

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

RECORD DESTRUCTION REPORT

Directions: Please complete this form and return it to the City Clerk for any and all records you are destroying. Be sure to check the 2003 version of the General Records Retention Schedule for Cities, before destroying records. If your department needs a copy of the "Schedule" call the City Clerk.

Department _____ Date: _____

***VOLUME CHART TO DETERMINE CUBIC FEET**

Letter Size Drawer	=	1.5	Cu. Ft.	Printouts 12" Stack 14 7/8 X 11	=	1.25	Cu. Ft.
Legal Size Drawer	=	2.0	Cu. Ft.	3 x 5 Card 12" Row	=	0.10	Cu. Ft.
Shelving 4' Letter	=	2.3	Cu. Ft.	4 x 6 Card 12" Row	=	0.20	Cu. Ft.
Shelving 4' Legal	=	3.0	Cu. Ft.	5 x 8 Card 12" Row	=	0.30	Cu. Ft.
Records Center Box	=	1.0	Cu. Ft.				

Person Reporting Record Destruction: _____

**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>