

## **MJB District Court Record Retention Schedule Revisions Effective August 1, 2023**

This District Court Record Retention Schedule (Retention Schedule) is part of an on-going process of improving records management within the courts. The 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.

### **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.

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### B. 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.

### C. Revision History

Date	Change Summary
December 2012	CPC Call Center Records added. See Section 20
September 2014	eFS Support Center Records added. See Section 31 Section IV – Documents to Retain in Paper Form added
December 2014	Paper retention requirements for wills and codicils updated to reflect guidance in the Document Security CAP 110.41. See Sections 66.1(a) & (b)
March 2017	Checks issued by Court Administration and returned as undeliverable added. See Section 1 Replaced Court Payment Center with Call Center Records Moved from Section 20 to Section 9 Rent Escrow and Unlawful Detainer combined. See Section 11(e) Court Reporter Notes updated to a single retention period for all case types. See Section 21
June 2018	Added retention requirements for Integration Warehouse Records. See Section 44 Added retention requirements for criminal case files with published appellate court decision. See Section 22(k)

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Date	Change Summary
August 2021	<p>Added reference to appellate court cases in the definition for Final Disposition</p> <p>Updated the contact for questions as ServiceNow</p> <p>Added a new section establishing retention periods for Appellate Court records applicable to all case types. See Section 4</p> <p>Added cross reference sections in each major case category to the new Section 4. See also Sections 12(q), 18(b), 23(k), 35(h), 54.1 (i), 54.2(d), 67.1(f), and 77(f)</p> <p>Updated Cross References for consistency throughout the schedule</p> <p>Updated appellate court record terminology as consistent with amendments to Rules of Civil Appellate Procedure, 136.01, effective August 1, 2020</p>
January 2022	<p>Updated retention periods for exhibits</p> <p>Added a period for the Query Document Service and clarified other time periods in the Integrations section</p>
February 2023	Civil judgment retention changed from 10 years to 12 years
August 2023	Reformatted for digital accessibility.

### Questions or Comments on the Retention Schedule

Questions about the destruction of records or the requirements of this Retention Schedule may be submitted in [ServiceNow](#)



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**Accounting Department Records**

Number	RECORD TITLE, CONTENT AND USAGE	RETENTION PERIOD	DESTRUCTION GUIDELINES	CROSS-REFERENCES, LEGAL AUTHORITY, and OTHER NOTES
1 a	MNCIS Bank Account reconciliation reports, Cash Overage/Shortage reports, Journals, Checkbook Registers, Bank Statements, Manual Receipt Books, Credit & Adjustment Reports, Psychological Services Expense Records, Reports to State Finance Division, Purge Reports, Criminal Receipts, etc.	Fiscal Year (FY) + 3 years	Destroy	It is recommended that you apply a destruction date of July 1 of every year.
1 b	Checks issued for bail, restitution, etc. by Court Administration and returned as undeliverable		Destroy upon voiding check in MNCIS	Note: It is not recommended that the check be stored electronically.
1 c	Copies of receipts generated from TCIS/MNCIS	3 months	Destroy	



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Number	RECORD TITLE, CONTENT AND USAGE	RETENTION PERIOD	DESTRUCTION GUIDELINES	CROSS-REFERENCES, LEGAL AUTHORITY, and OTHER NOTES
1 d	Credit Card Receipts	FY + 3 years	Destroy	<p><a href="#">Minn. Stat. § 325E.64 Payment Card Industry Data Security Standards</a> (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. Reconfigure your cc readers to observe this standard. DO NOT retain PINs, validation codes or receipts with complete account numbers.</i></p>
1 e	Daily Trial Balance & Offline Journal Posting Report as generated by automated TCIS or similar MNCIS record	3 months	Destroy	
1 f	Form 8300 (Reporting Cash Payments of Over \$10,000)	5 years	Destroy	<a href="#">IRS Publication 1544</a>
1 g	Jury Pay Roll	FY + 3 years	Destroy	Also see Section 51. Jury Pay Roll



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**Adoption Case File**

Number	RECORD TITLE, CONTENT AND USAGE	RETENTION PERIOD	DESTRUCTION GUIDELINES	CROSS-REFERENCES, LEGAL AUTHORITY, and OTHER NOTES
2 a	Files and documents relating to adoption proceedings	Permanent	Retain in original form or other recommended archival quality medium	<a href="#">Minn. Stat. § 259.79</a>

**Adoption Index and Register**

Number	RECORD TITLE, CONTENT AND USAGE	RETENTION PERIOD	DESTRUCTION GUIDELINES	CROSS-REFERENCES, LEGAL AUTHORITY, and OTHER NOTES
3 a	Register contains brief chronological entries recording activity in the case; self-indexed	Permanent	Retain in original form or other recommended archival quality medium	

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### Appellate Court Records

Number	RECORD TITLE, CONTENT AND USAGE	RETENTION PERIOD	DESTRUCTION GUIDELINES	CROSS-REFERENCES, LEGAL AUTHORITY, and OTHER NOTES
4 a	Cases decided by the Supreme Court or Court of Appeals as a “precedential” or “published” opinion.	Permanent	Retain in original form or other recommended archival quality medium	Rules of Civil Appellate Procedure, 136.01.
4 b	Cases decided by the Court of Appeals as a “nonprecedential” or “unpublished” opinion.	Varies	Retain with the underlying case file for the length of time established for that case.	Rules of Civil Appellate Procedure, 136.01.

### Bar Memorials

Number	RECORD TITLE, CONTENT AND USAGE	RETENTION PERIOD	DESTRUCTION GUIDELINES	CROSS-REFERENCES, LEGAL AUTHORITY, and OTHER NOTES
5 a	Biographical information and testimonials for deceased attorneys	10 years	Contact State Archives for selection and disposition	

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### Board of Audit, Memoranda in re

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.

Number	RECORD TITLE, CONTENT AND USAGE	RETENTION PERIOD	DESTRUCTION GUIDELINES	CROSS-REFERENCES, LEGAL AUTHORITY, and OTHER NOTES
6 a	Minute Book	None	Contact State Archives for selection and disposition	
6 b	Record Book	None	Contact State Archives for selection and disposition	
6 c	Working Papers	None	Destroy	





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**Bonds**

Number	RECORD TITLE, CONTENT AND USAGE	RETENTION PERIOD	DESTRUCTION GUIDELINES	CROSS-REFERENCES, LEGAL AUTHORITY, and OTHER NOTES
7 a	Civil and Miscellaneous	Varied	Retain in original form for as long as case file is required to be retained	<a href="#">Minn. Stat. § 574.01</a>  <i>NOTE: Extra copies do not need to be retained.</i>
7 b	Criminal Bonds	Varied	Retain in original form for as long as case file is required to be retained	
7 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	<a href="#">Minn. Stat. § 386.01</a> <a href="#">Minn. Stat. § 367.10</a> <a href="#">Minn. Stat. § 367.15</a> <a href="#">Minn. Stat. § 574.21(2)</a>



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Number	RECORD TITLE, CONTENT AND USAGE	RETENTION PERIOD	DESTRUCTION GUIDELINES	CROSS-REFERENCES, LEGAL AUTHORITY, and OTHER NOTES
7 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	Retain in original form for as long as case file is required to be retained	<a href="#">Minn. Stat. § 574.11</a>  Minn. Stat. § 501.28 (repealed 1989)
7 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	Retain in original form for as long as case file is required to be retained	<a href="#">Minn. Stat. § 358.11</a>  <a href="#">Minn. Stat. § 508.31</a>

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### 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.

Number	RECORD TITLE, CONTENT AND USAGE	RETENTION PERIOD	DESTRUCTION GUIDELINES	CROSS-REFERENCES, LEGAL AUTHORITY, and OTHER NOTES
8 a	Also known as Certificate of Business Name	None	Contact State Archives for selection and disposition	
8 b	Index to Business Certificates	None	Contact State Archives for selection and disposition	

### Calendars

Criminal, General and Special Term Civil, Torrens and Registration, Default Dissolution with and without Children, Other.

Number	RECORD TITLE, CONTENT AND USAGE	RETENTION PERIOD	DESTRUCTION GUIDELINES	CROSS-REFERENCES, LEGAL AUTHORITY, and OTHER NOTES
9 a	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	



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**Call Center Records**

Number	RECORD TITLE, CONTENT AND USAGE	RETENTION PERIOD	DESTRUCTION GUIDELINES	CROSS-REFERENCES, LEGAL AUTHORITY, and OTHER NOTES
10 a	All call center records (e.g., phone call recordings, call logs, XML files, etc.)	60 days	Delete	

**Change of Name, Index and Register**

Number	RECORD TITLE, CONTENT AND USAGE	RETENTION PERIOD	DESTRUCTION GUIDELINES	CROSS-REFERENCES, LEGAL AUTHORITY, and OTHER NOTES
11 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	
11 b	Change of Name Affidavits	None	Destroy	State Registrar of vital statistics keeps the original document; the court administrator's copy is a duplicate.

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### Civil Case File

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.

Number	RECORD TITLE, CONTENT AND USAGE	RETENTION PERIOD	DESTRUCTION GUIDELINES	CROSS-REFERENCES, LEGAL AUTHORITY, and OTHER NOTES
12 a	All civil files, except those listed below	12 years	Post-1950 files may be destroyed 12 years after final disposition, or entry of judgment, whichever is of longer duration.  Contact State Archives for pre-1950 files selection and disposition	
12 b	Civil files closed by administrative procedure	5 years	Destroy 5 years after file is deemed inactive or is closed	
12 c	Minor Settlements	10 years	Destroy 10 years after final distribution of money out of the settlement	
12 d	Municipal Court Files	10 years	Destroy	Does not include Hennepin/Ramsey Counties

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Number	RECORD TITLE, CONTENT AND USAGE	RETENTION PERIOD	DESTRUCTION GUIDELINES	CROSS-REFERENCES, LEGAL AUTHORITY, and OTHER NOTES
12 e	Unlawful Detainer and Rent Escrow			
	No money judgment ordered	1 year	Destroy 1 year after file is closed	
	No money judgment ordered	FY + 3 years	If financial activity is associated destroy FY + 3 yr after final disposition	
	Money judgment ordered	12 years	12 years if there are no outstanding debts	
12 f	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>
12 g	Implied Consent	10 years	Destroy	
12 h	Change of Name files	Permanent	Retain in original form or other recommended archival quality medium	



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Number	RECORD TITLE, CONTENT AND USAGE	RETENTION PERIOD	DESTRUCTION GUIDELINES	CROSS-REFERENCES, LEGAL AUTHORITY, and OTHER NOTES
12 i	Condemnation	Permanent	Retain in original form or other recommended archival quality medium	See Section IV for additional destruction guidance
12 j	Eminent Domain	Permanent	Retain in original form or other recommended archival quality medium	See Section IV for additional destruction guidance
12 k	Judicial Ditch	Permanent	Retain in original form or other recommended archival quality medium	See Section IV for additional destruction guidance
12 l	Quiet Title	Permanent	Retain in original form or other recommended archival quality medium	See Section IV for additional destruction guidance
12 m	Torrens	Permanent	Retain in original form or other recommended archival quality medium	See Section IV for additional destruction guidance
12 n	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	See Section IV for additional destruction guidance
12 o	Trust	Permanent	Retain in original form or other recommended archival quality medium	



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Number	RECORD TITLE, CONTENT AND USAGE	RETENTION PERIOD	DESTRUCTION GUIDELINES	CROSS-REFERENCES, LEGAL AUTHORITY, and OTHER NOTES
12 p	Contested Elections	Permanent	Retain in original form or other recommended archival quality medium	
12 q	Cases decided by the Appellate Courts			See Section 4. Appellate Court Records for retention guidance.
12 r	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
12 s	Treaty Rights cases	Permanent	Retain in original form or other recommended archival quality medium	Examples: Recent hunting and fishing rights cases in Minnesota
12 t	Historically significant cases	Permanent	Retain in original form or other recommended archival quality medium	Examples: NAACP vs. State concerning education; class actions (e.g., asbestos or Dalkon Shield); major discrimination cases; slander/libel of major figures. Certain locally significant cases related to businesses, organizations, or individuals



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Number	RECORD TITLE, CONTENT AND USAGE	RETENTION PERIOD	DESTRUCTION GUIDELINES	CROSS-REFERENCES, LEGAL AUTHORITY, and OTHER NOTES
12 u	Special Assessment Appeals	Permanent	Retain in original form or other recommended archival quality medium	Minn. Stat. §§ <a href="#">429.081</a> and <a href="#">429.071</a>

### Civil Indexes

Index by party names to a civil action, keyed to register and case files. Minn. Stat. § 485.08

Number	RECORD TITLE, CONTENT AND USAGE	RETENTION PERIOD	DESTRUCTION GUIDELINES	CROSS-REFERENCES, LEGAL AUTHORITY, and OTHER NOTES
13 a.1	District Court	10 years	Contact State Archives for pre-1950 files selection and disposition  Post-1950 Index may be destroyed 10 years after last entry	



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Number	RECORD TITLE, CONTENT AND USAGE	RETENTION PERIOD	DESTRUCTION GUIDELINES	CROSS-REFERENCES, LEGAL AUTHORITY, and OTHER NOTES
13 a.2	District Court	Permanent	Retain in original form or other recommended archival quality medium	
13 b.1	County Court	10 years	Destroy 10 years after last entry	
13 b.2	County Court	Permanent	Retain in original form or other recommended archival quality medium	

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### Civil Judgement Book, County Court, and District Court

Number	RECORD TITLE, CONTENT AND USAGE	RETENTION PERIOD	DESTRUCTION GUIDELINES	CROSS-REFERENCES, LEGAL AUTHORITY, and OTHER NOTES
14 a	Civil Judgment Book, County Court, and District Court			See Section 46. Judgment Books

### Civil Register

For each case, brief chronological entries recording activity in the case. Original entry in register establishes case file number.

Number	RECORD TITLE, CONTENT AND USAGE	RETENTION PERIOD	DESTRUCTION GUIDELINES	CROSS-REFERENCES, LEGAL AUTHORITY, and OTHER NOTES
15 a.1	District Court	10 years	Contact State Archives for pre-1950 files selection and disposition  Post-1950 Register may be destroyed 10 years after last entry	



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Number	RECORD TITLE, CONTENT AND USAGE	RETENTION PERIOD	DESTRUCTION GUIDELINES	CROSS-REFERENCES, LEGAL AUTHORITY, and OTHER NOTES
15 a.2	District Court	Permanent	Retain in original form or other recommended archival quality medium	
15 b	County Court	20 years	Destroy 20 years after last entry	

**Conciliation Court Index and Register**

Number	RECORD TITLE, CONTENT AND USAGE	RETENTION PERIOD	DESTRUCTION GUIDELINES	CROSS-REFERENCES, LEGAL AUTHORITY, and OTHER NOTES
16 a	Index, by surname 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	<a href="#">Minn. Stat. § 485.07</a>

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### Conciliation Court Judgement Docket

Number	RECORD TITLE, CONTENT AND USAGE	RETENTION PERIOD	DESTRUCTION GUIDELINES	CROSS-REFERENCES, LEGAL AUTHORITY, and OTHER NOTES
17 a	Records the fact and amount of judgment, names of the parties, whether satisfied or not	None	Destroy	

### Conciliation Court Files

Number	RECORD TITLE, CONTENT AND USAGE	RETENTION PERIOD	DESTRUCTION GUIDELINES	CROSS-REFERENCES, LEGAL AUTHORITY, and OTHER NOTES
18 a	Contains the papers filed in an action within the jurisdiction of the conciliation court	12 years	Destroy 12 years after entry of judgment	



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**Confession of Judgement (Composite Judgement, Receipt for Delinquent Taxes)**

Number	RECORD TITLE, CONTENT AND USAGE	RETENTION PERIOD	DESTRUCTION GUIDELINES	CROSS-REFERENCES, LEGAL AUTHORITY, and OTHER NOTES
19 a	Confession of judgment for delinquent real estate taxes as authorized by statute	12 years	Destroy 12 years after entry of judgment	<a href="#">Minn. Stat. § 279.37</a>

**Coroner's Records**

Number	RECORD TITLE, CONTENT AND USAGE	RETENTION PERIOD	DESTRUCTION GUIDELINES	CROSS-REFERENCES, LEGAL AUTHORITY, and OTHER NOTES
20 a	Certificates	20 years	Contact State Archives for selection and disposition	
20 b	Index to Coroner's Certificates	20 years	Contact State Archives for selection and disposition	
20 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)

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### Court Commissioner Docket book

Number	RECORD TITLE, CONTENT AND USAGE	RETENTION PERIOD	DESTRUCTION GUIDELINES	CROSS-REFERENCES, LEGAL AUTHORITY, and OTHER NOTES
21 a	The Court Commissioner is required to keep a record of all proceedings	None	Contact State Archives for selection and disposition	Minn. Stat. §§ <a href="#">357.28</a> and <a href="#">489.04</a>

### Court Reporters Notes

Includes tape recordings, back-up audio tapes, and complete record of stenographic characters of all testimony before a judge or referee, and filed with the court administrator. [Minn. Stat. § 486.03](#). Retention periods for all court reporter notes formats (paper & electronic) are the same for each case type.

Number	RECORD TITLE, CONTENT AND USAGE	RETENTION PERIOD	DESTRUCTION GUIDELINES	CROSS-REFERENCES, LEGAL AUTHORITY, and OTHER NOTES
22 a	All Case Notes	10 years	Destroy or recycle tapes ten years after final disposition	
22 b	Transcribed Tapes and Transcribed notes (all case types)	6 months	Destroy or recycle tapes 6 months after final disposition	

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Number	RECORD TITLE, CONTENT AND USAGE	RETENTION PERIOD	DESTRUCTION GUIDELINES	CROSS-REFERENCES, LEGAL AUTHORITY, and OTHER NOTES
22 c	Transcripts of Court Reporter's Notes	Varied	Retain with case file for length of time indicated for that case file	Stenographic records transcribed to readable form. On appeal and to others after payment of the cost of transcription.

### Criminal and Traffic Case Files

The retention period is determined based on the level of crime at the time of CHARGING not at the time of disposition.

Number	RECORD TITLE, CONTENT AND USAGE	RETENTION PERIOD	DESTRUCTION GUIDELINES	CROSS-REFERENCES, LEGAL AUTHORITY, and OTHER NOTES
23 a	Felony	Permanent	Post-1950 case files, retain in original form or other recommended archival quality medium  Pre-1950 case files, transfer to State Archives	





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Number	RECORD TITLE, CONTENT AND USAGE	RETENTION PERIOD	DESTRUCTION GUIDELINES	CROSS-REFERENCES, LEGAL AUTHORITY, and OTHER NOTES
23 b.1	Gross Misdemeanor, other than domestic violence	20 years	Destroy 20 years after date of final disposition	
23 b.2	Gross Misdemeanor domestic violent casesAny case related to domestic violence must be maintained permanently since a conviction may result in the permanent ban on the possession of firearms	Permanent	Retain in original form or other recommended archival quality medium	<a href="#">18 USCS 922(g)</a>
23 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. §§ <a href="#">169A.03(3)</a> ; <a href="#">169A.25</a> ; <a href="#">169A.26</a> ; <a href="#">169A.27</a> and <a href="#">169A.275</a> - enhancement provisions

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Number	RECORD TITLE, CONTENT AND USAGE	RETENTION PERIOD	DESTRUCTION GUIDELINES	CROSS-REFERENCES, LEGAL AUTHORITY, and OTHER NOTES
23 d.1	Misdemeanor (Non-Traffic, Non-Domestic violence related)	10 years	Destroy 10 years after date of final disposition	
23 d.2	Misdemeanor domestic violence cases Any case related to domestic violence must be maintained permanently since a conviction may result in the permanent ban on the possession of firearms	Permanent	Retain in original form or other recommended archival quality medium	<a href="#">18 USCS 922(g)</a>
23 e	Misdemeanor - All traffic and local ordinance violations not covered in subparagraph c and d and that do not conform to a specific statutory misdemeanor	5 years	Destroy 5 years after date of final disposition	
23 f	Petty Misdemeanor – Traffic and Non-Traffic related	4 years	Destroy 4 years after final disposition	



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Number	RECORD TITLE, CONTENT AND USAGE	RETENTION PERIOD	DESTRUCTION GUIDELINES	CROSS-REFERENCES, LEGAL AUTHORITY, and OTHER NOTES
23 g	Failure to Provide vehicle insurance (including juveniles)	10 years	Destroy	Minn. Stat. § 169.797(4)
23 h	Parking Tickets	FY + 3 years	Destroy	It is recommended that you apply a destruction date of July 1 of every year.
23 i	County Court Criminal First Appearance Files	None	Destroy immediately unless a warrant has been issued	
23 j	Paper Citations for all case types	FY +3 years	Destroy  Retain in original form or other recommended archival quality medium	It is recommended that you apply a destruction date of July 1 of every year.
23 k	Cases decided by the Appellate Courts			See Section 4. Appellate Court Records for retention guidance.



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**Criminal Court Minutes**

Number	RECORD TITLE, CONTENT AND USAGE	RETENTION PERIOD	DESTRUCTION GUIDELINES	CROSS-REFERENCES, LEGAL AUTHORITY, and OTHER NOTES
24 a	Criminal Court Minutes			See Section 58. Minutes

**Criminal Indictments, Not Arraigned**

Number	RECORD TITLE, CONTENT AND USAGE	RETENTION PERIOD	DESTRUCTION GUIDELINES	CROSS-REFERENCES, LEGAL AUTHORITY, and OTHER NOTES
25 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)
25 b	Homicides only	50 years	Destroy	



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**Criminal Receipts**

Number	RECORD TITLE, CONTENT AND USAGE	RETENTION PERIOD	DESTRUCTION GUIDELINES	CROSS-REFERENCES, LEGAL AUTHORITY, and OTHER NOTES
26 a	Receipts kept in criminal case files, such as payments of fines, etc.	FY + 3 years	Destroy	It is recommended that you apply a destruction date of July 1 of every year.

**Criminal and Traffic Index and Register**

Number	RECORD TITLE, CONTENT AND USAGE	RETENTION PERIOD	DESTRUCTION GUIDELINES	CROSS-REFERENCES, LEGAL AUTHORITY, and OTHER NOTES
27 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	
27 b	Gross Misdemeanor	20 years	Destroy 20 years after date of conviction	
27 c	Misdemeanor (non-traffic)	10 years	Destroy 10 years after last entry	



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27 d.1	Misdemeanor (traffic)	5 years	Destroy 5 years after last entry	
27 d.2	Misdemeanor (traffic)	10 years	Destroy 10 years after last entry for No-Insurance (see 22(g))	
27 e	DWI violations, including boating, snowmobiling, operating an ATV or aircraft while intoxicated.	15 years	Destroy 15 years after most recent DWI conviction recorded	
27 f	Petty Misdemeanor (traffic and non-traffic)	3 years	Destroy 3 years after last entry	

**Defendants Index Civil**

Number	RECORD TITLE, CONTENT AND USAGE	RETENTION PERIOD	DESTRUCTION GUIDELINES	CROSS-REFERENCES, LEGAL AUTHORITY, and OTHER NOTES
28 a	Defendants Index, Civil			See Section 13. Civil Indexes



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### 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](#).

Number	RECORD TITLE, CONTENT AND USAGE	RETENTION PERIOD	DESTRUCTION GUIDELINES	CROSS-REFERENCES, LEGAL AUTHORITY, and OTHER NOTES
29 a	Original judgment for delinquent real estate taxes	12 years	Destroy 12 years after entry of judgment	The content of which is specified by <a href="#">Minn. Stat. § 279.16</a>

### Deposition

Number	RECORD TITLE, CONTENT AND USAGE	RETENTION PERIOD	DESTRUCTION GUIDELINES	CROSS-REFERENCES, LEGAL AUTHORITY, and OTHER NOTES
30 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.	<a href="#">Civil Procedure Rule 5.04</a> precludes filing of depositions as of 07/01/1985
30 b	Deposition where no file was ever opened	5 years	Destroy 5 years after date received	<a href="#">Civil Procedure Rule 5.04</a> precludes filing of depositions as of 07/01/1985



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**Driver License Records**

Number	RECORD TITLE, CONTENT AND USAGE	RETENTION PERIOD	DESTRUCTION GUIDELINES	CROSS-REFERENCES, LEGAL AUTHORITY, and OTHER NOTES
31 a	Court administration 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)  It is recommended that you apply a destruction date of July 1 of every year.
31 b	Licenses	None	Destroy	

**eFile and eService Support Center Records**

Number	RECORD TITLE, CONTENT AND USAGE	RETENTION PERIOD	DESTRUCTION GUIDELINES	CROSS-REFERENCES, LEGAL AUTHORITY, and OTHER NOTES
32 a	eFS Support Center phone call recordings and email records	60 days	Destroy	





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**Exhibits**

Number	RECORD TITLE, CONTENT AND USAGE	RETENTION PERIOD	DESTRUCTION GUIDELINES	CROSS-REFERENCES, LEGAL AUTHORITY, and OTHER NOTES
33 a	Civil Case Exhibits  Includes family case types BUT NOT juvenile.	30 days	Dispose  Upon final disposition of the case parties may be notified to remove all exhibits. Failure to remove items within 30 days is deemed authorization to dispose of such exhibits.	Minn. R. Gen. Prac. 128, Minn. R. Gen. Prac., Title II, Part H, § 13; Minn. R. Civ. App. P. 104.01  <i>NOTE: If an exhibit has been maintained for many years, it may be disposed of no sooner than 30 days after the parties were notified at their last known email address/ mailing address to remove the exhibit</i>
33 b	Criminal Case Exhibits			
	All criminal cases that result in an acquittal or dismissal	None	Return to submitting party(ies) at the close of the case unless otherwise ordered by a judge	



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Number	RECORD TITLE, CONTENT AND USAGE	RETENTION PERIOD	DESTRUCTION GUIDELINES	CROSS-REFERENCES, LEGAL AUTHORITY, and OTHER NOTES
	All other criminal cases	Retain until case reaches final disposition, unless a judge orders otherwise	Dispose  Upon final disposition of the case, parties may be notified to remove all exhibits. Failure to remove exhibits within 30 days is deemed authorization to dispose of such exhibits unless otherwise ordered by a judge.	Minn. R. Gen. Prac. 706
	Contraband and/or Dangerous Material	See MN Judicial Branch Policy 507, <a href="#">Potentially Hazardous Exhibit Policy</a>		See Section 33(e)



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Number	RECORD TITLE, CONTENT AND USAGE	RETENTION PERIOD	DESTRUCTION GUIDELINES	CROSS-REFERENCES, LEGAL AUTHORITY, and OTHER NOTES
33 c	Juvenile Case Exhibits			
	Delinquency (including, Juvenile Traffic, Juvenile Petty Offense, Felony (Age 16 and Older), and EJJ cases)	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 dispose.	Minn. R. Juv. Del. Rule 21
	CHIPS	30 days	Upon final disposition parties 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 dispose.	Minn. R. Juv. Prot. 23.02
	Minn. Stat. Sec. 260D.06		Retain as directed by the presiding judicial officer.	



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Number	RECORD TITLE, CONTENT AND USAGE	RETENTION PERIOD	DESTRUCTION GUIDELINES	CROSS-REFERENCES, LEGAL AUTHORITY, and OTHER NOTES
	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 dispose.	
33 d	Potentially Hazardous (and/or Dangerous) Exhibits	Varied	See MN Judicial Branch Policy 507, <a href="#">Potentially Hazardous Exhibit Policy</a>	<i>NOTE: This is applicable to any case type. Examples of hazardous exhibits include, but are not limited to, bloodied clothing, blood vials, hypodermic needles, knives, razors, narcotics, guns, ammunition, flammable materials, explosives, and reactive materials.</i>
33 e	Probate Case Exhibits	Retain unless a judge orders otherwise		
33 f	Civil Commitment Exhibits	Varied	Retain exhibits for period of commitment	Also see Section 67.3 Exhibits



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Number	RECORD TITLE, CONTENT AND USAGE	RETENTION PERIOD	DESTRUCTION GUIDELINES	CROSS-REFERENCES, LEGAL AUTHORITY, and OTHER NOTES
33 g	Grand Jury Exhibits (evidence presented by prosecutor)	None	Return to the prosecutor at the close of the Grand Jury Process	<a href="#">Minn. R. Crim. P. 9 and 17</a> Also see Section 38 (d) Exhibits

**Extradition Orders**

Number	RECORD TITLE, CONTENT AND USAGE	RETENTION PERIOD	DESTRUCTION GUIDELINES	CROSS-REFERENCES, LEGAL AUTHORITY, and OTHER NOTES
34 a	Applies to orders for extradition that remain in an administrative file and never entered into a criminal file	10 years	Destroy	

**Family Division Files**

Number	RECORD TITLE, CONTENT AND USAGE	RETENTION PERIOD	DESTRUCTION GUIDELINES	CROSS-REFERENCES, LEGAL AUTHORITY, and OTHER NOTES
35 a	Marriage Dissolutions	Permanent	Retain in original form or other recommended archival quality medium	



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Number	RECORD TITLE, CONTENT AND USAGE	RETENTION PERIOD	DESTRUCTION GUIDELINES	CROSS-REFERENCES, LEGAL AUTHORITY, and OTHER NOTES
35 b	Annulments	Permanent	Retain in original form or other recommended archival quality medium	
35 c	Separate Maintenance	Permanent	Retain in original form or other recommended archival quality medium	
35 d	Support	20 years	Destroy 20 years after the final support obligation expires and there are no outstanding judgments	<a href="#">Minn. Stat. § 541.04</a>
35 e	Paternity	Permanent	Retain in original form or other recommended archival quality medium	
35 f	Other Family Files	40 years	Destroy 40 years after file is closed	
35 g	Domestic Abuse			
	Cases with un-served exparte orders	1 year	Destroy	

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Number	RECORD TITLE, CONTENT AND USAGE	RETENTION PERIOD	DESTRUCTION GUIDELINES	CROSS-REFERENCES, LEGAL AUTHORITY, and OTHER NOTES
	All other cases	10 years	Destroy 10 years after all orders in case have expired and case is closed	
35 h	Cases decided by the Appellate Courts			See Section 4. Appellate Court Records for retention guidance.

### Family Cases Index

Number	RECORD TITLE, CONTENT AND USAGE	RETENTION PERIOD	DESTRUCTION GUIDELINES	CROSS-REFERENCES, LEGAL AUTHORITY, and OTHER NOTES
36 a	Family Cases Index			See Section 13. Civil Index

### Family Cases Register

Number	RECORD TITLE, CONTENT AND USAGE	RETENTION PERIOD	DESTRUCTION GUIDELINES	CROSS-REFERENCES, LEGAL AUTHORITY, and OTHER NOTES
37 a	Family Cases Register			See Section 15. Civil Registers

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### Grand Jury Materials

Materials relating to the selection of grand juries, and to their investigating and reporting activities as set forth in Minn. Stat. § 628.61

Number	RECORD TITLE, CONTENT AND USAGE	RETENTION PERIOD	DESTRUCTION GUIDELINES	CROSS-REFERENCES, LEGAL AUTHORITY, and OTHER NOTES
38 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	
38 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	
38 c	Minutes or records of the grand jury created to investigate the conditions of public prisons and misconduct of county officers	None	Contact State Archives for selection and disposition	<a href="#">Minn. Stat. § 628.61(2) and (3)</a>
38 d	Exhibits (i.e., Prosecutor’s and Defendant’s Discovery)	None	Return to the prosecutor at the close of the Grand Jury Process	<a href="#">Minn. R. Crim. P. 9 and 17</a>





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**Hospital Lien and Release of Lien**

Number	RECORD TITLE, CONTENT AND USAGE	RETENTION PERIOD	DESTRUCTION GUIDELINES	CROSS-REFERENCES, LEGAL AUTHORITY, and OTHER NOTES
39 a	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	<a href="#">Minn. Stat. § 514.68-.71</a>

**Hospital Lien Register and Index**

Number	RECORD TITLE, CONTENT AND USAGE	RETENTION PERIOD	DESTRUCTION GUIDELINES	CROSS-REFERENCES, LEGAL AUTHORITY, and OTHER NOTES
40 a	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	

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### 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 Section 35 (e) – Paternity

Number	RECORD TITLE, CONTENT AND USAGE	RETENTION PERIOD	DESTRUCTION GUIDELINES	CROSS-REFERENCES, LEGAL AUTHORITY, and OTHER NOTES
41 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	
41 b	Illegitimacy Register – Brief chronological entries recording activity in the case	None	Contact State Archives for selection and disposition	

### Incorporations

Number	RECORD TITLE, CONTENT AND USAGE	RETENTION PERIOD	DESTRUCTION GUIDELINES	CROSS-REFERENCES, LEGAL AUTHORITY, and OTHER NOTES
42 a	Articles of Incorporation filed in the county where a corporation began doing business	None	Contact State Archives for selection and disposition	



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### **Indictment Record**

Number	RECORD TITLE, CONTENT AND USAGE	RETENTION PERIOD	DESTRUCTION GUIDELINES	CROSS-REFERENCES, LEGAL AUTHORITY, and OTHER NOTES
43 a	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

### **Indictment or Information Record**

Number	RECORD TITLE, CONTENT AND USAGE	RETENTION PERIOD	DESTRUCTION GUIDELINES	CROSS-REFERENCES, LEGAL AUTHORITY, and OTHER NOTES
44 a	The statute re: form and content of information was repealed in 1979. Treat these the same as Indictment Records, #42.	None	Contact State Archives for selection and disposition	Minn. Stat. § 628.29-33 (Repealed in 1979)



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**Integration Warehouse Records**

Number	RECORD TITLE, CONTENT AND USAGE	RETENTION PERIOD	DESTRUCTION GUIDELINES	CROSS-REFERENCES, LEGAL AUTHORITY, and OTHER NOTES
45 a	Custom/Point to Point	6 years	Destroy 6 years after record is created	
45 b	eFile (Data, Documents)	6 years	Destroy 6 years after record is created	
45 c	FTP/File Transfer Messages	30 days	Destroy 30 days after record is created	
45 d	Notification (Case, Bond, Party, Documents)	6 years	Destroy 6 years after record is created	
45 e	Query Data	14 days	Destroy 14 days after record is created	
45 f	Query Document	1 year	Destroy 1 year after record is created	
45 g	Supplemental Technical Messages and Files	0 days	Destroy within 24 hours of record creation	



## MJB District Court Record Retention Schedule Revisions Effective August 1, 2023

### Judgment Books

Number	RECORD TITLE, CONTENT AND USAGE	RETENTION PERIOD	DESTRUCTION GUIDELINES	CROSS-REFERENCES, LEGAL AUTHORITY, and OTHER NOTES
46 a	Contains chronological entry of judgment; court entering judgment. A copy is commonly found in the case file.	None	Contact State Archives for selection and disposition	Minn. Stat. §§ <a href="#">485.07</a> ; <a href="#">548.08</a> ; <a href="#">548.15</a> ; <a href="#">548.22</a> ; and <a href="#">572.22</a>  No longer legal requirement to maintain.

### Judgment Dockets

Number	RECORD TITLE, CONTENT AND USAGE	RETENTION PERIOD	DESTRUCTION GUIDELINES	CROSS-REFERENCES, LEGAL AUTHORITY, and OTHER NOTES
47 a	Contain alphabetical entries, by judgment debtor's surname. Docket shows the name of judgment debtor and creditor, amount, when entered, and whether or not satisfied.	12 years	Destroy 12 years after last entry in the book	Minn. Stat. § 485.07(3)

## MJB District Court Record Retention Schedule Revisions Effective August 1, 2023

### Judges' Jury List

Number	RECORD TITLE, CONTENT AND USAGE	RETENTION PERIOD	DESTRUCTION GUIDELINES	CROSS-REFERENCES, LEGAL AUTHORITY, and OTHER NOTES
48 a	List of prospective jurors who may be called to serve as petit jurors; lists for each judge, by year	None	Destroy	

### Judge's Record Books (Minute Books)

Number	RECORD TITLE, CONTENT AND USAGE	RETENTION PERIOD	DESTRUCTION GUIDELINES	CROSS-REFERENCES, LEGAL AUTHORITY, and OTHER NOTES
49 a	Judge's notes recording proceedings. May include names of parties, attys, witnesses, case numbers, abstract of testimony, motions offered, dispositions, etc.	None	Destroy  Note: These are not public records and should not be stored in case files; disposition is at the discretion of judge.	The judge may choose to contact State Archives to determine interest for selection and disposition if judge desires.



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**Jury documents**

Number	RECORD TITLE, CONTENT AND USAGE	RETENTION PERIOD	DESTRUCTION GUIDELINES	CROSS-REFERENCES, LEGAL AUTHORITY, and OTHER NOTES
50 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	
50 b	Supplemental Juror Questionnaire(s)  Provided to counsel during voir dire			
	Criminal cases only	10 years	Retain with case file but can destroy 10 years after judgment is entered	<a href="#">Minn. R. Gen. Prac. 814(c)</a>
	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 as long as case file is required to be retained	



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Number	RECORD TITLE, CONTENT AND USAGE	RETENTION PERIOD	DESTRUCTION GUIDELINES	CROSS-REFERENCES, LEGAL AUTHORITY, and OTHER NOTES
50 c	Supplemental Juror Questionnaire(s) <b>NOT</b> used in voir dire (due to settlement, court trial, etc.)	None	Destroy after juror’s term expires	
50 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</i>
50e	Other Jury-related Documents			
	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</i>
	Demographic Reports	2 years	Destroy	<i>NOTE: No paper copy needs to be retained if an electronic version has been retained</i>
	Ad hoc reports generated by various “jury” programs/applications	None	Destroy	





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**Jury Pay Roll**

Number	RECORD TITLE, CONTENT AND USAGE	RETENTION PERIOD	DESTRUCTION GUIDELINES	CROSS-REFERENCES, LEGAL AUTHORITY, and OTHER NOTES
51 a	Itemized Juror Expenses for jury service. Includes juror's name, number, judge(s) the juror served, dates of service, reasons excused, amount paid, and juror's signature.	FY + 3 years	Destroy	<i>It is recommended that you apply a destruction date of July 1 of every year.</i>
51 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>
51 c	Various Jury-related financial records			
	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>
	If it is a record that merely duplicates information which is stored elsewhere and is therefore not the primary record	None	Destroy	

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### Justice Court Dockets

Number	RECORD TITLE, CONTENT AND USAGE	RETENTION PERIOD	DESTRUCTION GUIDELINES	CROSS-REFERENCES, LEGAL AUTHORITY, and OTHER NOTES
52 a	Journal required of a justice of the peace, entries reflecting the daily activity	None	Contact State Archives for selection and disposition	Minn. Stat. §§ 530.08 and 633.04 (both repealed in 1977).

### 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) (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.

Number	RECORD TITLE, CONTENT AND USAGE	RETENTION PERIOD	DESTRUCTION GUIDELINES	CROSS-REFERENCES, LEGAL AUTHORITY, and OTHER NOTES
53 a	Indexes	None	Contact State Archives for selection and disposition	
53 b	Registers	None	Contact State Archives for selection and disposition	
53 c	Certificate of Conviction	10 years	Destroy	
53 d	Justice Court Return	6 years	Destroy	

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### 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

Number	RECORD TITLE, CONTENT AND USAGE	RETENTION PERIOD	DESTRUCTION GUIDELINES	CROSS-REFERENCES, LEGAL AUTHORITY, and OTHER NOTES
<b>54.1</b>	<b>Delinquency</b>			<a href="#">Minn. Stat. ch. 260</a> ; <a href="#">Minn. Stat. ch. 260B</a> ; <a href="#">Minn. Stat. ch. 260C</a>
54.1 a	Delinquency Felony	Permanent	Retain in original form or other recommended archival quality medium	<a href="#">Minn. Stat. § 260B.171(1)</a>
54.1 b	Delinquency Gross Misdemeanor	20 years after subject reaches age 18	Destroy	<a href="#">Minn. Stat. § 260B.171(1)</a>
54.1 c	Delinquency Misdemeanor	None after subject reaches age 28	Destroy – subject to the retention requirements for DWI (subparagraph e) and failure to provide vehicle insurance (See 22(g))	<a href="#">Minn. Stat. § 260B.171(1)</a>



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Number	RECORD TITLE, CONTENT AND USAGE	RETENTION PERIOD	DESTRUCTION GUIDELINES	CROSS-REFERENCES, LEGAL AUTHORITY, and OTHER NOTES
54.1 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) retain until age 28</p> <p>When a juvenile IS convicted as an EJJ the related case files retain for the same duration as adult records for similar crimes. Apply retention periods in subparagraphs 53.1 (a) – (c)</p>	<p><a href="#">Minn. Stat. § 260B.171(1)</a></p> <p><a href="#">Minn. Stat. § 260B.163(2)</a></p>
54.1 e	Delinquency or Juvenile traffic files based on DWI	15 years after final disposition	Destroy	
54.1 f	Obsolete TCIS case type Juvenile Harassment	None after age 19	Destroy	



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Number	RECORD TITLE, CONTENT AND USAGE	RETENTION PERIOD	DESTRUCTION GUIDELINES	CROSS-REFERENCES, LEGAL AUTHORITY, and OTHER NOTES
54.1 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	<a href="#">Minn. Stat. § 260B.235</a>
54.1 h	Juvenile Traffic e.g., traffic or water violations not under the jurisdiction of adult court	None after age 19	Destroy	<a href="#">Minn. Stat. § 260B.225</a>
54.1 i	Cases decided by the Appellate Courts			See Section 4. Appellate Court Records for retention guidance.



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Number	RECORD TITLE, CONTENT AND USAGE	RETENTION PERIOD	DESTRUCTION GUIDELINES	CROSS-REFERENCES, LEGAL AUTHORITY, and OTHER NOTES
<b>54.2</b>	<b>Permanency</b>			
54.2 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 & juv court jurisdiction terminates	Destroy	<a href="#">Minn. Stat. § 260C.193</a>  <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, you may only destroy the file items that are not related to the Permanency file.</i>
54.2 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	<a href="#">Minn. Stat. § 260C.301</a>
54.2 c	Parental By-Pass	10 years	Destroy	Minn. Stat. § 144.343(6)(c)(i)
54.2 d	Cases decided by the Appellate Courts			See Section 4. Appellate Court Records for retention guidance.



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**Juvenile Indexes and Register**

Number	RECORD TITLE, CONTENT AND USAGE	RETENTION PERIOD	DESTRUCTION GUIDELINES	CROSS-REFERENCES, LEGAL AUTHORITY, and OTHER NOTES
55 a	Index, alphabetical, keyed to register and case files	Varied	Retain for the same period as case files	<a href="#">Minn. Stat. § 260B.171(1)(a)</a> <i>NOTE: Names of individuals should be deleted</i>
55 b	Register contains brief chronological entries recording activity in the case	Varied	Retain for the same period as case files	<a href="#">Minn. Stat. § 260B.171(1)(a)</a> <i>NOTE: Names of individuals should be deleted</i>

**Juvenile Minute Book**

Number	RECORD TITLE, CONTENT AND USAGE	RETENTION PERIOD	DESTRUCTION GUIDELINES	CROSS-REFERENCES, LEGAL AUTHORITY, and OTHER NOTES
56 a	This record is not required by statute or rule	None	Destroy	

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### Liquor

Number	RECORD TITLE, CONTENT AND USAGE	RETENTION PERIOD	DESTRUCTION GUIDELINES	CROSS-REFERENCES, LEGAL AUTHORITY, and OTHER NOTES
57 a	Index to Purchasers and Sellers of Liquor	None	Contact State Archives for selection and disposition	
57 b	Liquor prescriptions	None	Destroy	

### Minutes

Court administrator's or deputy's minutes of court proceedings.

Number	RECORD TITLE, CONTENT AND USAGE	RETENTION PERIOD	DESTRUCTION GUIDELINES	CROSS-REFERENCES, LEGAL AUTHORITY, and OTHER NOTES
58 a	If the minutes are kept in the case file folder	1 year	Destroy	
58 b	If the minutes have been kept in bound books prior to 1982	None	Contact State Archives for selection and disposition	
58 c	Rough draft of minutes	None	Destroy	



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### Motor Vehicle Plates

Number	RECORD TITLE, CONTENT AND USAGE	RETENTION PERIOD	DESTRUCTION GUIDELINES	CROSS-REFERENCES, LEGAL AUTHORITY, and OTHER NOTES
59 a	Minn. Stat. § 168.041, subd. 4 allows for the impounding of motor vehicle registration plates	None	Destroy plates	<a href="#">Minn. Stat. § 168.041(4)</a>

### Municipal Court Dockets (from abolished municipal courts)

Number	RECORD TITLE, CONTENT AND USAGE	RETENTION PERIOD	DESTRUCTION GUIDELINES	CROSS-REFERENCES, LEGAL AUTHORITY, and OTHER NOTES
60 a	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	

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### Naturalization Materials

Number	RECORD TITLE, CONTENT AND USAGE	RETENTION PERIOD	DESTRUCTION GUIDELINES	CROSS-REFERENCES, LEGAL AUTHORITY, and OTHER NOTES
61 a	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	

### Notary Public

Number	RECORD TITLE, CONTENT AND USAGE	RETENTION PERIOD	DESTRUCTION GUIDELINES	CROSS-REFERENCES, LEGAL AUTHORITY, and OTHER NOTES
62 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	<a href="#">Minn. Stat. § 359.061</a>  <a href="#">Minn. Stat. § 359.02</a>  <i>NOTE: All notary commissions expire on January 31<sup>st</sup> of the 5<sup>th</sup> year following the year of issue</i>

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Number	RECORD TITLE, CONTENT AND USAGE	RETENTION PERIOD	DESTRUCTION GUIDELINES	CROSS-REFERENCES, LEGAL AUTHORITY, and OTHER NOTES
62 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	<a href="#">Minn. Stat. § 359.061</a>  <i>It is recommended that you apply a destruction date of July 1 of every year.</i>

### Patents

Number	RECORD TITLE, CONTENT AND USAGE	RETENTION PERIOD	DESTRUCTION GUIDELINES	CROSS-REFERENCES, LEGAL AUTHORITY, and OTHER NOTES
63 a	Nineteenth century certificates of patent filed at the district court	None	Contact State Archives for selection and disposition	

### Personal Property Tax Files

Number	RECORD TITLE, CONTENT AND USAGE	RETENTION PERIOD	DESTRUCTION GUIDELINES	CROSS-REFERENCES, LEGAL AUTHORITY, and OTHER NOTES
64 a	Includes all records relating to these proceedings	12 years	Retain for 12 years after entry of judgment	Minn. Stat. § 485.13(b)



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**Plaintiff Defendant Index**

Number	RECORD TITLE, CONTENT AND USAGE	RETENTION PERIOD	DESTRUCTION GUIDELINES	CROSS-REFERENCES, LEGAL AUTHORITY, and OTHER NOTES
65 a	Plaintiff Defendant Index			See Section 13. Civil Indexes

**Probable Cause Order For Detention**

Number	RECORD TITLE, CONTENT AND USAGE	RETENTION PERIOD	DESTRUCTION GUIDELINES	CROSS-REFERENCES, LEGAL AUTHORITY, and OTHER NOTES
66 a	Order for Detention – applies only if the order is not part of a case file. Otherwise, retain for the same period as the case file.	6 years	Retain for 6 years after date of issuance	



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**Probate**

Number	RECORD TITLE, CONTENT AND USAGE	RETENTION PERIOD	DESTRUCTION GUIDELINES	CROSS-REFERENCES, LEGAL AUTHORITY, and OTHER NOTES
<b>67.1</b>	<b>Case Files</b>			
67.1 a	Estate Cases	Permanent	Retain in original form or other recommended archival quality medium after the case is deemed closed  EXCEPT: Wills and/or Codicils – Retain in original form for as long as case file is required to be retained	<a href="#">Minn. Stat. § 525.091</a>  <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>



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Number	RECORD TITLE, CONTENT AND USAGE	RETENTION PERIOD	DESTRUCTION GUIDELINES	CROSS-REFERENCES, LEGAL AUTHORITY, and OTHER NOTES
67.1 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  EXCEPT: Wills and/or Codicils – Retain in original form for as long as case file is required to be retained	<a href="#">Minn. Stat. § 525.091</a>  <i>NOTE: See Note in Section 67.1(a)</i>
67.1 c	Guardianships and Conservatorships	Permanent	Retain in original form or other recommended archival quality medium after the case is deemed closed	<a href="#">Minn. Stat. § 525.091</a>  <i>NOTE: See Note in Section 67.1(a)</i>
	Vouchers – NOT File Stamped	Until order approving accounting is signed	Return to party submitting vouchers	
	Vouchers – File Stamped	5 years	Destroy 5 years after order allowing annual accounting is filed or 5 years post-discharge of conservator/guardian	

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Number	RECORD TITLE, CONTENT AND USAGE	RETENTION PERIOD	DESTRUCTION GUIDELINES	CROSS-REFERENCES, LEGAL AUTHORITY, and OTHER NOTES
	Vouchers – In Final Accounting of Decedent Estate	5 years	Destroy 5 years after date of order allowing final account	
	Annual Accountings	Permanent	Retain in original form or other recommended archival quality medium	
67.1 d	Civil Commitment (including MI-CD, MI&D, SPP, SDP)	Permanent	Retain in original form or other recommended archival quality medium	Minn. Stat. § 525.091 Minn. Stat. ch. 253B
67.1 e	Other probate documents	None	Destroy after proceeding is closed	Minn. Stat. § 525.091(1)(a)-(c)  NOTE: See Note in Section 67.1(a)
76.1 f	Cases decided by the Appellate Courts			See Section 4. Appellate Court Records for retention guidance.



## **MJB District Court Record Retention Schedule Revisions Effective August 1, 2023**

Number	RECORD TITLE, CONTENT AND USAGE	RETENTION PERIOD	DESTRUCTION GUIDELINES	CROSS-REFERENCES, LEGAL AUTHORITY, and OTHER NOTES
<b>67.2</b>	<b>Other Records</b>			
67.2 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	
67.2 b	Book of Claims: No longer a required record. Contained records of claims against estates; self-index.	None	Destroy	
67.2 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	





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Number	RECORD TITLE, CONTENT AND USAGE	RETENTION PERIOD	DESTRUCTION GUIDELINES	CROSS-REFERENCES, LEGAL AUTHORITY, and OTHER NOTES
67.2 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	
67.2 f	Probate Inheritance Tax Books: This book is no longer used.	None	Destroy	
67.2 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)
67.2 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)
67.2 i	Probate Minute Book	10 years	Contact State Archives for selection and disposition	



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Number	RECORD TITLE, CONTENT AND USAGE	RETENTION PERIOD	DESTRUCTION GUIDELINES	CROSS-REFERENCES, LEGAL AUTHORITY, and OTHER NOTES
67.2 j	Demand for Notice	3 years	Destroy 3 years after filing	
67.2 k	Pre-Arranged Funeral Plans	Permanent	Retain in original form or other recommended archival quality medium	<a href="#">Minn. Stat. § 149A.97</a>  <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>
67.2 l	Notice of Intent to transfer and safe deposit box report. These documents are no longer required.	3 years	Destroy 3 years after filing	
<b>67.3</b>	<b>Exhibits</b>			<b>Also see Section 33(e). Probate Case Exhibits</b>
67.3 a	SDP, SPP, MI-D Commitments	Varied	Retain exhibit(s) for period of commitment; or return exhibits if ordered by a judge	
67.3 b	MI-CD Commitments	Varied	Retain exhibit(s) for period of commitment; or return exhibits if ordered by a judge	



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Number	RECORD TITLE, CONTENT AND USAGE	RETENTION PERIOD	DESTRUCTION GUIDELINES	CROSS-REFERENCES, LEGAL AUTHORITY, and OTHER NOTES
67.3 c	SDP, SPP, MI-D, MI-CD Stays of commitment	Varied	Retain exhibit(s) for period of stay; or return exhibits if ordered by a judge	

**Professional Filings**

Number	RECORD TITLE, CONTENT AND USAGE	RETENTION PERIOD	DESTRUCTION GUIDELINES	CROSS-REFERENCES, LEGAL AUTHORITY, and OTHER NOTES
68 a	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



**MJB District Court Record Retention Schedule  
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**Public Assistance Liens**

Number	RECORD TITLE, CONTENT AND USAGE	RETENTION PERIOD	DESTRUCTION GUIDELINES	CROSS-REFERENCES, LEGAL AUTHORITY, and OTHER NOTES
69 a	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	

**Race Data Forms**

Number	RECORD TITLE, CONTENT AND USAGE	RETENTION PERIOD	DESTRUCTION GUIDELINES	CROSS-REFERENCES, LEGAL AUTHORITY, and OTHER NOTES
70 a	Forms developed for the purpose of collecting self-reported race data from individuals appearing before the court	None	Destroy after entry into MNCIS	



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**Real estate Tax Judgements**

Number	RECORD TITLE, CONTENT AND USAGE	RETENTION PERIOD	DESTRUCTION GUIDELINES	CROSS-REFERENCES, LEGAL AUTHORITY, and OTHER NOTES
71 a	Real Estate Tax Judgments			See Section 29. Delinquent Real Estate Files

**Rules of Courts**

Number	RECORD TITLE, CONTENT AND USAGE	RETENTION PERIOD	DESTRUCTION GUIDELINES	CROSS-REFERENCES, LEGAL AUTHORITY, and OTHER NOTES
72 a	Local Rules of Procedure and Practice adopted by district courts	None	Destroy	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.



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**Search Warrants, Pen Registers and Wire Taps (Applications and Orders)**

Number	RECORD TITLE, CONTENT AND USAGE	RETENTION PERIOD	DESTRUCTION GUIDELINES	CROSS-REFERENCES, LEGAL AUTHORITY, and OTHER NOTES
73 a	Any “unexecuted” search warrant returned to the Court Administrator	None	Destroy	
73 b	Executed but not stored in a case file	6 years	Destroy 6 years after return	
73 c	Executed and stored in a case file	Varied	Same as case file	

**Subpoenas**

Number	RECORD TITLE, CONTENT AND USAGE	RETENTION PERIOD	DESTRUCTION GUIDELINES	CROSS-REFERENCES, LEGAL AUTHORITY, and OTHER NOTES
74 a	Records of Subpoenas issued	10 years	Destroy	

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### Sureties, Index of

Number	RECORD TITLE, CONTENT AND USAGE	RETENTION PERIOD	DESTRUCTION GUIDELINES	CROSS-REFERENCES, LEGAL AUTHORITY, and OTHER NOTES
75 a	Record of the principals and sureties on a bond, recognizance, or other secured obligation.	10 years	Destroy 10 years after last entry	Minn. Stat. § 629.69 (repealed) required this be kept as a separate book of record

### TCIS Reports

Various management reports and notices generated by TCIS

Number	RECORD TITLE, CONTENT AND USAGE	RETENTION PERIOD	DESTRUCTION GUIDELINES	CROSS-REFERENCES, LEGAL AUTHORITY, and OTHER NOTES
76 a	TCIS Disposition Bulletin – normally sent to law enforcement agency	None	May be destroyed immediately if law enforcement agency does not want the report	
76 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.	



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Number	RECORD TITLE, CONTENT AND USAGE	RETENTION PERIOD	DESTRUCTION GUIDELINES	CROSS-REFERENCES, LEGAL AUTHORITY, and OTHER NOTES
76 c	Miscellaneous TCIS management reports	Varied	Destruction dependent upon the type of report, see related case file section	

**Torrens Case Files**

Proceedings subsequent and other files relating to real estate or title of property

Number	RECORD TITLE, CONTENT AND USAGE	RETENTION PERIOD	DESTRUCTION GUIDELINES	CROSS-REFERENCES, LEGAL AUTHORITY, and OTHER NOTES
77 a	Torrens Proceedings Subsequent, Index and Register			See Section 15. Civil Registers
77 b	Torrens Land Registration Docket			See Section 15. Civil Registers
77 c	Torrens Decree Record	Permanent		





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Number	RECORD TITLE, CONTENT AND USAGE	RETENTION PERIOD	DESTRUCTION GUIDELINES	CROSS-REFERENCES, LEGAL AUTHORITY, and OTHER NOTES
77 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
77 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	NOTE: These records are not required by statute but if a court holds them it is recommended that no duplicate records be retained.
77 f	Cases decided by the Appellate Courts			See Section 4. Appellate Court Records for retention guidance.



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**Traffic Citation**

Number	RECORD TITLE, CONTENT AND USAGE	RETENTION PERIOD	DESTRUCTION GUIDELINES	CROSS-REFERENCES, LEGAL AUTHORITY, and OTHER NOTES
78 a	The ticket in lieu of arrest. Contains the name of the defendant, officer, and offense.			See Section 23. Criminal and Traffic Case Files  Minn. Stat. §§ 492.05 (repealed in 1983) and 493.03 (repealed in 1983)

**Traffic Citation Inventories/Logs**

Number	RECORD TITLE, CONTENT AND USAGE	RETENTION PERIOD	DESTRUCTION GUIDELINES	CROSS-REFERENCES, LEGAL AUTHORITY, and OTHER NOTES
79 a	Logs of dispersal & return of citation from law enforcement	2 years	Destroy 2 years after return has been noted	

## MJB District Court Record Retention Schedule Revisions Effective August 1, 2023

### Traffic and Ordinance Violations Index and Register

Number	RECORD TITLE, CONTENT AND USAGE	RETENTION PERIOD	DESTRUCTION GUIDELINES	CROSS-REFERENCES, LEGAL AUTHORITY, and OTHER NOTES
80 a	Traffic and Ordinance Violations Index and Register			See Section 27. Criminal and Traffic Index and Registers

### Transcript of Court Reporter Notes

Number	RECORD TITLE, CONTENT AND USAGE	RETENTION PERIOD	DESTRUCTION GUIDELINES	CROSS-REFERENCES, LEGAL AUTHORITY, and OTHER NOTES
81 a	Transcript of Court Reporter Notes			See Section 22. Court Reporters Notes

### Trust Case Files

Number	RECORD TITLE, CONTENT AND USAGE	RETENTION PERIOD	DESTRUCTION GUIDELINES	CROSS-REFERENCES, LEGAL AUTHORITY, and OTHER NOTES
82 a	Trust Case Files			See Section 12. Civil Case Files



## **MJB District Court Record Retention Schedule Revisions Effective August 1, 2023**

### **Trusteeship Index Register**

Number	RECORD TITLE, CONTENT AND USAGE	RETENTION PERIOD	DESTRUCTION GUIDELINES	CROSS-REFERENCES, LEGAL AUTHORITY, and OTHER NOTES
83 a	Trusteeship Index, Register			See Section 15. Civil Registers

### **Trust Case Files**

Number	RECORD TITLE, CONTENT AND USAGE	RETENTION PERIOD	DESTRUCTION GUIDELINES	CROSS-REFERENCES, LEGAL AUTHORITY, and OTHER NOTES
84 a	Trust Case Files			See Section 12. Civil Case Files

## MJB District Court Record Retention Schedule Revisions Effective August 1, 2023

### Vital Statistics

Pursuant to Minn. Stat. § 485.14, the court administrator, as county registrar, may receive, for preservation, birth, and death records. See [Minn. Stat. § 485.14](#)

Number	RECORD TITLE, CONTENT AND USAGE	RETENTION PERIOD	DESTRUCTION GUIDELINES	CROSS-REFERENCES, LEGAL AUTHORITY, and OTHER NOTES
85 a	Birth Certificates and Delayed Birth Certificates	Permanent	Retain in original form or other recommended archival quality medium	
85 b	Index to Birth Certificates: Index, by surname, keyed to birth record (register)	Permanent	Retain in original form or other recommended archival quality medium	
85 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	
85 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	
85 e	Record of Deaths: Contains information from death certificates	Permanent	Retain in original form or other recommended archival quality medium	



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Number	RECORD TITLE, CONTENT AND USAGE	RETENTION PERIOD	DESTRUCTION GUIDELINES	CROSS-REFERENCES, LEGAL AUTHORITY, and OTHER NOTES
85 f	Death Certificates	Permanent	Retain in original form or other recommended archival quality medium	
85 g	Marriage Records			
85 g: i	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	<a href="#">Minn. Stat. § 144.223</a>
85 g: ii	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	<a href="#">Minn. Stat. ch. 517</a> (See §§ 517.06, 517.07, 517.08 and 517.10)
85 g: iii	Marriage License Waiver (five day waiting period)	1 year	Destroy 1 year after creation date	<a href="#">Minn. Stat. § 517.08(1)(b)</a>
85 g: iv	Marriage License Waiver for a minor	Permanent	Retain Waiver with marriage license	<a href="#">Minn. Stat. § 517.02</a>
85 g: v	Marriage Return	2 years	Destroy 2 years after recording	

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### Vital Statistics Record Books

Number	RECORD TITLE, CONTENT AND USAGE	RETENTION PERIOD	DESTRUCTION GUIDELINES	CROSS-REFERENCES, LEGAL AUTHORITY, and OTHER NOTES
86 a	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	

### Warrant Receipts

Number	RECORD TITLE, CONTENT AND USAGE	RETENTION PERIOD	DESTRUCTION GUIDELINES	CROSS-REFERENCES, LEGAL AUTHORITY, and OTHER NOTES
87 a	Record of payment for services of witnesses, term of court, amount paid per diem, mileage	FY + 3 years	Destroy	It is recommended that you apply a destruction date of July 1 of every year.



## **MJB District Court Record Retention Schedule Revisions Effective August 1, 2023**

### **Wills Deposited with the Courts**

Number	RECORD TITLE, CONTENT AND USAGE	RETENTION PERIOD	DESTRUCTION GUIDELINES	CROSS-REFERENCES, LEGAL AUTHORITY, and OTHER NOTES
88 a	During the testator's lifetime the will must remain sealed & confidential until death of the testator.	75 years	Destroy 75 years after deposit	Minn. Stat. § 524.2-515



## MJB District Court Record Retention Schedule Revisions Effective August 1, 2023

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

Some documents, filed in specific cases, may be disposed earlier than the associated case file. The documents listed are not the same for each case file series, carefully review each document table prior to destruction. In order to avoid improper destruction of documents NOT specified on this list, court staff are strongly encouraged to devise a process for ensuring accuracy when working with an outside vendor for transferring files to an archival quality medium.

#### Civil Case File Document (Not eligible to be destroyed)

Civil Case File Document	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		
4.a Interrogatories and Answers	1 year	Destroy 1 year after final disposition
4.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



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<b>Civil Case File Document</b>	<b>Retention Period</b>	<b>Disposition</b>
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		
13.a Clerk’s Minutes	1 year	Destroy 1 year after final disposition
13.b Notices	1 year	Destroy 1 year after final disposition
13.c Miscellaneous Correspondence	1 year	Destroy 1 year after final disposition
13.d Other documents not file stamped	1 year	Destroy 1 year after final disposition

Civil Case File Document (Only the following order(s) may be destroyed)

<b>Civil Case File Document</b>	<b>Retention Period</b>	<b>Disposition</b>
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



## **MJB District Court Record Retention Schedule Revisions Effective August 1, 2023**

Criminal Case File Document (Not eligible to be destroyed)

<b>Criminal Case File Document</b>	<b>Retention Period</b>	<b>Disposition</b>
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		
7.a Psychological Report	10 years	Destroy 10 years after final disposition
7.b Rule 25 report	10 years	Destroy 10 years after final disposition
7.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



**MJB District Court Record Retention Schedule  
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Criminal Case File Document	Retention Period	Disposition
11. Miscellaneous Documents		
11.a Clerk’s Minutes	1 year	Destroy 1 year after final disposition
11.b Miscellaneous Correspondence	1 year	Destroy 1 year after final disposition
11.c Notices	1 year	Destroy 1 year after final disposition

Criminal Case File Document (Only the following order may be destroyed)

Criminal Case File Document	Retention Period	Disposition
a. Order to Reduce Bail	1 year	Destroy 1 year after final disposition

Dissolution Case File (Not eligible to be destroyed)

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



**MJB District Court Record Retention Schedule  
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<b>Dissolution Case Files</b>	<b>Retention Period</b>	<b>Disposition</b>
5. Miscellaneous Documents		
5.a Clerk’s Minutes	1 year	Destroy 1 year after final disposition
5.b Miscellaneous Correspondence	1 year	Destroy 1 year after final disposition
5.c Notices	1 year	Destroy 1 year after final disposition

Dissolution Case File (Only the following orders may be destroyed)

<b>Dissolution Case Files</b>	<b>Retention Period</b>	<b>Disposition</b>
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

## MJB District Court Record Retention Schedule Revisions Effective August 1, 2023

Paternity Case File (Not eligible to be destroyed)

<b>Paternity Case File</b>	<b>Retention Period</b>	<b>Disposition</b>
1. Affidavit for proceeding In Forma Pauperis	1 year	Destroy 1 year after final disposition
2. Miscellaneous Documents		
2.a Clerk's Minutes	1 year	Destroy 1 year after final disposition
2.b Miscellaneous Correspondence	1 year	Destroy 1 year after final disposition
2.c Notices	1 year	Destroy 1 year after final disposition

Paternity Case File (Only the following order(s) may be destroyed)

<b>Paternity Case File</b>	<b>Retention Period</b>	<b>Disposition</b>
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

## MJB District Court Record Retention Schedule Revisions Effective August 1, 2023

### Section III – TCIS Generated Reports

Retention period for Total Court Information System (TCIS) 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 may exist in each court location and the following retention periods are applicable. Court staff are encouraged to save such records electronically and print as necessary.

TCIS Generated Reports	Retention Periods	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

## MJB District Court Record Retention Schedule Revisions Effective August 1, 2023

TCIS Generated Reports	Retention Periods	Disposition
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





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TCIS Generated Reports	Retention Periods	Disposition
30. Pending Archive Activity list	None	Destroy
31. Probate Reminder Summary	None	Destroy
32. SJIS Summary Statistics	None	Destroy

**Section IV – Documents to Retain in Paper Form**

The documents listed in this table are **exceptions** to the general guidance provided in this document that a paper document may be destroyed, regardless of the applicable retention period, once it has been converted to an archival quality medium or format.

The documents in this table may still be reproduced to archival formats, but courts must not destroy the paper version of the record.

Document	Authority/Reasoning	Schedule Reference
Certificate of Deposit or original annuity in minor settlement cases	<a href="#">Minn. Gen. R Prac. 145.06(c)</a> requires the Court Administrator to retain the original annuity policy for the purpose of security since the policy must be returned to the owner upon certain circumstances.	Section 11(c)
Bond instruments	Surety bond instruments typically include language similar to: “Only the Original Power of Attorney will bind this surety”.  Additionally, guidance to retain the bond in paper form is provided in <a href="#">Bond CAP 110.90</a> . (see page 3)	Section 6



## **MJB District Court Record Retention Schedule Revisions Effective August 1, 2023**

<b>Document</b>	<b>Authority/Reasoning</b>	<b>Schedule Reference</b>
Wills & Codicils filed in estate cases	<a href="#">Document Security CAP 110.41</a> (see page 14)	Section 66.1(a)
Wills & Codicils for safekeeping	<a href="#">Document Security CAP 110.41</a> (see page 18)	Section 66.1(b) Section 87
Trial Exhibits	<a href="#">Exhibit CAP 110.80</a> recommends that trial exhibits not be scanned unless the case is appealed (see page 7)	Section 32 Section 37(d) Section 66.3
Abstracts	Related to real property records	Section 12(i)-(n)
Property Maps	Related to real property records	Section 12(i)-(n)

## MJB District Court Record Retention Schedule Revisions Effective August 1, 2023

### Section V – 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.
3. Document records that are physically destroyed and transferred to the Minnesota Historical Society State Archives.
4. Use additional pages as necessary.
5. Volume chart to determine cubic feet:

Letter Size Drawer = 1.5	Transfer Case (24" x 16" x11") = 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



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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 Date	Date Destroyed	Quantity in Cubic Feet

Form Version: 11 June 2004