

**GENERAL RECORDS RETENTION SCHEDULE FOR MINNESOTA CITIES**

<b>SECTION</b>	<b>CODE</b>	<b>TITLE &amp; DESCRIPTION</b>	<b>RETENTION PERIOD</b>	<b>CLASSIFICATION</b>	<b>STATUTE</b>
<b>POLICE</b>	POL 00100	ANNUAL REPORTS - POLICE DEPARTMENT	Permanent	Public	
<b>POLICE</b>	POL 00200	AUCTION Records or department copy of contracts.	3	Public	
<b>POLICE</b>	POL 00240	BACKGROUND CHECK Local records check on individual (i.e. employment, adoptions).	30 days	Non-Public	MS 299C.10
<b>POLICE</b>	POL 00250	BACKGROUND CHECK Second party dissemination log.	3 years	Public	
<b>POLICE</b>	POL 00300	BUREAU OF CRIMINAL APPREHENSION REPORTS Annual reports of local law enforcement activities compiled by BCA and returned to local department. BCA does not maintain copies of these reports.	5 years	Public/Private	MS 13.82, MS 260B.171
<b>POLICE</b>	POL 00350	CERTIFICATION FOR PEACE OFFICERS FOR STATE AID APPLICATION State form PA-1.	3	Public/Private	MS 13.43
<b>POLICE</b>	POL 00400	DEPARTMENT OF CORRECTIONS - ANNUAL REPORT Report of all bookings for jurisdiction. Note: pertains to holding facilities.	5	Public/Private	MS 13.82
<b>POLICE</b>	POL 00410	DIRECTED PATROLS Resident or community requests for patrolling specific areas.	1	Public	MS 13.82, Subd. 3
<b>POLICE</b>	POL 00450	EMERGENCY PLAN / CIVIL DEFENSE FILES	Until superseded	Public/Private	MS 13.37
<b>POLICE</b>	POL 00470	EQUITABLE SHARING RECORDS	5	Need Classification	Need Statute
<b>POLICE</b>	POL 00500	FINGERPRINT RECORDS Sworn officers and police personnel.	5 after separation	Private	MS 13.43
<b>POLICE</b>	POL 00510	FINGERPRINT RECORDS For janitors or persons accessing secured areas without supervision.	1 after separation	Public/Private	MS 13.43

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<b>POLICE</b>	POL 00600	INTERNAL INVESTIGATION Case files & reports.	5 after separation	Public/Private/ Confidential	MS 13.39, MS 13.43, MS 13.82, MS 13.825
<b>POLICE</b>	POL 00700	LIABILITY RELEASES For services rendered (I.e. lock outs, ride alongs, etc.)	1	Public	
<b>POLICE</b>	POL 00800	LOG SHEETS Officers.	2	Public/Private/ Confidential	MS 13.82
<b>POLICE</b>	POL 00910	PAWN SHOP RECORDS Records are kept by Pawn Shop store. The only records the Police Department may keep are the pawn shop requests to check whether an item is stolen, however, record is typically discarded after the check.		Public	
<b>POLICE</b>	POL 01000	POLICE CLEARANCE LETTERS / NOTARIZED NAME SEARCH Criminal history on individual within jurisdiction.	3	Public/Private	MS 13.87
<b>POLICE</b>	POL 01500	PUBLIC ASSISTANCE VOUCHER RECORDS Copies.	1	Private	MS 13.462
<b>POLICE</b>	POL 01600	REQUEST TO INSPECT POLICE REPORT	30 days	Public	
<b>POLICE</b>	POL 01700	STATISTICAL REPORTS / SUPPLEMENTAL REPORTS Pursuit, bias crime, officer killed or assaulted, supplemental homicide. Original filed with state.	1	Public	
<b>POLICE</b>	POL 01750	TRAINING RECORDS & REPORTS FOR OFFICERS Includes summary of officer's training history.	5 after separation	Public/Private	MS 13.43
<b>POLICE</b>	POL 01800	ANIMAL CONTROL STATISTICAL REPORTS	1	Public	
<b>POLICE</b>	POL 01900	ANIMAL IMPOUND/RELEASE	1	Public	
<b>POLICE</b>	POL 01950	DANGEROUS DOG LICENSE	2 after deceased	Public/Private	MS 13.37

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<b>POLICE</b>	POL 02100	BICYCLE SAFETY Bike patrol, rodeos, etc.	2	Public	
<b>POLICE</b>	POL 02150	COMMUNITY CRIME PREVENTION PROGRAMS Neighborhood Crime Watch, D.A.R.E., etc.	1 after participation ceases	Public/Private	MS 13.37
<b>POLICE</b>	POL 02600	OPERATION I.D.	Permanent	Public/Private or Non-Public	MS 13.37
<b>POLICE</b>	POL 02700	911 RECORDINGS	31 days per MN Rule 7580.0600 subd. 5	Public/Private	MS 13.82, Subd. 4
<b>POLICE</b>	POL 02800	RADIO LOGS / CAD Dispatcher.	7	Private	MS 13.82
<b>POLICE</b>	POL 02900	ACCIDENT REPORTS Automobile (State Report) Includes date, time, place of action, vehicles involved, drivers of vehicles, a brief factual reconstruction of events associated with the action, names and addresses of witnesses names and addresses of any victims or casualties and response or report number. Damage greater than \$1000.	3	Public/Private/ Confidential	MS 13.82, Subd. 6, MS 169.09, Subd. 13
<b>POLICE</b>	POL 02950	ACCIDENT - DRIVER EXCHANGE REPORT Damage under \$1000.	3	Public/Private/ Confidential	MS 13.82, Subd. 6, MS 169.09, Subd. 13
<b>POLICE</b>	POL 03000	ARREST REPORTS Adult/Juvenile: includes date, time, place of action, any resistance encountered, any pursuit engaged, whether any weapons were used, the charge, arrest or search warrants or legal basis for action, the identities of agencies, units within agencies and individual persons taking the action, whether and where the individual is being held in custody or is being incarcerated by the agency, the date, time and legal basis for any transfer of custody and identification of agency or person who received custody, the date, time and legal basis for any release from custody or incarceration, the name, age, sex and last known address of any adult person or the age and sex of any juvenile person cited arrested or incarcerated or otherwise substantially deprived of his liberty, whether the agency employed wiretaps or other eavesdropping techniques, the manner in which the agencies received the information that led to the arrest, and the response or report number.	7; if felony, permanent per MS 299C.12	Public/Private	MS 13.82, Subd. 2, MS 260B.171
<b>POLICE</b>	POL 03100	BAIL RECEIPTS	7	Public/Private	MS 13.82

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<b>POLICE</b>	POL 03300	CASE FILES/OFFENSE REPORTS - ADULT Includes individual's name, date of birth, time of occurrence, date and place of action, description of what happened, location, whether any weapons were used, ICR's, statistical data, and other pertinent data.	7; if death investigation, see POL 03700	Public/Private	MS 13.82
<b>POLICE</b>	POL 03400	CASE FILES / OFFENSE REPORTS - JUVENILE Includes individual's name, date of birth, time of occurrence, and place of action, description of what happened, location, whether any weapons were used, and other pertinent data.	7; if death investigation, see POL 03700	Non-public/Private/ Confidential	MS 13.82, MS 260B.171
<b>POLICE</b>	POL 03500	CITATION/TICKETS	3	Public	
<b>POLICE</b>	POL 03600	CRIMINAL RECORD CHECK / SECONDARY DISSEMINATION Log recording criminal history queries via state computer sent to another agency.	3	Public/Private/ Confidential	MS 13.87
<b>POLICE</b>	POL 03700	DEATH INVESTIGATION Any case file or any investigation involving a death.	Permanent	Private	MS 13.82
<b>POLICE</b>	POL 03740	EVIDENCE / PROPERTY LOGS	1 year	Public/Private	MS 13.82
<b>POLICE</b>	POL 03750	EVIDENCE/PROPERTY INVENTORY REPORTS Property which has been found, confiscated, seized, etc.	7	Private	MS 13.82
<b>POLICE</b>	POL 03800	FINGERPRINT RECORDS Criminal.	7	Confidential while investigation is active; after that Public; If juvenile, not public.	MS 13.82, subd 7
<b>POLICE</b>	POL 03820	FORFEITURE FORMS	3	Public/Private/Non-Public	MS 13.82, Subd. 20
<b>POLICE</b>	POL 03900	FIREARM APPLICATION / PERMIT / TRANSFER Includes application to purchase.	6	Private	MS 13.87
<b>POLICE</b>	POL 04100	ICR's Initial complaint reports.	7	Public/Private	MS 13.82

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<b>POLICE</b>	POL 04200	INTOXILYZER TEST RESULTS Original record maintained by the BCA. Department copy retained in accordance with the item they relate to (I.e. case file or arrest report.)		Public/Private/ Confidential	MS 13.82, Subd. 2 and Subd. 7
<b>POLICE</b>	POL 04500	MASTER NAME FILE Adult.	7 after last contact	Public/Private/ Confidential	MS 13.82
<b>POLICE</b>	POL 04600	MASTER NAME FILE Juvenile.	7 after last contact	Private	MS 260B.171
<b>POLICE</b>	POL 04700	MUG SHOTS-ADULT	7	Public	
<b>POLICE</b>	POL 04720	MUG SHOTS-JUVENILE	7 or when child reaches 19 (MS 260B.171 subd.5c)	Private	
<b>POLICE</b>	POL 04820	TRAFFIC MONITORING DEVICES Log recording instrument used, locations, description of vehicle (license number, make & model). Logs and certificate of accuracy for devices used for vehicle speed control including but not limited to Radar, Laser or Stalker.	2	Public	MS 13.82
<b>POLICE</b>	POL 04840	REPOSSESSION LOGS	30 days	Private/Non-Public	MS 13.82, Subd. 20
<b>POLICE</b>	POL 04870	VALIDATION REPORTS (from State) For example, regarding stolen property.	1	Private/Non-Public	MS 13.82, Subd. 20
<b>POLICE</b>	POL 04900	VEHICLE IMPOUNDS Abandoned, seized, etc.	7	Public	
<b>POLICE</b>	POL 05200	ADMISSION RELEASE RECORDS Booking records.	2 after inmate is discharged	Public/Private	MS 13.82
<b>POLICE</b>	POL 05300	FOOD SERVICE RECORDS Jail /lock-up.	1	Public	
<b>POLICE</b>	POL 05350	JAIL INSPECTION LOGS Includes daily, annual and bi-annual logs	2	Public/Confidential	MS 13.82

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<b>POLICE</b>	POL 05400	JAIL REGISTER Log of individuals held at facility.	Permanent	Public/Private	MS 260B.171
<b>POLICE</b>	POL 05500	PRISONER PROPERTY RECEIPTS	2	Public/Private	MS 13.85
<b>POLICE</b>	POL 05810	AUDIO & VIDEO RECORDING INVENTORY LOG An inventory of evidentiary audio & video recordings.	Permanent	Public	
<b>POLICE</b>	POL 05820	DICTATED & AUDIO RECORDED REPORTS Audio recordings of officers reports which are subsequently transcribed into written report.	Until transcription is approved	Public/Private/ Confidential	MS 13.82
<b>POLICE</b>	POL 05830	AUDIO & VIDEO RECORDINGS - EXTRANEIOUS Audio & video recordings including, but not limited to squad car camera recordings, which hold no value to the state, city, citizens, police department, officer(s), and/or any other party. This excludes portable recording systems/body worn camera data.	End of daily shift	Public	MS 13.82
<b>POLICE</b>	POL 05840	ARREST & CHARGE Audio and video recordings including, but not limited to body worn cameras and squad car camera recordings, determined to have evidentiary value where suspects have been arrested, issued citations and/or a report has been forwarded to the prosecutor for a charging decision.	FELONY: 90 days after sentencing or if appeals, after disposition. ALL OTHER: After final case disposition.	Public/Private/ Confidential	MS 13.82, MS 13.825, MS 260B.171
<b>POLICE</b>	POL 05844	AUDIT OF PORTABLE RECORDING SYSTEMS TECHNOLOGY Independent biennial audit of data collected and the applicable classification of the data.	Permanent	Public/Private	MS 13.824
<b>POLICE</b>	POL 05846	AUDIT SUMMARY REPORT - PORTABLE RECORDING SYSTEMS A biennial report summarizing the results of each audit must be provided to the city council and the Legislative Commission on Data Practices and Personal Data Privacy within 60 days following completion of the audit.	7	Public/Private	MS 13.824
<b>POLICE</b>	POL 05850	AUTOMATIC LICENSE PLATE READER DATA	No later than 60 days from date of collection unless related to active investigation	Public/Private/Non-public	MS 13.824, MS13.82
<b>POLICE</b>	POL 05854	AUTOMATIC LICENSE PLATE READER USE LOG & AUDIT DATA	2	Public/Private/Non-public	MS 13.824, Subd. 5 & 6

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<b>POLICE</b>	POL 05860	CITIZEN CONTACTS - GENERAL Audio & video recordings including but not limited to squad car camera recordings, determined to contain information regarding non-evidentiary police and citizen interaction. This excludes portable recording systems/body worn camera data.	End of Daily Shift	Public/Private/Non-public	MS 13.82
<b>POLICE</b>	POL 05864	CITIZEN CONTACTS - GENERAL/NON-ACTIVE OR INACTIVE CRIMINAL Audio & video recordings from portable recording systems, including body worn cameras.	90 days	Public/Private/Non-public	MS 13.82; MS 13.825; MS 626.19
<b>POLICE</b>	POL 05870	DEATH INVESTIGATIONS Audio & video recordings including, but not limited to body worn cameras and squad car camera recordings, containing information regarding any deaths.	Permanent	Public/Confidential	MS 13.82
<b>POLICE</b>	POL 05874	DISCHARGE OF A FIREARM BY PEACE OFFICE IN COURSE OF DUTY Audio & video recordings of a peace officer discharging a firearm in the course of duty other than for training purposes or the killing of an animal that is sick, injured, or dangerous.	1 *If a subject of the data submits a written request to the law enforcement agency to retain the recording beyond the applicable retention period for possible evidentiary or exculpatory use related to the circumstances under which the data were collected, the law enforcement agency shall retain the recording for an additional time period requested by the subject of up to 180 days and notify the requester that the recording will then be destroyed unless a new request is made under this paragraph.	Public/Private/Non-Public	MS 13.825

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<b>POLICE</b>	POL 05876	<p>FORMAL COMPLAINT MADE AGAINST PEACE OFFICER</p> <p>Audio &amp; video recordings of an incident resulting in a formal complaint made against a peace officer related to the incident.</p>	<p>1 *If a subject of the data submits a written request to the law enforcement agency to retain the recording beyond the applicable retention period for possible evidentiary or exculpatory use related to the circumstances under which the data were collected, the law enforcement agency shall retain the recording for an additional time period requested by the subject of up to 180 days and notify the requester that the recording will then be destroyed unless a new request is made under this paragraph.</p>	Public/Private/Non-Public	MS 13.825
<b>POLICE</b>	POL 05880	<p>INTERNAL INVESTIGATIONS</p> <p>Audio &amp; video recording including, but not limited to body worn cameras and squad car camera recordings, determined to have evidentiary value in any internal investigations.</p>	5 after termination or separation	Public/Private	MS 13.43
<b>POLICE</b>	POL 05900	<p>INTERVIEWS</p> <p>Audio &amp; Video Recordings including, but not limited to body worn cameras and squad car camera recordings, determined to have evidentiary value. (All audio tapes will be transcribed and a copy of the transcription will be kept with the case file).</p>	Statute of limitations for corresponding crime	Public/Confidential	MS 13.82
<b>POLICE</b>	POL 05910	<p>INVENTORY OF PORTABLE RECORDING SYSTEMS TECHNOLOGY</p> <p>Total number of recording devices owned or maintained by the agency, daily record of the total number of recording devices annually deployed and used by officers and, if applicable the precincts in which they were used, policies and procedures for use, total amount of recorded audio and video data collected and maintained by the agency, the agency's retention schedule for the data, and the procedures for destruction of the data.</p>	Permanent	Public	MS 13.825, Subd. 5



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<b>POLICE</b>	POL 05920	PHOTOGRAPHS Pictures are retained in accordance with the item they relate to in the General Records Retention Schedule	See note in description	Public/Private	MS 13.39, MS 13.82
<b>POLICE</b>	POL 05925	UNMANNED AERIAL VEHICLE DATA (DRONE)	Delete asap, no later than 7 days after collection unless data is part of active criminal investigation.	Private/NonPublic	MS 626.19, subd. 6 c
<b>POLICE</b>	POL 05930	USE OF FORCE Audio & video recordings including, but not limited to body worn cameras and squad car camera recordings, containing information of any incident where force was used and supervisory review is completed according to department policy.	7	Public/Private/ Confidential	MS 13.39, MS 13.43, MS 13.82
<b>POLICE</b>	POL 05940	VIDEO TAPE OF BOOKING This excludes portable recording systems / body worn cameras.	30 days	Private	MS 13.43