D. Disposition of Case Files, Indexes and Miscellaneous Papers

RECORD TITLE, CONTENT AND USAGE	RETENTION PERIOD	DISPOSITION OF RECORD
(1) Accounting Department Records		
a. 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 *Recommend a consistent destruction date of July 1 each year*
b. Copies of receipts generated from TCIS/MNCIS	3 months	Destroy
c. Credit Card Receipts	FY + 3 years	Destroy *NOTE: This section is under review by SCAO staff and counsel. The Retention Period provided here is subject to change once the review is complete.*
d. Daily Trial Balance & Offline Journal Posting Report as generated by automated TCIS or similar MNCIS record	3 months	Destroy
(2) Adoption Case Files		
Files and documents relating to adoption proceedings. Minn. Stat. § 259.79	Permanent	Retain in original form or other archival quality medium
(3) Adoption Index and Register		
Register contains brief chronological entries recording activity in the case; self indexed	Permanent	Retain in original form or other archival quality medium
(4) Bar Memorials		
Biographical information and testimonials for deceased attorneys	10 years	Immediate Transfer to State Archives for selection and disposition
(5) Board of Audit, Memoranda in re		
Materials relating to the designation of depositories for county funds, and audit of county treasurer's funds; fiscal deliberations. This Board functioned from 1910 to 1967.		
a. Minute Book of Board of Audit	None	Immediate Transfer to State Archives for selection and disposition
b. Record Book of Board of Audit	None	Immediate Transfer to State Archives for selection and disposition
c. Working Papers of Board of Audit	None	Destroy
(6) Bonds, Civil and Miscellaneous		
Recognizance's and undertakings required for security, bonds for injunction, in attachment for appeal, temporary restraining order. Minn. Stat. § 574.01 (See also Index of Sureties)		
Bonds retained in case files. Separate copies do not need to be maintained.	Varied	Retain in original form or other archival quality medium for as long as case file is required to be retained
(7) Bonds, Criminal		
Bonds retained in case files.	Varied	Retain in original form or other archival quality medium for as long as case file is required to be retained

(8) Bonds, Index to Town and City Officers		
Index of bonds posted to secure fulfillment of the duties of the office.		
a. County Recorder (Minn. Stat. § 386.01)	None	Immediate transfer to State Archives for selection and disposition
b. Pre-1982 bond of Town Clerk (Minn. Stat. § 367.10) and Town Treasurer no longer filed with courts (see Minn. Stat. § 367.15)	None	Immediate transfer to State Archives for selection and disposition
c. Bonds of all other county officials are filed with the County Recorder (County Officers - Minn. Stat. § 574.21(2); County Sheriff - Minn. Stat. § 387.01; Official Bonds - Minn. Stat. § 382.10).	None	Immediate transfer to State Archives for selection and disposition
(9) Bonds, Living and Dead Trust		
Bond that may be required of a trustee to secure the faithful discharge of the trust. (Minn. Stat. § 501.28 (repealed 1989), now see Minn. Stat. § 574.11). Bond should be filed with case file.	Varied	Destroy
(10) Bonds, Oaths, Notices, Resignations, Orders of Appointment		
a. Oaths of office; bonds posted to secure faithful discharge of duties, secured by two sureties (Minn. Stat. § 358.11)	10 years	Destroy
b. County Recorder's bond entered on the records of the court (Minn. Stat. § 508.31)	10 years	Destroy
b. 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
(11) Business Certificates		
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.		
a. Also known as Certificate of Business Name	None	Immediate transfer to State Archives for selection and disposition
b. Index to Business Certificates	None	Immediate transfer to State Archives for selection and disposition
(13) Calendars		
Criminal, General and Special Term Civil, Torrens and Registration, Default Dissolution with and without Children, Other.		
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
(14) 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 permanently in original form or other 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
(15) Civil Case Files		
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.		
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. Transfer pre-1950 files to State Archives for selection and disposition.
b. Civil files closed by administrative procedure	5 years	Destroy 5 years after file deemed inactive or closed
c. Rent Escrow case files	1 year	Destroy 1 year after final disposition
d. Minor Settlements	10 years	Destroy 10 years after final distribution of money out of the settlement
e. Municipal Court Files (from abolished municipal courts - does not include Hennepin & Ramsey Counties)	10 years	Destroy 10 years after file is closed
f. Unlawful Detainer	1 year 10 years	Destroy 1 year after file is closed 10 years if money judgment is ordered and there are no outstanding debts
g. County Court Civil Case Files, Indexes, Registers *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*	10 years	Destroy 10 years after file is closed
h. Implied Consent	10 years	Destroy 10 years after file is closed
i. Change of Name files	Permanent	Retain in original form or other archival quality medium
j. Condemnation	Permanent	Retain in original form or other archival quality medium
k. Eminent Domain	Permanent	Retain in original form or other archival quality medium
l. Judicial Ditch	Permanent	Retain in original form or other archival quality medium
m. Quiet Title	Permanent	Retain in original form or other archival quality medium
n. Torrens	Permanent	Retain in original form or other 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 archival quality medium
p. Trust	Permanent	Retain in original form or other archival quality medium

q. Contested Elections	Permanent	Retain in original form or other archival quality medium
r. Cases decided by the Appellate Courts (with published opinions)	Permanent	Retain in original form or other archival quality medium
s. Cases involving public entities dealing with jurisdictional issues. Example: A city vs. an airports commission	Permanent	Retain in original form or other archival quality medium
t. "Treaty Rights" cases. Examples: Recent hunting and fishing rights cases in Minnesota	Permanent	Retain in original form or other archival quality medium
u. "Historically significant" cases. Examples: NAACP vs. State concerning education; class actions such as asbestos or Dalkon Shield; major discrimination cases, slander/libel of major figures etc. Certain locally significant cases may relate to important businesses, individuals, or organizations.	Permanent	Retain in original form or other archival quality medium
v. Special Assessment Appeals, Minn. Stat. § 429.081 and 429.071	Permanent	Retain in original form or other archival quality medium
(16) Civil Indexes		
Index by party names to a civil action, keyed to register and case files. Minn. Stat. § 485.08		
a. District Court	10years Permanent	Transfer pre-1950 Index to State Archives. Post-1950 Index may be destroyed 10 years after last entry Entries for permanent case files must be retained in original form or other archival quality medium
b. County Court	10 years	Destroy 10 years after last entry
(17) Civil Judgment Book, County Court and District Court (*See Judgment Books, #49*)		
(18) Civil Registers		
For each case, brief chronological entries recording activity in the case. Original entry in register establishes case file number.		
a. District Court	10years Permanent	Transfer pre-1950 Register to State Archives. Post-1950 Register may be destroyed 10 years after last entry Entries for permanent case files must be retained in original form or other archival quality medium
b. County Court	20 years	Destroy 20 years after last entry
(19) Conciliation Court Index and Register		
Index, by surnames of both parties, keyed to register and case files. Register contains brief chronological entries recording activity in a case Minn. Stat. § 485.07.	10 years	Destroy 10 years after entry of judgment

(20) Conciliation Court Judgment Docket		
Records the fact and amount of judgment, required names of the parties, whether satisfied or not.	None	Destroy
(21) 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
(22) Confession of Judgment (Composite Judgment), Receipt for Delinquent Taxes		
Confession of judgment for delinquent real estate taxes as authorized by Minn. Stat. § 279.37.	10 years	Destroy 10 years after entry of judgment
(23) Coroner's Records		
a. Certificates	20 years	Immediate Transfer to State Archives for selection and disposition
b. Index to Coroner's Certificates	20 years	Immediate Transfer to State Archives for selection and disposition
c. Coroner's Inquest Testimony and all Records of Proceedings (Minn. Stat. § 390.17 repealed)	20 years	Immediate Transfer to State Archives for selection and disposition
(24) Court Commissioner Docket book		
The Court Commissioner is required to keep a record of all proceedings (See Minn. Stat. § 357.28 and § 489)	None	Immediate Transfer to State Archives for selection and disposition
(25) Court Reporters Notes		
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.*		
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 into ordinary readable form; seldom done for the entire record. Most often used on appeal, but must be furnished to any interested person upon payment of the cost of transcription. Portions often found in the case file.	Varied	Retain with case file for length of time indicated for that case file
(27) Criminal and Traffic Case Files		
a. Felony	Permanent	Post-1950 case files must be retained permanently in original form or other archival quality medium. Transfer pre-1950 case files to State Archives
b. Gross Misdemeanor	20 years	Destroy 20 years after date of final disposition
▪ 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. (See 18 USCS 922(g))	Permanent	Retain in original form or other archival quality medium
c. Misdemeanor – DWI, boating while intoxicated, operating a snowmobile or all terrain vehicle while intoxicated, operating an aircraft while intoxicated (See Minn. Stat. 169A.03, subd. 3; 169A.25-27 and 169A.275 - enhancement provisions)	15 years	Destroy 15 years after date of final disposition Paper citation may be destroyed after entry into MNCIS. Except: Do NOT destroy paper copy until a "pending code" is replaced with the appropriate offense code.
d. Misdemeanor (Non-Traffic) and Failure to provide vehicle insurance (Minn. Stat. § 169.797 subd. 4)	10 years	Destroy 10 years after date of final disposition Paper citation may be destroyed after entry into MNCIS. Except: Do NOT destroy paper copy until a "pending code" is replaced with the appropriate offense code.
▪ 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. (See 18 USCS 922(g))	Permanent	Retain in original form or other archival quality medium
e. Misdemeanor - All traffic and local ordinance violations not covered above and that do not conform to a specific statutory misdemeanor.	5 years	Destroy 5 years after date of final disposition Paper citation may be destroyed after entry into MNCIS. Except: Do NOT destroy paper copy until a "pending code" is replaced with the appropriate offense code.

f. Petty Misdemeanor – Traffic and Non-Traffic related	3 years	Destroy 3 years after final disposition. Paper citation may be destroyed after entry into MNCIS. Except: Do NOT destroy paper copy until a "pending code" is replaced with the appropriate offense code
g. Parking Tickets	FY + 3 years	Destroy Paper citation may be destroyed after entry into MNCIS. Except: Do NOT destroy paper copy until a "pending code" is replaced with the appropriate offense code. *Suggested destruction date of July 1 of every year.*
h. County Court Criminal First Appearance Files	None	Destroy immediately unless a warrant has been issued
(28) Criminal Court Minutes (*See Minutes below*)		
(29) 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. Minn. Stat. § 622.26 (repealed 1963)	25 years	Destroy
b. Homicides only	50 years	Destroy
(30) Criminal Receipts		
Receipts kept in criminal case files, such as payments of fines, etc.	FY + 3 years	Destroy *Recommend a consistent destruction date of July 1 each year*
(31) Criminal and Traffic Index and Registers		
a. Felony	Permanent	Post-1950 Index must be retained permanently in original form or other archival quality medium Transfer pre-1950 Index to State Archives
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 Exception: 10 years 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
(32) Defendants Index, Civil (*See Plaintiff and Defendant Index*)		
(33) Delinquent Real Estate Tax Files		
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.		
Original judgment for delinquent real estate taxes, the content of which is specified by Minn. Stat. § 279.16	10 years	Destroy 10 years after entry of judgment
(34) 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
b. Deposition where no file was ever opened. (*Civil Procedure Rule 5.04 precludes filing of depositions as of 07/01/1985*)	5 years	Destroy 5 years after date received
(35) Drivers License Records		
a. The court administrator may receive applications for driver's licenses pursuant to Minn. Stat. § 171.06(4) (repealed 1997). Records reflecting this activity include deposit receipts, reports to the Driver and Vehicle Services Division, batch sheets and daily receipt sheets.	FY + 3 years	Destroy *Recommend a consistent destruction date of July 1 each year*
b. Licenses	None	Destroy
(36) Exhibits		
a. Civil Case Exhibits Includes family case types BUT NOT juvenile.	15 days	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. *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.*
b. Criminal Case Exhibits		
• All criminal cases where the defendant is incarcerated	Varied	Retain exhibit(s) for period of incarceration; or return exhibits if prosecutor and judge agree
• All criminal cases where the defendant is given a stay of imposition or a stay of execution	1 year	Destroy one year after stay expires; or return exhibits if prosecutor and judge agree

• 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
• Contraband	Varied	Contraband may be destroyed according to currently instituted procedures
c. Juvenile Case Exhibits		
• Delinquency	30 days	Upon final disposition parties may be notified to remove all exhibits. Failure to remove items within 15 days is deemed authorization to destroy
• Child in Need of Protection and Services	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 15 days is deemed authorization to destroy
d. Potentially Hazardous Exhibits *NOTE: This is applicable to any case type*		See Minnesota Judicial Branch Policy 5.07, "Potentially Hazardous Exhibit Policy". Link to Policy: http://courtnet.courts.state.mn.us/0/?page=2918
(37) Extradition Orders		
This applies to orders for extradition that remain in an administrative file and never entered into a criminal file.	10 years	Destroy
(38) Family Division Files		
a. Marriage Dissolutions	Permanent	Retain in original form or other archival quality medium
b. Annulments	Permanent	Retain in original form or other archival quality medium
c. Separate Maintenance	Permanent	Retain in original form or other archival quality medium
d. Support	10 years	Destroy 10 years after the final child support obligation expires and there are no outstanding judgments
e. Paternity	Permanent	Retain in original form or other archival quality medium
f. Other Family Files	40 years	Destroy 40 years after file is closed
g. Domestic Abuse	10 years	Destroy 10 years after file is closed *NOTE: File should not be closed until all orders issued in the case have expired.*
(39) Family Cases Index (See *Civil Index*)		
(40) Family Cases Register (See *Civil Register*)		
(41) Grand Jury Materials		
Materials relating to the selection of grand juries, and to their investigating and reporting activities (see Minn. Stat. § 628.61).		

a. True Bill/Indictment Document used to initiate a criminal file.	Varied	Retain in original form or other archival quality medium for as long as case file is required to be retained
b. 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 in its capacity under Minn. Stat. § 628.61(2) and (3) to investigate the conditions of public prisons and the misconduct of county officers.	None	Immediate transfer to State Archives for selection and disposition
(42) 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. Minn. Stat. § 514.68-.71	2 years	Destroy 2 years from date of docketing
(43) 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
(44) Illegitimacy Case Files		
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		
a. Documents that are maintained with the applicable District Court Civil and/or Criminal Records	Varied	Retain in original form or other 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	Immediate transfer to State Archives for selection and disposition
(45) Incorporations		
Articles of Incorporation filed in the county where a corporation began doing business.	None	Immediate transfer to State Archives for selection and disposition
(46) Indictment Record		
Minn. Stat. § 628.09 requires that a copy of the original indictment be kept in a separate "book"	None	Immediate transfer to State Archives for selection and disposition
(47) Indictment or Information Record		
Minn. Stat. § 628.29-33 which dealt with the Form and Content of Information was repealed in 1979. These records should be dealt with as the Indictment Record above.	None	Immediate transfer to State Archives for selection and disposition
(48) Judgment Books		
Contains chronological entry of judgment; court entering judgment. A copy is commonly found in the corresponding case file. There is no longer a legal requirement to maintain Judgment Books. Minn. Stat. §§ 485.07; 548.08; 548.15; 548.22; and 572.22.	None	Immediate transfer to State Archives for selection and disposition

(49) 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. Required by Minn. Stat. § 485.07(3)	10 years	Destroy 10 years after last entry in the book.
(50) Judges' Jury List		
List of prospective jurors who may be called to serve as petit jurors; lists for each judge, by year.	None	Destroy
(51) Judge's Record Books (Minute Books)		
Notes, in judge's hand, recording the proceedings before his court. May include names of parties, attorneys, witnesses, case numbers, an abstract of testimony, motions offered, dispositions, etc.	None	Not a public record, disposition is at the discretion of judge and may be transferred to State Archives for selection and disposition if desired
(52) 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 Provided to counsel during voir dire		
• Criminal cases only	10 years	Retain with case file but can destroy 10 years after judgment is entered (see Minn. R. Gen. Prac. 814(c))
• Civil Cases – where the questionnaire has not been entered into evidence	2 years	Retain for 2 years after final disposition and destroy
• 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. Qualified Juror List (Master list, also known as Venire) – List from which jurors are drawn, including documentation pertaining to excuses	2years	Destroy *NOTE: In the event a paper copy of this record is retained, the retention period applies to the paper file only*
d. Other Jury-related Documents		
• Management Reports – may include reports pertaining to summons yield, case activity, juror activity, cost per trial, etc.	2 years	Destroy *NOTE: In the event a paper copy of this record is retained, the retention period applies to the paper file only*
• Demographic Reports	2 years	Destroy *NOTE: In the event a paper copy of this record is retained, the retention period applies to the paper file only*
• Ad hoc reports generated by various "jury" programs/applications	None	Destroy

(53) 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.	10 years	Destroy
b. Day care expense documentation	FY + 3 years	Destroy *Recommend a consistent destruction date of July 1 each year*
c. Various Jury-related financial records		
• If it is the primary record of the information.	FY + 3 years	Destroy *Recommend a consistent destruction date of July 1 each year*
• If it is a record that merely duplicates information which is stored elsewhere and is therefore not the primary record.	None	Destroy
(54) Justice Court Dockets		
Journal required of a justice of the peace, entries reflecting the daily activity of a justice court. Minn. Stat. § 530.08, § 633.04 (both repealed).	None	Transfer to State Archives for selection and disposition
(55) Justice Court Materials, Index to; Justice Court Returns		
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) and 633.28 (both repealed). With the abolition of the J.P. courts some of these records were, or may have been, transferred to the District Courts.		
a. Indexes	None	Transfer to State Archives for selection and disposition
b. Registers	None	Transfer to State Archives for selection and disposition
c. Certificate of Conviction	10 years	Destroy
d. Justice Court Return	6 years	Destroy
(56) Juvenile Case Files		
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.		
a. Education Neglect, Child in Need of Protection, Runaway, Truancy, Delinquency under age 10, CHP's Voluntary Placement, CHP's Mentally Ill, Juvenile Petty Offender, Juvenile Traffic, Status Offense	None after age 19	Retain until subject is 19 years old. Once a person attains the age 19 and no matters remain pending in juvenile court regarding that person, and the person has not been adjudicated for an offense which would be a misdemeanor, gross misdemeanor or felony, if committed by an adult, the file shall be destroyed.

b. Delinquency or Juvenile traffic files based on DWI	15 years	Retain for 15 years after final disposition
c. Failure to provide vehicle insurance (Minn. Stat. § 169.797, subd. 4)	10 years	Retain for 10 years after final disposition
d. Case Plan Approval, Delinquency Felony, Delinquency Gross Misdemeanor, Delinquency Misdemeanor (See Minn. Stat. § 260B.171), Juvenile Other, Traffic History. (Also obsolete TCIS case types of Delinquency and Juvenile Harassment.)	None after age 28	Retain until subject is 28 years old. Once a person attains the age of 28 and no matters remain pending pursuant to Minn. Stat. § 260 regarding that person, any records not destroyed under provisions (a)-(c) above shall be destroyed.
e. Extended Jurisdiction Juvenile (EJJ) Cases	Varied	When a juvenile case has been designated EJJ, the related case files must be retained for the same duration as adult records for similar crimes. (See Minn. Stat. § 260B.171(1)(b)) This only applies if the juvenile had counsel as required by Minn. Stat. § 260B.163 (2).
c. Dependency & Neglect files	None after age 19	Retain until subject is 19 years old
d. Parental Notification files	None after age 18	Retain until subject is 18 years old
e. Termination of Parental Rights	Permanent	Retain in original form or other archival quality medium
f. Foster Care Review and Voluntary Placement	None after age 19	Retain until subject is 19 years old
(57) Juvenile Indexes and Registers		
The broad requirement to keep these records is found in Minn. Stat. § 260.41. Includes Traffic Offense Index and Register.		
a. Index, alphabetical, keyed to register and case files.	Varied	Retain for the same period as the case files *NOTE: Names of individuals should be deleted (Data Privacy)*
b. Register contains brief chronological entries recording activity in the case.	Varied	Retain for the same period as the case files *NOTE: Names of individuals should be deleted (Data Privacy)*
(58) Juvenile Minute Book		
This record is not required by statute or rule	None	Destroy
(59) Liquor		
a. Index to Purchasers and Sellers of Liquor	None	Immediate transfer to State Archives for selection and disposition
b. Liquor prescriptions	None	Destroy
(60) Minutes		
Court administrator's or deputy's minutes of court proceedings.		
a. If the minutes are kept in the case file folder	Varied	Retain for the same period as the case file

b. If the minutes have been kept in bound books prior to 1982	None	Immediate transfer to State Archives for selection and disposition
c. Rough draft of Minutes	None	Destroy
(61) Motor Vehicle Plates		
Minn. Stat. 168.041, subd. 4 allows for the impounding of motor vehicle registration plates.	None	Destroy plates
(62) 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	Immediate transfer to State Archives for selection and disposition
(63) Naturalization Materials		
Most counties do not process naturalizations any longer. Those that do are exempt from the disposition recommendation.	None	Immediate transfer to State Archives for selection and disposition
(64) 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 *NOTE: All notary commissions expire on January 31st of the 5th year following the year of issue (See Minn. Stat. § 359.02)*
b. Receipt stubs recording court administrator's certification that a person subscribed as a notary is indeed commissioned as a notary. (See Minn. Stat. § 359.061)	FY + 3 years	Destroy *Recommend a consistent destruction date of July 1 each year*
(65) Patents		
Nineteenth century certificates of patent filed at the district court.	None	Immediate transfer to State Archives for selection and disposition
(66) Personal Property Tax Files (Delinquent)		
Includes all records relating to these proceedings.	10 years	Retain for 10 years after entry of judgment. Minn. Stat. § 485.13(b)
(67) Plaintiff Defendant Index (*see Civil Index*)		
(68) 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
(69) Probate		
Includes guardianship, conservatorship and commitment files as well as estate files (See Minn. Stat. § 525.091).		
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	Immediate transfer to 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	Immediate transfer to State Archives for selection and disposition
f. Case Files		
• Papers and documents relating to the following proceedings before the probate court: Estates; Guardianships and Conservatorships; and Mental Health.	Permanent	Retain in original form or other archival quality medium *NOTE: Unlike other case types referenced in this schedule, Minn. Stat. § 525.091, subd. 1 requires that the original record be retained for 5 years after the file has closed. Upon order of the court the original may be destroyed at the 5 year mark provided that the record exists in some other approved archival medium.*
• Other probate documents not enumerated in Minn. Stat. § 525.091, subd. 1(a)-(c)	None	Destroy after proceeding is closed *NOTE: A proceeding is deemed closed if no papers have been filed for a period of 15 years (except wills filed for safekeeping).*
g. Probate Inheritance Tax Books (This book is no longer used)	None	Destroy
h. Probate Index Required by Minn. Stat. §525.03(1)(repealed), which also enumerates the categories to be indexed. Keyed to case file and register.	Permanent	Retain in original form or other archival quality medium
i. Probate Register Contains the minutes of the probate proceedings; keyed to books of bonds, wills, claims, letters, and orders. Required by Minn. Stat. § 525.03(2) (repealed).	Permanent	Retain in original form or other archival quality medium
j. Probate Minute Book (Not required by statute.)	10 years	Immediate transfer to State Archives for selection and disposition
k. Notice of Intent to transfer and safe deposit box report. These documents are no longer required.	3 years	Destroy 3 years after filing
l. Demand for Notice (See Minn. Stat. § 524.3-204)	3 years	Destroy 3 years after filing
m. Guardianship/Conservatorship Vouchers – If Not File Stamped	Until order approving accounting is signed	Return to party submitting vouchers
n. Guardianship/Conservatorship Vouchers – If File Stamped	5 years	Destroy 5 years after order allowing annual accounting is filed or 5 years from discharge of conservator/guardian

o. Guardianship/Conservatorship Vouchers – In Final Accounting of Decedent Estate	5 years	Destroy 5 years after date of order allowing final account
p. Guardianship/Conservatorship – Annual Accountings	Permanent	Retain in original form or other archival quality medium
q. Pre-Arranged Funeral Plans	Permanent	These records are no longer required to be filed with the court since Minn. Stat. § 149A.97 was repealed in 1997. However, some courts still have these files from prior to 1997. *NOTE: The retention period for this record is under review.*
r. Commitment Records	Permanent	Retain in original form or other archival quality medium
(70) Professional Filings		
Minister Credentials (See Minn. Stat. § 517.05) *NOTE: 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	Immediate transfer to State Archives for selection and disposition
(71) 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
(72) 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
(73) Real Estate Tax Judgments (*See Delinquent Real Estate Files*)		
(74) Rules of Court		
Local Rules of Procedure and Practice adopted by district courts.	None	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.
(75) Search Warrants		
a. Any "unexecuted" search warrant returned to the Court Administrator	None	Destroy
b. Executed search warrants which have not been placed in a case file	6 years	Destroy 6 years after return
c. Executed search warrants which have been placed in a case file	Varied	Same as case file
(76) Subpoenas		
Records of Subpoenas issued	10 years	Destroy

(77) 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
(78) TCIS Reports		
Various management reports and notices generated by TCIS		
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
(79) Torrens Case Files (*See Civil Files*)		
Proceedings subsequent and other Files relating to real estate or title of property.		
a. Torrens Proceedings Subsequent, Index and Register	See Civil Case Registers	
b. Torrens Land Registration Docket	See Civil Case Registers	
c. Torrens Decree Record	Permanent	
d. Recording of orders and decrees in Torrens registration proceedings. Show name of applicant or petitioner, case number, findings, and encumbrances on the property that will be reflected on the certificate of title. (See Minn. Stat. § 508.11)	None	Destroy since this record is no longer required
e. Torrens "O" Files – A separate file that may be kept for administrative communications, requests for appointments, requests to dispose of records, and other administrative records relating to the position of examiner of titles. (Not required by statute – recommend that no separate record be kept.)	None	Destroy
(80) Traffic Citation		
The ticket in lieu of arrest. Contains the name of the defendant, officer, and offense. (See Minn. Stat. § 492.05 and § 493.03 (both repealed))	See Criminal Case Files	
(81) Traffic Citation Inventories/Logs		
Logs of dispersal & return of citation from law enforcement (citations the court issues to law enforcement)	2 years	Destroy 2 years after return has been noted
(82) Traffic and Ordinance Violations Index and Register	See Criminal Index and Register	
(83) Transcript of Court Reporter Notes	See Court Reporter Notes	
(84) Trust Case Files	See Civil Files	
(85) Trusteeship Index, Register	See Civil Register	

(86) Trust Case Files	See Civil Files	
Files and documents relating to the administration of trust within the purview of the district court.		
(87) Vital Statistics		
Pursuant to Minn. Stat. § 485.14, the court administrator (as county registrar) may receive, for preservation, birth and death records.		
a. Birth Certificates and Delayed Birth Certificates	Permanent	Retain in original form or other archival quality medium
b. Index to Birth Certificates: Index, by surname, keyed to birth record (register)	Permanent	Retain in original form or other archival quality medium
c. Birth Record (Register): Information entered from birth certificates as they are filed at the court	Permanent	Retain in original form or other archival quality medium
d. Index to Deaths: Index by surname of deceased, keyed to record of deaths (Item 87e).	Permanent	Retain in original form or other archival quality medium
e. Record of Deaths: Contains information from death certificates	Permanent	Retain in original form or other archival quality medium
f. Death Certificates	Permanent	Retain in original form or other archival quality medium
g. Marriage Records		
• Index to Marriages: Index by surname, shows date of application, date of marriage, etc. (See Minn. Stat. § 144.223)	Permanent	Retain in original form or other archival quality medium
• Marriage License Book: Record of application and license for marriage, and the certificate of marriage, pursuant to Minn. Stat. § 517 (See §§ 517.06, 517.07, 517.08 and 517.10)	Permanent	Retain in original form or other archival quality medium
• Marriage License Waiver (five day waiting period per Minn. Stat. § 517.08, subd. 1(b)).	1 year	Destroy 1 year after creation date
• Marriage License Waiver for a minor (Minn. Stat. § 517.02)	Permanent	Retain Waiver with marriage license
• Marriage Return	2 years	Destroy 2 years after recording
(88) 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
(89) Warrant Receipts		
Record of payment for services of witnesses, term of court, amount paid per diem and per mile	FY + 3 years	Destroy *Recommend a consistent destruction date of July 1 each year*
(90) Wills Deposited with the Courts		
Minn. Stat. § 524.2-515 specifies that during the testator's lifetime will remains sealed and confidential until the death of the testator	75 years	Destroy 75 years after deposit