

Minnesota Historical Society  
Government Records Archivist  
345 Kellogg Blvd W  
St. Paul MN 55102  
*www.mnhs.org*

## Notification of Adoption of Township General Retention Schedule

1. Complete this form and send the original and a copy to the Government Records Archivist at the address above.
2. Destruction of records according to the general schedule is NOT permitted until this form is signed by the Minnesota Historical Society.

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*Township*

*County*

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*Street Address*

*City*

*State, Zip Code*

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*Telephone (include area code)*

*Email*

This is to notify the Minnesota Historical Society that the township named above has officially adopted the Minnesota Township General Records Retention Schedule (November 1985, current edition).

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*Name/Title of Township Official (please print)*

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*Signature of Township Official*

*Date*

### For Historical Office Use Only...

The Minnesota Historical Society acknowledges your Notification of Adoption of the Township General Retention Schedule. You are authorized to retain and dispose of records as indicated on the Schedule.

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*Director or Designee, MN Historical Society*

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*Date*