

Records Retention and Filing System for Townships

<i>Description</i>	<i>Location</i>	<i>Retention</i>	<i>Archive</i>
ADDRESSES			
General	File, Rolodex, pc	Optional	N
911 Address list	File	Until superseded	N
Suppliers	File, Rolodex, pc	Optional	N
ADVERTISEMENT			
General	Storage boxes	Until superseded	N
Info/Correspondence	File	3 year	N
AFFIDAVITS			
Posting	File	6 year	N
Publishing	File	6 year	N
AGENDAS			
	File	6 year	N
ANNEXATION			
	File	3 year/Permanent	N
ANNUAL REPORTS			
(subdivide as needed)	File	Permanent	Y
ANTIRECESSION			
Federal information	File	3 year	N
Federal reports	File	Permanent	N
APPOINTMENTS (Officers, Employees)			
Appointment of Commissions	File	Life of Appoint.	N
Appointment of Deputy Clerk	File	Life of Appoint.	N
Appointment of Deputy Treasurer	File	Life of Appoint.	N
Appointment of Fire Wardens	File	Life of Appoint.	N
Oaths/Bonds of Officers	File	10 year after term	N
Officers Acceptance/Resignations	File	10 year after term	N
Vacancies	File	6 year	N
ASSESSOR (see Board of Appeal & Equalization)			
ATTORNEY			
Correspondence	File	Optional	N
Opinions	File	Until superseded	N
AUDIT			
Annual Report	In books	Permanent	Y
Audit Report (Town Reporting Form)	File	Permanent	Y
Audit Lists			
Revenues	File	Permanent	Y
Disbursements	File	Permanent	Y
Journal Entries	File	Permanent	Y
Federal Revenue Sharing Reports	File	Permanent	N
Outstanding Indebtedness	File	Permanent	N

Description	Location	Retention	Archive
AWAIR			
Employees Manual	File	Until superseded, then 6 yr	N
Manual	File	Until superseded, then 6 yr	N
BICENTENNIAL	File	P if historical	N
BOARD OF APPEAL & EQUALIZATION			
Assessor	File	Life of appointment	N
Board of Review Minutes	File/Book	Permanent	Y
Petitions - Valuations	File	6 year	N
Petition Determination Letters	File	6 year	N
Postings, Notices	File	6 year	N
Project files, Special Assessments	File	Permanent	N
Special Assessment Approvals	File	Permanent	N
Special Benefit Valuations	File	Permanent	N
BOARD OF HEALTH			
Clean Indoor Act	File	Until superseded	N
Complaints, reports	File	10 year	N
Correspondence	File	3/P	N
Emergency Service	File	Permanent	N
Groundwater/wells	File	Until superseded	N
Outdoor Restrooms	File	Until superseded	N
Public Diseases Health Problems	File	Permanent	N
Regulations	File	Until superseded	N
Sewage Water Quality	File	Until superseded	N
BONDS			
Clerk/Treasurer Bonds	File (appt)	10 year	N
Performance Bonds	File (contracts)	6 year after completion	N
Permit Bonds	File	6 year after completion	N
CASH CONTROL			
Monthly Cash Control	File, book	6 year	N
CEMETERY			
Book of Internment	Clerk's Office	Permanent	Y
Burial Records	Fireproof File Archive	Permanent	Y
Cemetery deeds	Fireproof File Archive	Permanent	Y
Lots sales journal	File	Permanent	Y
Maps	Internment book	Permanent	Y
Receipts	File	6 year, if duplicated	N
Report of Grave Openings, and Body Transfers	Internment book	Permanent	Y
Sextant book, maps	Sextants home	Permanent	Y
CENSUS			
Local census data	File	Permanent	N
CONTRACTS/QUOTES			
Bids, specifications	File	6 year after completion	N
Bids (services)			
Accepted			
Rejected	File	6 year after completion	N
Bids (supplies)			
Accepted			
Denied	File	6 year after completion	N
Contracts	Fireproof file	6 year after completion	N
(note: labor contracts are permanent)			

Description	Location	Retention	Archive
CORRESPONDENCE			
Historical	File	Permanent	Y
Other subs optional	File	3 year minimum	N
COUNTY			
Correspondence In	File	3 year/optional	N
Correspondence Out	File	3 year/optional	N
DEVELOPMENT			
Business	File	3 year/Permanent	N/Y
Correspondence	File	3 year minimum	N/Y
Economic	File	3 year/Permanent	N/Y
General Information	File	Until superseded	N
Local	File	Permanent	Y
Regional	File	3 year	N
Rural	File	3 year	N
ELECTIONS			
Absentee Ballot Applications	File	22 months	N
Absentee Ballot Materials	Box	Until used	N
Affidavits of Candidacy	File	22 months	N
Affidavits of Publication	File	22 months	N
Accessibility Survey (handicap)	File	Until superseded	N
Certificates of Election	File	22 months	N
Declaration of Candidacy	File	22 months	N
Election Board of Canvass minutes	Book/file	22 months	N
Financial Reporting (campaign)	File	22 months	N
Flag Certificates	File	22 months	N
Instructions/Manuals	Shelves	Until superseded	N
Judges Oath	File	22 months	N
Judges Roster (eligible judges)	File	Until superseded	N
Judges Training Record	File	Until superseded	N
Nominating Petitions	File	22 months	N
Poll Books	Archives	Permanent	Y
Poll Lists	County Auditor	Until superseded	N
Precinct books	County Auditor	22 months	N
Precinct Map/Finder	File	Permanent	Y
Receipts from Clerk	File	22 months	N
Return Reports	File	22 months	N
Special Votes	File	22 months	N
Spoiled Ballots	File	22 months	N
Summary Statements	File	22 months	N
Supplies	Box	Until superseded	N
Tally Ballots	File	22 months	N
Unvoted Ballots	File	22 months	N
Voted Ballots	File	22 months	N
Voting Certificates	File	22 months	N
Voter Registration Cards	File/Box	Until used	N

Description	Location	Retention	Archive
EMPLOYEES			
Affidavit - job	File	3 year	N
Applications - blank	File	Until used	N
Applications - job	File	1 year	N
(note: may wish to put into hired employees individual file after 1 year)			
Applicants List	File	2 year/optional	N
AWAIR - employee accident (200)	File	5 year/Permanent	N
Exposure records	File	30 year after retirement	N
Medical records	File	30 year after retirement	N
Training (safety)	File	5 year minimum	N
Dept. Rules - Policies	File	Until superseded	N
Education, test results	File	2 year/optional	N
Employee Manuals	File/Shelves	Until superseded	N
Employee Suggestion Forms	File	2 year	N
Equal Opportunity Act	File	3 year/until superseded	N
Affirmative Action	File	Permanent	N
First Report of Injury	File	7 year	N
Individual Files	File	5 years in active/then to storage box	N N
Information	File	Until superseded	N
Insurance - worker's comp	Fireproof File	Until expiration	N
Job descriptions	File	Until superseded	N
Laws Governing	File	Until superseded	N
Mileage Reimbursement Forms	File	6 year	N
New Hire Forms	File	Until superseded	N
Pay Equity	File	6 year	N
Pension			
DCP	File	Permanent	N
Past service	File	Permanent	N
PERA	File	Permanent	N
Annual Report	File	1 year	N
Benefits	File	Until superseded	N
Correspondence	File	3 year minimum	N
Employer News	File	3 year	N
Enrollment Forms	File	Permanent	N
General News	File	1 year	N
Membership numbers	File	Permanent	N
Payroll List/Abstract	File	Permanent	N
Reports	File	Permanent	N
Report Requirement	File	Until superseded	N
Stipulation Forms	File	Permanent	N
Statutes	File	Until superseded	N
Salaries - Assessor	File	6 year after retirement	N
Salaries - Township Officers	File	6 year after term	N
Time Sheets	File	6 year	N
Unemployment			
Claims	File	6 year	N
Correspondence	File	6 year	N
Forms	File	6 year	N
Reports	File	6 year	N
Worker's Comp Report	File	6 year	N
Work Programs (grants)	File	6 year following program	N
(note: if no Police file, add Community Service Workers, and STS crews)			

Description	Location	Retention	Archive
FARM			
Cash Rental Forms	File	10 year	N
Correspondence	File	3 year minimum	N
Soil Farming	File	3 year/Permanent	N
FENCE VIEWING			
Court Case Records	File	Permanent	N
Expense of Fence Application Certificate	File	Permanent	N
Fence Viewing Notice	File	Permanent	N
Fence Viewing Determination	File	Permanent	N
Partition Fences Agreement	File	Permanent	N
Complaints Literature	File	Until superseded	N
FILING/RECORDS			
Filing System (list-key)	File	Until superseded	N
Forms	File	6 year	N
Information	File	Until superseded	N
Records Destruction	File	10 year	N
Record Retention	File	Until superseded	N
FINANCIAL/ACCOUNTING			
Account List (key)	File	Until superseded	N
Acct. Receivable Billings	File	6 year	N
Acct. Receivable Journals	File	6 year	N
Acct. Receivable Ledgers	File	6 year	N
Acct. Payable Journals	File	6 year	N
Acct. Payable Ledgers	File	6 year	N
Annual Statements	File	Permanent	Y
Antirecession (federal)	File	10 year following program	N
Audit Report (state)	File	Permanent	Y
Bank Statement - treasurer	Treasurer File	6 year	N
Billing Statements	Box by year	6 year	N
Budget			
Adopted	File	Permanent	Y
Proposed	File	Optional	N
Canceled Checks	Treasurer File	6 year	N
Cash Receipts Analysis	File	6 year	N
Certificate of Indebtedness	File	Permanent	Y
Check Stubs	Treasurer File	6 year	N
Claims/Vouchers	Box by year	6 year	N
Clerk's Receipts	File	6 year	N
Clerk's Register of Disbursement	File	Permanent	Y
Deposit Slips	Treasurer File	6 year	N
Equipment Inventory	File	6 year minimum	N
Federal Blank Forms	File	Until used	N
Federal Correspondence File	File	10 year	N
Federal Employment Forms	File	10 year	N
General Journal	Book/PC	Permanent	N
General Ledgers	Book/PC	Permanent	N
Interim Budget Reports	File/PC	2 year	N
Investment Worksheets	File	6 year	N

Description	Location	Retention	Archive
Levies			
Certified	Book/File	Permanent	Y
Correspondence to Co.	File	3 year	N
Correspondence from Co.	File	3 year	N
Information	File	Until superseded	N
Mill List	File	6 year	N
Proposed	File	10 year	N
Pd. Invoices/Claims Vouchers	Box by year	6 year	N
Purchase Orders	File	6 year	N
Rate Schedule	File	Until superseded	N
Receipts (copy)	Box	6 year	N
Receipts Ledger	File	6 year	N
Receipts Register	Book/PC	6 year	N
Revenue Sharing Records	File	6 year	N
Reports	See Audit		
Sales Tax Reports	File	10 year	N
Savings Account Records	Fireproof File	6 year	N
Tax Capacity Reports	File	10 year	N
Tax Numbers (fed/state)	File	Permanent	N
Time Sheets	Employee File	6 year	N
Treasurer's Annual Report	File	Permanent	Y
Treasurer's Receipts (original)	Box by year	6 year	N
Treasurer's Register of Disbursements	Treasurer File	Permanent	Y
Treasurer's Register of Receipts	Treasurer File	6 year	N
W-2 Forms	File	6 year	N
W-3 Transmittals	File	6 year	N
W-4 Forms (also in employee file)	File	5 year after employment	N
1099's	File	6 year	N
I-9's	File	6 year	N
FINANCIAL RECORD BOOKS			
Clerk's	Shelves/Archives	Permanent	Y
Treasurer's	Shelves/Archives	Permanent	Y
FIRE			
Information	File	Until superseded	N
Wardens	File	6 year after retirement	N
FIRE DEPARTMENT			
Budget	File	Permanent	Y
Contracts	File	6 year	N
Correspondence	File	3 year minimum	N
Fire Hall (historical data)	File	Permanent	Y
Fireman's Relief Association	File	Permanent	N
Maps	File	Until superseded	N
Publicity	File	Optional	Y
FORESTRY			
Land Management Plan	File	Until superseded	N
Synergist (Nat'l Forest Publication)	File	1 year	N
Tree Growth	File	3 year	N
FORMS			
Blank, Assorted	File/Box	Until used	N
Clerk's	File	6 year	N
GENERAL INFORMATION			
Correspondence	File	3 year minimum	N
Information	File	Until superseded	N

Description	Location	Retention	Archive
GRANTS			
Agreements	File	6 year following grant	N
Correspondence			
Housing			
Resource Information			
(note: subdivide by project file as necessary)			
HANDICAP ACCESSIBILITY			
ADA Act	File	Until superseded	N
Local Compliance	File	6 year minimum	N
HISTORY			
Correspondence In	File	3 year/Permanent	N/Y
Correspondence Out	File	3 year/Permanent	N/Y
Exhibits	File	10 year	N
General Information	File	Until superseded	N
Historic Buildings	File	Permanent	Y
History - Local	File	Permanent	Y
History - State	File	3 year minimum	N
History - National	File	3 year minimum	N
Historic Planning	File	Permanent	Y
Preservation Correspondence	File	Until superseded	N
Preservation Commission	File	Permanent	Y
Preservation Notes	File	10 year	N
Preservation Ordinances	Book/File	Permanent	Y
Rehabilitation Standards	File	Until superseded	N
Restoration	File	Permanent	Y
Training - Historic Preservation	File	6 year	N
INDEPENDENT CONTRACTORS			
Individual Files	File	6 year following project	N
Yearly Listings	File	6 year	N
INSURANCE			
Claims Register	File	Permanent	N
Errors & Omissions	Fireproof File	6 year	N
Fire, Wind, etc.	Fireproof File	6 year	N
General Liability	Fireproof File	6 year	N
Health Insurance	Fireproof File	6 year	N
Information	File	6 year	N
Life Insurance	Fireproof File	Permanent	N
Medical Claims	File	30 year after retirement	N
Policy Liability	Fireproof File	6 year	N
Receipts	File	6 year	N
Town Hall	Fireproof File	6 year	N
Worker's Comp	Fireproof File	6 year	N
LAWS			
Correspondence	File	3 year minimum	N
County	File	Until superseded	N
Gambling	File	Until superseded	N
Hazardous Buildings	File	Until superseded	N
Optional Forms of Government	File	Until superseded	N
Parliamentary Procedure	File	Until superseded	N

Description	Location	Retention	Archive
Privacy Data	File	Until superseded	N
Individual	File	Permanent	Y
State	Book/File	Until superseded	N
House	File	3 year minimum	N
Senate	File	3 year minimum	N
Summary	File	3 year minimum	N
Township	File	Until superseded	N
Urban Powers	File	Until superseded	N
US Information	File	Until superseded	N
US Letters	File	3 year minimum	N
US Reports	File	1 year	N
LEADERSHIP			
Information	File	6 year	N
Training Notes	File	Optional	N
LEASES			
Hall Rental Agreements	File	6 year	N
Options	File	6 year	N
Policies - rental	File	Until superseded	N
Lease/purchase agreements	File	6 year after expiration	N
State Contracts	File	6 year following same	N
LIBRARY			
Correspondence	File	3 year minimum	N
System	File	Until superseded	N
MAPS			
Aerial	File	Permanent	N
Geological	File	Until superseded	N
911	File	Permanent	N
Plat Book	File	Permanent	N
Road Names	File	Permanent	Y
Zoning	File	Permanent	Y
MEETING			
Agenda (also see agendas)	File/Book	Permanent	Y
Annual Meeting	File/Book	Permanent	Y
Attendance Sheets	File/Book	Permanent	Y
Notices (also see Postings)	File	6 year	N
Originals	File	6 year	N
MINING			
Subdivide as needed	File	3 year	N
MINUTE BOOK	Fireproof file/archives	Permanent	Y
MINUTES			
Subdivide as needed	File	Permanent	Y
OATHS (see appointments)			
ORDINANCES	Book/Fireproof File	Permanent	Y

Description	Location	Retention	Archive
PAYROLL WITHHOLDING			
Federal Correspondence	File	10 year	N
Federal Deposit Coupons	File	10 year	N
Federal Qtr. Rpt. 941	File	10 year	N
MN Correspondence	File	10 year	N
MN Deposit Coupons	File	10 year	N
MN Withholding Report	File	10 year	N
Payroll Control	Book/File	6 year	N
Payroll Ledger	File	6 year	N
Payroll Registers	File/Book	Permanent	N
Payroll Summaries	Book/File	6 year	N
Monthly			
Quarterly			
Yearly			
Social Security Information	File	Until superseded	N
FICA	File	6 year	N
Medicare	File	6 year	N
Social Security Reports	File	10 year	N
I-9's, W-2's, W-4's, etc (see FINANCIAL/ACCT) also in individual employee files			
PERMITS AND LICENSES			
Beer License	File	6 year	N
Burning Permits	Fire Warden's Home	1 year	N
Cigarette License	File	6 year	N
Gambling License	File	6 year	N
Garbage Haulers License	File	6 year	N
PETITIONS			
Correspondence	File	6 year/Permanent	N
Road	Fireproof file/archives	Permanent	Y
PHOTOS			
Correspondence	File	3 year/Permanent	N/Y
Subdivide as desired	File/Box	Permanent	Y
PLANNING (Community Vision)			
Abstract Request	File	20 year	N
Affidavits of Publication	File	6 year	N
Amendments	File	Until superseded	N
Appraisals	File	20 year	N
Committee Minutes	File	Permanent	Y
Community Plan (vision)	File	Permanent	Y
Comprehensive Comm. Plan (zoning)	File	Permanent	Y
Easements	File	Permanent	N
Site Plans	File	Permanent	N
POLICE			
Community Service Workers	File	6 year	N
Correspondence	File	3 year minimum	N
Criminal Fines List	File	6 year	N
Equipment and Supplies	File	6 year	N
Incidence Reports	Police File	6 year	N
Laws Governing	File	Until superseded	N

Description	Location	Retention	Archive
Police Log Sheet (time cards)	File	6 year	N
Police Manuals	File	Until superseded	N
POST Board reimbursement	File	6 year	N
Squad Car records	File	6 year	N
STS Crews	File	6 year	N
Training Records	File	6 year	N
POLICY MANUAL			
Township Policy Manual	File	Until superseded	N
PUBLIC RELATIONS			
Correspondence	File	3 year minimum	N
PUBLICATIONS - POSTINGS			
Affidavit of Publication	File	6 year	N
Postings	File	6 year	N
Affidavit of Posting	File	6 year	N
PUBLICITY			
Current	File	3 year/optional	N
Historic	Box by year/scrapbook	Permanent	Y
PUBLIC WORKS			
Construction Blueprints	File	Permanent	N
Correspondence	File	3 year	N
Inspection Reports	File	5 year	N
Project Records	File	6 year	N
Shoreland Management	File	6 year	N
Soil/Water Conservation	File	Until superseded	N
Utilities	File		
Correspondence	File	3 year	N
Electricity	File	1 year	N
FCC Radio	File	6 year	N
Phone	File	6 year	N
Public Service Commission	File	Until superseded	N
Water Analysis	File	10 year	N
Wetland Conservation Act	File	Until superseded	N
RECREATION			
Commission minutes	File	Permanent	Y
Correspondence	File	3 year	N
Information	File	Until superseded	N
Parks	File	6 year/Permanent	N
Policies	File/book	Until superseded	N
Sports	File	3 year	N
Suppliers	File	Until superseded	N
Trails	File	6 year/Permanent	N
REGIONAL DEVELOPMENT COMMISSION			
Correspondence	File	3 year minimum	N
Information	File	Until superseded	N
RESOLUTIONS			
County	File	6 year	N
Local	Manual/File	6 year/Permanent	N

Description	Location	Retention	Archive
RESOURCE LIBRARY			
Scapbooks	Shelves	Permanent	Y
Slides	File/box	Permanent	N
Videos	File	Permanent	Y
ROADS			
Annual Reports	File	Permanent	Y
Applications - private	File	6 year	N
Bridges, information	File	Until superseded	N
Contracts - County	File	6 year	N
Contracts - Private (also see contracts, ind. contractors)	File	6 year	N
Correspondence	File	3 year	N
Culverts	File	3 year minimum	N
Grading Agreements	File	6 year after expiration	N
Gravel Hauled	File	10 year	N
Inspection Reports	File	10 year	N
Notices (see publications)	File	6 year	N
Petitions	File	Permanent	Y
Road Lists	File	Permanent	Y
Sanding	File	10 year	N
Signs			
Entrance	File	Permanent	N
Inventory	File	10 year	N
Suppliers	File	Until superseded	N
Snowplowing	File	6 year	N
Statutes	File/book	Until superseded	N
Supervisor's Reports	File	Permanent	Y
Survey Sheets	File	Permanent	Y
SCHOOL (Subdivide as needed)			
SOLID WASTE			
General Policies	File	Until superseded	N
Hazardous Waste	File	Until superseded	N
Recycling	File	6 year	N
Refuse Handling	File	6 year	N
Tipping fees, etc.	File	Until superseded	N
STATIONARY			
Reorder forms	File	Until superseded	N
SURPLUS			
Newsletter	File	1 year	N
Property	File	Until superseded	N
SURVEYS			
Local (Subdivide as desired)	File/box	6-10 year	N
TAXES			
Correspondence	File	3-6 year	N
County Information	File	Until superseded	N
Information	File	Until superseded	N
Local Government Aid	File	6 year	N
Notices	File	6 year	N
Notices - penalties	File	6 year	N
Tax Clearance Certificate	File	6 year	N

Description	Location	Retention	Archive
Tax Forfeit Lands	File	6 year	N
TOURISM			
(Subdivide as desired)			
TOWN PROPERTY			
Deeds	Fireproof file	Permanent	N
Equipment Inventory	File	10 year	N
Grader	File	Until superseded	N
Mowers	File	Until superseded	N
Office Equipment	File	Until superseded	N
Pickup	File	Until superseded	N
Pole Bard	File	Until superseded	N
Real Estate - Twp owned	Fireproof file	Permanent	N
Vehicle Licenses	File	6 year	N
TOWNSHIP HALL			
Blueprints (see Town Property)			
Correspondence	File	3 year	N
Construction	File	Permanent	Y
Heating Cooling	File	Until superseded	N
Inventory	File	10 year	N
Kitchen monitor	File	Until superseded	N
Land (see Town Property)			
Policies	File	Until superseded	N
Rates	File	Until superseded	N
Rental Agreements (see leases)			
Septic	File	Until superseded	N
Water Analysis (see Brd of Health)			
TOWNSHIP (MAT)			
Continuing Education	File	3 year	N
County Association Minutes	File	5 year	N
Dues and Subscriptions	File	6 year	N
Legislation	File	Until superseded	N
Memberships	File	Until superseded	N
News			
Local	File	3 year/Permanent	N/Y
State	File	3 year	N
National	File	3 year	N
Officer Lists - County	File	1 year	N
Officer Recognition	File	Permanent	N
Officer Training	File	6 year after office	N
State Assn Correspondence	File	3 year minimum	N
State Assn Insurance Information	File	Until superseded	N
State Assn Bylaws	File	Until superseded	N
TOWNSHIP SEAL	Clerk's Desk	Until superseded	N
TRUST FOR PUBLIC LAND	File	Permanent	N
VITAL STATISTICS			
Birth/Death Records	Archives, copy in file	Permanent	Y
Correspondence	File	1 year	N
Marriage	Archives, copy in file	Permanent	Y
Photocopies of above	File	Permanent	N

<i>Description</i>	<i>Location</i>	<i>Retention</i>	<i>Archive</i>
VOLUNTEERS			
Recognition	File	10 year	N
WARRANTIES	Fireproof file	Until void	N
WEEDS			
Inspector's records	File	3 year	N
Meeting minutes	File	Permanent	N
Reports	File	10 year	N
ZONING			
Comprehensive Plan	File	Permanent	Y
Conditional Use Permits	File	6 year	N
Day Care - intent	File	6 year	N
Foster Care - intent	File	6 year	N
Maps - zoning	File	Until superseded	N
Ordinances - County	File	Permanent	N
Ordinances - Local	File	Permanent	N
Plat Books (see Maps)			
Variances	File	Permanent	N
Zoning Books/files	File	Permanent	N

NOTE: This is intended as a guide only. We realize that each township has categories that are unique to itself. Therefore, feel free to customize to your own needs.