



State Auditor
Rebecca Otto

OFFICE OF THE STATE AUDITOR

E-Update

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June 1, 2012

1. Released: Criminal Forfeitures Report
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1. Released: Criminal Forfeitures Report

State Auditor Rebecca Otto has released the 2010 Criminal Forfeitures Report, which provides information on the amount of cash and property seized subject to forfeiture by Minnesota law enforcement agencies where the final disposition was completed in 2010.

This report reflects data reported before and after major statutory changes in forfeiture reporting which were enacted by the 2010 Legislature. To view the complete report, which includes an Executive Summary, tables and graphs, go to:

<http://www.auditor.state.mn.us/default.aspx?page=20120529.001>.

2. Reminder: Relief Association Reporting Forms

Reporting forms for volunteer fire relief associations with assets and liabilities of less than \$200,000 were due by March 31. Relief associations whose reporting forms are past due have been notified by e-mail and U.S. mail. Reporting information should be submitted to the Office of the State Auditor as soon as possible to avoid a delay in receiving 2012 state fire aid.

Helpful hints for completing the reporting forms can be found at:

http://www.osa.state.mn.us/forms/pen/ReportingForms/pensionrf_infoandhelpfulhints.pdf.

3. Released: Pension Division Newsletter

The May **Pension Newsletter** was released this week. It provides information on new Sample Bylaw Guides and an updated authorization form for accessing relief association reporting forms. The Newsletter also contains a reporting deadline reminder and information on an online training session.

The complete Newsletter can be viewed at:

<http://www.auditor.state.mn.us/default.aspx?page=pensionDocs>.

4. Avoiding Pitfalls: Recording Closed Meetings

Local government officials should be aware that Minnesota's Open Meeting Law requires most closed meetings to be electronically recorded. The law states "[a]ll closed meetings, except those closed as permitted by the attorney-client privilege, must be electronically recorded at the expense of the public body. Unless otherwise provided by law, the recordings must be preserved for at least three years after the date of the meeting." For more information, see [Minn. Stat. § 13D.05, subd. 1\(d\)](#).

If you have questions about the Open Meeting Law or other information policy laws, please visit the Information Policy Analysis Division (IPAD) of the Minnesota Department of Administration website at <http://www.ipad.state.mn.us/>.

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