Schedule Number	Date	New	Revision of	MINNESOTA RECORDS RETENTION SCHEDULE
018-0416	1/4/18			

Agency	Division/Section	
Department of Public Safety	Bureau of Criminal Apprehension Minnesota Justice Information Services	Page 1 of 15

Address		
1430 Maryland Avenue East Saint Paul, Minnesota 55106	3700 North Norris Court NW Bemidji, MN 56601	See attached pages for records descriptions

For Use By Records Panel Only

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

Notice: This Records Retention Schedule has been reviewed by the State Records Disposition Panel in accordance with Minnesota Statutes, section 138.17. The records listed on this schedule have been reviewed for their historical, fiscal, and legal value.

Agency Records Management Officer (signature)	Date	Minnesota Historical Society, Director	Date
E. Joseph Newton	12-28-17	Charles A. Rodgers	4 Jan 2018
Type Name / Phone		**Legislative or State Auditor**	**Date**
E. Joseph Newton / 651-201-7170			Jan 18, 2018
Agency Head or Designee (signature)	**Date**	**Attorney General**	**Date**
Amanda Sellner	12-29-17		1/8/18

Original-State Records Disposition Panel

Copy 1-Agency (after approval)

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Item No.	**Record Series Title and Description**	**Retention Instructions**	**Citations**	**Vital? (Yes/no)**	**Archival? (Yes/no)**
1	**Automated License Plate Reader (ALPR) System Data** Minnesota License Plate Data File and related records.	Retain 30 days, then destroy.	18 USC § 2721; 28 USC. § 534 Minn. Stat. §§ 168.346, and 171.12	No	NO
2	**Automated License Plate Reader (ALPR) User List Data** Records identifying law enforcement agencies that use automated license plate reader technology.	Retain until superseded, then destroy.	Minn. Stat. §13.824, subd. 8	No	
3	**Background Checks – 501(c) Nonprofit Organizations Tax Status Forms** Copies of original documents provided to the BCA and used to verify federal tax-exempt status of non-profit organizations to receive background checks at a reduced fee.	Retain until the nonprofit organization 1) no longer requests background checks at a reduced fee or 2) requests a refund of the nonprofit organization's account, whichever is shorter, then discard expired tax status forms.	Minn. Stat. § 13.03	No	
4	**Background Checks – Civil Applicants *Subject* to BCA Review** Records assembled to perform state and federal background checks for employment or licensure purposes where a statute directs the BCA to determine an applicant's eligibility. The records may include FBI (III/CHRI) responses, fingerprint cards, and informed consent forms.	For applicants found to be eligible for employment or licensure, destroy upon completion and distribution of the background check results. For applicants found to be ineligible for employment or licensure, retain 7 years, then destroy.	42 USC § 14616 Minn. Stat. §§ 13.03, 13.04, 299C.10, 299C.58 and numerous background check statutes	No	
5	**Background Checks – Civil Applicants *Not Subject* to BCA Review** Records assembled to perform state and federal background checks for employment or licensure purposes where no statute directs the BCA to determine an applicant's eligibility. The records may include fingerprint cards and informed consent forms.	Send or return upon completion to the requestor or to the public entity authorized to receive the information.	42 USC § 14616 Minn. Stat. §§ 13.03, 13.04, 299C.10, 299C.58 and numerous background check statutes	No	

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6	**Background Checks – Individual Requests** Records assembled to perform Criminal History System (CHS) background checks at the request of individuals not pursuant to a data practices request. The records may include fingerprints from the National Fingerprint File (NFF) and Civil Applicant Processing System (CAPS), informed consent forms, copies of FBI and CHS cover letter responses, and other requests to review criminal history records.	Send or return upon completion to the requestor. Destroy fingerprint cards except for non-classifiable cards that must be returned to the requestor.	42 USC § 14616 Minn. Stat. §§ 13.03, 13.04, 299C.10, 299C.58 and numerous background check statutes	No	NO
7	**Background Checks –Log and Records for MNJIS and FBI CJIS Security Clearance** Log and records assembled to perform background checks for BCA employees, interns, student workers, independent contractors as well as MNIT Services, MN Department of Public Safety (DPS) and other state agency employees (e.g., the MN Department of Administration and MN Department of Management and Budget) working at the BCA to comply with MNJIS policies and user agreements and the FBI CJIS Security Policy. The records may include fingerprints and informed consent forms. *See also "Biometrics – Fingerprint Cards for MNJIS and FBI CJIS Security Clearance" (#12)*	Retain Log permanently. Retain records 3 years after the resignation or termination of the BCA employment relationship or expiration or termination of the contract.	20 CFR. § 20.21 and FBI CJIS Security Policy § 5.12 Minn. Stat. §§ 299C.48 and 626.87	No	
8	**Biometrics – Adult Identification Photos** Records include photographs and related identifying data that depict face, scars, tattoos, along with other identifying data such as name, address, date of birth, gender, race, height, weight, hair color, and images.	Retain 100 years from the subject's most recently reported date of birth. Exceptions: Seal when ordered by the Minnesota Courts.	Minn. Stat. §§ 13.82, 13.87, 299C.10, 299C.11, 299C.14, 299C.145, and 609.118	Yes	

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9	**Biometrics – *Civil* Fingerprints** *See "Background Checks – Civil Applicants Subject to BCA Review" (#4).*			Yes	NO
10	**Biometrics – *Criminal* Justice Fingerprints** Fingerprints, thumbprints, palm and writer's side palm prints, footprints when fingerprints, thumbprints and palm prints are not possible, photographs, and related identifying data (e.g., name, date of birth, race, gender, state identification number, and fingerprint images and measurements) collected from adults and unknown persons in connection with criminal incidents (including missing persons reports) and criminal justice proceedings. Fingerprint, thumbprint, palm print and footprint image data are stored in the Automated Fingerprint Identification System (AFIS). Image data plus demographic and offense data are maintained in the Bio ID Archive. Fingerprint data may include manual Master and Repeater fingerprint cards that are stored at the BCA.	Retain 100 years from the subject's most recently reported date of birth, then destroy. Exceptions: Destroy per statutory requirements, expungements, or other updates that render the original record obsolete. Destroy upon proof of death through presentation of cadaver fingerprints.	Minn. Stat. §§ 13.87, 299C.09, 299C.093, 299C.10, 299C.11, 299C.14, 299C.535, and 609.118	Yes	
11	**Biometrics – Requests for fingerprint comparisons** Requests from law enforcement agencies and medical examiners to compare known fingerprints on file with fingerprints submitted to the BCA.	Retain 2 years, then destroy.		No	
12	**Biometrics -- Fingerprint Cards for MNJIS and FBI CJIS Security Clearance** Fingerprint cards of BCA employees, interns, student workers and independent contractors as well as MNIT Services, DPS, and other state agency employees (e.g., the MN Department of Administration and the MN Department of Management and Budget) working at the BCA. *See also "Background Checks – Log and Records for MNJIS and FBI CJIS Security Clearance" (#7).*	Retain Log permanently. Retain 3 years after the resignation or termination of the BCA employment relationship or expiration or termination of the contract.	Minn. Stat. § 13.43	No	

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13	**Biometrics – Juvenile Identification Photos** Photographs or electronically produced images of those adjudicated delinquent under Chapter 260B and related identifying data about photographed juveniles.	Retain permanently.	Minn. Stat. § 13.82, subd. 29	Yes	NO
14	**Biometrics – Juvenile Fingerprints** *See "Juvenile Records" (#44).*				
15	**Biometrics – Livescan Message Enhancement** Records that permit viewing of Livescan submission results.	Retain juvenile records 6 months from creation and adult records for 1 year, then destroy.	Minn. Stat. §§ 13.87, 299C.09, 299C.093, 299C.095, 299C.10, 299C.11, 299C.14, and 609.118	No	
16	**Biometrics – Logs** • Livescan, Rescan, Discard and Failed Test BID Logs. • Tally, Statistical and Project Logs. • Questioned Identity and AFIS Logs.	Retain until related system is no longer in use, then destroy. Retain until no longer in use, then destroy. Retain 30 days from record date, then destroy.		No	

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17	**Biometrics – Predatory Offender Registration (POR) Fingerprints File** Prints and prints of electronic fingerprints to place in file when not appropriate to create CHS record because the individual committed the registrable offense out of state.	Retain 100 years from the subject's most recently reported date of birth, then destroy.	Minn. Stat. §§ 243.166, and 299C.09	Yes	NO
18	**Criminal History Records – Criminal History System (CHS) Query Log** Query date, ORI, purpose code, device, password, attention field from Portals, and name of requestor.	Retain 2 years, then destroy.	Minn. Stat. §§ 13.15, 13.37, and 13.87	No	
19	**Criminal History Records – Terminal Questionnaires** Criminal justice agency terminal questionnaires used to create or maintain passwords to gain user access to CHS.	Retain 5 years, then destroy.		No	
20	**Criminal History Records – Court Orders** Court Orders and records tracking compliance and receipt (number, date, case file number, who notified BCA, disposition of fingerprint cards, and correspondence) regarding seals, expungements, and change of name, pardons, convictions set aside, and impositions.	Retain 100 years from the subject's most recently reported date of birth. Exception: Destroy ancillary documents to expungement files 3 years after the file is expunged or updated. Destroy notices of hearings and petitions for judicial restoration of ability to possess firearms and ammunition by felon and notices under the Fair Credit Reporting Act, upon receipt.	Minn. Stat. §§ 13.87, subd. 2; 299C.11; and 609A.03	Yes, but not exceptions	
21	**Criminal History Records – Notices and Petitions** Notices of hearings, notices of petitions for restoration of ability to possess firearms and ammunition, and notices under the Fair Credit Reporting Act.	Destroy upon receipt.	Minn. Stat. §§ 13.87, 299C.10, 299C.11, and 609A.03	No	

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22	**Criminal History Records – Individuals** All data maintained in the criminal history records compiled by the BCA, including, but not limited to, fingerprints, photographs, identification data, arrest data, prosecution data, criminal court data, custody and supervision data. Also correspondence, offender tracking forms, suspense files (court dispositions that do not match a fingerprint-based criminal history record), suspense-related records, and questioned identity documents. *See also "Juvenile Records" (#44).*	Retain 100 years from the subject's most recently reported date of birth. Exception: Destroy when required by statute or court order.	Minn. Stat. §§ 13.87, 299C.10, 299C.11, and 609A.03	Yes	NO
23	**Criminal History Records – Criminal History System (CRS) Reports** • User Transactions (Identifies all the data added to or edited in State Identification Number (SID) records or arrest cycles by a specific user), • Court Notifications (Law enforcement requests for corrections sent to the courts), and • Inserts and Edits (Data added to or edited in SID records or arrest cycles by criminal justice agencies).	Retain 100 years from the subject's most recently reported date of birth, then destroy.	Minn. Stat. § 13.87	No	
24	**Criminal History Records -- Criminal History System (CRS) Materials** Lists of Inter-Agency Access Contacts, Criminal Justice Agencies, New Suspense files, Queries, Suspense History, System Statistics, User Accounts, and Volume of Changes.	Retain until superseded or no longer in use, then destroy.	Minn. Stat. § 13.87	No	
25	**Criminal History Records -- FBI requests for Minnesota Records (NICS Checks)**	Retain 6 months, then destroy.	Minn. Stat. § 13.87	No	

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26	**Criminal History Records – Minnesota Court Information System (MNCIS) Files** Disposition documents from Minnesota Courts containing "vacates and deletes" data, and documents that cannot be entered manually into CHS. (Court dispositions that do not match a CHS record and are not required by Minn. Stat. § 299C.10 to be reported to the BCA.)	Retain until the subject's criminal history record is updated with court disposition information, then destroy. Destroy immediately upon confirmation that Court dispositions do not match a CHS record.	Minn. Stat. § 13.87	No	NO
27	**Criminal History Records – Questioned Identity Records and Log** Initial report, fingerprints submitted with initial report, BCA response letter, and Questioned Identity Log that lists requestor, staff member who generated letter, date, and verification number.	Retain 100 years from the subject's most recently reported date of birth. Exception: Destroy when expunged or updated.	Minn. Stat. §13.87	Yes	
28	**Criminal Justice Statistics – Criminal Justice Reporting System (CJRS) Records** Data concerning the number and nature of arrests and offenses committed, and other information deemed useful to the study of crime and the administration of justice. Data submitted by MN criminal justice agencies on incidents, arrests and property and supplemental data on homicides, bias crimes, firearms discharges, assaults upon/killings of law enforcement officers, pursuits, cargo thefts, and human trafficking for use in compiling the "Minnesota Uniform Crime Report."	Retain until updated or removed by the submitting criminal justice agency, then destroy.	28 USC § 534; Public Laws 109-177 and 110-457 Minn. Stat. §§ 299C.05 and 299C.12, 299C.22, 626.553, 626.5531, and 626.5532	No	

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29	**Criminal Justice Statistics – Crime Reporting System (CRS) Records** National Incident-Based Reporting System administrative, offense, property, offender, victim and arrestee data. Law Enforcement Incident System data from criminal justice agencies including name, nickname, date of birth, address, physical detail, involvement with incident, contact information, and incident number.	Retain until updated or removed by the submitting criminal justice agency, then destroy.	Minn. Stat. §§ 13.82 and 299C.40	No	NO
30	**Criminal Justice Statistics – "Minnesota Uniform Crime Report"** Statistical data derived from analysis of crime data records. *See Criminal Justice Statistics – Criminal Justice Reporting System (CJRS) Records (#28) and Criminal Justice Statistics – Crime Reporting System (CRS) Records (#29).*	Retain 7 years from the date of the reported incident, then discard. Transfer one copy of the annual report to the State Archives for selection and disposition.	28 USC § 534 Minn. Stat. §§ 299C.05, 299C.12, 299C.22, 626.553, 626.5531, and 626.5532	No	yes
31	**Criminal Justice Statistics – Permit To Carry Report** *See "Firearms – Permit To Carry Annual Report" (#38).*			No	NO
32	**Customer Service Records** Includes records relating to business partners and consumers of MNJIS information systems and services. Maintained in Customer Relationship Management, Service Desk Express, Statute Service, and other files. Includes Terminal Agency Coordinator (TAC) information, and system administrator forms. Also includes configuration data, asset information and purchase request information.	Retain until no longer used or superseded, then destroy.	Minn. Stat. §§ 13.03, 13.15, 13.37, 13.43, 299C.46	Yes	↓

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33	**DVS Access Data** Data relating to motor vehicle registration, driver's license or government-issued id card as maintained by the Driver and Vehicle Services Division of the Department of Public Safety. Data may include name, gender, date of birth, address, height, weight, and photo.	Retain 4 years, then destroy.	Minn. Stat. §§ 168.346, 171.07, subdivision 1a; 171.12, and 18 USC § 2721	Yes	NO
34	**eCharging, eCitation, and eWarrant Documents** Includes criminal complaints, citations, incident reports and attachments, and Driving While Intoxicated (DWI) administrative documents, and eWarrants. *See also "Information Systems – System Logs" (#43) for eCharging credentialing work flow and routing data.*	Retain criminal complaints for 1 year and citations, incident reports and attachments, and driving while intoxicated administrative documents for six months after workflow closes, then destroy. For eWarrants, hold for 60 days after last workflow status change, then destroy. Workflow closes: ▪ For criminal complaints, after entry of a court file number or after the prosecutor terminates the workflow; ▪ For citations, after entry of a court file number, rejection by the Minnesota Court Information System, or after the workflow is archived; ▪ For incident reports and attachments, after entry of the prosecutorial charging decision or after the workflow is archived; and ▪ For DWI administrative documents, after being published to DVS or after the workflow is archived.	Minn. Stat. §§ 13.393, 13.82, and 299C.41 Minn. R. Pub. Access 4	Yes	

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35	**Firearms – DNR-CHS Hunting License System** DNR System generates reports on possible matches between DNR firearms-related hunting licenses and records in CHS, the MN Wanted Persons Hot File, and the Department of Corrections Statewide Supervision System.	Retain 1 year, then destroy.	Minn. Stat. §§ 13.82, 13.87, 84.0874, and 241.065	No	NO
36	**Firearms – DNR Hunting Licenses** Records about individuals holding firearms-related hunting licenses. Data periodically supplied by the DNR that issues the licenses.	Retain until superseded by new data from DNR or until license is expired, whichever is shorter, then destroy.	Minn. Stat. § 84.0874	No	
37	**Firearms – Gun Permit Background Check System, Background Checks of applicants**	Retain 45 days, then destroy.	Minn. Stat. § 13.87, subd. 2	No	
38	**Firearms – "Permit To Carry Annual Report"**	Retain 7 years, then discard. Transfer one copy of the annual "Permit to Carry Report" to the State Archives for selection and disposition.	Minn. Stat. §§ 13.03, and 624.714	No	yes
39	**Firearms – Permit To Carry Annual Statistics** Records submitted by law enforcement agencies.	Retain 2 years, then discard.	Minn. Stat. §§ 13.03, and 624.714	No	NO
40	**Firearms – Permit Tracking System – Permit Data**	Retain until updated, marked for deletion by the submitting law enforcement agency, or until the permit has been expired for 60 days, whichever is shorter, then destroy.	Minn. Stat. §§ 13.87, and 624.714	Yes	

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41	**Information Systems– Quality Assurance Testing Documentation** System and application testing documentation, test scripts and outcomes.	Retain until no longer in use, then destroy.		No	NO
42	**Information Systems – Systems/Network Documentation and Reference Material** Usage data about systems and past and current practices and procedures.	Retain until superseded or for the life of the information system/network, whichever is shorter, then destroy.		Yes (some)	
43	**Information Systems – Systems Logs** Application, system, and network activity records (such as logins/logouts, workflow data, exceptions, and security events), maintained primarily for troubleshooting, security, and maintenance purposes.	Retain 1 year, then destroy.		Yes	

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44	**Juvenile Records** Contain arrest, petition, diversion, disposition, sentencing, confinement, and/or supervision information about an individual including CHS records, AFIS, and fingerprints. *See also "Biometrics: Juvenile Identification Photos" (#13).*	Retain for the longest applicable of the following: ▪ Retain a record about a child who was arrested six (6) months, then destroy, if the child has not been referred to diversion and no petition has been filed. ▪ Retain a record about a child against whom a petition was filed until receipt of a notice from the court of the petition's dismissal, then destroy. ▪ Retain a record about a child who was referred to diversion or against whom a petition was continued for dismissal until the child reaches age 21 (measured from the most recently reported date of birth listed), then destroy. ▪ Retain a record about a child against whom a petition was continued without adjudication, or who was adjudicated for committing a felony- or gross misdemeanor-level offense, until the child reaches age 28 (measured from the most recently reported date of birth), then destroy. ▪ If not already destroyed under the preceding rules, a juvenile history record about an individual who is convicted of a felony as an adult or as an extended jurisdiction juvenile becomes subject to retention under "Criminal History Records – Individuals" (#23).	Minn. Stat. §§ 260B.171, 260C.171, and 299C.095	Yes	NO
45	**Law Enforcement Message Switch (LEMS) Files** Message switch to check format of messages received and sent and to validate messages.	Retain 3 years, then destroy.		No	

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46	**Law Enforcement Information System (LEIS)** Incident data from criminal justice agencies including name, nickname, date of birth, address, physical detail, involvement with incident, contact information, and incident number.	Retain until updated or removed by the submitting criminal justice agency, then destroy.	Minn. Stat. §§ 13.82, and 299C.40	No	NO
47	**LEMS Hot Files – DNR Vehicle Registration Database** Registration records for snowmobiles, boats, and off-road vehicles provided by the DNR for use by law enforcement agencies.	Retain until superseded by data from the DNR or until registration expires, then destroy.	Minn. Stat. § 84.0874	No	
48	**LEMS Hot Files – Impound Vehicles**	Retain 3 months after uploading record to the National Insurance Crime Bureau, then destroy.	18 USC § 2721. Minn. Stat. §§ 168.346, 171.12, and 299C.16	No	
49	**LEMS Hot Files – Keep Our Police Safe (KOPS) File**	Retain 3 months, then destroy.	Minn. Stat. § 13.37	Yes	
50	**LEMS Hot Files – Minnesota Gang Pointer File**	Retain until updated by submitting law enforcement agency or statutorily lapsed, then destroy.	Minn. Stat. § 299C.091	No	
51	**LEMS Hot Files – No-Contact Orders and Orders for Protection**	Retain until court order expires, then destroy.	Minn. Stat. § 299C.46	No	
52	**LEMS Hot Files – Warrants and Wants**	Retain until canceled by the law enforcement agency that issued or submitted the warrant or want data, then destroy.	Minn. Stat. §§ 13.82, and 299C.115	Yes	

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53	**Name and Event Index Service** Records include index entries, except for those entries that point to records held in MNJIS repositories (e.g., CHS, LEIS, eCharging, and Predatory Offender Registration).	Retain until superseded, then destroy. (Index entries that point to records in MNJIS repositories are retained and destroyed in accordance with the applicable item on this MNJIS Records Retention Schedule.)	Minn. Stat. § 13.87	No	NO
54	**Predatory Offender Registration** Database maintained by MNJIS on behalf of the BCA Predatory Offender Registration Division. *See also "Biometrics – Predatory Offender Fingerprints File" (#17).*		Minn. Stat. §§ 243.166, 243.167, 299C.093	Yes	