

Records Center Procedures

804.1 PURPOSE AND SCOPE

The Records Supervisor shall maintain the Office Records Center Procedures Manual on a current basis to reflect the procedures being followed within the Records Center. Policies and procedures that apply to all employees of this office are contained in this chapter.

804.1.1 NUMERICAL FILING SYSTEM

Case reports are filed numerically within the Records Center by Records Center personnel.

Reports are numbered commencing with the assigned agency initials and the last two digits of the current year followed by a sequential number beginning with 00001 starting at midnight on the first day of January of each year. As an example, case number 11-00001 would be the first new case beginning January 1, 2011.

804.2 FILE ACCESS AND SECURITY

All reports including, but not limited to, initial, supplemental, follow-up, evidence and all reports related to a case shall be maintained in a secure area within the Records Center, accessible only to authorized Records Center personnel.

804.2.1 REQUESTING ORIGINAL REPORTS

Generally, original reports shall not be removed from the Records Center. Should an original report be needed for any reason, the requesting employee shall first obtain authorization from the Records Supervisor. All original reports removed from the Records Center shall be recorded on the Report Check-Out Log, which shall constitute the only authorized manner by which an original report may be removed from the Records Center.

804.3 RECORDS MANAGER TRAINING

The Records Supervisor shall receive training in records management, including proper maintenance, retention and disposal of records and the proper release of records under the Minnesota Government Data Practices Act (MGDPA).

804.4 REQUISITION OF SUPPLIES

All personnel in need of supplies shall complete a Requisition of Supplies in the Records Center. The form shall be approved by a supervisor and submitted to the supply clerk in the Records Center.

Only Records Center personnel shall issue supplies from the supply room. No supplies will be provided without a Requisition of Supplies Form.