

No. S-370

To: THE DEPARTMENT OF ADMINISTRATION
Division of Public Property

The listed supplies, materials, or equipment are declared to be
surplus obsolete unused

Under the provisions of Chapter 142, Laws 1957, it is respectfully requested that
the proceeds of the sale be deposited to the credit of -

Account _____ ; Fund _____ Receipts Code _____

Department Sec. of State, Corporation Div.

Date 10/31/62

[Signature]
An Authorized Signature

Inventory Ident. Number	Date Acquired	Present Detailed Description	Present Location	Original Cost
		Request disposal of Records as per Archives Application #59-62	67-A Sub-basement Capitol	
Inventory Ident. Number	Complete Record of Disposition			Amount
	Above records hauled to paper baling room, 117 University Avenue to be disposed of with other mixed paper during November 1962.			#15984

STATE OF MINNESOTA
DEPARTMENT OF STATE
FILED
NOV - 6 1962
[Signature]
Secretary of State

Inventory adjustment properly made.

I hereby certify that the articles listed above have been disposed of in the manner shown.

By _____ Date 11/1/62
An Authorized Signature

DEPARTMENT Administration-Public Property

By *[Signature]*
An Authorized Signature
CS

STATE OF MINNESOTA

DEPARTMENT State Archives and Records Service

Office Memorandum

TO : Edmund A. Olson, Secretary of State's Office

DATE: October 30, 1962

FROM : Robert M. Brown, State Archivist and Records Administrator *RT*

SUBJECT: Destruction of public records: Application No. 59-62

Attached is a copy of your application for authority to destroy public records which has been approved by the State Archives Commission.

All records which are to be destroyed or sold for salvage come under the jurisdiction of the Director of Public Property. Please submit to him Public Property Form 20 which will authorize him to dispose of the records.

RECEIVED

OCT 30 1962

SECRETARY OF STATE
CORPORATION DIVISION

I regret the delay. Your application was held up in the Attorney General's Office for two weeks. RT

MINNESOTA STATE ARCHIVES AND RECORDS SERVICE
117 University Avenue, St. Paul 1, Minnesota

APPLICATION FOR AUTHORITY TO DESTROY PUBLIC RECORDS

<p>1. TO: Minnesota State Archives Commission</p> <p>2. FROM: <u>SECRETARY OF STATE CORPORATION</u> <small>Department or agency</small> <small>Division or section</small></p> <p>3. Space occupied by records: <u>SEE REVERSE SIDE</u> <small>cubic feet approximately.</small> <u>20 cu ft</u></p> <p>4. Location of records: <u>SUB-BASEMENT VAULTS 67A & 67G</u></p> <p>5. Laws other than M.S. 138.17 which relate to the destruction or safekeeping of the records:</p> <p>6. I certify that the records listed in this application are accurately described, and that they have no further administrative, legal or fiscal value for this agency.</p> <p style="text-align: right;"><i>Edmund Nelson</i> 9-26-62 <small>Department head or authorized signature</small> <small>Date</small></p>	<p style="text-align: center;">DO NOT USE THIS SPACE</p> <p>Application No. <u>59-62</u></p> <p>Date received: <u>10-2-62</u></p> <p>The records listed in the application are not needed for post audit purposes.</p> <p><i>N. E. Nelson</i> 10-5-62 <small>Public Examiner/Dept.</small> <small>Date</small></p> <p>APPROVALS:</p> <p><i>William J. Mondak</i> 10/2/62 <small>Public Examiner</small> <small>Date</small></p> <p><i>W. J. Mondak</i> 10/2/62 <small>Attorney-General</small> <small>Date</small></p> <p><i>W. J. Mondak</i> 10/2/62 <small>State Auditor</small> <small>Date</small></p> <p><i>W. J. Mondak</i> 10/2/62 <small>Director, Minnesota Historical Society</small> <small>Date</small></p>
<p><i>W. J. Mondak</i> 10/2/62 <small>Commissioner of Administration Chairman, State Archives Commission</small> <small>Date</small></p> <p><small>Under authority of Minnesota Statutes, Section 138.17, it is hereby ordered that the records listed in this application be destroyed.</small></p>	

ADDENDUM:

DO NOT USE THIS SPACE

Item 2. Annual reports are required by all foreign corporations authorized to transact business in Minnesota. The information required under Part I and Part II of the report is set forth in M.S. 303.14, a copy of which is attached. The reports are used by the Secretary of State's office to compute additional license fees if any are due. Fees have been collected and deposited with the State Treasurer. A record of fees collected is retained by the office. The reports are of no further administrative value and may be destroyed. Sale for salvage is recommended.

Item 1. Deleted at the request of the Secretary of State's office on October 2, 1962.

Robert M. Brown
 Robert M. Brown
 State Archivist and
 Records Administrator

RECEIVED
 OCT 30 1962
 SECRETARY OF STATE
 CORPORATION DIVISION

INSTRUCTIONS FOR COMPLETING THIS PORTION OF THE APPLICATION

List each type or group of records as a separate item. Describe accurately, including titles and form numbers. Give a brief statement about the activity to which each record or group relates, its purpose or function. State whether the records are originals or copies, and whether the information which they contain is duplicated or summarized elsewhere. Give earliest and latest dates for each record type or group to be destroyed.

ITEM NO.	DESCRIPTION OF RECORDS	INCLUSIVE DATES
1.	<p>SERVICE OF PROCESS - SUMMONS THAT ARE SERVED ON THIS OFFICE PURSUANT TO MINNESOTA STATUTES ON FOREIGN AND DOMESTIC CORPORATIONS; NO FORM NUMBERS; THE SAME AND ADDITIONAL INFORMATION SUCH AS THE COURT ACTIONS THAT TOOK PLACE CAN BE OBTAINED FROM THE CLERK OF DISTRICT COURT'S OFFICE IN THE COUNTY.</p> <p>SPACE - 6 DRAWERS (4 X 6) - FOR INDEX CARDS (UPSTAIRS) 9 DRAWERS (5 X 10) - FOR COPIES OF THE ACTIONS (DOWNSTAIRS IN SUB-BASEMENT - 21 DRAWERS (4 X 6) USED FOR FILING OF THE INDEX CARDS 28 FEET OF SHELF SPACE USED FOR FILING COPIES OF THE ACTIONS.</p> <p><i>Item 1. Deleted at the request of the Secretary of State's Office 10/2/62. JT</i></p>	1934-1951
2.	<p>ANNUAL REPORTS BY FOREIGN CORPORATIONS FILED IN TWO PARTS. PART I PART II PLEASE SEE 303.14, N.S., SUBD. 5, A COPY OF WHICH IS ATTACHED, WHICH RELATES TO PART II. 30 FEET OF SHELF SPACE</p>	<p>1936-1957 <i>JT</i> 1950-1957 1936-1947</p>

RECEIVED

OCT 2 2 1962

STATE AUDITOR

RECEIVED

OCT 2 1962

MINNESOTA STATE ARCHIVES
& RECORDS SERVICE

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Division of Public Property

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Department Sec. of State, Corporation Div.

Date 10/31/62

Edmund G. Olson
An Authorized Signature

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STATE OF MINNESOTA
DEPARTMENT OF STATE
FILED
NOV - 6 1962
Joseph L. Henneman
Secretary of State

Inventory adjustment properly made.

I hereby certify that the articles listed above have been disposed of in the manner shown.

By _____ Date 5 Nov 62
An Authorized Signature

DEPARTMENT Administration-Public Property

By [Signature]
An Authorized Signature