

Schedule Number	Date	New	Revision of	MINNESOTA RECORDS RETENTION SCHEDULE
D18-045	1/4/18			
Agency Department of Public Safety	Division/Section Bureau of Criminal Apprehension BCA Training and Auditing	Page 1 of 3		
Address 1430 Maryland Avenue East Saint Paul, Minnesota 55106	3770 North Norris Court NW Bemidji, MN 56601	5255 Maple Grove Rd., #200 Hermantown, MN 55811		See attached pages for records descriptions
<i>For Use By Records Panel Only</i>				
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	
<i>E. Joseph Newton</i>	12.28.17	<i>Charles George</i>	4 Jan 2018	
Type Name / Phone	Date	Legislative or State Auditor	Date	
E. Joseph Newton / 651-201-7170		<i>Paul Miller</i>	Jan 18, 2018	
Agency Head or Designee (signature)	Date	Attorney General	Date	
<i>Amanda Johnson</i>	12-29-17	<i>[Signature]</i>	1/8/18	

Original-State Records Disposition Panel
Copy 1-Agency (after approval)

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	Department of Public Safety	Bureau of Criminal Apprehension BCA Training and Auditing	
	Discard means disposal via recycling. Destroy means disposal in a secure manner.	This Training and Auditing Records Retention Schedule covers all storage media including paper, electronic, photos, etc.	
Item No.	Record Series Title and Description	Retention Instructions	Archival? (Yes/no)
1	Training content and manuals in all storage formats	Discard when superseded or revised	No YES
2	Board of Peace Officer Standards and Training records	Retain 4 years, then destroy	No NO
3	Board of Continuing Legal Education records	Retain 4 years, then destroy	No
4	Instructors who are not BCA employees Information about non-BCA instructors	Retain 2 years, then destroy	No
5	Training class rosters	Retain 2 years, then destroy	No
6	User Compliance Credentials User registrations, certifications and other credentials required to use Minnesota Justice Information Services networks, systems and tools.	Retain 2 years after credentials expire, are superseded, or surrendered, then destroy	No
7	User Compliance - FBI Audit Reports FBI Audit Reports and associated records of the Bureau and other agencies that have been audited.	Retain the 2 most recent reports, then destroy	No
8	User Compliance - BCA Audit Reports BCA Audit reports and records in all storage formats of agencies with access to criminal justice information.	Retain the 2 most recent reports, then destroy	No
9	User Compliance - Audit Logs Records of all transactions via the BCA network, systems and tools.	Retain (6 years, then destroy	Yes
10	Vendor Screening Records - Vendors Records about vendors serving agencies that use criminal justice information to demonstrate compliance with federal and state policies.	Retain 6 years, then destroy	Yes
11	Vendor Screening Records - Employees Records of the employees of vendors who have been the subject of a background check, have viewed the security awareness certification training to demonstrate compliance with federal and state security policies, and received authorized access to criminal justice information or to work in a building or on a system with access to criminal justice information.	Retain 6 years, then destroy	Yes
12	Offline searches when requested by agencies Searches of BCA databases when requested by authorized agencies as part of an investigation.	Retain 1 year, then destroy	Yes

Schedule No.	Agency Department of Public Safety	Division/Section: Bureau of Criminal Apprehension BCA Training and Auditing	Page 3 of 3
Item No. 13	<p>Discard means disposal via recycling. Destroy means disposal in a secure manner.</p> <p>Record Series Title and Description</p> <p>Offline searches for inappropriate use when requested by agencies Searches of BCA databases when requested by authorized agencies as part of an investigation whether employee inappropriately used database(s).</p>	<p>This Training and Auditing Records Retention Schedule covers all storage media including paper, electronic, photos, etc.</p> <p>Retention Instructions</p> <p>Retain 2 years, then destroy</p>	<p>Citations</p>
			<p>Vital? (Yes/no) Yes</p>
			<p>Archival? (Yes/no) NO</p>