

# Corrections to the Introduction section of the Minnesota County General Records Retention Schedule

## NOTE:

This electronic copy of the Minnesota General Records Retention Schedule for Counties was produced by Redwood County staff who digitized a paper version. Any handwritten notations or changes that appear on the pages of the schedule are not official.

The 2006 Legislature amended Minnesota Statutes, section 138.17, removing the Commissioner of Administration's duty to perform functions related to records management. The changes became effective August 1, 2006. As a result of the legislative change, the Department of Administration / Information Policy Analysis Division (IPAD), will no longer respond to inquiries regarding records management.

## Destruction Reporting:

- Effective August 1, 2001, records destruction reports do not need to be sent to the Minnesota Department of Administration and the Minnesota Historical Society (State Archives). Keep destruction reports for your own records.

## Records Not on the General Schedule:

- An electronic copy of the PR-1 form (Application for Authority to Dispose of Records) is available online at the Minnesota State Archives' web site ([www.mnhs.org/statearchives](http://www.mnhs.org/statearchives)).
- Records retention schedule forms are no longer available from the Minnesota Department of Administration. A blank form is available online at the Minnesota State Archives' web site ([www.mnhs.org/statearchives](http://www.mnhs.org/statearchives)).

## Resources:

- The Department of Administration no longer offers assistance with records management issues or records retention schedules. The Department's Information Policy Analysis Division ([www.ipad.state.mn.us](http://www.ipad.state.mn.us)) will assist with questions relating to privacy and other information policy laws.
- The Minnesota State Archives and the state's Records Disposition Panel can be contacted as follows: State Archives, Minnesota Historical Society, 345 Kellogg Boulevard West, Saint Paul, MN, 55102. 651.259.3260.
- The Association of Minnesota Counties can be contacted through its web site ([www.mncounties.org/](http://www.mncounties.org/)).

## Schedule Updates:

- The Human Services / Public Welfare section of the schedule was updated by the Minnesota Department of Human Services in March 2002.
- A supplement to the schedule for Community Corrections was issued in January 1990.

INDEX TO  
GENERAL RECORDS RETENTION SCHEDULE  
FOR  
COUNTIES

RECORD SERIES DESCRIPTION -----	SECTION -----	PAGE -----
Abatement Forms	ADMINISTRATION	1
Abatements and Additions to the Current Years Tax Lists	TREASURER	1
Abatements, Court Orders and Assessor Changes	AUDITOR	1
Absentee Ballot (Sealed)	AUDITOR	1
Absentee Voting Applications	AUDITOR	1
Abstract of Tax Lists	AUDITOR	1
Abstracts of Payment	TREASURER	1
Accident Reports	SHERIFF/LAW ENFORCEMENT	1
Accounts Payable Records	SHERIFF/LAW ENFORCEMENT	1
Accounts Payable Register	AUDITOR	1
Accounts Receivable Ledger Record	HIGHWAY	1
Acquisition Records	LIBRARY	1
Activities - Brochures	PARKS AND RECREATION	1
Activity Flyers	PARKS AND RECREATION	1
Administrative and Operational Records: Human Services	HUMAN SERVICES/PUBLIC WELFARE	1
Admission Release Records	SHERIFF/LAW ENFORCEMENT	1
Adult Case Files	PUBLIC DEFENDER	1
Adult Case Files	SHERIFF/LAW ENFORCEMENT	1
Advisory Committees	HUMAN SERVICES/PUBLIC WELFARE	22
Aerial Survey Prints	ADMINISTRATION	1
Affidavit of Publication for Job Opening	PERSONNEL	1
Affidavit of Survivorship	ADMINISTRATION	2
Affidavits of Grantee	RECORDER	6
Affirmative Action Files	PERSONNEL	1
Agenda Packet	ADMINISTRATION	1
Agendas	ADMINISTRATION	1
Agricultural Preserve Applications	ADMINISTRATION	2
Aid to Families with Dependent Children Case Records (AFDC)	HUMAN SERVICES/PUBLIC WELFARE	4
Annual Plan	COMMUNITY HEALTH/NURSING SVCS	1
Annual Report	AUDITOR	1
Annual Report	HIGHWAY	1
Annual Report	PUBLIC DEFENDER	1
Annual Report of the Library Board	LIBRARY	1
Annual Reports	ADMINISTRATION	1

Annual Reports	RECORDS COMMON TO ALL DEPTS.	1
Annual Road/Bridge Report to County Board	HIGHWAY	1
Apartment Ownership and Condominiums	RECORDER	6
Appeal to Board of Veteran Appeals/1-9	VETERANS SERVICE	1
Application & Enrollment Cert. for Tutor. Asst./22-1990t	VETERANS SERVICE	6
Application & Valuation & Tax Deferment of Agricultural Land	ADMINISTRATION	2
Application & Valuation & Tax Deferment of Private Recreatio	ADMINISTRATION	2
Application Award of Exemplary Rehab. Cert./MA-7-53	VETERANS SERVICE	13
Application Exchange to Special Endowment at Age 96/29-358a	VETERANS SERVICE	8
Application For Employment	PERSONNEL	1
Application Policy Loan-Government Life Insurance/29-1547	VETERANS SERVICE	9
Application for Accured Amts. Vet. Bfts. Pybl Widow/21-614	VETERANS SERVICE	3
Application for Adaptive Equipment - Motor Vehicle/10-1394	VETERANS SERVICE	2
Application for Amounts Due Estates/21-609	VETERANS SERVICE	3
Application for Amounts on Deposit for Deceased Vet/21-6898	VETERANS SERVICE	5
Application for Annual Clothing Allowance/21-8678	VETERANS SERVICE	5
Application for Automobile, Etc./21-4502	VETERANS SERVICE	5
Application for Burial Allowance/21-121	VETERANS SERVICE	2
Application for Burial Allowance/21-530	VETERANS SERVICE	3
Application for Cash Surrender Value/29-1546	VETERANS SERVICE	8
Application for Conversion-Government Life Insurance/29-358	VETERANS SERVICE	8
Application for Correction of Military/Naval Record/DD-149	VETERANS SERVICE	11
Application for Depend. and Indemity by Widow/Child/21-534	VETERANS SERVICE	3
Application for Dependence Indeminty by Child/21-4183	VETERANS SERVICE	4
Application for Dependency and Indemnity by Parents/21-535	VETERANS SERVICE	3
Application for Determ. of Basic Eligibility-Widow/26-1817	VETERANS SERVICE	7
Application for Disabiliy (3CC Class) PE 3D	ADMINISTRATION	2
Application for Ed Asst. (Spouse, Widow or Widower)/22-5490w	VETERANS SERVICE	6
Application for Ed. Asst./22-5490	VETERANS SERVICE	6
Application for Education Loan/22-8725	VETERANS SERVICE	6
Application for Federal Employment/SF-170	VETERANS SERVICE	13
Application for Gold Star Lapel Button/DD-3	VETERANS SERVICE	11
Application for Guaranty Loan Purchase Mobile Home/26-8641	VETERANS SERVICE	7
Application for Headstone or Marker/40-1330	VETERANS SERVICE	11
Application for Home Loan Guaranty/26-1802	VETERANS SERVICE	7
Application for Home Loan Guaranty/26-1802b	VETERANS SERVICE	7
Application for Homestead Classification	ADMINISTRATION	2
Application for Med. Benefits for Dependents/10-10d	VETERANS SERVICE	1
Application for Medical Benefits Asset-Insurance Data/10-10f	VETERANS SERVICE	1
Application for Medical Benefits/10-10	VETERANS SERVICE	1
Application for Medical Benefits/10-10m	VETERANS SERVICE	1
Application for National Service Life/29-4364	VETERANS SERVICE	10
Application for Ordinary Life Insurance/29-8485	VETERANS SERVICE	10

Application for Ordinary Life Insurance/29-8485a	VETERANS SERVICE	10
Application for Prisoners of War Compensation/FCSC-289	VETERANS SERVICE	14
Application for Prot. of Comm. Life Ins. Policy/29-380	VETERANS SERVICE	8
Application for Readmission to Hospital or Domiciliar/10-10r	VETERANS SERVICE	1
Application for Reimbursement Due Deceased Beneficiar/21-601	VETERANS SERVICE	3
Application for Reinstatement/29-352	VETERANS SERVICE	8
Application for Reinstatement/29-353a	VETERANS SERVICE	8
Application for Release from Personal Liability/26-6381	VETERANS SERVICE	7
Application for Review of Discharge or Separation/DD-293	VETERANS SERVICE	11
Application for SGLI/29-8713	VETERANS SERVICE	10
Application for Search of Census Records/BC-600	VETERANS SERVICE	12
Application for Subsistence & Medical Benefits/DVA 0001-02	VETERANS SERVICE	14
Application for Total Disability Income Provision/29-1606	VETERANS SERVICE	9
Application for US Flag for Burial Purposes/60-2008	VETERANS SERVICE	11
Application for Uniformed Services Identification/DD-1172	VETERANS SERVICE	11
Application for VGLI/29-8714	VETERANS SERVICE	10
Application for VGLI/29-8714-2	VETERANS SERVICE	11
Application for Veterans Group Life Insurance/29-8715	VETERANS SERVICE	11
Application of Total Disability/Income Provision/9-1606A	VETERANS SERVICE	1
Application to Register Title	RECORDER	4
Applications of Persons on Eligibility List	PERSONNEL	1
Appointment of Rep. Soc. Sec. Admin./SSA-1696	VETERANS SERVICE	12
Appraisal Records	ASSESSOR	3
Appraisal Records on Special Projects	ASSESSOR	3
Apprehension and Detention Orders	SHERIFF/LAW ENFORCEMENT	1
Appropriations Made by Cities to Safety Council	AUDITOR	1
Apptmt of Service Organization as Claimant's Rep./23-22	VETERANS SERVICE	7
Arbitration Decisions	PERSONNEL	1
Arena Files	PARKS AND RECREATION	1
Arson	SHERIFF/LAW ENFORCEMENT	2
Assessing Charges	ASSESSOR	3
Assessment Abstract - Final	ASSESSOR	3
Assessment Abstract - Mini	ASSESSOR	3
Assessment Books/Rolls	ASSESSOR	3
Assessment Books/Rolls	AUDITOR	1
Assessment Reports and Statistics	ASSESSOR	3
Assessors Manuals	ASSESSOR	4
Assignment of Contracts for Deed	ASSESSOR	4
Attendance Records	RECORDS COMMON TO ALL DEPARTME	1
Attorney's Opinions	ADMINISTRATION	1
Attorneys' Opinions	AUDITOR	1
Auctioneer License	AUDITOR	2
Auctioneer's Bonds	TREASURER	1

Audio Visual Equipment Checkout Records	LIBRARY	1
Authority to Dispose of Records	ADMINISTRATION	1
Authorization for Release of Inf. from Ins. Rec./29-4337	VETERANS SERVICE	10
Authorization for Release of Information/21-4142	VETERANS SERVICE	4
Authorization for Release of Information/DVA 204-205	VETERANS SERVICE	14
Autopsy Report	MEDICAL EXAMINER/CORONER	1
Auxiliary Forest Reports of Commissioners	AUDITOR	2
Bank Statement on Checking Accounts	TREASURER	1
Bicycle Registration	AUDITOR	2
Bicycle Registration Reports	AUDITOR	2
Bids	AUDITOR	2
Bids: Rejected	AUDITOR	2
Billing Claims	RECORDS COMMON TO ALL DEPARTME	1
Billing Submitted to D.V.A. for Payment	VETERANS SERVICE	15
Blind Applications PE 3CC	ASSESSOR	4
Blood Pressure Patient Records	COMMUNITY HEALTH/NURSING SVCS	1
Board of Adjustment	PLANNING	1
Board of Prisoners Billing	SHERIFF/LAW ENFORCEMENT	2
Board of Review Files	ASSESSOR	4
Bond Records	RECORDER	2
Bonds	AUDITOR	2
Bookkeeping Records for Jail and Civil Process Transactions	SHERIFF/LAW ENFORCEMENT	2
Bookmobile Records	LIBRARY	1
Borrowing and Registration of Library Materials	LIBRARY	1
Budget	PLANNING	1
Budget - Office	ASSESSOR	4
Budget - Record Copy	ADMINISTRATION	1
Budget Files	AUDITOR	3
Budget Work Sheet/DVA 00025-02	VETERANS SERVICE	14
Budget and Home Visit Reports/DVA 259	VETERANS SERVICE	15
Budget/Budget Records	RECORDS COMMON TO ALL DEPARTME	1
Building Schedules	ASSESSOR	4
CETA Records	PERSONNEL	1
COS Computer System (Social Services)	HUMAN SERVICES/PUBLIC WELFARE	3
Cancellation of Certificate of Forfeiture Applications	AUDITOR	3
Candidates Expense Reports	AUDITOR	3
Candidates Filing Statements	AUDITOR	3
Case Index Cards	HUMAN SERVICES/PUBLIC WELFARE	1
Cash Control Records for Trustee: Account/Receipts	RECORDER	5
Cash Log of Money From Deceased	MEDICAL EXAMINER/CORONER	1
Cash Receipts: Daily	RECORDER	1
Cash Register Program Forms	PARKS AND RECREATION	1
Cash Report: Daily	PARKS AND RECREATION	1

Catalogs	LIBRARY	1
Cert. of Assess. of Personal Prop. of Elect. Light & Power	AUDITOR	3
Cert. on Taxation of Govt. & R.R. Lands From Commission	AUDITOR	3
Certificate of Veteran's Status for FHA Loan/26-8632	VETERANS SERVICE	7
Certificates of Real Estate Values (CRV)	AUDITOR	3
Certificates of Title/Ownership	RECORDER	6
Certificates of Value (State Form)	ASSESSOR	4
Certification of Test Results	PERSONNEL	1
Certified Copy sign-out Books	RECORDER	6
Change of Address	ASSESSOR	5
Change of Address Order/POD-3575	VETERANS SERVICE	13
Chest Clinic Patient Records	COMMUNITY HEALTH/NURSING SVCS	1
Child Abuse/Maltreatment of Minors	SHERIFF/LAW ENFORCEMENT	2
Child Dependency - Legal Action	ATTORNEY	1
Child Neglect - Legal Action	ATTORNEY	1
Circulation Records	LIBRARY	2
Cities - Divisions and Input Forms	AUDITOR	3
Civil Action Books	SHERIFF/LAW ENFORCEMENT	2
Civil File - Miscellaneous	ATTORNEY	1
Civil Processes (Sheriff's Day Book)	SHERIFF/LAW ENFORCEMENT	3
Claim for 10-Point Veteran Preference/SF-15	VETERANS SERVICE	13
Claim for Death Benefits/29-8283	VETERANS SERVICE	10
Claim for Disability Insurance Benefits/29-357	VETERANS SERVICE	8
Claim for Monthly Payments/29-4125a	VETERANS SERVICE	9
Claim for Monthly Payments/29-4125k	VETERANS SERVICE	9
Claim for One Sum Payment/29-4125	VETERANS SERVICE	9
Claim for Payment of Cost of Unauthorized Med. Svcs./10-583	VETERANS SERVICE	2
Claims and Vouchers Paid by Counties	AUDITOR	3
Classification Studies	PERSONNEL	1
Classified Studies	AUDITOR	3
Clinic Client Records/STD	COMMUNITY HEALTH/NURSING SVCS	2
Clothing Form	MEDICAL EXAMINER/CORONER	1
Collection Register	TREASURER	1
Commitment Mentally Ill and Dangerous	ATTORNEY	1
Commitment Mentally Retarded	ATTORNEY	1
Commitment Other	ATTORNEY	1
Commitments: Adult	SHERIFF/LAW ENFORCEMENT	3
Commitments: Juvenile	SHERIFF/LAW ENFORCEMENT	3
Community Health Services Annual Reports	COMMUNITY HEALTH/NURSING SVCS	3
Community Health Services Directory - Index	COMMUNITY HEALTH/NURSING SVCS	3
Compensation Time Reports: Quarterly	PERSONNEL	5
Complaint Forms	PARKS AND RECREATION	1
Conditional Use Permits	PLANNING	1

Confession of Judgements	AUDITOR	4
Construction Project and Maintenance Agreements	HIGHWAY	1
Construction and/or Maintenance Contract Documents	HIGHWAY	1
Contact Sheets: Daily	VETERANS SERVICE	15
Contingent Fund Records	SHERIFF/LAW ENFORCEMENT	3
Contract Files	ATTORNEY	1
Contract Records	RECORDER	1
Contract/Agreements	RECORDS COMMON TO ALL DEPARTME	1
Contracted Services	COMMUNITY HEALTH/NURSING SVCS	3
Contracts	AUDITOR	4
Contracts	PARKS AND RECREATION	1
Contracts For Deed	ASSESSOR	5
Contracts on County Buildings	AUDITOR	4
Contracts: Invoices and Purchasing	AUDITOR	4
Conversations by Phone or Personal Contacts	VETERANS SERVICE	15
Copyright Compliance Records	LIBRARY	2
Coroner: Notes	MEDICAL EXAMINER/CORONER	2
Corporation Index	RECORDER	6
Corporation Index File	RECORDER	1
Correspondence	RECORDS COMMON TO ALL DEPARTME	1
Correspondence from Bankruptcy Court	TREASURER	1
Correspondence: Coroner	MEDICAL EXAMINER/CORONER	1
County Board Order Designating Change of Name of Town	AUDITOR	4
County Board Workpapers	AUDITOR	4
County Court, Probate Div., Petition for Judicial Commitmn	VETERANS SERVICE	15
County Owned Property Files	AUDITOR	5
County Poor Farm	HUMAN SERVICES/PUBLIC WELFARE	23
County Road Files	SURVEY	1
County Sanatorium	HUMAN SERVICES/PUBLIC WELFARE	23
County Street Naming/Numbering File	PLANNING	1
County Superintendent of Schools	AUDITOR	5
Court Cases	ASSESSOR	5
Court Decisions on Zoning	PLANNING	2
Court Orders From Court Services and Probate Court	SHERIFF/LAW ENFORCEMENT	3
Court Orders Served Worksheet	SHERIFF/LAW ENFORCEMENT	3
Criminal Records	SHERIFF/LAW ENFORCEMENT	4
Criminal Research	ATTORNEY	1
Criminal Warrants - Cancelled	SHERIFF/LAW ENFORCEMENT	4
Dance License	AUDITOR	5
Deaccession Records	LIBRARY	2
Death Card Index	MEDICAL EXAMINER/CORONER	1
Death Certificate	MEDICAL EXAMINER/CORONER	1
Declaration for Homestead Classification/Homestead Affidavit	ASSESSOR	5

Declaration of Marital Status/21-686c	VETERANS SERVICE	4
Deed Records	RECORDER	4
Delinquent Mobile Home Tax Books	SHERIFF/LAW ENFORCEMENT	4
Delinquent Personal Property Tax Lists	TREASURER	2
Delinquent Tax Receipts	SHERIFF/LAW ENFORCEMENT	4
Department Reports	PARKS AND RECREATION	1
Department Rules and Regulations	PARKS AND RECREATION	1
Departmental Reports - Annual Summary	ADMINISTRATION	1
Departmental Reports - Monthly	ADMINISTRATION	1
Departmental Reports - Semi-Annual	ADMINISTRATION	1
Departmental Rules and Regulations	PERSONNEL	1
Deposit Records: Daily	TREASURER	2
Designation of Beneficiary & Optional Settlement/29-336	VETERANS SERVICE	7
Designation of Representative/CSC-307	VETERANS SERVICE	13
Designations and Revocations of Co. State-Aid Hwys. & Co. Rd	HIGHWAY	1
Director's/Librarians's Files	LIBRARY	2
Disabled Vet. Appl. For Vocational Rehab./22-1900	VETERANS SERVICE	5
Distribution Settlement	TREASURER	2
Ditch Liens	AUDITOR	5
Document Book	RECORDER	6
Document Number Index	RECORDER	1
Documents for Safekeeping Misc.	RECORDER	2
Drivers License Applications	AUDITOR	5
Drivers License Reports	AUDITOR	6
Driveway Permits	HIGHWAY	1
EPSDT Client Records	COMMUNITY HEALTH/NURSING SVCS	4
Election Abstracts	AUDITOR	6
Election Ballots and Other Materials	AUDITOR	6
Election Summary Statements	AUDITOR	6
Eligibility Board Action, Budget/DVA-101	VETERANS SERVICE	14
Eligibility Register	PERSONNEL	2
Emergency Assistance Case Records (EA)	HUMAN SERVICES/PUBLIC WELFARE	7
Emergency Medical Services	COMMUNITY HEALTH/NURSING SVCS	4
Employee Suggestion Form	PERSONNEL	2
Employee Time/Equipment Report	HIGHWAY	1
Energy Assistance	HUMAN SERVICES/PUBLIC WELFARE	22
Environmental Health Records	COMMUNITY HEALTH/NURSING SVCS	5
Epidemiological Surveillance and Investigation Services	COMMUNITY HEALTH/NURSING SVCS	6
Equal Employment Opportunity Reports/Summary Data	PERSONNEL	2
Equipment Cost History	HIGHWAY	2
Equipment Inventory	AUDITOR	6
Equipment Repair Order	HIGHWAY	2
Examination File	AUDITOR	6



Examination File	PERSONNEL	2
Examination of Household Status/21-2680	VETERANS SERVICE	4
Executions Served Worksheets	SHERIFF/LAW ENFORCEMENT	4
Exempt Property Listing	ASSESSOR	5
Explosive Use Permits	SHERIFF/LAW ENFORCEMENT	4
External Examination Report	MEDICAL EXAMINER/CORONER	2
Fair Labor Standard Act	PERSONNEL	2
Farm Registration	RECORDER	2
Farm Rental Information	ASSESSOR	5
Federal Revenue Sharing Files	AUDITOR	6
Fee and Service Charge Records	LIBRARY	2
Fees Collected	PLANNING	2
Felony Files	ATTORNEY	2
Field Construction Source Documents	HIGHWAY	2
Financial Statement	ASSESSOR	5
Fine and Lost Item Reimbursement Records	LIBRARY	2
Firearm Applications/Permits	SHERIFF/LAW ENFORCEMENT	5
First Report of Injury	PERSONNEL	2
Fiscal Disparity Records	AUDITOR	6
Fiscal Disparity Tables	ASSESSOR	5
Fiscal and Statistical Reports to the State Agency	HUMAN SERVICES/PUBLIC WELFARE	1
Fish and Game Licenses	AUDITOR	7
Food Service Records	SHERIFF/LAW ENFORCEMENT	5
Food Stamp Case Records	HUMAN SERVICES/PUBLIC WELFARE	8
Forfeiture Files	AUDITOR	7
Foundling Registration	AUDITOR	7
Fraud Investigations	HUMAN SERVICES/PUBLIC WELFARE	23
Gambling	AUDITOR	7
Garnishments	AUDITOR	7
Gas and Oil Consumption Report	HIGHWAY	2
General Assistance Case Records (GA)	HUMAN SERVICES/PUBLIC WELFARE	8
General Correspondence	VETERANS SERVICE	15
General Journal Cashbook	TREASURER	2
General Ledger Accounts	HUMAN SERVICES/PUBLIC WELFARE	1
Government Survey Plat Book	RECORDER	3
Grantee/Grantor Index	RECORDER	1
Grantee/Grantor Index	RECORDER	7
Grants	PERSONNEL	2
Grants	RECORDS COMMON TO ALL DEPARTME	2
Green Acre Books	AUDITOR	7
Grievance Files	PERSONNEL	2
Gross Misdemeanors	ATTORNEY	2
Gunshot Wound Report	SHERIFF/LAW ENFORCEMENT	5

Hawkers and Peddlers License	AUDITOR	7
Hearing Screening Records	COMMUNITY HEALTH/NURSING SVCS	7
Historical Data/Photographs	ADMINISTRATION	1
Home Health Care Records	COMMUNITY HEALTH/NURSING SVCS	7
Homestead Information	ASSESSOR	6
Hueber Release Records	SHERIFF/LAW ENFORCEMENT	5
Ice Rental Agreement	PARKS AND RECREATION	1
Immunization Records	COMMUNITY HEALTH/NURSING SVCS	8
Incident Complaint Logs (Dockets)	SHERIFF/LAW ENFORCEMENT	6
Income Questionnaire	VETERANS SERVICE	15
Income-Net Worth and Employment Statement/21-527	VETERANS SERVICE	2
Incorporation Files	AUDITOR	7
Index to Military Discharge	RECORDER	3
Index to Tract Index	RECORDER	7
Information and Certified Copy Requests	RECORDER	5
Information and Referral Slight Service Cases	HUMAN SERVICES/PUBLIC WELFARE	20
Information from Remarried Widow/21-4103	VETERANS SERVICE	4
Initial Complaint Report	SHERIFF/LAW ENFORCEMENT	5
Initial Complaint Reports of Transports of Prisoners	SHERIFF/LAW ENFORCEMENT	5
Inmate Financial Records	SHERIFF/LAW ENFORCEMENT	7
Inmate History Card	SHERIFF/LAW ENFORCEMENT	7
Inmate Incident Reports	SHERIFF/LAW ENFORCEMENT	7
Inmate Medical Record	SHERIFF/LAW ENFORCEMENT	7
Inmate Visitor Registration Log/Jail Visitor Register	SHERIFF/LAW ENFORCEMENT	7
Inspection and Field Construction Reports	HIGHWAY	2
Insurance	PERSONNEL	2
Insurance Deduction Authorization/29-888	VETERANS SERVICE	8
Insurance Reports	AUDITOR	7
Intake Registers	HUMAN SERVICES/PUBLIC WELFARE	1
Inter-Library Loans	LIBRARY	2
Inventory	RECORDS COMMON TO ALL DEPARTME	2
Investigation	ATTORNEY	2
Investigations	SHERIFF/LAW ENFORCEMENT	8
Investigative Report	MEDICAL EXAMINER/CORONER	2
Investment Records	AUDITOR	8
Investment Records	TREASURER	2
Jail Inventory	SHERIFF/LAW ENFORCEMENT	8
Jail Register Books: Adult	SHERIFF/LAW ENFORCEMENT	8
Jailer's Daily Activity Log	SHERIFF/LAW ENFORCEMENT	8
Job Descriptions	PERSONNEL	2
Joint Tenancy or Remainderman	ASSESSOR	6
Juvenile Case Files	PUBLIC DEFENDER	1
Juvenile Case Files	SHERIFF/LAW ENFORCEMENT	8

Juvenile Detention Book	SHERIFF/LAW ENFORCEMENT	9
Juvenile Files	ATTORNEY	2
Labor Relations Records	RECORDS COMMON TO ALL DEPARTME	2
Labor Union: Disputes	PERSONNEL	3
Labor Union: Negotiations	PERSONNEL	3
Labor Unions: Contracts	PERSONNEL	3
Laboratory Test Results	MEDICAL EXAMINER/CORONER	2
Land Use Map	PLANNING	2
Land Use Permits	PLANNING	2
Land Variances	PLANNING	2
Laws, Directives and Bulletins	ASSESSOR	6
Lawsuits	ADMINISTRATION	2
Leases and Corporate Information	RECORDER	1
Ledger and Requisition Records	RECORDER	5
Ledger on Trust Account	RECORDER	5
Legislative File	RECORDS COMMON TO ALL DEPARTME	2
Levy Received From All Taxing Districts	AUDITOR	8
Licensing Records	HUMAN SERVICES/PUBLIC WELFARE	20
Lien Record Books	RECORDER	3
Limited Partnership Agreements	RECORDER	2
Liquor License: (Unorganized or Unicorp. Areas of County)	AUDITOR	8
Litigation Files	ATTORNEY	2
Local Identification file	SHERIFF/LAW ENFORCEMENT	9
Long-Term Disability Insurance Claims	PERSONNEL	3
Long-Term Disability Insurance Reports	AUDITOR	8
MWIS Computer System (Income Maintenance)	HUMAN SERVICES/PUBLIC WELFARE	3
Maltreatment of Vulnerable Adults	SHERIFF/LAW ENFORCEMENT	9
Maps - Section/Half Section	ASSESSOR	6
Master Index: Adults	SHERIFF/LAW ENFORCEMENT	9
Master Index: Juvenile	SHERIFF/LAW ENFORCEMENT	10
Material Requisition for Inventory Stock	HIGHWAY	2
Maternal and Child Health Records	COMMUNITY HEALTH/NURSING SVCS	8
Medical Assistance/Minnesota Supplemental Aid Case Records	HUMAN SERVICES/PUBLIC WELFARE	12
Medical Examiner Report	MEDICAL EXAMINER/CORONER	2
Medical Record/Nursing Record	COMMUNITY HEALTH/NURSING SVCS	9
Medical Reimbursements	PERSONNEL	3
Medical Report/DVA 260	VETERANS SERVICE	15
Medicare Cost Reports	COMMUNITY HEALTH/NURSING SVCS	9
Meeting Room Request	LIBRARY	2
Midyear Homestead	ASSESSOR	6
Military Discharge Records	RECORDER	3
Military Personnel	ASSESSOR	6
Mineral Rights File	RECORDER	4

Ministers' Credentials Filings	AUDITOR	8
Minutes	ADMINISTRATION	2
Minutes	ADMINISTRATION	2
Minutes - State Board of Assessors	ASSESSOR	6
Minutes of County Welfare Boards, Mental Health Boards & Oth	HUMAN SERVICES/PUBLIC WELFARE	2
Minutes of Meetings	RECORDS COMMON TO ALL DEPARTME	2
Minutes of Meetings	RECORDS COMMON TO ALL DEPARTME	3
Minutes of the Library Board	LIBRARY	3
Minutes of the Library Board Tape Recordings	LIBRARY	3
Minutes: Board	AUDITOR	8
Minutes: Board Tape Recordings	AUDITOR	8
Minutes: County Extension Committee	AUDITOR	9
Minutes: Nursing Board/Community Health Board	COMMUNITY HEALTH/NURSING SVCS	9
Minutes: Nursing Board/Community Health Board	COMMUNITY HEALTH/NURSING SVCS	9
Minutes: Park and Recreation Commission	PARKS AND RECREATION	1
Minutes: Park and Recreation Tape Recordings	PARKS AND RECREATION	2
Minutes: Personnel Board	PERSONNEL	3
Minutes: Personnel Board Tape Recordings	PERSONNEL	3
Misdemeanors	ATTORNEY	2
Mobile Home Abstract	ASSESSOR	6
Mobile Home Sheets and Field Cards	ASSESSOR	7
Mobile Home Statement	ASSESSOR	7
Mobile Home Tax Certificates	TREASURER	2
Mobile Home Valuation Guides	ASSESSOR	7
Monthly Expenditures	PLANNING	2
Monthly Income Report/DVA 106	VETERANS SERVICE	14
Monthly Reports	VETERANS SERVICE	15
Morgue Log Book	MEDICAL EXAMINER/CORONER	2
Mortgage Foreclosure Books and Worksheets	SHERIFF/LAW ENFORCEMENT	10
Mortgage Records	RECORDER	5
Motor Vehicle Reports	AUDITOR	9
Motor Vehicle Transactions	AUDITOR	9
Motor Vehicle/Employee Accidents Reports	HIGHWAY	2
Moving Permits	HIGHWAY	2
Name, Address Updates by Taxing District	TREASURER	2
Native Prairie Application (DNR Form)	ASSESSOR	7
Newsletters	LIBRARY	3
Newspaper Register	RECORDER	3
Non-Intoxicating Malt Liquor License	AUDITOR	9
Non-Union Salary Determination	PERSONNEL	4
Notary Commissions Filings	AUDITOR	9
Notice of Claims	AUDITOR	9
Notice of Transfer of Securities, Assests, or Fund on Deposi	TREASURER	3

Notices of Hearings	PLANNING	2
Notices of Violation of Ordinance in Operation of Lic. Prem	AUDITOR	9
Notification of Persons Released From State Correctional Fac	SHERIFF/LAW ENFORCEMENT	4
OSHA - Employee Accident Reports	PERSONNEL	4
OSHA - Employee Exposure Records	PERSONNEL	4
OSHA - Employee Medical Records	PERSONNEL	4
Oaths of All County Officers	AUDITOR	10
Oaths of Members of County Welfare Boards	AUDITOR	10
Officer Investigative Progress Reports	SHERIFF/LAW ENFORCEMENT	10
Old Age Assistance Liens and Index	RECORDER	3
Operating Statements	PARKS AND RECREATION	2
Operation Identification Itemization	SHERIFF/LAW ENFORCEMENT	10
Opinion Files	ATTORNEY	2
Order for Annexation of Unincorporated Property	AUDITOR	10
Order for Photocopies Concerning Veteran/GSA-6751	VETERANS SERVICE	13
Organizational Charts	ADMINISTRATION	2
Over Remittance	TREASURER	3
Owner's/Mortgagee's Duplicate Certificate of Title	RECORDER	7
Owner's/Mortgagee's Duplicate Order Form	RECORDER	7
Owner's/Mortgagee's Duplicate Receipt File/Cards	RECORDER	7
Paid Administration Claims (Bills)	HUMAN SERVICES/PUBLIC WELFARE	2
Paid General Assistance Claims	HUMAN SERVICES/PUBLIC WELFARE	2
Paid Medical Bills	HUMAN SERVICES/PUBLIC WELFARE	2
Parcel Forms	ASSESSOR	7
Paternity and Child Support Action	ATTORNEY	3
Patient Kardex	COMMUNITY HEALTH/NURSING SVCS	10
Patient Master Index File	COMMUNITY HEALTH/NURSING SVCS	10
Patient Records	COMMUNITY HEALTH/NURSING SVCS	10
Payment Abstracts	HUMAN SERVICES/PUBLIC WELFARE	2
Payments in Lieu of Taxes	AUDITOR	10
Payroll Records/Master	AUDITOR	10
Pension Claim Questionnaire for Farm Income/21-4165	VETERANS SERVICE	4
Pension Files	PERSONNEL	4
Permits	PARKS AND RECREATION	2
Personal Prop. Return: Owners of Residential Struc.	ASSESSOR	7
Personal Property Forms	ASSESSOR	7
Personnel Files: Individual	PERSONNEL	4
Personnel Policy File	RECORDS COMMON TO ALL DEPARTME	3
Personnel Records	RECORDS COMMON TO ALL DEPARTME	3
Petty Cash Reports	LIBRARY	3
Photographs	MEDICAL EXAMINER/CORONER	3
Planning Commission	PLANNING	3
Plans and Sepcs for Construction/Improvement of Roads	AUDITOR	10

Plat Index	RECORDER	4
Plat Index	RECORDER	7
Plat Maps	ASSESSOR	8
Plat Records (Duplicate)	AUDITOR	10
Plats	RECORDER	8
Plats	SURVEY	1
Plats, Preliminary Copies	SURVEY	1
Plats: Original and Reproducible Copies	RECORDER	4
Plats: Public Copy	RECORDER	4
Pledged Securities for Safekeeping of County Funds	TREASURER	3
Police Reports or Medical Records	MEDICAL EXAMINER/CORONER	3
Position Control Records	PERSONNEL	5
Position Recruitment File	PERSONNEL	5
Power of Attorney Index	RECORDER	7
Power of Attorney Records	RECORDER	2
Power of Attorney/SF-223	VETERANS SERVICE	13
Pre-Admission Screening	HUMAN SERVICES/PUBLIC WELFARE	22
Precious Metal Dealers License	AUDITOR	11
Preliminary Plats - Soils	PLANNING	3
Prenatal Care/Family Planning Clinic Services	COMMUNITY HEALTH/NURSING SVCS	10
Prenatal Care/Family Planning Clinic Services	COMMUNITY HEALTH/NURSING SVCS	10
Press Releases	ADMINISTRATION	2
Press Releases	PARKS AND RECREATION	2
Prisoner Property Envelopes Showing Signed Release	SHERIFF/LAW ENFORCEMENT	10
Probate Deeds	ASSESSOR	8
Procedures Manuals	ADMINISTRATION	2
Program Activity Registration Forms	PARKS AND RECREATION	2
Project Records	SURVEY	1
Property Form	MEDICAL EXAMINER/CORONER	3
Property Lists	SHERIFF/LAW ENFORCEMENT	10
Property Maps	SURVEY	1
Property Owners List	ASSESSOR	8
Publicity	LIBRARY	3
Purchase Agreements	ASSESSOR	8
Purchaser and/or Residue Owner Affidavits	RECORDER	8
Purchaser and/or Residue Owner Affidavits	RECORDER	8
Quit Claim Deeds	ASSESSOR	8
Radio/Dispatch Logs	SHERIFF/LAW ENFORCEMENT	11
Railroad Lands	ASSESSOR	8
Railroad Lands	RECORDER	8
Railroad Leases	ASSESSOR	8
Railroad Leases	AUDITOR	11
Railroad, Road and Street Maps	SURVEY	1

Real Estate Tax Computer Printout	TREASURER	3
Real Estate Tax Statements	AUDITOR	11
Real Estate and Personal Property Abstract of Assessment	ASSESSOR	8
Real Estate and Personal Property Tax Books	AUDITOR	11
Receipt Book	PLANNING	3
Receipt Books	PARKS AND RECREATION	2
Receipt Books	SHERIFF/LAW ENFORCEMENT	11
Receipts and Disbursements Register and Control Journal	HIGHWAY	3
Receipts: Assessment	AUDITOR	11
Receipts: Delinquent Tax	AUDITOR	11
Receipts: District Court Clerk and Sheriff for Fees	AUDITOR	11
Receipts: District Court Clerk and Sheriff for Fees	AUDITOR	11
Receipts: Miscellaneous	AUDITOR	12
Receipts: Mortgage Tax	AUDITOR	12
Reception Books	AUDITOR	12
Reception Books	RECORDER	1
Reception Books	RECORDER	8
Reception Index	RECORDER	8
Record and Fund For Each Drainage System Established	AUDITOR	12
Register of Warrants and Orders Issued	AUDITOR	12
Registered Land Survey (R.L.S.)	RECORDER	8
Registered Land Survey (R.L.S.)	RECORDER	8
Registered Warrant Register	TREASURER	3
Registers of Criminal Action	ATTORNEY	3
Regulatory Signs/Signal Orders	HIGHWAY	3
Report of Income from Property or Business/21-4185	VETERANS SERVICE	4
Report of Income from Sale of Property (old law)/21-6783	VETERANS SERVICE	5
Report of Investigation/DVA 14a	VETERANS SERVICE	14
Reports of Injury	PARKS AND RECREATION	2
Req. for & Cons. to Release of Info. Claimants Rec./60-3288	VETERANS SERVICE	11
Request Pertaining to Military Records/SF-180	VETERANS SERVICE	12
Request for Approval of School Attendance/21-674	VETERANS SERVICE	3
Request for Change of Address/572	VETERANS SERVICE	1
Request for Change of Program or Place of Training/22-5495	VETERANS SERVICE	6
Request for Change of Program or Place of Training/22-5495w	VETERANS SERVICE	6
Request for Change of Program/22-1995	VETERANS SERVICE	6
Request for Determ. of Elig. & Avail. Loan/26-1880	VETERANS SERVICE	7
Request for Exemp. of Tax on Prop. Used for Control of Pollu	ASSESSOR	9
Request for Hearing - Soc. Sec. Admin./HA-501	VETERANS SERVICE	12
Request for Info. Re: Family, Medical Expenses/21-8416a	VETERANS SERVICE	5
Request for Info. Re: Medical, Legal Expenses/21-8416	VETERANS SERVICE	5
Request for Insurance/29-8285	VETERANS SERVICE	10
Request for Outpatient Medical Services/10-7079	VETERANS SERVICE	2

Request for Reconsideration Soc. Sec./SSA-561	VETERANS SERVICE	13
Request for Review of Hearing Examiner's Action/HA-520	VETERANS SERVICE	13
Request for Review of Real Estate Assessment by Owner	ASSESSOR	9
Requisitions for Personnel	PERSONNEL	5
Research Files	ATTORNEY	3
Restricted AG Area Map	PLANNING	3
Right-Of-Way Documents	HIGHWAY	3
Road and Bridge Contractors Bonds	TREASURER	3
Safe Deposit Box Reports	TREASURER	3
Salaries and Wages Payroll	HIGHWAY	3
Sales Data Land Value Maps	ASSESSOR	9
Sales Ratio Studies	ASSESSOR	9
School Census Report	AUDITOR	12
School Petitions	AUDITOR	12
Section Corner Bypass	RECORDER	8
Section Maps, Half Section Maps, and Quarter Section Maps	RECORDER	9
Section and Quarter Section Maps	SURVEY	1
Serviceman's Appl. for Pre-Discharge Ed Prog./22-1990p	VETERANS SERVICE	6
Serviceman's Appl. for Program of Ed./22-1990a	VETERANS SERVICE	6
Servicemen's Group Life Insurance Election/29-8286	VETERANS SERVICE	10
Setback Certificates	PLANNING	3
Sewer Permits	PLANNING	3
Shelf List	LIBRARY	3
Sheriff's Trust Fund/Checking Account Records	SHERIFF/LAW ENFORCEMENT	11
Shift Activity Report: Supervisors	SHERIFF/LAW ENFORCEMENT	11
Shoreland/Floodplain Ordinance File	PLANNING	3
Snowmobile Registration	AUDITOR	12
Snowmobile Registration Reports	AUDITOR	12
Social Service Case Records	HUMAN SERVICES/PUBLIC WELFARE	15
Social Welfare Fund Receipts, Redeemed Checks, and Accounts	HUMAN SERVICES/PUBLIC WELFARE	3
Special Assessment Changes	AUDITOR	12
Special Assessment Rolls From Cities	AUDITOR	13
Special Assessment Sheets	AUDITOR	13
Special Committee Reports	ADMINISTRATION	2
Special Events and Programs	LIBRARY	3
Staff Training Records	SHERIFF/LAW ENFORCEMENT	11
State Deed Tax Monthly Reports	TREASURER	4
State Highway Width Orders	AUDITOR	13
State/Federal Tax Liens and Index	RECORDER	3
Statement Owner of Real Estate Claimed to be Exempt from Tax	ASSESSOR	9
Statement Person Claiming Have Stood in Rel. Parent/21-524	VETERANS SERVICE	2
Statement in Support of Claim	VETERANS SERVICE	16
Statement in Support of Claim/21-4138	VETERANS SERVICE	4



Statement of Dependency/21-509	VETERANS SERVICE	2
Statement of Disappearance/21-1775	VETERANS SERVICE	4
Statement of Income and Net Worth - Disability/21-6897	VETERANS SERVICE	5
Statement of Income and Net Worth/21-4100	VETERANS SERVICE	4
Statement of Purch. or Owner Assuming Seller's Loan/26-6382	VETERANS SERVICE	7
Statement of Termination of Marital Relationship/21-8796	VETERANS SERVICE	5
Statements of Expenses of Custody, Etc. Mentally Ill, Etc.	AUDITOR	13
Statements of Person or Corp. Having Right, Title to any Lan	AUDITOR	13
Statewide Ratio Studies	ASSESSOR	9
Statistical Reports of Inmates	SHERIFF/LAW ENFORCEMENT	11
Studies and Reports	LIBRARY	3
Subdivision Ordinances	PLANNING	4
Submission Letters to State of Minnesota, Etc.	VETERANS SERVICE	16
Summer Employment (MEED, MINN Youth, Summer Youth)	PERSONNEL	5
Summons, Subpoenas, & Complaints & Officers Log	SHERIFF/LAW ENFORCEMENT	11
Supplemental to Insurance Medical Application/29-352a	VETERANS SERVICE	8
Support and Collections	HUMAN SERVICES/PUBLIC WELFARE	21
Survey and Project Reports	SURVEY	1
Surveys and Topographical Maps	SURVEY	1
Survivor Benefit Plan Application for Annuity/DD-1884	VETERANS SERVICE	12
Survivor Benefit Plan Election Certificate/DD-1881	VETERANS SERVICE	12
Survivor Benefit Plan Election Certificate/DD-1883	VETERANS SERVICE	12
Survivor Benefit Plan Election Change/DD-1882	VETERANS SERVICE	12
Survivor Benefit Plan Minimum Income Claim/DD-1885	VETERANS SERVICE	12
Table for Monthly Payments/29-4125-1	VETERANS SERVICE	9
Table for Monthly Payments/29-4125-2	VETERANS SERVICE	9
Table for Monthly Payments/29-4125-3	VETERANS SERVICE	9
Table for Monthly Payments/29-4125-4	VETERANS SERVICE	9
Table for Monthly Payments/29-4125-5	VETERANS SERVICE	9
Tabular Statemnt of Land Owners Beenfited by Const. of Water	AUDITOR	13
Tax Apportionments	AUDITOR	13
Tax Audit Printouts	AUDITOR	13
Tax Cards	AUDITOR	13
Tax Increment File	AUDITOR	13
Tax Levy Files	AUDITOR	14
Tax Lists and Statements	TREASURER	4
Tax Receipts	TREASURER	4
Teachers Classification	AUDITOR	14
Teachers Term Report	AUDITOR	14
Termination of Parental Rights - Legal Action	ATTORNEY	3
Test Cards/Register	PERSONNEL	5
Ticket Sales Reports	PARKS AND RECREATION	2
Tie Book Index	SURVEY	1

Tie Books and Field Notes	SURVEY	2
Tow Slips/Reports	SHERIFF/LAW ENFORCEMENT	12
Townhouse/Condominium/Apartment Information	ASSESSOR	9
Township Assessor Report as to Trees Planted	AUDITOR	14
Township Road Files	SURVEY	2
Toxicology Journal	MEDICAL EXAMINER/CORONER	3
Toxicology Log Book	MEDICAL EXAMINER/CORONER	3
Toxicology Report	MEDICAL EXAMINER/CORONER	3
Toxicology Request	MEDICAL EXAMINER/CORONER	4
Tract Index	RECORDER	9
Tract Index Records	RECORDER	1
Transient Merchant Bonds	TREASURER	4
Transient Merchant License	AUDITOR	14
Treasurer's Monthly Fees Reports	TREASURER	4
Trial Balances	AUDITOR	14
Tuberculosis Prevention and Control Records	COMMUNITY HEALTH/NURSING SVCS	11
U.C.C. Termination Statements	RECORDER	5
Unclaimed Documents Copies and Attested Documents	RECORDER	2
Unemployment Claims/Compensation	PERSONNEL	5
Uniform Commercial Code Records (UCC)	RECORDER	5
Utilities Valuations	ASSESSOR	9
Utility Permits/Right-Of-Way Violations	HIGHWAY	3
V.A. Annual Income Questionnaire	VETERANS SERVICE	16
Vehicle Registrations	PARKS AND RECREATION	2
Vendors' Invoices, Purchase Orders and Receiving Records	HIGHWAY	3
Vet. Appl. for Compensation at Separation from Svcs./21-526e	VETERANS SERVICE	2
Vet. Application in Acquiring Adapted Housing/21-4555	VETERANS SERVICE	5
Veteran's Application for Compensation or Pension/21-526	VETERANS SERVICE	2
Veterans Index Card	VETERANS SERVICE	16
Vets. Appl. for Program of Ed or Training/22-1990	VETERANS SERVICE	6
Volunteer Groups Records	LIBRARY	3
Volunteer Personnel Records	LIBRARY	3
Volunteer Services Records	HUMAN SERVICES/PUBLIC WELFARE	20
Voter Registration Cards	AUDITOR	14
Voter Registration Cards	AUDITOR	14
Voucher to Pay Vendor for Services/DVA 207 and 270	VETERANS SERVICE	14
Wage Assignments	ADMINISTRATION	2
Warrant Files	SHERIFF/LAW ENFORCEMENT	12
Warrant Registers	TREASURER	4
Warrants and Claims	AUDITOR	14
Warrants for Intercepting Communications	SHERIFF/LAW ENFORCEMENT	12
Warrants/Checks Cancelled	TREASURER	1
Warranty Deeds	ASSESSOR	10

Watercraft Registration	AUDITOR	14
Watercraft Registration Reports	AUDITOR	15
Watershed District Requests	AUDITOR	15
Watershed and Ditch Folders	AUDITOR	15
Welfare Abstracts	AUDITOR	15
Welfare Appeals Financial and Social Services Appeals	ATTORNEY	3
Welfare Appeals Licensing	ATTORNEY	3
Welfare Appeals Reimbursement Action	ATTORNEY	3
Wetlands Application	ASSESSOR	10
Women, Infants, and Children Files	COMMUNITY HEALTH/NURSING SVCS	11
Workers Compensation	PERSONNEL	6
X-Ray Records	MEDICAL EXAMINER/CORONER	4
Zoning Ordinances	PLANNING	4