

ADMINISTRATIVE SCHEDULE - STATE APPROVED 5/16/2000 - UPDATED 8/19/2005

SERIES CODE	SERIES / DESCRIPTION	LEGAL	OFFICIAL RETENTION			COPYHOLDER RETENTION	OFFICE OF RECORD	DATA PRACTICE	REMARKS
		CODE	LEGAL	USER	TOTAL				
ADM-10	<p>Administrative Schedule Analysis/Planning And Project Management Section Overview</p> <p>The records created and maintained by departments relevant to this section are diverse and vary significantly. In some departments, Planning records may be called Project records or vice versa. In other cases Planning/Project records may be combined. Generally speaking, Planning Records are created to document planning tasks including research, analysis, design, and documentation of recommendations and creation of a final document or plan. Planning records may be used as a basis for development, for selection of various alternatives, to obtain funding for implementation of a project or be used as the basis for future planning endeavors. Project Records can generally be defined as records created during the implementation of a project including the development of the project implementation plan, documentation of specifications, project reporting, audits, etc.</p> <p>Definitions: The Planning/Projects record series has been created to describe both Planning and Project records. The retention period for Planning /Project records is the same, regardless of what the records are called. Variation to the retention period assigned to the records is based on whether the records are identified as Routine versus Major and whether the records are Reports and Final Products or Workpapers. The following definitions will help departments to correctly identify/classify Planning/Project records.</p> <p>Routine versus Major Planning/Projects - Generally speaking, Major Planning/Projects have a city-wide implication/application or impact. They are mandated by the mayor or directed by Council and/or by state or federal law and are usually funded through the formal decision package and budget process or other specific Council action. Major Planning/Project records provide a historical blueprint of planning direction, budget priorities, growth patterns, etc. of the City during a given period of time. Conversely, Routine Planning/Projects are usually department specific; results oriented; have limited scope (such as impacting one neighborhood versus citywide) and may be considered to be routine/administrative in nature. Routine Planning/Projects should not used to classify Program Records (see explanation below).</p> <p>Reports and Final Products versus Workpapers - Reports and Final Products can be defined as the final documentation necessary to</p>								

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	<p>support the project or plan. The records may include the summarized decision trail that supports the conclusions, recommendations or findings of the Report or Final Product. Conversely, Workpapers can generally be defined as records that consist of rough notes, calculations, drafts, computer reports, etc. that are created and assembled in preparation of other records, to trace actions, steps, and decisions covered in the final report or product.</p> <p>Program Records - Department Program Records are not to be considered Planning/Project records. Department Program Records are created and are maintained as part of a department ongoing program or function (ie; Rental Licensing, Assessment Processing, Lead Abatement, etc.). These records will be included in Phase III of the City Records Management Redesign Project.</p> <p>File Plans for Planning/Projects - If departments have not created or implemented a Planning/Project File Plan, it is highly recommended that they do so. City staff may have difficulty following the retention schedule because Non-record materials, Workpapers and Reports and Final Products are being filed together. Implementation of a file plan will allow departments to standardize the method for filing records, identify required file and record components and segregate long-term records from short-term records for effective application of required retention requirements.</p> <p>Records versus Non-Records - Non-record material will not be accepted in the City Records Center and should be removed from all files prior to transfer. Destruction of non-record materials is exempt from the destruction notification requirement. See the Definition Section of the Introduction of the City of Minneapolis General Retention Schedule for the definition and general listing of non-record materials.</p>								
ADM-10-02	<p>Administrative Schedule Analysis/Planning And Project Management Major Planning/Projects - Reports And Final Products Reports and Final Products of Major Planning/Projects are usually the result of major studies that address long-term planning, economic development, design/implementation of transit systems, demographics/census, long range forecasts and projections, productivity studies and other issues of public visibility and concern that address critical City functions. The reports and final products may be used as the basis to request</p>	DEV100	PERM	PERM	PERM	ACT	DEPARTMENT AND MIL FOR FINAL REPORTS (SEE NOTE)	PUBLIC	

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	<p>funds and/or receive approvals to initiate new programs or policies. Typical records associated with Reports and Final Products may include the final report, summary documentation and conclusions used to support the report, audit trails leading up to final recommendations, etc.</p> <p>Note: The final reports for Major Planning/Projects have long-term historical and research value. Following the report publication, it is the responsibility of the Department to send two copies of each published report to the Municipal Information Library in City Hall. The records will be indexed and maintained by MIL and transferred to the Archives for permanent storage. A substantial number of these reports may be also found in the officially submitted information found in Petitions.</p>								
ADM-10-04	<p>Administrative Schedule Analysis/Planning And Project Management Major Planning/Projects - Workpapers</p> <p>Workpapers of Major Planning/Projects are usually the result of major studies that address long-term planning, economic development, design/implementation of transit systems, demographics/census, long range forecasts and projections, productivity studies and other issues of public visibility and concern that address critical City functions. The workpapers generated during Major Planning/Project efforts have longer-term research value than Routine Planning/Project efforts.</p> <p>Note: If departments have not created or implemented Planning/Project File Plan, it is highly recommended that they do so. See SECTION OVERVIEW that describes File Plans for Planning/Projects at start of this section.</p> <p>Records may include: project progress reporting, correspondence, general budget information, survey information, copies of contracts, specifications and computer reports</p>	DEV000	ACT+10	ACT+10	ACT+10 *	ACT	DEPARTMENT	PUBLIC	* Active ceases when project/planning is complete.
ADM-10-06	<p>Administrative Schedule Analysis/Planning And Project Management Routine Planning/Projects - Reports And Workpapers</p> <p>This series includes Workpapers and Reports and Final Products that are created during the execution of routine planning efforts or the implementation of routine projects.</p>	BUS131	ACT+3	ACT+3	ACT+3 *	ACT	DEPARTMENT	PUBLIC	* Active ceases when project/planning is complete.

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	Routine plans and projects usually consist of studies, surveys, management audits or similar efforts that analyze or implement routine operations, procedures or processes or address department administrative problems. Routine Planning/Projects are usually funded from the department budget rather than through the formal decision package/budgeting process. The record series may include: reports, proposals, research and back up material as it pertains to the analysis and planning of a specific departmental project or special event, progress reporting, correspondence, general budget information, survey information, etc.								
ADM-15	<p>Administrative Schedule Capital Improvement Projects Section Overview</p> <p>This series includes the records that are created during the implementation of a major capital improvement building project (Convention Center, City Hall tunnel, Parking Ramps, etc.). Capital Improvement Projects can be divided into three functions that include records pertinent to construction - site, structure and process. Generally speaking, the site, structure and process records for Capital Improvement Projects will be assigned very long retention periods. Selected accounting and payroll records may have shorter retention timeframes.</p> <p>Note: See the Finance portion of the General Schedule for the retention of financial records.</p>								
ADM-15-02	<p>Administrative Schedule Capital Improvement Projects Process Records</p> <p>Process documents are diverse and require careful examination as to retention requirements. Process records document the process of construction. They may also document/prove that an acceptable construction methodology was used in the construction process. Process records are important because there is no limitation for the time period when litigation may be brought regarding design and construction of a structure.</p>	DEV100	PERM	PERM	PERM	ACT	DEPARTMENT/ PUBLIC WORKS	PUBLIC	

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ADM-15-04	<p>Administrative Schedule Capital Improvement Projects Site Records Site records can include land survey and acquisition records, environmental impact reports, engineering surveys and demolition records. Site records are important because they document legal rights of the City and environmental issues.</p>	DEV100	PERM	PERM	PERM	ACT	DEPARTMENT/PUBLIC WORKS	PUBLIC	
ADM-15-06	<p>Administrative Schedule Capital Improvement Projects Structure Records Structure records document the building (structure) that was constructed. Structure records may include as built drawings, specifications, change orders relating to design or material substitutions, minutes of site meetings, metal and other stress test results. Structure records are important because there is no limitation for the time period when litigation may be brought regarding design and construction of a structure. Note: Prior to destruction, the records should be reviewed to determine whether the structure has historical significance and will likely have value to future researchers (for instance a parking garage may have little value whereas City Hall structure records may have significant historical value).</p>	DEV100	PERM	PERM	PERM *	ACT	DEPARTMENT/PUBLIC WORKS		* Retain records for the life of the structure plus 6 years.
ADM-20	<p>Administrative Schedule City Governance/Administration Section Overview Many of the records maintained by departments relevant to this section of the schedule are copies of an original record held elsewhere. Many of the records are official records of the City that document the history of issues, actions and decisions through meeting minutes, reports, petitions and ordinances. A permanent retention period has been assigned to most of the records in the City Governance/Administration area of the schedule. All original records that have been assigned a permanent and archival status should be transferred and maintained in the City Records Archives managed by the Office of the City Clerk.</p>								
ADM-20-02	<p>Administrative Schedule City Governance/Administration Affidavit Of Publication - Ordinances and Resolutions Affidavit of Publication are notices that verify that ordinances</p>	BUS120	PERM	PERM	PERM	ACT	CITY CLERK	PUBLIC	Use ADM-20-03 for General Notices.

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	and resolutions and meeting minutes, certificates, amendments, etc. have been published in an official newspaper. The records include the notice as well as a copy of what has been published. Copies of each publication are sent to the Minnesota Historical Society for archival storage. Note: This series does not include affidavits of candidacy or notices of election that are part of the operational schedule for Elections.								
ADM-20-03	Administrative Schedule City Governance/Administration Affidavit of Publication - General Notices Affidavits of public hearings as published in Finance and Commerce regarding hearings and general notices. This series applies to affidavits of publications - general notices (bonds, improvement projects, assessment hearings, liquor licenses, etc.) and affidavit of mailing (certified list of property owners). The series should not be used for the affidavits of publications created for publishing ordinances and resolutions. If affidavits of publication are maintained with other records (development projects, etc.), they should be retained for the longest retention period for any record that the affidavit is filed with. CPED Administration is responsible for maintaining the affidavits relating to land sales. Records may include: Notarized affidavit, clipping from Finance and Commerce	BUS130	6	6	6	MAX1	DEPARTMENT	PUBLIC	
ADM-20-04	Administrative Schedule City Governance/Administration Attorney Opinions (See Legal Section of the General Schedule - LEU-10-10 Attorney Opinions - Formal and LEU-30 Civil Assignment/Advice).	USE LEG-10							
ADM-20-06	Administrative Schedule City Governance/Administration Bonds And Oaths Of City Officials These records document an individual's oath to carry out the duties of the job they have been appointed to perform. For certain appointed positions a bond will accompany an oath. These are positions that carry a certain financial risk to the	LEG000	6	ACT+6	ACT+6 *	ACT	CITY CLERK, FIRE, POLICE	PUBLIC	* Active ceases when employee or official separates.

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	<p>City that needs to be insured against.</p> <p>Note: Departments should develop systems to ensure bonds and oaths can be efficiently identified/removed from active records when termination occurs. At time of termination, it may be beneficial to file the oath with the Department Personnel File.</p>								
ADM-20-08	<p>Administrative Schedule City Governance/Administration City Charter</p> <p>The City Charter is the constitution governing City of Minneapolis government. The charter defines the powers the citizens agree to give Minneapolis City government and how that government is to be structured. The charter defines which officials are elected, their term lengths, duties, powers and responsibilities and establishes the lines of authority for the departments. Amendments to the charter are made either by a unanimous vote of all City council members or by a referendum on the election ballot. All proposed amendments are published in Finance and Commerce and printed in the Council Proceedings.</p> <p>Note: Some charter amendments that were referendum items published in Finance and Commerce may not have been printed in the Council Proceedings.</p>	BUS100	PERM	PERM	PERM	ACT	CITY CLERK	PUBLIC	
ADM-20-10	<p>Administrative Schedule City Governance/Administration Civil Service Rules</p> <p>The purpose of these records is to document the rules associated with the Human Resource practices for classified positions in the City established by the Civil Service Commission. Records may include the Civil Service Rules and Charter Provisions manual.</p>	BUS160	ACT+10	PERM	PERM	MAXACT	HR/CIVIL SERVICE COMMISSION	PUBLIC	
ADM-20-12	<p>Administrative Schedule City Governance/Administration Minutes - Council Committee</p> <p>Council Committee Minutes are a summary of the discussion relating to agenda items and a record of motions taken on agenda items. The Council Committees may include: Claims, Community Development, Intergovernmental Relations, Public Safety and Regulatory Services, Transportation and Public</p>	BUS120	PERM	PERM	PERM	ACT	CITY CLERK	PUBLIC	

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	Works, Ways and Means/Budget, Zoning and Planning, Elections, Rules, Executive Committee and Minneapolis Community Development Agency Operating Committee. Records will include agendas, summary minutes and sometimes certain information that is not petitioned.								
ADM-20-14	<p>Administrative Schedule City Governance/Administration Minutes - Council Proceedings</p> <p>The proceedings are the record of actions taken on agenda items before the City Council. Records may include committee reports, council actions, record of votes, amendments, resolutions and ordinances.</p>	BUS120	PERM	PERM	PERM	ACT	CITY CLERK	PUBLIC	
ADM-20-16	<p>Administrative Schedule City Governance/Administration Minutes - Council Proceedings Index</p> <p>Included in each volume of the Council Proceedings is the index to all the council actions for that year. Items are indexed under major headings and further subcategories. Included in the index are the following sections: Instructions; Comparative Table of Old and New Headings; Abbreviations and Acronyms and the Outline of Main Headings.</p>	BUS120	PERM	PERM	PERM	ACT	CITY CLERK	PUBLIC	
ADM-20-18	<p>Administrative Schedule City Governance/Administration Minutes And Proceedings - Closed Council Committee Meetings</p> <p>Meetings or parts of meetings will be closed to the public and taped when exercising quasi-judicial functions involving disciplinary proceedings, to consider strategy for labor negotiations and to discuss litigation strategy with legal counsel. This applies to both the Council Committees and the Executive Committee.</p> <p>Retention Note: Audio tape recordings should be maintained for 1 year after formal approval of written minutes. Taped records cannot become the permanent record.</p>	UPDATE IN PROCESS	--	--	--	ACT	CITY CLERK	ATTORNEY - CLIENT PRIV./PUBLIC *	* When matters relating to labor issues or lawsuits are addressed, the meetings are taped, but minutes of the discussion are not taken and are public/private (See MS 471.705 subd. 1a and 1d (e) and MS 13.37).

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ADM-20-19	<p>Administrative Schedule City Governance/Administration Minutes And Proceedings (Taped) - Open Meetings</p> <p>This series documents meetings or portions of meetings and/or hearings that are taped. This applies to Council Committee meetings and hearings that are not closed and meetings of other City departments or organizations. See specific retention periods for the minutes and proceedings after they have been transcribed.</p> <p>Retention Note: Audio tape recordings should be maintained for 1 year after formal approval of written minutes. Taped records cannot become the permanent record. See ADM-20-14.</p>	BUS120	--	AT+1	AT+1 *	ACT	CITY CLERK DEPARTMENT		* Active ceases after transcription and approval.
ADM-20-20	<p>Administrative Schedule City Governance/Administration Minutes And Reports - Executive Committee</p> <p>The Executive Committee was created by Charter change to oversee day-to-day operations of the City. Members include the Mayor, the Council President and three Council Members (one of the minority party). The minutes are a summary of the discussion relating to agenda items and a record of motions taken on agenda items. Records include agendas and summary minutes and any material related to agenda items such as reports, studies, letters of support/concern, etc. These materials will not be petitioned unless the matter is referred to a council committee.</p> <p>Retention Note: Audio tape recordings should be maintained for 1 year after formal approval of written minutes. Tape records cannot become the permanent record.</p>	BUS120	PERM	PERM	PERM	ACT	CITY CLERK	ATTORNEY - CLIENT PRIV./PUBLIC *	* When matters relating to labor issues or lawsuits are discussed, the meeting is taped, but minutes of the discussion are not taken and are public/private (See MS 471.705 subd. 1a and 1 d (e) and MS 13.37).
ADM-20-22	<p>Administrative Schedule City Governance/Administration Minutes And Reports - Independent Boards</p> <p>Minutes may include agendas for meetings; reports, studies and other material pertinent to agenda items; a record of discussion and action on agenda items. Examples of Independent Boards include the School Board, Park Board, Library Board, Board of Estimate and Taxation, Municipal Building Commission. These boards are generally</p>	BUS120	PERM	PERM	PERM	ACT	RELEVANT INDEPENDENT BOARD	PUBLIC	

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	bodies that have policy-making power independent of the City Council.								
ADM-20-24	<p>Administrative Schedule City Governance/Administration Minutes And Reports - Boards And Commissions With Governing / Policy Powers</p> <p>Minutes may include agendas for meetings; reports, studies and other material pertinent to agenda items; a record of discussion and action on agenda items. This series applies to the minutes for subsidiary boards, commissions or committees that have been established by the council/council committees and have rulemaking or quasi-judicial authority over an activity or program of the city or where they have been established by ordinance, order, or resolution for the purposes of advising the governing body on policy. While there are numerous Boards and Commissions in the City, the following are typical examples for this series: Board of Adjustment, Civil Service Commission, Civilian Review Authority, Metropolitan Sports Facilities Commission and Planning Commission.</p>	BUS120	PERM	PERM	PERM	ACT	RELEVANT BOARD OR COMMISSION	PUBLIC	
ADM-20-28	<p>Administrative Schedule City Governance/Administration Minutes And Working Files - Advisory Boards</p> <p>This series documents the activities of boards and councils that function in an advisory capacity to the City. Boards and councils may have as their charge highly specific or broad areas of concern. Records may include meeting minutes, agendas, reports, notes, working papers, audio recordings, transcriptions and related documentation and correspondence.</p> <p>Note: Any final reports, recommendations or other records presented before a Council Committee will be captured in the petition process and, as such will be maintained permanently (See ADM-20-34). Advisory Boards are responsible for the maintenance of the working files of their Board. Use ADM-20-22 and ADM-20-24 for Boards and Commissions with Governing Powers.</p>	BUS130	6	6	6	ACT	RELEVANT ADVISORY BOARD	PUBLIC	

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ADM-20-30	<p>Administrative Schedule City Governance/Administration Minutes And Working Files - Committees, Boards And Commissions</p> <p>This series applies to all the documents created in the process of producing final reports, plans or studies that are brought before the committees, boards and commissions. Records may include reference material such as newspaper or journal articles, meeting notes, drafts, correspondence, etc.</p> <p>Note: Any final reports, recommendations or other records presented before a Council Committee will be captured in the petition process and, as such will be maintained permanently (See ADM-20-34). Use ADM-20-22 and ADM-20-24 for Boards and Commissions with Governing Powers.</p>	BUS130	6	6	6	ACT	RELEVANT COMMITTEES, BOARDS AND COMMISSIONS	PUBLIC	
ADM-20-32	<p>Administrative Schedule City Governance/Administration Ordinances</p> <p>An ordinance is City law that regulates people or property and provides penalties for violations. Ordinances are effective upon publication and are published in summary form in Finance and Commerce. All ordinances in their entirety are printed in the Council Proceedings.</p>	BUS100	PERM	PERM	PERM	ACT	CITY CLERK	PUBLIC	
ADM-20-34	<p>Administrative Schedule City Governance/Administration Petitions</p> <p>Petitions are the official records of the City, the information upon which Council decisions are made. These documents consist of all material collected from the time an issue is first heard in committee until the matter goes before Council. Petitions are produced for all Council Committees and the Charter Commission but not for other boards and commissions. Records may include reports from departments, outside organizations, neighborhood groups, etc. Records can also include letters of support/concern, plans, blueprints, photographs, etc.</p> <p>Note: Because petitions are the official record of the City, studies, plans and reports that are submitted by departments become part of the official record. For this material, the petition, maintained by the City Clerk, becomes the office of</p>	BUS120	PERM	PERM	PERM	ACT	CITY CLERK	PUBLIC	

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	record and the departments become the copyholders.								
ADM-20-36	<p>Administrative Schedule City Governance/Administration Resolutions Prior to 1999 (See Council Proceedings for Resolutions from 1999 forward) A resolution is any action of a temporary or administrative nature and other routine actions in the conduct of the City's business. A resolution becomes effective upon publication or as specified in the body of the resolution. Resolutions are published in summary form in Finance and Commerce. The City is not obligated to publish certain resolutions, such as those that are congratulatory in nature. All resolutions in their entirety are printed in the Council Proceedings.</p> <p>Retention Note: Also see City Charter, Chapter 4, Section 10 (City Council-Powers-Duties, Etc.)</p>	BUS120	PERM	PERM	PERM	ACT	CITY CLERK	PUBLIC	
ADM-20-38	<p>Administrative Schedule City Governance/Administration Speeches / Official Statements Most Speeches/Official Statements are maintained with Petitions or with the Council Proceedings and are permanent records - use ADM-20-14 or ADM-20-34. Major speeches may include: State of the City, Budget Priorities, Budget Address, etc. Use this series for those speeches that are not maintained as a part of another series.</p>	COM200	PERM	PERM	PERM	ACT	MAYOR COUNCIL DEPARTMENT HEADS	PUBLIC	
ADM-30	<p>Administrative Schedule General Administrative Section Overview General Administrative records are records of a general facilitative nature created or received in the course of administering programs. These records do not include analysis/planning or project records. Care should be taken to select the correct correspondence series to accurately describe the purpose and use of the correspondence.</p>								
ADM-30-02	<p>Administrative Schedule General Administrative Accident Report</p>								

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	(See Health and Safety Section of the General Schedule - HES-50)								
ADM-30-04	<p>Administrative Schedule General Administrative Annual Reports - Department</p> <p>This record series documents the summarized annual activity of all divisions/sections for City departments. Annual reports may include information about administrative activities, goals and objectives, fiscal status, project work performed, personnel activity, accomplishments and staff changes. The record series General/Subject Files (Routine Department Program Records) should be used to maintain Annual Reports and Workpapers created by divisions/sections.</p> <p>Note: Departments are required to send two copies of each published report to the Municipal Information Library in City Hall on an annual basis.</p>	BUS120	PERM	PERM	PERM	ACT *	DEPARTMENT	PUBLIC	
ADM-30-05	<p>Administrative Schedule General Administrative Performance Management</p> <p>The activities involved in managing the performance of the department against the department plans. Activities include developing performance indicators and measurement mechanisms; measuring, monitoring and analyzing performance; conducting reviews of performance and responding to results; and reporting on department performance to internal and external stakeholders.</p>	BUS120	PERM	PERM	PERM	ACT	DEPARTMENT	PUBLIC	
ADM-30-06	<p>Administrative Schedule General Administrative Calendars/Daily Logs</p> <p>This series documents the day to day activities of the office. The series may include but is not limited to management and administrative staff daily schedules, appointment information and desk calendars. If the calendar is used for both personal and work-related appointments, the calendar or portions thereof qualifies as a City record. Should a request be made for the calendar (using the Minnesota Data Practices Act), some of the information could be made available. Contact the</p>	BUS140	3	3	3	ACT	DEPARTMENT	PUBLIC PRIVATE MS 13.43	

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ADMINISTRATIVE SCHEDULE - STATE APPROVED 5/16/2000 - UPDATED 8/19/2005

SERIES CODE	SERIES / DESCRIPTION	LEGAL CODE	OFFICIAL RETENTION			COPYHOLDER RETENTION	OFFICE OF RECORD	DATA PRACTICE	REMARKS
			LEGAL	USER	TOTAL				
	Responsible Authority for specific guidance.								
ADM-30-08	<p>Administrative Schedule General Administrative Correspondence - General/Subject Files (Routine Department Program Records) (See also Department Operational Schedules) Records related to general department operations, that do not fit specific categories found elsewhere in this schedule or Department Operational Schedules. The series may include organized subjects such as department meeting minutes, progress reports by subject, correspondence related to a specific subject, division/section annual reports/workpapers, articles, and related background materials arranged by subject. Generally speaking, these records document the activity and routine business or support programs developed and administered by the department. Note: This series should not be used to maintain project management or planning records, records setting precedent or records that obligate the City from a legal or financial standpoint. All such records/files must be removed from this series and filed in the appropriate series prior to transferring the records to the City Records Center or prior to destruction.</p>	BUS140	3	3	3	ACT	DEPARTMENT	PUBLIC PRIVATE MS 13.601	
ADM-30-10	<p>Administrative Schedule General Administrative Correspondence - General Subject Files (Mayor And Council Use Only) (See also Project Files - Council) - ADM-30-44, Complaints - ADM-30-18, and Neighborhood and Business Association Files - ADM-35-04). The series documents the activities and general issues addressed by council members and staff for each ward that are not found elsewhere in this schedule. Typical files in the ward office that are captured by this series may include: department files, problem property files, general administrative files, address files, church files, alphabetical subject files, address or street files, etc. This series may include records such as copies of committee meeting agendas and minutes, copies of City Attorney opinions, correspondence related to a specific subject, reports articles and related background materials arranged by subject.</p>	BUS140	3	ACT+3	ACT+3 *	ACT	MAYOR/COUNCIL	PUBLIC PRIVATE MS 13.601	* Active ceases after employee separates. Notify the State Archives for selection and disposition.

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		CODE	LEGAL	USER	TOTAL				
	<p>Note: This series should not be used to maintain project records, records setting precedent or records that present legal or financial obligations for the City. All such records/files must be removed from this series and filed in the appropriate series prior to records transfer/final disposition.</p> <p>Retention Note: Prior to destruction contact the State Archives for selection and disposition.</p>								
ADM-30-12	<p>Administrative Schedule General Administrative Correspondence - Transitory This series contains records that do not provide substantive business related information. The records serve as simple requests, reminders, or inquiries that do not contain any substantive action, policy decision and no special compilation/research to comply. Records may include extra copies of documents used for convenience of reference, announcements not related to business, phone message slips, announcements of social events (retirements, parties, holiday celebrations, etc.). The series should not be used to maintain project management or planning records, records setting precedent or records that present legal or financial obligations for the City. All such records/files must be removed from this series and filed in the appropriate series prior to records transfer/final disposition. Transitory correspondence is exempt from the destruction notification requirement.</p>	NONE	0	ACT	ACT	MAXACT	DEPARTMENT	PUBLIC PRIVATE MS 13.601	
ADM-30-14	<p>Administrative Schedule General Administrative Correspondence - Chronological Files These records are usually copies of records maintained as backup to records that are filed in another appropriate subject category and organized by date. Records may include: Correspondence, memorandums, reading files, etc. The series should not be used to maintain project management or planning records, records setting precedent or records that present legal or financial obligations for the City. All such records/files must be removed from this series and filed in the appropriate series prior to records transfer/final disposition. If the correspondence maintained in chronological</p>	NONE	0	ACT	ACT	ACT	DEPARTMENT	PUBLIC	

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	files are copies of records maintained elsewhere, the records are exempt from destruction notification requirements.								
ADM-30-16	<p>Administrative Schedule General Administrative E-Mail Records (See also the City of Minneapolis E-Mail Policy) E-mail is a document created or received on the electronic mail system including brief notes, more formal substantive narrative documents, and any attachments, such as word processing and other electronic documents, which may be transmitted with the message. E-mail, in and of itself, does not constitute a record series.</p> <p>Note: It is the function and content of the e-mail that determines which record series and corresponding retention period a message will fall under. To better manage e-mail records, this schedule divides e-mail into the following two classifications: Records of Value and Transitory Records.</p> <p>Records of Value are E-mail records that are required for ongoing legal, fiscal, administrative, operational or research purposes is to be considered a record of value. These messages, like any other record, are to be assigned to a record series based on the function and content of the message. For example, an e-mail message that contains draft budget projections for a particular division may be categorized as budget workpapers. It is the user's responsibility to determine the nature and content of the e-mail and to assign messages to the proper record series. The assignment will be the basis for the retention period that should be assigned to the record. Therefore, do not use this record series to schedule e-mail records of value.</p> <p>Transitory Record is E-mail that is of short-term interest with no documentary or evidential value is to be considered a transitory record and may be deleted at any time. Examples of this type of e-mail include: training announcements, meeting notices, publications such as FYI, personal messages, etc.</p>	SEE NOTE	ACT	ACT	*	ACT	DEPARTMENT	PUBLIC	* DEPENDS ON RECORD CONTENT. SEE NOTE

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	<p>Note: Back-up tapes of the e-mail system are made nightly and kept for approximately 45 days before they are reused. This means that messages that have been backed-up and later deleted will still be accessible until the back-up tape is reused.</p>								
ADM-30-17	<p>Administrative Schedule General Administrative Voice Mail Records (See also Transitory Correspondence - ADM-30-12 and Telephone Logs - ADM-30-40). Voice mail messages, in most cases, are not considered records and may be deleted immediately. In some instances, however, these messages meet the State of Minnesota definition of a record. As such, specific classifications of voice mail shall be retained according to the City of Minneapolis Records Management Policy. The function and content of the voice message determines the value and corresponding retention requirements of the message.</p> <p>Voice mail is considered a record if it is created for legal, fiscal, administrative, operational or research purposes. These messages, like any other record, are to be assigned to a record series based on the function and content of the message. They may be managed in the following ways:</p> <p>* In many cases, the content of the voice mail message may be transcribed on the record to which it pertains prior to the deletion of the message. For example, a vendor change of address left as a voice mail message is added to a purchase order.</p> <p>* In other cases, it may be necessary to create a written summary of the message and include the sender, receiver, time message was sent and other pertinent information prior to deletion of the message.</p> <p>* In circumstances where a message has evidential value that requires the message to be kept in its original format (e.g. a harassing message that may be used for employee discipline), contact your HR Generalist or City Attorney for further instruction.</p> <p>In all these cases, it is the user's responsibility to determine</p>	SEE NOTE	ACT	ACT	*	ACT	DEPARTMENT	PUBLIC	* DEPENDS ON RECORD CONTENT. SEE NOTE

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	the nature and content of the voice mail and to assign it to the proper record series. All other types of voice mail messages are considered non-records and may be deleted immediately.								
ADM-30-18	<p>Administrative Schedule General Administrative Complaints This series documents the complaints received from the public by a department, city official or employee of the City of Minneapolis.</p> <p>Note: These are complaints of a general nature and do not include records such as Disciplinary Actions, IAD Complaints or Civilian Review Authority Complaints.</p>	BUS140	3	ACT+3	ACT+3 *	ACT	DEPARTMENT	PUBLIC PRIVATE MS 13.44	* Active ceases after action is completed.
ADM-30-20	<p>Administrative Schedule General Administrative Graphic Arts Files - Non Historical This series includes the creation of documentation/graphic arts files of routine activities of the City, its departments, programs or projects. The series may include routine artwork used for the creation of flyers, posters, overheads, photographs, scrapbooks, clippings, slides, sound recordings, videotapes, etc. Prior to destruction, notify State Archives for selection and disposition.</p>	NONE	0	ACT+3	ACT+3 *	ACT	DEPARTMENT	PUBLIC	* Active ceases when no longer used or is superseded. Notify State Archives for selection and disposition.
ADM-30-22	<p>Administrative Schedule General Administrative Graphic Arts Files - Historical The purpose of this series is to document the history and activities of the City, its departments, programs or projects except as such records are noted elsewhere in the retention schedule (ie; mug shots, fire damage, inspection incident photographs, etc.). The series may include photographs, scrapbooks, slides, sound recordings, videotapes, posters, and other non textual media that document the history of the City. Notify Records Management for assistance in the review and transfer of these records to the City Archives.</p>	COM200	PERM	PERM	PERM	ACT	CITY ARCHIVES	PUBLIC	

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ADM-30-26	<p>Administrative Schedule General Administrative Organization Charts These documents graphically depict the hierarchical structure of the City. The organizational chart for the entire City contains information about each department as well as related boards and commissions. Each department maintains their own departmental chart that is organized down to the division or section level. A copy of each department's organization chart can be found in the Approved Operating Budget that is published each year (See FNN-90-06 in the Finance Section of the General Schedule). Note: Departments must forward one copy of their organizational chart to the City Archives and to the MIL Library each year.</p>	BUS120	PERM	PERM	PERM	AS *	MUNICIPAL INFORMATION LIBRARY (MIL)	PUBLIC	* Departments should retain charts until after superseded.
ADM-30-28	<p>Administrative Schedule General Administrative Policies And Procedures - Section Overview Policies and Procedures are records not required by law or contract that demonstrate compliance with and consistent enforcement of City of Minneapolis policies and guidelines. Although the City Clerks office maintains a copy of the most policies, the policies are from a compilation of sources including: City Council Proceedings, Civil Service Rules, Employee Handbook, Resolutions, Supervisor's Handbook, Labor Contracts, etc.</p>								
ADM-30-30	<p>Administrative Schedule General Administrative Policies / Procedures - Council Approved The purpose of these records is to document citywide and council approved policies and procedures. Examples of council approved policies includes: Residency Requirements, Sexual Harassment Training, Internet, E-Mail and Web Site Policy, etc.</p>	BUS150	ACT+10	PERM	PERM	MAXACT	CITY CLERK	PUBLIC	
ADM-30-32	<p>Administrative Schedule General Administrative Policies / Procedures - Department Specific The purpose of these records is to document department specific policies and procedures. Records may include</p>	BUS150	ACT+10	ACT	ACT+10 *	MAXACT	DEPARTMENT	PUBLIC	* Active ceases when no longer used or is eliminated or replaced.

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	<p>policies on internal transfers, vacation scheduling, shift assignments, specific job function procedures, etc.</p>								
ADM-30-34	<p>Administrative Schedule General Administrative Postal / Copying Operation Records See IDT/IGPV Detail Records (FNN-30-06) in the Finance Section of the General Schedule</p>	USE FNN-30-06							
ADM-30-36	<p>Administrative Schedule General Administrative Professional Membership Records This series documents the relationship and participation of staff with professional, trade or educational associations. The City Department or staff role may be one of membership on the advisory or administrative board, participation in a task force or subcommittee or records received during the course of the membership in the organization. The series may include background/promotional information, rules and regulations. Copies of financial transactions relevant to professional memberships or seminars should be filed and maintained as financial records in FNN-10-02 and FNN-10-04 in the Finance Section of the General Schedule.</p>	NONE	0	ACT	ACT	MAXACT	DEPARTMENT	PUBLIC	
ADM-30-38	<p>Administrative Schedule General Administrative Reference Materials - General And Common Information maintained for reference purposes only. Reference materials are considered non-records and will not be accepted in the City Records Center. Reference materials are exempt from the destruction notification requirement. Includes general information and publications in the public domain, such as industry or professional association meetings, proceedings and publications; government regulations; supplier reference information (products and services publications and price lists; supplier quality records). Information maintained for reference purposes only.</p>	NONE	0	ACT	ACT	MAXACT	DEPARTMENT	PUBLIC	

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ADM-30-40	<p>Administrative Schedule General Administrative Telephone Logs This series consists of a log of each telephone call, caller, time/date and message. It may also include information about the conversation or response to the call. If the information that is transcribed about the call is relevant to a subject or project, if it documents official City business or obligates the City, a record of the conversation should be copied and filed with the appropriate record series where it can be assigned the correct retention. Note: This series does not include logs maintained by the Police Department, Fire Department or MECC. See the respective Department Operational Schedules for the retention of these records.</p>	BUS140	3	3	3	MAXACT	DEPARTMENT	PUBLIC CONFIDENTIAL MS 13.44	
ADM-30-42	<p>Administrative Schedule General Administrative Constituent Tracking Records (Council Use Only) (See also Correspondence - General Subject Files - Mayor and Council Use Only - ADM-30-10, Complaints - ADM-30-18, Project Files - Council - ADM-30-44, and Neighborhood and Business Association Files - ADM-35-04). The constituent tracking system is used to document interactions between the ward office and the public and/or other departments. The system tracks interactions from the initial contact to completion of the matter. The records are collected from a variety of sources including telephone conversations, voice mail messages, e-mail and other correspondence. The system may include records that serve a variety of purposes that include: documentation of complaints, notification of meeting agendas and minutes, identification of phone messages, documentation relating to projects, ward or city related subjects, etc. Key information captured for each interaction may include: contact name and address, time and date, message, issue type, actions taken, follow-up contacts and status. Note: The constituent tracking system is a compilation of records and information that may be covered in a number of other record series including: E-mail, Voice Mail, Telephone Logs, Neighborhood and Business Association Files, General Subject File and Project Files.</p>	BUS140	3	ACT+3	ACT+3 *	ACT	MAYOR/COUNCIL	PUBLIC PRIVATE CONFIDENTIAL MS 13.601 MS 13.44	* Active ceases after action is completed.

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	<p>Retention Note: The retention has been created based on the longest retention requirement for any of the individual series that may be included in the Constituent Tracking System except for records that relate to Project Files. Issues associated with the long-term storage of electronic records requires that Project File records must be must be printed and maintained in the paper project file in order to meet the longer term retention requirement (6+ years).</p>								
ADM-30-44	<p>Administrative Schedule General Administrative Project Files (Council) Records that provide information related to ward specific projects and major issues. This series typically involves projects or issues that are of direct impact or interest to the ward or where the council member contributes significantly to the project. The series serves as a unique compilation and central reference point for the council office. These documents allow council members to provide coordination, oversight, public outreach and context to these projects. The majority of records contained in this series are copies that are maintained in their official form by others. Records include copies of approved plans, modifications, staff reports, architectural drawings, council member notes, board and commission reports, correspondence that documents support or opposition to a project, background materials, publications, etc.</p> <p>Note: This series contains copies of many of the documents and reports that are petitioned by Committee Coordinators. The series should not be used to maintain original records that set precedent or records that present legal or financial obligations for the City. All such records/files must be removed from this series and filed in the appropriate series prior to records transfer/final disposition.</p> <p>Retention Note: Prior to destruction contact the State Archives for selection and disposition</p>	BUS130	6	ACT+6	ACT+6 *	ACT	MAYOR/COUNCIL	PUBLIC PRIVATE	* Active ceases after employee separation. Notify State Archives for selection and disposition.
						L	MS 13.601		

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ADM-35	Administrative Schedule Outreach/Communications Section Overview Records and documents in this section of the schedule pertain to the variety of venues, vehicles and methods that information is disseminated to City employees and the public through publications and the news media.								
ADM-35-02	Administrative Schedule Outreach/Communications Mailing/Address/Contact Lists List used to communicate with individuals, community and business organizations. Lists are typically used to create letters, envelopes for bulk and targeted mailings and to identify key contact individuals. Lists may include names, addresses, web addresses, e-mail addresses, telephone numbers and fax numbers for individuals, businesses and organizations.	NONE	ACT	ACT	ACT *	ACT	DEPARTMENT PUBLIC PRIVATE MS 13.37	* Active ceases after information is superseded.	
ADM-35-04	Administrative Schedule Outreach/Communications Neighborhood And Business Association Files Records to and from community organizations that are used to monitor and document communication/outreach efforts and organization activities. The records are also used to help involve and inform, residents, neighborhoods and business groups. Records may include, copies of association newsletters, agendas and meeting minutes, materials that document positions on issues/projects, copies of NRP plans, etc. Note: This series should not be used to maintain project management or planning records, records setting precedent or records that present legal or financial obligations for the City. All such records/files must be removed from this series or copied and filed in the appropriate series prior to records transfer/final disposition. Also Note: Prior to final disposition or destruction of records, remove and send neighborhood newsletters to the Municipal Information Library (MIL) in City Hall.	BUS140	3	ACT+3	ACT+3 *	ACT	DEPARTMENT	* Active ceases after information is superseded.	
ADM-35-06	Administrative Schedule Outreach/Communications Special Events Documents the department's role in the administration, planning,	BUS140	3	3	3	ACT	DEPARTMENT PUBLIC		

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	arrangement and execution of special events and activities such as dinners, lectures, dedications, ceremonies, visits and tours.								
ADM-36	Administrative Schedule Public Information Section Overview The City provides information on City departments, programs and services, by responding to inquiries and data practices requests from the public and the news media.								
ADM-36-02	Administrative Schedule Public Information Data Practices Requests And Appeals Requests for access to City data filed by members of the public, the media or other agencies and data that is created to document and respond to such requests under the Minnesota Government Data Practices Act. Records may include the initial request, documents created to respond to the request; data, a notation, or a logging showing that the data request was filled; and appeals in situations where access to data is denied.	LIT000	ACT+6	6	ACT+6 *	ACT	DEPARTMENT, RESPONSIBLE AUTHORITY	PUBLIC/PRIVATE	* Active ceases after request or inquiry has been completed.
ADM-40	Administrative Schedule Records Management Section Overview Records Management records include the documentation of activities undertaken by the Records Management Division and Departments to comply with the provisions under Minnesota Statutes 15.17, 138.225 and 138.161 - .21. The records provide departments with uniform guidelines for the definition, retention and disposition of common records found throughout the City. They identify the retention requirements to meet legal, fiscal, historical and other state of Minnesota and federal requirements and provide the legal authorization to dispose of obsolete records on a regularly scheduled basis after meeting stated retention periods.								
ADM-40-02	Administrative Schedule Records Management Records Retention (Disposition) Schedules The records retention schedules are the documents that group and define the City's records and establish the required	BUS150	ACT+10	PERM	PERM	MAXACT	RECORDS MANAGEMENT (CITY CLERK)	PUBLIC	

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	retention periods for each record grouping. The records retention schedules establish retention periods for City records based on their administrative, fiscal, legal and historical value. Upon approval from the State Records Disposition Panel as defined in MN Statute 138.17, these schedules allow for the destruction of records when retention periods have been met.								
ADM-40-04	<p>Administrative Schedule Records Management Records Inventory Documents that list and describe the records produced by a particular organization (e.g. a department or division). Included in the inventory will be descriptions on how similar records are created, grouped, filed and used together. This information is used to construct and define the larger record series that appear in the record retention schedules.</p>	NONE	0	AS	AS *	AS	RECORDS MANAGEMENT (CITY CLERK AND DEPARTMENT)	PUBLIC	* Maintain until after superseded.
ADM-40-06	<p>Administrative Schedule Records Management Records Transfer Forms Records transfer forms are used when shifting boxes of inactive records to the City Record Center. When completed, each form contains a box listing with content descriptions and date information along with the department and individual transferring records. After processing by Records Management staff, the transfer forms will also include storage locations and record series assignment for each box.</p>	NONE	0	ACT	ACT	MAXACT	DEPARTMENT	PUBLIC	
ADM-40-08	<p>Administrative Schedule Records Management Records Destruction Notices This record series consists of documents that are used to certify the destruction of records according to state approved retention schedules. These documents are used to complete the Records Destruction Reports that are submitted to the State as required by MN Statute 138.17. For records held in the City Record Center, Records Management holds the original certifications and submits destruction reports to the State. For the destruction of records not maintained in the City Record Center, each department is responsible for certifying and reporting destruction to the State.</p>	BUS150	ACT+10	PERM	PERM	MAXACT	RECORDS MANAGEMENT (CITY CLERK AND DEPARTMENT)	PUBLIC	

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			LEGAL	USER	TOTAL				
ADM-50	<p>Administrative Schedule Information Systems Section Overview Information Systems records document the activities undertaken by ITS and Department to design, develop and operate computer systems. Retention periods assigned to the records in this area vary significantly. Some of the records may require a retention that is long enough to ensure that any record that is maintained by the system is available unless the records are transferred to and are made usable in a new environment (hardware, software, media, etc.).</p>								
ADM-50-02	<p>Administrative Schedule Information Systems Data Input Documents The series consists of electronic and paper documents and/or forms designed and used solely to create, update or modify the records in an electronic medium and not required for audit or legal purposes (such as needed for signatures) and not previously scheduled for retention in the City General Retention Schedule. Input records needed by a department program unit, should be scheduled in department specific schedules.</p> <p>Records used solely for data input to an automated system have no value after data has been entered and verified. Except for the items noted above, once the input has been entered into a reliable and trustworthy system and the information is verified as being accurate, the input document or source becomes a copy and can be destroyed according to the retention specified for this series. Records may include: service requests, work orders, surveys, evaluations, tests, electronic or paper files, documents to be reformatted into electronic media</p>	NONE	0	ACT	ACT	ACT	DEPARTMENT	PUBLIC/PRIVATE MS 13.43 MS13.384 MS13.3805 MS13.46	Destroy when data have been entered into the master file database and verified or when no longer required to support construction of, or serve as backup to master file or database, whichever is later, but not before audit or other compliance requirements have been met.
ADM-50-04	<p>Administrative Schedule Information Systems Data Processing Planning Records The purpose of these records is to document the studies and system analyses conducted before the installation of any technology, equipment, systems or programs associated with information management systems. Typical records may include reports, cost analysis studies, Data Modeling and</p>	NONE	0	ACT+6	ACT+6 *	ACT	DEPARTMENT RESPONSIBLE FOR IMPLEMENTATION	PUBLIC	* Active begins after technology or system is installed, tested and full production begins.

Event Codes:

AA After Audit	ACT Active	AR Annual Review	AT After Termination	AW After Wreck	IND Indefinite	MAX (Maximum)	PERM Permanent	YR Yearly Review
AC After Completion	ALA After Last Action	AS After Superseded	AV After Verification	EX After Expiration	LA Life of Asset	(Not More Than)	YE Year End	

ADMINISTRATIVE SCHEDULE - STATE APPROVED 5/16/2000 - UPDATED 8/19/2005

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			LEGAL	USER	TOTAL				
	Business Reengineering/Workflow analyses & recommendation documents/reports, work projections, and similar records concerning the creation, planning, configuration and development of how the planned data processing system should operate. Records may also include documentation of proposed implementation plans/phases, recommended purchases of software/hardware, product evaluation notes, etc. but does not include any RFP's or bid quotes or PO documents.								
ADM-50-06	<p>Administrative Schedule Information Systems Equipment Reference Manuals</p> <p>This series consists of manuals that are supplied by the vendor/manufacture to document the parts, operation and troubleshooting of the equipment.</p> <p>Retention Note: If the equipment is used to maintain and account for records that cannot be found elsewhere in paper form (ie: only on tape drives, disc drives, recording equipment, etc.) superseded begins after the retention period has elapsed for the records that are retained on the system. Reference materials are exempt from the destruction notification requirement.</p>	BUS180	ACT+10	ACT	ACT+10 *	ACT	DEPARTMENT RESPONSIBLE FOR IMPLEMENTATION AND MAINTENANCE OF SYSTEM	PUBLIC	* Retain manuals as long as any record that resides in the system must be retained or until the records are transferred to and made usable in a new hardware or software environment plus 10 years.
ADM-50-08	<p>Administrative Schedule Information Systems Equipment Reference Manuals</p> <p>This series consists of manuals that are supplied by the vendor/manufacture to document the parts, operation and troubleshooting of the equipment.</p> <p>Retention Note: If the equipment is used to maintain and account for records that cannot be found elsewhere in paper form (ie: only on tape drives, disc drives, recording equipment, etc.) superseded begins after the retention period has elapsed for the records that are retained on the system. Reference materials are exempt from the destruction notification requirement.</p>	BUS180	ACT+10	ACT	ACT+10 *	ACT	DEPARTMENT RESPONSIBLE FOR IMPLEMENTATION AND MAINTENANCE OF SYSTEM	PUBLIC	* Retain manuals as long as any record that resides in the system must be retained or until the records are transferred to and made usable in a new hardware or software environment plus 10 years.

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SERIES CODE	SERIES / DESCRIPTION	LEGAL CODE	OFFICIAL RETENTION			COPYHOLDER RETENTION	OFFICE OF RECORD	DATA PRACTICE	REMARKS
			LEGAL	USER	TOTAL				
ADM-50-10	<p>Administrative Schedule Information Systems Software Manuals</p> <p>This series consists of manuals that are supplied by the manufacturer/developer to document the operation and troubleshooting of software/programs.</p> <p>Retention Note: If the software is used to maintain and account for records that cannot be found elsewhere in paper form, the manuals must be retained for the longest retention of any record on any equipment that has utilized the software to create the record. Reference materials are exempt from the destruction notification requirement.</p>	BUS180	ACT+10	ACT	ACT+10 *	ACT	PUBLIC	* Retain current manual for the longest retention of any record on any equipment that has utilized the software to create the record.	

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