

TODD COUNTY BOARD OF COMMISSIONERS

A RESOLUTION ESTABLISHING A RECORDS RETENTION POLICY

WHEREAS, the Todd County Board of Commissioners is responsible for establishing a records retention policy.

NOW, THEREFORE BE IT RESOLVED, that the following policy is adopted with regards to records retention at Todd County, Minnesota

Purpose: Establish guidelines for departments to maintain and dispose of records.

1. The Todd County Board of Commissioners adopts the General Records Retention Schedule for Counties created by the State Archives of the State of Minnesota, and all current and future updates.
2. The Todd County Board of Commissioners adopts the Electronic Records Management Guidelines created by the State Archives of the State of Minnesota, and all current and future updates.
3. All County departments are encouraged and directed to maintain all records possible in electronic format.
4. County departments are encouraged to destroy records in accordance with the General Records Retention Schedule, and that only records with a business purpose are kept longer than the necessary standard as outlined in the General Records Retention Schedule.
5. Prior to destruction of any public record, which is classified as public data, the County will offer the record to the Todd County Historical Society and the State Archives.
 - a. The Todd County Historical Society has the first right to all Todd County records over the State Archives.
6. In January of each year, County departments will dispose of records in accordance with the General Records Retention Schedule; County Administration is responsible for coordinating document shredding and disposal services.
7. Each department should create an inventory of the types of records it keeps and file with County Administration no later than January of each year.