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

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

(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.

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