

 DULUTH MINNESOTA	RECORDS MANAGEMENT	
	Supercedes: N/A	Date Approved: December 29, 2014
	Approved: 	Page 1 of 2

POLICY

The City of Duluth strives to provide for efficient, economical and effective controls over the creation, distribution, organization, maintenance, use and disposition of all City records – regardless of form. The City Clerk’s Office is responsible for the development and implementation of a Records Management Program that will integrate procedures, retention schedules and best practices for the management of records in accordance with the requirements outlined by the State of Minnesota.

AUTHORITY

Minnesota Statutes 138.17 and 15.17 establish the authority and assign the responsibility for carrying out the records management program required by state law and create the administrative framework through which the purposes of the program are achieved.

DEFINITION OF RECORDS

The City of Duluth utilizes the definition for records as defined in Minnesota Statute 138.17 Subdivision 1:

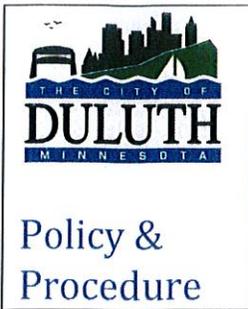
The term "government records" means state and local records, including all cards, correspondence, discs, maps, memoranda, microfilms, papers, photographs, recordings, reports, tapes, writings, optical disks, and other data, information, or documentary material, regardless of physical form or characteristics, storage media or conditions of use, made or received by an officer or agency of the state and an officer or agency of a county, city, town, school district, municipal subdivision or corporation or other public authority or political entity within the state pursuant to state law or in connection with the transaction of public business by an officer or agency;

Subdivision 4 of the statute identifies what data and information is excluded from the definition as follows:

The term "records" excludes data and information that does not become part of an official transaction, library and museum material made or acquired and kept solely for reference or exhibit purposes, extra copies of documents kept only for convenience of reference and stock of publications and processed documents, and bonds, coupons, or other obligations or evidences of indebtedness, the destruction or other disposition of which is governed by other laws;

PUBLIC ACCESS TO RECORDS

Access to records containing government data is generally governed by Minnesota Statutes 13.03 and 138.17. The Responsible Authority for the City of Duluth (as designated by the Duluth City Council) along with the City Attorney’s Office is responsible for clarification and interpretation of Chapter 13 (Data Practices Act). To insure compliance with the act if a request for data is made, the Responsible Authority along with the City Attorney’s Office will provide information, clarification and assistance to departments when requested by the departments.



RECORDS MANAGEMENT	
Supercedes: N/A	Date Approved: December 29, 2014
Approved: 	Page 2 of 2

CITY RECORDS MANAGER & RECORDS COORDINATORS

The City Clerk can designate the responsibility for the development and maintenance of the City Records Management Program (“Program”) to a City Records Manager. The Program shall consist of procedures and guidelines for the disposition and retention of records pursuant to the Retention Schedule.

The head of each department is responsible for the records that their departments create and receive. A department head shall act as or designate a staff member (larger departments may require several – as in the case of Public Works) to serve as a Records Coordinator to implement the Program in the department.

RECORDS RETENTION

The City of Duluth has adopted the Minnesota General Records Retention Schedule for Minnesota Cities (City Council Resolution 12-0437R) (“Retention Schedule”). Department Heads and designated Records Coordinators are responsible for the records that are unique to departments and which are not listed on the Retention Schedule. City staff must maintain records for the period specified on the appropriate Retention Schedule.

RECORDS DISPOSITION

Before records can be destroyed, the records must exist on a Retention Schedule. City staff must follow destruction guidelines as set forth in the Records Management Program when destroying City records.

Point of Contact: City Clerk’s Office, (218) 730-5500