



REQUEST FOR ACTION CITY COUNCIL

Agenda Date: 7/15/2024
Agenda Section: New Business

Department: Administration

Agenda Item: Resolution Adopting the MN General Records Retention Schedule for Cities

Approval Required: Simple Majority Vote

BACKGROUND

A General Records Retention Schedule for Minnesota Cities has been developed by the State Department of Administration's Data Practices Office and the Minnesota Historical Society's Division of Archives and Manuscripts. The General Records Retention Schedule is updated by the Municipal Clerks and Finance Officers Association of Minnesota. The Records Disposition Panel has approved the General Records Retention Schedule for use by cities. A city can begin destroying records in accordance with the General Records Retention Schedule after it adopts the schedule and notifies the State Archives Department of the Minnesota Historical Society that the city has adopted the schedule.

FINANCIAL IMPLICATIONS

STAFF RECOMMENDATIONS

Staff recommend adopting Resolution 24-24 adopting the MN General Records Retention Schedule for Cities.

COUNCIL ACTION REQUESTED

Motion to adopt Resolution 24-24 the MN General Records Retention Schedule for Cities.

**CITY OF PEQUOT LAKES
RESOLUTION 24-24**

**RESOLUTION ADOPTING THE
MINNESOTA GENERAL RECORDS RETENTION SCHEDULE FOR CITIES**

WHEREAS, to comply with the Records Management Statute MS 138.17, it is necessary to adopt a plan for managing governmental records including the proper retention and disposal of municipal records; and

WHEREAS, the Records Management Statute MS 138.17 establishes the Records Disposition Panel and requires all government entities to follow an orderly process in disposing of government information; and

WHEREAS, the State of Minnesota has approved for use by all Minnesota Cities the “Minnesota General Records Retention Schedule for Cities” which authorizes cities adopting said schedule an orderly method of disposing of municipal records; and

WHEREAS, the “Minnesota General Records Retention Schedule for Cities” is regularly updated.

NOW THEREFORE BE IT RESOLVED, by the City Council of the City of Pequot Lakes, Minnesota adopts the Minnesota General Records Retention schedule and directs the City Clerk to notify the Minnesota Historical Society/State Archives Department.

BE IT FURTHER RESOLVED that following state approval, City Departments are directed to provide for retention and destruction of records as set forth in said schedule and its subsequent revisions.

Adopted by the City Council of the City of Pequot Lakes this 15th day of July 2024.

ATTEST:

Tyler Gardner
Mayor

Angie Duus
City Administrator