



# City of Blaine Anoka County, Minnesota

Blaine City Hall  
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Blaine MN 55449

## Legislation Details (With Text)

**File #:** MO 17-85      **Version:** 1      **Name:** General Records Retention Schedule  
**Type:** Motion      **Status:** Passed  
**File created:** 7/13/2017      **In control:** City Council  
**On agenda:** 7/13/2017      **Final action:** 7/13/2017  
**Title:** ADOPT UPDATED GENERAL RECORDS RETENTION SCHEDULE  
**Sponsors:** Catherine Sorensen  
**Indexes:**  
**Code sections:**  
**Attachments:** 1. General Records Retention Schedule

Date	Ver.	Action By	Action	Result
7/13/2017	1	City Council	Approved	

### CONSENT AGENDA - *Cathy Sorensen, City Clerk*

#### ADOPT UPDATED GENERAL RECORDS RETENTION SCHEDULE

The General Records Retention Schedule (GRRS) for Minnesota cities establishes retention periods for city records based on administrative, fiscal, legal and historical value. The City first adopted its records retention schedule in 1980 as developed by the Minnesota Department of Administration, Minnesota Historical Society, and the League of Minnesota Cities. The Minnesota Clerks and Finance Officers Association (MCFOA) routinely conducts a comprehensive review of each section of the entire GRRS, most recently in January 2013; 165 changes were submitted to the State Disposition Panel (State Auditor, Office of Attorney General and State Archivist) in March of 2016 and approval was received in April 2017.

The Records Retention Committee thoroughly researched, examined and evaluated each record series and related law changes. The Committee reviewed for new record series, obsolete record series, updates and revisions to titles, descriptions and retention periods. Each year the Clerk's Office works with City departments to review records for either archival or destruction according to the adopted schedule.

By motion, adopt the updated General Records Retention Schedule (GRRS) dated May 2017 in its entirety.