

1 COMMITTEE ON RULES AND LEGISLATIVE ADMINISTRATION

2 Policy On Records Retention Schedule

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4 Minnesota House of Representatives Records Retention Schedule for Documents under the  
5 Supervision and Control of the House Chief Sergeant at Arms  
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7 This records retention schedule generally identifies and describes the records created and  
8 retained by the Sergeant at Arms Department of the Minnesota House of Representatives (House.)  
9 The schedule also sets the retention period for those records. The Chief Sergeant at Arms has  
10 responsibility for retention and disposition of records related to the Sergeant at Arms Department.

11 The records referred to in this schedule are the original or official set of records. This is the set  
12 that should be referred to and retained for administrative, fiscal, legal, or historical value: other copies  
13 of these records may be routinely discarded.

14 This schedule shall be updated as necessary. If federal or state law changes to require  
15 retention of any records on the schedule for a period of time longer than the retention period specified  
16 in this schedule, the schedule shall be construed to adopt the longer retention period required by law.

17 **Definitions**

18 “Title/Description” means the original or official set of records described by the schedule.

19 “Retention Period” means the minimum amount of time records should be maintained.

20 “Storage Media” means the manner in which the data is stored (e.g., paper or electronic, including  
21 magnetic media, optical disk, hard drive, or file server.)

22 “Location of Record Set” generally describes where the records are maintained or, in the case of certain  
23 electronic files, refers to the staff group responsible for the records.  
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Date adopted: \_\_\_\_\_

Signed: \_\_\_\_\_

Joyce Peppin

#	Title/Description	Location of Record Set	Begin Date	Retention Period	Storage Media
3.1	Internal and external informational communications - general correspondence that does not contain data of historical significance and does not include policy-setting correspondence	Individual staff file		Discard at staff discretion	Paper and electronic
3.2	Critical informational communications - correspondence that describes or speaks of matters that are policy-setting, such as notification of policy changes related to reimbursements, expenses purchasing or budget matters	Individual staff file; Sgt common		Current year plus 7 years	Paper and electronic
3.3	Department personnel files	Individual staff file		Retain current employee files. Retain former employee files current year plus 10 years	Paper and electronic
3.4	Other working documents and supporting memos, notes, reports, and e-mails that are critical and relevant to final product or determination relating to the Sergeant at Arms office	Individual staff file		Current year plus 7 years	Paper and electronic
3.5	Other reports, notes, working documents and related materials	Individual staff file		Discard when no longer needed	Paper and electronic
3.6	Telephone Billing and Payment Records	Individual staff file; Sgt common		Current year plus 7 years	Paper and electronic
3.7	Purchasing Records – Duplicate Purchase Orders and supporting documents	Individual staff file		Current year plus 7 years	Paper and electronic
3.8	College Intern Program Participant Record	Shared network drive		Current year plus 7 years	Electronic
3.9	High School Page Program Participant Record	Shared network drive; Sgt common		Current year plus 7 years	Paper and electronic