CITY OF NORTHFIELD, MINNESOTA
CITY COUNCIL RESOLUTION 2022-____

A RESOLUTION BY THE MAYOR AND CITY COUNCIL OF THE CITY OF
NORTHFIELD ADOPTING A RECORDS RETENTION SCHEDULE

WHEREAS,   Minnesota Statutes, section 138.17, subd. 7 requires the City of Northfield to have an approved record retention schedule; and

WHEREAS,   the Minnesota State Department of Administration, Information Policy Analysis Division and the Minnesota Historical Society, Division of Archives and Manuscripts, as revised and updated by the Minnesota Clerks and Finance Officers Association (MCFOA), has developed a general records retention schedule for Minnesota cities; and

WHEREAS,   the City of Northfield has previously adopted (2007) the general records retention schedule for Minnesota cities; and

WHEREAS,   the general records retention schedule for Minnesota cities states the retention period for Recordings –Audio/Video of Non-Closed Meetings is three months after minutes are approved; and

WHEREAS,   this action would hereby update the City's record retention schedule to the 2021 version and allow for electronic records retention and long-term retention of public meeting recordings; and

NOW, THEREFORE, BE IT RESOLVED THAT the City Council of the City of Northfield adopts the General Records Retention Schedule for Minnesota Cities attached hereto as Exhibit A authorizing electronic records retention; and commencing January 1, 2023, adding an additional local retention requirement to the City's records retention schedule for permanent retention of public meeting recordings until otherwise directed by the City Council; and hereby authorizes and directs the City Clerk to complete the Notification of Adoption form and submit the same to the Minnesota Historical Society, as applicable.

PASSED by the City Council of the City of Northfield on this 6th day of December, 2022.

ATTEST

_____   _____
City Clerk   Mayor

VOTE: ____ POWNELL ____ALLEN ____GRABAU ____NESS

                    ____PETERSON WHITE ____REISTER ____ZUCCOLOTTO

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EXHIBIT A

GENERAL RECORDS RETENTION SCHEDULE FOR MINNESOTA CITIES