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# COUNCIL PROCEEDINGS

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CITY OF WELLS, MINNESOTA

Council Member \_\_\_\_\_ introduced the following resolution and moved for its adoption:

## **RESOLUTION NO. 2011-01**

### **A RESOLUTION UPDATING THE CITY OF WELLS, MINNESOTA RECORDS RETENTION SCHEDULE**

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

WHEREAS, the Records Management Statute §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

NOW THEREFORE BE IT RESOLVED, by the City Council of the City of Wells, Minnesota, will continue to follow the Minnesota General Records Retention.

BE IT FURTHER RESOLVED, by the City Council of the City of Wells, Minnesota, recognizes that electronic media can transmit a wide variety of information; therefore, the length of time that electronic information has to be retained is determined by the content and not the medium. Transitory electronic mail that is determined to be duplicate messages or casual and routine communications have no retention requirement under state law. Transitory electronic mail will be defined as messages that do not set policy, establish guidelines, procedures, certify a transaction or constitute a receipt.

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

and the following voted against the same:

Whereupon said resolution was declared duly passed and adopted by the City Council for the City of Wells on \_\_\_\_\_, 2011.

By: \_\_\_\_\_

Ron Gaines, Mayor

Attest:

SEAL

\_\_\_\_\_  
Jeremy R. Germann, City Administrator