

1. Schedule Number <i>08-169</i>	Date <i>5/19/08</i>	2. New	Revision of 07-120	MINNESOTA RECORDS RETENTION SCHEDULE	
3. Agency MN Department of Public Safety		4. Division/Section Bureau of Criminal Apprehension Forensic Science Service		6. Page 1 of 5 Pages	
5. Address MN BCA Forensic Science Service St. Paul Headquarters Laboratory 1430 Maryland Ave E St. Paul, MN 55106				See attached page(s) for records description	
				Bemidji Regional Laboratory 3700 North Norris Court NW Bemidji, MN 56601	

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>Debra A. Springer</i>	Date <i>5/19/2008</i>	11. Minnesota Historical Society, Director <i>Charles C. Rodgen</i>	Date <i>16 May 2008</i>
9. Type Name / Phone Debra A. Springer (651) 793-2895		12. Legislative or State Auditor <i>Don Weber</i>	Date <i>5/21/08</i>
10. Agency Head or Designee (signature) <i>T. Medley</i>	Date <i>5/19/08</i>	13. Attorney General <i>Patrick Nolta</i>	Date <i>6-17-08</i>

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. SM*	18. Statute	19. Vital? (Yes/no)	20. Archival? (Yes/no)
1A	<p>Laboratory Hard Copy Case Files: Technical records that provide evidence of work performed; activities conducted and include all data generated in the processing of a case.</p> <p>Documents can include evidence receipts, police reports, scientist's notes and drawings, case photographs and reports issued.</p>	<p>Hard copy case files are retained, in part, based on the statute of limitations of case type. If a case is maintained longer than the schedule listed below for legal, scientific, or historical value, a note will be maintained in the case file and in the inventory of records maintained by the Support Services Supervisor. The retention of hard copy case records is as follows:</p>	P, A	138.17, 628.28, 13.82, 299C	Yes	<p>Case files retained longer than scheduled (5 years-20 years), because of their historical value are eligible for transfer to the State Archives for selection and disposition. All case files retained for 75 years are eligible for transfer to the State Archives for selection and disposition.</p>
		<p>5 years: Auto Theft Driving While Intoxicated Fire Investigation Forgery Game Laws Hit & Run (Property damage) Non-accident MSP Photo Open Bottle Other Criminal Vandalism</p>				

* SM = Storage Medium

P=Paper (including maps, blueprints, plans, cards, checks/warrants), M=Microfilm (not COM), C=Computer Output Microfilm (COM), E=Electronic (including tapes, disks), A=Other (including photographs, computer cards, X-Rays, slides, exhibits)

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14. Item No.	15. Record Series Title and Description	16. Retention Instructions	17. SM*	18. Statute	19. Vital? (Yes/no)	20. Archival? (Yes/no)
1A	Laboratory Hard Copy Case Files: Technical records that provide evidence of work performed; activities conducted and include all data generated in the processing of a case. Documents can include evidence receipts, police reports, scientist's notes and drawings, case photographs and reports issued.	10 years Accident MSP Photo Controlled Substance Criminal Vehicular Operation Explosive Device Investigation Fraud Harassment/Stalking Quality Assurance Proficiency Theft Weapons Violation	P, A	138.17, 628.28, 13.82, 299C	Yes	
		20 Years Attempted Homicide Assault Burglary Child Endangerment Criminal Sexual Conduct Fatality Study MSP Photo – Fatality Robbery Officer Involved Shooting Death Investigation – Accidental Death Investigation – Suicide Death Investigation – Natural Causes			Yes	

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1. Schedule No.	3. Agency MN Department of Public Safety	4. Division/Section: Bureau of Criminal Apprehension Forensic Science Service	6. Page 4 of 5 Pages
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14. Item No.	15. Record Series Title and Description	16. Retention Instructions	17. SM*	18. Statute	19. Vital? (Yes/no)	20. Archival? (Yes/no)
		75 Years Criminal Vehicular Homicide Death Investigations (excluding accidental, suicide and natural) Homicide Kidnapping Missing Person Officer Involved Shooting w/Death Terroristic Threats	P, A	138.17, 628.28, 13.82, 299C	Yes	
1B	Laboratory Electronic Case Files: Technical records that provide evidence of work performed; activities conducted and include all data generated in the processing of a case. These records also include electronically archived hard copy case files where the electronic copy completely replaces the hard copy file so it may be destroyed. Documents can include evidence receipts, police reports, scientist's notes and drawings, case photographs and reports issued.	All electronic case files are maintained according to the highest retention for the hard copy case file, which is 75 years	E	138.17, 628.28, 13.82, 299C	Yes	No
1C	Laboratory hard copy section specific case data can include scientific data run during batch examinations of several different case types and other data such as instrument data generated during the examination of case evidence	Hard copy section specific case file examination data files are maintained according to the highest assigned retention for hard copy case files, which is seventy-five (75) years.	P, A	138.17, 628.28, 13.82, 299C	Yes	No

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