

Councilmember introduced the following resolution and moved for its adoption:

RESOLUTION #17-06-157

RESOLUTION ADOPTING THE GENERAL RECORDS RETENTION SCHEDULE, AS AMENDED FROM TIME TO TIME

WHEREAS, the purpose of a records retention schedule is to provide a plan for managing government records by giving continuing authority to dispose of records under Minnesota Statutes section 138.17; and

WHEREAS, the General Records Retention Schedule establishes minimum retention periods for city records based on their administrative, fiscal, legal and historical value; and

WHEREAS, this schedule was originally developed by the Minnesota State Department of Administration, Information Policy Analysis Division and the Minnesota Historical Society, Division of Archives and Manuscripts and was funded in part by a grant from the National Historical Publications and Records Commission; and

WHEREAS, from time to time the retention schedule is updated by city clerks and officials representing the Minnesota Clerks and Finance Officers Association (MCFOA); and

WHEREAS, while it is suggested the retention schedule be adopted in its entirety, it is possible to adopt portions of it. Therefore, City staff is requesting Council to adopt all sections but for the section titled police. Ramsey's Police Department houses its records with 10 other law enforcement agencies' records in the Public Safety Data System (PSDS) and they have created a countywide records retention schedule as it relates to police records. The Ramsey Police Department will continue to maintain a separate retention schedule; and

WHEREAS, in the interest of utilizing the most current records retention schedule, staff is asking Council to adopt the latest General Records Retention Schedule, dated May 2017, and the future schedules as amended from time to time. Therefore, future revisions may be automatically implemented, without further formal Council action.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF RAMSEY, ANOKA COUNTY, STATE OF MINNESOTA, as follows:

- 1) That the City Council hereby adopts the General Records Retention Schedule, as amended from time to time, with the exception of the section named Police.
- 2) That the Police Department adhere to the countywide Records Retention Schedule, a separate retention schedule as created by the Joint Law Enforcement Council Public Safety Data Systems.

The motion for the adoption of the foregoing resolution was duly seconded by Councilmember and upon vote being taken thereon, the following voted in favor thereof:

and the following voted against the same:

and the following abstained:

and the following were absent:

Whereupon said resolution was declared duly passed and adopted by the Ramsey City Council this the 27th day of June, 2017.

Mayor Sarah Strommen

ATTEST:

City Clerk Jo Ann M. Thieling