



REQUEST FOR ACTION CITY COUNCIL

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

Department: Administration

Agenda Item: Resolution Adopting Electronic Records as the Official Storage of City Records

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 24-25 Adopting Electronic Records as the Official Storage of City Records.

COUNCIL ACTION REQUESTED

Motion to adopt Resolution 24-25 Adopting Electronic Records as the Official Storage of City Records.

**CITY OF PEQUOT LAKES
RESOLUTION 24-25**

**RESOLUTION ADOPTING ELECTRONIC RECORD KEEPING AS THE OFFICIAL REPOSITORY
OF THE CITY OF PEQUOT LAKES RECORDS**

WHEREAS, the City of Pequot Lakes recognizes the importance of efficient record-keeping for the preservation of official documents, and

WHEREAS, electronic record keeping offers numerous advantages, including cost savings, reduced physical storage needs, and improved searchability and accessibility of records;

BE IT RESOLVED, that the City of Pequot Lakes hereby declares electronic record keeping as the official repository for city records, effective immediately.

BE IT FURTHER RESOLVED, that until such time as paper documents are converted to digital format, both electronic and paper records shall be considered the official repository for city records. The City shall establish a timeline and process for the systematic conversion of paper records to digital format, ensuring that all records are eventually stored in electronic form.

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