

RESOLUTION  
ADOPTING THE MINNESOTA GENERAL RECORDS  
RETENTION SCHEDULE FOR CITIES  
CITY OF \_\_\_\_\_  
\_\_\_\_\_ COUNTY, MINNESOTA

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 \_\_\_\_\_, 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 \_\_\_\_\_, \_\_\_\_\_ County, this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
, Mayor

Attest: \_\_\_\_\_  
, City Clerk

State of Minnesota )  
County of \_\_\_\_\_) SS  
City of \_\_\_\_\_)

I, the undersigned duly appointed and acting City Clerk for the City of \_\_\_\_\_, do hereby certify that the attached and foregoing Resolution is a true and correct copy of the Resolution duly adopted by the \_\_\_\_\_ City Council at its regular meeting of \_\_\_\_\_ and as recorded in the minutes of said meeting.

WITNESS my hand and seal of the City of \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
\_\_\_\_\_ City Clerk



**CITY OF \_\_\_\_\_  
RECORDS CENTER**

<i>DEPARTMENT</i>	
<i>RECORD SERIES</i>	
<i>CONTENTS</i>	
<i>RETENTION (FROM REC. SCHEDULE):</i>	<i>RETENTION (FROM REC. SCHEDULE):</i>

**CITY OF \_\_\_\_\_  
RECORDS CENTER**

<i>DEPARTMENT</i>	
<i>RECORD SERIES</i>	
<i>CONTENTS</i>	
<i>RETENTION (FROM REC. SCHEDULE):</i>	<i>DESTRUCTION DATE</i>