



# City of Blaine Anoka County, Minnesota

Blaine City Hall  
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## Legislation Details (With Text)

<b>File #:</b>	RES 21-128	<b>Version:</b>	1	<b>Name:</b>	General Records Retention Schedule/Data Practices Appointments
<b>Type:</b>	Resolution	<b>Status:</b>	Passed		
<b>File created:</b>	6/7/2021	<b>In control:</b>	City Council		
<b>On agenda:</b>	6/7/2021	<b>Final action:</b>	6/7/2021		
<b>Title:</b>	Adopt the General Records Retention Schedule and Appoint a Data Practices Responsible Authority and Compliance Official				
<b>Sponsors:</b>	Catherine Sorensen				
<b>Indexes:</b>					
<b>Code sections:</b>					
<b>Attachments:</b>	1. 2018 General Records Retention Schedule, 2. Public Notice for Data Practices Act 2021, 3. Records Management - Data Practices Policies - Blaine 2019				

Date	Ver.	Action By	Action	Result
6/7/2021	1	City Council	Adopted	

**Consent Agenda -** *Cathy Sorensen, City Clerk*

### Title

**Adopt the General Records Retention Schedule and Appoint a Data Practices Responsible Authority and Compliance Official**

### Executive Summary

Council is asked to consider the proposed resolution that would adopt the most current General Records Retention Schedule (GRRS) and designate the city clerk as the responsible authority and compliance official and appoint designees as required by the Minnesota Government Data Practices Act (MGDPA).

### Background

The 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, the most recent version dated May 2018. As this is an evolving document staff is recommending Council adopt this version with the direction that staff adhere to any amended schedules as they appear. The Clerk's Office works with departments annually to review records for either archival or destruction according to the adopted schedule.

The MGDPA also requires cities to appoint a single employee as the city's responsible authority for the collection, use, and dissemination of government data. Per statute the appointed city clerk is the responsible authority until the city council makes a designation, which staff is requesting at this time. A responsible authority is appointed by resolution and must include the name of the specific individual appointed. Statute also requires a city employee be appointed as the data practices compliance official where questions or concerns regarding the MGDPA can be directed to; the responsible

authority may also serve as the compliance official. In addition, designees can be identified by a responsible authority to be in charge of individual files or systems containing government data and to receive and comply with requests, such as by department. The responsible authority must appoint designees in writing and instruct them as to the requirements of the MGDPA and accompanying rules; the data practices policy and list of designees is attached for reference.

### **Strategic Plan Relationship**

This item relates to the organizational health strategic priority by ensuring appropriate governance decision making processes are in place.

### **Board/Commission Review**

N/A

### **Financial Impact**

N/A

### **Public Outreach/Input**

N/A

### **Staff Recommendation**

By motion, adopt the proposed resolution adopting the General Records Retention Schedule dated May 2018 in its entirety along with future amendments and designate a responsible authority and compliance official per the Minnesota Government Data Practices Act.

### **Attachment List**

2018 General Records Retention Schedule

Data Practices Policy

Public Notice for Data Practices Act 2021

**WHEREAS**, the General Records Retention Schedule for Minnesota cities establishes retention periods for city records based on administrative, fiscal, legal and historical value; and

**WHEREAS**, Minnesota Statutes, section 13.02, subdivision 16, as amended, requires the city appoint one person as the responsible authority to administer the requirements for collection, storage, use, and dissemination of data on individuals within the city; and

**WHEREAS**, the city council shares concern expressed by the legislature on the responsible use of all city data and wishes to satisfy this concern by appointing an administratively qualified responsible authority as required under statute.

**NOW, THEREFORE, BE IT RESOLVED**, that the Blaine City Council hereby adopts the General Records Retention Schedule (GRRS) dated May 2018 in its entirety along with future amendments and appoints City Clerk Catherine Sorensen as the responsible authority for the purposes of meeting all requirements of Minnesota Statutes, chapter 13 as amended, and with rules as lawfully promulgated by the commissioner of Administration.

**BE IT FURTHER RESOLVED**, the responsible authority may require the requesting party to pay the actual cost of making, certifying, and compiling copies and of preparing summary data, as

allowed by Minnesota Statutes, chapter 13 and by Minnesota Rules, chapter 1205, as amended.

**PASSED** by the City Council of the City of Blaine this 7<sup>th</sup> day of June, 2021.