

Minnesota Historical Society
 State Archives Department
 Minnesota History Center
 345 Kellogg Boulevard West
 St. Paul, MN 55102-1906
 651-259-3260 Fax: 651-296-9961

NOTIFICATION OF ADOPTION OF CITY GENERAL RECORDS RETENTION SCHEDULE

1. Complete this form and send the original and one copy to the State Archives Department at the above address.
2. Destruction of records according to the general schedule is NOT permitted until this form is signed by the Minnesota Historical Society.

City	Telephone (include area code)
Street Address	City, Zip Code

This is to notify the Minnesota Historical Society that the city named above has officially adopted the Minnesota City General Records Retention Schedule (revised 2008). Cities are advised to adopt the entire schedule. If this is not possible, individual sections may be adopted. ("X" the appropriate items)

The City adopts the entire schedule
 The City adopts only the following sections:

- | | | |
|---|---|---|
| <input type="checkbox"/> Administration | <input type="checkbox"/> Financial/Accounting | <input type="checkbox"/> Payroll |
| <input type="checkbox"/> Assessing | <input type="checkbox"/> Fire | <input type="checkbox"/> Permits & Licenses |
| <input type="checkbox"/> Attorney | <input type="checkbox"/> Health Services | <input type="checkbox"/> Planning & Zoning |
| <input type="checkbox"/> Bonds | <input type="checkbox"/> Housing and Redevelopment Authority/
Economic Development Authority | <input type="checkbox"/> Public Safety – Police |
| <input type="checkbox"/> Building Inspections | <input type="checkbox"/> Human Resources | <input type="checkbox"/> Public Works |
| <input type="checkbox"/> Cemetery | <input type="checkbox"/> Insurance | <input type="checkbox"/> Records Management |
| <input type="checkbox"/> Contracts/Agreements | <input type="checkbox"/> Library | <input type="checkbox"/> Utilities |
| <input type="checkbox"/> Courts | <input type="checkbox"/> Liquor Store | <input type="checkbox"/> Vital Statistics |
| <input type="checkbox"/> Elections | <input type="checkbox"/> Parks & Recreation | <input type="checkbox"/> Waste Management |

Name/Title of City Official (print)	Signature of City Official	Date
Email Address of Person With Records Management Responsibility:		

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

Director or Designee, Minnesota Historical Society	Date
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