

Corrections to the Introduction section of the Minnesota County General Records Retention Schedule

NOTE:

This electronic copy of the Minnesota General Records Retention Schedule for Counties was produced by Redwood County staff who digitized a paper version. Any handwritten notations or changes that appear on the pages of the schedule are not official.

The 2006 Legislature amended Minnesota Statutes, section 138.17, removing the Commissioner of Administration's duty to perform functions related to records management. The changes became effective August 1, 2006. As a result of the legislative change, the Department of Administration / Information Policy Analysis Division (IPAD), will no longer respond to inquiries regarding records management.

Destruction Reporting:

- Effective August 1, 2001, records destruction reports do not need to be sent to the Minnesota Department of Administration and the Minnesota Historical Society (State Archives). Keep destruction reports for your own records.

Records Not on the General Schedule:

- An electronic copy of the PR-1 form (Application for Authority to Dispose of Records) is available online at the Minnesota State Archives' web site (www.mnhs.org/statearchives).
- Records retention schedule forms are no longer available from the Minnesota Department of Administration. A blank form is available online at the Minnesota State Archives' web site (www.mnhs.org/statearchives).

Resources:

- The Department of Administration no longer offers assistance with records management issues or records retention schedules. The Department's Information Policy Analysis Division (www.ipad.state.mn.us) will assist with questions relating to privacy and other information policy laws.
- The Minnesota State Archives and the state's Records Disposition Panel can be contacted as follows: State Archives, Minnesota Historical Society, 345 Kellogg Boulevard West, Saint Paul, MN, 55102. 651.259.3260.
- The Association of Minnesota Counties can be contacted through its web site (www.mncounties.org/).

Schedule Updates:

- The Human Services / Public Welfare section of the schedule was updated by the Minnesota Department of Human Services in March 2002.
- A supplement to the schedule for Community Corrections was issued in January 1990.

MEDICAL EXAMINER/CORONER

July, 1988

CATEGORY DEFINITIONS

Records Series Description: A records series is a group of records filed together because they relate to a particular subject.

Enabling Authority: The statute or authorized power that states the record may be collected.

Data Class: This identifies records classified by the Government Data Practices Act or other state or federal law. The classification system includes: public, private, confidential, non-public or protected non-public. More than one classification may apply.

Citation for Classification: The statute or law which cites the data practices classification of the records series.

Pre/Post/Curr: Data collected prior to August, 1975 is PRE. Data collected after August, 1975 is POST. Data being currently collected is CURR.

Purpose and Use for Collection: The function of the records series.

Authorized Recipients: Those people authorized to use the records series according to its Data Practices classification.

Retention/Statute: The retention cited is the minimum amount of time a record must be kept. The stated retention does not include the year the record originates. For example, if Record A is filed by calendar year and it has a retention of 3 years, the disposal date for 1985 records is January, 1989. Statutes listed here cite specific retention periods for the records series.

Archival: If a Y, meaning yes, appears in this column these records are eligible for transfer to the State Archives in the Minnesota Historical Society after the retention period has expired or when the agency no longer has need for them. Contact the Division of Library and Archives of the Minnesota Historical Society for information on how to transfer archival records (612-296-6980 or toll free 1-800-652-9747).

RECORDS SERIES DESCRIPTION	ENABLING AUTHORITY	DATA CLASS	CITATION FOR CLASSIFICATION	PRE POST CURR	PURPOSE AND USE FOR COLLECTION	AUTHORIZED RECIPIENTS	RETENTION/STATUTE	ARCH
1. AUTOPSY REPORT Brief clinical data about deceased person and detailed description of organs and pathological findings.	Laws 1981, Chap. 91 MS 390.11, Subd. 2,3 MS 390.32, Subd. 2,3	Priv Conf	MS 13.83	Pre Post Curr	Documentation of findings which assist in determining the cause and manner of death.	County Attorney, next of kin or authorized personnel or agency	20 yrs., then transfer to the State Archives.	Y
2. CASH LOG OF MONEY FROM DECEASED Journal of cash brought in and released.					Record of cash from deceased.		6 yrs.	N
3. CLOTHING FORM List of clothing accompanying the deceased.	MS 525.393	Priv	MS 13.83	Pre Post Curr	Inventory.	County Attorney, next of kin, authorized personnel or agency, or investigating law enforcement agency	10 yrs.	N
4. CORRESPONDENCE Letters to family members, correspondence with attorney and/or insurance personnel, and list of reports sent out.	Laws 1981, Chap. 91	Priv	MS 13.83	Pre Post Curr	Office Record.	County Attorney, next of kin or authorized personnel or agency	10 yrs.	N
5. DEATH CARD INDEX Index card giving name of deceased, date of death and case reference number.					Quick reference to locate a record.	Office Personnel	Retain permanently or transfer to the State Archives.	Y
6. DEATH CERTIFICATE Statistical data concerning deceased and cause and manner of death.	MS 14.221 MS 390.23 MS 390.32, Subd. 10 7 MCAR, Sec. 1.013 Sec. 1.014	Publ	MS 13.03 MS 13.83	Pre Post Curr	Official death record.	Minnesota Department of Health	10 yrs.	N

RECORDS SERIES DESCRIPTION	ENABLING AUTHORITY	DATA CLASS	CITATION FOR CLASSIFICATION	PRE POST CURR	PURPOSE AND USE FOR COLLECTION	AUTHORIZED RECIPIENTS	RETENTION/STATUTE	ARCH
7. EXTERNAL EXAMINATION REPORT Description of external appearance of body, including type of clothing, and physical description noting any abnormalities.	Laws 1981, Chap. 91 7 MCAR, Sec. 1.014 (F)	Priv Conf	MS 13.83	Pre Post Curr	Documentation of findings which assist in determining the cause and manner of death.	County Attorney, next of kin, authorized personnel or agency, or investigating law enforcement agency	10 yrs.	N
8. INVESTIGATIVE REPORT Information about deceased gathered at the time of the initial investigation including history, physical findings, and past medical history.	Laws 1981, Chap. 91 7 MCAR, Sec. 1.014 (F)	Conf	MS 13.83	Pre Post Curr	Worksheet of data collected.	Intraoffice use only, however may be released at the discretion of the Medical Examiner or may be subject to subpoena	10 yrs.	N
9. LABORATORY TEST RESULTS Specific test performed and the results.	MS 390.11, Subd. 4 MS 390.32, Subd. 4	Priv Conf	MS 13.83	Pre Post Curr	Documentation of findings which assist in determining cause and manner of death.	County Attorney, next of kin, or authorized personnel or agency	10 yrs.	N
10. MEDICAL EXAMINER REPORT Final report on deceased. Includes history, toxicology, classification of death, and cause of death.	Laws 1981 Chap. 91 7 MCAR, Sec. 1.014 (F)	Priv Conf	MS 13.83	Pre Post Curr	Case summary.	County Attorney, next of kin, authorized personnel or agency or investigating law enforcement agency	20 yrs., then transfer to the State Archives.	Y
11. MORGUE LOG BOOK Name of deceased, location of death, physical description, removal information.	MS 525.393	Publ	MS 13.03	Pre Post Curr	Office record.		20 yrs., then transfer to the State Archives.	Y
12. NOTES Suicide notes or other written material left by the deceased.	MS 390.221	Priv Conf	MS 13.83	Pre Post Curr	Documentation of findings which assist in determining the cause and manner of death.	County Attorney, next of kin, authorized personnel or agency, or investigating law enforcement agency	10 yrs.	N

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13. PHOTOGRAPHS Kodachrome and prints taken at the scene of investigation and/or autopsy.	Laws 1981, Chap. 91 7 MCAR, Sec. 1.014 (F)	Priv Conf	MS 13.83	Pre Post Curr	Documentation of findings which assist in determining cause and manner of death.	County Attorney, next of kin, authorized personnel or agency	10 yrs.	N
14. POLICE REPORTS OR MEDICAL RECORDS Information gathered by police or physician either prior to or after death and submitted to this office to aid in determining cause and manner of death.	MS 390.32	Conf	MS 13.83	Pre Post Curr	Documentation of findings which assist in determining the cause and manner of death.	Intraoffice use only	10 yrs.	N
15. PROPERTY FORM Listing of personal effects accompanying the deceased to the morgue.	Laws 1981, Chap. 91, Subd. 10 MS 390.221 MS 525.393	Priv	MS 13.83	Pre Post Curr	Inventory.	County Attorney, next of kin, authorized personnel or agency or investigating law enforcement agency	10 yrs.	N
16. TOXICOLOGY JOURNAL Workbook listing type of toxitest-ing performed and the results.	Laws 1981, Chap. 91 MS 390.11, Subd. 4 MS 390.32, Subd. 4	Conf	MS 13.83	Pre Post Curr	Workbook.	Intraoffice use only, however may be subject to subpoena	10 yrs.	N
17. TOXICOLOGY LOG BOOK Information concerning the type of specimens obtained for testing.	Laws 1981, Chap. 91 MS 390.11, Subd. 4 MS 390.32, Subd. 4	Conf	MS 13.83	Pre Post Curr	Office record.	Intraoffice use only, however may be subject to subpoena	10 yrs.	N
18. TOXICOLOGY REPORT Results of toxicological studies performed on deceased person.	Laws 1981, Chap. 91	Priv Conf	MS 13.83	Pre Post Curr	Documentation of findings which assist in determining cause and manner of death.	County Attorney, next of kin, authorized personnel or agency	10 yrs.	N

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19. TOXICOLOGY REQUEST Form utilized within the department for requesting specific tests.	Laws 1981, Chap. 91 MS 390.11, Subd. 4 MS 390.32, Subd. 4	Conf	MS 13.83	Pre Post Curr	Office record.	Intraoffice use only	10 yrs.	N
20. X-RAY RECORDS X-ray films on deceased.	Laws 1981, Chap. 91 7 MCAR, Sec. 1.014 (F)	Priv Conf	MS 13.83	Pre Post Curr	Documentation of findings which assist in determining the cause and manner of death.	County Attorney, next of kin, or authorized personnel or agency	10 yrs.	N

NOTE: Any records relating to a homicide should be retained permanently.

**SEE OTHER SECTIONS OF THIS GENERAL SCHEDULE FOR RECORDS SERIES NOT LISTED HERE.