



State Auditor
Rebecca Otto

OFFICE OF THE STATE AUDITOR

E-Update

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March 8, 2013

1. Released: City Finances Report
 2. Deadline: Forfeiture Reporting
 3. Reminder: Investment Business Recipient Disclosure Form
 4. Avoiding Pitfalls: Records Retention
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1. Released: City Finances Report

The Office of the State Auditor this week released the annual Minnesota City Finances Report, which summarizes the financial operations of Minnesota cities for calendar year 2011. To view the complete report, which includes an Executive Summary, graphs, charts and tables, go to:

<http://www.auditor.state.mn.us/default.aspx?page=20130306.000>.

2. Deadline: Forfeiture Reporting

March 20th is the deadline for law enforcement agencies to report final disposition of property seized subject to forfeiture for the month of February. To report final disposition of forfeitures, please go to:

<https://www.auditor.state.mn.us/safes/>.

3. Reminder: Investment Business Recipient Disclosure Form

The chief administrative officer of a public pension plan, which includes any volunteer fire relief association, must annually complete an Investment Business Recipient Disclosure Form. The Form must be filed with the Executive Director of the Legislative Commission on Pensions and Retirement within 90 days after the close of the pension plan's fiscal year. For

volunteer fire relief associations, the Form is due to the Legislative Commission on Pensions and Retirement by March 31.

The purpose of the Form is for pension plans to list all the recipients of investment business with respect to investments made by the plan. The Form can be accessed at:

http://www.auditor.state.mn.us/forms/pen/ReportingForms/pensionrf_recipientDisc_form.pdf.

4. Avoiding Pitfalls: Records Retention

Government records must be preserved according to state law. In Minnesota, local governments may destroy government records only pursuant to:

- An “Application for Authority to Dispose of Records” submitted to and approved by the State Records Disposition Panel; or
- A records retention schedule adopted by the governing board and approved by the State Records Disposition Panel.

If the governmental entity adopts one of these general records retention schedules and that schedule is subsequently updated by the State Records Disposition Panel, the governmental entity does not have to adopt the new version of the general schedule. Instead, the State Records Disposition Panel will assume the governmental entity will use the most recent version of the general schedule.

Links to the general records retention schedules for Minnesota governmental entities, including counties, cities, townships, and school districts, are found on the Minnesota Historical Society’s website at:

<http://www.mnhs.org/preserve/records/retentionsched.html>.

In addition, the Minnesota Historical Society and State Archives website offers guidelines, information leaflets and forms to assist governmental entities in managing their paper and electronic records. For example, the site provides information leaflets for records of watershed districts, soil and water conservation districts, law enforcement, county auditors, public libraries, public health care facilities, heritage preservation commissions, towns, cities, and school districts. The information can be found on the Minnesota Historical Society website at:

<http://www.mnhs.org/preserve/records/recser.html>.

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The Office of the State Auditor is located at 525 Park Street, Suite 500, St. Paul, MN 55103. Phone: (651) 296-2551 or (800) 627-3529 (TTY) Fax: (651) 296-4755. Web: www.auditor.state.mn.us.