

GENERAL RECORDS RETENTION SCHEDULE

For the
Lac qui Parle
Soil and Water
Conservation District

October 07, 2004

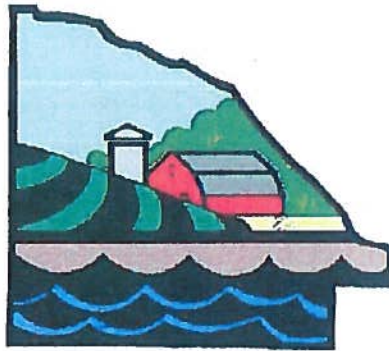
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| AUTHORIZATION: Under the authority of M.S. 138.17, it is hereby ordered that the records listed on this application be disposed per approved schedule. | | Notice: This retention schedule has been reviewed by the state records disposition panel in accordance with Minnesota Statutes 138.17. The records listed on this schedule have been reviewed for their historical, fiscal, and legal value. This schedule's compliance with the Minnesota Government Data Practices Act (Minnesota Statutes Chapter 13) has not been verified by the records disposition panel. | |
| Agency Records Management Officer | Date | Minnesota Historical Society | Date |
| <i>Sonja Farmer</i> | <i>10/7/04</i> | <i>Charles Rodgen</i> | <i>5 Nov 2004</i> |
| Type Name/Phone | | Legislative or State Auditor | Date |
| Sonja Farmer, SWCD District Manager, 320-598-7321, ext. 3 | | <i>David Kang</i> | <i>12-2-04</i> |
| Agency Head or Designee | Date | Attorney General | Date |
| <i>John Rebeck</i> | <i>10/07/04</i> | <i>Patricia Nolte</i> | |

GENERAL RECORD RETENTION SCHEDULE

For the

*Lac qui Parle
Soil and Water
Conservation District*



***Adopted by the Lac qui Parle SWCD Board on October 7,
2004***

GENERAL RECORDS RETENTION SCHEDULE FOR THE LAC QUI PARLE SOIL AND WATER CONSERVATION DISTRICT

Purpose of the General Records Retention Schedule

The purpose of a records retention schedule is to provide a plan for managing governmental records by giving continuing authority to dispose of records under Minnesota Statutes section 138.17.

The Lac qui Parle Soil and Water Conservation District (SWCD), hereinafter called "District", General Record Retention Schedule establishes minimum retention periods for District records based on its administrative, fiscal, legal and historical value. It lists records series common to SWCD's and identifies how long to retain them.

This schedule was developed by the Lac qui Parle SWCD administrative staff, based upon a schedule developed by Carver County. Information was gathered and used from the General Records Retention Schedule for Counties (November 1985); the League of Minnesota Cities Record Retention Schedule (March 2003); Minnesota Department of Administration Information Policy Analysis Division (IPAD) Preserving and Disposing of Government Records (July 2000); and the Minnesota State Archives Department's website (<http://www.mnhs.org/preserve/records/index.html>).

The District did not previously have a record retention schedule, and therefore notified the State Archives Department of the Minnesota Historical Society about adopting the schedule that was developed.

Using the General Schedule

1. Compare the records in the District office with the records listed on the schedule. Retention periods listed on the schedule represent the minimum length of time that you must retain District records. Once that retention period has been reached, you may destroy the records as indicated on the schedule. If you need to retain some records series longer than the listed retention, the District should establish a policy for those records.
2. Records identified on the schedule as archival may be transferred to a local/county historical society or other appropriate repository with the specific, written permission of the state Records Disposal Panel. Contact the State Archives Department at 651-297-4502 for guidelines. For further information, see the State Archives Department's web site at <http://www.mnhs.org/preserve/records/index.html>.
3. The retention stated on the schedule applies to any form of the record (paper, computer tape or disk, microfilm, optical disk, electronic media, etc.). However, if you decide to change the form of a record (for instance, you microfilm a paper copy) you may not be authorized to dispose of the original record. If you are considering changing the form of a record, contact the Minnesota Historical Society, State Archives Department, 651-297-4502.
4. Data Practices Classifications are effective as of the printing of this Retention Schedule. Because data practices issues change regularly, classifications may have changed. For current information on data practices, consult Minnesota State Statutes, Chapter 13, or call the State of Minnesota, Department of Administration, Information Policy Analysis Division at 651-296-6733.

Destruction Reporting

After you destroy records according to the general schedule, maintain a list of destroyed items.

Records NOT on the General Schedule

Records not listed on this schedule cannot be destroyed without submitting either an "Application for Authority to Dispose of Records" (PR-1) or a "Minnesota Records Retention Schedule" (RM-00058).

The PR-1 form is used to request one-time authority to dispose of records. A reproducible copy of the PR-1 form is enclosed. Since an approved PR-1 gives you authority to dispose of only those records listed on the form, it is recommended that the District use the PR-1 only for obsolete records (records no longer being created).

For an ongoing authority to dispose of records not listed on the general schedule, complete a "Minnesota Records Retention Schedule." This form can be obtained from the State Archives Department of the Minnesota Historical Society, 651-297-4502

Duplicate Records

This retention schedule concerns itself with only the District's official record copy and the retention periods assigned reflect that. It is the District's responsibility to identify the official record copy and to identify when to destroy any other copies of identical records, after they have lost their legal, fiscal, historical and administrative value. Duplicate copies should not be retained as long as the official record. Normally, the retention period on duplicate records will not exceed two years.

Records Reproduced on Optical Image Storage System

(Minnesota Statutes 138.17, Subdivision 10)

Subd. 10. **Optical image storage.** (a) Any government record, including a record with archival value, may be transferred to and stored on a nonerasable optical imaging system and retained only in that format, if the requirements of this section are met.

(b) All documents preserved on nonerasable optical imaging systems must meet standards for permanent records specified in section [15.17](#), subdivision 1, and must be kept available for retrieval so long as any law requires. Standards under section [15.17](#), subdivision 1, may not be inconsistent with efficient use of optical imaging systems.

(c) A government entity storing a record on an optical imaging system shall create and store a backup copy of the record at a site other than the site where the original is kept. The government entity shall retain the backup copy and operable retrieval equipment so long as any law requires the original to be retained. The backup copy required by this paragraph must be preserved either (1) on a nonerasable optical imaging system; or (2) by another reproduction method approved by the records disposition panel.

(d) All contracts for the purchase of optical imaging systems used pursuant to this chapter shall contain terms that insure continued retrievability of the optically stored images and conform to any guidelines that may be established by the office of technology of the department of administration for perpetuation of access to stored data.

For further information regarding imaging systems, refer to the guidelines issued by the Minnesota Historical Society "Reproduction of Government Records Using Imaging Systems" available on the Minnesota Historical Society's website: <http://www.mnhs.org/preserve/records/imaging.html>.

Category Definitions for the General Schedule:

Record Series Description: A record series is a group of records clustered together because they all relate to the same topic and have the same retention period.

Retention Period/Statute: The retention cited is the minimum amount of the time a record must be kept. All numbers will be stated if the record is retained for years (yrs.), months (mos.) or days. The stated retention does not include the year the record originates. For example if Record A is filed by calendar year it has a retention of 3 years, the disposal date for 2000 records is January, 2004. Statutes listed here cite specific retention periods for the records series.

Archive: If a Y or "yes" appears in this column, these records have historical value and must be permanently retained by the District. If the District wishes to otherwise dispose of the records, the District should contact the State Archives Department of the Minnesota Historical Society at 651-297-4502 for guidelines and assistance. These records may be eligible to transfer to a county or local historical society, or other repository, and the State Archives can assist in this process. For further information see the State Archives Department's website at <http://www.mnhs.org/preserve/records/index.html>.

Data Practices Classification: This phrase refers to records classified by the Minnesota Government Data Practices Act or other state or federal laws. The classification system includes: public, private, confidential, and nonpublic. More than one classification may apply.

Data Practices Statute: This phrase refers to the statute or law which cites the data practices classification of the record series.

Questions about Archival Records:

Minnesota Historical Society
State Archives Department
Minnesota History Center
345 Kellogg Boulevard West
St. Paul, MN 55102-1906
Voice: 651-297-4502
Fax: 651-296-9961

Questions about Data Practices:

Department of Administration
Information Policy Analysis Division
305A Centennial Office Building
658 Cedar Street
St. Paul, MN 55155
Voice: 1-800-657-3721
Fax 651-205-4219
Email: info.lpad@state.mn.us

GENERAL RECORDS RETENTION SCHEDULE
Lac qui Parle Soil & Water Conservation District
(SWCD)

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Lac qui Parle Soil and Water Conservation District General Record Retention Schedule

| SECTION | TITLE & DESCRIPTION | RETENTION/STATUTE | ARCHIVE | DATA CLASS | STORAGE MEDIA |
|--------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------|---------|----------------------------------------|----------------------------------------------|
| ADMINISTRATION | ANNUAL REPORTS Annual report of SWCD activities including the annual work plan for the following year. | Retain permanently or transfer to the State Archives. | Yes | Public MS 13.03 | Paper |
| ADMINISTRATION | BIDS – SPECIFICATIONS & SUPPORTING PAPERS – NOT ACCEPTED | 6 yrs. | No | Public MS 13.03 | Paper |
| ADMINISTRATION | BIDS & QUOTATIONS ACCEPTED Approved by the SWCD Board. | 6 yrs. after purchase or completion of project. | No | Public MS 13.03 | Paper |
| ADMINISTRATION | BY-LAWS – OPERATING RULES | Permanent | Yes | Public MS 13.03 | Paper |
| ADMINISTRATION | CERTIFICATES OF TITLES | Length of ownership | No | Public MS 13.03 | Paper |
| ADMINISTRATION | CONTRACT/AGREEMENTS Copies of contracts and agreements entered into with agencies and businesses and other pertinent information. | 10 yrs. after contract has expired. | No | Public MS 13.03 | Paper |
| ADMINISTRATION | CORRESPONDENCE a. Routine correspondence and memorandums with agencies, landowners, businesses, etc. b. SWCD correspondence and subject files of a policy making nature. | 3 yrs. | No | Varies with subject of correspondence. | Paper/ Electronic Paper/ Electronic |
| ADMINISTRATION | GRANTS Local, State, Federal | 3 yrs. after grant agreement expires unless agreement dictates otherwise. | No | Public MS 13.35 | Paper |
| ADMINISTRATION | MANUALS – SWCD Equipment Instructions or maintenance manuals of office equipment. | Until removed or superseded | No | Public MS 13.03 | Paper |
| ADMINISTRATION | MINUTES Minutes recording actions taken in meetings, regular and special meetings, necessary for the management of the SWCD and its activities. The state archives wishes to have transferred Minutes of governing boards. | Permanent (has historical value) | Yes | Public MS 13.03 | Paper |
| ADMINISTRATION | NOTICE OF MEETINGS SWCD generated, changes from normally scheduled SWCD Board meetings. | 6 yrs. | No | Public MS 13.03 | Paper |
| ADMINISTRATION | OATH OF OFFICE Signed oaths by elected or appointed officials to the SWCD Board. | 10 yrs. after service after elected or appointed position. | No | Public MS 13.03 | Paper |
| ADMINISTRATION | ORGANIZATIONAL CHARTS – SWCD | Until superseded | Yes | Public MS 13.03 | Paper |
| ADMINISTRATION | POLICIES & PROCEDURES – OPERATIONAL HANDBOOK Documents the policies and procedures of the SWCD. | Until superseded | No | Public MS 13.03 | Paper |
| CONTRACTS/ AGREEMENTS | AGREEMENTS/CONTRACTS/LEASES/JOINT POWERS Various associations doing business with the SWCD. | 10 yrs. after expiration | No | Public MS 13.03 | Paper |
| CONTRACTS/ AGREEMENTS | LEASE OF REAL PROPERTY Property leased or rented by the SWCD. Copy of lease, payment record, etc. | 10 yrs. after expiration of lease | No | Public MS 13.51 subd. 2f | Paper |
| EDUCATION | LAC QUI PARLE COUNTY SWCD SPONSORED EDUCATION PROGRAMS Includes, but not limited to: Envirothon (Area, State & National), pre K – adult education opportunities, conservation camp and education scholarships, poster/essay/video/coloring contests, Southwest Minnesota Environmental Fair, 6 th grade field day, Conservation Cooperator Recognition Event, Soil and Water | 2 yrs. | No | Public MS 13.03 | Paper |

Lac qui Parle Soil and Water Conservation District General Record Retention Schedule

| SECTION | TITLE & DESCRIPTION | RETENTION/STATUTE | ARCHIVE | DATA CLASS | STORAGE MEDIA |
|-------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------|---------|----------------------------------------|----------------------|
| EDUCATION | Stewardship information, rain gauge program, etc. These programs have various correspondence, order forms, reservations requests, and application forms. | | | | |
| EDUCATION | NEWSLETTERS Published by the SWCD and sent out to Lac qui Parle County residents | 3 yrs. | No | Public MS 13.03 | Paper |
| EDUCATION | PUBLICITY Includes news releases and public service announcements generated from SWCD. | 2 yrs. | No | Public MS 13.03 | Paper/ Electronic |
| ENGINEERING | AERIAL PHOTOGRAPHS Photographs taken throughout the County (black and whites). | Permanent (has historical value) | Yes | Public MS 13.03 | Paper |
| ENGINEERING | CONSTRUCTION BLUEPRINTS ORIGINAL Includes, but not limited to: critical area stabilization, diversions, field windbreaks, grass waterways, waste management, riparian buffer strips, sediment retention, erosion or water control, streambank, shoreland, roadside, stripcropping, and terraces. | Permanent (has historical value) | No | Public MS 13.03 Non-Public MS 13.37 | Paper |
| ENGINEERING | ENGINEERING DESIGN BOOKS, PRODUCT DEVELOPMENT STANDARDS, SPECIFICATION BOOKS, DRAWINGS | Permanent (has historical value) | No | Public MS 13.03 | Paper |
| ENGINEERING | MAPS – AS BUILT Includes, but not limited to: critical area stabilization, diversions, field windbreaks, grass waterways, waste management, riparian buffer strips, sediment retention, erosion or water control, streambank, shoreland, roadside, stripcropping, and terraces (cost-share practices). | Permanent (has historical value) | No | Public MS 13.03 | Paper |
| ENGINEERING | MAPS – TOPOGRAPHICAL PLANS & SPECIFICATIONS Including spec books. | Permanent? 6 yrs. after receipt of as built. | No | Public MS. 13.03 Public MS. 13.03 | Paper Paper |
| ENGINEERING | PROJECT RECORDS Engineered designed projects should be retained permanently if project has historical value, is assessed, or is a major capital improvement. Non-assessed projects, or projects not having historical value such as non-engineered projects, need only be retained for 5 yrs. after project completion or contract expiration. | Permanent – if project is historical; or 5 yrs. if not | No | Public MS. 13.03 | Paper |
| FINANCE | ACCOUNTS RECEIVABLE – LEDGERS & JOURNALS Record of all accounts of monies owed to the SWCD. | 6 yrs. | No | Public MS 13.03 | Paper |
| FINANCE | ALL TRANSACTIONS JOURNAL – GENERAL LEDGER Accounting sheets showing all transactions affecting the SWCD's chart of accounts. | Permanent | Yes | Public MS 13.03 | Paper |
| FINANCE | AUDIT REPORTS – EXTERNAL Reports based on the SWCD's internal operations. | Permanent | Yes | Public MS 13.03 | Paper |
| FINANCE | BALANCE SHEETS | 6 yrs. | No | Public MS 13.03 | Paper |
| FINANCE | BANK STATEMENTS Deposit slips & reconciliations | 6 yrs. | No | Public Public | Paper Paper |
| FINANCE | BILLING CLAIMS Monthly expense records for SWCD expenses, purchase orders, | 6 yrs. | No | Public MS 13.03 | Paper |

Lac qui Parle Soil and Water Conservation District General Record Retention Schedule

| SECTION | TITLE & DESCRIPTION | RETENTION/STATUTE | ARCHIVE | DATA CLASS | STORAGE MEDIA |
|-----------------|-----------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|---------|--------------------------------------------------------------|----------------------|
| FINANCE | invoices, claim forms, accounts payable forms, etc. | | | | |
| FINANCE | BILLING STATEMENTS | 4 yrs. | No | Public MS 13.03 | Paper |
| FINANCE | BUDGET REQUESTS Annual budget requests submitted to County for approval. | 6 yrs. | No | Public MS 13.03 | Paper |
| FINANCE | BUDGET WORKPAPERS Worksheets used to develop annual budget requests. | 2 yrs. | No | Public MS 13.03 | Paper/ Electronic |
| FINANCE | BUDGET/BUDGET RECORDS Budget proposals, budget worksheets, approved budget. Includes supporting data and monthly department budget report. | 2 yrs. | No | Public MS 13.03 | Paper |
| FINANCE | CASH RECEIPTS Sales receipts received for items or services from the SWCD. | 6 yrs. | No | Public MS 13.03 | Paper/ Electronic |
| FINANCE | CHART OF ACCOUNTS Accounting structures. | Until Superseded | No | Public MS 13.03 | Paper/ Electronic |
| FINANCE | CHECKS, CANCELED a. Paid and returned checks b. Paid and returned payroll checks | 6 yrs. | No | Public MS 13.03 Private MS 13.43 | Paper |
| FINANCE | FINANCIAL REPORTS (ANNUAL) As audited by CPA. | Permanent | No | Public MS 13.03 | Paper |
| FINANCE | FINANCIAL/TREASURER'S REPORTS Monthly Treasurer's Report, including comparison of budgeted and actual income and expenses. | Permanent | No | Public MS 13.03 | Paper |
| FINANCE | INVENTORY/FIXED ASSETS SCHEDULE Physical inventory of furnishings and equipment owned by the SWCD. | Until Superseded. | No | Public MS 13.03 | Paper/ Electronic |
| FINANCE | INVESTMENT DOCUMENTS Record of investments (certificates of deposit) made by the SWCD. | 4 yrs. after maturity | No | Public MS 13.03 | Paper |
| FINANCE | PETTY CASH RECORDS | 6 yrs. | No | Public MS 13.03 | Paper |
| FINANCE | RECEIPTS – COMPUTER (QUICKBOOKS) GENERATED Record documenting cash received by the SWCD. | 6 yrs. | No | Public MS 13.03 | Paper/ Electronic |
| FINANCE | SALES TAX INFORMATION Records of payment to IRS for sales tax. | 6 yrs. | No | Public MS 13.03 | Paper |
| FINANCE | VOUCHERS – PAID INVOICES, CLAIM VOUCHERS Record of payment and requests for payment of accounts paid by the SWCD. | 6 yrs. | No | Public MS 13.03 Private MS 13.43 | Paper |
| HUMAN RESOURCES | AFFIRMATIVE ACTION FILES Sexual harassment and discrimination. | Permanent | No | Public MS 13.03 Private MS 13.43 Confidential MS 13.39 | Paper |
| HUMAN RESOURCES | AFFIRMATIVE ACTION RECRUITMENT FORM Supplemental personnel data from job applications. | 1 yr. | No | Public MS 13.03 Private MS 13.43 Confidential MS 13.39 | Paper |
| HUMAN RESOURCES | APPLICATIONS FOR EMPLOYMENT Not hired. Resumes, photos, letters of recommendation. | 1 yr. | No | Public MS 13.03 Private MS 13.43 | Paper |
| HUMAN RESOURCES | ATTENDANCE RECORDS | 2 yrs. | No | Public MS 13.03 | Electronic |

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|-----------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------|---------|--------------------------------------------------------|----------------------|
| HUMAN RESOURCES | Sick leave, vacations, paid and unpaid leave requests, compensation, time sheets, part-time claims. | | | Private MS 13.43 | |
| HUMAN RESOURCES | BENEFITS ENROLLMENT FORMS Employees' medical, dental, deferred compensation, etc. election forms. | Until superseded or 5 yrs. after coverage lapses. | No | Private MS 13.43 | Paper |
| HUMAN RESOURCES | BENEFITS PLAN Includes insurance, health care, deferred compensation, etc. | Until superseded or 5 yrs. after coverage lapses. | No | Public MS 13.03 | Paper |
| HUMAN RESOURCES | CLASSIFICATION STUDIES Studies which describe job duties and may rank individual SWCD positions. | Until Superseded. | No | Public MS 13.03 | Paper |
| HUMAN RESOURCES | DAILY NARRATIVES Journal all employees are required to use for time tracking and accountability purposes. Employees document how time is spent while employed, along with hours associate to the activity. | 2 yrs. | No | Public MS 13.03 | Paper |
| HUMAN RESOURCES | EMPLOYEE RECOGNITION & AWARDS Correspondence, working papers, nominations, etc. Letters of commendation should be retained in employee's personnel file. | 2 yrs. | No | Public MS 13.03 | Paper |
| HUMAN RESOURCES | FIRST REPORT OF INJURY GRIEVANCE FILES Formal written employee grievance and/or complaint filed under personnel rules, and received by the SWCD. Should not be retained in employee personnel file. | 3 yrs. Insurance documentation. Permanent | No | Public MS 13.03 Public MS 13.03 Private MS 13.43 | Paper Paper |
| HUMAN RESOURCES | I-9 FORM Employment Eligibility Verification. Verifies status of citizenship or naturalization. | 3 yrs. after hire date, or 1 yr. after employment is terminated, whichever is later. Should not be retained in employee personnel file. | No | Private MS 13.43 | Paper |
| HUMAN RESOURCES | JOB/POSITION DESCRIPTIONS SWCD retains a position description history on the various positions with the SWCD. | Until Superseded. | No | Public MS 13.03 | Paper/ Electronic |
| HUMAN RESOURCES | MEDICAL POOL REIMBURSEMENTS Reimbursement claims for employees with single coverage. | 3 yrs. | No | Public MS 13.03 | Paper |
| HUMAN RESOURCES | PAY EQUITY REPORTS Pay equity implementation reports used to rank individual positions, sent in to the Department of Employee Relations. | 3 yrs. | No | Public MS 13.03 | Paper |
| HUMAN RESOURCES | PENSION FILES Forms, letters, and reports. | Permanent. | No | Public MS 13.03 Private MS 13.42 | Paper |
| HUMAN RESOURCES | PERSONNEL FILES/RECORDS Only relevant records on each employee such as applications, references, performance evaluations, job performance appeals, job descriptions, reprimands, resignation letters, exit interviews, etc. should be retained in the employee personnel files. Certain records should NOT be retained in employee personnel files: medical records, health insurance information, I-9 forms, child support obligation records, investigations, or any other record which, in its presence, may raise an interference of discrimination. | 5 yrs. after resignation or termination. | No | Public MS 13.03 Private MS 13.43 | Paper |

Lac qui Parle Soil and Water Conservation District General Record Retention Schedule

| SECTION | TITLE & DESCRIPTION | RETENTION/STATUTE | ARCHIVE | DATA CLASS | STORAGE MEDIA |
|-----------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------|---------|-------------------------------------|----------------------|
| HUMAN RESOURCES | POLICIES & PROCEDURES/EMPLOYEE HANDBOOK Personnel policies and procedures. | Until Superseded. | No | Public MS 13.03 | Paper/ Electronic |
| HUMAN RESOURCES | REPRIMANDS/DISCIPLINARY ACTION | 5 yrs. after employee's termination/resignation. 6 yrs. | No | Public MS 13.03 Private MS 13.43 | Paper |
| HUMAN RESOURCES | SALARY SCHEDULES Annual salary schedule for employees. | Until Superseded. | No | Public MS 13.03 | Paper |
| HUMAN RESOURCES | SUPERVISORS HANDBOOK SWCD Supervisors policies and procedures (written by the Board of Water & Soil Resources (BWSR)). | 6 yrs. | No | Public MS 13.03 Private MS 13.43 | Paper |
| HUMAN RESOURCES | UNEMPLOYMENT CLAIMS/COMPENSATION Claims for unemployment. Veterans Preference Act | 1 yr. if not hired. 5 yrs. after termination/resignation if hired. 2 yrs. | No | Public MS 13.43 Subd. 3 | Paper |
| HUMAN RESOURCES | WORK SCHEDULE FILES Hours worked, vacation, leaves taken. | 6 yrs. | No | Public MS 13.03 Private MS 13.43 | Paper |
| HUMAN RESOURCES | WORKERS COMPENSATION Injury reports and correspondence dealing with injuries. | 6 yrs. | No | Private MS 176.231 | Paper |
| INSURANCE | APPLICATION 5 FOR INSURANCE To SWCD's insurance provider. | 3 yrs. | No | Public MS 13.03 | Paper |
| INSURANCE | CERTIFICATES OF INSURANCE | 6 yrs. after expiration | No | Public MS 13.03 | Paper |
| INSURANCE | CLAIMS Claims filed by or against the SWCD. | 6 yrs. after final settlement except those involving a minor, save until minor turns 19. 6 yrs. after expiration | No | Public MS 13.03 Private MS 13.43 | Paper |
| INSURANCE | EMPLOYEE DISHONESTY/SURETY BONDS Corporate or personal - to cover any officer or employee, also known as "Faithful Performance Bond". | 6 yrs. (MS 176.151); 20 yrs. if maintained with worker's compensation file. | No | Public MS 13.03 Private MS 13.43 | Paper |
| INSURANCE | FIRST REPORT OF INJURY | 6 yrs. after expiration | No | Public MS 13.03 | Paper |
| INSURANCE | INSURANCE AGENTS' SERVICE AGREEMENT | 6 yrs. after expiration | No | Public MS 13.03 | Paper |
| INSURANCE | POLICIES - ALL INSURANCE POLICIES Includes, but not limited to: auto, machinery, general liability, life, property, inland marine, and workers compensation. | 6 yrs. after expiration | No | Public MS 13.03 | Paper |
| INSURANCE | PROPERTY Certificates and policies. | Until Superseded. | No | Public MS 13.03 | Paper |
| INSURANCE | WORKERS COMPENSATION CLAIM REGISTER | Permanent | No | Public MS 176.231 | Paper |
| INSURANCE | WORKERS COMPENSATION CLAIMS Injury reports and correspondence dealing with injuries | 20 yrs. | No | Private MS 176.231 | Paper |
| PAYROLL | 1099 MISCELLANEOUS INCOME | 6 yrs. | No | Public MS 13.03 Private MS 13.43 | Paper |
| PAYROLL | EMPLOYERS QUARTERLY FEDERAL TAX RETURN Federal Tax Form 941 | 6 yrs. | No | Public MS 13.03 | Paper |
| PAYROLL | GARNISHMENTS Child support/spouse maintenance. | 6 yrs. Not to be retained in personnel file | No | Private MS 13.43 | Paper |
| PAYROLL | PAYROLL JOURNAL | Retain year-end report | No | Public MS 13.03 | Paper |

Lac qui Parle Soil and Water Conservation District General Record Retention Schedule

| SECTION | TITLE & DESCRIPTION | RETENTION/STATUTE | ARCHIVE | DATA CLASS | STORAGE MEDIA |
|--------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------|---------|------------------|---------------|
| | Detailed register of current and year-to-date salaries, gross to net. | permanently; retain other reports 6 yrs. | | Private MS 13.43 | |
| PAYROLL | PAYROLL REPORTS State withholding, federal withholding, FICA, and Medicare. | 10 yrs. | No | Public MS 13.03 | Paper |
| PAYROLL | PENSION & RETIREMENT REPORTS Deferred comp, etc. | 10 yrs. | No | Private MS 13.43 | Paper |
| PAYROLL | PERA REPORTS | Permanent | No | Public MS 13.03 | Paper |
| PAYROLL | QUARTERLY WITHHOLDING TAX RETURN State Form MW-1. | 6 yrs. | No | Private MS 13.43 | Paper |
| PAYROLL | TIME SHEETS Originals. | 6 yrs. | No | Public MS 13.03 | Paper |
| PAYROLL | VACATION & LEAVE REQUESTS Letters or memos of request. | 3 yrs. | No | Private MS 13.43 | Paper |
| PAYROLL | W-2 STATEMENTS – EMPLOYERS COPY | 6 yrs. | No | Public MS 13.03 | Paper |
| PAYROLL | W-3 STATEMENTS | 6 yrs. | No | Private MS 13.43 | Paper |
| PAYROLL | W-4 FORM – ORIGINALS | Until replaced | No | Public MS 13.03 | Paper |
| PAYROLL | WORKERS COMP PROOF OF PAYMENT | 6 yrs. | No | Private MS 13.43 | Paper |
| PLANNING | COMPREHENSIVE PLAN Five year work plan submitted on even numbered years to the Board of Water & Soil Resources. | 6 yrs. | Yes | Public MS 13.03 | Paper |
| PLANNING | PLAT FILES – FINAL PLAT Includes subdivision files, final plat, application, SWCD reviews and comments, County reviews, studies, etc. (original maintained by the City or Township where plat is located) | 7 yrs. | No | Public MS 13.03 | Paper |
| PLANNING | PLAT FILES – PRELIMINARY PLAT | 3 yrs. | No | Public MS 13.03 | Paper |
| PLANNING | SITE PLAN FILE – APPROVED Permanent copy maintained by City or Township where site is located. | 7 yrs. | No | Public MS 13.03 | Paper |
| PLANNING | SITE PLAN FILE – NOT APPROVED Permanent copy maintained by City or Township where site is located. | 3 yrs. | No | Public MS 13.03 | Paper |
| RECORDS MGMT | AUTHORITY TO DISPOSE OF RECORDS STATE FORM PR-1 Used to approve destruction of records not on an approved retention schedule. | Permanent | No | Public MS 13.03 | Paper |
| RECORDS MGMT | HISTORICAL DATA/PHOTOGRAPHS | Permanent (has historical value) | Yes | Public MS 13.03 | Paper |
| RECORDS MGMT | PROCEDURES | Until Superseded. | No | Public MS 13.03 | Paper |
| RECORDS MGMT | RECORDS INVENTORIES List of specific types of records generated by the SWCD staff. Used for generating retention schedules. | Until Superseded. | No | Public MS 13.03 | Paper |
| RECORDS MGMT | RECORDS MANAGEMENT MANUAL | Until Superseded. | No | Public MS 13.03 | Paper |

Lac qui Parle Soil and Water Conservation District General Record Retention Schedule

| SECTION | TITLE & DESCRIPTION | RETENTION/STATUTE | ARCHIVE | DATA CLASS | STORAGE MEDIA |
|----------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------|---------|-------------------------------------|----------------------|
| | Documents the policies and procedures of the different programs in records management. May include training materials, retention schedules, micrographic procedures, vital records protection procedures, file standards, and general records guidelines. | | | | |
| RECORDS MGMT | RECORDS RETENTION SCHEDULES List of specific types of records maintained by an agency and the period of time that each type should be retained. | Until Superseded. | No | Public MS 13.03 | Paper |
| RECORDS MGMT | RECORDS TRANSFER/TRANSMITTAL LIST | 1 yr. or until the records are removed/destroyed. 10 yrs. | No | Public MS 13.03 | Paper/ Electronic |
| SWCD TECHNICAL | AG BMP APPLICATIONS Applications submitted by landowners, to the SWCD for the Ag Best Management Practices (Ag BMP) Loan, copies of bids for projects, and general correspondence related to the loan. | | No | Public MS 13.03 Private MS 13.43 | Paper |
| SWCD TECHNICAL | COOPERATOR/PROJECT FILES Files of individual projects, may include tiling information, technical notes, survey notes. | Permanent (has historical value) | Yes | Public MS 13.03 | Paper |
| SWCD TECHNICAL | DNR GENERAL PERMIT #97-6108 Permits issued by the SWCD to private landowners throughout Lac qui Parle County for bank/shoreline stabilization and excavation in public waters. | 5 yrs. | No | Public MS 13.03 Private MS 13.43 | Paper |
| SWCD TECHNICAL | GOPHER STATE ONE RECORDS SWCD's copy, stored in Cooperator Files. | 1 yr. | No | Public MS 13.03 | Paper |
| SWCD TECHNICAL | STATE COST-SHARE CONTRACTS/AMENDMENTS/VOUCHERS Contracts with landowners, in which the landowner received funds from the SWCD to share the costs of practices for erosion or sedimentation control, or water quality improvement projects that are designed to protect and improve natural resources. Also includes any amendments made to the contracts, and payment vouchers. | 10 yrs. after contract has expired. May be kept longer in the cooperator files, if SWCD deems it has historical value. | No | Public MS 13.03 Private MS 13.43 | Paper |
| SWCD TECHNICAL | SURVEY NOTES Notes on survey shots taken in the field. | Permanent (has historical value) | Yes | Public MS 13.03 | Paper |
| SWCD TECHNICAL | TECHNICAL NOTES Project log records, tech. notes or diaries pertaining to specific contracts or agreements. | Permanent (has historical value) | Yes | Public MS 13.03 | Paper |
| SWCD TECHNICAL | WCA CEASE AND DESIST ORDERS SWCD copy of DNR Cease and Desist orders. | 5 yrs. | No | Public MS 13.03 | Paper |

