

1. Schedule Number <i>012-044</i>	Date <i>9/21/2011</i>	2. New New	Revision of <i>010-062</i>	MINNESOTA RECORDS RETENTION SCHEDULE <i>21 2011</i>	
3. Agency Department of Public Safety		4. Division/Section Bureau of Criminal Apprehension/Investigations		6. Page 1 of 2	
5. Address 1430 Maryland Avenue East St. Paul, MN 55106				See attached page(s) for records description	
7. For Use By Records Panel Only					
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.		
8. Agency Records Management Officer (signature) <i>E. Joseph Newton</i>		Date 9-14-2011		11. Minnesota Historical Society, Director <i>Charles L. Rodgen</i> 20 Sept 2011	
9. Type Name / Phone E. Joseph Newton		651.201.7170		12. Legislative or State Auditor <i>Paul P. Schi</i> 9/27/11	
10. Agency Head or Designee (signature) <i>Mary Allison</i>		Date 9/14/11		13. Attorney General <i>Patricia North</i> 11/6/11	

Original-State Records Disposition Panel

Copy 1-Agency (after approval)

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14. Item No.	15. Record Series Title and Description	16. Retention Instructions	17. Statute	18. Vital? (Yes/no)	19. Archival? (Yes/no)
1	Homicide, suicide and death investigation and officer-involved shooting case files including all reports, notes and information in all storage formats	P		Yes	No
2	Missing person case files including all reports, notes and information in all storage formats	P		Yes	No
3	Kidnapping and abduction cases including all reports, notes and information in all storage formats	P		Yes	No
4	All other case files including all reports, notes and information in all storage formats	7		Yes	No
5	Intelligence files including all reports, notes and information in all storage formats	10		Yes	No
6	Forensic art created in conjunction with a criminal investigation	7		No	No
7	Background investigations of individuals who are not applicants for employment or employees of the Bureau	7		No	No
8A	Predatory offender registration files including completed registrations, information from supervising agents and documentation of failure to comply with registration requirements in digital format.	P		Yes	No
8B	Predatory offender registration files for individuals who have died in all storage formats	On verification of death		No	No

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8C	Predatory offender registration files including completed registrations, information from supervising agents and documentation of failure to comply with registration requirements in paper format.	Upon scanning of the registration files and verification of the file documents. (Scanning project currently underway 09/13/2011. Expected completion date 02/2012)			No
9	Internal affairs investigations of law enforcement officers employed in other law enforcement agencies	10		No	No
10	Speeches, lectures and classes taught by agents in all storage formats. This includes training materials, study guides, powerpoint presentations, curriculum, and recorded training presentations	Retain for five (5) years from the date the class is conducted, then discard.		No	No
11	Curio and Relic Weapon Files including copies of U.S. Treasury Department forms, and ownership or possession reports concerning weapons classified as curios, relics, or "other weapons" (machine guns or short barreled shotguns)	P		No	No
12	Minnesota Personal Protection Act application records	10		No	No
13	Minnesota Personal Protection Act application training curriculum and lessons plans	P		No	No
14	Confidential records including but not limited to receipts, expenditures, bank statements, etc;	P		No	No
15	Confidential Informant files	Upon verification of death		No	No
16	State and Federal Forfeiture document	Current year plus 5 fiscal years.		No	No
17	Employee Expense Reports, authorization for Travel and Advances, Special Expense Reports	Current year plus 5 fiscal years. Retention begins after last payment.		No	No

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18	Payroll Records and supporting documentation such as time sheets, activity reports, etc;	Current year plus 5 fiscal years. Retention begins after last payment.		No	No
19	Purchasing files and supporting documentation including solicitations, bids, violation forms, purchase orders, etc;	Current year plus 5 fiscal years. Retention begins after last payment.		No	No
20	Employee Personnel files including position descriptions, evaluations, emergency contact information, etc;	5 years after separation.		No	No
21	Vehicle files including gas logs and purchase orders.	Current Year plus 5 fiscal years.		No	No