

WHAT, WHY, & HOW DO I SAVE TOWNSHIP RECORDS? Records Retention Schedules and How to Use Them

- **WHO KEEPS THE RECORDS?**
All Elected Officials of Township Responsible for Town Records
Usually the Clerk, as the “Chief Administrative Officer” Is the Keeper of the Records.
Records are Public
 - Public may request to review records
 - Public may request copies of records (residents & non- residents)
 - Charges for copies
- **WHAT RECORDS HAVE TO BE KEPT?**
Records Retention Schedule –
 - MN Historical Society
 - Adopt resolution to follow RRS & submitted to MNHS
 - Permanent/Archival Records kept in cool dark place
 - County historical society
 - Electronic Storage
 - Pass records to successor
- **WHAT ARE TOWNSHIP RECORDS?**
Minutes of all town board and town meetings
 - MN STAT. 365.55: Annual meeting minutes must be filed in clerk’s office within 2 days after the meeting
 - Town Board Minutes should be approved at the next regular town board meeting.
 - Permanent and Archival
- **RESOLUTIONS**
 - Are Recorded in a Resolutions Book
 - Must Be Adopted by Town Board By Motion
 - Minutes Reflect the Adoption of Resolution
 - Resolutions Set Policy
 - Permanent & Archival
- **ORDINANCES**
 - Ordinances
 - Record in Ordinance Book
 - Be able to enforce
 - file with county recorder
 - county law library
 - Permanent and archival
- **CORRESPONDENCE**
It Depends
 - Contents needing board action
 - Advertising – lay on table for examination
 - Have basket close to chairperson for throw-a-ways
 - Letters from residents
- **FINANCIAL RECORDS**
Receipts, Claims & Cancelled Checks
 - 6 years, if registered with MN Historical Society
 - Forever if not registered with MN Historical Society
 - Receipts Registers & Ledgers

Disbursements Registers & Ledgers

- Permanent Records & Archival

• **PAYROLL RECORDS**

Federal Withholding – Income Tax, FICA & Medicare

- 941/944 Reports: 10 years
- State Withholding- Income Tax
- MN Withholding Reports: 10 years
- Payroll Ledgers – 6 years
- Payroll Registers - Permanent

• **PLANNING & ZONING**

- Committee Minutes – Permanent & Archival
- Comprehensive Plan – Permanent & Archival
- Site Plans – Permanent
- Easements - Permanent

• **PUBLICATION & POSTING AFFIDAVITS**

- Affidavits of Publication – 6 years
- Affidavits of Posting - 6 years

• **ROADS**

Permanent & Archival

- Annual Reports, Petitions, Road Lists, Entrance Signs
- (not Archival), Supervisor’s Reports, Survey Sheets

10 years (not archival)

- Gravel Hauled
- Road inspection Reports
- Sanding
- Sign Inventory

ROADS, CONT.

• **6 Years**

- Applications
- Contracts
- Grading Agreements
- Notices & Publications
- Petitions
- Snowplowing

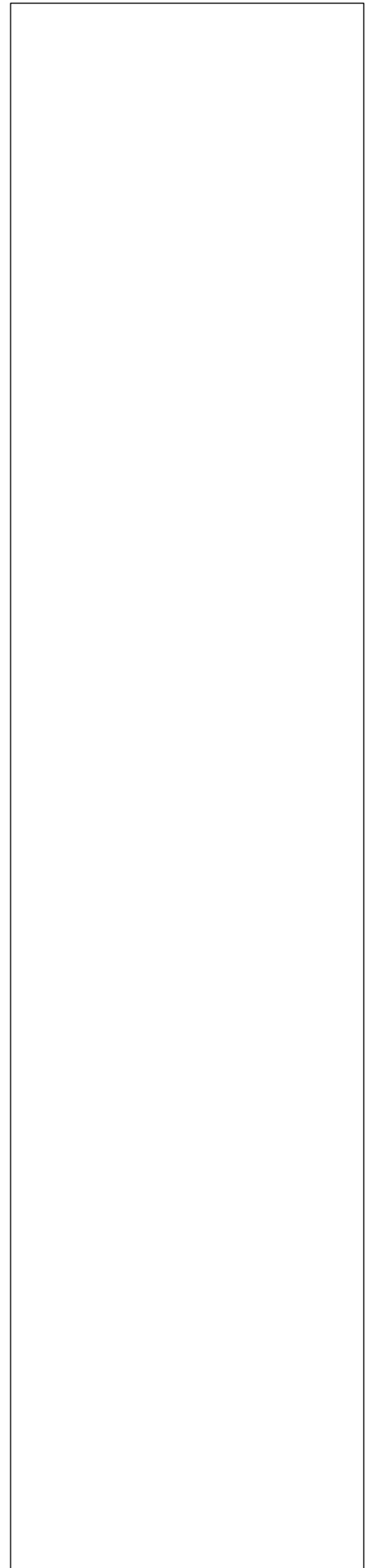
• **TOWN PROPERTY/TOWN HALL**

- Property-
 - Real Estate (township owned)- Permanent
 - Equipment Inventory -10 years
 - Vehicle Licenses 6- years
- Township Hall
 - Correspondence -3 years
 - Construction- permanent & Archival
 - Inventory -10 years

• **TOWNSHIP ACTIVITIES**

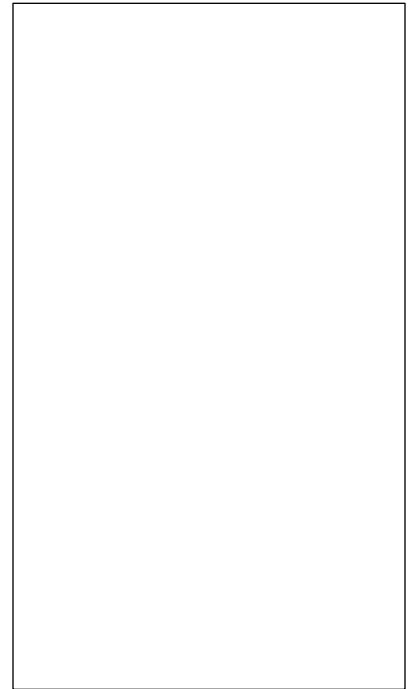
- **6 YEARS**
 - Dues & Subscription
 - Officer Lists – To County
- **3 Years**
 - State & National News
 - Local News 3 years/permanent – some archival
 - State Association Correspondence
 - Officer Recognition permanent

• **WEEDS**



- Meeting Minutes – permanent
- Reports – 10 years
- Inspector’s Records – 3 years
- ZONING
 - Permanent
 - Comprehensive Plan, County Ordinances, Local Ordinances, Variances, Zoning Books/Files
 - 6 Years
 - Conditional Use Permits After Revocation
 - (MAT Attorneys recommend permanent)
 - Day Care and Foster Care Intent
- RESOURCE AND FILING
 - Minnesota Historical Society
 - Government Records Archivist
 - 345 Kellogg Blvd W
 - St. Paul, MN 55102
 - www.mnhs.org
- HOW/WHERE TO KEEP TOWNSHIP RECORDS
 - Suggestions
 - Locked Fire Proof Cabinets
 - Copy of Permanent Records Off Site Rented Storage Unit
 - **County Historical Society
 - I Cloud Storage – several options
 - Avoid
 - Plastic Bins/Cardboard Boxes
 - Piles on Floor and Tables
 - Officer’s Home, Barn, Basement, Garage, etc.
 - What Does Permanent/Archival Mean?
 - Forever in Pristine Condition
- ACCESSIBILTY TO PUBLIC
 - Who Is Public?
 - Residents
 - Non Residents
 - Examine Records
 - At Clerk’s Convenience, but be Reasonable
 - Not to Leave Clerk’s Possession
- ACCESSIBILTY TO PUBLIC, CONT.
 - Copies
 - Actual Cost vs. 25 cents per copy
 - Mileage, cost of copies, time spent
 - Should be reasonable
 - Data Privacy (Urban Townships) – 25 cents per copy
 - Electronic Transmission
 - E-Mail
 - Township Website
 - Fax
 - Other (new forms of media)
- Clerk & Treasurer Leave Office
 - All Township Records are Given to Successor
 - Township Records are not clerk or treasurers’ personal property
 - Have Township Records Neatly Organized
 - Includes Computer Databases & All Other Township Records on Computer

- DISPOSAL OF TOWNSHIP RECORDS
 - Adopted MN Historical Society Records Retention Schedule
 - Signed Resolution on File with the MNHS
- Use Records Retention Schedule
 - Saving Items for Historical Purposes
 - Check Schedule Before Tossing
- List Applicable Items Being Thrown/Shredded
 - Keep List on File
 - Have list noted in the minutes of next meeting
- RESOURCES
 - Mn Historical Society Archives Division
 - www.mnhs.org/statearchives
 - Application, Resolution
 - 800-657-3773
 - Mn STATUTES: 138.17, 138.225, 15.17, 13.02, 13.05, 325L.12
 - Info.ipad@state.mn.us
 - Google MN Statute numbers
- RESOURCES, CONT.
- Office of State Auditor
 - Avoiding Pitfalls – Friday publication
 - Position Papers – “Maintenance of Town Records”
 - www.osa.state.mn.us
- MN Association of Townships
 - Records Retention Schedule
 - Links to State Offices
 - www.mntownships.org



Minnesota Historical Society
Government Records Archivist
345 Kellogg Blvd W
St. Paul MN 55102
www.mnhs.org

Notification of Adoption of Township General Retention Schedule

1. Complete this form and send the original and a copy to the Government Records Archivist at the address above.
2. Destruction of records according to the general schedule is NOT permitted until this form is signed by the Minnesota Historical Society.

Township

County

Street Address

City

State, Zip Code

Telephone (include area code)

Email

This is to notify the Minnesota Historical Society that the township named above has officially adopted the Minnesota Township General Records Retention Schedule (November 1985, current edition).

Name/Title of Township Official (please print)

Signature of Township Official

Date

For Historical Office Use Only...

The Minnesota Historical Society acknowledges your Notification of Adoption of the Township General Retention Schedule. You are authorized to retain and dispose of records as indicated on the Schedule.

Director or Designee, MN Historical Society

Date

RECORDS DESTRUCTION REPORT

INSTRUCTIONS

1. Print or type all information.
2. Use this form to report records destroyed under authority of a General Records Retention schedule or an approved agency retention schedule.
3. Report only records that are physically destroyed, not records transferred to the Minnesota Historical Society.

Agency		Person Reporting Destruction				Date Report Submitted													
Address		City, Zip		Telephone ()															
General Schedule Name or Agency Schedule Number (e.g. "City Gen. Sch." or "87-123")	Section of Schedule Where Record is Listed	Item No. As Listed on Schedule	Record Title (use same title listed on schedule)	Inclusive Dates	Date Destroyed	Quantity* (Cubic Feet)													
<p>*VOLUME CHART TO DETERMINE CUBIC FEET</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 33%;">Letter Size Drawer = 1.5</td> <td style="width: 33%;">Record Center Box = 1.0</td> <td style="width: 33%;">3 x 5 Card = 0.1</td> </tr> <tr> <td>Legal Size Drawer = 2.0</td> <td>12" x 15" x 10"</td> <td>4 x 6 Card = 0.2</td> </tr> <tr> <td>Shelving 4' Letter = 2.3</td> <td>Transfer Case = 2.5</td> <td>5 x 8 Card = 0.3</td> </tr> <tr> <td>Shelving 4' Legal = 3.0</td> <td>24" x 16" x 11"</td> <td>Printouts 1 = 1.25</td> </tr> </table>								Letter Size Drawer = 1.5	Record Center Box = 1.0	3 x 5 Card = 0.1	Legal Size Drawer = 2.0	12" x 15" x 10"	4 x 6 Card = 0.2	Shelving 4' Letter = 2.3	Transfer Case = 2.5	5 x 8 Card = 0.3	Shelving 4' Legal = 3.0	24" x 16" x 11"	Printouts 1 = 1.25
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