

The District Court Record Retention Schedule (Retention Schedule) does the following:

1. Sets **minimum** time periods for keeping court records. Minimum retention is mandated by the Retention Schedule but destruction and/or transfer to State Archives are not mandated. However, the destruction or transfer of records that have met or surpassed the designated retention period is strongly recommended.
2. Allows the destruction or transfer of records to State Archives after records are no longer needed at the court.
3. Permits the destruction or transfer of records to State Archives **without the need to make a special request (do not use the State Archives PR-1 Forms)**. All you need to do is follow the Dispositional Guidelines provided in the Retention Schedule. For records that may not be included in the Retention Schedule a request for disposition is to be directed to the State Court Administrator's Office (SCAO) Retention Schedule staff contact person. (See contact information below)

A. Dispositional Guidelines

The retention periods designated on this Retention Schedule apply to all records, whether originating in paper or electronically, and regardless of the storage method/format. Additional dispositional information may be found within the Retention Schedule table.

Paper versions of records identified on this schedule may be destroyed under either of the following circumstances:

1. The retention period applicable to the record has been reached and the court is no longer required to retain the record.
2. The paper document(s) have been reproduced into an archival quality medium/format regardless of the designated retention period.

Records Not in the Retention Schedule Table

If a record is not identified on the Retention Schedule the record is considered to have a permanent retention period. Destruction and/or reproduction should be delayed until a review of the legal, fiscal, administrative and historical value of the record may be conducted and a retention period designated.

If you are not sure if the record is covered by the Retention Schedule or if you identify a record that is not covered please contact the SCAO staff contact person to request a review.

Destruction

The paper version of a record must be destroyed by the physical destruction of the entire contents of the court file, including all paper and electronic records maintained by the court. Unless otherwise provided in the Retention Schedule no specific method of destruction is prescribed. However, the method of destruction used must ensure that the contents cannot later be determined and should emphasize adequate protection of any confidential information in the record.

Additional Requirements for Reproduced Records

The last several years have seen the introduction of various technologies that have the potential to change traditional record archiving practices (microfilm/fiche). The decision to begin utilizing new technologies for archiving records requires caution and the consideration of new statewide policies and practices to ensure the integrity of the record(s) and the ability to retrieve the record(s) into a human readable format for the life of the record.

Prior to the destruction of the paper version of a record that has been reproduced the reproduced record must be tested to assure that a reliable copy of the record can be retrieved regardless of the retention period for the record.

Therefore courts undertaking the reproduction of court records must adopt a plan for periodic testing of the reproduction processes, and all reproduced records stored in any electronic manner must be refreshed or migrated *at least* every 8 years.

This may require courts to retain equipment and products necessary to retrieve reliable and complete copies of the records as needed for the life of the record. For this reason it is important to keep this in mind when developing and implementing a plan for reproducing records.

Destruction Inventory

All destroyed records, regardless of the designated retention period, must be properly recorded on a destruction inventory, which at a minimum must include sufficient information to identify the file/case type, party(ies) and date of destruction. A sample inventory is appended to the Retention Schedule.

B. Definitions

Archival Quality Medium/Format – Any non-paper format that clearly and accurately reproduces the record in which a record is stored or maintained by the court based on the guidelines provided in this schedule, Judicial Council or SCAO Policy and Procedures and state law. Formats may include, but are not limited to: microfilm; microfiche; digital and optical imaging or scanning; photocopies; photographs; and audio recordings.

Final Disposition – Final disposition occurs after the appeal period has expired and no appeal has been made or a final appeal decision has been entered.

Record – Any paper document, reproduced document, or electronically created record/document that is associated with a court file series or other court transaction as identified in the attached Schedule.

State Record – A record of any court, whether statewide or local jurisdiction (See [Minn. Stat. § 138.17, subd. 1\(b\)\(2\) \(2010\)](#)).

Government Record – Includes state and local records (See [Minn. Stat. § 138.17, subd. 1\(b\)\(1\) \(2010\)](#))

Reproduced Document – A paper record that has been converted to an archival quality medium or format.

Electronically stored records – Records that are stored in non-paper mediums or formats, this includes records that have been reproduced from the original paper and records that were created and/or received electronically.

Refresh – To move electronically stored records from one medium to the same medium (i.e., tape to tape). This requires an analysis of the medium and the associated software and hardware to determine its viability for the next eight years.

Migrate – To move electronically stored records from one medium to a new medium (i.e., tape to CD-Rom), one software program to a current version or another program, and/or from one hardware platform to a new hardware platform.

C. Legal Authority for District Court Record Retention Schedule

Minnesota District Courts utilize the authority of Minnesota Statutes § 138.17 for the Court Records Retention Schedule (Schedule). This statute permits the orderly destruction of public records through the creation of a retention schedule. The legal, fiscal, administrative and historic value of a record are equally considered when determining the appropriate retention period for a record.

Questions or Comments on the Retention Schedule

If you have questions about the destruction of records or the requirements of this Retention Schedule, please contact the SCAO staff contact person. Similarly, please contact the SCAO staff person if you have suggestions or recommendations for additions or changes. This Retention Schedule is part of an on-going process of improving records management within the courts and such improvements can only be accomplished with your continuing help.

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	RECORD TITLE, CONTENT AND USAGE	RETENTION PERIOD	DESTRUCTION GUIDELINES	LEGAL AUTHORITY/REFERENCES/NOTES
1	Accounting Department Records			
(a)	MNCIS Bank Account reconciliation reports, Cash Overage/Shortage reports, Journals, Checkbook Registers, Bank Statements, Manual Receipt Books, Credit and Adjustment Reports, Psychological Services Expense Records, Reports to State Finance Division, Purge Reports, Criminal Receipts, etc.	Fiscal Year (FY) + 3 years	Destroy	<i>It is recommended that you apply a consistent destruction date of July 1 each year</i>
(b)	Copies of receipts generated from TCIS/MNCIS	3 months	Destroy	
(c)	Credit Card Receipts	FY + 3 years	Destroy	<p>Minn. Stat. § 325E.64 Payment Card Industry Data Security Standards (See website for review of documents if desired)</p> <p><i>NOTE: In order to ensure the protection of cardholder data ONLY truncated numbers (last 4 digits) should appear on cc receipts. Please reconfigure your cc readers to observe this standard. DO NOT retain PINs, validation codes or receipts with complete account #s</i></p>
(d)	Daily Trial Balance & Offline Journal Posting Report as generated by automated TCIS or similar MNCIS record	3 months	Destroy	
(e)	Form 8300 (Reporting Cash Payments of Over \$10,000)	5 years	Destroy	IRS Publication 1544
(f)	Jury Pay Roll	FY + 3 years	Destroy	Also see Jury Pay Roll, #47
2	Adoption Case Files			
	Files and documents relating to adoption proceedings.	Permanent	Retain in original form or other recommended archival quality medium	Minn. Stat. § 259.79
3	Adoption Index and Register			
	Register contains brief chronological entries recording activity in the case; self indexed	Permanent	Retain in original form or other recommended archival quality medium	
4	Bar Memorials			
	Biographical information and testimonials for deceased attorneys	10 years	Contact State Archives for selection and disposition	

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	RECORD TITLE, CONTENT AND USAGE	RETENTION PERIOD	DESTRUCTION GUIDELINES	LEGAL AUTHORITY/REFERENCES/NOTES
5	Board of Audit, Memoranda in re			
<i>Materials related to the designation of depositories for county funds and audit of county treasurer's funds; fiscal deliberations. This Board functioned from 1910 to 1967.</i>				
(a)	Minute Book	None	Contact State Archives for selection and disposition	
(b)	Record Book	None	Contact State Archives for selection and disposition	
(c)	Working Papers	None	Destroy	
6	Bonds			
(a)	Civil and Miscellaneous	Varied	Retain in original form or other recommended archival quality medium for as long as case file is required to be retained	Minn. Stat. § 574.01 <i>NOTE: Extra copies do not need to be retained.</i>
(b)	Criminal Bonds	Varied	Retain in original form or other recommended archival quality medium for as long as case file is required to be retained	
(c)	Index to Town and City Officers Bonds (<i>Index of bonds posted to secure fulfillment of the duties of the office</i>): County Recorder; Pre-1982 bonds of Town Clerk and Town Treasurer; All other officials filed with the County Recorder (i.e., Sheriff)	None	Contact State Archives for selection and disposition	Minn. Stat. § 386.01 Minn. Stat. § 367.10 Minn. Stat. § 367.15 Minn. Stat. § 574.21(2)
(d)	Living and Dead Trust Bonds: Bond that may be required of a trustee to secure the faithful discharge of the trust. Bond should be filed with case file.	Varied	Destroy	Minn. Stat. § 574.11 Minn. Stat. § 501.28 (repealed 1989)
(e)	Bonds, Oaths, Notices, Resignations, Orders of Appointment: Oaths of office (bonds posted to secure faithful discharge of duties, secured by two sureties); County Recorder's bond entered on the records of the court; Notices of election or appointment; Notices of qualification of city/township officers; Orders of court to appoint, increase salaries, define duties, accept resignations	10 years	Destroy	Minn. Stat. § 358.11 Minn. Stat. § 508.31

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	RECORD TITLE, CONTENT AND USAGE	RETENTION PERIOD	DESTRUCTION GUIDELINES	LEGAL AUTHORITY/REFERENCES/NOTES
7	Business Certificates			
<i>Filing with district court was required of businesses not incorporated and doing business under a name other than the owner's. In 1978 certification was transferred to the Secretary of State.</i>				
(a)	Also known as Certificate of Business Name	None	Contact State Archives for selection and disposition	
(b)	Index to Business Certificates	None	Contact State Archives for selection and disposition	
8	Calendars			
<i>Criminal, General and Special Term Civil, Torrens and Registration, Default Dissolution with and without Children, Other.</i>				
	Daily schedule of activity before the court; Includes names of parties and attorneys; name of judge, referee, or examiner; file number; date set for appearance.	None	Destroy	
9	Change of Name, Index and Register			
(a)	Alphabetical index by original name and changed name, keyed to civil register. Register shows minutes of papers filed in the proceedings.	Permanent	If not indexed elsewhere, retain in original form or other recommended archival quality medium	
(b)	Change of Name Affidavits. State Registrar of vital statistics keeps the original document; the court administrator's copy is a duplicate.	None	Destroy	
10	Civil Case Files			
<i>Files and documents relating to matters within the original, concurrent, or appellate jurisdiction of the court. This does not include Family or Probate case files.</i>				
(a)	All civil files, except those listed below	10 years	Post-1950 files may be destroyed 10 years after final disposition, or entry of judgment, whichever is of longer duration. Contact State Archives for pre-1950 files selection and disposition	
(b)	Civil files closed by administrative procedure	5 years	Destroy 5 years after file is deemed inactive or is closed	

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	RECORD TITLE, CONTENT AND USAGE	RETENTION PERIOD	DESTRUCTION GUIDELINES	LEGAL AUTHORITY/REFERENCES/NOTES
(c)	Rent Escrow case files	1 year FY + 3 years	Destroy 1 year after final disposition If financial activity is associated destroy FY + 3 yr after final disposition	
(d)	Minor Settlements	10 years	Destroy 10 years after final distribution of money out of the settlement	
(e)	Municipal Court Files	10 years	Destroy	Does not include Hennepin/Ramsey Counties
(f)	Unlawful Detainer			
	<ul style="list-style-type: none"> No money judgment ordered 	1 year FY + 3 years	Destroy 1 year after file is closed If financial activity is associated destroy FY + 3 yr after final disposition	
	<ul style="list-style-type: none"> Money judgment ordered 	10 years	10 years if there are no outstanding debts	
(g)	County Court Civil Case Files, Indexes, Registers	10 years	Destroy	<i>NOTE: This does NOT include Family, Probate, Change of Name or Quiet Title case files, but it does include the Registers and Indexes for these files</i>
(h)	Implied Consent	10 years	Destroy	
(i)	Change of Name files	Permanent	Retain in original form or other recommended archival quality medium	
(j)	Condemnation	Permanent	Retain in original form or other recommended archival quality medium	
(k)	Eminent Domain	Permanent	Retain in original form or other recommended archival quality medium	
(l)	Judicial Ditch	Permanent	Retain in original form or other recommended archival quality medium	
(m)	Quiet Title	Permanent	Retain in original form or other recommended archival quality medium	
(n)	Torrens	Permanent	Retain in original form or other recommended archival quality medium	
(o)	Any other case that affects real property titles not otherwise specified in the schedule.	Permanent	Retain in original form or other recommended archival quality medium	
(p)	Trust	Permanent	Retain in original form or other recommended archival quality medium	

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	RECORD TITLE, CONTENT AND USAGE	RETENTION PERIOD	DESTRUCTION GUIDELINES	LEGAL AUTHORITY/REFERENCES/NOTES
(q)	Contested Elections	Permanent	Retain in original form or other recommended archival quality medium	
(r)	Cases decided by the Appellate Courts (with published opinions)	Permanent	Retain in original form or other recommended archival quality medium	
(s)	Cases involving public entities dealing with jurisdictional issues.	Permanent	Retain in original form or other recommended archival quality medium	Example: A city vs. an airport commission
(t)	Treaty Rights cases	Permanent	Retain in original form or other recommended archival quality medium	Examples: Recent hunting and fishing rights cases in Minnesota
(u)	Historically significant cases	Permanent	Retain in original form or other recommended archival quality medium	Examples: NAACP vs. State concerning education; class actions such as asbestos or Dalkon Shield; major discrimination cases; slander/libel of major figures. Certain locally significant cases related to key businesses, organizations or individuals
(v)	Special Assessment Appeals	Permanent	Retain in original form or other recommended archival quality medium	Minn. Stat. §§ 429.081 and 429.071
11	Civil Indexes			
<i>Index by party names to a civil action, keyed to register and case files. Minn. Stat. § 485.08</i>				
(a)	District Court	10 years Permanent	Contact State Archives for pre-1950 files selection and disposition Post-1950 Index may be destroyed 10 years after last entry Entries for permanent case files must be retained in original form or other recommended archival quality medium	
(b)	County Court	10 years Permanent	Destroy 10 years after last entry Entries for permanent case files must be retained in original form or other recommended archival quality medium	
12	Civil Judgment Book, County Court and District Court	See Judgment Books #42		

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	RECORD TITLE, CONTENT AND USAGE	RETENTION PERIOD	DESTRUCTION GUIDELINES	LEGAL AUTHORITY/REFERENCES/NOTES
13	Civil Registers			
<i>For each case, brief chronological entries recording activity in the case. Original entry in register establishes case file number.</i>				
(a)	District Court	10 years Permanent	Contact State Archives for pre-1950 files selection and disposition. Post-1950 Register may be destroyed 10 years after last entry Entries for permanent case files must be retained in original form or other recommended archival quality medium	
(b)	County Court	20 years	Destroy 20 years after last entry	
14	Conciliation Court Index and Register			
	Index, by surnames of both parties, keyed to register and case files. Register contains brief chronological entries recording case activity	10 years	Destroy 10 years after entry of judgment	Minn. Stat. § 485.07
15	Conciliation Court Judgment Docket			
	Records the fact and amount of judgment, names of the parties, whether satisfied or not	None	Destroy	
16	Conciliation Court Files			
	Contains the papers filed in an action within the jurisdiction of the conciliation court	10 years	Destroy 10 years after entry of judgment	
17	Confession of Judgment (Composite Judgment), Receipt for Delinquent Taxes			
	Confession of judgment for delinquent real estate taxes as authorized by statute	10 years	Destroy 10 years after entry of judgment	Minn. Stat. § 279.37
18	Coroner's Records			
(a)	Certificates	20 years	Contact State Archives for selection and disposition	
(b)	Index to Coroner's Certificates	20 years	Contact State Archives for selection and disposition	
(c)	Coroner's Inquest Testimony and all Records of Proceedings	20 years	Contact State Archives for selection and disposition	Minn. Stat. § 390.17 (repealed in 2006)
19	Court Commissioner Docket book			
	The Court Commissioner is required to keep a record of all proceedings	None	Contact State Archives for selection and disposition	Minn. Stat. §§ 357.28 and 489.04

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	RECORD TITLE, CONTENT AND USAGE	RETENTION PERIOD	DESTRUCTION GUIDELINES	LEGAL AUTHORITY/REFERENCES/NOTES
20	Court Payment Center (CPC)			
	Call Center phone call recordings	60 days	Delete phone call recordings	
21	Court Reporters Notes			
<p><i>Includes tape recordings, back-up audio tapes (commonly used in cases with interpreters and long hearings), and the complete record of stenographic characters of all testimony before a judge or referee on trial of issues of fact. Filed with the court administrator when the trial is ended. Minn. Stat. § 486.03. Retention periods for all forms of Court Reporters Notes are the same for each case type, regardless of the medium of storage – i.e. paper retention is the same as tape retention.</i></p>				
(a)	Civil, Family and Probate Case Notes	5 years	Destroy or recycle tapes five years after conclusion of trial	
(b)	Criminal Case Notes – Felony and Gross Misdemeanor	10 years	Destroy or recycle tapes ten years after final disposition	
(c)	Criminal Case Notes – Misdemeanors	10 years	Destroy or recycle tapes ten years after final disposition	
(d)	Petty Misdemeanor Proceedings	1 year	Destroy or recycle tapes one year after final disposition	
(e)	Juvenile and Extended Juvenile Jurisdiction Case Notes	10 years	Destroy or recycle tapes ten years after final disposition	
(f)	Traffic Court Case Notes	1 year	Destroy or recycle tapes one year after final disposition	
(g)	Conciliation Court Proceedings	None	Destroy or recycle tapes	
(h)	Transcribed Tapes and Transcribed notes (all case types)	6 months	Destroy or recycle tapes six months after final disposition	
(i)	Transcripts of Court Reporter's Notes: Stenographic record transcribed to readable form. Most often used on appeal, but must be furnished to any interested person upon payment of the cost of transcription.	Varied	Retain with case file for length of time indicated for that case file	
22	Criminal and Traffic Case Files			
<p><i>The retention period is determined based on the level of crime at the time of CHARGING not at time of disposition</i></p>				
(a)	Felony	Permanent	Retain in original form or other recommended archival quality medium	Post-1950 case files must be retained permanently in original form or other archival quality medium. Transfer pre-1950 case files to State Archives

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	RECORD TITLE, CONTENT AND USAGE	RETENTION PERIOD	DESTRUCTION GUIDELINES	LEGAL AUTHORITY/REFERENCES/NOTES
(b)	Gross Misdemeanor Exception: Any case related to domestic violence must be maintained permanently since a conviction may result in the permanent ban on the possession of firearms	20 years Permanent	Destroy 20 years after date of final disposition Retain in original form or other recommended archival quality medium	18 USCS 922(g)
(c)	Misdemeanor – DWI, boating while intoxicated, operating a snowmobile or all terrain vehicle while intoxicated, operating an aircraft while intoxicated	15 years	Destroy 15 years after date of final disposition	Minn. Stat. §§ 169A.03(3) ; 169A.25 ; 169A.26 ; 169A.27 and 169A.275 - enhancement provisions
(d)	Misdemeanor (Non-Traffic) Exception: Any case related to domestic violence must be maintained permanently since a conviction may result in the permanent ban on the possession of firearms	10 years Permanent	Destroy 10 years after date of final disposition Retain in original form or other recommended archival quality medium	18 USCS 922(g)
(e)	Misdemeanor - All traffic and local ordinance violations not covered in subparagraph d and that do not conform to a specific statutory misdemeanor.	5 years	Destroy 5 years after date of final disposition	
(f)	Petty Misdemeanor – Traffic and Non-Traffic related	4 years	Destroy 4 years after final disposition	
(g)	Failure to Provide vehicle insurance (including juveniles)	10 years	Destroy	Minn. Stat. § 169.797(4)
(h)	Parking Tickets	FY + 3 years	Destroy	<i>It is recommended that you apply a destruction date of July 1 of every year.</i>
(i)	County Court Criminal First Appearance Files	None	Destroy immediately unless a warrant has been issued	
(j)	Paper Citations for all case types	FY +3 years	Destroy	Paper citations may be retained in original form or converted to another recommended archival quality medium regardless of the case type. The retention period applies whether the citation is stored in paper or electronic form

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				<i>It is recommended that you apply a destruction date of July 1 of every year.</i>
23	Criminal Court Minutes	See Minutes, #54		
24	Criminal Indictments, Not Arraigned			
(a)	Indictments and information notifying the court of essential facts relating to an offense which may have been committed, but the alleged defendant never pleaded to the charge. Names of witnesses examined by the grand jury.	25 years	Destroy	Minn. Stat. § 622.26 (repealed 1963)
(b)	Homicides only	50 years	Destroy	
25	Criminal Receipts			
	Receipts kept in criminal case files, such as payments of fines, etc.	FY + 3 years	Destroy	<i>It is recommended that you apply a destruction date of July 1 of every year.</i>
26	Criminal and Traffic Index and Registers			
(a)	Felony	Permanent	Post-1950 Index must be retained permanently in original form or other archival quality medium Contact State Archives for pre-1950 files selection and disposition	
(b)	Gross Misdemeanor	20 years	Destroy 20 years after date of conviction	
(c)	Misdemeanor (non-traffic)	10 years	Destroy 10 years after last entry	
(d)	Misdemeanor (traffic)	5 years 10 years	Destroy 5 years after last entry Destroy 10 years after last entry for No-Insurance (see 27(d))	
(e)	DWI violations, including boating, snowmobiling, operating an ATV or aircraft while intoxicated.	15 years	Destroy 15 years after most recent DWI conviction recorded	
(f)	Petty Misdemeanor (traffic and non traffic)	3 years	Destroy 3 years after last entry	
27	Defendants Index, Civil	See Plaintiff Defendant Index, # 61		
28	Delinquent Real Estate Tax Files			

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	RECORD TITLE, CONTENT AND USAGE	RETENTION PERIOD	DESTRUCTION GUIDELINES	LEGAL AUTHORITY/REFERENCES/NOTES
<i>Including newspaper publications of delinquent tax list as required by Minn. Stat. § 279.09 and list of delinquent real estate taxes filed with the court administrator by the county auditor in compliance with Minn. Stat. § 279.05.</i>				
	Original judgment for delinquent real estate taxes, the content of which is specified by	10 years	Destroy 10 years after entry of judgment	Minn. Stat. § 279.16
29	Depositions			
(a)	Depositions pertaining to a filed case	15 days	Upon final disposition of the case parties may be notified to remove depositions. Failure to remove within 15 days of notice is deemed authorization to destroy these depositions	Civil Procedure Rule 5.04 precludes filing of depositions as of 07/01/1985
(b)	Deposition where no file was ever opened	5 years	Destroy 5 years after date received	Civil Procedure Rule 5.04 precludes filing of depositions as of 07/01/1985
30	Driver License Records			
(a)	Court admin may receive applications for DLs pursuant to Minn. Stat. § 171.06(4) (repealed 1997). Records reflecting this activity include deposit receipts, reports to the DVS Division, batch sheets and daily receipt sheets	FY + 3 years	Destroy	Minn. Stat. § 171.06(4) (repealed 1997) <i>It is recommended that you apply a destruction date of July 1 of every year.</i>
(b)	Licenses	None	Destroy	
31	Exhibits			
(a)	Civil Case Exhibits Includes family case types BUT NOT juvenile.	15 days	Destroy	Upon final disposition of the case parties may be notified to remove all exhibits. Failure to remove items within 15 days is deemed authorization to destroy such exhibits. <i>NOTE: If an exhibit has been maintained for many years, a good faith effort should be made to contact the parties regarding disposal. If this cannot be accomplished then the exhibit(s) may be destroyed.</i>
(b)	Criminal Case Exhibits			
	<ul style="list-style-type: none"> All criminal cases where the defendant is incarcerated 	Varied	Retain exhibit(s) for period of incarceration; or return exhibits if prosecutor and judge agree	
	<ul style="list-style-type: none"> All criminal cases where the defendant is 	1 year	Destroy one year after stay expires; or	

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	given a stay of imposition or a stay of execution		return exhibits if prosecutor and judge agree	
	<ul style="list-style-type: none"> All criminal cases that result in an acquittal 	None	Return to submitting party(ies) at the close of the case.	
	<ul style="list-style-type: none"> All criminal cases that result in a dismissal 	None	Return to submitting party(ies) at the close of the case.	
	<ul style="list-style-type: none"> Stolen goods used as exhibits in criminal cases 	1 year	Release to owner as soon as possible, retain no longer than one year after disposition.	The use of photographs is recommended as substitutes for retention of physical evidence.
	<ul style="list-style-type: none"> Contraband 	Varied	Contraband may be destroyed according to currently instituted procedures	
(c)	Juvenile Case Exhibits			
	<ul style="list-style-type: none"> Delinquency 	30 days	Upon final disposition parties may be notified to remove all exhibits. Failure to remove items within 30 days of the notice is deemed authorization to destroy.	
	<ul style="list-style-type: none"> Permanency 	30 days	Upon final disposition (permanency) of the last child relating to a case parties may be notified to remove all exhibits. Failure to remove items within 30 days of the notice is deemed authorization to destroy.	
(d)	Potentially Hazardous Exhibits	See MN Judicial Branch Policy 507, Potentially Hazardous Exhibit Policy		<i>NOTE: This is applicable to any case type</i>
(e)	Probate Case Exhibits	Varied	Retain exhibits for period of commitment; or return exhibits if prosecutor and judge agree	Also see section # 63.3
(f)	Grand Jury Exhibits (evidence presented by prosecutor)	None	Return to the prosecutor at the close of the Grand Jury Process	Minn. R. Crim. P. 9 and 17 Also see section # 35(d)
32	Extradition Orders			
	This applies to orders for extradition that	10 years	Destroy	

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	remain in an administrative file and never entered into a criminal file.			
33	Family Division Files			
(a)	Marriage Dissolutions	Permanent	Retain in original form or other recommended archival quality medium	
(b)	Annulments	Permanent	Retain in original form or other recommended archival quality medium	
(c)	Separate Maintenance	Permanent	Retain in original form or other recommended archival quality medium	
(d)	Support	20 years	Destroy 20 years after the final support obligation expires and there are no outstanding judgments	Minn. Stat. § 541.04
(e)	Paternity	Permanent	Retain in original form or other recommended archival quality medium	
(f)	Other Family Files	40 years	Destroy 40 years after file is closed	
(g)	Domestic Abuse			
	• Cases with un-served ex parte orders	1 year	Destroy	
	• All other cases	10 years	Destroy 10 years after all orders in case have expired and case is closed	
34	Family Cases Index	See Civil Case Index, # 11		
35	Family Cases Register	See Civil Registers, #13		
36	Grand Jury Materials			
<i>Materials relating to the selection of grand juries, and to their investigating and reporting activities as set forth in Minn. Stat. § 628.61</i>				
(a)	True Bill/Indictment Document used to initiate a criminal file.	Varied	Retain in original form or other recommended archival quality medium for as long as case file is required to be retained	
(b)	Administrative File – including the petition and order to convene, no bill, transcripts and other records related to the grand jury process.	10 years	Destroy	
(c)	Minutes or records of the grand jury created	None	Contact State Archives for selection	Minn. Stat. § 628.61(2) and (3)

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	in its capacity under Minn. Stat. § 628.61(2) and (3) to investigate the conditions of public prisons and the misconduct of county officers.		and disposition	
(d)	Exhibits (i.e., Prosecutor's and Defendant's Discovery)	None	Return to the prosecutor at the close of the Grand Jury Process	Minn. R. Crim. P. 9 and 17
37	Hospital Lien and Release of Lien			
	Lien for hospital care rendered to an injured person upon any cause of action accruing to the person on account of the injuries	2 years	Destroy 2 years from date of docketing	Minn. Stat. § 514.68-.71
38	Hospital Lien Register and Index			
	Index, by debtor/patient surname, keyed to register. Register records name of creditor/health facility, amount of lien, name of debtor and date lien filed	2 years	Destroy 2 years after last entry	
39	Illegitimacy Case Files			
<i>Files and documents relating to illegitimacy proceedings. If a record or document exists which is not filed with the appropriate case file then refer to #38 e. – Paternity</i>				
(a)	Documents that are maintained with the applicable District Court Civil and/or Criminal Records	Varied	Retain in original form or other recommended archival quality medium for as long as case file is required to be retained	
(b)	Illegitimacy Register – Brief chronological entries recording activity in the case	None	Contact State Archives for selection and disposition	
40	Incorporations			
	Articles of Incorporation filed in the county where a corporation began doing business	None	Contact State Archives for selection and disposition	
41	Indictment Record			
	A copy of the original indictment is required to be kept in a separate book	None	Contact State Archives for selection and disposition	Minn. Stat. § 628.09
42	Indictment or Information Record			
	The statute re: form and content of information was repealed in 1979. Treat these records the same as Indictment Records, #40	None	Contact State Archives for selection and disposition	Minn. Stat. § 628.29-33 (Repealed in 1979)
43	Judgment Books			
	Contains chronological entry of judgment; court entering judgment. A copy is commonly	None	Contact State Archives for selection and disposition	Minn. Stat. §§ 485.07 ; 548.08 ; 548.15 ; 548.22 ; and 572.22

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	RECORD TITLE, CONTENT AND USAGE	RETENTION PERIOD	DESTRUCTION GUIDELINES	LEGAL AUTHORITY/REFERENCES/NOTES
	found in the corresponding case file. There is no longer a legal requirement to maintain Judgment Books			
44	Judgment Dockets			
	Contain alphabetical entries, by judgment debtor's surname. Docket shows the name of judgment debtor and judgment creditor, amount of the judgment, when judgment was entered, and whether or not the judgment has been satisfied	10 years	Destroy 10 years after last entry in the book.	Minn. Stat. § 485.07(3)
45	Judges' Jury List			
	List of prospective jurors who may be called to serve as petit jurors; lists for each judge, by year	None	Destroy	
46	Judge's Record Books (Minute Books)			
	Notes, in judge's hand, recording the court's proceedings. May include names of parties, attys, witnesses, case numbers, an abstract of testimony, motions offered, dispositions, etc.	None	Destroy	These are not public records; disposition is at the discretion of judge. State Archives may be contacted to determine interest for selection and disposition if Judge desires.
47	Jury documents			
(a)	Juror Qualification Questionnaire – form sent to prospective jurors for return of general information about the juror such as age and occupation. An administrative aid for jury selection.	2 years	Destroy	
(b)	Supplemental Juror Questionnaire(s) Provided to counsel during voir dire			
	<ul style="list-style-type: none"> Criminal cases only 	10 years	Retain with case file but can destroy 10 years after judgment is entered	Minn. R. Gen. Prac. 814(c)
	<ul style="list-style-type: none"> Civil Cases – where the questionnaire has not been entered into evidence 	2 years	Retain for 2 years after final disposition and destroy	
	<ul style="list-style-type: none"> Civil Cases – where the questionnaire has been entered into evidence 	Varied	Retain in the case file for the length of time required for that case type	
(c)	Supplemental Juror Questionnaire(s) NOT used in voir dire (due to settlement, court trial, etc.)	None	Destroy after juror's term expires	

District Court Record Retention Schedule | 2011

	RECORD TITLE, CONTENT AND USAGE	RETENTION PERIOD	DESTRUCTION GUIDELINES	LEGAL AUTHORITY/REFERENCES/NOTES
(d)	Qualified Juror List (Master list, also known as Venire) – List from which jurors are drawn, including documentation re: excuses	2 years	Destroy	<i>NOTE: No paper copy needs to be retained if an electronic version has been retained also</i>
(e)	Other Jury-related Documents			
	<ul style="list-style-type: none"> Management Reports – may include reports pertaining to summons yield, case activity, juror activity, cost per trial, etc. 	2 years	Destroy	<i>NOTE: No paper copy needs to be retained if an electronic version has been retained also</i>
	<ul style="list-style-type: none"> Demographic Reports 	2 years	Destroy	<i>NOTE: No paper copy needs to be retained if an electronic version has been retained also</i>
	<ul style="list-style-type: none"> Ad hoc reports generated by various “jury” programs/applications 	None	Destroy	
48	Jury Pay Roll			
(a)	Itemized Juror Expenses – expenses due a juror for jury service. Shows the juror's name and number, judge(s) before whom the juror served, dates of service (or reasons for being excused), amount paid (per diem and mileage), and the juror's signature.	FY + 3 years	Destroy	<i>It is recommended that you apply a destruction date of July 1 of every year.</i>
(b)	Day care expense documentation	FY + 3 years	Destroy	<i>It is recommended that you apply a destruction date of July 1 of every year.</i>
(c)	Various Jury-related financial records			
	<ul style="list-style-type: none"> If it is the primary record of the information. 	FY + 3 years	Destroy	<i>It is recommended that you apply a destruction date of July 1 of every year.</i>
	<ul style="list-style-type: none"> If it is a record that merely duplicates information which is stored elsewhere and is therefore not the primary record. 	None	Destroy	
49	Justice Court Dockets			
	Journal required of a justice of the peace, entries reflecting the daily activity of a justice court.	None	Contact State Archives for selection and disposition	Minn. Stat. §§ 530.08 and 633.04 (both repealed in 1977).
50	Justice Court Materials, Index to; Justice Court Returns			
<i>Reports of the disposition of cases before justice court; fine or bail amounts noted. The justice of peace was required to report periodically about work to the court. Minn. Stat. § 487.35(3) (repealed in 1977) and 633.28 (repealed in 1977). With the abolition of the Justice Courts some of these records were, or may have been, transferred to the District Courts.</i>				

District Court Record Retention Schedule | 2011

	RECORD TITLE, CONTENT AND USAGE	RETENTION PERIOD	DESTRUCTION GUIDELINES	LEGAL AUTHORITY/REFERENCES/NOTES
(a)	Indexes	None	Contact State Archives for selection and disposition	
(b)	Registers	None	Contact State Archives for selection and disposition	
(c)	Certificate of Conviction	10 years	Destroy	
(d)	Justice Court Return	6 years	Destroy	
51	Juvenile Case Files			
<i>Files containing papers, reports to the court, and orders relating to delinquency, dependency and neglect of minors are kept by the administrator pursuant to Minn. Stat. § 260.041</i>				
51.1	Delinquency			Minn. Stat. ch. 260 ; Minn. Stat. ch. 260B ; Minn. Stat. ch. 260C
(a)	Delinquency Felony	Permanent	Retain in original form or other recommended archival quality medium	Minn. Stat. § 260B.171(1)
(b)	Delinquency Gross Misdemeanor	20 years after subject reaches age 18	Destroy	Minn. Stat. § 260B.171(1)
(c)	Delinquency Misdemeanor	None after subject reaches age 28	Destroy – subject to the retention requirements for DWI (subparagraph d) and failure to provide vehicle insurance (#21(e)).	Minn. Stat. § 260B.171(1)
(d)	Extended Jurisdiction Juvenile (EJJ) Cases	Dependent upon destruction guidelines.	<p>If the juvenile is NOT convicted as an EJJ (e.g., case results in a delinquency disposition, not guilty finding or is dismissed) then retain until subject reaches age 28.</p> <p>When a juvenile IS convicted as an EJJ the related case files must be retained for the same duration as adult records for similar crimes. Apply retention periods as applicable in subparagraphs (a) – (c) in this section.</p>	Minn. Stat. § 260B.171(1) Minn. Stat. § 260B.163(2)
(e)	Delinquency or Juvenile traffic files based on DWI	15 years after final disposition	Destroy	

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	RECORD TITLE, CONTENT AND USAGE	RETENTION PERIOD	DESTRUCTION GUIDELINES	LEGAL AUTHORITY/REFERENCES/NOTES
(f)	Obsolete TCIS case type Juvenile Harassment	None after age 19	Destroy	
(g)	Juvenile Petty Offense e.g., juvenile alcohol, juvenile controlled substance, tobacco, local ordinances, offense that would be a misdemeanor if committed by an adult.	None after age 19	Destroy	Minn. Stat. § 260B.235
(h)	Juvenile Traffic e.g., traffic or water violations not under the jurisdiction of adult court	None after age 19	Destroy	Minn. Stat. § 260B.225
51.2	Permanency			
(a)	Child in Need of Protection or Services (CHIPS), Education Neglect, Runaway, Truancy, Delinquency under age 10, CHIPS Voluntary Placement, CHIPS Mentally Ill, Status Offense, Voluntary Foster Care for Treatment	Retain until youngest subject reaches age 22 and juvenile court jurisdiction is terminated	Destroy	Minn. Stat. § 260C.193 <i>NOTE: If destroying a case in this subparagraph you must ensure that a Permanency case (subparagraph (b)) is not also filed in the physical folder. If it is, then you may only destroy the file items that are not related to the Permanency file.</i>
(b)	CHIPS Permanency, Termination of Parental Rights, Long Term Foster Care, Foster Care for a Specified Period of Time, Guardianship to the Commissioner, Transfer of Permanent Legal and Physical Custody	Permanent	Retain in original form or other recommended archival quality medium	Minn. Stat. § 260C.301
(c)	Parental By-Pass	10 years	Destroy	Minn. Stat. § 144.343(6)(c)(i)
52	Juvenile Indexes and Registers			
(a)	Index, alphabetical, keyed to register and case files.	Retain for the same retention period as the related case files	Destroy	Minn. Stat. § 260B.171(1)(a) <i>NOTE: Names of individuals should be deleted (Data Privacy)</i>
(b)	Register contains brief chronological entries recording activity in the case.	Retain for the same period as the case files	Destroy	Minn. Stat. § 260B.171(1)(a) <i>NOTE: Names of individuals should be deleted (Data Privacy)</i>
53	Juvenile Minute Book			
	This record is not required by statute or rule	None	Destroy	
54	Liquor			
(a)	Index to Purchasers and Sellers of Liquor	None	Contact State Archives for selection and disposition	

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	RECORD TITLE, CONTENT AND USAGE	RETENTION PERIOD	DESTRUCTION GUIDELINES	LEGAL AUTHORITY/REFERENCES/NOTES
(b)	Liquor prescriptions	None	Destroy	
55	Minutes			
<i>Court administrator's or deputy's minutes of court proceedings.</i>				
(a)	If the minutes are kept in the case file folder	1 year	Destroy	
(b)	If the minutes have been kept in bound books prior to 1982	None	Contact State Archives for selection and disposition	
(c)	Rough draft of Minutes	None	Destroy	
56	Motor Vehicle Plates			
	Minn. Stat. § 168.041, subd. 4 allows for the impounding of motor vehicle registration plates.	None	Destroy plates	Minn. Stat. § 168.041(4)
57	Municipal Court Dockets (from abolished municipal courts)			
	Brief summary of activity in each case with a record of fines and costs assessed and paid.	None	Contact State Archives for selection and disposition	
58	Naturalization Materials			
	Most counties do not process naturalizations any longer. Those that do are exempt from the disposition recommendation.	None	Contact State Archives for selection and disposition	
59	Notary Public			
(a)	Notarial Ju'rats and Certificates Recording with the court administrator of a notary's commission as required by Minn. Stat. § 359.061. Indexed by notary's surname.	1 year	Destroy 1 year after expiration of Notary Commission	Minn. Stat. § 359.061 Minn. Stat. § 359.02 <i>NOTE: All notary commissions expire on January 31st of the 5th year following the year of issue</i>
(b)	Receipt stubs recording court administrator's certification that a person subscribed as a notary is indeed commissioned as a notary.	FY + 3 years	Destroy	Minn. Stat. § 359.061 <i>Recommend a consistent destruction date of July 1 each year</i>
60	Patents			
	Nineteenth century certificates of patent filed at the district court.	None	Contact State Archives for selection and disposition	
61	Personal Property Tax Files (Delinquent)			
	Includes all records relating to these	10 years	Retain for 10 years after entry of	Minn. Stat. § 485.13(b)

District Court Record Retention Schedule | 2011

	RECORD TITLE, CONTENT AND USAGE	RETENTION PERIOD	DESTRUCTION GUIDELINES	LEGAL AUTHORITY/REFERENCES/NOTES
	proceedings.		judgment.	
62	Plaintiff Defendant Index	See Civil Indexes, #11		
63	Probable Cause- Order For Detention			
	Order for Detention – applies only if the order is not part of a case file. Otherwise, retain for length of time required for case file.	6 years	Retain for 6 years after date of issuance	
64	Probate			
64.1	Case Files			
(a)	Estate Cases	Permanent	Retain in original form or other recommended archival quality medium after the case is deemed closed	Minn. Stat. § 525.091 <i>NOTE: A proceeding is deemed closed if no papers have been filed for a period of 15 years (except wills filed for safekeeping and those containing wills of decedents not adjudicated upon).</i>
(b)	Estate cases with wills filed for safekeeping; estate cases with wills for decedents who were not adjudicated upon.	Permanent	Retain in original form or other recommended archival quality medium after the case is deemed closed	Minn. Stat. § 525.091 <i>NOTE: A proceeding is deemed closed if no papers have been filed for a period of 15 years (except wills filed for safekeeping and those containing wills of decedents not adjudicated upon).</i>
(c)	Guardianships and Conservatorships	Permanent	Retain in original form or other recommended archival quality medium after the case is deemed closed	Minn. Stat. § 525.091 <i>NOTE: A proceeding is deemed closed if no papers have been filed for a period of 15 years (except wills filed for safekeeping and those containing wills of decedents not adjudicated upon).</i>
	<ul style="list-style-type: none"> Vouchers – NOT File Stamped 	Until order approving accounting is signed	Return to party submitting vouchers	
	<ul style="list-style-type: none"> Vouchers – File Stamped 	5 years	Destroy 5 years after order allowing annual accounting is filed or 5 years	

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	RECORD TITLE, CONTENT AND USAGE	RETENTION PERIOD	DESTRUCTION GUIDELINES	LEGAL AUTHORITY/REFERENCES/NOTES
			post-discharge of conservator/guardian	
	<ul style="list-style-type: none"> Vouchers – In Final Accounting of Decedent Estate 	5 years	Destroy 5 years after date of order allowing final account	
	<ul style="list-style-type: none"> Annual Accountings 	Permanent	Retain in original form or other recommended archival quality medium	
(d)	Civil Commitment (including MI-CD, MI&D, SPP, SDP)	Permanent	Retain in original form or other recommended archival quality medium after the case is deemed closed	Minn. Stat. § 525.091 Minn. Stat. ch. 253B
(e)	Other probate documents	None	Destroy after proceeding is closed	Minn. Stat. § 525.091(1)(a)-(c) <i>NOTE: A proceeding is deemed closed if no papers have been filed for a period of 15 years (except wills filed for safekeeping and those containing wills of decedents not adjudicated upon).</i>
64.2	Other Records			
(a)	Book of Bonds: Volume containing bonds ordered by the court. Often kept in the file; the fact that a bond was required is noted in the probate register.	None	Destroy	
(b)	Book of Claims: No longer a required record. Contained records of claims against estates; self index.	None	Destroy	
(c)	Book of Letters: Letters of administration, conservatorship, and guardianship. These letters are commonly found in the file and the date of the letters is noted in the probate register.	None	Destroy	
(d)	Book of Orders: A copy of each order is commonly found in the case file, and the date of any order is noted in the probate register.	None	Contact State Archives for selection and disposition	
(e)	Book of Wills: Wills admitted to probate are indexed, and a copy is placed in this book.	None	Contact State Archives for selection and disposition	
(f)	Probate Inheritance Tax Books: This book is no longer used.	None	Destroy	

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	RECORD TITLE, CONTENT AND USAGE	RETENTION PERIOD	DESTRUCTION GUIDELINES	LEGAL AUTHORITY/REFERENCES/NOTES
(g)	Probate Index: Enumerates the categories to be indexed. Keyed to case file and register.	Permanent	Retain in original form or other recommended archival quality medium	Minn. Stat. §525.03(1)(repealed in 2006)
(h)	Probate Register: Contains the minutes of the probate proceedings; keyed to books of bonds, wills, claims, letters, and orders.	Permanent	Retain in original form or other recommended archival quality medium	Minn. Stat. § 525.03(2) (repealed in 2006)
(i)	Probate Minute Book	10 years	Contact State Archives for selection and disposition	
(j)	Demand for Notice	3 years	Destroy 3 years after filing	
(k)	Pre-Arranged Funeral Plans	Permanent	Retain in original form or other recommended archival quality medium	Minn. Stat. § 149A.97 <i>NOTE: These records are no longer required to be filed with the court however some courts still have these files from prior to 1997</i>
(l)	Notice of Intent to transfer and safe deposit box report. These documents are no longer required.	3 years	Destroy 3 years after filing	
64.3	Exhibits (see also Exhibits, #30(e))			
(a)	SDP, SPP, MI-D Commitments	Varied	Retain exhibit(s) for period of commitment; or return exhibits if prosecutor and judge agree	
(b)	MI-CD Commitments	Varied	Retain exhibit(s) for period of commitment; or return exhibits if prosecutor and judge agree	
(c)	SDP, SPP, MI-D, MI-CD Stays of commitment	Varied	Retain exhibit(s) for period of stay; or return exhibits if prosecutor and judge agree	
65	Professional Filings			
	Minister Credentials: The requirement to file credentials with the court administrator has been repealed for the following professions: Basic Sciences, Physicians, Surgeons & Osteopaths, Chiropractors, Massage, Dentists, and Veterinarians	None	Contact State Archives for selection and disposition	Minn. Stat. § 517.05
66	Public Assistance Liens			
	Liens placed on an individual for receipt of public assistance funds (benefits from state or federal programs)	2 years	Destroy 2 years from date of docketing	

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	RECORD TITLE, CONTENT AND USAGE	RETENTION PERIOD	DESTRUCTION GUIDELINES	LEGAL AUTHORITY/REFERENCES/NOTES
67	Race Data Forms			
	Forms developed for the purpose of collecting self-reported race data from individuals appearing before the court	None	Destroy after entry into MNCIS	
68	Real Estate Tax Judgments	See Delinquent Real Estate Files, # 27		
69	Rules of Court			
	Local Rules of Procedure and Practice adopted by district courts.	None	Destroy	<i>NOTE: Retention discretionary because rules are published. For current rules of the individual districts see Minnesota Rules of Court or District Court Rules published as an appendix to Minnesota Statutes.</i>
70	Search Warrants, Pen Registers and Wire Taps (Applications and Orders)			
(a)	Any "unexecuted" search warrant returned to the Court Administrator	None	Destroy	
(b)	Executed but not been stored in a case file	6 years	Destroy 6 years after return	
(c)	Executed and stored in a case file	Varied	Same as case file	
71	Subpoenas			
	Records of Subpoenas issued	10 years	Destroy	
72	Sureties, Index of			
	Record of the principal and sureties on a bond, recognizance, or other secured obligation. Minn. Stat. § 629.69 (repealed) required this be kept as a separate book of record.	10 years	Destroy ten years after last entry	
73	TCIS Reports			
<i>Various management reports and notices generated by TCIS</i>				
(a)	TCIS Disposition Bulletin – normally sent to law enforcement agency	None	May be destroyed immediately if law enforcement agency does not want the report	
(b)	Certificate of Conviction Report – lists all dispositions and is passed on to DPS	None	May be destroyed after data is passed to DPS and has been verified.	
(c)	Miscellaneous TCIS management reports	Varied	Destruction dependent upon the type of report, see related case file section	

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	RECORD TITLE, CONTENT AND USAGE	RETENTION PERIOD	DESTRUCTION GUIDELINES	LEGAL AUTHORITY/REFERENCES/NOTES
74	Torrens Case Files (<i>See Civil Case Files, # 10</i>)			
<i>Proceedings subsequent and other Files relating to real estate or title of property.</i>				
(a)	Torrens Proceedings Subsequent, Index and Register	See Civil Registers, # 13		
(b)	Torrens Land Registration Docket	See Civil Registers, # 13		
(c)	Torrens Decree Record	Permanent		
(d)	Recording of orders and decrees in Torrens registration proceedings. Show party name, case #, findings, and encumbrances on property to be reflected on the cert. of title	None	Destroy since this record is no longer required	Minn. Stat. § 508.11
(e)	Torrens "O" Files – A separate file that may be kept for administrative communications, requests for appointments, to dispose of records, and other administrative records relating to the position of examiner of titles.	None	Destroy	<i>NOTE: These records are not required by statute but if a court holds them it is recommended that no duplicate records be retained.</i>
75	Traffic Citation			
	The ticket in lieu of arrest. Contains the name of the defendant, officer, and offense.	See Criminal and Traffic Case Files, # 21		Minn. Stat. §§ 492.05 (repealed in 1983) and 493.03 (repealed in 1983)
76	Traffic Citation Inventories/Logs			
	Logs of dispersal & return of citation from law enforcement	2 years	Destroy 2 years after return has been noted	
77	Traffic and Ordinance Violations Index and Register	See Criminal and Traffic Index and Registers, # 25		
78	Transcript of Court Reporter Notes	See Court Reporters Notes, # 20		
79	Trust Case Files	See Civil Case Files, #10		
80	Trusteeship Index, Register	See Civil Registers, # 13		
81	Trust Case Files	See Civil Case Files, #10		
82	Vital Statistics			

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	RECORD TITLE, CONTENT AND USAGE	RETENTION PERIOD	DESTRUCTION GUIDELINES	LEGAL AUTHORITY/REFERENCES/NOTES
	Pursuant to Minn. Stat. § 485.14, the court admin, as county registrar, may receive, for preservation, birth and death records			Minn. Stat. § 485.14
(a)	Birth Certificates and Delayed Birth Certificates	Permanent	Retain in original form or other recommended archival quality medium	
(b)	Index to Birth Certificates: Index, by surname, keyed to birth record (register)	Permanent	Retain in original form or other recommended archival quality medium	
(c)	Birth Record (Register): Information entered from birth certificates as filed at the court	Permanent	Retain in original form or other recommended archival quality medium	
(d)	Index to Deaths: Index by surname of deceased, keyed to record of deaths	Permanent	Retain in original form or other recommended archival quality medium	
(e)	Record of Deaths: Contains information from death certificates	Permanent	Retain in original form or other recommended archival quality medium	
(f)	Death Certificates	Permanent	Retain in original form or other recommended archival quality medium	
(g)	Marriage Records			
	<ul style="list-style-type: none"> Index to Marriages: Index by surname, shows date of application, date of marriage, etc. 	Permanent	Retain in original form or other recommended archival quality medium	Minn. Stat. § 144.223
	<ul style="list-style-type: none"> Marriage License Book: Record of application and license for marriage, and the certificate of marriage. 	Permanent	Retain in original form or other recommended archival quality medium	Minn. Stat. ch. 517 (See §§ 517.06, 517.07, 517.08 and 517.10)
	<ul style="list-style-type: none"> Marriage License Waiver (five day waiting period) 	1 year	Destroy 1 year after creation date	Minn. Stat. § 517.08(1)(b)
	<ul style="list-style-type: none"> Marriage License Waiver for a minor 	Permanent	Retain Waiver with marriage license	Minn. Stat. § 517.02
	<ul style="list-style-type: none"> Marriage Return 	2 years	Destroy 2 years after recording	
83	Vital Statistics Record Books			
	Kept by townships or villages (1870-1953). Birth and death registers turned over to the court	None	Transfer to State Archives for selection and disposition	
84	Warrant Receipts			
	Record of payment for services of witnesses, term of court, amount paid per diem mile	FY + 3 years	Destroy	<i>It is recommended that you apply a destruction date of July 1 of every year</i>
85	Wills Deposited with the Courts			
	During the testator's lifetime the will must	75 years	Destroy 75 years after deposit	Minn. Stat. § 524.2-515

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	RECORD TITLE, CONTENT AND USAGE	RETENTION PERIOD	DESTRUCTION GUIDELINES	LEGAL AUTHORITY/REFERENCES/NOTES
	remain sealed & confidential until death of the testator			

Section II – Disposition of Documents within a Specific Case File Series

The following documents, found within specific case files, may be disposed of at a time earlier than that provided for the associated case file series. The documents listed are not the same for each case file series, carefully review each document table prior to destruction.

In order to avoid the improper destruction of documents NOT specified on this list, court staff are strongly encouraged to devise a process for ensuring such accuracy when working with an outside vendor for transferring files to an archival quality medium.

Civil Case File Documents	Retention Period	Disposition
(1) Petition for Appointment of Trustee	1 year	Destroy 1 year after final disposition
(2) Oath of Trustee	1 year	Destroy 1 year after final disposition
(3) Petition to Intervene	1 year	Destroy 1 year after final disposition
(4) Discovery documents		
a. Interrogatories and Answers	1 year	Destroy 1 year after final disposition
b. Notice to Take Deposition	1 year	Destroy 1 year after final disposition
(5) Certificate(s) of Representation	1 year	Destroy 1 year after final disposition
(6) Informational Statement	1 year	Destroy 1 year after final disposition
(7) Calendar Notice	1 year	Destroy 1 year after final disposition
(8) Motion & Memorandum for Summary Judgment (supporting and opposing)	1 year	Destroy 1 year after final disposition
(9) Witness & Exhibit lists	1 year	Destroy 1 year after final disposition
(10) Proposed Jury Instructions	1 year	Destroy 1 year after final disposition
(11) Jury Instructions	1 year	Destroy 1 year after final disposition
(12) Documents making arrangements with court reporter for trial transcript	1 year	Destroy 1 year after final disposition
(13) Miscellaneous Documents		
a. Clerk's Minutes	1 year	Destroy 1 year after final disposition
b. Notices	1 year	Destroy 1 year after final disposition
c. Miscellaneous Correspondence	1 year	Destroy 1 year after final disposition
d. Other documents not file stamped	1 year	Destroy 1 year after final disposition

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NOTE: Only the following order(s) may be destroyed		
a. Motion to Compel Order (discovery document)	1 year	Destroy 1 year after final disposition
b. Scheduling Order	1 year	Destroy 1 year after final disposition
c. Pretrial Order	1 year	Destroy 1 year after final disposition

Criminal Case File Documents	Retention Period	Disposition
(1) Bench Warrant	1 year	Destroy 1 year after final disposition
(2) Criminal History and/or Driver's License record	1 year	Destroy 1 year after final disposition
(3) Police Reports	1 year	Destroy 1 year after final disposition
(4) Notices of Rules of Evidence by Prosecution and Defense	1 year	Destroy 1 year after final disposition
(5) Motion to Reduce Bail	1 year	Destroy 1 year after final disposition
(6) Speedy Trial Demand	1 year	Destroy 1 year after final disposition
(7) Pre-Sentence Investigation Documents		
a. Psychological Report	10 years	Destroy 1 year after final disposition
b. Rule 25 report	10 years	Destroy 1 year after final disposition
c. Rule 20 report	10 years	Destroy 10 years after final disposition
(9) Appeal Document – Court Reporter Notice	1 year	Destroy 1 year after final disposition
(10) Annual Progress Reports	1 year	Destroy 1 year after final disposition
(11) Miscellaneous Documents		
a. Clerk's Minutes	1 year	Destroy 1 year after final disposition
b. Miscellaneous Correspondence	1 year	Destroy 1 year after final disposition
c. Notices	1 year	Destroy 1 year after final disposition
NOTE: Only the following order(s) may be destroyed		
a. Order to Reduce Bail	1 year	Destroy 1 year after final disposition

Dissolution Case Files	Retention Period	Disposition
(1) Affidavit for Proceeding In Forma Pauperis	1 year	Destroy 1 year after final disposition
(2) Pretrial Statement	1 year	Destroy 1 year after final disposition

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(3) Application for Temporary Relief	1 year	Destroy 1 year after final disposition
(4) Motion for Discovery	1 year	Destroy 1 year after final disposition
(5) Miscellaneous Documents		
a. Clerk's Minutes	1 year	Destroy 1 year after final disposition
b. Miscellaneous Correspondence	1 year	Destroy 1 year after final disposition
c. Notices	1 year	Destroy 1 year after final disposition
NOTE: Only the following order(s) may be destroyed		
a. Pretrial Order	1 year	Destroy 1 year after final disposition
b. Scheduling Order	1 year	Destroy 1 year after final disposition
c. Order for Discovery	1 year	Destroy 1 year after final disposition
d. Order to Show Cause	1 year	Destroy 1 year after final disposition
e. Order for Custody Study	1 year	Destroy 1 year after final disposition

Paternity Case Files	Retention Period	Disposition
(1) Affidavit for proceeding In Forma Pauperis	1 year	Destroy 1 year after final disposition
(2) Miscellaneous Documents		
a. Clerk's Minutes	1 year	Destroy 1 year after final disposition
b. Miscellaneous Correspondence	1 year	Destroy 1 year after final disposition
c. Notices	1 year	Destroy 1 year after final disposition
NOTE: Only the following order(s) may be destroyed		
a. Order for Blood Testing	1 year	Destroy 1 year after final disposition
b. Order to Show Cause	1 year	Destroy 1 year after final disposition

Section III – TCIS Generated Reports

Retention period for Total Court Information System (TCIS) generated reports which were generated for courts centrally (by state and district staff) and printed on the courts' local printers. Paper copies of some of these reports are likely in every court location, so the following retention periods are maintained to guide your disposition of these records.

A review of appropriate retention periods for equivalent MNCIS records and other MNCIS generated reports is underway. You are encouraged to save such records electronically and print as necessary.

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TCIS Generated Report	Retention Period	Disposition
(1) Annual Random Selection of Jurors/Proof of Randomness Report	2 years	Destroy
(2) Annual Statement of Interest Accrued	None	Destroy
(3) Archived Cases Report	None	Destroy
(4) Archive Exception Report	None	Destroy
(5) De-archived Cases (and TCIS Error)	None	Destroy
(6) Calendar Adjustment	None	Destroy
(7) Calendar Statistics	None	Destroy
(8) Case Exception Review	None	Destroy
(9) Cases Filed Statistics	None	Destroy
(10) Certificate of Conviction Transmitted to DPS	None	Destroy
(11) Batch Conviction Error Report (DPS Error Report)	None	Destroy
(12) Citation Control Record/Inventory status	2 years	Destroy
(13) Citation Control Review	2 years	Destroy
(14) Citation Number Expansion	2 years	Destroy
(15) Citation Disposition bulletin	None	Destroy
(16) Conciliation Disposition Error Report	None	Destroy
(17) Daily Listing of Cases files (overview)	None	Destroy
(18) Daily Name Index Back-up (Daily Participant Report)	Until replaced by archival quality medium	Destroy
(19) Daily Probate Document Index	Until replaced by archival quality medium	Destroy
(20) Disposition Error Reports	None	Destroy
(21) Dissolutions & Annulments	None	Destroy
(22) Expired Judgment Report	None	Destroy
(23) Judgment Abstract Report	None	Destroy
(24) Final Count Disposition Report (SJIS)	None	Destroy
(25) General Extract Report	None	Destroy
(26) Juvenile SJIS Error Report (Minn. SJIS)	None	Destroy
(27) Monthly listing of Cases filed	None	Destroy
(28) Outstanding Warrant Report	None	Destroy
(29) Quashed Warrant Report	None	Destroy
(30) Pending Archive Activity list	None	Destroy
(31) Probate Reminder Summary	None	Destroy
(32) SJIS Summary Statistics	None	Destroy

RECORDS DESTRUCTION REPORT

INSTRUCTIONS:

1. This form is for agency information only. State and local governments are required by law (M.S. 138.17, Subd. 7) to permanently retain a list of destroyed records.
2. Use this form to document records destruction under authority of the Court Record Retention Schedule.
4. Document records that are physically destroyed and transferred to the Minnesota Historical Society State Archives.
5. Use additional pages as necessary.
6. Volume chart to determine cubic feet:

Letter Size Drawer = 1.5	Transfer Case (24" x 16" x 11") = 2.5
Legal Size Drawer = 2.0	3 x 5 Card 12" Row = 0.1
Shelving 4' Letter = 2.3	4 x 6 Card 12" Row = 0.2
Shelving 4' Legal = 3.0	5 x 8 Card 12" Row = 0.3
Record Box (12" x 15" x 10") = 1.0	Printout 12" Stack = 1.25

District and County	Person Reporting Destruction	Date
Address	City, Zip	Telephone

File Number and Case Name	Section of Schedule Where Record is Listed	Item No. as Listed on Schedule	Record Title (use same title as listed on schedule)	Inclusive Dates	Date Destroyed	Quantity in Cubic Feet

**110.91 Destruction of Physical Court Files
Court Administration Process**

General Record Keeping Processes: Records Destruction

References:

Statutes: See Records Retention Schedule

Court Rules: NA

Other: [Records Retention Schedule](#)

INTRODUCTION: Destruction of Physical Court Files is the process to be applied when physical (paper) court files are identified through a manual review process and destroyed pursuant to the Records Retention Schedule.

This process is considered interim. As such, it will be revisited if functionality in MNCIS makes it possible to automatically identify and remove cases from the database (referred to as “Purge” in TCIS). This should be used by all lines of business statewide which destroy physical paper court files.

BACKGROUND:

The [Records Retention Schedule](#) created and maintained by State Court Administration compiles all relevant information on the history, authority, and time frames applicable to records destruction. That information will not be reiterated or summarized here.

This process was documented pursuant to the recommendation of the Court Administration Team (CAT) on June 17, 2008.

Staff Actions:

Steps:

1. Inspect the physical court files or review the cases in MNCIS.*
*Some courts have established other methods for identifying cases that qualify for destruction. Those methods are not included here.

Note: This step is required in order to determine that the case exceeds the required retention period (as documented in the retention schedule). In addition, the step is necessary to assure that there are no pending actions, such as:

- No financial balances due
- No outstanding payment plans
- No hearings that are without results
- No active warrants
- No active cash bonds
- No unclaimed property
- No current DL suspension

2. Add the case event “Physical Case File Destroyed Per Retention Schedule” (code: DESTROYED) to each MNCIS case.

Note: The case event added in this step will appear on the Register of Actions for the case. It also automates two case updates which will alert the court and partner agencies (in MNCIS) and alert the public (in Minnesota Public Access, MPA) as to the file’s destruction.

1. A case flag is added to the MNCIS case which indicates that the file folder no longer exists. The flag is “Physical File Destroyed” and it appears on:
 - “Find a Case” results
 - All case tabs
 - Party record “Cases” tab
2. A case status of “Closed-Physical File Destroyed” is added to the MNCIS case. The case status appears on:
 - MPA index
 - “Find a Case” results
 - Summary, Details, and Disposition case tabs
 - Party record “Cases” tab

The “Physical Case File Destroyed Per Retention Schedule” case event is viewable on MPA Register of Actions, MNCIS Register of Actions, MNCIS case ‘Events’ tab, and recent case events on the MNCIS case ‘Summary’ tab.

3. Optionally, produce an ‘Event Listing’ report.

Note: In the past, courts have depended upon TCIS purge lists, manually typed lists, etc. as the record of cases destroyed. Step 3 is optional since the MNCIS case will still exist and the case flag, status, and event will be displayed on every case. A report including a cumulative list of all files destroyed or files destroyed within a certain time frame can be produced at any point it is needed.



Tips:

Group Add Events or List Manager will facilitate adding case events to multiple cases and creating a list of those cases. ([MNCIS Online Help](#) topics: Group Add Events and Using List Manager)

Review local practices: Some counties or divisions have applied case events with due dates as a trigger to review the case or destroy the physical record. If such a case review was intended to trigger the records destruction, use the Event Review report to create a list and use this list to add the case event to all cases. The list may then also be used as a workspace from which to navigate to each case to apply a completed date to the case review.

TCIS to MNCIS conversions created lists of files which were not converted. The first efforts applied to physical file destruction should focus on the cases on these lists. Since these cases were not converted, the preceding instructions do not apply. (If these reports were not printed or saved in a locally accessible folder, it may be necessary to contact the county's MNCIS Implementation Site Coordinator to obtain the lists.)