

Options for the Use of County General Retention Schedule for Local Registrars Schedule Number 04-115

Your county has several options for the use of Schedule Number 04-115:

- If your county has not adopted the County General Retention Schedule but has developed and adopted its own retention schedule, you may incorporate the language in schedule number 04-115 in a revision of your schedule.
- If your county has adopted the County General Retention Schedule, you do not need to take any action to adopt the addition for Local Registrars because it automatically became part of the broader schedule when it was approved by the records disposition panel on June 10, 2004.
- If you wish to opt out of Schedule Number 04-115, send a written statement to the Minnesota Historical Society. Include in your statement the name of your county, that your county has adopted the County General Retention Schedule but your county does not want to adopt Schedule Number 04-115 for local registrars. Remember that this schedule does not require you to destroy records. You may want to opt out only if you have or are adopting a schedule that conflicts with this schedule.
- If your county has not adopted the County General Retention Schedule you may adopt Schedule Number 04-115 only by sending a written statement to the Minnesota Historical Society. Include in your statement the name of your county, and state that your county has not adopted the County General Retention Schedule but your county does adopt Schedule Number 04-115 for local registrars.

Send the statements described above to: Minnesota Historical Society, Division of Library and Archives, 345 Kellogg Boulevard West, St. Paul, Minnesota 55102-1906.