURN TO WORK SLIPS	1 year	No	Private	MS 13.43
HUMAN RESOURCES	HR 03800	STANTON STUDY Reports, studies received from the Stanton Group	Until superseded	No	Public	
HUMAN RESOURCES	HR 03900	STANTON STUDY DATA Data/background information send to the Stanton Group and used to compile Stanton Study	2 years	No	Public	
HUMAN RESOURCES	HR 04000	UNEMPLOYMENT CLAIMS/COMPENSATION	6 years	No	Public/private	MS 13.43
HUMAN RESOURCES	HR 04050	VETERANS PREFERENCE ELECTION FORM Veterans Preference Act	1 year if not hired, 5 years after termination if hired.	No	Public	MS 13.43 Subd. 3.
HUMAN RESOURCES	HR 04100	WAGE ASSIGNMENTS Letters, correspondence, etc.	6 years	No	Public/private	MS 13.43
HUMAN RESOURCES	HR 04200	EMPLOYEE MEDICAL RECORDS Any information concerning the health status of an employee which is made or maintained by a physician, nurse or other health care personnel, or technician, including medical and employment questionnaires of histories, medical exams, medical opinions, descriptions of treatments and prescriptions and employee medical complaints.	30 years after separation from county	No	Public/private	MS 13.43 29 CFR 1910.20
HUMAN RESOURCES	HR 04500	OSHA – CITIATIONS OF PENALTY Notifications of violations by the commission.	2 years after violation has been corrected.	No	Public	
HUMAN RESOURCES	HR 04600	OSHA REPORTS OSHA report numbers 200 & 201	5 years after accident	No	Public/private	MS 13.43

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HUMAN RESOURCES	HR 04700	OSHA – EMPLOYEE EXPOSURE RECORDS Any information concerning employee exposure to toxic substances of harmful physical agents.	30 years after termination of retirement.	No	Public/private	MS 13.43 29 CFR 1910.20

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INSURANCE	INS 00100	APPLICATIONS FOR INSURANCE To Commission's insurance provider.	3 years	No	Public	
INSURANCE	INS 00400	CERTIFICATES OF INSURANCE	6 years after expiration	No	Public	
INSURANCE	INS 00450	CLAIMS Claims filed by or against the commission	6 years after final settlement except those involving a minor, save until minor turns 19.	No	Public/private	MS 13.43
INSURANCE	INS 00500	EMPLOYEE DISHONESTY/SURETY BONDS Corporate or personal – to cover any employee, also known as "Faithful Performance Bond."	6 years after expiration	No	Public	
INSURANCE	INS 00650	FIRST REPORT OF INJURY	6 years or 20 years if maintained with workers compensation file	No	Public/private	MS 13.43 MS 176.151
INSURANCE	INS 00700	INSURANCE AGENTS' SERVICE AGREEMENT	6 years after expiration	No	Public	
INSURANCE	INS 01100	LONG TERM DISABILITY Claims filled by employee for a long term disability insurance program.	10 years after final settlement	No	Private	MS 13.43
INSURANCE	INS 01240	POLICIES – ALL INSURANCE POLICIES Includes, but not limited to: auto, general liability, life, property and workers' compensation.	6 years after expiration	No	Public	
INSURANCE	INS 01450	SHORT TERM DISABILITY Claims filed by employee for a short term disability insurance program.	6 years	No	Private	MS 13.43

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INSURANCE	INS 01550	WORKERS COMPENSATION CLAIMS Injury reports and correspondence dealing with injuries.	20 years	No	Private	MS 176.231
INSURANCE	INS 01600	WORKERS COMPENSATION CLAIM REGISTER	Permanent	No	Public	MS 176.231

GENERAL RECORDS RETENTION SCHEDULE FOR THE REGION NINE DEVELOPMENT COMMISSION

<i>SECTION</i>	<i>CODE</i>	<i>TITLE & DESCRIPTION</i>	<i>RETENTION PERIOD</i>	<i>ARCHIVE Y/N</i>	<i>CLASSIFICATION</i>	<i>STATUTE</i>
PAYROLL	PAY 00100	AUTHORIZATION CARDS Voluntary (charitable contributions, employee club, credit union)	6 years after inactive	No	Private	MS 13.43
PAYROLL	PAY 00300	CANCELED PAYROLL CHECKS	6 years	No	Public/private	MS 13.43 Subd. 3.
PAYROLL	PAY 00400	CHANGE FORM (PAYROLL COPY) Original retained in personnel file salary, position, grade level, address, leave of absence, etc.	1 year	No	Public/private	MS 13.43
PAYROLL	PAY 00450	EMPLOYERS QUARTERLY FEDERAL TAX RETURN (Federal Tax Form 941)	6 years	No	Public	
PAYROLL	PAY 00500	GARNISHMENTS Child supports/spouse main. Not to be retained in personnel file.	6 years	No	Private	MS 13.43
PAYROLL	PAY 00600	INSURANCE PREMIUM REPORT	6 years	No	Public	
PAYROLL	PAY 00700	PAYROLL HISTORY CARD	Permanent	No	Public/private	MS 13.43
PAYROLL	PAY 00800	PAYROLL JOURNAL Detailed register of current and year-to- date salaries, gross to net, and benefits hours used.	Permanent – year end report; 6 years other reports	No	Public/private	MS 13.43
PAYROLL	PAY 00900	PAYROLL LEDGER	Permanent	No	Public/private	MS 13.43
PAYROLL	PAY 01000	PAYROLL REPORTS State withholding, federal withholding & FICA	10 years	No	Public/private	MS 13.43
PAYROLL	PAY 01100	PAYROLL WORKSHEETS	6 years	No	Public/private	MS 13.43
PAYROLL	PAY 01200	PENSION & RETIREMENT REPORTS Deferred com. etc.	10 years	No	Public/private	MS 13.43
PAYROLL	PAY 01300	PERA REPORTS	Permanent	No	Public/private	MS 13.43
PAYROLL	PAY 01350	QUARTERLY WITHHOLDING TAX RETURN (State Form MW-1)	6 years	No	Public	
PAYROLL	PAY 01400	TIME SHEETS Originals	6 years	No	Public/private	MS 13.43
PAYROLL	PAY 01500	VACATION & LEAVE REQUESTS Reports/slips.	3 years	No	Public/private	MS 13.43

GENERAL RECORDS RETENTION SCHEDULE FOR THE REGION NINE DEVELOPMENT COMMISSION

<i>SECTION</i>	<i>CODE</i>	<i>TITLE & DESCRIPTION</i>	<i>RETENTION PERIOD</i>	<i>ARCHIVE Y/N</i>	<i>CLASSIFICATION</i>	<i>STATUTE</i>
PAYROLL	PAY 01600	W-2 STATEMENTS- EMPLOYERS COPY	6 years	No	Public/private	MS 13.43
PAYROLL	PAY 01700	W-3 STATEMENTS	6 years	No	Public/private	MS 13.43
PAYROLL	PAY 01800	W-4 FORM-ORIGINALS	Until replaced	No	Public/private	MS 13.43
PAYROLL	PAY 01900	WORKERS COMP PROOF OF PAYMENT	6 years	No	Public	
PAYROLL	PAY 02000	1099 MISC. INCOME	6 years	No	Public/private	MS 13.43

GENERAL RECORDS RETENTION SCHEDULE FOR THE REGION NINE DEVELOPMENT COMMISSION

<i>SECTION</i>	<i>CODE</i>	<i>TITLE & DESCRIPTION</i>	<i>RETENTION PERIOD</i>	<i>ARCHIVE Y/N</i>	<i>CLASSIFICATION</i>	<i>STATUTE</i>
RECORDS MGMT	RMG 00100	AUTHORITY TO DISPOSE OF RECORDS STATE FOMR (PR-1) Used to approve destruction of records not on an approved retention schedule.	Permanent	No	Public	
RECORDS MGMT	RMG 00200	HISTORICAL DATA/PHOTOGRAPHS	Permanent; has historical value	Yes	Public	
RECORDS MGMT	RMG 00400	PROCEDURES	Until superseded	No	Public	
RECORDS MGMT	RMG 00500	RECORDS INVENTORIES List of specific types of records generated by the agency's staff. Used for generating retention schedules.	Until superseded	No	Public	
RECORDS MGMT	RMG 00600	RECORDS CHECKOUT REQUEST Documents the access of records retrieved from Records Center.	6 months	No	Public	
RECORDS MGMT	RMG 00700	RECORDS DISPOSITION AUTHORIZATION Internal list of records that have been authorized for destruction and are listed on a state approved retention schedule.	Permanent	No	Public	
RECORDS MGMT	RMG 00800	RECORDS INVENTORY REPORT Index of record stored off-site	Until superseded	No	Public	
RECORDS MGMT	RMG 00900	RECORDS MGMT MANUAL Documents the policies and procedures of the different programs in records management. May include training materials, retention schedules, micrographic procedures, vital records protection procedures, file standards and general records guidelines.	Until superseded	No	Public	
RECORDS MGMT	RMG 01000	RECORDS RETENTION SCHEDULES List of specific types of records maintained by an agency and the period of time that each type should be retained.	Until superceded	No	Public	

GENERAL RECORDS RETENTION SCHEDULE FOR THE REGION NINE DEVELOPMENT COMMISSION

<i>SECTION</i>	<i>CODE</i>	<i>TITLE & DESCRIPTION</i>	<i>RETENTION PERIOD</i>	<i>ARCHIVE Y/N</i>	<i>CLASSIFICATION</i>	<i>STATUTE</i>
RECORDS MGMT	RMG 01100	RECORDS TRANSFER/ TRANSMITTAL LIST Documentation that tracks and verifies the transfer of records.	1 year or until the records are removed/destroyed	No	Public	