

SECTION	TITLE & DESCRIPTION	RETENTION/STATUTE	ARCHIVAL VALUE?*	DATA CLASS	STORAGE MEDIA ¹
ADMINISTRATION	Annual Reports Including annual work plan for following year.	Retain permanently	Yes	Public Minn. Stat. § 13.03	Electronic
ADMINISTRATION	Bid, Quotations and Request for Proposals and Supporting Papers - Not Accepted Rejected by the Commission	Retain 6 years	No	Public/Protected Non-public until all bids are opened Minn. Stat. § 13.37 Minn. Stat. § 13.59	Electronic
ADMINISTRATION	Bid, Quotations and Request for Proposals – Accepted Accepted by the Commission	Retain 10 years after completion of project	No	Public/Non-public Minn. Stat. § 13.37, subd. 2 Minn. Stat. § 13.59	Electronic
ADMINISTRATION	Organization Bylaws	Retain permanently	Yes	Public Minn. Stat. § 13.03	Electronic
ADMINISTRATION	Organization Policies and Procedures Documents the policies and procedures of the Commission	Retained until superseded	No	Public Minn. Stat. § 13.03	Electronic
ADMINISTRATION	Contracts and Agreements (not otherwise scheduled herein)	Retain 10 years after paid and audited	No	Public Minn. Stat. § 13.03	Electronic

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ADMINISTRATION	Correspondence				Electronic
	a. General	a. Retain 3 years	a. No	a. Public - Minn. Stat. § 13.03	
	b. Historical – correspondence to from Commissioners and Administrator. Official correspondence that documents important events or major functions of the office. Usually deals with a specific topic, issue, organization or individual.	b. Retain permanently	b. Yes	b. Public/Private - Minn. Stat. § 13.601	
	c. Messages – Transitory messages, email, social media, or phone messages of short term interest which are considered incidental and non-vital correspondence. Note: messages which relate to transactions of Commission business should be retained in accordance with applicable retention schedule.	c. Retain until read	c. No	c. Public	

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ADMINISTRATION	Minutes – Commission and Various Committees a. Typed minutes b. Audio recordings	a. Retain permanently b. Open meetings: retain for 1 year after approval of minutes by commission or committee; Closed meetings: retain for 3 years for labor negotiations, 4 years for security info, 8 years for purchase or sale of real property	a. Yes b. No	a. Public b. Public/Non-Public - Minn. Stat. §§ 13D.05, 13.37	Electronic/Audio
ADMINISTRATION	Grants Miscellaneous grant programs and stipulations.	Consult grant issuing agency. Typically 3 years after audit (State grants) and 6 years after audit (federal grants).	No	Public, unless otherwise required by other government agency Minn. Stat. § 13.35	Electronic
ADMINISTRATION	Agenda Packets Commission and various committees that are Commission approved or appointed	Retain permanently	Yes	Public Minn. Stat. § 13.03	Electronic
ADMINISTRATION	Affidavits of Publication	a. Retain 6 years	a. No	a. Public – Minn. Stat. § 13.03	Electronic

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	<ul style="list-style-type: none"> a. General notices, including public hearings b. Rules 	b. Retain permanently	b. Yes	b. Public - Minn. Stat. § 13.03	
ADMINISTRATION	<p>Notice of Meetings – Commission and Committees</p> <p>Commission-generated</p>	Retain 6 years	No	Public Minn. Stat. § 13.03	Electronic
ADMINISTRATION	<p>Attorney</p> <ul style="list-style-type: none"> a. Correspondence and reports related the legal review of Commission functions such as rules, insurance, contracts and grants, claims for damages. b. Official opinions regarding questions of legal rights or liabilities affecting Commission. 	<ul style="list-style-type: none"> a. Retain 6 years b. Retain 10 years 	<ul style="list-style-type: none"> a. Yes b. No 	<ul style="list-style-type: none"> a. Public - Minn. Stat. § 13.03 b. Public/Private/ Non-Public - Minn. Stat. § § 13.393, 13.39 	Paper/Electronic
ADMINISTRATION	Drafts, duplicates, notes or other documents that have not become part of an official transaction, not otherwise scheduled herein.	Retain 2 years then discard	No	Public Minn. Stat. § 13.03	Paper/Electronic

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ADMINISTRATION	Historical Information and Photographs	Retain permanently	Yes	Public Minn. Stat. § 13.03	Paper/Electronic
ADMINISTRATION	Inventories and Equipment Lists	Retain until superseded	No	Public Minn. Stat. § 13.03	Electronic
ADMINISTRATION	Leases	Retain 10 years after paid and audited	No	Public Minn. Stat. § 13.03	Electronic
ADMINISTRATION	Lawsuits a. Property Lawsuits b. Civil Litigation c. Criminal Litigation	a. Retain 10 years after either filing with County or last court activity b. Retain 10 years after last court activity c. Retain 2 years after last court activity	a. Yes b. No c. No	Public/Private/Confidential/Protected Non-Public Minn. Stat. § 13.03, 13.39, 13.393, 13.82	Paper/Electronic
ADMINISTRATION	Newsletters	Retain permanently	Yes	Public Minn. Stat. § 13.03	Electronic
ADMINISTRATION	Press Releases	Retain 1 year	No	Public Minn. Stat. § 13.03	Electronic
ADMINISTRATION	Public Opinion Surveys	Retain permanently	Yes	Public Minn. Stat. § 13.03	Electronic
ADMINISTRATION	Commission meeting materials not otherwise included herein	Retain 10 years then discard	No	Public Minn. Stat. § 13.03	Electronic
BONDS	Appearance Bonds	Retain 6 years after completion of contract	No	Public Minn. Stat. § 13.03	Electronic

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BONDS	Contractor License Bonds, Certificates of Insurance, etc.	Retain 6 years after completion of contract	No	Public Minn. Stat. § 13.03	Electronic
BONDS	Fidelity Bonds – managers	Retain 6 years after completion of service by manager	No	Public Minn. Stat. § 13.03	Electronic
BONDS	Performance and Payment Bonds	Retain 6 years after completion of contract	No	Public Minn. Stat. § 13.03	Electronic
BONDS	Permit Bonds	Retain 6 years after permit closure; retain copy if original returned to provider	No	Public Minn. Stat. § 13.03	Electronic
FINANCE	Budget – Annual	Retain permanently; transfer copy to State Archives after 10 years	Yes	Public Minn. Stat. § 13.03	Electronic
FINANCE	Budget Workpapers/Reports Annual budgeting documents, meeting minutes, monthly reports, breakdown of accounts, etc.	Retain 2 years	No	Public Minn. Stat. § 13.03	Electronic
FINANCE	Assessment Rolls Copies of assessment rolls received from county auditor	Retain 6 years after final payment of assessment	No	Public Minn. Stat. § 13.03	Electronic
FINANCE	Audit Reports	Retain 7 years	No	Public Minn. Stat. § 13.03	Electronic
FINANCE	Billing Statements	Retain 4 years	No	Public Minn. Stat. § 13.03	Electronic

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FINANCE	Bank Statements Deposit slips, deposit books and reconciliations	Retain 6 years	No	Public Minn. Stat. § 13.03	Electronic
FINANCE	Budget Reports	Retain 2 years	No	Public Minn. Stat. § 13.03	Electronic
FINANCE	Checks a. Checks (Canceled and Voided) Accounts Payable - paid and returned checks b. Checks (Accounts Receivable) - Checks received from customers submitted electronically to financial institution c. Checks –(Canceled and Voided) Payroll – paid and returned checks d. Checks (NSF) Bad Checks and Bad Check Lists e. Checks (Duplicate) – alphabetical order of checks issued	a. Retain 6 years b. Retain 7 days c. Retain 6 years d. Retain 6 years e. Retain 4 years	No	a. Public - Minn. Stat. § 13.03 b. Public/Private - Minn. Stat. § 13.37 c. Public/Private - Minn. Stat. § 13.43 d. Public - Minn. Stat. § 13.03 e. Public - Minn. Stat. § 13.03	Electronic

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FINANCE	Receipts and Receipt Books Records documenting cash received by the Commission	Retain 6 years	No	Public Minn. Stat. § 13.03	Electronic
FINANCE	Accounts Payable and Accounts Receivable Ledgers and Journals Records of all accounts of monies owed to other parties by the Commission and monies owed to the Commission.	Retain 6 years	No	Public Minn. Stat. § 13.03	Electronic
FINANCE	Investment Documents Record of investments made by the Commission.	Retain 4 years after maturity	No	Public Minn. Stat. § 13.03	Electronic
FINANCE	Invoices Record of payments and requests for payment of accounts paid by or to the Commission.	Retain 6 years	No	Public Minn. Stat. § 13.03	Electronic
FINANCE	Payroll ² History Card	Retain permanently	No	Public/Private Minn. Stat. § 13.43	Electronic
FINANCE	Pension and Retirement Reports ²	Retain 10 years	No	Public/Private Minn. Stat. § 13.43	Electronic
FINANCE	Purged Accounts	Retain 6 years (irrespective of audit)	No	Public Minn. Stat. § 13.03	Electronic
FINANCIAL	Staffing Lists ²	Retain 6 years	No	Public Minn. Stat. § 13.03	Electronic

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FINANCE	Time Sheets ² Originals	Retain 6 years	No	Public/Private Minn. Stat. § 13.43	Electronic
FINANCE	W-2 Statements – Employers Copy	Retain 6 years	No	Public/Private Minn. Stat. § 13.43	Electronic
FINANCE	W-4 Form – Originals	Retain until replaced	No	Public/Private Minn. Stat. § 13.43	Electronic
FINANCE	Workers' Compensation Claims ² Injury reports and correspondence dealing with injuries. If infectious disease, retain 30 years per HRS 04400	Retain 20 years	No	Private Minn. Stat. § 176.231	Electronic
FINANCIAL	1099 Miscellaneous Income	Retain 6 years	No	Public/Private Minn. Stat. § 13.43	Electronic
INSURANCE	Policies Includes, but is not limited to, auto, life, property, public officials, general liability, umbrella liability.	Retain 6 years after expiration	No	Public Minn. Stat. § 13.03	Electronic
INSURANCE	Workers' Compensation Claim Register ²	Retain permanently	No	Public Minn. Stat. § 176.231	Electronic
PERMITS	Applications and Correspondence	Retain 10 years, then transfer to State Archives	Yes	Public Minn. Stat. § 13.03	Electronic
PERMITS	Engineer's Reports	Retain 10 years, then transfer to State Archives	Yes	Public Minn. Stat. § 13.03	Electronic

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PERMITS	Inspectors' Reports Includes reports, inspectors' documents relating to permit inspections	Retain 10 years, then transfer to State Archives	Yes	Public Minn. Stat. § 13.03	Electronic
PERMITS	Permit Financial Assurances Bonds, Letters of Credit, Letters of Reduction, etc.	Retain 6 years after permit closure	No	Public Minn. Stat. § 13.03	Electronic
PERMITS	Permits	Retain permanently	No	Public Minn. Stat. § 13.03	Electronic
PERMITS	Plans	Retain permanently	No	Public Minn. Stat. § 13.03	Electronic
TECHNICAL	Water Quality and Quantity Monitoring Raw data, lab reports, QA/QC data	Retain 30 years	No	Public Minn. Stat. § 13.03	Paper Field Notes/Electronic
TECHNICAL	Water Monitoring Reports Annual, cumulative from project	Retain permanently	No	Public Minn. Stat. § 13.03	Electronic
CIP	Feasibility Studies/Reports, Commission Project Designs and Final Reports	Retain through expected life of project (typically 30 years), then transfer to State Archives	Yes	Public Minn. Stat. § 13.03	Electronic
CIP	Contracts For Capital Improvements	Retain permanently	Yes	Public Minn. Stat. § 13.03	Electronic

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CIP	Project Records	Retain 5 years, unless project is a major capital improvement, then retain permanently	Yes	Public Minn. Stat. § 13.03	Electronic
CIP	Property Surveys	Retain permanently	Yes	Public Minn. Stat. § 13.03	Electronic
PLANNING	<p>a. Watershed Management Plan Document, Amendments and Records</p> <p>b. Plan development documents, meeting minutes, official comments and responses on draft plan, etc.</p>	<p>a. Retain permanently</p> <p>b. Retain until superseded</p>	No	Public Minn. Stat. § 13.03	Electronic
PLANNING	Documents pertaining to amendments to Watershed Plan including official comments and responses on draft amendment	Retain permanently	Yes	Public Minn. Stat. § 13.03	Electronic
RECORDS MGMT	<p>Authority to Dispose of Records State Form (PR-1)</p> <p>Used to approve destruction of records not on an approved retention schedule</p>	Retain permanently	Yes	Public Minn. Stat. § 13.03	Electronic

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RECORDS MGMT	Records Inventories List of specific types of records generated by BCWMC. Used for generating retention schedules	Retain until superseded	No	Public Minn. Stat. § 13.03	Electronic
RECORDS MGMT	Records Retention Schedules List of specific types of records maintained by an agency and the period of time that each type should be retained.	Retain until superseded.	No	Public Minn. Stat. § 13.03	Electronic
RECORDS MGMT	Records Transfer/Transmittal List Documentation that tracks and verifies the transfer of records.	Retain 1 year or until the records are removed/destroyed	No	Public Minn. Stat. § 13.03	Electronic

* If a particular record series has archival value, it should ultimately be transferred to the State Archives when it no longer needs to be retained in the BCWMC.

¹ Storage media may currently be paper and documents previously transferred to State Archives were paper. The BCWMC is working to digitize all historical files for retention and transfer purposes.

² The BCWMC currently uses contractors and consultants to complete its work. These provisions would only be used if the BCWMC were to hire actual staff.