

Minnesota State Archives Commission. Records Disposition Files.

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Version 3
August 20, 2018

RECORDS MANAGEMENT DIVISION

ATTORNEY GENERALS OFFICE
FORD BLDG. - SECOND FLOOR
ST. PAUL, MN 55155

MINNESOTA RECORDS RETENTION SCHEDULE

82-121
10 Sept 81

DEPARTMENT/AGENCY: City of Minneapolis
CITY CLERK

DIVISION: VOTERS REGISTRATION

LOCATION: City Hall

PAGE: 1 OF: 4

ITEM NO.	RECORD DESCRIPTION	BEGINNING DATE	SM*	FORM NUMBER	RETENT. SCHED. (YRS.) DEPT. STGE.	REC. CENTER	ARCHIVES	PRIVACY PUB	PVT	CF	STATUTE NUMBER	REMARKS
1.	Absentee Ballots	1962	1		*	1						* Election Completion
2.	Affadavit of Candicy	1953	1			1*						* 1 yr. after inactive
3.	Affadavit of Candicy Expense & Contr.	1953	1			1						
4.	Certificate of Election	1978	1		1							
5.	Ballots (Completed)	1978	1			1						
6.	Census Maps	1970 - 1972			*							* Until obsolete
7.	Correspondence	1945	1		*							Policy and porcedure correspondence permanent. * Yearly review.
8.	Council Proceedings	1950			5							* Archives and Lib. have master
9.	Voting calenders				*1						*	1 yr. after election

*Storage medium code

1 Letter/legal paper
2 Maps
3 Bound books
4 Blueprints/plans
5 Microfiche
6 Roll film
7 Aperture card
8 Magnetic tape
9 Cassette tape
10 Video tape
11 Floppy disc
12 Computer printout

RETENTION SCHEDULE LEGEND
NUMBERS – INDICATE YEARS
M – MONTHS
P – PERMANENT

AUTHORIZATION: Under the authority of Minnesota Statutes 138.17, it is hereby ordered that the records listed on this application be disposed of per approved schedule.

Dept. Record Mgmt. Officer (PRINT)	Phone	Director, Minnesota Historical Society	Date
		Mary K. Jankiewicz	14 Sept 81
Signature of Dept. Record Mgmt. Officer	Date	~~Legislative~~ or State Auditor	Date
Beverly J. Swanson		Thomas M. Lehmann	9/22/81
Approved – Dept. of Administration	Date	Attorney General	Date
Sandra Abrams	9-3-81	Stephen P. Kilgriff dy	9/28/81

RM-00058-02

White – Historical Society Canary – Administration Pink – Agency Blue – Historical Society

82-121
10 Sept 81

MINNESOTA RECORDS RETENTION SCHEDULE

RECORDS MANAGEMENT DIVISION

DEPARTMENT/AGENCY: City of Minneapolis CITY CLERK | DIVISION: VOTERS REGISTRATION | LOCATION: CITY HALL | PAGE: 2 | OF: 4

ITEM NO.	RECORD DESCRIPTION	BEGINNING DATE	SM*	FORM NUMBER	RETENT. SCHED. (YRS.) DEPT. STGE.	REC. CENTER	ARCHIVES	PRIVACY PUB	PVT	CF	STATUTE NUMBER	REMARKS
10.	Election Judge Cards		13		1*							* Unless election contested
11.	Election Notices (Samples)		1		*							Until obsolete
12.	Election Results				2	0						City Clerk maintains copy P.
13.	Oath of Residence Cards	1975	13		1*							* Unless election contested
14.	Precincts Maps	1940	2				P					Transfer to City Archives for selection and disposition.
15.	Precinct Finders		1				P					Transfer to City Archives for selection and dispositon.
16.	Registration Cards											
	ACTIVE Original and duplicate				P							
	INACTIVE	1970			2 *							* after Inactive
	DECEASED	1970			2	2						

*Storage medium code

1 Letter/legal paper
2 Maps
3 Bound books
4 Blueprints/plans
5 Microfiche
6 Roll film
7 Aperture card
8 Magnetic tape
9 Cassette tape
10 Video tape
11 Floppy disc
12 Computer printout

13. Card Files

RETENTION SCHEDULE LEGEND
NUMBERS – INDICATE YEARS
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Beverly J. Swanson		Thomas M. Gilbertson	9/22/81
Approved – Dept. of Administration	Date	Attorney General	Date
Sandra Abrams	9-3-81	Stephen P. McGriff dy	9/28/81

RM-00058-02

White – Historical Society Canary – Administration Pink – Agency Blue – Historical Society

82-121
10 Sept 81

MINNESOTA RECORDS RETENTION SCHEDULE

RECORDS MANAGEMENT DIVISION

DEPARTMENT/AGENCY: City of Minneapolis CITY CLERK | DIVISION: VOTERS REGISTRATION | LOCATION: CITY HALL | PAGE: 3 | OF: 4

ITEM NO.	RECORD DESCRIPTION	BEGINNING DATE	SM*	FORM NUMBER	RETENT. SCHED. (YRS.) DEPT. STGE.	REC. CENTER	ARCHIVES	PRIVACY PUB	PVT	CF	STATUTE NUMBER	REMARKS
16.	continued											Transfer Master File to City Archives for selection and disposition. Director, MHS.
	Master file	1927-1972	13			8*	P					* No longer maintained
	Alpha List		21 12		*							* Until updated
	~~Microfiche List (Alpha)~~		~~5~~		*							* Until updated
17.	Voters Posters				*							* Until updated/ obsolete
18.	Sample Ballots	1976			4							
19.	Polling Place Agreement				2*							* After expiration
20.	Poll Books						Transfer to State Archives for selection and disposition. Director, MHS.					~~Permanent in Minn. Historical Society~~
21.	Instruction Books For Judges	1940					P					
22.	Health care facilities Corresp.		1		2							

*Storage medium code

1 Letter/legal paper
2 Maps
3 Bound books
4 Blueprints/plans
5 Microfiche
6 Roll film
7 Aperture card
8 Magnetic tape
9 Cassette tape
10 Video tape
11 Floppy disc
12 Computer printout

13. Card Files
21. Posterboard/Tagboard

RETENTION SCHEDULE LEGEND
NUMBERS — INDICATE YEARS
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Approved — Dept. of Administration	Date	Attorney General	Date
Sandra Abrams	9-3-81	Stephen E. Kelly	9/28/81

RM-00058-02

White — Historical Society Canary — Administration Pink — Agency Blue — Historical Society

82-121
10 Sept 81

MINNESOTA RECORDS RETENTION SCHEDULE

RECORDS MANAGEMENT DIVISION

DEPARTMENT/AGENCY: City of Minneapolis
CITY CLERK

DIVISION: VOTERS REGISTRATION

LOCATION: CITY HALL

PAGE: 4 OF: 4

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23.	Purchase Orders	1960	1		2	4						
24.	Printing Requisitions	1960	1		2	4						
25.	Payroll Files	1958	1			5*						After inactive
26.	Legal Opinions		1		3	P						

*Storage medium code

1 Letter/legal paper
2 Maps
3 Bound books
4 Blueprints/plans
5 Microfiche
6 Roll film
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Approved – Dept. of Administration	Date	Attorney General	Date
Sandra Abrams	9-3-81	Stephen P. Kilgriff dg	9/23/81

RM-00058-02

White – Historical Society Canary – Administration Pink – Agency Blue – Historical Society

City of Minneapolis
307 City Hall
Mpls., MN 55415
Attn: Beverly Swanson

MAR 25 1982
ATTORNEY GENERALS OFFICE
FORD BLDG. - SECOND FLOOR
ST. PAUL, MN 55155

MINNESOTA RECORDS RETENTION SCHEDULE

82-335
9 March 1982

DEPARTMENT/AGENCY: City of Minneapolis
CITY ATTORNEY

DIVISION: WORKERS COMPENSATION

LOCATION: Gov't Center A- 1700

PAGE 1 OF 2

ITEM NO.	RECORD DESCRIPTION	BEGINNING DATE	SM*	FORM NUMBER	RETENT. SCHED. (YRS.) DEPT. STGE.	REC. CENTER	ARCHIVES	PRIVACY PUB	PVT	CF	STATUTE NUMBER	REMARKS
1	WORKERS COMPENSATION MAJOR INJURIES LITIGATION FILES Documents enforcing the Wkrs Comp law. Such as the injury report, investigative materials & responsibility of the employer		1		2*	19						*After compensation resolved State Workers Comp - 19 yrs
2	WORKERS COMPENSATION MINOR INJURIES Includes report documenting injury with no further litigation /medical only.		1		2	10						
3	WORKERS COMPENSATION CARD INDEX Lists all claims & results		13		P							
4	PHYSICALLY IMPAIRED REGISTRATION FILE		1		*							*Selectively review

*Storage medium code

1 Letter/legal paper
2 Maps
3 Bound books
4 Blueprints/plans
5 Microfiche
6 Roll film
7 Aperture card
8 Magnetic tape
9 Cassette tape
10 Video tape
11 Floppy disc
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RETENTION SCHEDULE LEGEND
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Beverly Swanson Records Specialist City Attorney	2021	Mary K. Jankowicz	15 March 1982
Signature of Dept. Record Mgmt. Officer	Date	Legislative or State Auditor	Date
	12-7-81	Thomas M. Tiberg	3/22/82
Approved – Dept. of Administration	Date	Attorney General	Date
Sandra Abrams	3-5-82	Stephen C. Kilgard	3/25/82

RM-00058-02

White – Historical Society Canary – Administration Pink – Agency Blue – Historical Society

MINNESOTA RECORDS RETENTION SCHEDULE

82-335
9 March 1982

DEPARTMENT/AGENCY	DIVISION	LOCATION	PAGE	OF
CITY ATTORNEY	WORKERS COMPENSATION	Gov't Center - A1700	2	2

ITEM NO.	RECORD DESCRIPTION	BEGINNING DATE	SM*	FORM NUMBER	RETENT. SCHED. (YRS.) DEPT. STGE.	REC. CENTER	ARCHIVES	PRIVACY PUB	PVT	CF	STATUTE NUMBER	REMARKS
5	ANNUAL REPORTS Summary of Workers Comp claims for that year		1		10	P	P					
6	LOG SHEET Records each case number and status and status		1		10	10						
7.	COUNCIL LETTERS Letters sent to council listing claims to be pd.		1		4							
8.	WORKERS COMP. REINSURANCE REPORT		1		10							
9.	PHYSICALLY IMPAIRED REGISTRATION CARD FILE		13		P							

***Storage medium code**

1 Letter/legal paper
2 Maps
3 Bound books
4 Blueprints/plans
5 Microfiche
6 Roll film
7 Aperture card
8 Magnetic tape
9 Cassette tape
10 Video tape
11 Floppy disc
12 Computer printout

RETENTION SCHEDULE LEGEND
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Beverly J Swanson Records Specialist City Attorney	2021	Mary K. Jankiewicz	15 March 1982
Signature of Dept. Record Mgmt. Officer	Date	Legislative or State Auditor	Date
[signature]	12-7-81	Thomas M. Gilbertson	3/22/82
Approved – Dept. of Administration	Date	Attorney General	Date
Sandra Abrams	3-5-82	Stephen P. Kilgriff	3/25/82

RM-00058-02

White – Historical Society Canary – Administration Pink – Agency Blue – Historical Society

RECEIVED
MAR 25 1982
ATTORNEY GENERALS OFFICE
ST. PAUL BLDG. - SECOND FLOOR
ST. PAUL, MN 55155

MANAGEMENT DIVISION

MINNESOTA RECORDS RETENTION SCHEDULE

82-336
9 March 1982

DEPARTMENT/AGENCY: City of Minneapolis
CITY ATTORNEY

DIVISION: CIVIL

LOCATION: Gov't Center

PAGE 1 OF 3

ITEM NO.	RECORD DESCRIPTION	BEGINNING DATE	SM*	FORM NUMBER	RETENT. SCHED. (YRS.) DEPT. STGE.	REC. CENTER	ARCHIVES	PRIVACY PUB	PVT	CF	STATUTE NUMBER	REMARKS
1	LEGISLATIVE FILES (Proposed changes to Law (Work papers, drafts of proposals) (Amendments, memos, corresp studies & reports		1		2	3						Selectively choose
2	LEGISLATIVE FILE (BILL SYNOPSIS)		1		lm							
3	ASSIGNMENTS FILE		1/12		2*	5*						*After closed
4	ATTORNEY'S OPINIONS & CARD INDEX - LIBRARY COPY		1/13		P							
5	ATTORNEY'S OPINIONS 1 SUBJECT COPY		1		P							

*Storage medium code

1 Letter/legal paper
2 Maps
3 Bound books
4 Blueprints/plans
5 Microfiche
6 Roll film
7 Aperture card
8 Magnetic tape
9 Cassette tape
10 Video tape
11 Floppy disc
12 Computer printout
13. Card file

RETENTION SCHEDULE LEGEND
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Dept. Record Mgmt. Officer (PRINT) Beverly Swanson Records Specialist	Phone 2021	Director, Minnesota Historical Society Mary K. Jankiewicz	Date 15 March 1982
Signature of Dept. Record Mgmt. Officer	Date 12-7-81	Legislative or State Auditor Thomas M. Dahlman	Date 3/22/82
Approved – Dept. of Administration Sandra Abrams	Date 3-5-82	Attorney General Stephen P. Kelgard	Date 3/25/82

White – Historical Society Canary – Administration Pink – Agency Blue – Historical Society

RM-00058-02

RECORDS MANAGEMENT DIVISION

MINNESOTA RECORDS RETENTION SCHEDULE

82-336
9 March 1982

DEPARTMENT/AGENCY: City of Minneapolis
CITY ATTORNEY

DIVISION: CIVIL

LOCATION: Gov't Center A- 1700

PAGE 2 OF 3

ITEM NO.	RECORD DESCRIPTION	BEGINNING DATE	SM*	FORM NUMBER	RETENT. SCHED. (YRS.) DEPT. STGE.	REC. CENTER	ARCHIVES	PRIVACY PUB	PVT	CF	STATUTE NUMBER	REMARKS
6	SYSTEMS STATUS WEEKLY COMPUTER ASSIGNMENT LOG		12		2wks.							
7	ATTORNEY'S TIME SHEETS		1		2	5						Audit period
8	INVOICES/PRINTING INTER DEPT		1		2							covered by Comp Treas Office
9	CONTRACT REGISTER/LOG		1		2							
10	FINANCE AND COMMERCE/ Council Proceedings (Dup.) Original in City Clks office		1		*							Newspaper * Until receive bound book from City Clerk.
11	LITIGATED CIVIL CASE FILE		1		2	18						

*Storage medium code

1 Letter/legal paper
2 Maps
3 Bound books
4 Blueprints/plans
5 Microfiche
6 Roll film
7 Aperture card
8 Magnetic tape
9 Cassette tape
10 Video tape
11 Floppy disc
12 Computer printout
13. Card file
~~14 Newspaper~~

RETENTION SCHEDULE LEGEND
NUMBERS – INDICATE YEARS
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Beverly Swanson Records Specialist City Attorney	2021	Mary K. Jankowski	15 March 1982
Signature of Dept. Record Mgmt. Officer	Date	Legislative or State Auditor	Date
[signature]	12-7-81	Thomas M. Bellert	3/22/82
Approved – Dept. of Administration	Date	Attorney General	Date
Sandra Abrams	3-5-82	Stephen P. McGriff	3/25/82

RM-00058-02

White – Historical Society Canary – Administration Pink – Agency Blue – Historical Society

RECORDS MANAGEMENT DIVISION

MINNESOTA RECORDS RETENTION SCHEDULE

82-336
9 March 1982

DEPARTMENT/AGENCY: City of Minneapolis CITY ATTORNEY | DIVISION: CIVIL | LOCATION: Gov't Center | PAGE: 3 | OF: 3

ITEM NO.	RECORD DESCRIPTION	BEGINNING DATE	SM*	FORM NUMBER	RETENT. SCHED. (YRS.) DEPT. STGE.	REC. CENTER	ARCHIVES	PRIVACY PUB	PVT	CF	STATUTE NUMBER	REMARKS
12	ATTORNEY GENERAL OPINIONS rendered other municipalities.		1		P							
13	SYSTEMS STATUS QRTLY		12		2	2						
14	CIVIL CARD FILE		13		P							

*Storage medium code

1 Letter/legal paper
2 Maps
3 Bound books
4 Blueprints/plans
5 Microfiche
6 Roll film
7 Aperture card
8 Magnetic tape
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Beverly Swanson Records Specialist

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City At-torney	2021	Mary K. Jankiewicz	15 March 1982
Signature of Dept. Record Mgmt. Officer	Date	Legislative or State Auditor	Date
[signature]	12-7-81	Thomas M. Gilligan	3/22/82
Approved – Dept. of Administration	Date	Attorney General	Date
Sandra Abrams	3-5-82	Stephen S. Likigard	3/25/82

White – Historical Society Canary – Administration Pink – Agency Blue – Historical Society

RM-00058-02

MAR 25 1982
ATTORNEY GENERALS OFFICE
FORD BLDG. - SECOND FLOOR
ST. PAUL, MN 55155

RECORDS MANAGEMENT DIVISION

MINNESOTA RECORDS RETENTION SCHEDULE

82-~~337~~ 337
9 March 1982

DEPARTMENT/AGENCY: City of Mpls. CITY ATTORNEY
DIVISION: CRIMINAL
LOCATION: Gov't Center A- 1700
PAGE: 1 OF: 2

ITEM NO.	RECORD DESCRIPTION	BEGINNING DATE	SM*	FORM NUMBER	RETENT. SCHED. (YRS.) DEPT. STGE.	REC. CENTER	ARCHIVES	PRIVACY PUB	PVT	CF	STATUTE NUMBER	REMARKS
1	CRIMINAL LITIGATION FILES Document the enforcement & defense of City laws. Documents re to court action where plaintiff requests relief from sentence or monetary relief. Includes pleadings, corresp, notes pictures, etc. pertaining to the court action.		1		1	6						State A.G. 7yrs County Attys 7yrs except murders 50yrs invol murders
2	CRIMINAL INVESTIGATIVE FILES DISPOSED Research done but no litigation takes place		1		1	6						State A. G.-5 yrs
3	PRETRIAL CALENDARS (Duplicate copy) Computer printouts		12		1							
4	TRAFFIC FILES		1		2							Attorney destroyed

*Storage medium code

1 Letter/legal paper
2 Maps
3 Bound books
4 Blueprints/plans
5 Microfiche
6 Roll film
7 Aperture card
8 Magnetic tape
9 Cassette tape
10 Video tape
11 Floppy disc
12 Computer printout

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[signature]	12-7-81	Thomas M. Gilbert	3/22/82
Approved – Dept. of Administration	Date	Attorney General	Date
Sandra Abrams	3-5-82	Stephen P. Griffith	3/25/82

RM-00058-02

White – Historical Society Canary – Administration Pink – Agency Blue – Historical Society

RECORDS MANAGEMENT DIVISION

MINNESOTA RECORDS RETENTION SCHEDULE

82-337
9 March 1982

DEPARTMENT/AGENCY	DIVISION	LOCATION	PAGE	OF
City of Mpls CITY ATTORNEY	CRIMINAL	Gov't Center A-1700	2	2

ITEM NO.	RECORD DESCRIPTION	BEGINNING DATE	SM*	FORM NUMBER	RETENT. SCHED. (YRS.) DEPT. STGE.	REC. CENTER	AR-CHIVES	PRIVACY PUB	PVT	CF	STATUTE NUMBER	REMARKS
5.	CRIMINAL CORRESPONDENCE		1		3							

*Storage medium code

1 Letter/legal paper
2 Maps
3 Bound books
4 Blueprints/plans
5 Microfiche
6 Roll film
7 Aperture card
8 Magnetic tape
9 Cassette tape
10 Video tape
11 Floppy disc
12 Computer printout

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[signature]	12-7-81	Thomas M. Gilbertson	3/22/82
Approved – Dept. of Administration	Date	Attorney General	Date
Sandra Abrams	3-5-82	Stephen P. Kilgriff	3/25/82

RM-00058-02

White – Historical Society Canary – Administration Pink – Agency Blue – Historical Society

RECORDS MANAGEMENT DIVISION

MINNESOTA RECORDS RETENTION SCHEDULE

82-338
9 March 1982

DEPARTMENT/AGENCY	DIVISION	LOCATION	PAGE	OF
City of Minneapolis CITY ATTORNEY	CLAIMS	Gov't Center A- 1700	1	1

ITEM NO.	RECORD DESCRIPTION	BEGINNING DATE	SM*	FORM NUMBER	RETENT. SCHED. (YRS.) DEPT. STGE.	REC. CENTER	ARCHIVES	PRIVACY PUB	PVT	CF	STATUTE NUMBER	REMARKS
1	CLAIM FILE LOG Record claim number & who assigned to		1		1*							*After completion of claim
2	CLAIM FILE - Includes request for payment, corresp, witness statements, council action, investigative record, etc.		1		2	5*						*Unless litigation pending.
3	CLAIM FILE INDEX (CARD FILE)		13		P							

***Storage medium code**

1 Letter/legal paper
2 Maps
3 Bound books
4 Blueprints/plans
5 Microfiche
6 Roll film
7 Aperture card
8 Magnetic tape
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Signature of Dept. Record Mgmt. Officer	**Date**	**Legislative or State Auditor**	**Date**
[signature]	12-7-81	Thomas M. Gilbert	3/22/82
Approved – Dept. of Administration	**Date**	**Attorney General**	**Date**
Sandra Abrams	3-5-82	[signature]	3/25/82

White – Historical Society Canary – Administration Pink – Agency Blue – Historical Society

RM-00058-02

ATTORNEY GENERALS OFFICE
FORD BLDG. - SECOND FLOOR
ST. PAUL, MN 55155

MINNESOTA RECORDS RETENTION SCHEDULE

82-339
9 March 1982

RECORDS MANAGEMENT DIVISION

DEPARTMENT/AGENCY: City of Minneapolis
CITY ATTORNEY

DIVISION: ADMINISTRATIVE

LOCATION: Gov't Center A- 1700

PAGE 1 OF 3

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1.	BUDGET WORKSHEET		1		3							
2.	CLASS SPECIFICATIONS		1		*							*Retain until no longer needed.
3.	CONTRACTS		1		2							Orig. in Comp. Treas.
4.	MAILING DIVISION REPORTS		1		3							
5.	MINUTES		1		1							City Clk. maintains orig.

*Storage medium code

1 Letter/legal paper
2 Maps
3 Bound books
4 Blueprints/plans
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Signature of Dept. Record Mgmt. Officer	Date	Legislative or State Auditor	Date
RJ alston	12-7-81	Thomas M. Gilbertson	3/22/82
Approved – Dept. of Administration	Date	Attorney General	Date
Sandra Abrams	3-5-82	Stephen A. Kelgard	3/25/82

White – Historical Society Canary – Administration Pink – Agency Blue – Historical Society

RM-00058-02

MINNESOTA RECORDS RETENTION SCHEDULE

82-339
9 March 1982

RECORDS MANAGEMENT DIVISION

DEPARTMENT/AGENCY	DIVISION	LOCATION	PAGE	OF
CITY ATTORNEY	ADMINISTRATIVE	Gov't Center A- 1700	2	3

ITEM NO.	RECORD DESCRIPTION	BEGINNING DATE	SM*	FORM NUMBER	RETENT. SCHED. (YRS.) DEPT. STGE.	REC. CENTER	AR-CHIVES	PRIVACY PUB	PVT	CF	STATUTE NUMBER	REMARKS
6.	PAYROLL WORKSHEET				3							
7.	PHYSICAL INVENTORY LIST		1		3							
8.	REQUISITIONS FOR PRINTING SUPPLIES AND PURCHASE ORDERS		1		3							
9.	WAGE ASSIGNMENT SHEETS		1		2	4						
10.	WATTS BILLS (COPY)		1		2							

***Storage medium code**

1 Letter/legal paper
2 Maps
3 Bound books
4 Blueprints/plans
5 Microfiche
6 Roll film
7 Aperture card
8 Magnetic tape
9 Cassette tape
10 Video tape
11 Floppy disc
12 Computer printout

RETENTION SCHEDULE LEGEND
NUMBERS – INDICATE YEARS
M – MONTHS
P – PERMANENT

AUTHORIZATION: Under the authority of Minnesota Statutes 138.17, it is hereby ordered that the records listed on this application be disposed of per approved schedule.

Dept. Record Mgmt. Officer (PRINT)	Phone	Director, Minnesota Historical Society	Date
Beverly Swanson Records Specialist City Attorney	2021	Mary K. Jankiewicz	15 March 1982
Signature of Dept. Record Mgmt. Officer	Date	Legislative or State Auditor	Date
[signature]	12-7-81	Thomas M. Tillmann	3/22/82
Approved – Dept. of Administration	Date	Attorney General	Date
Sandra Abrams	3-5-82	Stephen P. Ligi	3/25/82

White – Historical Society Canary – Administration Pink – Agency Blue – Historical Society

RM-00058-02

MINNESOTA RECORDS RETENTION SCHEDULE

82-339
9 March 1982

RECORDS MANAGEMENT DIVISION

DEPARTMENT/AGENCY	DIVISION	LOCATION	PAGE	OF
CITY ATTORNEY	ADMINISTRATIVE	Gov't Center A- 1700	3	3

ITEM NO.	RECORD DESCRIPTION	BEGINNING DATE	SM*	FORM NUMBER	RETENT. SCHED. (YRS.) DEPT. STGE.	REC. CENTER	ARCHIVES	PRIVACY PUB	PVT	CF	STATUTE NUMBER	REMARKS
11	PERSONNEL FILES		1		2*							*2 yrs. after employed by City
12.	OVERTIME REPORTS		1		3							
13	CRIMINAL COMPLAINENT SIGN IN SHEET		1		1							
14	PERSONNEL ~~COMPLAINENT~~ SIGN IN SHEET		1		6m							
15.	WALK IN SIGN IN SHEET		1		1							

***Storage medium code**

1 Letter/legal paper
2 Maps
3 Bound books
4 Blueprints/plans
5 Microfiche
6 Roll film
7 Aperture card
8 Magnetic tape
9 Cassette tape
10 Video tape
11 Floppy disc
12 Computer printout

RETENTION SCHEDULE LEGEND
NUMBERS – INDICATE YEARS
M – MONTHS
P – PERMANENT

AUTHORIZATION: Under the authority of Minnesota Statutes 138.17, it is hereby ordered that the records listed on this application be disposed of per approved schedule.

Dept. Record Mgmt. Officer (PRINT)	Phone	Director, Minnesota Historical Society	Date
Beverly Swanson Records Specialist City Attorney	2021	Mary K. Jankowicz	15 March 1982
Signature of Dept. Record Mgmt. Officer	Date	Legislative or State Auditor	Date
[signature]	12-7-81	Thomas M. Gilbertson	3/22/82
Approved – Dept. of Administration	Date	Attorney General	Date
Sandra Abrams	3-5-82	Stephen P. Griffin	3/25/82

White – Historical Society Canary – Administration Pink – Agency Blue – Historical Society

RM-00058-02

RECEIVED
APR 05 1982
ATTORNEY GENERALS OFFICE
ST. PAUL, MN 55155

RECORDS MANAGEMENT DIVISION

MINNESOTA RECORDS RETENTION SCHEDULE

#82-372
24 Mar. 1982

DEPARTMENT/AGENCY	DIVISION	LOCATION	PAGE	OF
MINNEAPOLIS. CITY ATTORNEY	CITIZENS DISPUTE SETTLEMENT PROGRAM	Gov't Center A- 1700	1	3

ITEM NO.	RECORD DESCRIPTION	BEGINNING DATE	SM*	FORM NUMBER	RETENT. SCHED. (YRS.) DEPT. STGE.	REC. CENTER	ARCHIVES	PRIVACY PUB	PVT	CF	STATUTE NUMBER	REMARKS
1	DIVERSION CASE FILE Includes intake sheet, data sheet, participation form, waiver forms, correspondence police reports, pictures of injuries medical release forms, follow up forms and agreements made bet parties to avoid a court trial		1		1*	2*						*After close of case purge file and keep intake sheet 10 yrs.
2	SIGN IN LOG - DAILY List date, time & name of individuals reporting to office		1		1	2						
3	POLICIES AND PROCEDURES		1		*		P					* Until obsolete
4	BUDGET WORK PAPERS		1		2							

***Storage medium code**

1 Letter/legal paper
2 Maps
3 Bound books
4 Blueprints/plans
5 Microfiche
6 Roll film
7 Aperture card
8 Magnetic tape
9 Cassette tape
10 Video tape
11 Floppy disc
12 Computer printout
13 Cardfile

RETENTION SCHEDULE LEGEND
NUMBERS — INDICATE YEARS
M — MONTHS
P — PERMANENT

AUTHORIZATION: Under the authority of Minnesota Statutes 138.17, it is hereby ordered that the records listed on this application be disposed of per approved schedule.

Dept. Record Mgmt. Officer (PRINT)	Phone	Director, Minnesota Historical Society	Date
Beverly Swanson Records Specialist City Attorney	2021	Mary K. Jankiewicz	29 March 1982
Signature of Dept. Record Mgmt. Officer	Date	Legislative or State Auditor	Date
X [illegible]	12-7-81	Thomas M. Gilligan	3/31/82
Approved — Dept. of Administration	Date	Attorney General	Date
Sandra Abrams	3-5-82	Stephen P. Kilgriff by	4/12/82

White — Historical Society Canary — Administration Pink — Agency Blue — Historical Society

00058-02

RECORDS MANAGEMENT DIVISION

MINNESOTA RECORDS RETENTION SCHEDULE

#82-372
24 Mar. 1982

DEPARTMENT/AGENCY: MINNEAPOLIS CITY ATTORNEY
DIVISION: CITIZENS DISPUTE SETTLEMENT PROGRAM
LOCATION: Gov't Center A- 1700
PAGE: 2 OF: 3

ITEM NO.	RECORD DESCRIPTION	BEGINNING DATE	SM*	FORM NUMBER	RETENT. SCHED. (YRS.) DEPT. STGE.	REC. CENTER	ARCHIVES	PRIVACY PUB	PVT	CF	STATUTE NUMBER	REMARKS
5	LEAA GRANT PROPOSALS		1			7*						after completion of grant Fed. Law states 7 yrs. after project completion ~~or 3yrs. after final~~ payment.
6	PURCHASE ORDERS/INVOICES		1		2*	5*						*7yrs after Fed payment or audit whichever is longer Comp-Treas maintains original. Perhaps could be less on retention
7	CLIENT CARD FILE List who the victim & defendent are & the action being taken		13			P						
8	NO PROBABLE CAUSE/POLICE REPORT		1		1							

*Storage medium code

1 Letter/legal paper
2 Maps
3 Bound books
4 Blueprints/plans
5 Microfiche
6 Roll film
7 Aperture card
8 Magnetic tape
9 Cassette tape
10 Video tape
11 Floppy disc
12 Computer printout
13. Card File

RETENTION SCHEDULE LEGEND
NUMBERS – INDICATE YEARS
M – MONTHS
P – PERMANENT

AUTHORIZATION: Under the authority of Minnesota Statutes 138.17, it is hereby ordered that the records listed on this application be disposed of per approved schedule.

Dept. Record Mgmt. Officer (PRINT) Beverly Swanson Records Specialist	Phone 2021	Director, Minnesota Historical Society Mary K. Jankiewicz	Date 24 March 1982
Signature of Dept. Record Mgmt. Officer	Date 3-15-82	Legislative or State Auditor Thomas M. Gilbertson	Date 3/31/82
Approved – Dept. of Administration Sandra Abrams	Date 3-5-82	Attorney General Stephen P. Wigoff	Date 4/12/82

RM-00058-02

White – Historical Society Canary – Administration Pink – Agency Blue – Historical Society

MINNESOTA RECORDS RETENTION SCHEDULE

#82-372
24 Mar. 1982

RECORDS MANAGEMENT DIVISION

DEPARTMENT/AGENCY: MINNEAPOLIS CITY ATTORNEY
DIVISION: CITIZENS DISPUTE SETTLEMENT PROGRAM
LOCATION: Gov't Center A- 1700
PAGE: 3 OF 3

ITEM NO.	RECORD DESCRIPTION	BEGINNING DATE	SM*	FORM NUMBER	RETENT. SCHED. (YRS.) DEPT. STGE.	REC. CENTER	ARCHIVES	PRIVACY PUB	PVT	CF	STATUTE NUMBER	REMARKS
9	MEDIATION SCHEDULE Lists how many cases scheduled, time and date.		1			P						
10	WORKLESS CHECK FILES (DIVERSION)		1		1	2						
11	DOG PETITIONS (Duplicate) Public Nuisance letters		1		1	2*						* Letter will be treated as intake sheet and kept 10 years.

*Storage medium code
1 Letter/legal paper
2 Maps
3 Bound books
4 Blueprints/plans
5 Microfiche
6 Roll film
7 Aperture card
8 Magnetic tape
9 Cassette tape
10 Video tape
11 Floppy disc
12 Computer printout

RETENTION SCHEDULE LEGEND
NUMBERS — INDICATE YEARS
M — MONTHS
P — PERMANENT

AUTHORIZATION: Under the authority of Minnesota Statutes 138.17, it is hereby ordered that the records listed on this application be disposed of per approved schedule.

Beverly Swanson Records Specialist

Dept. Record Mgmt. Officer (PRINT)	Phone	Director, Minnesota Historical Society	Date
City Attorney	2021	Mary K. Jankiewicz by	29 March 1982
Signature of Dept. Record Mgmt. Officer	Date	Legislative or State Auditor	Date
M Lufton	12-7-81	Thomas M. Tykeson	3/31/82
Approved — Dept. of Administration	Date	Attorney General	Date
Sandra Abrams	3-5-82	Stephen P. Kingsley by	4/1/82

RM-00058-02

White — Historical Society Canary — Administration Pink — Agency Blue — Historical Society

GOVT OPS — Pursuant to Minn Statutes 1980, Section 138.17, your Committee recommends approval of the record retention schedule for the office of the City Attorney (Petn No 224402) as approved by the City Attorney.

Adopted. Passed by final roll call as hereinafter noted.

Passed December 28, 1981.

Approved January 4, 1982. Donald M. Fraser, Mayor.

Attest: Lyall A. Schwarzkopf, City Clerk.

GOVT OPS — Your Committee recommends passage of the accompanying resolution establishing procedures for the Records Management Program within the City of Minneapolis as set forth in Petn No 224402 on file in the office of the City Clerk.

Adopted. Passed by final roll call as hereinafter noted.

Passed December 28, 1981.

Approved January 4, 1982. Donald M. Fraser, Mayor.

Attest: Lyall A. Schwarzkopf, City Clerk.

Alderman Slater offered a resolution, as per above report, establishing procedures for the Records Management Program within the City of Minneapolis.

Adopted. Yeas, 13; nays, none, as follows:

Yeas — Aldermen Dziedzic, Corrao, Daugherty, White, Slater, Trostel, Kaplan, Scallon, Howard, Rockenstein, Schulstad, Hoyt, President Rainville—13.

(See Resolution.)

Date Rec'd 11/10/82

Sent By Bev Swanson

Tech. Ser. DC Newbeck

Control # 83-83

MICROFILM/DOCUMENT TEST REPORT

MINNESOTA STATE ARCHIVES

COUNTY OR AGENCY City of Minneapolis (per Oak Park Heights) PR-1 #

RECORD SERIES Death Records. Test Films.

NATURE OF REQUEST: Perform Quality Tests on These 3 rolls. 32x

Do tests on Wednesday, November 10, if possible.

MASTER NEGATIVE

Yes X

No ____

COMMENTS: The reduction ratio was not stated on any of the rolls.

The boxes are not labeled correctly. Roll #2 box should be #3 and Roll #3 box should be #2.

The leader and trailer should be at least eighteen inches long on each roll.

On a few of the records the cause of death was very light print. It was still legible.

I noticed on roll #1 and #2 the blip was at the top of the roll and on roll #3 the blip was on the bottom of the roll. Are you intentionally filming the blip this way?

The microfilm tested ____ is ____ is not acceptable as a substitute for the original documents. See test results on reverse. When film is an acceptable substitute, destruction of the original documents is authorized only after an approved Application for Authority to Dispose of Records (PR-1 Form) is on file with the agency.

The paper tested ____ is ____ is not of permanent archival quality. See reverse.

SIGNATURE: Christine Seifert DATE: 11-12-82

Date sent to requesting agency: 11/15/82

Copies to: SEH _____ LL _____ Lab Files _____

LDS

MICROFILM TEST RESULTS

1. Background density (document opacity). Acceptable limits: 0.80 min. - 1.40 max.

   .96 - 1.28

2. Base plus fog density (film opacity). Must not exceed .10.

   .08

3. Resolution (image sharpness). Must be 90 lines per mm or higher for 16 mm film; 100 lines per mm or higher for 35 mm film.

   128 lines per mm.

Microfilm will also be examined for clarity and completeness of image, film spotting or damage, splices, and other factors affecting film quality. Testing or examination for residual thiosulfate will be done if appropriate. Residual thiosulfate must not exceed .7 micrograms per square cm. of film, as measured by the method described in the current ANSI standard PH 4.8.

DOCUMENT TESTS

Documents will be tested primarily for the various components of acidity. A pH reading of 7.0 to 8.0 indicates paper that is neutral or slightly alkaline (non-acidic) and therefore likely to be suitable for permanent record-keeping. Documents will also be examined for strength, weight, composition, and other physical qualities that affect their permanence and durability.

PR-1 (Rev. 73)

Application No. 83-178

Date Received 22 Nov 1982

MINNESOTA HISTORICAL SOCIETY
1500 Mississippi St., St. Paul, MN 55101

APPLICATION FOR AUTHORITY TO DISPOSE OF RECORDS

INSTRUCTIONS: Make original and three copies. Complete items 2, 3, 4, 5, 6 and 9a, b c. Use reverse side of form to continue records description. If more space is needed, use white bond paper similarily spaced. Send original and two copies to the above address. Retain one copy while your application is being processed. You will receive an approved copy of your application, which will be your authority to dispose of records. The approved copy should be retained permanently.

NOTE: Laws of 1971, Chapter 529, Section 3 reads as follows: "It is the policy of the legislature that the disposal and preservation of public records be controlled exclusively by Minnesota Statutes, Chapter 138 and by this act, thus, no prior, special or general statute shall be construed to authorize or prevent the disposal of public records at a time or in a manner different than prescribed by such chapter or by this act and no general or special statute enacted subsequent to this act shall be construed to authorize or prevent the disposal of public records at a time or in a manner different than prescribed in chapter 138 or in this act unless it expressly exempts such records from the provisions of such chapter and this act by specific reference to this section."

1. TO: Minnesota Historical Society

2. FROM: Minneapolis Police Dept. (Agency or Office) Property Unit (Subdivision or Section)

3. Quantity of Records; cubic feet 20 or linear feet _____

4. Location of Records: Court House, Minneapolis, MN

5. Laws other than M.S. 138.17 that relate to the destruction or safekeeping of the records: _____

6. I certify that the records listed on this application are accurately described, and that they have no further administrative, legal, or fiscal value for this agency.

Helmut Darnell — 11/17/82
Authorized Signature — Date

Deputy Chief of Police
Title

7. AUTHORIZATION

Under the authority of Minnesota Statutes 138.17, it is hereby ordered that the records listed on this application be destroyed, except as shown below (item 8).

Duane R Swanson — 22 Nov 1982
Director, Minnesota Historical Society — Date

Thomas M Gilbert — 11/24/82
Legislative or State Auditor — Date

Stephen P. Kilgriff by — 12/2/82
Attorney General — Date

8. Exceptions to Destruction. *(For use by Director, Legislative Auditor, State Auditor, and Attorney General only.)*

9. Description of Records - Describe each record series or type of record separately. Number each series, beginning with "1".

a. Item No.	b. Name of record, form numbers, content, usage, arrangement, original, duplicate, or microfilmed	c. Inclusive Dates
1	Forty-five (45) letter size, three-ring notebooks containing Property Inventory Reports Numbers 1 through 9,379 for the year 1974.	January 1, 1974 to December 31, 1974
2	Forty (40) letter size, three-ring notebooks containing Property Inventory Reports Numbers 1 through 9,076 for the year 1975.	January 1, 1975 to December 31, 1975
	Note: On items 1 and 2, no microfilming is to be completed. All papers to be destroyed, with the exception of Homicide cases and any cases still pending in court.	

MINNESOTA RECORDS RETENTION SCHEDULE

#83-181
23 Nov. 1982

DEPARTMENT/AGENCY: City of Minneapolis LICENSING
DIVISION:
LOCATION: Room 101 City Hall, Mpls., Minn
PAGE: 1 OF: 8

ITEM NO.	RECORD DESCRIPTION	BEGINNING DATE	SM*	FORM NUMBER	RETENT. SCHED. (YRS.) DEPT. STGE.	REC. CENTER	ARCHIVES	PRIVACY PUB	PVT	CF	STATUTE NUMBER	REMARKS
1.	GENERAL ORDINANCE FILES- Includes documents relating to Mpls. Code of Ord. which regulate the licensing Dept. Included are opinions from experts on Ordinance changes and copies of each ordinance pertaining to licensing.	1939	1		P			X				
2.	INVENTORY RECORDS- Documents relating to Office Equipment found within the Dept.	1965	1		1	2		X				
3.	~~LICENSE INSPECTOR DAILY REPORTS Documents relating to daily duties~~	~~1981~~	~~1~~		~~3~~			~~X~~				

*Storage medium code

1 Letter/legal paper	7 Aperture card
2 Maps	8 Magnetic tape
3 Bound books	9 Cassette tape
4 Blueprints/plans	10 Video tape
5 Microfiche	11 Floppy disc
6 Roll film	12 Computer printout

RETENTION SCHEDULE LEGEND
NUMBERS – INDICATE YEARS
M – MONTHS
P – PERMANENT

AUTHORIZATION: Under the authority of Minnesota Statutes 138.17, it is hereby ordered that the records listed on this application be disposed of per approved schedule.

Beverly J Swanson Records Mgmt.

Dept. Record Mgmt. Officer (PRINT)	Phone	Director, Minnesota Historical Society	Date
John A Bergquist	348-2080	Mary K. Jankiewicz	29 Nov. 1982
Signature of Dept. Record Mgmt. Officer	Date	Legislative or State Auditor	Date
John A Bergquist	5-10-82	Thomas M. Gilbertson	12/6/82
Approved – Dept. of Administration	Date	Attorney General	Date
Sandra Abrams	11-16-82	Stephen P. Wilgosh dg	12/9/82

White – Historical Society Canary – Administration Pink – Agency Blue – Historical Society

RM-00058-02

MINNESOTA RECORDS RETENTION SCHEDULE

#83-181
23 Nov. 1982

DEPARTMENT/AGENCY	DIVISION	LOCATION	PAGE	OF
LICENSING		Room 101 City Hall Mpls., Minn.	2	8

ITEM NO.	RECORD DESCRIPTION	BEGINNING DATE	SM*	FORM NUMBER	RETENT. SCHED. (YRS.) DEPT. STGE.	REC. CENTER	ARCHIVES	PRIVACY PUB	PVT	CF	STATUTE NUMBER	REMARKS
3.	~~performed by inspectors. Included are hrs. worked per day and what duties were performed.~~ WAK											
4.	~~PAYROLL FILES - Documents relating to employees vacation sick leave, and compensatory time. Included are W-2 forms, Payroll distribution sheets etc.~~ WAK	1980	1/13		~~2~~	~~4~~		X				
5.	BUDGET FILES - Documents relating to the financial status of the operating budget. Included are estimated and Actual expenditures.		1		4			X				

***Storage medium code**

1 Letter/legal paper
2 Maps
3 Bound books
4 Blueprints/plans
5 Microfiche
6 Roll film
7 Aperture card
8 Magnetic tape
9 Cassette tape
10 Video tape
11 Floppy disc
12 Computer printout

RETENTION SCHEDULE LEGEND
NUMBERS – INDICATE YEARS
M – MONTHS
P – PERMANENT

AUTHORIZATION: Under the authority of Minnesota Statutes 138.17, it is hereby ordered that the records listed on this application be disposed of per approved schedule.

Beverly J. Swanson Records Mgmt.

Dept. Record Mgmt. Officer (PRINT)	Phone	Director, Minnesota Historical Society	Date
John Bergquist	348-4283	Mary K. Jankiewicz	29 Nov. 1982
Signature of Dept. Record Mgmt. Officer	Date	~~Legislative~~ or State Auditor	Date
John Bergquist	5-10-82	Thomas M. Gilbertson	12/6/82
Approved – Dept. of Administration	Date	Attorney General	Date
Sandra Abrams	11-16-82	Stephen B. Ridgeway	12/9/82

RM-00058-02

White – Historical Society Canary – Administration Pink – Agency Blue – Historical Society

RECORDS MANAGEMENT DIVISION

MINNESOTA RECORDS RETENTION SCHEDULE

#83-181
23 Nov. 1982

DEPARTMENT/AGENCY	DIVISION	LOCATION	PAGE	OF
LICENSING		Room 101 City Hall, Mpls., Minn.	3	8

ITEM NO.	RECORD DESCRIPTION	BEGINNING DATE	SM*	FORM NUMBER	RETENT. SCHED. (YRS.) DEPT. STGE.	REC. CENTER	ARCHIVES	PRIVACY PUB	PVT	CF	STATUTE NUMBER	REMARKS
6.	PURCHASE ORDER FILE- Documents relating to requisition of office supplies	1980	1		1	2		X				
7.	EQUIPMENT RENTAL FILE- Documents relating to rental of Dept. equipment. Included are the rental forms of all Dept. vehicles.	1978	1		3			X				
8.	CONSUMER COMPLAINTS - Documents relating to the mediation of complaints. Included are details of all action taken toward the resolution of complaints.	1973	1		4	3		X				

***Storage medium code**

1 Letter/legal paper
2 Maps
3 Bound books
4 Blueprints/plans
5 Microfiche
6 Roll film
7 Aperture card
8 Magnetic tape
9 Cassette tape
10 Video tape
11 Floppy disc
12 Computer printout

RETENTION SCHEDULE LEGEND
NUMBERS – INDICATE YEARS
M – MONTHS
P – PERMANENT

AUTHORIZATION: Under the authority of Minnesota Statutes 138.17, it is hereby ordered that the records listed on this application be disposed of per approved schedule.

Dept. Record Mgmt. Officer (PRINT)	Phone	Director, Minnesota Historical Society	Date
John Bergquist Beverly Swanson Records Mgmt.	348-2080	Mary K. Jankiewicz	29 Nov. 1982
Signature of Dept. Record Mgmt. Officer	Date	Legislative or State Auditor	Date
[signature]	5-10-82	[signature] Thomas M. Duffield	12/6/82
Approved – Dept. of Administration	Date	Attorney General	Date
Sandra Abrams	11-16-82	Stephen C. Ridgeway	12/9/82

RM-00058-02

White – Historical Society Canary – Administration Pink – Agency Blue – Historical Society

RECORDS MANAGEMENT DIVISION

MINNESOTA RECORDS RETENTION SCHEDULE

#83-181
23 Nov. 1982

DEPARTMENT/AGENCY	DIVISION	LOCATION	PAGE	OF
LICENSING		Room 101 City Hall, Mpls., Minn	4	8

ITEM NO.	RECORD DESCRIPTION	BEGINNING DATE	SM*	FORM NUMBER	RETENT. SCHED. (YRS.) DEPT. STGE.	REC. CENTER	AR-CHIVES	PRIVACY PUB	PVT	CF	STATUTE NUMBER	REMARKS
9.	CONSUMER COMPLAINT INDEX BOOKS - Index relating to all complaints referred to this office. Included are names of the complaintant and defendant, type of complaint, money involved and the date the complaint was closed.	1973	3		10			X				Transfer to Municipal Archives for selection and disposition.
10.	WARD COMPLAINT FILE - Written complaints from the Alderman in which the Dept. is to check into & respond. Included are details of the complaint and the action taken by this Dept.	1975	1		3	7			X			Transfer to Municipal Archives for selection and disposition.

*Storage medium code

1 Letter/legal paper
2 Maps
3 Bound books
4 Blueprints/plans
5 Microfiche
6 Roll film
7 Aperture card
8 Magnetic tape
9 Cassette tape
10 Video tape
11 Floppy disc
12 Computer printout

RETENTION SCHEDULE LEGEND
NUMBERS – INDICATE YEARS
M – MONTHS
P – PERMANENT

AUTHORIZATION: Under the authority of Minnesota Statutes 138.17, it is hereby ordered that the records listed on this application be disposed of per approved schedule.

Dept. Record Mgmt. Officer (PRINT)	Phone	Director, Minnesota Historical Society	Date
John Bergquist	348-2080	Mary K. Jankiewicz	29 Nov. 1982
Signature of Dept. Record Mgmt. Officer	Date	Legislative or State Auditor	Date
J. R. Bergquist	5-10-82	Thomas M. Gilbertson	12/6/82
Approved – Dept. of Administration	Date	Attorney General	Date
Sandra Abrams	11-16-82	Stephen S. Griffith	12/9/82

Beverly J. Swanson Records Mgmt.

White – Historical Society Canary – Administration Pink – Agency Blue – Historical Society

RM-00058-02

RECORDS MANAGEMENT DIVISION

MINNESOTA RECORDS RETENTION SCHEDULE

#83-181
23 Nov. 1982

DEPARTMENT/AGENCY	DIVISION	LOCATION	PAGE	OF
LICENSING		Room 101 City Hall, Mpls., Minn.	5	8

ITEM NO.	RECORD DESCRIPTION	BEGINNING DATE	SM*	FORM NUMBER	RETENT. SCHED. (YRS.) DEPT. STGE.	REC. CENTER	ARCHIVES	PRIVACY PUB	PVT	CF	STATUTE NUMBER	REMARKS
11.	UNIT PRICING FILE - Documents relating to businessess required to comply with unit pricing requirements. Included are inspection reports of visits to each place along with a compliance or violation statement.	1974	1		3							
12.	LIQUOR, BEER AND WINE FILES - Documents relating to all liquor related licenses. Included are principle financial reports, background investigation reports, criminal records, and location related reports.	1939	1		P			X				

*Storage medium code

1 Letter/legal paper
2 Maps
3 Bound books
4 Blueprints/plans
5 Microfiche
6 Roll film
7 Aperture card
8 Magnetic tape
9 Cassette tape
10 Video tape
11 Floppy disc
12 Computer printout

RETENTION SCHEDULE LEGEND
NUMBERS – INDICATE YEARS
M – MONTHS
P – PERMANENT

AUTHORIZATION: Under the authority of Minnesota Statutes 138.17, it is hereby ordered that the records listed on this application be disposed of per approved schedule.

Dept. Record Mgmt. Officer (PRINT)	Phone	Director, Minnesota Historical Society	Date
John Bergquist	348-4283	Mary K. Jankemicz	29 Nov. 1982
Signature of Dept. Record Mgmt. Officer	Date	Legislative or State Auditor	Date
[signature]	5-10-82	[signature]	12/6/82
Approved – Dept. of Administration	Date	Attorney General	Date
Sandra Abrams	11-16-82	[signature]	12/9/82

Beverly J. Swanson Records Mgmt.

RM-00058-02

White – Historical Society Canary – Administration Pink – Agency Blue – Historical Society

RECORDS MANAGEMENT DIVISION

MINNESOTA RECORDS RETENTION SCHEDULE

#83-181
23 Nov. 1982

DEPARTMENT/AGENCY	DIVISION	LOCATION	PAGE	OF
LICENSING		Room 101 City Hall, Mpls., Minn.	6	8

ITEM NO.	RECORD DESCRIPTION	BEGINNING DATE	SM*	FORM NUMBER	RETENT. SCHED. (YRS.) DEPT. STGE.	REC. CENTER	ARCHIVES	PRIVACY PUB	PVT	CF	STATUTE NUMBER	REMARKS
14.	INACTIVE PERSONNEL FILES - included are W-2 forms, tax withholding forms, Union dues, beneficiary forms, new employees forms, leave of absence forms, credit union forms and change forms.	1968	1		2*			X	X			* after termination MS 15.1692
15.	ACTIVE PERSONNEL FILES - Included in this file are the same items as above.	1968	1		*			X	X			* Maintain in active file until terminated and then add to the inactive personnel file. MS 15.1692
16.	TAXICAB PRIMARY REFERENCE FILE- Documents relating to background investigations of taxicab driver applicants. Included are Criminal records, place and [illegible]	1965	1		P					X		

Storage medium code

1 Letter/legal paper
2 Maps
3 Bound books
4 Blueprints/plans
5 Microfiche
6 Roll film
7 Aperture card
8 Magnetic tape
9 Cassette tape
10 Video tape
11 Floppy disc
12 Computer printout

RETENTION SCHEDULE LEGEND
NUMBERS – INDICATE YEARS
M – MONTHS
P – PERMANENT

AUTHORIZATION: Under the authority of Minnesota Statutes 138.17, it is hereby ordered that the records listed on this application be disposed of per approved schedule.

Dept. Record Mgmt. Officer (PRINT)	Phone	Director, Minnesota Historical Society	Date
John A Bergquist .	348-2080	Mary K. Jankiewicz	29 Nov. 1982
Signature of Dept. Record Mgmt. Officer	Date	Legislative or State Auditor	Date
John A Bergquist	5-10-82	Thomas M. Griffith	12/6/82
Approved – Dept. of Administration	Date	Attorney General	Date
Sandra Abrams	11-16-82	Stephen P. DeLong	12/9/82

Beverly J Swanson Records Mgmt.

RM-00058-02

White – Historical Society Canary – Administration Pink – Agency Blue – Historical Society

MINNESOTA RECORDS RETENTION SCHEDULE

#83-181
23 Nov. 1982

DEPARTMENT/AGENCY	DIVISION	LOCATION	PAGE	OF
LICENSING		Room 101 City Hall, Mpls. Minn.	7	8

ITEM NO.	RECORD DESCRIPTION	BEGINNING DATE	SM*	FORM NUMBER	RETENT. SCHED. (YRS.) DEPT. STGE.	REC. CENTER	ARCHIVES	PRIVACY PUB	PVT	CF	STATUTE NUMBER	REMARKS
16.	place and length of employment, and	personal inf.										
17.	CORRESPONDENCE - Documents refering to all incomming correspondence. Included are requests from other agencies or individuals for information or assistance.	1973	1		1	2		X				
18.	LICENSEE FILES- Documents refering individual licenses which include proof of insurance and bonding along with approval of other City Dept's.	1979	1		2	5		X				

***Storage medium code**

1 Letter/legal paper
2 Maps
3 Bound books
4 Blueprints/plans
5 Microfiche
6 Roll film
7 Aperture card
8 Magnetic tape
9 Cassette tape
10 Video tape
11 Floppy disc
12 Computer printout

RETENTION SCHEDULE LEGEND
NUMBERS – INDICATE YEARS
M – MONTHS
P – PERMANENT

AUTHORIZATION: Under the authority of Minnesota Statutes 138.17, it is hereby ordered that the records listed on this application be disposed of per approved schedule.

Dept. Record Mgmt. Officer (PRINT)	Phone	Director, Minnesota Historical Society	Date
John Bergquist	348-2080	Mary K. Jankiewicz	29 Nov, 1982
Signature of Dept. Record Mgmt. Officer	Date	Legislative or State Auditor	Date
John Bergquist	5-10-82	Thomas M. Lafleur	12/6/82
Approved – Dept. of Administration	Date	Attorney General	Date
Sandra Abrams	11-16-82	Stephen P. Kilgriff dg	12/9/82

Beverly J. Swanson Records Mgmt.

RM-00058-02

White – Historical Society Canary – Administration Pink – Agency Blue – Historical Society

RECORDS MANAGEMENT DIVISION

MINNESOTA RECORDS RETENTION SCHEDULE

#83-181
23 Nov. 1982

DEPARTMENT/AGENCY	DIVISION	LOCATION	PAGE	OF
LICENSING		Room 101 City Hall, Mpls., Minn.	8	8

ITEM NO.	RECORD DESCRIPTION	BEGINNING DATE	SM*	FORM NUMBER	RETENT. SCHED. (YRS.) DEPT. STGE.	REC. CENTER	ARCHIVES	PRIVACY PUB	PVT	CF	STATUTE NUMBER	REMARKS
19.	PET AND ANIMAL LICENSE OR PERMITS	1979	1		2*			X				* After expiration.

***Storage medium code**

1 Letter/legal paper
2 Maps
3 Bound books
4 Blueprints/plans
5 Microfiche
6 Roll film
7 Aperture card
8 Magnetic tape
9 Cassette tape
10 Video tape
11 Floppy disc
12 Computer printout

RETENTION SCHEDULE LEGEND
NUMBERS – INDICATE YEARS
M – MONTHS
P – PERMANENT

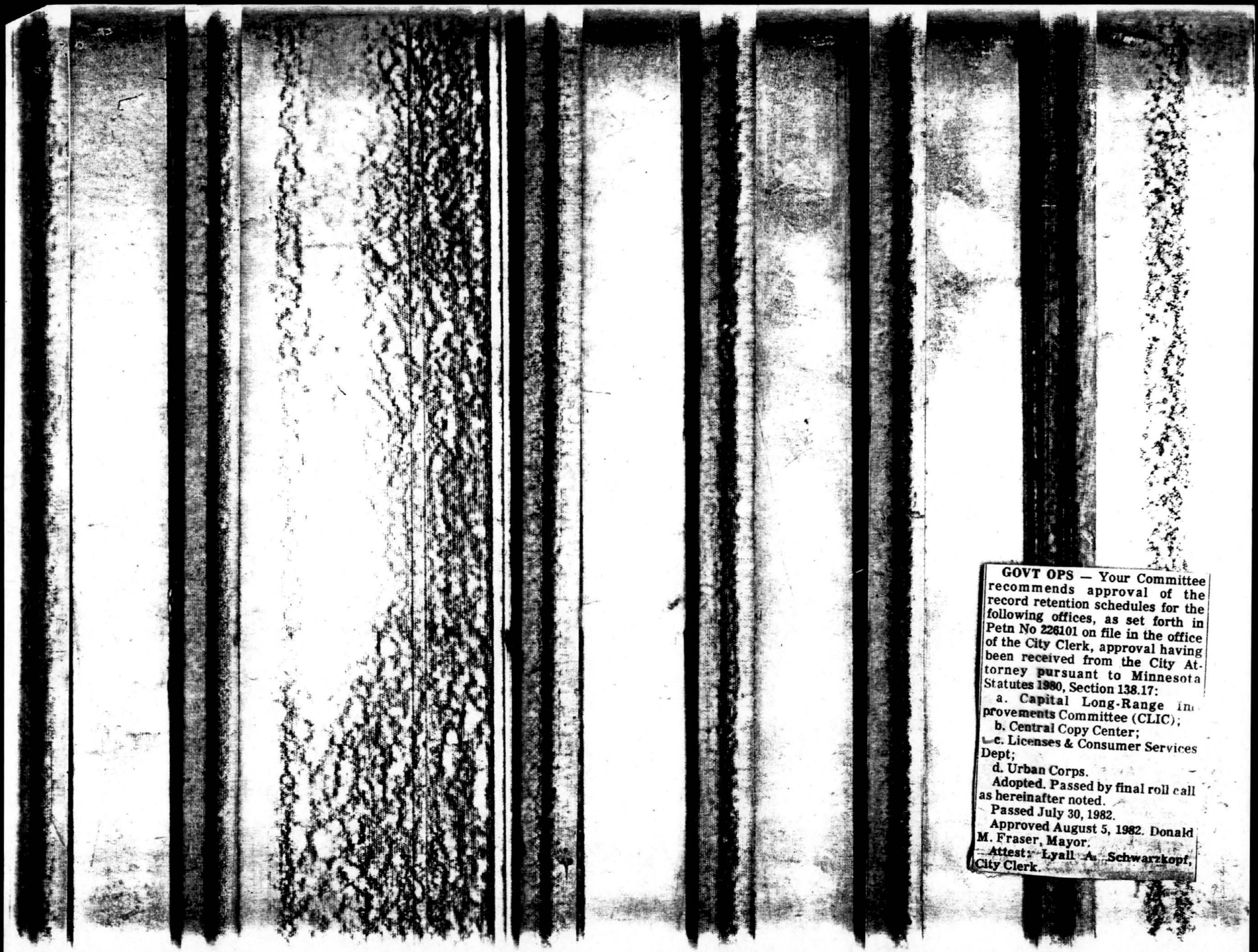
AUTHORIZATION: Under the authority of Minnesota Statutes 138.17, it is hereby ordered that the records listed on this application be disposed of per approved schedule.

Dept. Record Mgmt. Officer (PRINT)	Phone	Director, Minnesota Historical Society	Date
John Bergquist	348-2080	Mary K. Jankiewicz	29 Nov. 1982
Signature of Dept. Record Mgmt. Officer	Date	Legislative or State Auditor	Date
John Bergquist	5-10-82	Thomas M. Gilbert	12/6/82
Approved – Dept. of Administration	Date	Attorney General	Date
Sandra Abrams	11-16-82	Stephen P. Quigley	12/9/82

Beverly J. Swanson Records Mgmt.

White – Historical Society Canary – Administration Pink – Agency Blue – Historical Society

RM-00058-02



GOVT OPS — Your Committee recommends approval of the record retention schedules for the following offices, as set forth in Petn No 226101 on file in the office of the City Clerk, approval having been received from the City Attorney pursuant to Minnesota Statutes 1980, Section 138.17:

a. Capital Long-Range Improvements Committee (CLIC);

b. Central Copy Center;

c. Licenses & Consumer Services Dept;

d. Urban Corps.

Adopted. Passed by final roll call as hereinafter noted.

Passed July 30, 1982.

Approved August 5, 1982. Donald M. Fraser, Mayor.

Attest: Lyall A. Schwarzkopf, City Clerk.

MINNESOTA RECORDS RETENTION SCHEDULE

182
#83-~~181~~
23 Nov. 1982

City of Minneapolis

DEPARTMENT/AGENCY	DIVISION	LOCATION	PAGE	OF
COORDINATOR	URBAN CORP	1st floor City Hall	1	2

ITEM NO.	RECORD DESCRIPTION	BEGINNING DATE	SM*	FORM NUMBER	RETENT. SCHED. (YRS.) DEPT. STGE.	REC. CENTER	ARCHIVES	PRIVACY PUB	PVT	CF	STATUTE NUMBER	REMARKS
1.	PAYROLL RECORDS Includes payroll register and change forms.	1969	12		2	3		X				Copy in Comptroller Treasurer's Office.
2.	PERSONNEL FILES OF STUDENTS PLACED Includes applications, tax forms, evaluations, job descriptions, time sheets.	1969	1		2	3		X	X	X		
3.	BILLINGS TO SCHOOLS UTILIZING URBAN CORP PROGRAM	1969	1		2	~~2~~ 4		X				
4.	POLICY AND PROCEDURE MANUALS	1969	1		*		P	X				* Maintain in office until obsolete then transfer.

***Storage medium code**

1 Letter/legal paper
2 Maps
3 Bound books
4 Blueprints/plans
5 Microfiche
6 Roll film
7 Aperture card
8 Magnetic tape
9 Cassette tape
10 Video tape
11 Floppy disc
12 Computer printout

RETENTION SCHEDULE LEGEND
NUMBERS – INDICATE YEARS
M – MONTHS
P – PERMANENT

AUTHORIZATION: Under the authority of Minnesota Statutes 138.17, it is hereby ordered that the records listed on this application may be disposed of per approved schedule.

Dept. Record Mgmt. Officer (PRINT) Beverly J. Swanson Records Mgr.	Phone	Director, Minnesota Historical Society Mary K. Jankiewicz	Date 29 Nov. 1982
Signature of Dept. Record Mgmt. Officer	Date	~~Legislative~~ or State Auditor Thomas M. Gilbertson	Date 12/6/82
Approved – Dept. of Administration Sandra Abrams	Date 3-11-82	Attorney General Stephen P. Kilgriff by DJ	Date 12/9/82

White – Historical Society Canary – Administration Pink – Agency Blue – Historical Society

RM-00058-02

RECORDS MANAGEMENT DIVISION

MINNESOTA RECORDS RETENTION SCHEDULE

#83-182
23 Nov. 1982

DEPARTMENT/AGENCY	DIVISION	LOCATION	PAGE	OF
COORDINATOR	URBAN CORP	1st floor City Hall	2	2

ITEM NO.	RECORD DESCRIPTION	BEGINNING DATE	SM*	FORM NUMBER	RETENT. SCHED. (YRS.) DEPT. STGE.	REC. CENTER	ARCHIVES	PRIVACY PUB	PVT	CF	STATUTE NUMBER	REMARKS
5.	ANNUAL REPORTS	1969	1		*		P	X				* Maintain in office until obsolete.
6.	PURCHASE ORDERS, REQUISITIONS ETC.	1969	1		2			X				
7.	INTERNAL CORRESPONDENCE	1969	1		*			X	X	X		* Review and purge yearly.

***Storage medium code**

1 Letter/legal paper
2 Maps
3 Bound books
4 Blueprints/plans
5 Microfiche
6 Roll film
7 Aperture card
8 Magnetic tape
9 Cassette tape
10 Video tape
11 Floppy disc
12 Computer printout

RETENTION SCHEDULE LEGEND
NUMBERS – INDICATE YEARS
M – MONTHS
P – PERMANENT

AUTHORIZATION: Under the authority of Minnesota Statutes 138.17, it is hereby ordered that the records listed on this application be disposed of per approved schedule.

Dept. Record Mgmt. Officer (PRINT)	Phone	Director, Minnesota Historical Society	Date
Beverly J. Swanson Records mgr.		Mary K. Jankiewicz	29 Nov. 1982
Signature of Dept. Record Mgmt. Officer	Date	Legislative or State Auditor	Date
		Thomas M. Gilbertson	12/6/82
Approved – Dept. of Administration	Date	Attorney General	Date
	3-11-82	Stephen S. Hultgren dg	12/9/82

Sandra Abrams

White – Historical Society Canary – Administration Pink – Agency Blue – Historical Society

RM-00058-02

GOVT OPS — Your Committee recommends approval of the record retention schedules for the following offices, as set forth in Petn No 226101 on file in the office of the City Clerk, approval having been received from the City Attorney pursuant to Minnesota Statutes 1980, Section 138.17:

a. Capital Long-Range Improvements Committee (CLIC);

b. Central Copy Center;

c. Licenses & Consumer Services Dept;

d. Urban Corps.

Adopted. Passed by final roll call as hereinafter noted.

Passed July 30, 1982.

Approved August 5, 1982. Donald M. Fraser, Mayor.

Attest: Lyall A. Schwarzkopf, City Clerk.

MINNESOTA RECORDS RETENTION SCHEDULE

#83-183
23 Nov. 1982

RECORDS MANAGEMENT DIVISION

DEPARTMENT/AGENCY: City of Minneapolis CITY CLERK | DIVISION: COPY CENTER | LOCATION: | PAGE: 1 | OF: 1

ITEM NO.	RECORD DESCRIPTION	BEGINNING DATE	SM*	FORM NUMBER	RETENT. SCHED. (YRS.) DEPT. STGE.	REC. CENTER	ARCHIVES	PRIVACY PUB	PVT	CF	STATUTE NUMBER	REMARKS
1.	PRINTING REQUISITIONS		1		2			X				Copy is maintained by the Comptroller Treasuer's office.
2.	Work log		1		2			X				

*Storage medium code

1 Letter/legal paper
2 Maps
3 Bound books
4 Blueprints/plans
5 Microfiche
6 Roll film
7 Aperture card
8 Magnetic tape
9 Cassette tape
10 Video tape
11 Floppy disc
12 Computer printout

RETENTION SCHEDULE LEGEND
NUMBERS – INDICATE YEARS
M – MONTHS
P – PERMANENT

AUTHORIZATION: Under the authority of Minnesota Statutes 138.17, it is hereby ordered that the records listed on this application be disposed of per approved schedule.

Dept. Record Mgmt. Officer (PRINT)	Phone	Director, Minnesota Historical Society	Date
Beverly Swanson Records Mgmt. LYALL A. SCHWARZKOPF	348-2215 or 2032	Mary K. Jankiewicz	23 Nov. 1982
Signature of Dept. Record Mgmt. Officer	Date	Legislative or State Auditor	Date
Joyce E. Lee	7/20/82	Thomas M. Gilbertson	12/6/82
Approved – Dept. of Administration	Date	Attorney General	Date
Sandra Abrams	11-15-82	Stephen P. Kelly by	12/9/82

RM-00058-02

White – Historical Society Canary – Administration Pink – Agency Blue – Historical Society

GOVT OPS — Your Committee recommends approval of the record retention schedules for the following offices, as set forth in Petn No 228101 on file in the office of the City Clerk, approval having been received from the City Attorney pursuant to Minnesota Statutes 1980, Section 138.17:

a. Capital Long-Range Improvements Committee (CLIC);

b. Central Copy Center;

c. Licenses & Consumer Services Dept;

d. Urban Corps.

Adopted. Passed by final roll call as hereinafter noted.

Passed July 30, 1982.

Approved August 5, 1982. Donald M. Fraser, Mayor.

Attest: Lyall A. Schwarzkopf, City Clerk.

RECORDS MANAGEMENT DIVISION

MINNESOTA RECORDS RETENTION SCHEDULE

#83-184
23 Nov. 1982

City of Minneapolis

DEPARTMENT/AGENCY	DIVISION	LOCATION	PAGE	OF
CAPITAL LONG RANGE IMPROVEMENT COMMITTEE		Room 241 City Hall, Mpls., Minn.	1	4

ITEM NO.	RECORD DESCRIPTION	BEGINNING DATE	SM*	FORM NUMBER	RETENT. SCHED. (YRS.) DEPT. STGE.	REC. CENTER	ARCHIVES	PRIVACY PUB	PVT	CF	STATUTE NUMBER	REMARKS
1.	AGENCIES REPORTS- Documents record actions and reports of other Gov't agencies. (Informational material printed by other Departments)	1960	1		*			X				*Yearly review destroying obsolete data.
2.	RATING SHEETS- Records individual task force members' scoring of capital improvement proposals plus staff calculation of score for each proposal	1957	1		1	4		X				
3.	TASK FORCE COMMITTEE MTG. MINUTES Records proceedings at CLIC Task Forces meetings: Included are Housing Redevelopment Task Force Economic Develop " " Transp. Task Force Human Development Health & Safety Task Force	1981	9		*	2	P	X				* Retain current then transfer to Municipal Record Center.

*Storage medium code

1 Letter/legal paper
2 Maps
3 Bound books
4 Blueprints/plans
5 Microfiche
6 Roll film
7 Aperture card
8 Magnetic tape
9 Cassette tape
10 Video tape
11 Floppy disc
12 Computer printout

RETENTION SCHEDULE LEGEND
NUMBERS – INDICATE YEARS
M – MONTHS
P – PERMANENT

AUTHORIZATION: Under the authority of Minnesota Statutes 138.17, it is hereby ordered that the records listed on this application be disposed of per approved schedule.

Beverly J Swanson Records Mgmt.

Dept. Record Mgmt. Officer (PRINT)	Phone	Director, Minnesota Historical Society	Date
CHARLES R. HANNA	348-2491	Mary K. Jankiewicz	29 Nov. 1982
Signature of Dept. Record Mgmt. Officer	Date	Legislative or State Auditor	Date
Charles R Hanna	5/7/82	Thomas M. Gilbert	12/6/82
Approved – Dept. of Administration	Date	Attorney General	Date
Sandra Abrams	11-15-82	Stephen P. Wilgriffy	12/9/82

RM-00058-02

White – Historical Society Canary – Administration Pink – Agency Blue – Historical Society

MINNESOTA RECORDS RETENTION SCHEDULE

#83-184

23 Nov. 1982

RECORDS MANAGEMENT DIVISION

City of Minneapolis

DEPARTMENT/AGENCY	DIVISION	LOCATION	PAGE	OF
Capital Long Range Improvement Committee		Room 241 City Hall, Mpls., Minn.	2	4

ITEM NO.	RECORD DESCRIPTION	BEGINNING DATE	SM*	FORM NUMBER	RETENT. SCHED. (YRS.) DEPT. STGE.	REC. CENTER	ARCHIVES	PRIVACY PUB	PVT	CF	STATUTE NUMBER	REMARKS
4.	TAX STUDY RECORDS- Records proceedings and findings of the Tax Study Commission. Included are:Minutes, final report, rosters etc.	1959	1/3				P	X				
5.	MINUTES-Records discussions and actions of CLIC and its various sub-committees.	1956	3		3	7	P	X				
6.	CLIC NEWSLETTERS	1956	3		3	7	P	X				
7.	PAYROLL WORKSHEETS	1955	12		2	4						

*Storage medium code

1 Letter/legal paper
2 Maps
3 Bound books
4 Blueprints/plans
5 Microfiche
6 Roll film
7 Aperture card
8 Magnetic tape
9 Cassette tape
10 Video tape
11 Floppy disc
12 Computer printout

RETENTION SCHEDULE LEGEND
NUMBERS – INDICATE YEARS
M – MONTHS
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AUTHORIZATION: Under the authority of Minnesota Statutes 138.17, it is hereby ordered that the records listed on this application be disposed of per approved schedule.

Dept. Record Mgmt. Officer (PRINT)	Phone	Director, Minnesota Historical Society	Date
Beverly J Swanson Records Mgmt.		Mary K. Jankiewicz	29 Nov. 1982
CHARLES R. HANNA	348-2491		
Signature of Dept. Record Mgmt. Officer	Date	Legislative or State Auditor	Date
Charles R Hanna	5/7/82	Thomas M. Gilbert	12/6/82
Approved – Dept. of Administration	Date	Attorney General	Date
Sandra Abrams	11-16-82	Stephen P. Griffith dy	12/9/82

RM-00058-02

White – Historical Society Canary – Administration Pink – Agency Blue – Historical Society

MINNESOTA RECORDS RETENTION SCHEDULE

#83-184
23 Nov. 1982

RECORDS MANAGEMENT DIVISION

DEPARTMENT/AGENCY: City of Minneapolis

DIVISION: Capital Long Range Improvement Committee

LOCATION: Room 241 City Hall

PAGE: 3 OF: 4

ITEM NO.	RECORD DESCRIPTION	BEGINNING DATE	SM*	FORM NUMBER	RETENT. SCHED. (YRS.) DEPT. STGE.	REC. CENTER	ARCHIVES	PRIVACY PUB	PVT	CF	STATUTE NUMBER	REMARKS
8.	ACCOUNTS PAYABLE- Documents relating to the purchasing of supplies etc. Included are: Purchase orders, requisitions, bills, I.D.T's.	1955	1		2	4		X				
9.	ACCOUNTING LEDGER- Records expenditures of CLIC.	1955	1		2	5	P	X				
10.	CLIC FINAL REPORTS- Reports submitted to the City Council and Mayor regarding CLIC'S capital improvement program recommendations.	1958	1		2	8	P	X				

*Storage medium code

1 Letter/legal paper
2 Maps
3 Bound books
4 Blueprints/plans
5 Microfiche
6 Roll film
7 Aperture card
8 Magnetic tape
9 Cassette tape
10 Video tape
11 Floppy disc
12 Computer printout

RETENTION SCHEDULE LEGEND
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AUTHORIZATION: Under the authority of Minnesota Statutes 138.17, it is hereby ordered that the records listed on this application be disposed of per approved schedule.

Dept. Record Mgmt. Officer (PRINT)	Phone	Director, Minnesota Historical Society	Date
Beverly J. Swanson Records Mgmt. CHARLES R. HANNA	348-2491	Mary K. Jankiewicz	29 Nov. 1982
Signature of Dept. Record Mgmt. Officer	Date	Legislative or State Auditor	Date
Charles R Hanna	5/7/82	Thomas M. Eckert	12/6/82
Approved – Dept. of Administration	Date	Attorney General	Date
Sandra Abrams	11-16-82	Stephen P. Kilgriff dy	12/9/82

White – Historical Society Canary – Administration Pink – Agency Blue – Historical Society

RM-00058-02

RECORDS MANAGEMENT DIVISION

MINNESOTA RECORDS RETENTION SCHEDULE

#83-184
23 Nov. 1982

DEPARTMENT/AGENCY: City of Minneapolis
DIVISION: Capital Long Range Improvement Committee
LOCATION: Room 241 City Hall
PAGE: 4 OF: 4

ITEM NO.	RECORD DESCRIPTION	BEGINNING DATE	SM*	FORM NUMBER	RETENT. SCHED. (YRS.) DEPT. STGE.	REC. CENTER	ARCHIVES	PRIVACY PUB	PVT	CF	STATUTE NUMBER	REMARKS
11.	CORRESPONDENCE- Documents record communications from CLIC and its staff to City Council, Mayor, Community groups etc.	1955	1		2*	3*	P	X				*After 5 years all materials that are routine are to be removed and archival material transferred to ARCHIVES.
12.	SUPPLEMENTAL FILES - Contains extra copies of CLIC reports, materials presented, regulations etc.	1957	1		2*			X				*Original copy is maintained in the Minutes, therefore this is actually a non record.

***Storage medium code**

1 Letter/legal paper
2 Maps
3 Bound books
4 Blueprints/plans
5 Microfiche
6 Roll film
7 Aperture card
8 Magnetic tape
9 Cassette tape
10 Video tape
11 Floppy disc
12 Computer printout

RETENTION SCHEDULE LEGEND
NUMBERS – INDICATE YEARS
M – MONTHS
P – PERMANENT

AUTHORIZATION: Under the authority of Minnesota Statutes 138.17, it is hereby ordered that the records listed on this application be disposed of per approved schedule.

Beverly J. Swanson Records Mgmt.

Dept. Record Mgmt. Officer (PRINT)	Phone	Director, Minnesota Historical Society	Date
CHARLES R. HANNA	348-2491	Mary K. Junkermeier	29 Nov. 1982
Signature of Dept. Record Mgmt. Officer	Date	~~Legislative~~ or State Auditor	Date
Charles R Hanna	5/7/82	Thomas M. Eckerts	12/6/82
Approved – Dept. of Administration	Date	Attorney General	Date
Sandra Abrams	11-16-82	Stephen P. Kelgriff dy	12/9/82

RM-00058-02

White – Historical Society Canary – Administration Pink – Agency Blue – Historical Society



GOVT OPS — Your Committee recommends approval of the record retention schedules for the following offices, as set forth in Petn No 226101 on file in the office of the City Clerk, approval having been received from the City Attorney pursuant to Minnesota Statutes 1980, Section 138.17:

✓a. Capital Long-Range Improvements Committee (CLIC);

b. Central Copy Center;

c. Licenses & Consumer Services Dept;

d. Urban Corps.

Adopted. Passed by final roll call as hereinafter noted.

Passed July 30, 1982.

Approved August 5, 1982. Donald M. Fraser, Mayor.

Attest: Lyall A. Schwartzkopf, City Clerk.

Date Rec'd 1/5/83

Sent By Bev Swanson

Tech. Ser. DCNeubeck

Control # 125-83

MICROFILM/DOCUMENT TEST REPORT

MINNESOTA STATE ARCHIVES

COUNTY OR AGENCY City of Minneapolis. - per MN. Micrographics (Oak Park Heights) PR-1 #

RECORD SERIES Death Records. Rolls 2, 10.

NATURE OF REQUEST: Quality Tests on these 2 rolls.

DICN note: Returns by 1st class mail

MASTER NEGATIVE

Yes X

No ____

COMMENTS:

On roll 2, frame 320, certificate 2440 is filmed on top of certificate 2441. This error should have been corrected with a retake, identified as such and spliced in at the beginning or end of the roll, before the roll was submitted to us for testing.

Roll 2 also is very scratched and dirty. Roll 10 has a scratch running throughout the roll, but it is above the images. The causes of the scratches and dirt should be identified and the problem solved.

Only microfilm splicing tape or thermal fusion splices should be used on microfilm. It is not acceptable to use masking tape or other types of pressure sensitive tape, because the adhesive could damage the film.

The microfilm tested ___ is X is not acceptable as a substitute for the original documents. See test results on reverse. When film is an acceptable substitute, destruction of the original documents is authorized only after an approved Application for Authority to Dispose of Records (PR-1 Form) is on file with the agency.

The paper tested ___ is ___ is not of permanent archival quality. See reverse.

SIGNATURE: Christine Leitner DATE: Jan, 14, 1983

Date sent to requesting agency: 1/18/83

Copies to: SEH ____ LL ____ Lab Files ____

DPS ____ ____ ____

MICROFILM TEST RESULTS

1. Background density (document opacity). Acceptable limits: 0.80 min. - 1.40 max.
   On roll # 2 the death records for May, June and July are positive images.

   For roll #2 Aug and roll #10 the density is .95 - 1.27

2. Base plus fog density (film opacity). Must not exceed .10.

   .08

3. Resolution (image sharpness). Must be 90 lines per mm or higher for 16 mm film; 100 lines per mm or higher for 35 mm film.

   115 lines per mm.

Microfilm will also be examined for clarity and completeness of image, film spotting or damage, splices, and other factors affecting film quality. Testing or examination for residual thiosulfate will be done if appropriate. Residual thiosulfate must not exceed .7 micrograms per square cm. of film, as measured by the method described in the current ANSI standard PH 4.8.

DOCUMENT TESTS

Documents will be tested primarily for the various components of acidity. A pH reading of 7.0 to 8.0 indicates paper that is neutral or slightly alkaline (non-acidic) and therefore likely to be suitable for permanent record-keeping. Documents will also be examined for strength, weight, composition, and other physical qualities that affect their permanence and durability.

Date Rec'd 2/23/83

Sent By Bev Swanson

Tech. Ser. DK Veubeck

Control # 171-83

MICROFILM/DOCUMENT TEST REPORT

MINNESOTA STATE ARCHIVES

COUNTY OR AGENCY City of Minneapolis. Health Dept. (per Oak Park Heights) PR-1 #

RECORD SERIES Birth Index. Rolls 13, 25, 32.

NATURE OF REQUEST: Perform quality tests on 3 rolls.

MASTER NEGATIVE

Yes X

No ____

COMMENTS: Roll #13 and Roll #25 both are scratched.

The microfilm tested ✓ is ___ is not acceptable as a substitute for the original documents. See test results on reverse. When film is an acceptable substitute, destruction of the original documents is authorized only after an approved Application for Authority to Dispose of Records (PR-1 Form) is on file with the agency.

The paper tested ___ is ___ is not of permanent archival quality. See reverse.

SIGNATURE: Christine Leitner DATE: 2-26-83

Date sent to requesting agency: 3/1/83

Copies to: SEH ____ LL ____ Lab Files ____

DPS ____ ____ ____

MICROFILM TEST RESULTS

1. Background density (document opacity). Acceptable limits: 0.80 min. - 1.40 max.
   .80 - 1.25

2. Base plus fog density (film opacity). Must not exceed .10.

   .07

3. Resolution (image sharpness). Must be 90 lines per mm or higher for 16 mm film; 100 lines per mm or higher for 35 mm film.

   108 lines per mm.

Microfilm will also be examined for clarity and completeness of image, film spotting or damage, splices, and other factors affecting film quality. Testing or examination for residual thiosulfate will be done if appropriate. Residual thiosulfate must not exceed .7 micrograms per square cm. of film, as measured by the method described in the current ANSI standard PH 4.8.

DOCUMENT TESTS

Documents will be tested primarily for the various components of acidity. A pH reading of 7.0 to 8.0 indicates paper that is neutral or slightly alkaline (non-acidic) and therefore likely to be suitable for permanent record-keeping. Documents will also be examined for strength, weight, composition, and other physical qualities that affect their permanence and durability.

25 May 1983

PR-1 Group -
re. Minneapolis Civil Rights Department. Records, 1946-1980.

Records came from the Mpls. Civil Rights Department with Bev Swanson's blessing. PR-1 appl. and schedule authorizing transfer are attached. The Archives currently has a few reports and publications of the dept., but nothing substantial. The Minneapolis City Archives has a complete set of minutes, and annual reports.

The records are in two distinct sets:

1. FEPC (Fair Employment Practices Commission)
   FEPC worked and later merged with the Mayor's Commission on Human Relations. The Mayor's Commission was established in the mid 1940s. They merged around 1957.

2. Civil Rights Department. Mpls. Commission on Human Relations/Civil Rights.
   The department was established in the mid 1960s. The department was apparently was operated by the Mpls. Commission on Human Relations/Civil Rights. The records usually refer to the Civil Rights Dept. - Commission on Human Relations, and don't indicate any other sub-units within the dept. FEPC and Civil Rights Department merged in 1967.

There are administrative files (typed lists attached) and case files for both sets. The case files need appraisal.

Admin. files will be retained.

FEPC Case Files. 6 c.f. (list attached)
DPS and I felt that these files should be retained given the early dates.

Civil Rights Dept. Mpls. Commission on Human ~~Rights~~ Relations/ Civil Rights. 45 c.f. (lists attached)
There are four separate glomps of case files, and one set of Referred for Assistance (RFA) files. Case files in all sets (except RFAs) seem to contain the same kinds of materials: complaint reports, correspondence, legal papers, exhibits, and summaries. They are set up in four different parts of the east corner of the south stacks.
Part 1 is labeled "Closed" and records seem to be in order. They are arranged into categories of employment, housing, public accommodations, and public services, thereunder, they are alphabetical. Closed files have a document called "administrative closure" that I did not see in the other case files.
Part 2 seems to have some order. The set includes all the same categories, and is arranged chronologically to a certain point. All categories are filed together (usually).
Part 3 is in alpha order. I'm not sure why they're separated from the others.
Part 4 is a big fat mess, probably interfilings that were never done.
RFAs - see description on list.

M I N N E S O T A S T A T E A R C H I V E S

Archives Control Statement

Location:

Row Section Shelf

Name of Archive Group:

Archive Group Abbreviation:

Subgroup Name:

Dates:

Quantity:

List or Description of Series:

A/M: 10-28-75-5000

Detailed lists of the case files for the Civil Rights Dept. MCHR/CR are attached. Series and their various parts are marked.

I will be around, except ~~for~~ Thurs. a.m., if you have any questions, or problems finding where things are.

Thanks, MJ

M I N N E S O T A S T A T E A R C H I V E S

Archives Control Statement

Location:

Row Section Shelf

Name of Archive Group:

Archive Group Abbreviation:

Subgroup Name:

Dates:

Quantity:

List or Description of Series:

A/M: 10-28-75-5000

FEPC: Case Files, Company Files, Union Files

Case Files, 1947-67

File #s 1-658, and unnumbered,

Box 3. 1947-51 #1-170

4A. 1951-56 #171-280

5B. 1956-59 #281-420

6A 1959-63 #421-560

7B. 1963-67 #561-658

unnumbered cases, in alpha. order by name of complainant (11 folders)

Box 8 6. Company Files, ca. 1949-1957.

corresp. and employment appls for companies, incl. employment agencies, ~~State, County, and federal~~ govt. agencies. contain corresp., info. materials about company/agency, and applications for employment. Alpha.

Union Files, ca. 1949-57

Same

Air Line Pilots Assn. Intl

Cement Mason Union Local 557

Electrical Workers Union

Musicians Union Local 73

Twin City Carpenters District Council

United Electrical Union Local 1139

Misc. unnumbered case files, 1967-75, bulk 1967-78.

40 folders Legal sized ~~oversized~~

1975, # 75-126 ; (out of sequence

Civil Rights Dept
MCHR/CK
Case Files p.1

1. 28
2. 14
3. 7
4. 4

43 total

Part 1.

Case files include complaint rpts, correspondence, legal papers, exhibits, and summaries. Alpha. by name of complainant.*

For south reserve

Closed Employment Files, 1974-77 12 c.f.
6 drawers

Closed Public Accommodations Files, 1969-77 4 c.f.
2 drawers

Closed Housing Files, 1968-77 6 c.f.
3 drawers

Closed Public Services Files, 1968-77 4 c.f.
2 drawers.

* Files occassionally are misfiled, either out of alpha sequence or category.

Part 2 Southernmost end of stack row 71, near bay.
7 drawers (Identified w/ green "flags.")

Box 1. Emp., Hsg., Pub. Serv., Pub. Accom.
1968-70
#s 68-3 through 70-44 (inc.)

Box 2 all categories 1970-71
#s 70-47 through 71-44

Box 3 all categories 1971-73
#s 71-45 - 73-136

Box 4 ~~All~~ (bulk) Emp + Hsg and PA ~~1968-73-74~~ 1968-1974
#s ~~68-45 through 72-3~~ No order

Box 5 ~~and Hsg~~
Emps 1972-~~73 74~~ 73
#~~73-85~~ - no order

Box 6 Emp 1974
no order

Box 7 Emp 1974
no order

5-7 labeled "Investigative" by dept. staff

Drawers have been marked by Civil Rights Dept. Staff ~~They're~~ not always correct. I'm not sure what "Investigative" means.

On pallet by worktable.

(Part 3.) Employment and Housing Files, 1968 - 77
5 non-standard boxes.
These are in alpha. order somewhat.

B4 ~~1~~ 2? Emp + Hsg, 1972-77 — whereabouts for A-F unknown.
G - Mc

1? ~~2~~. Emp, 1973 - 77
F - G

3? Hsg, 1968-76
Mc - P

4? Emp, 1968-72
M - S

5? Emp 1968-74
S - Z

(Part 4.) Misc. Files, 1968-76
Bulk emp. and hsg, w/ a few pub. accom. files.
These came in no order whatsoever, in boxes that were falling apart.

on pallet near part 2.

RFA Files, 1969, 1972-73
Reffered for assistance. Complaints that appear to ~~be~~ have been handled less formally by the Dept.

on black worktable

ADMIN 1000

DEPARTMENT Division of Archives and Manuscripts
Minnesota Historical Society

STATE OF MINNESOTA
Office Memorandum

TO : Bev Swanson, City of Minneapolis
Guy Piras, Oak Park Heights Correctional Facility

DATE: 6/27/83

FROM : Deborah Neubeck, Micrographics Coordinator

PHONE:

SUBJECT: Microfilm of birth and death records submitted for testing

As noted on the test reports, we are passing the film (rolls "002" are passed on condition that the appropriate targets and identification are added to the rolls.

However, the films do exhibit some defects, which Greg Kinney has noted on the test reports. The causes of these problems should be identified and steps taken to correct them, so that they do not continue to appear on subsequent rolls.

Date Rec'd June 17, 1983

Sent By Bev Swanson
Lydia Lucas

Tech. Ser. DK Neubeck

Control # 7-18-83

MICROFILM/DOCUMENT TEST REPORT

MINNESOTA STATE ARCHIVES

COUNTY OR AGENCY City of Minneapolis. (for Oak Park Heights) PR-1 #

RECORD SERIES Birth Certificates, Roll 200 and Add ons. Birth Index, Rolls 32,42.

NATURE OF REQUEST: Perform quality tests on 4 rolls.

~~Index - E32x77 - notary~~
~~Birth C. - 32x - planetary~~

MASTER NEGATIVE

Yes X

No ____

COMMENTS:

Both of the included rolls of birth certificates are numbered "002", one identified as "Add On". Frame numbers are consecutive between the rolls. There are no end targets on the first roll and the only start target on the other simply says "Add On". Are the rolls intended to be spliced together so that the entire May-August ,1970 series of birth certificates will appear on one roll? If so, a target explaining the presence of an internal splice should have been filmed prior to the "Add On". If the rolls are to remain separate, each should be better identified and targeted.

Several retakes appear at the end of the "AddOn", they are not fully identified by the retake target and it appears they probably belong on an earlier roll (001?).

On condition that rolls 002 are properly identified and targetted

The microfilm tested X is ____ is not acceptable as a substitute for the original documents. See test results on reverse. When film is an acceptable substitute, destruction of the original documents is authorized only after an approved Application for Authority to Dispose of Records (PR-1 Form) is on file with the agency.

The paper tested ____ is ____ is not of permanent archival quality. See reverse.

SIGNATURE: Gregory Kinney DATE: 6/23/83

Date sent to requesting agency: 6/27/83

Copies to: SEH ____ LL ____ Lab Files ____

DPS ____ ____ ____

MICROFILM TEST RESULTS

1. Background density (document opacity). Acceptable limits: 0.80 min. - 1.40 max.

   Roll 32: .90 - 1.37
   Roll 43: 1.0 - 1.45
   Roll 002 and 002 Add On: 1.2 - 1.38

2. Base plus fog density (film opacity). Must not exceed .10.

   .06 - .08

3. Resolution (image sharpness). Must be 90 lines per mm or higher for 16 mm film; 100 lines per mm or higher for 35 mm film.

   Roll 32 & 43: 144 lines per mm.
   Roll 002 and 002 Add On: 128 lines per mm.

Microfilm will also be examined for clarity and completeness of image, film spotting or damage, splices, and other factors affecting film quality. Testing or examination for residual thiosulfate will be done if appropriate. Residual thiosulfate must not exceed .7 micrograms per square cm. of film, as measured by the method described in the current ANSI standard PH 4.8.

DOCUMENT TESTS

Documents will be tested primarily for the various components of acidity. A pH reading of 7.0 to 8.0 indicates paper that is neutral or slightly alkaline (non-acidic) and therefore likely to be suitable for permanent record-keeping. Documents will also be examined for strength, weight, composition, and other physical qualities that affect their permanence and durability.

Date Rec'd June 17, 1983

Sent By Ben Swanson
Lyaia Lucas

Tech. Ser. Dic Neubeck

Control # 219-85

MICROFILM/DOCUMENT TEST REPORT

MINNESOTA STATE ARCHIVES

COUNTY OR AGENCY City of Minneapolis. (per Oak Park Heights) PR-1 # _____

RECORD SERIES (A) Death Certificates. Rolls 51, 61, 71, 81, 92, 105, 111, 121, 131, 140.

NATURE OF REQUEST: (B) Rolls 201, 212, 221, 234, 251, 255, 260, 302, 311, 320.

Perform quality tests on 20 rolls.

(A) 32x - AVR100 (inverted planetary)

(B) ~~21~~ 25x - Filmaster

MASTER NEGATIVE

Yes X

No _____

COMMENTS:

Rolls # 201, 212, 221, 251, 302, 311, 320 consist primarily of images of photostats of original documents (i.e., a positive image on the film) but also include occasional "reverse sides" which contain information on the cause of death or other notations (these appear as negative images on the film.) In general, the image quality of the photostats is quite good. On rolls 221 and 320 the background densities of the "reverse side" images ranges from 1.50 to 1.72. Background densities for all other rolls fall within the acceptable limits.

Roll 92 contains a slight shadow along the bottom of the documents which raises the base plus fog density to .13.

Resolution readings for rolls 71, 81, 121, and 140 are 96 lines per mm. This meets the minimum standard but is quite low for a good camera. The legibility of the documents on these rolls appears to be acceptable. (I have spoken with a representative of the prison about this problem.)

The microfilm tested X is ___ is not acceptable as a substitute for the original documents. See test results on reverse. When film is an acceptable substitute, destruction of the original documents is authorized only after an approved Application for Authority to Dispose of Records (PR-1 Form) is on file with the agency.

The paper tested ___ is ___ is not of permanent archival quality. See reverse.

SIGNATURE: Gregory Kusiey DATE: June 27, 1985

Date sent to requesting agency: 6/27/83

Copies to: SEH _____ LL _____ Lab Files _____

DPS _____ _____ _____

MICROFILM TEST RESULTS

1. Background density (document opacity). Acceptable limits: 0.80 min. - 1.40 max.

   Rolls 221 and 320: 1.5 - 1.72. see comments on other side
   All other rolls: .80 - 1.40

2. Base plus fog density (film opacity). Must not exceed .10.

   Roll 92: .08 - .13
   All other rolls: .05 - .08

3. Resolution (image sharpness). Must be 90 lines per mm or higher for 16 mm film; 100 lines per mm or higher for 35 mm film.

   Rolls # 71, 81, 121, and 140: 96 lines per mm.
   Rolls #61, 51, 92, 105, 111, : 128 lines per mm.
   Rolls # 201 -320 : 158 lines per mm.

Microfilm will also be examined for clarity and completeness of image, film spotting or damage, splices, and other factors affecting film quality. Testing or examination for residual thiosulfate will be done if appropriate. Residual thiosulfate must not exceed .7 micrograms per square cm. of film, as measured by the method described in the current ANSI standard PH 4.8.

DOCUMENT TESTS

Documents will be tested primarily for the various components of acidity. A pH reading of 7.0 to 8.0 indicates paper that is neutral or slightly alkaline (non-acidic) and therefore likely to be suitable for permanent record-keeping. Documents will also be examined for strength, weight, composition, and other physical qualities that affect their permanence and durability.

(Rev 73)

Application No 84-13

Date Received 8 July 1983

MINNESOTA HISTORICAL SOCIETY
1500 Mississippi St., St. Paul, MN 55101

APPLICATION FOR AUTHORITY TO DISPOSE OF RECORDS

RUCTIONS: Make original and three copies. Complete items 2, 3, 4, 5, 6 and 9a, b c. Use reverse side of form to continue records description. If more sp
ded, use white bond paper similarily spaced. Send original and two copies to the above address. Retain one copy while your application is being process
will receive an approved copy of your application, which will be your authority to dispose of records. The approved copy should be retained permanently.

E: Laws of 1971, Chapter 529, Section 3 reads as follows: "It is the policy of the legislature that the disposal and preservation of public records be control
sively by Minnesota Statutes, Chapter 138 and by this act, thus, no prior, special or general statute shall be construed to authorize or prevent the disposal
c records at a time or in a manner different than prescribed by such chapter or by this act and no general or special statute enacted subsequent to this act sh
onstrued to authorize or prevent the disposal of public records at a time or in a manner different than prescribed in chapter 138 or in this act unless it expre
pts such records from the provisions of such chapter and this act by specific reference to this section."

TO: Minnesota Historical Society

FROM: CITY OF MPLS. (Agency or Office) Police Dept. (Subdivision or Section)

Quantity of Records; cubic feet 200 or linear feet _____

Location of Records: Basement of City Hall

Laws other than M.S. 138.17 that relate to the destruction or safekeeping of the records: _____

I certify that the records listed on this application are accurately described, and that they have no further administrative, legal, or fiscal value for this agency.

Patricia A. Janeck — 7/8/83
Authorized Signature — Date

Deputy Chief of Police
Title

7. AUTHORIZATION

Under the authority of Minnesota Statutes 138.17, it is hereby ordered that the records listed on this application be destroyed, except as shown below (item 8).

Duane B. Swanson — 11 July 1983
Director, Minnesota Historical Society — Date

Thomas M. Gillett — 7/13/83
Legislative or State Auditor — Date

Stephen B. Kilgriff by — 7/14/83
Attorney General — Date

Exceptions to Destruction. *(For use by Director, Legislative Auditor, State Auditor, and Attorney General only.)*

Description of Records - Describe each record series or type of record separately. Number each series, beginning with "1".

Item No	b. Name of record, form numbers, content, usage, arrangement, original, duplicate, or microfilmed	c. Inclusive Dates
1.	Offense Reports	1975 & prior
2.	Officers Statements with regard to offense reports	" " "
3.	Victim Index Cards	" " "
4.	Daily Activity Logs	" " "
5.	Property Inventory	" " "
6.	Steno Notes	" " "
7.	Complaint Cards	" " "
8.	Arrest Reports	" " "

PR-1 (Rev. 73)

Application No. 84-33

Date Received 21 July 1983

MINNESOTA HISTORICAL SOCIETY
1500 Mississippi St., St. Paul, MN 55101

APPLICATION FOR AUTHORITY TO DISPOSE OF RECORDS

INSTRUCTIONS: Make original and three copies. Complete items 2, 3, 4, 5, 6 and 9a, b c. Use reverse side of form to continue records description. If more space is needed, use white bond paper similarily spaced. Send original and two copies to the above address. Retain one copy while your application is being processed. You will receive an approved copy of your application, which will be your authority to dispose of records. The approved copy should be retained permanently.

NOTE: Laws of 1971, Chapter 529, Section 3 reads as follows: "It is the policy of the legislature that the disposal and preservation of public records be controlled exclusively by Minnesota Statutes, Chapter 138 and by this act, thus, no prior, special or general statute shall be construed to authorize or prevent the disposal of public records at a time or in a manner different than prescribed by such chapter or by this act and no general or special statute enacted subsequent to this act shall be construed to authorize or prevent the disposal of public records at a time or in a manner different than prescribed in chapter 138 or in this act unless it expressly exempts such records from the provisions of such chapter and this act by specific reference to this section."

1. TO: Minnesota Historical Society

2. FROM: Minneapolis Civil Rights Dept.
(Agency or Office) (Subdivision or Section)

3. Quantity of Records; cubic feet 30 or linear feet _____

4. Location of Records: State Archives

5. Laws other than M.S. 138.17 that relate to the destruction or safekeeping of the records: _____

6. I certify that the records listed on this application are accurately described, and that they have no further administrative, legal, or fiscal value for this agency.

X William R. Finch — 7/18/83
Authorized Signature — Date

Investigation's Manager
Title

7. AUTHORIZATION

Under the authority of Minnesota Statutes 138.17, it is hereby ordered that the records listed on this application be destroyed, except as shown below (item 8).

Mary K. Jankiewicz — 25 July 1983
Director, Minnesota Historical Society — Date

~~Legislative or~~ State Auditor — 7/28/83
Date

Stephen P. Pilgrim — 8/1/83
Attorney General — Date

8. Exceptions to Destruction. *(For use by Director, Legislative Auditor, State Auditor, and Attorney General only.)*

Item #2 - Time sheets - 1977 through 1979 should be returned to the City of Minneapolis for archives & eventual destruction according to the city's schedule.

9. Description of Records - Describe each record series or type of record separately. Number each series, beginning with "1".

a. Item No.	b. Name of record, form numbers, content, usage, arrangement, original, duplicate, or microfilmed	c. Inclusive Dates
1.	"Civil Rights Protector," 1974-1975. Multiple copies of newsletter.	
2.	Employee Time Sheets and Vacation Requests, 1970-1979. -1976	
3.	Budget Worksheets, 1966-1973.	
4.	Miscellaneous Financial Records, 1967-1973. Purchase orders, requisitions, gas mileage reports, payroll transactions, etc.	

OVR

Series No.	b. Name of record, form numbers, content, usage, arrangement, original, duplicate, or microfilmed	c. Inclusive Dates
5.	Routine Correspondence with Other City Depts., 1968-1973	
6.	Background and Reference Materials from other States and Federal Agencies, 1967-1973. Laws, reports, copies of court cases.	
7.	FEPC and MCHR/CR duplicates, 1947-1977. Minutes, reports, and other miscellany.	
8.	RFA (Referred for Assistance) Files, 1969-1973. Complaints handled less formally by the department, or referred to another agency for action.	
	All records have been inspected by State Archives Staff.	

PR-1 (Rev. 73)

Application No. 84-222

Date Received 7 Nov. 1983

MINNESOTA HISTORICAL SOCIETY
1500 Mississippi St., St. Paul, MN 55101

APPLICATION FOR AUTHORITY TO DISPOSE OF RECORDS

INSTRUCTIONS: Make original and three copies. Complete items 2, 3, 4, 5, 6 and 9a, b c. Use reverse side of form to continue records description. If more space is needed, use white bond paper similarily spaced. Send original and two copies to the above address. Retain one copy while your application is being processed. You will receive an approved copy of your application, which will be your authority to dispose of records. The approved copy should be retained permanently.

NOTE: Laws of 1971, Chapter 529, Section 3 reads as follows: "It is the policy of the legislature that the disposal and preservation of public records be controlled exclusively by Minnesota Statutes, Chapter 138 and by this act, thus, no prior, special or general statute shall be construed to authorize or prevent the disposal of public records at a time or in a manner different than prescribed by such chapter or by this act and no general or special statute enacted subsequent to this act shall be construed to authorize or prevent the disposal of public records at a time or in a manner different than prescribed in chapter 138 or in this act unless it expressly exempts such records from the provisions of such chapter and this act by specific reference to this section."

1. TO: Minnesota Historical Society

2. FROM: Minneapolis Police Dept. (Agency or Office) Property Unit (Subdivision or Section)

3. Quantity of Records; cubic feet 11 or linear feet _____

4. Location of Records: Court House, Minneapolis, MN

5. Laws other than M.S. 138.17 that relate to the destruction or safekeeping of the records: _____

6. I certify that the records listed on this application are accurately described, and that they have no further administrative, legal, or fiscal value for this agency.

Patrick J. Sarnee — Authorized Signature — 11/4/83 — Date

Deputy Chief of Police — Title

7. AUTHORIZATION

Under the authority of Minnesota Statutes 138.17, it is hereby ordered that the records listed on this application be destroyed, except as shown below (item 8).

Mary K. Jankiewicz — Director, Minnesota Historical Society — 7 Nov. 1983 — Date

Thomas M. Gilkerson — Legislative or State Auditor — 11/14/83 — Date

Stephen Mayer — Attorney General — 11/15/83 — Date

8. Exceptions to Destruction. *(For use by Director, Legislative Auditor, State Auditor, and Attorney General only.)*

9. Description of Records - Describe each record series or type of record separately. Number each series, beginning with "1".

a. Item No.	b. Name of record, form numbers, content, usage, arrangement, original, duplicate, or microfilmed	c. Inclusive Dates
1	Forty-seven (47) letter size, three-ring notebooks containing Property Inventory Reports Numbers 1 through 9,303 for the year 1976. Note: On Item #1, no microfilming is to be completed. All papers to be destroyed, with the exception of Homicide cases and any cases still pending in court.	January 1, 1976 to December 31, 1976

SF-00006-02

STATE OF MINNESOTA

DEPARTMENT Division of Archives and Manuscripts
Minnesota Historical Society

Office Memorandum

TO : Beverly Swanson

DATE: 12/5/83

FROM : Deborah Neubeck Debbie

PHONE:

SUBJECT: Birth Records Microfilm -- Test Reports

As indicated on the enclosed test reports, the film that you submitted for testing is not acceptable as a substitute for the original records. All of the rolls represented by the samples that we tested should be thoroughly inspected by the service bureau for the problems noted on the test reports and any other problems that did not occur on the sample rolls but may appear on others in the series. All defects should be corrected, either by filming retakes of selected frames or by refilming entire rolls, whichever seems most appropriate. Then the rolls previously tested by us, as well as a different group of rolls (every tenth roll) from the same series should be submitted for further testing.

Date Rec'd 11/30/83

Sent By B. Swanson

Tech. Ser. _____

Control # 100-84

MICROFILM/DOCUMENT TEST REPORT

MINNESOTA STATE ARCHIVES

COUNTY OR AGENCY City of Minneapolis ~~Health~~ Dept (Oak Park Heights) PR-1 # _____

RECORD SERIES Certificates of Birth Rolls 5, 15, 24, 35, 45, 55, 65, 75, 85, 95, 107, 116

NATURE OF REQUEST:

filmed at 32X

Perform quality tests on these 12 rolls.

MASTER NEGATIVE

Yes X

No _____

COMMENTS:

Roll 15 - Minnesota Micrographics target says roll 16, other start of roll targets and camera operator's certificate are correct.
Roll 24 - base fog on leader and first 6 frames is high, .14-.30. These documents are legible.
Roll 35 - Approximately 8-10 documents have densities between 1.40 and 1.50. Frame numbers 1351-1365 are partially obsured.
Roll 55 - Frame #209, lower right corner of the document is cut off (There may be no vital information lost.)
Roll 65 - Frame #8, document partially cut off, not refilmed.
Roll 75 - Density of many documents is in 1.40-1.50 range and several as high as 1.51-1.60.

The microfilm tested ____ is X is not acceptable as a substitute for the original documents. See test results on reverse. When film is an acceptable substitute, destruction of the original documents is authorized only after an approved Application for Authority to Dispose of Records (PR-1 Form) is on file with the agency.

The paper tested ____ is ____ is not of permanent archival quality. See reverse.

SIGNATURE: Gregory Kinney DATE: 12/2/83

Date sent to requesting agency: 12/5/83

Copies to: SEH _____ LL _____ Lab Files _____

DPS SM

MICROFILM TEST RESULTS

1. Background density (document opacity). Acceptable limits: 0.80 min. - 1.40 max.

   1.10 1.40 except rolls 35 and 75. see comment on other side.

2. Base plus fog density (film opacity). Must not exceed .10.

   .06-.10 except roll 24. see comment on other side.

3. Resolution (image sharpness). Must be 90 lines per mm or higher for 16 mm film; 100 lines per mm or higher for 35 mm film.

   115 - 128 lines per mm.

Microfilm will also be examined for clarity and completeness of image, film spotting or damage, splices, and other factors affecting film quality. Testing or examination for residual thiosulfate will be done if appropriate. Residual thiosulfate must not exceed .7 micrograms per square cm. of film, as measured by the method described in the current ANSI standard PH 4.8.

DOCUMENT TESTS

Documents will be tested primarily for the various components of acidity. A pH reading of 7.0 to 8.0 indicates paper that is neutral or slightly alkaline (non-acidic) and therefore likely to be suitable for permanent record-keeping. Documents will also be examined for strength, weight, composition, and other physical qualities that affect their permanence and durability.

Date Rec'd 11/30/83

Sent By B. Swanson

MICROFILM/DOCUMENT TEST REPORT

MINNESOTA STATE ARCHIVES

Tech. Ser. _____

Control # 101-84

COUNTY OR AGENCY City of Minneapolis Health Dept. (Oak Park Heights) PR-1 # _____

RECORD SERIES Certificates of Birth Rolls 215, 225, 235, 255, 265, 275, 285, 295, ~~308, 315, 325, 334, 345, 354~~

NATURE OF REQUEST:

Filmed on Filemaster at 25X

Perform quality tests on these 14 rolls.

MASTER NEGATIVE

Yes X

No _____

COMMENTS:

Roll 225 - Density in the 1.45-1.65 range causes some print to be very faint making some documents illegible.
Recurring bit of edge fog along bottom of film, does not affect images.

Rolls 235, 265 - These rolls consist primarily of photostatic copies and are generally of very good quality. However, each roll contains 25-30 frames of white paper and these have densities of 1.45-1.65. Some of these are birth certificates and others are sheets of paper with only a name and file number written on them. They do appear to be quite legible.

Rolls 295 & 315 - Same as above except that the densities of the white papers ranges from .65-.85.

Roll 308 - certificate of authencity at end of roll is obscured by camera operator's hand.

The microfilm tested ____ is X is not acceptable as a substitute for the original documents. See test results on reverse. When film is an acceptable substitute, destruction of the original documents is authorized only after an approved Application for Authority to Dispose of Records (PR-1 Form) is on file with the agency.

The paper tested ____ is ____ is not of permanent archival quality. See reverse.

SIGNATURE: Gregory Kinney DATE: 12/2/83

Date sent to requesting agency: 12/5/83

Copies to: SEH _____ LL _____ Lab Files _____

DPS SM

MICROFILM TEST RESULTS

1. Background density (document opacity). Acceptable limits: 0.80 min. - 1.40 max.

   Rolls 215 & 225 - 1.40-1.68
   Other rolls are primarily images of photostatic copies. The photostats are generally of quite good quality. The occasional white papers have densities of .85-1.40 except on rolls 235, 165, 295, & 315 as noted in the comments on the other side.

2. Base plus fog density (film opacity). Must not exceed .10.

   .07-.08

3. Resolution (image sharpness). Must be 90 lines per mm or higher for 16 mm film; 100 lines per mm or higher for 35 mm film.

   158 lines per mm.

Microfilm will also be examined for clarity and completeness of image, film spotting or damage, splices, and other factors affecting film quality. Testing or examination for residual thiosulfate will be done if appropriate. Residual thiosulfate must not exceed .7 micrograms per square cm. of film, as measured by the method described in the current ANSI standard PH 4.8.

DOCUMENT TESTS

Documents will be tested primarily for the various components of acidity. A pH reading of 7.0 to 8.0 indicates paper that is neutral or slightly alkaline (non-acidic) and therefore likely to be suitable for permanent record-keeping. Documents will also be examined for strength, weight, composition, and other physical qualities that affect their permanence and durability.

Date Rec'd 11/30/83

Sent By B Swanso

MICROFILM/DOCUMENT TEST REPORT

MINNESOTA STATE ARCHIVES

Tech. Ser. _____

Control # 102-84

COUNTY OR
AGENCY City of Minneapolis, Health Dept. (Oak Park Heights) PR-1 # _____

RECORD SERIES Certificates of Birth Rolls 405, 415, 425,435, 443, 453,465,471

NATURE OF REQUEST:

all 32X except roll #471 25X

Perform quality tests on these eight rolls.

MASTER NEGATIVE

Yes X

No _____

COMMENTS:

Roll 415 - This roll contains a number of frames with very high densities. Most of these are illegible. It appears that in these instances several documents were fed into the camera at the same time, the overlapping causing the high density and leaving rendering some documents illegible. Retakes were not done or were done incorrectly. For example, frame #1128 document 412 is very dark and some print is illegible. No retake was filmed for this document and there is no document 413 or 414 on the film. Documents #448 and 449 were refilmed but there is no document 3450 on the film. Frame #1516 was filmed as a retake but there is no document # 162 on the film. It appears that #162 waw originally filmed underneath #161.

Roll 471 There is a piece of black tape covering most of frame #2203, it does not seem to be a splice.

The microfilm tested ____ is X is not acceptable as a substitute for the original documents. See test results on reverse. When film is an acceptable substitute, destruction of the original documents is authorized only after an approved Application for Authority to Dispose of Records (PR-1 Form) is on file with the agency.

The paper tested ____ is ____ is not of permanent archival quality. See reverse.

SIGNATURE: Gregory Kinney DATE: 12/2/83

Date sent to requesting agency: 12/5/83

Copies to: SEH _____ LL _____ Lab Files _____

DPS SM

MICROFILM TEST RESULTS

1. Background density (document opacity). Acceptable limits: 0.80 min. - 1.40 max.

   1.0 - 1.40 except roll #415 which has densities of 1.10 - 1.60. see comment on other side.

2. Base plus fog density (film opacity). Must not exceed .10.

   .06 - .08

3. Resolution (image sharpness). Must be 90 lines per mm or higher for 16 mm film; 100 lines per mm or higher for 35 mm film.

   160 lines per mm for all except roll#471 which has a reading of 158 lines per mm.

Microfilm will also be examined for clarity and completeness of image, film spotting or damage, splices, and other factors affecting film quality. Testing or examination for residual thiosulfate will be done if appropriate. Residual thiosulfate must not exceed .7 micrograms per square cm. of film, as measured by the method described in the current ANSI standard PH 4.8.

DOCUMENT TESTS

Documents will be tested primarily for the various components of acidity. A pH reading of 7.0 to 8.0 indicates paper that is neutral or slightly alkaline (non-acidic) and therefore likely to be suitable for permanent record-keeping. Documents will also be examined for strength, weight, composition, and other physical qualities that affect their permanence and durability.

Date Rec'd 12/23/83

Sent By B. Swanson

Tech. Ser. D.K. Neubeck

Control # 109-84

MICROFILM/DOCUMENT TEST REPORT

MINNESOTA STATE ARCHIVES

COUNTY OR AGENCY City of Minneapolis Health Dept. (people Park Heights) PR-1 #

RECORD SERIES Death Certificates. Rolls 135, 144A, 144B, 245, 305, 315, 324

NATURE OF REQUEST: Perform Quality Tests on 7 rolls.

These rolls fill in gaps in previously tested death records.

MASTER NEGATIVE

Yes X

No

COMMENTS:

Rolls 144B - 324 consist primarily of photostatic copies of original documents. Ocassionally the back side of a document (white paper) was fimed if it contained any information.
For most rolls tested the frames containing photostats are quite good, the print very legible. On these rolls the ocassional white sheets have densities of 1.2 - 1.4. However on rolls 144B and 324 the photostats seem to have been over-exposed resulting in a rather dark background and causing some print to appear "filled in". Some of these documents are difficult to read. ON roll 144B the white sheets have background densities of 1.7 - 1.8 while on roll 324 they range from 1.4 - 1.5.

The microfilm tested ____ is X is not acceptable as a substitute for the original documents. See test results on reverse. When film is an acceptable substitute, destruction of the original documents is authorized only after an approved Application for Authority to Dispose of Records (PR-1 Form) is on file with the agency.

The paper tested ____ is ____ is not of permanent archival quality. See reverse.

SIGNATURE: Gregory Kaniny DATE: 12/6/83

Date sent to requesting agency: _____

Copies to: SEH _____ LL _____ Lab Files _____

DPS SM

MICROFILM TEST RESULTS

1. Background density (document opacity). Acceptable limits: 0.80 min. - 1.40 max.

   Rolls 135 and 144A approximately 1.1 - 1.25
   Rolls 144B - 324 mainly photostatic copies, see comments on other side

2. Base plus fog density (film opacity). Must not exceed .10.

   .06 except roll 245 which has several inches at the beginning of the roll with a base fog of .12

3. Resolution (image sharpness). Must be 90 lines per mm or higher for 16 mm film; 100 lines per mm or higher for 35 mm film.

   Rolls 135 and 144A (filmed at 32X) 115 lines per mm.
   Other Rolls (filmed at 25X) 158 lines per mm.

Microfilm will also be examined for clarity and completeness of image, film spotting or damage, splices, and other factors affecting film quality. Testing or examination for residual thiosulfate will be done if appropriate. Residual thiosulfate must not exceed .7 micrograms per square cm. of film, as measured by the method described in the current ANSI standard PH 4.8.

DOCUMENT TESTS

Documents will be tested primarily for the various components of acidity. A pH reading of 7.0 to 8.0 indicates paper that is neutral or slightly alkaline (non-acidic) and therefore likely to be suitable for permanent record-keeping. Documents will also be examined for strength, weight, composition, and other physical qualities that affect their permanence and durability.

SF-00006-02

STATE OF MINNESOTA

Office Memorandum

DEPARTMENT DAM - MHS

TO : Beverly Swanson

DATE: 12/27/83

FROM : Deborah Neubeck Debbee

PHONE:

SUBJECT: Microfilm of death certificates

Rolls not submitted for testing should be checked for high base plus fog densities, illegible or difficult to read photostats, and high background densities. These deficiencies should be corrected on those rolls submitted for testing and on any others rolls. The rolls previously submitted and a representative sampling of other rolls should then be submitted for additional testing.

With respect to legibility problems -- please submit to me in writing (as you are for the birth certificates) your judgment of whether the film is suitably legible for your purposes.

MINNESOTA HISTORICAL SOCIETY
FOUNDED IN 1849
Research Center, 1500 Mississippi Street, St. Paul, Minnesota 55101 • (612) 296-6980

January 13, 1984

Guy Piras
Industry Supervisor
Minnesota Micrographics
Box 10
Stillwater, Minnesota 55082

Bev Swanson
Records Manager
Office of the City Clerk
350 South 5th Street
Minneapolis, Minnesota 55415

Dear Guy and Bev:

I received your letter requesting that Greg and I meet with you to discuss issues raised by the microfilm test reports of 2 December 1983.

As I explained to you previously, we cannot resolve this situation without written documentation on your part as well as ours. We need from you written statements that express in detail your specific concerns regarding the microfilm and the test reports, to which we can respond.

I look forward to receiving this information from you. Please contact me if you have any questions.

Sincerely,

Deborah K. Neubeck
Micrographics Coordinator
Division of Archives and
Manuscripts

DKN:slt

cc: Duane P. Swanson, Government Records Archivist

...1 (Rev. 73)

Application No. 84-397
Date Received 10 Feb 1984

MINNESOTA HISTORICAL SOCIETY
1500 Mississippi St., St. Paul, MN 55101

APPLICATION FOR AUTHORITY TO DISPOSE OF RECORDS

INSTRUCTIONS: Make original and three copies. Complete items 2, 3, 4, 5, 6 and 9a, b c. Use reverse side of form to continue records description. If more sp is needed, use white bond paper similarily spaced. Send original and two copies to the above address. Retain one copy while your application is being proces You will receive an approved copy of your application, which will be your authority to dispose of records. The approved copy should be retained permanently.

NOTE: Laws of 1971, Chapter 529, Section 3 reads as follows: "It is the policy of the legislature that the disposal and preservation of public records be contro exclusively by Minnesota Statutes, Chapter 138 and by this act, thus, no prior, special or general statute shall be construed to authorize or prevent the disposa public records at a time or in a manner different than prescribed by such chapter or by this act and no general or special statute enacted subsequent to this act s be construed to authorize or prevent the disposal of public records at a time or in a manner different than prescribed in chapter 138 or in this act unless it expre exempts such records from the provisions of such chapter and this act by specific reference to this section."

1. TO: Minnesota Historical Society

2. FROM: City of Minneapolis (Agency or Office) Inspections (Subdivision or Section)

3. Quantity of Records; cubic feet 100 or linear feet _____

4. Location of Records: Public Health Bldg. Room 300

5. Laws other than M.S. 138.17 that relate to the destruction or safekeeping of the records: _____

6. I certify that the records listed on this application are accurately described, and that they have no further administrative, legal, or fiscal value for this agency.

Glenn Larson — 2-10-84
Authorized Signature — Date

Manager, Inspection Administration
Title

7. AUTHORIZATION

Under the authority of Minnesota Statutes 138.17, it is hereby ordered that the records listed on this application be destroyed, except as shown below (item 8).

Mary K. Jankiewicz — 13 Feb. 1984
Director, Minnesota Historical Society — Date

by Thomas M. Gilbertson — 2/17/84
Legislative or State Auditor — Date

[signature] — 2/29/84
Attorney General — Date

8. Exceptions to Destruction. *(For use by Director, Legislative Auditor, State Auditor, and Attorney General only.)*

Item nos. 26 and 43: Transfer to the State Archives for selection and disposition. Director, MHS.

9. Description of Records - Describe each record series or type of record separately. Number each series, beginning with "1".

a. Item No.	b. Name of record, form numbers, content, usage, arrangement, original, duplicate, or microfilmed	c. Inclusive Dates
1.	Piling logs & soil reports - Report of tests	1900
2.	Address assignments	1900
3.	Fuel Oil Permit/Fire Station	1921-30
4.	Fire Dept. Permits	1960-68
5.	Application for Fire Permit	1959-61
6.	Daily Reports	1959
7.	Fire Dept. Index Cards	1959
8.	Fire Dept. Receipts	1959
9.	Tag File - Included is a copy of the violation tag, report, and any other information needed in court.	1965
10.	Payment Cards - Records the ownership & status of permitted units as well as if the account is paid.	1965

Item No.	Name of record, content, etc.	Inclusive Dates
11.	Burning Permits	1965
12.	Noise Permits	1965
13.	Complaints - Records complaints on air, noise, & H_2O pollution, who made the complaint. Included are pictures & notes to back up complaint.	1965
14.	Pollution Control Master Card File (active) - Lists persons & companies paying for pollution control permits & items needing permits	1952-70
15.	Same as above - inactive	1952-70
16.	Correspondence - Misc. corresp. from people requesting/ reporting something to be checked.	1965
17.	Computer Activity File	1965
18.	Cable T.V. - Duplicate corresp., etc.	1965
19.	Conditional Use Permit - Included are map sheets, Council action & supporting documentation. (Maintain microfilm as long as bldg. exists. Microfilm 2 yrs. after appl. expected.)	1963
20.	Planning Commission Minutes (duplicate)	1960
21.	Brd. of Adjustment Minutes (Maintain microfilm as long as bldg. exists. Microfilm 2 yrs. after appl. expectd.)	1960
22.	Application for plumbing & gas fitting	1954-57
23.	Tag Reports	1965
24.	Plumbing statistics	1965
25.	Daily Reports of Plumbing Inspector - records all stops	1952-65
26.	Exam Board Minutes	1945-54
27.	Daily Reports Htg. Inspectors	1964-67
28.	Application for Warm Air & Ventilation Permits	1938-59
29.	G. Permit Applications	1953-58-63
30.	P. Permit Applications	1958-70
31.	Daily Reports	1958-68
32.	Electrical Htg. Permit Application (Microfilm retain permanently)	1962-70
33.	Application for Certificate of Occupancy	1955
34.	Hotel Score Cards	1957
35.	Housing Notices Mailed	1957
36.	General Correspondence	1956
37.	Housing Complaints	1955
38.	Housing Requisition Certificates	1955
39.	Housing Registration Statements	1966
40.	Occupancy Cards	1950
41.	Daily Reports of Bldg. Section Records all stops of Inspectors	1964-68
42.	Daily Report of Bldg. Inspector	1900-42 &65-68
43.	Building Permit ledger	1890-1941 & 51-55
44.	Final Reports/Bldg. Insp.	1947-48

MINNESOTA RECORDS RETENTION SCHEDULE

~~#848348~~
#84-540
10 May 1984

DEPARTMENT/AGENCY: City of Minneapolis INSPECTIONS
DIVISION: FIRE
LOCATION:
PAGE: 1 OF: 2

ITEM NO.	RECORD DESCRIPTION	BEGINNING DATE	SM*	FORM NUMBER	RETENT. SCHED. (YRS.) DEPT. STGE.	MPLS REC. CENTER	ARCHIVES	PRIVACY PUB	PVT	CF	STATUTE NUMBER	REMARKS
1.	Fuel Oil Permit/Fire Station	1921-30			3			X				(1)
2.	Fire Dept. Permits	1960-68			3	2		X				~~2, 1.5, 1~~ (4.5)
3.	Application for Fire Permit	1959-61			3			X				(1)
4.	Fire Permit Renewal Applications	1979	1		2			X				(1.5) (2) (2)
5.	Daily Reports	1959			3				X		~~87.190e Mpls Code of Ordinances~~	MS 504.23 Code Violations
6.	Fire Dept. Index Cards	1959			1			X				
7.	Fire Dept. Receipts	1959	1		3			X				
8.	Fire Permit Renewals Billed/paid	1981	1		1			X				(1.5)
9.	Fire Permit Renewals Billed/not paid	1981			1			X				(1.5)

***Storage medium code**

1 Letter/legal paper
2 Maps
3 Bound books
4 Blueprints/plans
5 Microfiche
6 Roll film
7 Aperture card
8 Magnetic tape
9 Cassette tape
10 Video tape
11 Floppy disc
12 Computer printout

RETENTION SCHEDULE LEGEND
NUMBERS – INDICATE YEARS
M – MONTHS
P – PERMANENT

AUTHORIZATION: Under the authority of Minnesota Statutes 138.17, it is hereby ordered that the records listed on this application be disposed of per approved schedule.

Dept. Record Mgmt. Officer (PRINT)	Phone	Director, Minnesota Historical Society	Date
City Records Mgmt. B.J.S.		Mary P. Klauda	14 May 1984
Signature of Dept. Record Mgmt. Officer	Date	Legislative or State Auditor	Date
Sol J. Jacobs	8/18/83	Thomas M. Gilbertson	6/4/84
Approved – Dept. of Administration	Date	Attorney General	Date
Sandra Abrams	5-4-84		6/12/84

White – Historical Society Canary – Administration Pink – Agency Blue – Historical Society

RM-00058-02

RECORDS MANAGEMENT DIVISION

MINNESOTA RECORDS RETENTION SCHEDULE

#84-540
10 May 1984

DEPARTMENT/AGENCY	DIVISION	LOCATION	PAGE	OF
INSPECTIONS	FIRE		2	2

ITEM NO.	RECORD DESCRIPTION	BEGINNING DATE	SM*	FORM NUMBER	RETENT. SCHED. (YRS.) DEPT. STGE.	REC. CENTER	ARCHIVES	PRIVACY PUB	PVT	CF	STATUTE NUMBER	REMARKS
10.	Fire Permits/Active	1979	1		2			X				
11.	Fire Permit History Card - Records name of business, location & type of permit issued, dates issued, expired & renewed.	1965	13 6		P*			X				(3.0) Retained on microfilm P. Destroy cards after filming.

*Storage medium code

1 Letter/legal paper
2 Maps
3 Bound books
4 Blueprints/plans
5 Microfiche
6 Roll film
7 Aperture card
8 Magnetic tape
9 Cassette tape
10 Video tape
11 Floppy disc
12 Computer printout

RETENTION SCHEDULE LEGEND
NUMBERS – INDICATE YEARS
M – MONTHS
P – PERMANENT

AUTHORIZATION: Under the authority of Minnesota Statutes 138.17, it is hereby ordered that the records listed on this application be disposed of per approved schedule.

Dept. Record Mgmt. Officer (PRINT)	Phone	Director, Minnesota Historical Society	Date
City Records Mgmt. BJS.		Mary P. Klaveda	14 May 1984
Signature of Dept. Record Mgmt. Officer	Date	Legislative or State Auditor	Date
Lee J. Jacobs	8/18/83	Thomas M. Gilbert	6/4/84
Approved – Dept. of Administration	Date	Attorney General	Date
Sandra Abrams	5-4-84		6/12/84

White – Historical Society Canary – Administration Pink – Agency Blue – Historical Society

RM-00058-02

RECORDS MANAGEMENT DIVISION

MINNESOTA RECORDS RETENTION SCHEDULE

84-538
10 May 1984

DEPARTMENT/AGENCY	DIVISION	LOCATION	PAGE	OF
City of Minneapolis INSPECTIONS	ELECTRICAL		1	1

ITEM NO.	RECORD DESCRIPTION	BEGINNING DATE	SM*	FORM NUMBER	RETENT. SCHED. (YRS.) DEPT. STGE.	REC. CENTER	ARCHIVES	PRIVACY PUB	PVT	CF	STATUTE NUMBER	REMARKS
1.	Daily Reports	1958-68 1982	1		5				X		~~87.190c Mpls Ordinances~~ MS 504.23	1.5 1.5
2.	Electrical Htg. Permit Application #4 - 837	1962-82	1		~~3~~*			X				* Microfilm retain permanently microfilm after 3yrs. Destroy (1.5) paper after filming.
	69300 - 768240 M 164500 - 174725 P 75600 - 82499	1975 - Present										(18) (52.5)
	Q 601 - 16763 O 10 - 573 G 74700 - 85880											
3.	Elevator Billings Cards	1979-81	13		1			X				.8
4.	Electrical Blueprints for bldg. projects	1979-82	4		*				X		~~87.190c~~ 24 ~~Mpls Ordinances~~ MS 504.23	* until completion
5.	Elevator Inspection Orders	1979-82	1		*				X			(3) + (42) until disposition per until completion ~~15.1673a~~ MN act 13.37
6.	NSP Service Release File	1979 -	13		3							(.6)
7.	Elevator Blueprints	1977 -	1/4		5				X		~~87.190c~~	(1.5) MS 504.23
8.	Elevator permit application #11600 - 12128	1981 -	1		3			X				(.3)

***Storage medium code**

1 Letter/legal paper
2 Maps
3 Bound books
4 Blueprints/plans
5 Microfiche
6 Roll film
7 Aperture card
8 Magnetic tape
9 Cassette tape
10 Video tape
11 Floppy disc
12 Computer printout

RETENTION SCHEDULE LEGEND
NUMBERS — INDICATE YEARS
M — MONTHS
P — PERMANENT

AUTHORIZATION: Under the authority of Minnesota Statutes 138.17, it is hereby ordered that the records listed on this application be disposed of per approved schedule.

Dept. Record Mgmt. Officer (PRINT)	Phone	Director, Minnesota Historical Society	Date
City Records Mgmt.		Mary P. Kennedy	14 May 1984
Signature of Dept. Record Mgmt. Officer	**Date**	**Legislative or State Auditor**	**Date**
Sol J. Jacob	8/18/83	Thomas M. Dickert	6/4/84
Approved — Dept. of Administration	**Date**	**Attorney General**	**Date**
Sandra Abrams	5-4-84	Stephen M. Mullen	6 Feb 84

RM-00058-02

White — Historical Society Canary — Administration Pink — Agency Blue — Historical Society

RECORDS MANAGEMENT DIVISION

MINNESOTA RECORDS RETENTION SCHEDULE

#84-539
10 May 1984

DEPARTMENT/AGENCY	DIVISION	LOCATION	PAGE	OF
City of Minneapolis INSPECTIONS	ZONING		1	1

ITEM NO.	RECORD DESCRIPTION	BEGINNING DATE	SM*	FORM NUMBER	RETENT. SCHED. (YRS.) DEPT. STGE.	MPLS, REC. CENTER	MPLS, ARCHIVES	PRIVACY PUB	PVT	CF	STATUTE NUMBER	REMARKS
1.	CONDITIONAL USE PERMIT Included are map sheets, Council action & supporting documentation.	1963	2/ 1/ 6		*			X				Maintain microfilm as long as bldg. exists. Microfilm 2 yrs. after application expected.
2.	PLANNING COMMISSION MINUTES	1965	1		1			X				Duplicate copy.
3.	BRD. OF ADJUSTMENT MINUTES	1965	6/1		*		X P	X				Maintain microfilm as long as bldg. exists. Microfilm 2 yrs. after application expected.
4.	VARIANCE FILES	1965	1		2			X				Item #3: Transfer to Minneapolis Municipal Archives.
5.	APPEALS FILES -	1965	1		1			X				
6.	REZONING PETITIONS - Included applications, map sheets, Planning Comsn. minutes, & final Council action	1965	1/2		4 yrs.	*		X				* Until bldg. is destroyed
7.	PRINTING REQUISITIONS Included is a copy of the requestor's copy of each order form & a roster of the orders, their #, & a brief description of each	1980	1		1 yr.			X				

***Storage medium code**

1 Letter/legal paper
2 Maps
3 Bound books
4 Blueprints/plans
5 Microfiche
6 Roll film
7 Aperture card
8 Magnetic tape
9 Cassette tape
10 Video tape
11 Floppy disc
12 Computer printout

RETENTION SCHEDULE LEGEND
NUMBERS – INDICATE YEARS
M – MONTHS
P – PERMANENT

AUTHORIZATION: Under the authority of Minnesota Statutes 138.17, it is hereby ordered that the records listed on this application be disposed of per approved schedule.

Dept. Record Mgmt. Officer (PRINT)	Phone	Director, Minnesota Historical Society	Date
City Records Mgmt.		Mary P. Klayda	16 July 1984
Signature of Dept. Record Mgmt. Officer	**Date**	**Legislative or State Auditor**	**Date**
Sol J. Jacobs	8/18/83	Norman M. Gilbert	7/18/84
Approved – Dept. of Administration	**Date**	**Attorney General**	**Date**
Sandra Abrams	5-4-84	Stephen P. Kilgriff /Esmb	7/20/84

RM-00058-02

White – Historical Society Canary – Administration Pink – Agency Blue – Historical Society

SF-00006-02

#84-539

STATE OF MINNESOTA

Office Memorandum

DEPARTMENT DAM

TO : PR-1 group

DATE: 12 July 1984

FROM : Duane

PHONE:

SUBJECT: #84-539: Minneapolis: Inspections: Zoning

We had numerous questions on this one relating to how the zoning process works in Minneapolis. All actions first come before the Zoning Commission for consideration and recommendation. All documentation is then duplicated and passed on to the city council who must act on all zoning applications and proposed changes. The permanent file is therefore in the council proceedings. Apparently the zoning board/ commission also retains their file permanently.

The inspections division gets involved as the third party. All of its records should be tertiary. Bev Swanson does not understand why the inspections unit wants to keep petitions, etc., until the building is destroyed -- but she was unable to talk them out of it. She sees no reason why they need be archival. Neither do I.

I would prppose the following:

#3. Transfer original minutes to Municipal Archives, as indicated.

I do not think we need to test any film. ??

MINNESOTA RECORDS RETENTION SCHEDULE

#84-548
18 May 1984

RECORDS MANAGEMENT DIVISION

DEPARTMENT/AGENCY	DIVISION	LOCATION	PAGE	OF
City of Minneapolis INSPECTIONS	POLLUTION CONTROL		1	2

ITEM NO.	RECORD DESCRIPTION	BEGINNING DATE	SM*	FORM NUMBER	RETENT. SCHED. (YRS.) DEPT. STGE.	REC. CENTER	ARCHIVES	PRIVACY PUB	PVT	CF	STATUTE NUMBER	REMARKS
1.	Tag File - Included is a copy of the violation tag, report, and any other information needed in court.	1965	1		~~3~~ 20		** see note below	X	X			(1.5) after disposition (1.5) until Court disposition per ~~15.1673a~~ 13.37 MN Act, ~~Sec 26 Sub 2, Sec 36 Sub5~~ MS 13.82
2.	Payment Cards - Records the ownership & status of permitted units as well as if the account is paid.	1965	1		1			X				(9)
3.	Burning Permits	1965	1		2			X				(3)
4.	Noise Permits	1965	1		2			X				(3)
5.	Complaints - Records complaints on air, noise, & H_2O pollution, who made the complaint. Included are pictures & notes to back up complaint.	1965	13		5*					X	MS 15.1678 ~~MN act~~ 13.44	(3) * Longer if company is involved

**NOTE: Item 1. Retain in agency for 20 years; after that time State Archives will reappraise for potential historical value. Director, MHS.

*Storage medium code

1 Letter/legal paper
2 Maps
3 Bound books
4 Blueprints/plans
5 Microfiche
6 Roll film
7 Aperture card
8 Magnetic tape
9 Cassette tape
10 Video tape
11 Floppy disc
12 Computer printout

RETENTION SCHEDULE LEGEND
NUMBERS – INDICATE YEARS
M – MONTHS
P – PERMANENT

City Records Mgmt. BJS

AUTHORIZATION: Under the authority of Minnesota Statutes 138.17, it is hereby ordered that the records listed on this application be disposed of per approved schedule.

Dept. Record Mgmt. Officer (PRINT)	Phone	Director, Minnesota Historical Society	Date
		Dewane B. Swanson	31 Oct 1984
Signature of Dept. Record Mgmt. Officer	Date	Legislative or State Auditor	Date
Joel J. Jacobs	8/18/83	Thomas M. Gilbert	11/5/84
Approved – Dept. of Administration	Date	Attorney General	Date
Sandra Abrams	5-16-84	Sue Halverson	11-27-84

White – Historical Society Canary – Administration Pink – Agency Blue – Historical Society

RM-00058-02

RECORDS MANAGEMENT DIVISION

MINNESOTA RECORDS RETENTION SCHEDULE

#84-548

18 May 1984

DEPARTMENT/AGENCY	DIVISION	LOCATION	PAGE	OF
City of Minneapolis INSPECTIONS	POLLUTION CONTROL		2	2

ITEM NO.	RECORD DESCRIPTION	BEGINNING DATE	SM*	FORM NUMBER	RETENT. SCHED. (YRS.) DEPT. STGE.	REC. CENTER	ARCHIVES	PRIVACY PUB	PVT	CF	STATUTE NUMBER	REMARKS
6.	Pollution Control Master Card File (active) - Lists persons & companies paying for pollution control permits & items needing permits	1952	13		1			X				(3)
7.	Same as above - inactive	1952	13		1			X				
8.	Correspondence - Miscellaneous corresp. from people requesting/reporting something to be checked.	1965	1		5					X	13.44 ~~15.1678~~ MN act	(21)
9.	Minutes of Housing Bd. of Appeals	1965	1				P*	X				* if not a copy
10.	Computer Activity File	1965	1/12		*			X				* Maintain until entered into computer.
11.	Cable TV Correspondence & Minutes of Cable TV Group (Copies)	1965	1		1			X				

*Storage medium code

1 Letter/legal paper
2 Maps
3 Bound books
4 Blueprints/plans
5 Microfiche
6 Roll film
7 Aperture card
8 Magnetic tape
9 Cassette tape
10 Video tape
11 Floppy disc
12 Computer printout

RETENTION SCHEDULE LEGEND
NUMBERS – INDICATE YEARS
M – MONTHS
P – PERMANENT

AUTHORIZATION: Under the authority of Minnesota Statutes 138.17, it is hereby ordered that the records listed on this application be disposed of per approved schedule.

Dept. Record Mgmt. Officer (PRINT)	Phone	Director, Minnesota Historical Society	Date
City Records Mgmt. BJS		Dennis P. Swanson	31 Oct 1984
Signature of Dept. Record Mgmt. Officer	Date	Legislative or State Auditor	Date
Sol J. Jacobs	8/18/83	by Thomas M. Gilbert	11/5/84
Approved – Dept. of Administration	Date	Attorney General	Date
Sandra Abrams	5-16-84	Sue Halvorson	11-27-84

RM-00058-02

White – Historical Society Canary – Administration Pink – Agency Blue – Historical Society

SF-00006-02

STATE OF MINNESOTA

Office Memorandum

DEPARTMENT DAM

TO : PR-1 group

DATE: 12 July 1984

FROM : Duane

PHONE:

SUBJECT: #84-548: Minneapolis: Inspections: Pollution Control

We questioned the relationship between items 2 and 5 and 1. If a complaint results in a tag, it is transferred to item 1. Bev said she was uncomfortable with the retention periods on this one. She was unable to talk them into longer periods, although she personally thinks that they should be permanent or, at least, very long term. (Actually, I think she wants us to be the heavy and mandate retention.) If we were to put a 20 year retention, some would be eligible for destruction nextyear.

#85-7



Staff Photo by Donald Black

Alan Lathrop, curator of the Northwest Architectural Archives, pulled old blueprints off the shelves in the sub-basement of Minneapolis City Hall and loaded them into trash dollies for the move.

Sub-basement at city hall yields Minneapolis' blueprint history

By Jim Dawson
Staff Writer

In a hot, cluttered room in the sub-basement of city hall, more than 70 years of Minneapolis history were pulled off shelves Tuesday and heaved unceremoniously onto big trash dollies.

The history was in the form of minutely detailed sketches of Minneapolis; thick bundles of blueprints for just about every commercial and apartment building built in the city since 1912. Some of the blueprints, workers discovered yesterday, date back to the 1890s.

The blueprints were hauled in two large truckloads to the Northwest Architectural Archives, a small division of the University of Minnesota library system.

"I think this is very important," said Alan Lathrop, curator of the archives, as a cloud of dust rose from another of the thousands of bundles he was pulling from the shelves. "I hope we can get a lot of good stuff out of here."

The city has amassed the blueprints in the sub-basement "vault" since 1912, said Sol Jacobs, director of the inspections department. With the number of blueprints hitting about 10,000 and plans being developed for remodeling city hall, "the crisis point was reached," Jacobs said

Most cities don't keep blueprints, "but we did it for the convenience of the (building) owners," he said.

Work to save the blueprints began about a year ago during a large-scale inventory of city hall. "The building code said we only had to keep them 90 days after a building is completed, and these were only deteriorating in the heat of the basement," said Beverly Swanson, records manager for the city.

City officials considered microfilming the documents, she said, "but we realized we were talking large amounts of money, so we were requesting to destroy them."

Swanson said the Heritage Preservation Commission was told of the blueprints and came to the rescue. Archivist Lathrop, a former member of the preservation commission board, worked with the board and found the place to store the blueprints in St. Paul.

The Northwest Architectural Archives, 826 Berry St., St. Paul, was opened 14 years ago, Lathrop said, and has built a substantial collection of the work of architects, contractors and landscape architects in the Twin Cites.

It will take at least two years of work by architecture students and volunteers to organize and catalog the blueprints, he said. Then they will be available to the public.

"The quality (of the blueprints) was much better then," he said as he looked at a sheaf of 1927 drawings of the Woman's Club of Minneapolis, 410 Oak Grove. "They drew them with ink on linen, then made the blueprints with light-sensitive paper."

The Woman's Club drawings included detailed drawings of virtually everything in the building, including every door, the moldings, stairways, routing for telephone circuits and the original heating system. There even was a description of each paint to be used in the building, and what type of plaster finishes should be used in each room.

"Hopefully, it will fill in gaps in what we have now," he said. "Not only on buildings, but on particular architects that we know worked here but we don't know much about."

Star & Trib.
25 July 1984

MINNESOTA RECORDS RETENTION SCHEDULE

#85-7
7 July 1984

DEPARTMENT/AGENCY: City of Minneapolis INSPECTIONS
DIVISION: PLAN REVIEW
LOCATION:
PAGE: 1 OF: 1

ITEM NO.	RECORD DESCRIPTION	BEGINNING DATE	SM*	FORM NUMBER	RETENT. SCHED. (YRS.) DEPT. STGE.	REC. CENTER	ARCHIVES	PRIVACY PUB	PVT	CF	STATUTE NUMBER	REMARKS
1.	Wrecking Permit Application Included is the application & the inspector's report	1973	1		3*			X	X*			permit & appl (4.5) insp report * Microfilm and retain P. * Protected Nonpublic MS13.37
2.	Piling logs & soil reports Report of tests	1925	1		5			X				(10.5)
3.	Structural Blueprints - Included are site plans, surveys, calculations, structural drawings, & application for bldg. permit	1910	4		90 days*		see note below	X	X		MS 504.23 ~~87.190e Mpls Ord.~~	permit application (81) plus plans, etc. * after completion of job per State Bldg. code
4.	Address assignments	1976	1		2			X				(1.5)
5.	General Correspondence	1980	1		3			X	X		13.37 ~~15.1673a~~ MN act ~~Sec 26 Sub 2.~~ ~~Sec 8 Sub 5~~ 13.82	after completion (3.5) during action period
6.	Blueprint File Cards	1910	13		*			X				90 days after project completion

NOTE: Item 3: Materials from this item may be transferred to the Northwest Area Archictectural Archives at the University of Minnesota for permanent preservation. Should the Architectural Archives wish to dispose of material other than duplicates, it must complete an "Application for Authority to Dispose of Records" listing the general types, quantities, and dates of records to be destroyed. Director, MHS.

*Storage medium code
1 Letter/legal paper
2 Maps
3 Bound books
4 Blueprints/plans
5 Microfiche
6 Roll film
7 Aperture card
8 Magnetic tape
9 Cassette tape
10 Video tape
11 Floppy disc
12 Computer printout
13. Card Files

RETENTION SCHEDULE LEGEND
NUMBERS – INDICATE YEARS.
M – MONTHS
P – PERMANENT

AUTHORIZATION: Under the authority of Minnesota Statutes 138.17, it is hereby ordered that the records listed on this application be disposed of per approved schedule.

Dept. Record Mgmt. Officer (PRINT) City Records Mgmt. LJJ.	Phone	Director, Minnesota Historical Society	Date
		Mary P. Kloeda	9 July 1984
Signature of Dept. Record Mgmt. Officer	Date	~~Legislative~~ or State Auditor	Date
Lol J. Jacobs	8/18/83	Thomas M. Gublitz	7/18/84
Approved – Dept. of Administration	Date	Attorney General	Date
Sandra Abrams	7-2-84	Stephen P. Kilgriff Asst.	7/20/84

White – Historical Society Canary – Administration Pink – Agency Blue – Historical Society

RM-00058-02

SF-00006-02

STATE OF MINNESOTA

Office Memorandum

DEPARTMENT DAM

TO : PR-1 Group

DATE: 12 July 1984

FROM : Duane

PHONE:

SUBJECT: #85-7, Minneapolis: Inspections: Housing

We questioned whether or not #3 should be retained. I called Bev Swanson who informed me that this item should have been annotated to note that the originals are to be transferred to the University of Minnesota Architectural Archives. If we wanted to add "for permanent preservation" she would have no objections. The quantities are tremendous -- I, personally, cannot see how Al would want it all. Are we willing to entertain some discretionary power to him??so that he can select and dispose -- or should we ask him to submit applications for what he wants to dispose.

Trf to MHS Archives for perm. preservation
Should MHS Archives wish to dispose, complete PR-1

PR-1 decision
16 July 1984

MINNESOTA RECORDS RETENTION SCHEDULE

#85-8
7 July 1984

DEPARTMENT/AGENCY: City of Minneapolis INSPECTIONS
DIVISION: PLUMBING
LOCATION:
PAGE: 1 OF: 2

ITEM NO.	RECORD DESCRIPTION	BEGINNING DATE	SM*	FORM NUMBER	RETENT. SCHED. (YRS.) DEPT. STGE.	REC. CENTER	ARCHIVES	PRIVACY PUB	PVT	CF	STATUTE NUMBER	REMARKS
1.	Application for plumbing & gas fitting	1954-57	1		3			X				
2.	Code Compliance files	1969-	1		3*			X	until X			completion or disposition are private * or until complete MS 13.39
3.	Blueprints - plumbing	1972-	4		*				X		~~87.190e Mpls Ordinances~~	MS 504.23 * until completion of job
4.	Correspondence to contractors	1978	1		3			X	X after	X until disposition	~~15.1673a~~ 13.37 MN act ~~& Sec 26 Sub 2,~~ ~~Sec 36~~ 13.82 Sub 5	
5.	Tag Reports	1965	1		3			X	X			as above
6.	Competence exams for gas fitters & plumbers	1981	1		1*					X*		* after exam *Nonpublic MS 13.34 Records belong to Board of Examiners, not Department
7.	Plumbing statistics	1965	1		3			X				
8.	Loan & grant file	1980	1		7					X	13.37 ~~15.1673a~~ MN act	
9.	Correspondence on projects	1978	1		*			X	after X			disposition Until completion of project ~~15.1673a & Sec 26 Sub 2,~~ ~~Sec 36~~ 13.37 13.82 Sub 5

*Storage medium code
1 Letter/legal paper
2 Maps
3 Bound books
4 Blueprints/plans
5 Microfiche
6 Roll film
7 Aperture card
8 Magnetic tape
9 Cassette tape
10 Video tape
11 Floppy disc
12 Computer printout

RETENTION SCHEDULE LEGEND
NUMBERS – INDICATE YEARS
M – MONTHS
P – PERMANENT

AUTHORIZATION: Under the authority of Minnesota Statutes 138.17, it is hereby ordered that the records listed on this application be disposed of per approved schedule.

Dept. Record Mgmt. Officer (PRINT)	Phone	Director, Minnesota Historical Society	Date
City Records Mgmt. BJS		Mary P. Klaeyda	9 July 1984
Signature of Dept. Record Mgmt. Officer	Date	~~Legislative~~ or State Auditor	Date
Sol J Jacobs	8/18/83	Thomas M. Dilkett	7/12/84
Approved – Dept. of Administration	Date	Attorney General	Date
Sandra Abrams	7-2-84	Stephen P. Kilgriff bmb	7/18/84

White – Historical Society Canary – Administration Pink – Agency Blue – Historical Society

RM-00058-02

RECORDS MANAGEMENT DIVISION

MINNESOTA RECORDS RETENTION SCHEDULE

~~#84~~
#85-8
7 July ~~1984~~

DEPARTMENT/AGENCY	DIVISION	LOCATION	PAGE	OF
INSPECTIONS	PLUMBING		2	2

ITEM NO.	RECORD DESCRIPTION	BEGINNING DATE	SM*	FORM NUMBER	RETENT. SCHED. (YRS.) DEPT. STGE.	REC. CENTER	ARCHIVES	PRIVACY PUB	PVT	CF	STATUTE NUMBER	REMARKS
10.	Daily Reports of Plumbing Inspector - Records all stops	52-67-68 1981	1		5				X		~~97.190c~~	MS 504.23 ~~Mpls Ordinances~~
11.	Plumbing Permits	1976	1		3			X				
~~12.~~	~~Finaled application & plan~~	~~1976~~	~~1~~					~~X~~	~~X~~			

***Storage medium code**

1 Letter/legal paper
2 Maps
3 Bound books
4 Blueprints/plans
5 Microfiche
6 Roll film
7 Aperture card
8 Magnetic tape
9 Cassette tape
10 Video tape
11 Floppy disc
12 Computer printout

RETENTION SCHEDULE LEGEND
NUMBERS – INDICATE YEARS
M – MONTHS
P – PERMANENT

AUTHORIZATION: Under the authority of Minnesota Statutes 138.17, it is hereby ordered that the records listed on this application be disposed of per approved schedule.

Dept. Record Mgmt. Officer (PRINT) City Records Mgmt.	Phone	Director, Minnesota Historical Society	Date
		Mary P. Klouda	9 July 1984
Signature of Dept. Record Mgmt. Officer	Date	Legislative or State Auditor	Date
Sol J. Jacobs	8/18/83		
Approved – Dept. of Administration	Date	Attorney General	Date
Sandra Abrams	7-2-84	Stephen P. Kilgriff/sank	7/18/84

White – Historical Society Canary – Administration Pink – Agency Blue – Historical Society

RECORDS MANAGEMENT DIVISION

MINNESOTA RECORDS RETENTION SCHEDULE

#85-9
7 ~~May~~ July 1984

DEPARTMENT/AGENCY	DIVISION	LOCATION	PAGE	OF
City of Minneapolis INSPECTIONS	HOUSING		1	2

ITEM NO.	RECORD DESCRIPTION	BEGINNING DATE	SM*	FORM NUMBER	RETENT. SCHED. (YRS.) DEPT. STGE.	REC. CENTER	ARCHIVES	PRIVACY PUB	PVT	CF	STATUTE NUMBER	REMARKS
1.	Application for Certificate of Occupancy	1955	1		1	0	0	X				
2.	Housing Registration/ Multiple Dwelling	1957			1			X				
3.	Hotel Score Cards	1957	1		3				X		~~87.190e~~	MS 504.23
4.	Housing Notices Mailed	1957	1		3				X		~~15.1673a~~ 13.37	~~& Sec 26 Sub 2,~~ ~~Sec 36~~ Sub 5 13.82
5.	General Correspondence – Includes Complaint + Investigative Data	1956	1		3			X	*		after disposition until do.	* Protected Nonpublic MS 13.39
6.	Housing Complaints	1957	1		3		X			X	~~15.1670~~ 13.44	Transfer to the State Archi fpr selection and disposition.
7.	Housing Requisition Certificates	1957	1		1			X				
8.	Housing Registration Cards	1980			1			X				
9.	Housing Registration Statements	1966	13		1			X				

***Storage medium code**

1 Letter/legal paper
2 Maps
3 Bound books
4 Blueprints/plans
5 Microfiche
6 Roll film
7 Aperture card
8 Magnetic tape
9 Cassette tape
10 Video tape
11 Floppy disc
12 Computer printout

RETENTION SCHEDULE LEGEND
NUMBERS – INDICATE YEARS
M – MONTHS
P – PERMANENT

AUTHORIZATION: Under the authority of Minnesota Statutes 138.17, it is hereby ordered that the records listed on this application be disposed of per approved schedule.

Dept. Record Mgmt. Officer (PRINT)	Phone	Director, Minnesota Historical Society	Date
City Record Mgmt B.J.		Mary P. Klanda	1 Oct. 1984
Signature of Dept. Record Mgmt. Officer	Date	Legislative or State Auditor	Date
Sol J. Jacobs	8/18/83	Thomas M. Gilbertson	10/3/84
Approved – Dept. of Administration	Date	Attorney General	Date
Sandra Abrams	7-2-84	Stephen P. Kilgriff /MC	10-15-84

White – Historical Society Canary – Administration Pink – Agency Blue – Historical Society

00058-02

RECORDS MANAGEMENT DIVISION

MINNESOTA RECORDS RETENTION SCHEDULE

#85-9
7 July 1984

DEPARTMENT/AGENCY	DIVISION	LOCATION	PAGE	OF
INSPECTIONS	HOUSING		2	2

ITEM NO.	RECORD DESCRIPTION	BEGINNING DATE	SM*	FORM NUMBER	RETENT. SCHED. (YRS.) DEPT. STGE.	REC. CENTER	ARCHIVES	PRIVACY PUB	PVT	CF	STATUTE NUMBER	REMARKS
10.	Weekly Report of Asst. Supervisor Reports made by supervisor verifying their inspectors daily reports	1981	1		1				X		~~87.190~~	MS 504.23
11.	Structural Violation File	1975	1		3				X	until disposition	~~Sec 26 Sub 2,~~ 13.82 Sub 5 ~~Sec 36,~~	~~After due date~~
12.	Environmental Violation File	1975	1		1				X	as above		~~After due date~~
13.	Occupancy Cards	1978			1			X				
14.	Complaint Cards	1975			3					X	13,44 ~~15.1678~~	
15.	Vacant Building Files	1966	1		*					* until disposition		* Protected Nonpublic MS 13.39 Destroy after demolition or rehab.
16.	Special Assessment Files	1974	1		7			X				

*Storage medium code

1 Letter/legal paper
2 Maps
3 Bound books
4 Blueprints/plans
5 Microfiche
6 Roll film
7 Aperture card
8 Magnetic tape
9 Cassette tape
10 Video tape
11 Floppy disc
12 Computer printout

RETENTION SCHEDULE LEGEND
NUMBERS – INDICATE YEARS
M – MONTHS
P – PERMANENT

AUTHORIZATION: Under the authority of Minnesota Statutes 138.17, it is hereby ordered that the records listed on this application be disposed of per approved schedule.

Dept. Record Mgmt. Officer (PRINT) City Records Mgmt.	Phone	Director, Minnesota Historical Society	Date
		Mary P. Klaeyda	1 Oct. 1984
Signature of Dept. Record Mgmt. Officer	Date	Legislative or State Auditor	Date
Sol J. Jacobs	8/18/83	Thomas M. Gilbert	10/3/84
Approved – Dept. of Administration	Date	Attorney General	Date
Sandra Abrams	7-2-84	Stephen P. Kilgriff/ME	10-15-84

RM-00058-02

White – Historical Society Canary – Administration Pink – Agency Blue – Historical Society

SF-00009-03

STATE OF MINNESOTA

Office Memorandum

DEPARTMENT DAM

TO: PR-1 group

DATE: 26 Sept. 1984

FROM: Duane

PHONE:

SUBJECT: Minneapolis: Housing: schedule #85-9

We had questioned items 5 and 6 on this schedule. Bev called to say that #5 is general correspondence consisting basically of non-substantiated complaints (investigations resulted in no citations). Item 6 includes complaints that were substantiated and resulted in citations. Do we really want either,, or both?? Bev said quantity was minimal.

Both items contain letters from the public and from property owners.

85-7
85-8
85-9
85-10
85-11

minneapolis
city of lakes

September 19, 1983

Sandy Abrams
Records Management
7th Floor Nalpak Bldg.
333 Sibley
St. PAul, MN 55101

Dear Sandy,

I appologise for the delay with this schedule but it did not get mailed while I was on leave. Could you please expedite it as we do have a fire hazard with where these records are stored.

Please find enclosed the council action with regard to the councils approval of the schedule.

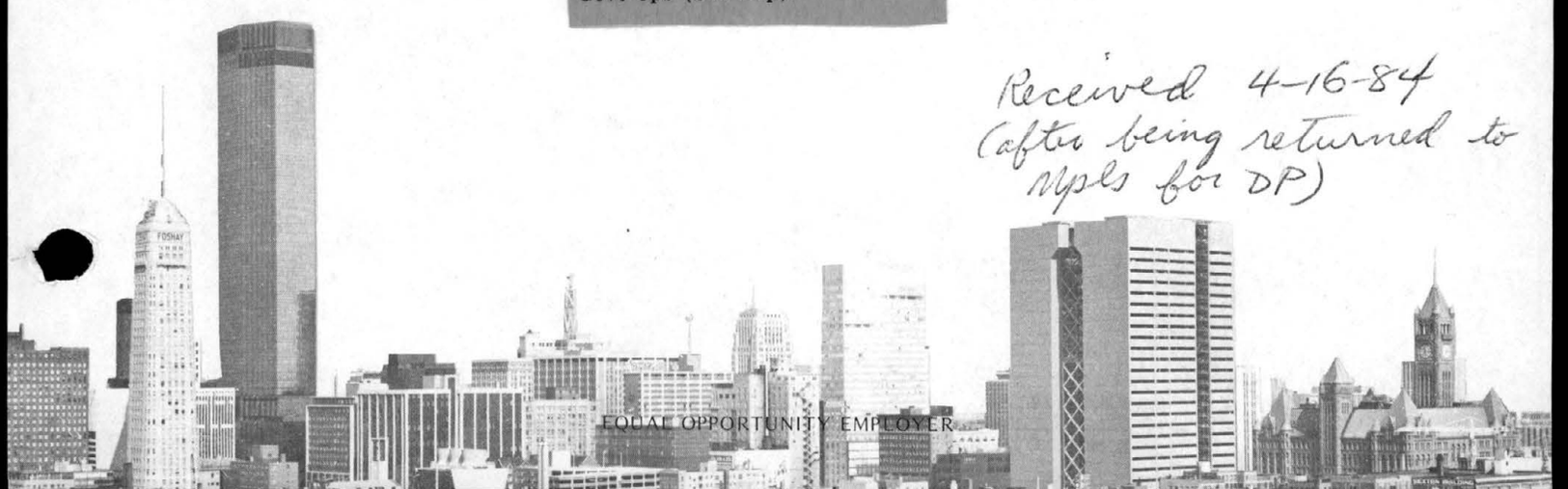
I appreciate your help in this matter.

Beverly Swanson

Beverly Swanson
Records Specialist

COORDINATOR / RECORDS MANAGEMENT:
Apprvl of records disposal for Police & Inspections Depts. Ref to Govt Ops (See Rep).

Received 4-16-84
(after being returned to Mpls for DP)



EQUAL OPPORTUNITY EMPLOYER

MINNESOTA RECORDS RETENTION SCHEDULE

#85-10
7 July 1984

DEPARTMENT/AGENCY: City of Minneapolis INSPECTIONS
DIVISION: HEATING
LOCATION:
PAGE: 1 OF: 1

ITEM NO.	RECORD DESCRIPTION	BEGINNING DATE	SM*	FORM NUMBER	RETENT. SCHED. (YRS.) DEPT. STGE.	REC. CENTER	ARCHIVES	PRIVACY PUB	PVT	CF	STATUTE NUMBER	REMARKS
1.	Heating Plans	1979	4		3				X		~~87.190e~~	(36) MS 504.23 * Completion of project
2.	Gas Burner application & approval	1979	1		3			X				(19.5)
3.	Competence Exams/Scores etc.	1978	1		3				*			Belong to Boards of Examiners, (4.5) not Dept. records *Nonpublic MS 13.34
4.	Exam Board Minutes	1978 1945-54	1		3		X	X				(4.5) Transfer to the State Archives.
5.	Daily Reports Htg. Inspectors	64-67 1982	1/3		5				X		~~87.190~~e	(30) MS 504.23
6.	Application for Warm Air & Ventilation Permits	1938 59	1		3			X				(3) 42 (1.5)
7.	G. Permit Applications	53-58 -63	1		3			X				(1.5) (2) (3) (1)
8.	P. Permit Applications		1		3			X				(2)
9.	Heating Trade Exams & applications	1948-	1		3				*			(4) belong to Exam Board, not Dept. records *Nonpublic MS 13.34

*Storage medium code

1 Letter/legal paper
2 Maps
3 Bound books
4 Blueprints/plans
5 Microfiche
6 Roll film
7 Aperture card
8 Magnetic tape
9 Cassette tape
10 Video tape
11 Floppy disc
12 Computer printout

RETENTION SCHEDULE LEGEND
NUMBERS – INDICATE YEARS
M – MONTHS
P – PERMANENT

AUTHORIZATION: Under the authority of Minnesota Statutes 138.17, it is hereby ordered that the records listed on this application be disposed of per approved schedule.

Dept. Record Mgmt. Officer (PRINT) City Records Mgmt. BJS — Phone	Director, Minnesota Historical Society — Date: Mary P. Klonda 9 July 1984
Signature of Dept. Record Mgmt. Officer: Sol J Jacobs — Date: 8/18/83	Legislative or State Auditor — Date: Thomas M. Gilbertson 7/12/84
Approved – Dept. of Administration: Sandra Abrams — Date: 7-2-84	Attorney General — Date: Stephen P. Kilgriff for Mike 7/18/84

RM-00058-02

White – Historical Society Canary – Administration Pink – Agency Blue – Historical Society

RECORDS MANAGEMENT DIVISION

MINNESOTA RECORDS RETENTION SCHEDULE

#85-11
7 July 1984

DEPARTMENT/AGENCY	DIVISION	LOCATION	PAGE	OF
City of Minneapolis INSPECTIONS	BUILDING SECTION		1	3

ITEM NO.	RECORD DESCRIPTION	BEGINNING DATE	SM*	FORM NUMBER	RETENT. SCHED. (YRS.) DEPT. STGE.	REC. CENTER	ARCHIVES	PRIVACY PUB	PVT	CF	STATUTE NUMBER	REMARKS
1.	Daily Reports of Bldg. Section Records all stops of Inspectors	1964-68 1982	1		5				X		~~87.190e~~ Mpls Ordinances	MS 504.23
2.	Monthly reports	1978	1		3	4	0	X				
3.	Revenue Processing Sheets	1980	1		3	4	0	X				
4.	Sign Billing Sheets	1980	1		3	4	0	X				
5.	Elevator Billing Sheets	1979	1		3	4	0	X				
6.	Daily Report of Bldg. Inspector	1900-42 65-68	3		3				X		same as	#1 above
7.	Building permit ledger	1890-1941 1951-55	3		3		X	X				Transfer to State Archives for selection and disposition.
8.	Final Reports/Bldg. Insp.	1947-48	1		3				X		same as	#1 above
9.	Street Use Permits x10544-12062	1975	1		5			X				

***Storage medium code**

1 Letter/legal paper
2 Maps
3 Bound books
4 Blueprints/plans
5 Microfiche
6 Roll film
7 Aperture card
8 Magnetic tape
9 Cassette tape
10 Video tape
11 Floppy disc
12 Computer printout

RETENTION SCHEDULE LEGEND
NUMBERS – INDICATE YEARS
M – MONTHS
P – PERMANENT

AUTHORIZATION: Under the authority of Minnesota Statutes 138.17, it is hereby ordered that the records listed on this application be disposed of per approved schedule.

Dept. Record Mgmt. Officer (PRINT)	Phone	Director, Minnesota Historical Society	Date
City Records Mgmt. BJS		Mary P. Klavuda	16 July 1984
Signature of Dept. Record Mgmt. Officer	Date	Legislative or State Auditor	Date
Sol J. Jacobs	8/18/83	Thomas M. Gilbert	7/18/84
Approved – Dept. of Administration	Date	Attorney General	Date
Sandra Abrams	7-2-84	Stephen P. Kilgriff /sm b	7/20/84

RM-00058-02

White – Historical Society Canary – Administration Pink – Agency Blue – Historical Society

RECORDS MANAGEMENT DIVISION

MINNESOTA RECORDS RETENTION SCHEDULE

#85-11
7 July 1984

DEPARTMENT/AGENCY	DIVISION	LOCATION	PAGE	OF
INSPECTIONS	BUILDING SECTION		2	3

ITEM NO.	RECORD DESCRIPTION	BEGINNING DATE	SM*	FORM NUMBER	RETENT. SCHED. (YRS.) DEPT. STGE.	REC. CENTER	ARCHIVES	PRIVACY PUB	PVT	CF	STATUTE NUMBER	REMARKS
10.	Moving Permits E 22694-23153	1975	1		5			X				
11.	Building Permits A 41311-45038 B 475300-512567	1975	1 6		5*			X				*microfilm after 5 yrs. & retain film P. Destroy paper after filming.
12.	Plastering Permits K 97800-99410	1975	1 6		5*			X				Same as 11
13.	Wrecking Permits I 17943-20334	1975	1 6		5*			X				Same as 11
14.	Sign Permits #52630-53276	1975	1 6		5*			X				Same as 11
15.	Tag Reports	1975	1 6		5*				X		~~15.1673a~~ & ~~Sec 26 Sub 2~~, ~~Sec 36~~ 13.82 Sub 5 13.37	until disposition, public after disposition Same as 11
16.	Certificate of Occupancy	1978	1		3			X				
17.	Cement Contractor exams	1975	1		1				*			Belong to Board of Examiners, Until obsolete not Dept. *Nonpublic MS.13.34
18.	Drywall Contractor exams	1975			1				*			same as above *Nonpublic MS 13.34

***Storage medium code**

1 Letter/legal paper
2 Maps
3 Bound books
4 Blueprints/plans
5 Microfiche
6 Roll film
7 Aperture card
8 Magnetic tape
9 Cassette tape
10 Video tape
11 Floppy disc
12 Computer printout

RETENTION SCHEDULE LEGEND
NUMBERS – INDICATE YEARS.
M – MONTHS
P – PERMANENT

AUTHORIZATION: Under the authority of Minnesota Statutes 138.17, it is hereby ordered that the records listed on this application be disposed of per approved schedule.

Dept. Record Mgmt. Officer (PRINT)	Phone	Director, Minnesota Historical Society	Date
City Records Mgmt. BJS.		Mary P. Klauda	16 July 1984
Signature of Dept. Record Mgmt. Officer	Date	Legislative or State Auditor	Date
Sol J Jacobs	8/18/83	Signed by Thomas M. Gilbertson (p.1)	18 July 1984
Approved – Dept. of Administration	Date	Attorney General	Date
Sandra Abrams	7-2-84	Stephen P. Kilgriff/Sonk	7/20/84

RM-00058-02

White – Historical Society Canary – Administration Pink – Agency Blue – Historical Society

MINNESOTA RECORDS RETENTION SCHEDULE

#85-11
7 July 1984

RECORDS MANAGEMENT DIVISION

DEPARTMENT/AGENCY	DIVISION	LOCATION	PAGE	OF
INSPECTIONS	BUILDING SECTION		3	3

ITEM NO.	RECORD DESCRIPTION	BEGINNING DATE	SM*	FORM NUMBER	RETENT. SCHED. (YRS.) DEPT. STGE.	REC. CENTER	ARCHIVES	PRIVACY PUB	PVT	CF	STATUTE NUMBER	REMARKS
19.	Sign Contractors exams	1975	1		3				*			*Nonpublic MS. 13.34 belong to Board of Examiners, not Dept. records
20.	Code Compliance	1978	1		3			X				

***Storage medium code**

1 Letter/legal paper
2 Maps
3 Bound books
4 Blueprints/plans
5 Microfiche
6 Roll film
7 Aperture card
8 Magnetic tape
9 Cassette tape
10 Video tape
11 Floppy disc
12 Computer printout

RETENTION SCHEDULE LEGEND
NUMBERS – INDICATE YEARS
M – MONTHS
P – PERMANENT

AUTHORIZATION: Under the authority of Minnesota Statutes 138.17, it is hereby ordered that the records listed on this application be disposed of per approved schedule.

Dept. Record Mgmt. Officer (PRINT)	Phone	Director, Minnesota Historical Society	Date
City Records Mgmt. BJS.		Mary P. Klauda	16 July 1984
Signature of Dept. Record Mgmt. Officer	Date	Legislative or State Auditor	Date
Sol J. Jacobs	8/18/83		
Approved – Dept. of Administration	Date	Attorney General	Date
Sandra Abrams	7-2-84	Stephen P. Kilgriff /bmb	7/20/84

White – Historical Society Canary – Administration Pink – Agency Blue – Historical Society

RM-00058-02

SF-00006-02

STATE OF MINNESOTA

Office Memorandum

DEPARTMENT DAM

TO : PR-1 group #85-11

DATE: 16 July 1984

FROM : Duane

PHONE:

SUBJECT: Minneapolis: Inspections: Building Section

The group questions #7, building permit ledger. Bev Swanson checked with the department and found that this is an abstract of the building permit. It usually gives the date, permit number, description of work to be done and the estimated value. The quantity averages about 2" per year.

Bev says they claim to have filmed the permits -- although this fact is not reflected on the schedule, at least for the pre-1975 permits.

Bev is not interested in having these at the municipal archives; she will behappy to transfer them to us should we want.

Tf #7 to State Archives
PR-1 decision 16 July 1984

MINNESOTA RECORDS RETENTION SCHEDULE

#85-23
17 July 1984

RECORDS MANAGEMENT DIVISION

DEPARTMENT/AGENCY	DIVISION	LOCATION	PAGE	OF
City of Minneapolis	City Coordinator's	Room 305M City Courthouse Minneapolis, Minnesota 55415	1	4

ITEM NO.	RECORD DESCRIPTION	BEGINNING DATE	SM*	FORM NUMBER	RETENT. SCHED. (YRS.) DEPT. STGE.	REC. CENTER	ARCHIVES	PRIVACY PUB	PVT	CF	STATUTE NUMBER	REMARKS
1	Grant proposals to U.S. Dept. of Justice for LEAA funds which did not receive funding	1969	1		15			X				
2	Tuition reimbursement copies for 1968 - 1972	1968	1		16			X				
3	Tuition reimbursement copies for 1973 - 1979	1973	1		13			X				
4	Gen Financial records (non-grants) of the City Coordinator's office 1975 - 1976	1975	1		11			X				
5	1975 - 1978 Duplicate Ways & Means Committee actions & AFSME Labor Agreement 1975 - 1978	1975	1		10			X				
6	City of Mpls Riverfront duplicate cost data 1974-1979 & anti-recession duplicate cost date - 1978	1974	1		12			X				
7	Duplicate Coordinator accounting records (non-grants) 1979-1980	1979	1		7			X				
8	CETA payroll records FY 1980 & duplicate invoices & accounting records FY 1980	1979	1		7			X				
9	Duplicate Riverfront Development accounting records & other duplicate City Coord (non-grant) acctg records	1978	1		8			X				

***Storage medium code**

1 Letter/legal paper
2 Maps
3 Bound books
4 Blueprints/plans
5 Microfiche
6 Roll film
7 Aperture card
8 Magnetic tape
9 Cassette tape
10 Video tape
11 Floppy disc
12 Computer printout

RETENTION SCHEDULE LEGEND
NUMBERS – INDICATE YEARS
M – MONTHS
P – PERMANENT

AUTHORIZATION: Under the authority of Minnesota Statutes 138.17, it is hereby ordered that the records listed on this application be disposed of per approved schedule.

Dept. Record Mgmt. Officer (PRINT)	Phone	Director, Minnesota Historical Society	Date
Robert T. Dwyer	348-2608	Mary P. Kluenda	14 Jan. 1985
Signature of Dept. Record Mgmt. Officer	Date	Legislative or State Auditor	Date
Robert T. Dwyer	9/20/83	Thomas M. Gillett	1/25/85
Approved – Dept. of Administration	Date	Attorney General	Date
Sandra Abrams	7-5-84	Dee Halverson/mc	2/4/85

7-3-84

RM-00058-02

White – Historical Society Canary – Administration Pink – Agency Blue – Historical Society

MINNESOTA RECORDS RETENTION SCHEDULE

#85-23
17 July 1984

DEPARTMENT/AGENCY	DIVISION	LOCATION	PAGE	OF
City of Minneapolis	City Coordinator's	Room 305M City Courthouse Minneapolis, Minnesota 55415	2	4

ITEM NO.	RECORD DESCRIPTION	BEGINNING DATE	SM*	FORM NUMBER	RETENT. SCHED. (YRS.) DEPT. STGE.	REC. CENTER	ARCHIVES	PRIVACY PUB	PVT	CF	STATUTE NUMBER	REMARKS
10	Miscellaneous City Coordinator accounting data (non-grant) CETA FY 77-78 workpapers (original)	1978	1		10			X				
11	CETA enrolee timecards for stipend payrolls FY78 - FY79	1978	7		8			X				
12	CETA enrollee timecards for stipend payrolls FY79-80	1979	7		7			X				
13	CETA enrollee timecards for stipend payrolls FY79-80 (original) Duplicate Model City records	1979	7		7			X				
14	Misc audit reports for Model Cities & CDBG grants as of 5/31/78	1978	1		8		X	X				Transfer to State Archives for selection and disposition.
15	Duplicate misc grant information (Model City) (CDBG) Anti-recession	1974	1		12			X				
16	Proposals for City of Mpls FMIS accounting system	1979	1		14			X				
17	FMIS project records Misc manuals	1978	1		15			X				
18	City Council Ways & Means Committee actions (1970-72)	1970	1		18			X				

***Storage medium code**

1 Letter/legal paper
2 Maps
3 Bound books
4 Blueprints/plans
5 Microfiche
6 Roll film
7 Aperture card
8 Magnetic tape
9 Cassette tape
10 Video tape
11 Floppy disc
12 Computer printout

RETENTION SCHEDULE LEGEND
NUMBERS – INDICATE YEARS
M – MONTHS
P – PERMANENT

AUTHORIZATION: Under the authority of Minnesota Statutes 138.17, it is hereby ordered that the records listed on this application be disposed of per approved schedule.

Dept. Record Mgmt. Officer (PRINT)	Phone	Director, Minnesota Historical Society	Date
Robert J. Dwyer	348-2608	Mary P. Klauda	14 Jan. 1985
Signature of Dept. Record Mgmt. Officer	Date	~~Legislative~~ or State Auditor	Date
Robert Dwyer	9/20/83	Thomas M. Gilbert	1/25/85
Approved – Dept. of Administration	Date	Attorney General	Date
Sandra Abrams	1-5-84	Sue Halverson /mc	2/4/85

RM-00058-02

White – Historical Society Canary – Administration Pink – Agency Blue – Historical Society

MINNESOTA RECORDS RETENTION SCHEDULE

#85-23
17 July 1984

RECORDS MANAGEMENT DIVISION

DEPARTMENT/AGENCY	DIVISION	LOCATION	PAGE	OF
City of Minneapolis	City Coordinator's	Room 305M City Courthouse Minneapolis, Minnesota 55415	3	4

ITEM NO.	RECORD DESCRIPTION	BEGINNING DATE	SM*	FORM NUMBER	RETENT. SCHED. (YRS.) DEPT. STGE.	REC. CENTER	AR-CHIVES	PRIVACY PUB	PVT	CF	STATUTE NUMBER	REMARKS
19	City Council Ways & Means Committee Actions (1972-1975) (duplicate)	1972	1		16			X				
20	1981 City of Mpls grant reports for 1981 activities (duplicate)	1981	1		6			X				
21	Mpls Community Action Agency financial records & misc workpapers 1971 - 1980 (duplicate)	1976	1		10			X				
22	Duplicate invoices of costs generated in the Mpls Community Action Agency for 1980	1980	1		6			X				
23	Duplicate invoices of costs generated in the Mpls Community Action Agency for 1980	1980	1		6			X				
24	CETA FY77-78 Audit Resolution work papers (original)	1977	1		9			X				
25	CETA FY77-78 Audit Resolution work papers (original)	1977	1		9			X				
26	CETA Federal Drawdown workpapers for grants prior to 1981 (original)	1976	1		11			X				
27	Duplicate 1980 general fund costs for City Coordinator's office	1980	1		6			X				

***Storage medium code**

1 Letter/legal paper
2 Maps
3 Bound books
4 Blueprints/plans
5 Microfiche
6 Roll film
7 Aperture card
8 Magnetic tape
9 Cassette tape
10 Video tape
11 Floppy disc
12 Computer printout

RETENTION SCHEDULE LEGEND
NUMBERS – INDICATE YEARS
M – MONTHS
P – PERMANENT

AUTHORIZATION: Under the authority of Minnesota Statutes 138.17, it is hereby ordered that the records listed on this application be disposed of per approved schedule.

Dept. Record Mgmt. Officer (PRINT)	Phone	Director, Minnesota Historical Society	Date
Robert T. Dwyer	348-2608	Mary P. Klauda	14 Jan. 1985
Signature of Dept. Record Mgmt. Officer	Date	Legislative or State Auditor	Date
Robert T. Dwyer	9/20/83	Thomas M. Dilkert	1/28/85
Approved – Dept. of Administration	Date	Attorney General	Date
Sandra Abrams	7-5-84	Sue Halverson/MK	2/4/85

RM-00058-02

White – Historical Society Canary – Administration Pink – Agency Blue – Historical Society

RECORDS MANAGEMENT DIVISION

MINNESOTA RECORDS RETENTION SCHEDULE

#85-23

17 July 1984

DEPARTMENT/AGENCY	DIVISION	LOCATION	PAGE	OF
City of Minneapolis	City Coordinator's	Room 305M City Courthouse Minneapolis, Minnesota 55415	4	4

ITEM NO.	RECORD DESCRIPTION	BEGINNING DATE	SM*	FORM NUMBER	RETENT. SCHED. (YRS.)			PRIVACY			STATUTE NUMBER	REMARKS
					DEPT. STGE.	REC. CENTER	AR-CHIVES	PUB	PVT	CF		
28	FY 77-78 CETA Title & Grant information	1978	1		6			X				
29	CETA Urban Corps timesheets FY 77-78 Grant	1979	1		6			X				
30	Misc Model City & LEAA Grant information (1972-1978)	1978	1		6			X				
31	Misc project files of LEAA program (1972-1978)	1978	1		6			X				
32	City Coordinator duplicative paid invoice copies - 1979	1979	1		6			X				
33	Duplicate invoices - 1981 Fuel Assistance Program - State of MN Dept of Econ Sec	1981	1		6			X				
34	City Coordinator duplicate paid invoice copies - 1978	1978	1		6			X				
35	Duplicate Source documentation for Pilot City & Mpls Regional Native Amer Ind CTR '68-73 & '75-78	1978	1		6			X				

***Storage medium code**

1 Letter/legal paper
2 Maps
3 Bound books
4 Blueprints/plans
5 Microfiche
6 Roll film
7 Aperture card
8 Magnetic tape
9 Cassette tape
10 Video tape
11 Floppy disc
12 Computer printout

RETENTION SCHEDULE LEGEND
NUMBERS – INDICATE YEARS
M – MONTHS
P – PERMANENT

AUTHORIZATION: Under the authority of Minnesota Statutes 138.17, it is hereby ordered that the records listed on this application be disposed of per approved schedule.

Dept. Record Mgmt. Officer (PRINT)	Phone	Director, Minnesota Historical Society	Date
Robert T. Dwyer	348-2608	Mary P. Klauda	14 Jan. 1985
Signature of Dept. Record Mgmt. Officer	Date	Legislative or State Auditor	Date
Robert T. Dwyer	9/20/83	Thomas M. Gilbert	1/28/85
Approved – Dept. of Administration	Date	Attorney General	Date
Sandra Abrams	7-5-84	Sue Halverson/mc	2/4/85

White – Historical Society Canary – Administration Pink – Agency Blue – Historical Society

RM-00058-02

9 Jan. 1985

PR-1 group -

Our questions are summarized on my memo to Bev.

We had questions on several items on sched. #85-23. Bev Swanson has supplied the following information:

#5 Original actions are in the Ways and Means Committee minutes; minutes are permanent in the City Clerk's Office.

#6 and #9 These are the same record but for different years. They are computer printouts of accounts payable and accounts receivable data. Original records are in the Comptroller/Treasurer's office. The person in charge of these thought that the schedule was a PR-1 application, hence we have beginning and ending dates. Bev is working on an amendment.

#14 and #15 Community Development Block Grant
#14 Project audit reports
#15 Project accounting folders, grant agreements; originals in the Comptroller/Treasurer's office, original invoices have been destroyed.

#18, and #19 Actions are in the Ways and Means Committee minutes; minutes are permanent in the City Clerk's office.

#21 Minneapolis Community Action Agency has original records; This is primarily background material, but does include financial ledgers as summaries. The Comptroller/Treasurer also has ~~a copy~~ copies of the ledgers with a 20-year retention.

#30 This is back-up information to grant applications (grant regulations, agreements, and correspondence); the City Clerk and the Grants Division both have files on the projects. The clerk's files contain applications and approval documents, and the Grants Division files contain all financial information.

#31 Contract/source documentation files

#35 Financial ledgers (originals) for both programs are in the City Coordinator's office; original invoices for the Pilot City program have been destroyed, and original invoices for the Native American Indian Center are in the Comptroller/Treasurer's office.

The City ~~Comptroller~~ Coordinator is an administrative, policy making position in the city. The Coordinator is appointed by the aldermen/women, and answers to and advises the City Council. The office oversees Payroll, Space Planning, Affirmative Action, Inspections, and the Auditorium Committee (among others). Minneapolis city government is set up to have a strong city coordinator, and a weak mayor. The Comptroller/Treasurer pays the city's bills.

Mary

MINNESOTA HISTORICAL SOCIETY
FOUNDED IN 1849
Research Center, 1500 Mississippi Street, St. Paul, Minnesota 55101 • (612) 296-6980

TO: Bev Swanson
Records Manager for City
of Minneapolis

7/25/84

FROM: Mary Klauda Mary
Assistant Government Records Archivist

RE: Schedule #85-23 (attached)
City of Minneapolis Coordinator's Office

Bev:

We reviewed the attached records retention schedule at our last Records Disposition meeting. Can you find out the following for us?

#5 Where are the original actions and agreements? Are actions recorded in the minutes of the Ways and Means Committee?

#6 Where are the original records? What kinds of records are they? How does #6 relate to #9?

14 and 15. How do they relate? Where are the originals of #15?

16 and 17. What if FMI S?

18 and 19. Are actions included in minutes of Ways and Means Committee? Where are the originals?

21. Where are the originals? Is this all background financial data? Is there any summary material?

30. What kind of information is this?--background, summary reports?

31. Can we get more specific information?

35. Where is the original of this?

What is the function of the City Coordinator? It seems to be a fairly influential position in city government.

Thanks for tracking down all of this information. If you have any problems or need further clarification, let me know.

Bev
348-6231

MINNESOTA STATE ARCHIVES
Minnesota Historical Society
Division of Archives and Manuscripts
1500 Mississippi Street
St. Paul, Minnesota 55101
(612) 296-6980

Date Received	3/27/84
Sent by	Bev Swanson
Tested by	SFC
Control Number	41-85
Sch/PR-1 Number	

MICROFORM TEST REPORT

Agency: Minneapolis, City of

Lab: opportunity workshop

Record Series: City Council Proceedings Indexes

Roll/Fiche Numbers: Rolls 1 + 2 (to be jacketed)

Number of: [2] Rolls [ ] Microfiche/Jackets [ ] Aperture Cards

Special Instructions:

Permanent, Archival Records	Residual Thiosulfate reports for film produced after 7/1/84	Master Negative Film
[X] Yes [ ] No	[X] Yes [ ] No	[X] Yes [ ] No

➨ All three of the above conditions must be met for DAM to test film.

TEST RESULTS

The microfilm tested [X] IS acceptable as a substitute for the original records. Destruction of the original records is authorized only after an approved Records Retention Schedule or Application for Authority to Dispose of Records (PR-1 form) is on file with the agency.

The microfilm tested [ ] IS NOT acceptable as a substitute for the original records. The other units of the record series represented by the samples tested also are not acceptable.

SEE DETAILS ON REVERSE.

COMMENTS: Film produced after July 1, 1984, must be accompanied by copies of residual thiosulfate (Methylene Blue) test results when submitted for testing.

➨ For additional information see Minnesota Historical Society's "Standards for Permanent Archival Microforms", available from above address.

Returned by: Deborah K. Neubech

Date: 6 Sept 1984

Copies to: [1] Agency [ ] Service Bureau [1] SM [1] DAM

(over)

TEST RESULTS

1. **BACKGROUND DENSITY** (opacity of the non-informational area of an image)

Must be between 0.80 minimum - 1.40 maximum. Under certain circumstance, background densities below 0.80 may be acceptable.

Low background density (film image underexposed, too light) occurs when a document is filmed with an insufficient amount of camera light. It often occurs with darkened, colored, or onion skin paper. It is corrected by increasing the voltage of the camera lamps.

High background density (film image overexposed, too dark) occurs when a document is filmed with too much camera light. It is corrected by decreasing the camera voltage.

RESULTS: 0.86 - 1.09

2. **BASE PLUS FOG DENSITY** (opacity of the clear, unexposed portion of the film)

Must not exceed 0.10. High base plus fog density can be caused by improper processing.

RESULTS: 0.04

3. **RESOLUTION** (sharpness of the film image)

The 4.0 pattern on the resolution test chart, at a minimum, must be resolved by the line count method. A resolution test chart and a statement of the reduction ratio used must appear at the beginning of each microfilm and at the beginning or end of each microfiche.

Low resolution can be caused by camera malfunction.

RESULTS: 6.3 pattern resolved x 25x reduction = 157.5 lines/mm

4. **RESIDUAL THIOSULFATE** (thiosulfate ion remaining on the film after processing)

Must not exceed 0.7 micrograms per square cm of film as measured by the method described in the current ANSI Standard PH4.8. Methylene Blue test must be performed within 14 days of processing.

High residual thiosulfate is caused by improper processing.

RESULTS: Less than 0.1

Test performed by
Micro D International

5. **TARGETS AND CERTIFICATES OF AUTHENTICITY**

Film must be properly identified. A certificate of authenticity must appear at the end of each microfilm roll and should appear at the end of each microfiche.

RESULTS:

OK

6. **IMAGE CLARITY AND COMPLETENESS, SPOTS, STAINS, BLEMISHES, FOG, SPLICES, LEADER/TRAILER, ETC.**

RESULTS:

OK

Chip Wells 348 8935

F-1 (Rev. 73)

Application No. 85-141
Date Received 5 Oct. 1984

MINNESOTA HISTORICAL SOCIETY
1500 Mississippi St., St. Paul, MN 55101

APPLICATION FOR AUTHORITY TO DISPOSE OF RECORDS

INSTRUCTIONS: Make original and three copies. Complete items 2, 3, 4, 5, 6 and 9a, b c. Use reverse side of form to continue records description. If more spa is needed, use white bond paper similarily spaced. Send original and two copies to the above address. Retain one copy while your application is being processe You will receive an approved copy of your application, which will be your authority to dispose of records. The approved copy should be retained permanently.

NOTE: Laws of 1971, Chapter 529, Section 3 reads as follows: "It is the policy of the legislature that the disposal and preservation of public records be controll exclusively by Minnesota Statutes, Chapter 138 and by this act, thus, no prior, special or general statute shall be construed to authorize or prevent the disposal public records at a time or in a manner different than prescribed by such chapter or by this act and no general or special statute enacted subsequent to this act sh be construed to authorize or prevent the disposal of public records at a time or in a manner different than prescribed in chapter 138 or in this act unless it express exempts such records from the provisions of such chapter and this act by specific reference to this section."

1. TO: Minnesota Historical Society

2. FROM: City of Minneapolis (Agency or Office) METP (Subdivision or Section)

3. Quantity of Records; cubic feet _____ or linear feet 388

4. Location of Records: City Hall (Room 310½ & Basement)

5. Laws other than M.S. 138.17 that relate to the destruction or safekeeping of the records: 41 CFR § 29-70.203

6. I certify that the records listed on this application are accurately described, and that they have no further administrative, legal, or fiscal value for this agency.

Donna Harris — 8/28/84
Authorized Signature Donna Harris — Date

Director, Federal Employment & Training Programs
Title

7. AUTHORIZATION

Under the authority of Minnesota Statutes 138.17, it is hereby ordered that the records listed on this application be destroyed, except as shown below (item 8).

Duane R. Swanson — 26 Oct. 1984
Director, Minnesota Historical Society — Date

Thomas M. Gilkerson — 10/30/84
Legislative or State Auditor — Date

Stephen P. Kilgriff/ME — 11-1-84
Attorney General — Date

8. Exceptions to Destruction. *(For use by Director, Legislative Auditor, State Auditor, and Attorney General only.)*

Lined items will be kept by the City of Mpls. Dan Swanson

Transfer all boxes marked with a red asterisk (✱) to State Archives for selection and disposition.

Director, MHS.

9. Description of Records - Describe each record series or type of record separately. Number each series, beginning with "1".

a. Item No.	b. Name of record, form numbers, content, usage, arrangement, original, duplicate, or microfilmed	c. Inclusive Dates
	See attached list.	

From Store Room in the Basement of City Hall:

MINNESOTA URBAN COMPREHENSIVE EMPLOYMENT AND TRAINING CONSORTIUM FILES (1972-1976):

* 1 box - Regional Office and State Grants with CETA (all Titles)
6 boxes - Subgrant contracts
2 boxes - Cancelled Checks
* 1 box - General Files
1 box - Budget Reports thru 1976
1 box - Financial Transaction Details
4 boxes - Allowance Payment Registers
2 boxes - Staff Timesheets
11 boxes - Participant Allowance Records
* 1 box - Miscellaneous Consortium Records
2 boxes - Accounts Payable Records
1 box - Check carbons
1 box - Anoka County Title VI and IX Records
3 boxes - Anoka County Title I Records
1 box - Anoka County Title II and III Records
1 box - Anoka County Title III Records
1 box - Hennepin County Title IV Records
1 box - Hennepin County Title I and II Records
3 boxes - Hennepin County Title I Records
1 box - FY 1976 Subgrant Audits
1 box - Hennepin County Titles II and III Records
1 box - Hennepin County Title I Records
1 box - Hennepin County Title III Records
27 boxes - Minneapolis Clients Paperwork (applications, etc.) 1972-1976
1 box - Carver County Titles I, II, III, VI and IX Records
1 box - Scott County Titles I, II, III, VI and IX Records
1 box - Washington County Titles I and II Records
1 box - Washington County Titles III, VI and IX Records
1 box - Fiscal Records
7 boxes - Minneapolis Title I Client Records
3 boxes - Miscellaneous Financial Records

MODEL CITY, CETA, AND MISCELLANEOUS FILES:

1 envelope - City of Minneapolis Parking Ramp Hearing, 1975
2 boxes - Youth Program Files, 1970
* 1 box - Youth Coordinator General Files
1 box - Summer Youth Program, 1969
2 boxes - FY 1978 Special Projects Title VI Applications
2 boxes - 1977 CETA Participant Applications
3 boxes - 1978 Applications - SPEDY
1 box - 1978 CETA Participant Applications
1 box - Terminations - OSTC, HIRED, 1977
1 box - Terminations - IA&R, TCOIC, 1977
1 box - MCBEE Cards, 1977
* 1 box - Title VI Special Projects, General
3 boxes - Terminations - HIRED, 1977
1 box - Terminations - Honeywell, 1977
1 box - Miscellaneous Title I Applications, 1978
1 box - Terminations - In-School Program, 1978

MODEL CITY, CETA, AND MISCELLANEOUS (cont'd.):

1 box - Youth Coordinator Files, 1969, 1970
1 box - 1977 CETA Participant Master Lists
1 box - 1977 SPEDY Applications
1 box - 1978 Special Projects, Title VI Applications
1 box - Title VI Other Prime Sponsor Projects, 1978
1 box - 1975 Model City Washnis Evaluation
4 boxes - Model City Chronological Files
2 boxes - Model City Election Documents
1 box - Model City Administration Files
1 box - Model City Planning Council/Policy Board Attendance Rosters
1 box - Model City Social Utilities Core Correspondence and Projects
4 boxes - Model City Committees and General Files
6 boxes - Model City Youth Coordinator Files
1 box - Pilot City Miscellaneous
1 box - 1979 OSTC and IA&R Terminations
1 box - 1979 TCOIC, HIRED and Chamber Terminations
1 box - CETA Client Characteristics and Master Lists, 1978
1 box - CETA Original Tallies, FY 1977 and FY 1978
1 box - FY 1978 Terminations - OSTC, TCOIC, HIRED
1 box - In-School Terminations and Ineligible Enrollments - FY 1978
2 boxes - HIRED Terminations, FY 1978
1 box - 1979 Terminations for SYEP
3 boxes 1969-70 Youth Council Records
1 box - Intertitle Transfers - SYEP
1 box - FY 1979 MIS - STIP, HIRED II, IIB and IV-2
3 boxes 1980 MIS SYEP
1 box - FY 1979 MIS In-School and IV-4 Terminations
1 box - FY 1979 Enrollment Forms
1 box - MIS Master Lists - 1977-78 IIB and 1977 Performance Indicators
1 box - FY 1981 MIS SYEP
1 box - MIS Terminations IID and VI, 1979
1 box - 1980 MIS SYEP
1 box - IA&R Terminations, FY 1978
1 box - FY 1978 MIS Records
3 boxes - Model City General Correspondence
2 boxes - Model City Subject Files, 1968-70

From 310½ Store Room:

1 box - Title VI PSE Monitoring Systems from other States
1 box - 1978 Characteristics; FY 1980 Master Lists, FY 1980 Federal Reports, MIS Records; 1978-80 Follow-up Reports
*5 boxes - Title VI Miscellaneous
*1 box - Consortium Records
2 box - PSE MIS
1 box - MCIARC records, FY 1980
1 box - Financial Miscellaneous, 1978
*1 box - FY 1979 Title II
1 box - 1978 Staff Timesheets
1 box - FY 1977 Title I
*1 box - FY 1977 and 1978 Title I
1 box - FY 1977 Miscellaneous
1 box - FY 1978 Title I
1 box - 1977 Financial Miscellaneous
1 box - Ledgers, Financial Miscellaneous 1979
*1 box - FY 1979 Title VI Subject Files
1 box - FY 1979 Master Lists and Tallies
1 box - 1978-80 MIS Paperwork
2 boxes - Title VI Project Closeouts
*1 box - FY 1977 and 1978 Title II
*1 box - FY 1977 CETA Title I
1 box - FY 1980 Title II
1 box - FY 1976 Consortium and FY 1977 Contracts
*1 box - Title III and IV Records
1 box - Allowance Payment Registers
1 box - Title VI Project Evaluations, Client Survey
*1 box - FY 1978 Title I
1 box - MCIARC Petty Cash Records
1 box - MCIARC Records, FY 1979
1 box - Management Assistance Program, Miscellaneous Resource Material
*4 boxes - FY 1979 Subject Files
1 box - 1976-77 Staff Timesheets
1 box - 1980 City Purchasing Records
*1 box - FY 1979 Subject Files
1 box - Title IV Miscellaneous
1 box - 1980-81 Staff Timesheets
2 boxes - FY 1979, 1980 WEP IIB and IID
1 box - 1978-79 City Purchasing Records
1 box - FY 1981 Master Lists
1 box - FY 1980 Title II
1 box - MCIARC Records, FY 1978
1 box - MCIARC Personnel Records, 1972-79
1 box - PSE Subgrants
*1 box - CETA Training Programs, FY 1979
4 boxes - Title VI Contracts/Invoices, 1977-78
1 box - MCIARC Records 1971-77
1 box - PSE Subgrants
*2 boxes - Title VI Monitoring
1 box - FY 1979 IV-4 Terminations
*1 box - Consortium Audits
*2 boxes - Title VI Project Evaluations
1 box - 1979 Staff Timesheets
1 box - Title VI Project Applications

MCIARC = Mpls CETA Intake and Referral center

1 box - Title VI Contracts
1 box - Title VI Files
1 box - Special Projects Terminations, FY 1978
1 box - Title I Miscellaneous
1 box - MCIARC General Ledger, FY 1979-80
1 box - 1980 MIS Paperwork
1 box - Boxing Program Records
1 box - FY 1978, 1980 Master Lists and SPEDY Computer Lists
1 box - FY 1979 Master Lists
1 box - FY 1979 and 1980 Master Lists
8 books - MIS Print Outs
1 book - MIS Tallies, 1979
1 box - Southside Community Enterprises CETA Records
3 boxes - Independent Monitoring Unit (IMU) Miscellaneous
1 box - Model City Miscellaneous
1 box - 1976-80 Inventory
1 box - 1981 IMU Population Data
1 box - IMU Training Documents
1 box - IMU Quarterly Samples, 1980
1 box - IMU Quarterly Samples, 1979

From Management Information Systems Office:

4 boxes - FY 1981 MIS Client Records
6 boxes - FY 1980 MIS Client Records
1 box - FY 1980-81 MIS Client Records
4 boxes - FY 1978 PSE MIS Client Records
4 drawers - FY 1979 PSE MIS Client Records
2½ drawers - FY 1981 MIS Client Records
1 drawer - FY 1978-79 PSE MIS Client Records
3 drawers - FY 1981 SYEP MIS Client Records

MINNESOTA STATE ARCHIVES
Minnesota Historical Society
Division of Archives and Manuscripts
1500 Mississippi Street
St. Paul, Minnesota 55101
(612) 296-6980

Date Received: 4 October 1984
Sent by: Bev Swanson
Tested by: SFC
Control Number: 97-85
Sch/PR-1 Number:

MICROFORM TEST REPORT

Agency: CITY OF MINNEAPOLIS. HEALTH DEPARTMENT.
Lab: Oak Park Heights

Record Series: Birth Certificates -- Retakes

Roll/Fiche Numbers:

Number of: [51] Rolls [ ] Microfiche/Jackets [ ] Aperture Cards

Special Instructions: Note test reports 100-84, 101-84, 102-84.

Test what is, in your judgment, a sufficient number of rolls. Rolls tested, however, should include those originally tested and those being submitted for the first time.(see DKN memo of 12/5/83)

Permanent, Archival Records	Residual Thiosulfate reports for film produced after 7/1/84	Master Negative Film
[X] Yes [ ] No	[ ] Yes [ ] No	[X] Yes [ ] No

All three of the above conditions must be met for DAM to test film.

TEST RESULTS SEE COMMENTS BELOW

The microfilm tested [ ] IS acceptable as a substitute for the original records. Destruction of the original records is authorized only after an approved Records Retention Schedule or Application for Authority to Dispose of Records (PR-1 form) is on file with the agency.

The microfilm tested [ ] IS NOT acceptable as a substitute for the original records. The other units of the record series represented by the samples tested also are not acceptable.

SEE DETAILS ON REVERSE.

COMMENTS:

Resolution, base plus fog density, and background density for this series are acceptable, except where sub-standard readings adversely affect legibility. Film is not acceptable where information is missing. You should do a roll-by-roll inspection of the entire series to identify problems associated with legibility, completeness of information, etc. and decide for yourself what you will consider acceptable and what problems you feel require correction. Please advise Deborah Neubeck in writing of your decisions/actions.

"Final" test report will be issued when information is received from Bev Swanson.

For additional information see Minnesota Historical Society's "Standards for Permanent Archival Microforms", available from above address.

Returned by: Deborah K. Neubeck Date: 10/30/84

Copies to: [1] Agency [ ] Service Bureau [ ] SM [3] DAM

(over)

TEST RESULTS (see attachments)

1. **BACKGROUND DENSITY** (opacity of the non-informational area of an image)

Must be between 0.80 minimum - 1.40 maximum. Under certain circumstance, background densities below 0.80 may be acceptable.

Low background density (film image underexposed, too light) occurs when a document is filmed with an insufficient amount of camera light. It often occurs with darkened, colored, or onion skin paper. It is corrected by increasing the voltage of the camera lamps.

High background density (film image overexposed, too dark) occurs when a document is filmed with too much camera light. It is corrected by decreasing the camera voltage.

RESULTS:

2. **BASE PLUS FOG DENSITY** (opacity of the clear, unexposed portion of the film)

Must not exceed 0.10. High base plus fog density can be caused by improper processing.

RESULTS:

3. **RESOLUTION** (sharpness of the film image)

The 4.0 pattern on the resolution test chart, at a minimum, must be resolved by the line count method. A resolution test chart and a statement of the reduction ratio used must appear at the beginning of each microfilm and at the beginning or end of each microfiche.

Low resolution can be caused by camera malfunction.

RESULTS:

4. **RESIDUAL THIOSULFATE** (thiosulfate ion remaining on the film after processing)

Must not exceed 0.7 micrograms per square cm of film as measured by the method described in the current ANSI Standard PH4.8. Methylene Blue test must be performed within 14 days of processing.

High residual thiosulfate is caused by improper processing.

RESULTS:

Test performed by

5. **TARGETS AND CERTIFICATES OF AUTHENTICITY**

Film must be properly identified. A certificate of authenticity must appear at the end of each microfilm roll and should appear at the end of each microfiche.

RESULTS:

6. **IMAGE CLARITY AND COMPLETENESS, SPOTS, STAINS, BLEMISHES, FOG, SPLICES, LEADER/TRAILER, ETC.**

RESULTS:

Roll Number	Base + Fog	Reduction	Pattern Resolved	Background Density	Comments
3	0.07	32x	3.6	1.23 - 1.35	"Camera Operator's Certificates" are always at the end of the "Add On" roll if there is one. "Add On" rolls do not have a resolution target on them.
5	0.07	32x	3.6	1.19 - 1.32	
13	0.07	32x	3.6	1.11 - 1.29	
15	0.07	32x	3.6	1.19 - 1.34	Minnesota Micrographics target says Roll 16. Other targets are correct.
23	0.07	32x	3.6	1.19 - 1.32	
24	Start thru frame 17: 0.12 -0.31. Rest of roll: 0.07	32x	3.6	1.35 - 1.46	Frames 1 thru 17 are legible.
33	0.06	32x	3.2	1.22 - 1.27	Leader too short
35	0.05	32x	3.6	1.09 - 1.34	There are retakes spliced onto beginning of roll. Not all necessary retakes were done. There are blurred frames on the "Add On" roll for which no retake was done.
45	0.07	32x	3.6	1.21 - 1.52	
47	0.06	32x	3.6	1.21 - 1.46	
52	0.06	32x	3.6	0.86 - 1.27	
55	0.07	32x	3.2	1.15 - 1.35	Frame #'s 202, 209, 445, 629, 1117, 1135, 1191, 2447, 2530: Lower right corner cut off, information could be lost.
65	0.05	32x	4.0	1.06 - 1.38	Frame #16: Left side cut off, information could be lost.
67	0.07	32x	3.6	1.10 - 1.52	
73	0.07	32x	4.0	1.12 - 1.51	
75	0.06	32x	3.6	1.32 - 1.60	
85	0.06	32x	4.0	1.20 - 1.48	Frame #2676: Upper left cut off, information could be lost.

Roll Number	Base + Fog	Reduction	Pattern Resolved	Background Density	Comments
93	0.07	32x	3.6	1.01 - 1.36	Frame # 575: Lower right corner folded under, information could be lost.
95	0.09-0.20	32x	4.0	1.04 - 1.26	Entire roll slightly fogged. "Add On" OK.
105	0.05	32x	4.0	1.01 - 1.41	Retake spliced onto beginning-Very bad splice. Frame #'s 622-624, 637, 638, 642-657 all have very high density making them difficult to read. The retake at the beginning of the roll covers a few of these frames, but not all. Frame # 2863 is partially obscured.
107	0.05	32x	4.0	1.04 - 1.31	Frame #793: very dark, difficult to read. Frame #'s 872 & 873: folded corners, information may be lost. "Add On" roll: Frame #3206: Upper left cut off.
113	0.04	32x	4.0	1.04 - 1.29	Leader too short on "Add On"
116	0.05	32x	4.0	1.10 - 1.41	Frame #'s 1360-1398 are very dark, most illegible. Partial retake of these frames at beginning of roll, but more should have been done than were
212	0.07	25x	5.6	1.09 - 1.18	
215	0.06	25x	7.1	1.44 - 1.54	No apparent loss of information due to high density.
222	0.05	25x	7.1	1.33 - 1.51	Rolls 222 thru 354 are mostly made up of photostats. They are sharp and clear. The density range given is for the relatively few white paper documents. Unless otherwise noted, the legibility of these documents is not affected by higher than normal background density.
225	0.07	25x	7.1	1.49 - 1.63	Many documents faint and difficult to read due to high high background density.
232	0.05	25x	6.3	1.09 - 1.28	Leader too short.

Roll Number	Base + Fog	Reduction	Pattern Resolved	Background Density	Comments
235	0.05	25x	7.1	1.40 - 1.58	
242	0.05	25x	7.1	1.30 - 1.44	Frame #'s 1041, 1042: Right side cut off, information could be lost.
245	0.06	25x	7.1	1.29 - 1.34	
252	0.07	25x	7.1	1.23 - 1.30	"Add On" roll has background density of 1.47 - 1.51
255	0.06	25x	5.6	1.29 - 1.35	
262	0.05	25x	7.1	1.49 - 1.54	
265	0.06	25x	7.1	1.56 - 1.63	
272	0.06	25x	7.1	1.23 - 1.36	
275	0.05	25x	7.1	1.06 - 1.13	
282	0.05	25x	7.1	1.11 - 1.24	
285	0.06	25x	7.1	1.11 - 1.25	
302	0.06	27x	5.0	0.97 - 1.15	
308	0.05	25x	6.3	1.09 - 1.19	On "Add On" roll camera operator's hand obscures Certificate of Authenticity. There is also no Finish Target. It appears as though this roll wasn't quite completed, as if the operator were distracted.
312	0.06	25x	7.1	1.08 - 1.21	Camera operator's hand is in and partially obscures frame #'s 1760, 1762, 1770-1772, 1797, 1805, 1806. Frame #2171 is blurred. On "Add On" roll frame #2765 is blurred.
315	0.05	25x	7.1	0.57 - 0.72	A few of the photostats are somewhat light and a little difficult to read. Despite low density, white paper documents are legible.
322	0.05	25x	7.1	0.70 - 0.78	Same as Roll 315
325	0:05	25x	6.3	1.15 - 1.23	
332	0.05	25x	7.1	1.13 - 1.21	Certificate of Authenticity at beginning of roll is blurred. Target at beginning says Rill 33

Roll Number	Base + Fog	Reduction	Pattern Resolved	Background Density	Comments
334	0.05	25x	6.3	1.03 - 1.12	Leader too short. On "Add On" roll there is a deep scratch scratch down the middle for the first 1/2 its length. Information could be lost.
342	0.06	25x	7.1	1.19 - 1.28	
345	0.06	25x	6.3	1.18 - 1.26	
352	0.06	25x	7.1	1.26 - 1.40	Leader too short.
354	0.05	25x	6.3	0.72 - 0.80	Despite low density, film is legible.

It does not appear that the recommendations set forth in Deborah Neubeck's memo of December 5, 1983 were followed. Retakes, if they were done, were incomplete. Some retakes that were not done are noted in this report. There are probably others as well, as only major defects were singled out.

Even though frames with high background density are for the most part legible, this problem should be corrected on all future rolls. The same holds true for frames of low background density.

MINNESOTA STATE ARCHIVES
Minnesota Historical Society
Division of Archives and Manuscripts
1500 Mississippi Street
St. Paul, Minnesota 55101
(612) 296-6980

Date Received
20 December 1984
Sent by: Doug Tanner
Tested by: SFC
Control Number: 144-85
Sch/PR-1 Number:

MICROFORM TEST REPORT

Agency	Lab
CITY OF MINNEAPOLIS. CITY COUNCIL.	Opportunity Workshop

Record Series: Petition Index, 1983.

Roll/Fiche Numbers:

Number of: [1] Rolls [ ] Microfiche/Jackets [ ] Aperture Cards
(jacket application)

Special Instructions: Handwritten flashcards will not be inserted into the jackets.

Permanent, Archival Records	Residual Thiosulfate reports for film produced after 7/1/84	Master Negative Film
[X] Yes [ ] No	[X] Yes [ ] No	[X] Yes [ ] No

► All three of the above conditions must be met for DAM to test film.

TEST RESULTS

The microfilm tested [X] IS acceptable as a substitute for the original records. Destruction of the original records is authorized only after an approved Records Retention Schedule or Application for Authority to Dispose of Records (PR-1 form) is on file with the agency.

The microfilm tested [ ] IS NOT acceptable as a substitute for the original records. The other units of the record series represented by the samples tested also are not acceptable.

SEE DETAILS ON REVERSE.

COMMENTS:

► For additional information see Minnesota Historical Society's "Standards for Permanent Archival Microforms", available from above address.

Returned by Deborah K. Neusche Date 12/26/84

Copies to: [ ] Agency [1] Service Bureau [1] SM [3] DAM

(over)

TEST RESULTS

1. **BACKGROUND DENSITY** (opacity of the non-informational area of an image)

Must be between 0.80 minimum - 1.40 maximum. Under certain circumstance, background densities below 0.80 may be acceptable.

Low background density (film image underexposed, too light) occurs when a document is filmed with an insufficient amount of camera light. It often occurs with darkened, colored, or onion skin paper. It is corrected by increasing the voltage of the camera lamps.

High background density (film image overexposed, too dark) occurs when a document is filmed with too much camera light. It is corrected by decreasing the camera voltage.

RESULTS:

0.81 - 0.89

2. **BASE PLUS FOG DENSITY** (opacity of the clear, unexposed portion of the film)

Must not exceed 0.10. High base plus fog density can be caused by improper processing.

RESULTS:

0.06

3. **RESOLUTION** (sharpness of the film image)

The 4.0 pattern on the resolution test chart, at a minimum, must be resolved by the line count method. A resolution test chart and a statement of the reduction ratio used must appear at the beginning of each microfilm and at the beginning or end of each microfiche.

Low resolution can be caused by camera malfunction.

RESULTS:

5.6 pattern resolved x 25x reduction = 140 lines/mm

4. **RESIDUAL THIOSULFATE** (thiosulfate ion remaining on the film after processing)

Must not exceed 0.7 micrograms per square cm of film as measured by the method described in the current ANSI Standard PH4.8. Methylene Blue test must be performed within 14 days of processing.

High residual thiosulfate is caused by improper processing.

RESULTS:

Less than 0.10 ug

Test performed by

MicroD International

5. **TARGETS AND CERTIFICATES OF AUTHENTICITY**

Film must be properly identified. A certificate of authenticity must appear at the end of each microfilm roll and should appear at the end of each microfiche.

RESULTS:

OK

6. **IMAGE CLARITY AND COMPLETENESS, SPOTS, STAINS, BLEMISHES, FOG, SPLICES, LEADER/TRAILER, ETC.**

RESULTS:

OK

MINNESOTA STATE ARCHIVES
Minnesota Historical Society
Division of Archives and Manuscripts
1500 Mississippi Street
St. Paul, Minnesota 55101
(612) 296-6980

Date Received	20 December 1984
Sent by	Doug Tanner
Tested by	SFC
Control Number	145-85
Sch/PR-1 Number	

MICROFORM TEST REPORT

Agency	CITY OF MINNEAPOLIS. CITY COUNCIL.
Lab	Opportunity Workshop
Record Series	Council Proceedings, 1980-1982.
Roll/Fiche Numbers	

Number of: [3] Rolls (jacket application) [ ] Microfiche/Jackets [ ] Aperture Cards

Special Instructions: Flashcards will not be inserted into jackets.

Permanent, Archival Records	Residual Thiosulfate reports for film produced after 7/1/84	Master Negative Film
[X] Yes [ ] No	[X] Yes [ ] No	[X] Yes [ ] No

► All three of the above conditions must be met for DAM to test film.

TEST RESULTS

The microfilm tested [X] IS acceptable as a substitute for the original records. Destruction of the original records is authorized only after an approved Records Retention Schedule or Application for Authority to Dispose of Records (PR-1 form) is on file with the agency.

The microfilm tested [ ] IS NOT acceptable as a substitute for the original records. The other units of the record series represented by the samples tested also are not acceptable.

SEE DETAILS ON REVERSE.

COMMENTS:

► For additional information see Minnesota Historical Society's "Standards for Permanent Archival Microforms", available from above address.

Returned by Deborah K. Neubech Date 12/26/84

Copies to: [ ] Agency [1] Service Bureau [1] SM [3] DAM

(over)

TEST RESULTS

1. **BACKGROUND DENSITY** (opacity of the non-informational area of an image)

Must be between 0.80 minimum - 1.40 maximum. Under certain circumstance, background densities below 0.80 may be acceptable.

Low background density (film image underexposed, too light) occurs when a document is filmed with an insufficient amount of camera light. It often occurs with darkened, colored, or onion skin paper. It is corrected by increasing the voltage of the camera lamps.

High background density (film image overexposed, too dark) occurs when a document is filmed with too much camera light. It is corrected by decreasing the camera voltage.

RESULTS:

1.01 - 1.11

2. **BASE PLUS FOG DENSITY** (opacity of the clear, unexposed portion of the film)

Must not exceed 0.10. High base plus fog density can be caused by improper processing.

RESULTS:

0.06

3. **RESOLUTION** (sharpness of the film image)

The 4.0 pattern on the resolution test chart, at a minimum, must be resolved by the line count method. A resolution test chart and a statement of the reduction ratio used must appear at the beginning of each microfilm and at the beginning or end of each microfiche.

Low resolution can be caused by camera malfunction.

RESULTS:

5.6 pattern resolved x 25x reduction = 140 lines/mm

4. **RESIDUAL THIOSULFATE** (thiosulfate ion remaining on the film after processing)

Must not exceed 0.7 micrograms per square cm of film as measured by the method described in the current ANSI Standard PH4.8. Methylene Blue test must be performed within 14 days of processing.

High residual thiosulfate is caused by improper processing.

RESULTS:

Less than 0.10 ug

Test performed by

MicroD International

5. **TARGETS AND CERTIFICATES OF AUTHENTICITY**

Film must be properly identified. A certificate of authenticity must appear at the end of each microfilm roll and should appear at the end of each microfiche.

RESULTS:

OK

6. **IMAGE CLARITY AND COMPLETENESS, SPOTS, STAINS, BLEMISHES, FOG, SPLICES, LEADER/TRAILER, ETC.**

RESULTS:

OK

PR-1 (Rev. 73)

Application No. 85-263

Date Received 11 Jan 1985

MINNESOTA HISTORICAL SOCIETY
1500 Mississippi St., St. Paul, MN 55101

APPLICATION FOR AUTHORITY TO DISPOSE OF RECORDS

INSTRUCTIONS: Make original and three copies. Complete items 2, 3, 4, 5, 6 and 9a, b c. Use reverse side of form to continue records description. If more space is needed, use white bond paper similarily spaced. Send original and two copies to the above address. Retain one copy while your application is being processed. You will receive an approved copy of your application, which will be your authority to dispose of records. The approved copy should be retained permanently.

NOTE: Laws of 1971, Chapter 529, Section 3 reads as follows: "It is the policy of the legislature that the disposal and preservation of public records be controlled exclusively by Minnesota Statutes, Chapter 138 and by this act, thus, no prior, special or general statute shall be construed to authorize or prevent the disposal of public records at a time or in a manner different than prescribed by such chapter or by this act and no general or special statute enacted subsequent to this act shall be construed to authorize or prevent the disposal of public records at a time or in a manner different than prescribed in chapter 138 or in this act unless it expressly exempts such records from the provisions of such chapter and this act by specific reference to this section."

1. TO: Minnesota Historical Society

2. FROM: Minneapolis Police Dept. (Agency or Office) Property Unit (Subdivision or Section)

3. Quantity of Records; cubic feet 12 or linear feet _____

4. Location of Records: Rm. 3, City Hall Minneapolis MN

5. Laws other than M.S. 138.17 that relate to the destruction or safekeeping of the records: _____

6. I certify that the records listed on this application are accurately described, and that they have no further administrative, legal, or fiscal value for this agency.

Robert Sutz — 1-9-85
Authorized Signature — Date

Deputy Chief of Police
Title

7. AUTHORIZATION

Under the authority of Minnesota Statutes 138.17, it is hereby ordered that the records listed on this application be destroyed, except as shown below (item 8).

Mary P. Klaeuser — 14 Jan. 1985
Director, Minnesota Historical Society — Date

by Thomas M. Gilbert — 1/28/85
Legislative or State Auditor — Date

Dee Halverson/me — 2/4/85
Attorney General — Date

8. Exceptions to Destruction. *(For use by Director, Legislative Auditor, State Auditor, and Attorney General only.)*

9. Description of Records - Describe each record series or type of record separately. Number each series, beginning with "1".

a. Item No.	b. Name of record, form numbers, content, usage, arrangement, original, duplicate, or microfilmed	c. Inclusive Dates
1	Forty-eight (48) letter size, three ring notebooks containing Property Inventory Reports, numbers 1 through 9,542 for the year 1977.	Jan 1, 1977 to Dec. 31, 1977
2	Three (3) letter size, three ring notebooks containing Bicycle Inventory Reports, numbers 1 through 511 for the year 1977.	Jan. 1, 1977 to Dec. 31, 1977
	Note: On items 1 and 2, no microfilming is to be completed. All papers to be destroyed, with the exception of Homicide cases and any cases still pending in court.	

MINNESOTA STATE ARCHIVES
Minnesota Historical Society
Division of Archives and Manuscripts
1500 Mississippi Street
St. Paul, Minnesota 55101
(612) 296-6980

Date Received
4 October 1984
Sent by
Bev Swanson
Tested by
Control Number
97-85
Sch/PR-1 Number

MICROFORM TEST REPORT

Agency	Lab
CITY OF MINNEAPOLIS. HEALTH DEPARTMENT.	Oak Park Heights

Record Series: Birth Certificates -- Retakes

Roll/Fiche Numbers: (see attached memo)

Number of: [51] Rolls [ ] Microfiche/Jackets [ ] Aperture Cards

Special Instructions: Note test reports 100-84, 101-84, 102-84.

Test what is, in your judgment, a sufficient number of rolls. Rolls tested, however, should include those originally tested and those being submitted for the first time. (See DKN memo of 12/5/83)

Permanent, Archival Records	Residual Thiosulfate reports for film produced after 7/1/84	Master Negative Film
[X] Yes [ ] No	[ ] Yes [ ] No	[X] Yes [ ] No

➢ All three of the above conditions must be met for DAM to test film.

TEST RESULTS

The microfilm tested [ ] IS acceptable as a substitute for the original records. Destruction of the original records is authorized only after an approved Records Retention Schedule or Application for Authority to Dispose of Records (PR-1 form) is on file with the agency.

The microfilm tested [X] IS NOT acceptable as a substitute for the original records. The other units of the record series represented by the samples tested also are not acceptable.

SEE DETAILS ON ~~XXXXXXX~~ ATTACHED MEMO.

COMMENTS: Resolution, base plus fog density, and background density are acceptable, except where substandard readings adversely affect legibility. Film is not acceptable where information is missing or illegible. Since there are a number of problems on these sample rolls that were not corrected (see test results and comments on attached memo), it is probable that there are similar problems on the other rolls in the series. Therefore, in the absense of a frame-by-frame inspection of all rolls in the series and a comparison of the film with the original documents (the responsibility of the client agency), we are compelled to reject this film.

➢ For additional information see Minnesota Historical Society's "Standards for Permanent Archival Microforms", available from above address.

Returned by Deborah K. Mumbech Date 11 February 1985

Copies to: [1] Agency [ ] Service Bureau [ ] SM [3] DAM

(over)

TEST RESULTS

1. **BACKGROUND DENSITY** (opacity of the non-informational area of an image)

Must be between 0.80 minimum - 1.40 maximum. Under certain circumstance, background densities below 0.80 may be acceptable.

Low background density (film image underexposed, too light) occurs when a document is filmed with an insufficient amount of camera light. It often occurs with darkened, colored, or onion skin paper. It is corrected by increasing the voltage of the camera lamps.

High background density (film image overexposed, too dark) occurs when a document is filmed with too much camera light. It is corrected by decreasing the camera voltage.

RESULTS:

2. BASE PLUS FOG DENSITY (opacity of the clear, unexposed portion of the film)

Must not exceed 0.10. High base plus fog density can be caused by improper processing.

RESULTS:

3. RESOLUTION (sharpness of the film image)

The 4.0 pattern on the resolution test chart, at a minimum, must be resolved by the line count method. A resolution test chart and a statement of the reduction ratio used must appear at the beginning of each microfilm and at the beginning or end of each microfiche.

Low resolution can be caused by camera malfunction.

RESULTS:

4. RESIDUAL THIOSULFATE (thiosulfate ion remaining on the film after processing)

Must not exceed 0.7 micrograms per square cm of film as measured by the method described in the current ANSI Standard PH4.8. Methylene Blue test must be performed within 14 days of processing.

High residual thiosulfate is caused by improper processing.

RESULTS:

Test performed by

5. TARGETS AND CERTIFICATES OF AUTHENTICITY

Film must be properly identified. A certificate of authenticity must appear at the end of each microfilm roll and should appear at the end of each microfiche.

RESULTS:

6. IMAGE CLARITY AND COMPLETENESS, SPOTS, STAINS, BLEMISHES, FOG, SPLICES, LEADER/TRAILER, ETC.

RESULTS:

Roll Number	Base + Fog	Reduction	Pattern Resolved	Background Density	Comments
3	0.07	32x	3.6	1.23 - 1.35	"Camera Operator's Certificates" are always at the end of the "Add On" roll if there is one. "Add On" rolls do not have a resolution target on them.
5	0.07	32x	3.6	1.19 - 1.32	
13	0.07	32x	3.6	1.11 - 1.29	
15	0.07	32x	3.6	1.19 - 1.34	Minnesota Micrographics target says Roll 16. Other targets are correct.
23	0.07	32x	3.6	1.19 - 1.32	
24	Start thru frame 17: 0:12 -0.31. Rest of roll: 0.07	32x	3.6	1.35 - 1.46	Frames 1 thru 17 are legible.
33	0.06	32x	3.2	1.22 - 1.27	Leader too short
35	0.05	32x	3.6	1.09 - 1.34	There are retakes spliced onto beginning of roll. Not all necessary retakes were done. There are blurred frames on the "Add On" roll for which no retake was done.
45	0.07	32x	3.6	1.21 - 1.52	
47	0.06	32x	3.6	1.21 - 1.46	
52	0.06	32x	3.6	0.86 - 1.27	
55	0.07	32x	3.2	1.15 - 1.35	Frame #'s 202, 209, 445, 629, 1117, 1135, 1191, 2447, 2530: Lower right corner cut off, information could be lost.
65	0.05	32x	4.0	1.06 - 1.38	Frame #16: Left side cut off, information could be lost.
67	0.07	32x	3.6	1.10 - 1.52	
73	0.07	32x	4.0	1.12 - 1.51	
75	0.06	32x	3.6	1.32 - 1.60	
85	0.06	32x	4.0	1.20 - 1.48	Frame #2676: Upper left cut off, information could be lost.

Roll Number	Base + Fog	Reduction	Pattern Resolved	Background Density	Comments
93	0.07	32x	3.6	1.01 - 1.36	Frame # 575: Lower right corner folded under, information could be lost.
95	0.09-0.20	32x	4.0	1.04 - 1.26	Entire roll slightly fogged. "Add On" OK.
105	0.05	32x	4.0	1.01 - 1.41	Retake spliced onto beginning-Very bad splice. Frame #'s 622-624, 637, 638, 642-657 all have very high density making them difficult to read. The retake at the beginning of the roll covers a few of these frames, but not all. Frame # 2863 is partially obscured.
107	0.05	32x	4.0	1.04 - 1.31	Frame #793: very dark, difficult to read. Frame #'s 872 & 873: folded corners, information may be lost. "Add On" roll: Frame #3206: Upper left cut off.
113	0.04	32x	4.0	1.04 - 1.29	Leader too short on "Add On"
116	0.05	32x	4.0	1.10 - 1.41	Frame #'s 1360-1398 are very dark, most illegible. Partial retake of these frames at beginning of roll, but more should have been done than were.
212	0.07	25x	5.6	1.09 - 1.18	
215	0.06	25x	7.1	1.44 - 1.54	No apparent loss of information due to high density.
222	0.05	25x	7.1	1.33 - 1.51	Rolls 222 thru 354 are mostly made up of photostats. They are sharp and clear. The density range given is for the relatively few white paper documents. Unless otherwise noted, the legibility of these documents is not affected by higher than normal background density.
225	0.07	25x	7.1	1.49 - 1.63	Many documents faint and difficult to read due to high high background density.
232	0.05	25x	6.3	1.09 - 1.28	Leader too short.

Roll Number	Base + Fog	Reduction	Pattern Resolved	Background Density	Comments
235	0.05	25x	7.1	1.40 - 1.58	
242	0.05	25x	7.1	1.30 - 1.44	Frame #'s 1041, 1042: Right side cut off, information could be lost.
245	0.06	25x	7.1	1.29 - 1.34	
252	0.07	25x	7.1	1.23 - 1.30	"Add On" roll has background density of 1.47 - 1.51
255	0.06	25x	5.6	1.29 - 1.35	
262	0.05	25x	7.1	1.49 - 1.54	
265	0.06	25x	7.1	1.56 - 1.63	
272	0.06	25x	7.1	1.23 - 1.36	
275	0.05	25x	7.1	1.06 - 1.13	
282	0.05	25x	7.1	1.11 - 1.24	
285	0.06	25x	7.1	1.11 - 1.25	
302	0.06	27x	5.0	0.97 - 1.15	
308	0.05	25x	6.3	1.09 - 1.19	On "Add On" roll camera operator's hand obscures Certificate of Authenticity. There is also no Finish Target. It appears as though this roll wasn't quite completed, as if the operator were distracted.
312	0.06	25x	7.1	1.08 - 1.21	Camera operator's hand is in and partially obscures frame #'s 1760, 1762, 1770-1772, 1797, 1805, 1806. Frame #2171 is blurred. On "Add On" roll frame #2765 is blurred.
315	0.05	25x	7.1	0.57 - 0.72	A few of the photostats are somewhat light and a little difficult to read. Despite low density, white paper documents are legible.
322	0.05	25x	7.1	0.70 - 0.78	Same as Roll 315
325	0.05	25x	6.3	1.15 - 1.23	
332	0.05	25x	7.1	1.13 - 1.21	Certificate of Authenticity at beginning of roll is blurred. Target at beginning says Rill 33

Roll Number	Base + Fog	Reduction	Pattern Resolved	Background Density	Comments
334	0.05	25x	6.3	1.03 - 1.12	Leader too short. On "Add On" roll there is a deep scratch scratch down the middle for the first 1/2 its length. Information could be lost.
342	0.06	25x	7.1	1.19 - 1.28	
345	0.06	25x	6.3	1.18 - 1.26	
352	0.06	25x	7.1	1.26 - 1.40	Leader too short.
354	0.05	25x	6.3	0.72 - 0.80	Despite low density, film is legible.

It does not appear that the recommendations set forth in Deborah Neubeck's memo of December 5, 1983 were followed. Retakes, if they were done, were incomplete. Some retakes that were not done are noted in this report. There are probably others as well, as only major defects were singled out.

Even though frames with high background density are for the most part legible, this problem should be corrected on all future rolls. The same holds true for frames of low background density.

MINNESOTA STATE ARCHIVES
Minnesota Historical Society
Division of Archives and Manuscripts
1500 Mississippi Street
St. Paul, Minnesota 55101
(612) 296-6980

Date Received
6/85
Sent by: Alan Pederson
Tested by: SFC
Control Number: 320-85
Sch/PR-1 Number:

MICROFORM TEST REPORT

Agency: MINNEAPOLIS. HEALTH DEPARTMENT.

Lab: Oak Park Heights

Record Series: Death Records Index.

Roll/Fiche Numbers: 122, 139, 142, 150, 164, 170, 180, 200, 203, 203 add on, [212, 215].

Number of: [10] Rolls [ ] Microfiche/Jackets [ ] Aperture Cards

Special Instructions:

Permanent, Archival Records	Residual Thiosulfate reports for film produced after 7/1/84	Master Negative Film
[X] Yes [ ] No	[X] Yes [X] No (rolls 212, 215)	[X] Yes [ ] No

► All three of the above conditions must be met for DAM to test film.

TEST RESULTS

The microfilm tested [X] IS acceptable as a substitute for the original records. Destruction of the original records is authorized only after an approved Records Retention Schedule or Application for Authority to Dispose of Records (PR-1 form) is on file with the agency.

The microfilm tested [ ] IS NOT acceptable as a substitute for the original records. The other units of the record series represented by the samples tested also are not acceptable.

SEE DETAILS ON REVERSE.

COMMENTS:

Rolls 212, 215 were not tested because they were not accompanied by residual thiosulfate test results; they were filmed after 7/1/84.

► For additional information see Minnesota Historical Society's "Standards for Permanent Archival Microforms", available from above address.

Returned by: Deborah Kahn Neubech Date: 6/11/85

Copies to: [1] Agency [1] Service Bureau [1] SM [3] DAM

(over)

TEST RESULTS

1. BACKGROUND DENSITY (opacity of the non-informational area of an image)

Must be between 0.80 minimum - 1.40 maximum. Under certain circumstance, background densities below 0.80 may be acceptable.

Low background density (film image underexposed, too light) occurs when a document is filmed with an insufficient amount of camera light. It often occurs with darkened, colored, or onion skin paper. It is corrected by increasing the voltage of the camera lamps.

High background density (film image overexposed, too dark) occurs when a document is filmed with too much camera light. It is corrected by decreasing the camera voltage.

RESULTS:

0.85 - 1.30

2. BASE PLUS FOG DENSITY (opacity of the clear, unexposed portion of the film)

Must not exceed 0.10. High base plus fog density can be caused by improper processing.

RESULTS:

0.06

3. RESOLUTION (sharpness of the film image)

The 4.0 pattern on the resolution test chart, at a minimum, must be resolved by the line count method. A resolution test chart and a statement of the reduction ratio used must appear at the beginning of each microfilm and at the beginning or end of each microfiche.

Low resolution can be caused by camera malfunction.

RESULTS:

4.0 pattern resolved x 24x reduction = 96 lines/mm

4. RESIDUAL THIOSULFATE (thiosulfate ion remaining on the film after processing)

Must not exceed 0.7 micrograms per square cm of film as measured by the method described in the current ANSI Standard PH4.8. Methylene Blue test must be performed within 14 days of processing.

High residual thiosulfate is caused by improper processing.

RESULTS:

Test performed by

5. TARGETS AND CERTIFICATES OF AUTHENTICITY

Film must be properly identified. A certificate of authenticity must appear at the end of each microfilm roll and should appear at the end of each microfiche.

RESULTS:

OK

6. IMAGE CLARITY AND COMPLETENESS, SPOTS, STAINS, BLEMISHES, FOG, SPLICES, LEADER/TRAILER, ETC.

RESULTS:

OK

MINNESOTA STATE ARCHIVES
Minnesota Historical Society
Division of Archives and Manuscripts
1500 Mississippi Street
St. Paul, Minnesota 55101
(612) 296-6980

Date Received	8/15/85
Sent by	Doug Tanner
Tested by	SFC
Control Number	39-86
Sch/PR-1 Number	

MICROFORM TEST REPORT

Agency	CITY OF MINNEAPOLIS. CITY COUNCIL.
Lab	Opportunity Workshop, Inc.
Record Series	Council Proceedings.
Roll/Fiche Numbers	

Number of: [2] Rolls (jacket applic.) [ ] Microfiche/Jackets [ ] Aperture Cards

Special Instructions: Retakes were shot because of power failures during filming. They turned out not to have been necessary.

Permanent, Archival Records	Residual Thiosulfate reports for film produced after 7/1/84	Master Negative Film
[X] Yes [ ] No	[X] Yes [ ] No	[X] Yes [ ] No

All three of the above conditions must be met for DAM to test film.

TEST RESULTS

The microfilm tested [X] IS acceptable as a substitute for the original records. Destruction of the original records is authorized only after an approved Records Retention Schedule or Application for Authority to Dispose of Records (PR-1 form) is on file with the agency.

The microfilm tested [ ] IS NOT acceptable as a substitute for the original records. The other units of the record series represented by the samples tested also are not acceptable.

SEE DETAILS ON REVERSE.

COMMENTS:

For additional information see Minnesota Historical Society's "Standards for Permanent Archival Microforms", available from above address.

Returned by Deborah K. Kuebach Date 8/19/85

Copies to: [ ] Agency [1] Service Bureau [1] SM [3] DAM

(over)

TEST RESULTS

1. BACKGROUND DENSITY (opacity of the non-informational area of an image)

Must be between 0.80 minimum - 1.40 maximum. Under certain circumstance, background densities below 0.80 may be acceptable.

Low background density (film image underexposed, too light) occurs when a document is filmed with an insufficient amount of camera light. It often occurs with darkened, colored, or onion skin paper. It is corrected by increasing the voltage of the camera lamps.

High background density (film image overexposed, too dark) occurs when a document is filmed with too much camera light. It is corrected by decreasing the camera voltage.

RESULTS: 1.05 - 1.21

2. BASE PLUS FOG DENSITY (opacity of the clear, unexposed portion of the film)

Must not exceed 0.10. High base plus fog density can be caused by improper processing.

RESULTS: 0.04

3. RESOLUTION (sharpness of the film image)

The 4.0 pattern on the resolution test chart, at a minimum, must be resolved by the line count method. A resolution test chart and a statement of the reduction ratio used must appear at the beginning of each microfilm and at the beginning or end of each microfiche.

Low resolution can be caused by camera malfunction.

RESULTS: 6.3 pattern resolved x 25x reduction = 157.5 lines/mm

4. RESIDUAL THIOSULFATE (thiosulfate ion remaining on the film after processing)

Must not exceed 0.7 micrograms per square cm of film as measured by the method described in the current ANSI Standard PH4.8. Methylene Blue test must be performed within 14 days of processing.

High residual thiosulfate is caused by improper processing.

RESULTS: Less than 0.10 µg

Test performed by
MicroD International

5. TARGETS AND CERTIFICATES OF AUTHENTICITY

Film must be properly identified. A certificate of authenticity must appear at the end of each microfilm roll and should appear at the end of each microfiche.

RESULTS: OK

6. IMAGE CLARITY AND COMPLETENESS, SPOTS, STAINS, BLEMISHES, FOG, SPLICES, LEADER/TRAILER, ETC.

RESULTS:

OK

Minnesota Historical Society
1500 Mississippi St.
St. Paul, MN 55101
612-296-6980

APPLICATION FOR AUTHORITY TO DISPOSE OF RECORDS

For use by Records Panel	
Application No.	Date
86-29	7 Aug. 1985

► INSTRUCTIONS

1. This form does not provide continuous authority to dispose of similar records and cannot be used to approve a records retention schedule.
2. Complete original and three copies. Photocopies are acceptable.
3. Complete items 1 through 6 and item 8. Use reverse side to continue records description. If more space is needed, use plain paper.
4. Send original and two copies to the address above.
5. Retain one copy until your approved copy is returned. The approved copy will be your authority to dispose of records. It should be retained permanently.
6. Additional copies of this form are available at the address above.

NOTE: Laws of 1971, Chapter 529, Section 3 reads as follows: "It is the policy of the legislature that the disposal and preservation of public records be controlled exclusively by Minnesota Statutes, Chapter 138 and by this act, thus, no prior, special or general statute shall be construed to authorize or prevent the disposal of public records at a time or in a manner different than prescribed by such chapter or by this act and no general or special statute enacted subsequent to this act shall be construed to authorize or prevent the disposal of public records at a time or in a manner different than prescribed in chapter 138 or in this act unless it expressly exempts such records from the provisions of such chapter and this act by specific reference to this section."

1. Agency or Office	2. Division or Section	3. Quantity of Records
City of Minneapolis	Mpls. Empl. Retirement Fund	275 Cubic Feet

4. Location of Records
Basement Storage Room
Minneapolis City Hall

5. Laws other than M.S. 138.17 that relate to the destruction or safekeeping of the records:

6. I certify that the records listed on this application are accurately described, and that they have no further administrative, legal, or fiscal value for this agency.

x John C. Chenoweth

Authorized Signature (Type name below)

John C. Chenoweth — June 5, 1985
Name — Date

Executive Director/Chief Inv. Off. — 348-2060
Title — Phone

AUTHORIZATION: *Under the authority of M.S. 138.17, it is hereby ordered that the records listed on this application be destroyed, except as shown in item 7.*

Director, Minnesota Historical Society — Date
Mary P. Klauda — 19 Aug. 1985

~~Legislative~~ or State Auditor — Date
Joanne M. Dilworth — 8/22/85

Attorney General — Date
Sue Halverson/cg — 8/29/85

7. Exceptions to Destruction. (For use by Records Disposition Panel).

8. **Description of Records.** Describe each record series or type of record separately. Number each series, beginning with "1".

a. Item No.	b. Name of record, form numbers, content, usage, arrangement, original, duplicate, or microfilmed.	c. Inclusive Dates
1.	Revolving Fund duplicates of checks written for administrative expenses, by check number	1947-1978
2.	Check vouchers and warrants - requests for checks by warrant number, originals	1922-1955, 1968-1978
3.	Revolving Fund cancelled checks, written for administrative administrative expenses by check number, originals	1945-1956,
4.	Office expenses check stubs, originals	1947-1958
5.	Office expenses receipts, originals	1975-1978

PR-1(10/84)

a. Item No	b. Name of record, form numbers, content, usage, arrangement, original, duplicate, or microfilmed	c. Inclusive Dates
6.	Cash receipts duplicates, receipts for payment of members' dues (original to member)	1934-1982
7.	City Treasurer cash deposits, receipts for MERF deposits made with City Treasurer, original	1944-1963
8.	Summary expense budgets, daily reports of office expenses incurred, originals	1926-1974
9.	Trial balances of Funds accounts, originals	1925-1944
10.	Closed claims, files of deceased retirees containing work history and application for benefits, originals	1919-1974
11.	Books used to assign claim numbers to Fund members, originals	1940-1950
12.	Disability income earnings worksheets and reports, calculation of disability retirement benefits, originals	1972-1978
13.	Accounting workpapers, yearly collections of schedules, worksheets and other supporting data used in compilation of annual financial reports, originals	1954-1978
14.	W2P's, annual Federal Government required statements of retirees' benefit payments, originals	1972-1974
15.	Securities records, records and statements relating to securities purchased and/or sold by the Fund, originals	1948-1967 1972-1978
16.	Satisfied mortgages, record of paid-off mortgages held by MERF, originals	1940-1981
17.	FHA receipts, receipts for payments on mortgages, duplicates held by MERF, originals to mortgagee	1981
18.	Home loan insurance receipts, receipts for payments on insurance on property on which MERF held the mortgage, originals	1960-1963
19.	Equipment inventories, yearly lists of equipment owned/leased by MERF, originals	1945-1961
20.	Service bureau reports, computer change requests on retirement payroll runs, originals	1967-1983
21.	Retiree insurance deductions/remittances, lists of deductions made and payments received for retiree's health insurance, originals	1967-1977
22.	Interest collections on investments, ledger of interest received on investments, original	1947-1953

a. Item No.	b. Name of record, form numbers, content, usage, arrangement, original, duplicate, or microfilmed	c. Inclusive Dates
23.	Retirement payroll adjustments ledger, original	1955-1961
24.	Cash receipts/cash disbursements journals of daily cash activity, by months, subsidiary to general ledger, originals	1968-1978
25.	Pending files, one page statement of service dates of city employees who left city employ before becoming eligible to join MERF, originals	1922-1978
26.	Payroll Breakdown, statements by payperiods of active members' pay and deductions, by departments, duplicates of department records	1972-1974
27.	Retirement payrolls, listing of monthly retirement payroll, by name, claim number, address, and payments, originals	1972-1974
28.	Actuarial files, reports and worksheets of consulting actuary, originals	1959-1978
29.	Budgets, worksheets and annual budget proposals, originals	1959-1979
30.	Performance measurements, reports by outside evaluator of MERF's returns on investments, originals	1974-1978

#86-29

minneapolis
city of lakes

OFFICE OF CITY CLERK
LYALL A. SCHWARZKOPF, CITY CLERK
304 CITY HALL, MINNEAPOLIS, MINNESOTA 55415
PHONE: 348-2215

August 6, 1985

Duane Swanson
Minnesota Historical Society
1500 Mississippi St.
St. Paul, MN 55101

Re: Application for Authority to Dispose of Records for John Chenoweth

Dear Mr. Swanson:

Please find enclosed the Application for Authority to Dispose of Records for John Chenoweth, Executive Director/Chief Inv. Off. of the Minneapolis Employee Retirement Fund.

It has been reviewed by the appropriate parties and is now being sent to you for the approval of the Historical Society.

We appreciate your prompt attention to this matter and will be available to answer questions if needed.

Sincerely,

Beverly Swanson

Beverly Swanson
Records Manager, City of Minneapolis

BJS/jm



AFFIRMATIVE ACTION EMPLOYER

SF-00006-02

STATE OF MINNESOTA

Office Memorandum

DEPARTMENT MHS/DAM

TO : PR-1 group

DATE: 16 Aug. 1985

FROM : Mary

PHONE:

SUBJECT: Minneapolis Employee Retirement Fund
Appl. #86-29 - Additional information

I spoke with Bruce Nolan of MERF about the items on PR-1 #86-29 that we had questions about at last week's meeting. He and Bev Swanson prepared this inventory a few months ago after going through their records storage area. Below are further descriptions of items 8, 9, 29, and 30.

8. Daily summaries of office payments only (does not include any benefits payments), ranging from the purchase of pencils to larger items. The summaries are carbon copies of the originals that are in the central files of the City Treasurer. The final summary of MERF's payments for the year appears as a line item (administrative expense) on their annual report to the City.

9. Accounting spreadsheets for an accounting system that MERF no longer uses. This is the first step in the preparation of the financial statement. All MERF financial statements are permanent in the office.

29. Working papers for MERF's section of the annual city budget (payroll projection worksheets, for example). All of the information goes to the City Controller, and the result appears as a line item in the annual city budget.

30. This is a report by actuaries/statisticians to track cash inflows to calculate the rate of return of MERF's investments. The result is referenced in MERF's annual report as the amount of projected investment capital.

Department of Administration
Records Management Division
333 Sibley St., Room 700
St. Paul, MN 55101
612-296-3122

MINNESOTA RECORDS RETENTION SCHEDULE

1. This form must be typewritten.
2. For additional records, use Minn. Records Retention Schedule Continuation Page (RM-00048).
3. See instructions on reverse.
4. Retain blue copy, Agency (Pending). Send all other copies to the Chief Records Coordinator at address above.

For Use By Records Panel	
1. Schedule Number	Date
86-42	28 Aug. 1985

2. Agency	3. Division/Section	4. Location	5. Page	Of
Minneapolis Health Department	Laboratory	250 So. 4th St. Rm. 523 Minneapolis, MN 55415	1	5

6. Item No.	7. Records Series Description	8. SM*	9. Beginning Date	10. Retention			11. Archives	12. Data Privacy		13. Vital?		14. Vol. (cu. ft.)	15. Test Microfilm	16. X
				Department	Records Ctr.	Statute		Classification	Statute	Yes	No			
1.	BLOOD ALCOHOL REPORTS Includes completed results of the amt. of alcohol in the blood.	13	1960	2	5			Confidential Private	13.82 13.42 144. 335			4		
2.	MEMORANDA CORRESPONDENCE Initiated by the lab and inter-departmental policies. Included are memos sent by admin. and other bureaus that reflect changes in health dept. policies. Memos from lab supervisors to personnel listing changes or new info. concerning lab policies or procedures.	1	1960		7			Public		X		2		
3.	DAIRY PRODUCTS REPORTS	1 & 3	1974	2	5			Public				10		

17. For Use By Records Panel Item #16: Transfer annual reports to the State Archives. Director, MHS.

*Storage medium codes

1 Letter/legal paper	9 Cassette tape	17 Computer Punch Cards	
2 Maps	10 Video tape	18 Steno Books	
3 Bound books	11 Floppy disc	19 X-Rays	
4 Blueprints/plans	12 Computer printout	20 Photographic Slides	
5 Microfiche (see #24)	13 Card Files	21 Tagboard	
6 Roll film	14 Disk Packs	22 Microscope Slides	
7 Aperture card	15 Photographs	23 Exhibits	
8 Magnetic tape	16 Checks/warrants	24 Computer Output Microfilm (C.O.M.)	

White—Records Panel Pink—Agency (After Approval) Blue—Agency (Pending)
Canary—Admin. (RM) Goldenrod—Records Management

AUTHORIZATION: Under the authority of Minnesota Statutes 138.17, it is hereby ordered that the records listed on this application be disposed of per approved schedule.

SIGNATURES

18. Agency Records Mgmt. Officer / Date	22. Director, Minnesota Historical Society / Date
David M. Lurie — Dee Swanson 9/4/85	Mary P. Klauda 9 Sept. 1985
19. Type name	
20. Agency Head or Designee / Date	23. Legislative or State Auditor / Date
2/11/85	Thomas M. Dilworth 9/13/85
21. Minn. Dept. of Administration, Records Mgmt. / Date	24. Attorney General / Date
Sandra Abrams 8-20-85	Sue Halverson/cg 9/17/85

8-7-85

Department of Administration
Records Management Division
333 Sibley St., Room 700
St. Paul, MN 55101
612-296-3122

MINNESOTA RECORDS RETENTION SCHEDULE CONTINUATION PAGE

1. This form must be typewritten.
2. This form must be accompanied by Minnesota Records Retention Schedule (RM-00058).
3. See instructions on Minnesota Records Retention Schedule.

For Use By Records Panel	
1. Schedule Number	Date
86-42	28 Aug. 1985

2. Agency	3. Division/Section	4. Location	5. Page	Of
Minneapolis Health Department	Laboratory	250 So. 4th St. Rm. 523 Minneapolis, MN 55415	2	5

6. Item No.	7. Records Series Description	8. SM*	9. Beginning Date	10. Retention			11. Archives	12. Data Privacy		13. Vital?		14. Vol. (cu. ft.)	15. Test Microfilm	16. X
				Department	Records Ctr.	Statute		Classification	Statute	Yes	No			
3 cont	Included are completed results of laboratory examinations of dairy products such as tests on butter fat, phosphatase, coliform, standard plato count, yeast, mold, and bacterial inhibitors.													
4.	DRUG ANALYSIS REPORTS/METRO AREA Includes results of drug identifications submitted by Metro drug awareness department.	1	1979	2	5			Confidential Private	13.82 13.42 144. 335			2		
5.	DRUG ANALYSIS REPORTS/OUTSIDE METRO AREA Includes completed results of drug identifications submitted by agencies outside the metro drug awareness leg. Describes the alledged narcotic when submitted and the laboratory analysis when completed.	3	1970	2	5			Confidential	↓			6		
6.	EQUIPMENT AND SUPPLY INVENTORY Lists all equip. and major supplys in the laboratory. Included are description of equip., inventory numbers, purchase dates, and prices, quantity and description of unopened supply boxes now being stored in the lab.	1	1976	3	4			Public				2		

RM-00048-01 White—Records Panel Canary—Administration (RM) Pink—Agency (After Approval) Goldenrod—Records Management Blue—Agency (Pending)

Department of Administration
Records Management Division
333 Sibley St., Room 700
St. Paul, MN 55101
612-296-3122

MINNESOTA RECORDS RETENTION SCHEDULE CONTINUATION PAGE

1. This form must be typewritten.
2. This form must be accompanied by Minnesota Records Retention Schedule (RM-00058).
3. See instructions on Minnesota Records Retention Schedule.

For Use By Records Panel	
1. Schedule Number	Date
86-42	28 Aug. 1985

2. Agency	3. Division/Section	4. Location	5. Page	Of
Minneapolis Health Department	Laboratory	250 So. 4th St. Rm. 523 Minneapolis, MN 55415	3	5

6. Item No.	7. Records Series Description	8. SM*	9. Beginning Date	10. Retention			11. Archives	12. Data Privacy		13. Vital?		14. Vol. (cu. ft.)	15. Test Microfilm	16. X
				Department	Records Ctr.	Statute		Classification	Statute	Yes	No			
7.	FOOD ANALYSIS REPORTS Includes completed reports of all alleged food poisonings and other complaints submitted by Dept. of Environ. Hygiene.	1&3	1974	2	5			Public				5		
8.	HANDLING FEE STICKERS AND RECEIPTS Lists all monetary transactions performed in the lab. Included are receipts for checks paid by outside agencies or private doctors ordering our handling fee stickers, receipts from State Health Dept. Receipts of monies received for marriage blood tests, and handling fee sticker rolls.	3	1978	2	5			Public				1		
9.	MEDICAL LAB REPORTS Documents medical lab results. Included are Hematology, Blood Bank, Microbiology, Tuberculosis, Urinalysis, Gonococcus, Seiology.	13	1974	2	5			Confidential Private	13.82 13.42 144. 335			25		
10.	PAINT LEAD REPORTS Includes results of the chemical analysis of lead in paint samples. Included are chemical analysis form and paint samples or scrapings from old buildings, etc.	13	1974	2	5			Public				2		
		13	1974	2	5			Public						

RM-00048-01 White—Records Panel Canary—Administration (RM) Pink—Agency (After Approval) Goldenrod—Records Management Blue—Agency (Pending)

Department of Administration
Records Management Division
333 Sibley St., Room 700
St. Paul, MN 55101
612-296-3122

MINNESOTA RECORDS RETENTION SCHEDULE CONTINUATION PAGE

1. This form must be typewritten.
2. This form must be accompanied by Minnesota Records Retention Schedule (RM-00058).
3. See instructions on Minnesota Records Retention Schedule.

For Use By Records Panel	
1. Schedule Number	Date
86-42	28 Aug. 1985

2. Agency	3. Division/Section	4. Location	5. Page	Of
Minneapolis Health Department	Laboratory	250 So. 4th St. Rm. 523 Minneapolis, MN 55415	4	5

6. Item No.	7. Records Series Description	8. SM*	9. Beginning Date	10. Retention: Department	10. Retention: Records Ctr.	10. Retention: Statute	11. Archives	12. Data Privacy: Classification	12. Data Privacy: Statute	13. Vital? Yes	13. Vital? No	14. Vol. (cu. ft.)	15. Test Microfilm	16. X
11.	PERSONNEL FILES (ACTIVE) Documents personal data and employment history of all lab personnel. Included are service reports, employee performance reports, and other personal data accumulated by each respective employee.	1	1969	* 2				Private	13.43	X		2		
12.	PROCEDURAL MANUAL Lists procedures for tests performed within the laboratory. Included are clinical lab procedures of tests performed in both the main lab and chemistry lab - also inlcuded are lab procedures for tests performed for Environmental Hygiene.	3	1960	5	** P					X		2		
13.	PURCHASE ORDERS Lists all laboratory equipment and supplies purchased.	1	1979	1	5			Public				4		
14.	QUALITY CONTROL RECORDS Included are temperature charts for water baths, incubators, & refrigerators; Tri-Cel quality control records for the Hycel-555; Sterility on glassware; Sterility and PH on all media & broths; Media growth requirements; State profic. testing prog. results.	1&3	1975	2	5							10		

* 2 yrs. after termination ** City of Mpls. Archives

RM-00048-01 White—Records Panel Canary—Administration (RM) Pink—Agency (After Approval) Goldenrod—Records Management Blue—Agency (Pending)

Department of Administration
Records Management Division
333 Sibley St., Room 700
St. Paul, MN 55101
612-296-3122

MINNESOTA RECORDS RETENTION SCHEDULE CONTINUATION PAGE

1. This form must be typewritten.
2. This form must be accompanied by Minnesota Records Retention Schedule (RM-00058).
3. See instructions on Minnesota Records Retention Schedule.

For Use By Records Panel	
1. Schedule Number	Date
86-42	28 Aug. 1985

2. Agency	3. Division/Section	4. Location	5. Page	Of
Minneapolis Health Department	Laboratory	250 So. 4th St. Rm. 523 Minneapolis, MN 55415	5	5

6. Item No.	7. Records Series Description	8. SM*	9. Beginning Date	10. Retention			11. Archives	12. Data Privacy		13. Vital?		14. Vol. (cu. ft.)	15. Test Microfilm	16. X
				Department	Records Ctr.	Statute		Classification	Statute	Yes	No			
15.	RESTAURANT UTENSIL REPORTS Lists results on bacterialogical examinations of restaurant utensils.	13	1974	2	5			Public				2		
16.	STATISTICAL REPORTS Included are daily activity reports, monthly reports, annual reports, totals of tests for communicable diseases and drivers collection and delivery totals.	1	1974	2	5		X	Public				4		X
17.	WATER ANALYSIS REPORTS Completed results of chemical analysis of water such as nitrate, hardness, iron.	13	1974	2	5			Public				4		

RM-00048-01 White—Records Panel Canary—Administration (RM) Pink—Agency (After Approval) Goldenrod—Records Management Blue—Agency (Pending)

#86-42

SF-00006-02

STATE OF MINNESOTA

DEPARTMENT MHS/DAM

Office Memorandum

TO : PR-1 Group

DATE: 4 Sept. 1985

FROM : Mary

PHONE:

SUBJECT: Schedule #86-42 Item 10
Additional Information

Last week, we had questions on item 10 of the schedule (Paint Lead Reports); Where do the samples come from, and what information is given in the report. I talked to Bob Beck of the Mpls. Health Dept. Lab Section today.

The reports include the address of the residence/ building where sample was taken, name of current owner, exact location of where the sample came from, and the paint lead test result (positive or negative). The majority of requests for testing come from the City's Division of Environmental Health, after there has been a citizen complaint or after a child has been screened for lead. Requests also come from private citizens and from the St. Paul Health Dept. The annual reports of the division list only the total of samples tested, and do not give a percentage breakdown of the positive and negative test results. They are legally required to keep the reports for seven years.

Bob Beck 348-2160

1

Diane

Department of Administration
Records Management Division
333 Sibley St., Room 700
St. Paul, MN 55101
612-296-3122

MINNESOTA RECORDS RETENTION SCHEDULE

1. This form must be typewritten.
2. For additional records, use Minn. Records Retention Schedule Continuation Page (RM-00048).
3. See instructions on reverse.
4. Retain blue copy, Agency (Pending). Send all other copies to the Chief Records Coordinator at address above.

For Use By Records Panel	
1. Schedule Number	Date
86-43	28 Aug. 1985

2. Agency	3. Division/Section	4. Location	5. Page	Of
City of Minneapolis-Police Department	Property and Evidence Unit	Room 3A City Hall Minneapolis, MN 55415	1	10

6. Item No.	7. Records Series Description	8. SM*	9. Beginning Date	10. Retention			11. Archives	12. Data Privacy		13. Vital?		14. Vol. (cu. ft.)	15. Test Microfilm	16. X
				Department	Records Ctr.	Statute		Classification	Statute	Yes	No			
1	AUCTION/SALE RECORDS All information related to public and closed sales held by the Unit. Included are complete list of property to be sold, duplicate receipts, newspaper ads, cover letter to the Pension Board listing the profits from the sale, less expenses.	1	1976	7				Public	13.56 13.65 13.69 13.81 13.87 13.03	X		1.62		
2	CASH/JEWEL VAULT LEDGERS Listing of all cash and jewelry received by the Unit and placed in the vault. Included are date received, the Property Inventory Number, amount received, date of release, amount of	1	1976	7				Confidential Private				.14		

17. For Use By Records Panel

*Storage medium codes

1 Letter/legal paper	9 Cassette tape	17 Computer Punch Cards
2 Maps	10 Video tape	18 Steno Books
3 Bound books	11 Floppy disc	19 X-Rays
4 Blueprints/plans	12 Computer printout	20 Photographic Slides
5 Microfiche (see #24)	13 Card Files	21 Tagboard
6 Roll film	14 Disk Packs	22 Microscope Slides
7 Aperture card	15 Photographs	23 Exhibits
8 Magnetic tape	16 Checks/warrants	24 Computer Output Microfilm (C.O.M.)

White—Records Panel Pink—Agency (After Approval) Blue—Agency (Pending)
Canary—Admin. (RM) Goldenrod—Records Management

AUTHORIZATION: Under the authority of Minnesota Statutes 138.17, it is hereby ordered that the records listed on this application be disposed of per approved schedule.

SIGNATURES

18. Agency Records Mgmt. Officer	Date	22. Director, Minnesota Historical Society	Date
		Mary P. Klauda	3 Sept. 1985
19. Type name Patrick Farrell			
20. Agency Head or Designee	Date	23. ~~Legislative~~ or State Auditor	Date
Patrick Farrell	4/13/84	Thomas M. Gilbert	9/10/85
21. Minn. Dept. of Administration, Records Mgmt.	Date	24. Attorney General	Date
Sandra Abrams	8-20-85	Sue Dalverson/cg	9/16/85

~~7-3-84~~ 8-7-85

Department of Administration
Records Management Division
333 Sibley St., Room 700
St. Paul, MN 55101
612-296-3122

MINNESOTA RECORDS RETENTION SCHEDULE CONTINUATION PAGE

1. This form must be typewritten.
2. This form must be accompanied by Minnesota Records Retention Schedule (RM-00058).
3. See instructions on Minnesota Records Retention Schedule.

For Use By Records Panel	
1. Schedule Number	Date
86=43	28 Aug. 1985

2. Agency	3. Division/Section	4. Location	5. Page	Of
City of Minneapolis-Police Department	Property and Evidence Unit	Room 3A City Hall Minneapolis, MN 55415	2	10

6. Item No.	7. Records Series Description	8. SM*	9. Beginning Date	10. Retention			11. Archives	12. Data Privacy		13. Vital?		14. Vol. (cu. ft.)	15. Test Microfilm	16. X
				Department	Records Ctr.	Statute		Classification	Statute	Yes	No			
2 cont.	release, and the employee numbers of the supervisor and Stock Clerks making the release.								13.56 13.65 13.69 13.81-					
3	FIREARMS RECORDS CHECK LISTS Lists compiled from Handgun Transfer Applications, pawned firearms transactions and State Permit to Acquire Firearms applications. Included are Applicants/pawners full name, date of birth, and race.	1	1976	3				Private	13.87 13.03			1.4		
4	FIREARMS REVIEW BOARD MTG. CORRS. Complete listing of firearms authorized to be destroyed and the Board's final disposition of the firearms. Included are cover letter to Board members setting the date and time of the meeting and a complete listing of all fire-arms to be discussed and voted on.	1	1976	7				Public Private		 X		.65		
5	GUN REGISTRATION - NAME FILE Alphabetical file by handgun owners full name. Included are name, address, date of birth and race of the owner, along with the serial number, description of the firearm and date of purchase/ registration. (microfilm after 10 yr. increments after the original 30 yrs.)	13 5	1932	30 P				Private		X		7.64		

RM-00048-01 White—Records Panel Canary—Administration (RM) Pink—Agency (After Approval) Goldenrod—Records Management Blue—Agency (Pending)

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City of Minneapolis-Police Department	Property and Evidence Unit	Room 3A City Hall Minneapolis, MN 55415	3	10

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6	GUN REGISTRATION-SERIAL NO. FILE Numerical file of handgun owners by serial number. Included are complete description of the handgun (including its serial number), name and address of the registered owner and the date of purchase/ registration.	13	1932	30				Confidential	13.56 13.65 13.69 13.81- 13.87 13.03	X		8.25		
	(microfilm after 10 year increments after the original 30 yrs.)	5		P										
7	HANDGUN TRANSFER APPLICATIONS MPD Application made by persons requesting permission to purchase a handgun. Included are applicants full name, address, and I.D. includes a complete description of the handgun being purchased, the identity of the person/company selling the firearm, and a signed Authorization for Release of Information form.	1	1976	3				Private				3.25		
8	JEWELRY PHOTO GRAPHS & NEGATIVES Photographs of all jewelry listed on Property Inventory Reports.	13	1976	7				Public				.27		
9	JEWELRY PHOTO LOG Listing of all jewelry taken into custody and photographed. Included are photo roll number, frame number, Property Inventory Number, article description, date and the employee number of the	1	1976	7				Private				.07		

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				Department	Records Ctr.	Statute		Classification	Statute	Yes	No			
9 cont.	Stock Clerk taking the photograph								13.56 13.65 13.69					
10	NARCOTICS VAULT LEDGER Complete listing of all narcotics received. Included are date received and the Property Inventory Number.a	1	1979	7				Private	13.81-13.87 13.03			.07		
11	OFFENSE REPORTS - STOLEN FIREARMS Copies of all Offense Reports, ~~xxxxxxxxxxxx~~ listing firearms as part of the loss. Included are Offense reports, Supplementary reports, insurance payment letters, computer entry data.	1	1969	P				Private, confidential, & public		X		1.80		
12	OFFENSE REPORTS/SUPPLEMENTARY REPORTS Copies of all Offense Reports listing property stolen. Included are Offense Report and any Supplementary Reports filed on the case, any insurance company claims paid, computer entry information, article file entry data.							Confidential, private, and public		X		25.		
	12a. General files	1	1975	7										
	12b. Firearm reports	1	1975	P										

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				Department	Records Ctr.	Statute		Classification	Statute	Yes	No			
13	PAWNBROKERS' CASE FILE All information relating to an item in a pawnshop being placed on Police Hold. Included are Pawners' name and address, description of the item, reason the property is placed on hold, the date & time of the hold, and the final disposition of the item.	1	1975	3				Confidential & Private	13.56 13.65 13.69 13.81-13.87 13.03	X		1.56		
14	PAWN HOLD/CASE NUMBER FILE File by pawnbrokers Case number on all open P.B. Cases. Included are assigned P.B. Case number, pawners name & address, item placed on Hold, reason for the hold, and the date and time the Hold was placed.	13		3				Private				.007		
15	PAWN HOLD/NAME FILE Alphabetical file by pawners name for each item placed on Police Hold at an area pawnshop. Included are assigned P.B. Case number, pawners name & address, item placed on Hold, reason for the hold, and the date and time the hold was placed.	13	1975	3				Private				.10		

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				Department	Records Ctr.	Statute		Classification	Statute	Yes	No			
16	PAWNERS NAME FILE Alphabetical file by pawners full name. Included are Pawners full name, address, and descriptive data, complete description of the article, and the date, time and location of the transaction.	13	1979	3				Private	13.56 13.65 13.69 13.81- 13.87 13.03	X		4.96		
17	PENSION RECEIPTS Files listing complete information regarding sales/auctions and listing the amount of money turned over to the Minneapolis Police Relief Association. Uncluded are cover letter to Pension Bd. noting the type and date of the sale, copies of receipts for expenses, copies of the checks issued.	1	1966	7				Public		X		.002		
18	PROPERTY & EVIDENCE UNIT MONTHLY REPORTS Reports listing, on a monthly basis, the number of Property Inventory reports completed, value of stolen/abondoned property recovered, value of property recovered in area Pawnshops and a general overview of the clerical functions performed by the Unit.	1	1960	P				Public				.26		

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86-43	28 Aug. 1985

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City of Minneapolis-Police Department	Property and Evidence Unit	Room 3A City Hall Minneapolis, MN 55415	7	10

6. Item No.	7. Records Series Description	8. SM*	9. Beginning Date	10. Retention			11. Archives	12. Data Privacy		13. Vital?		14. Vol. (cu. ft.)	15. Test Microfilm	16. X
				Department	Records Ctr.	Statute		Classification	Statute	Yes	No			
19	PROPERTY INVENTORY/CCN FILE Manual 3"x5" card file maintained on all Case Control Numbers listed on Property Inventory Reports. Included are Case Control Number, related Property Inventory Number (s) and the date of the inventory.	13	1976	7				Private	13.56 13.65 13.69 13.81- 13.87 13.03	X		27.5		
20	PROPERTY INVENTORY/NAME FILE 3"x5" card file maintained on all names listed on Property Inventory Reports. Included are persons full name, related Property Inventory Number (s) and the date of the inventory.	13	1975	7				Private		X		53		
21	PROPERTY INVENTORY NUBMER ASSIGNMENT LOG Numerical list of Property Inventory Numbers assigned. Included are the Property Inventory Number and the employee number of the Stock Clerk issuing the number.	1	1975	2				Public				.6		
22	PROPERTY INVENTORY REPORTS Documents relating to all property confiscated/seized by Police Dept. personnel. Included are Property Inventory Report, Property Inventory Continuation Sheet, copies of computer printouts on stolen property, copies of Court orders, IRS notices. (see next pg.)		1973	7* 2**				Private Confidential		X		100		

RM-00048-01 White—Records Panel Canary—Administration (RM) Pink—Agency (After Approval) Goldenrod—Records Management Blue—Agency (Pending)

*homicide & open
** closed

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City of Minneapolis-Police Department	Property and Evidence Unit	Room 3A City Hall Minneapolis, MN 55415	8	10

6. Item No.	7. Records Series Description	8. SM*	9. Beginning Date	10. Retention			11. Archives	12. Data Privacy		13. Vital?		14. Vol. (cu. ft.)	15. Test Microfilm	16. X
				Department	Records Ctr.	Statute		Classification	Statute	Yes	No			
22 cont.	22a. General files	1	1973	7				Private &	13.56					
	22b. Homicide & open Cases	1	1935	7				Confidential	13.65					
		5		P					13.69					
									13.81-					
23	PROPERTY INVENTORY REPORTS/ PROPERTY RECOVERED AND RELEASED Property Inventory Reports noting property recovered and released to owners/victims at the time of recovery.	1	1980	2				Private & Confidential	13.87 13.03			.35		
24	PROPERTY REFERENCE BOOKS Master listing, by specific categories, of all items received/ maintained by the Unit. Included are date of the inventory, Property Inventory Number(s), description of the item, names of Officers/victims/suspects, along with the date and type of final disposition of the item.	1	1952	7				Private				4.125		
25	PROPERTY RELEASE LOG Daily listing of all items of property permanently released from Police custody. Included are property inventory number, stock Clerks' employee number, and a listing, by line number, of the items released.	1	1975	3				Private				.50		

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City of Minneapolis-Police Department	Property and Evidence Unit	Room 3A City Hall Minneapolis, MN 55415	9	10

6. Item No.	7. Records Series Description	8. SM*	9. Beginning Date	10. Retention			11. Archives	12. Data Privacy		13. Vital?		14. Vol. (cu. ft.)	15. Test Microfilm	16. X
				Department	Records Ctr.	Statute		Classification	Statute	Yes	No			
26	PROPERTY RELEASE LOG/SERIAL NUMBERED ITEMS List of property with serial numbers released from Police custody. Included are property inventory number, date of release, description of the item(s) released, employee number of the Stock Clerks releasing the item(s), and if necessary, the date the item is cancelled from the computer and the employee number of the Stock Clerk cancelling the entry.	1	1979	2				Private	13.56 13.65 13.69 13.81- 13.87 13.03			.01		
27	SIGN-IN/SIGN-OUT LOG Log of persons entering the Unit. Included are persons name, the time of entry, reason for entry, and the time leaving.	1	1976	2				Private				.55		
28	STOLEN ARTICLE/PAWNED ARTICLE COMPARISON FILE Manual card file maintained on all identifiable stolen/pawned property without serial numbers. Included are victim/pawner name and address, complete description of the article, Case Control Number/pawn ticket number. 28a. Stolens 28b. Pawns	13	1974	 7 3				Private		X		5.78		

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City of Minneapolis-Police Department	Property and Evidence Unit	Room 3A City Hall Minneapolis, MN 55415	10	10

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				Department	Records Ctr.	Statute		Classification	Statute	Yes	No			
29	STOLEN ARTICLE/PAWNED ARTICLE - SERIAL NO. COMPARISON FILE file maintained on all serial numbered property reported stolen or pawned. Included are serial number and complete description of the article, victim/pawners name & address, type of incident, Case Control Number/pawn ticket number. 29a. Stolens 29b. pawns	13	1974	7 3				Private	13.56 13.65 13.69 13.81-13.87 13.03	X		5.37		

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MINNESOTA RECORDS RETENTION SCHEDULE

1. This form must be typewritten.
2. For additional records, use Minn. Records Retention Schedule Continuation Page (RM-00048).
3. See instructions on reverse.
4. Retain blue copy, Agency (Pending). Send all other copies to the Chief Records Coordinator at address above.

For Use By Records Panel
1. Schedule Number: 86-44
Date: 28 Aug. 1985

2. Agency	3. Division/Section	4. Location	5. Page	Of
City of Minneapolis	Minneapolis Empl. Retirement Fund	632 Norwest Bank Midland Minneapolis, Minnesota 55401	1	5

6. Item No.	7. Records Series Description	8. SM*	9. Beginning Date	10. Retention: Department	10. Retention: Records Ctr.	10. Retention: Statute	11. Archives	12. Data Privacy: Classification	12. Data Privacy: Statute	13. Vital? Yes	13. Vital? No	14. Vol. (cu. ft.)	15. Test Microfilm	16. X
1.	General Ledgers - of all accounts maintained by MERF, originals	1 or 12	1920	P			X	Public		X		2		X
2.	Annual reports, annual reports of MERF's performance and activ. originals	1 or 3	1930	P			X	Public			X	4		X
3.	Audit reports - annual report of State Auditor's review of MERF, originals	1	1946	P			X	Public			X	2		X
4.	Claims incurred ledger, record of members claims for retirement benefits, lists members contributions, employer contribution, monthly benefit payment, original	1	1921	P				Public			X	1		

17. For Use By Records Panel

Item #1: Transfer records from 1920-1930 to the State Archives when no longer needed.
Item #s 2, 3, and 7: Transfer to the State Archives when no longer needed.
Director, MHS.

*Storage medium codes

1 Letter/legal paper	9 Cassette tape	17 Computer Punch Cards
2 Maps	10 Video tape	18 Steno Books
3 Bound books	11 Floppy disc	19 X-Rays
4 Blueprints/plans	12 Computer printout	20 Photographic Slides
5 Microfiche (see #24)	13 Card Files	21 Tagboard
6 Roll film	14 Disk Packs	22 Microscope Slides
7 Aperture card	15 Photographs	23 Exhibits
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AUTHORIZATION: Under the authority of Minnesota Statutes 138.17, it is hereby ordered that the records listed on this application be disposed of per approved schedule.

SIGNATURES

18. Agency Records Mgmt. Officer — Date	22. Director, Minnesota Historical Society — Date
John Chenoweth	Mary P. Klauda 3 Sept. 1985
19. Type name	
20. Agency Head or Designee — Date	23. Legislative or State Auditor — Date
x John Chenoweth	Thomas M. Roberts 9/10/85
21. Minn. Dept. of Administration, Records Mgmt. — Date	24. Attorney General — Date
Sandra Abrams 8-21-85	Sue Anderson/cg 9/16/85

8-7-85

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2. Agency	3. Division/Section	4. Location	5. Page	Of
City of Minneapolis	Mpls. Empl. Retirement Fund	632 Norwest Bank Midland	2	5

6. Item No.	7. Records Series Description	8. SM*	9. Beginning Date	10. Retention: Department	10. Retention: Records Ctr.	10. Retention: Statute	11. Archives	12. Data Privacy: Classification	12. Data Privacy: Statute	13. Vital? Yes	13. Vital? No	14. Vol. (cu. ft.)	15. Test Microfilm	16. X
5 dues	Closed claims, files of deceased retirees, includes work history, contributions, application for retirement, originals	1	1921	10				Public Private ~~Minn.~~ ~~State~~	13.43		X	75		
6.	Separation refunds, files of MERF active members who separated from coverage under MERF due to leaving city employ or transfer to MN. Public Empl. Retir. Assoc., same data as in 5 above, original	1	1921	P				Public Private ~~Minn.~~ ~~State~~	13.43		X	90		
7.	Board Minutes, minutes and supporting schedules and reports of meetings of MERF Board of Directors and its committees, originals	3	1946	P			X	Public			X	2		X
8.	Cancelled checks for retirement payroll and for office payroll and expenses, originals	16	1945	10				Public			X	10		
9	Office expense receipts for administrative expenses, originals	1	1975	6				Public			X	2		
10	Cash receipts duplicates - copy of receipt given to members for payment of dues	1	1934	2				Public			X	2		
11	Disability earnings reports - worksheets and reports used to calculate disability retirement benefits, originals	1	1972	6				Public			X	1		

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City of Minneapolis	Mpls. Empl. Retirement Fund	632 Norwest Bank Midland	3	5

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12	Accounting workpapers, yearly collections of schedules, worksheets and other data used to compile annual financial reports, originals	1	1954	6				Public			X	50		
13	W2p's, annual statements of retirees' benefit payments, duplicates - originals to U.S. and MN. governments and to retiree	1	1972	10				Private [redacted]	13.43		X	4		
14	Securities records, records and statements relating to securities owned by MERF, originals	1 and 23	1948	6				Public			X	10		
15	Satisfied mortgages, record of paid-off mortgages held by MERF, originals (deeds held by Hennepin County)	18	1940	3				Public			X	3		
16	FHA receipts, receipts for payments on MERF held mortgages, duplicate, originals to mortgages	1	1981	3				Public			X	1		
17	Service Bureau reports, requests to City MIS Dept. to change retirement payroll runs, originals	1	1967	1				Public			X	4		
18	Cash receipts/disbursements journals of daily cash activity, by months, subsidiary to general ledger, originals	18	1968	6				Public			X	4		

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19	Payroll earnings books, yearly compilation of active members earnings by employees, arranged by departments, duplicate of data held by City in different format.	3 or 18	1900	P				Public			X	200		
20	Alphabetical listing of active members addresses and I.D. numbers originals	12	1983	2				Public/ Private	13.43	X		1		
21	MPL 411, monthly statements of active members' pay and deductions by departments, originals	12	1972	10				Public/ Private	13.43	X		33		
22	Retirement payrolls, listing of each month's retirement payroll - name, I.D. number, address, benefit payment by breakdown, originals	12	1972	10				Public/ Private	13.43	X		72		
23	Hospitalization records, file of retirees with health insurance deductions, originals	1	1983	2				Private	13.43		X	2		
24	Department payroll books, monthly registers of gross payroll and deductions by departments, duplicates of department records	12	1983	2				Public/ Private	13.43	X		6		
25	Actuarial files, reports, tables and worksheets of consulting actuary on MERF, originals	1, 23	1954	6				Public			X	5		

RM-00048-01 White—Records Panel Canary—Administration (RM) Pink—Agency (After Approval) Goldenrod—Records Management Blue—Agency (Pending)

Department of Administration
Records Management Division
333 Sibley St., Room 700
St. Paul, MN 55101
612-296-3122

MINNESOTA RECORDS RETENTION SCHEDULE CONTINUATION PAGE

1. This form must be typewritten.
2. This form must be accompanied by Minnesota Records Retention Schedule (RM-00058).
3. See instructions on Minnesota Records Retention Schedule.

For Use By Records Panel	
1. Schedule Number	Date
86-44	28 Aug. 1985

2. Agency	3. Division/Section	4. Location	5. Page	Of
City of Minneapolis	Mpls. Employees Retir. Fund	632 Norwest Bank Midland	5	5

6. Item No.	7. Records Series Description	8. SM*	9. Beginning Date	10. Retention			11. Archives	12. Data Privacy		13. Vital?		14. Vol. (cu. ft.)	15. Test Microfilm	16. X
				Department	Records Ctr.	Statute		Classification	Statute	Yes	No			
26	Performance measurements - reports by Standard Valuations on MERF's investment returns, originals	1, 23	1974	6				Public			X	4		
27	Budgets - worksheets and annual budget proposals, originals	1, 23	1959	5				Public			X	3		

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