

**CITY OF LAKE ELMO
WASHINGTON COUNTY, MINNESOTA**

**RESOLUTION NO. 2005-045
A RESOLUTION ADOPTING THE MINNESOTA GENERAL RECORDS
RETENTION SCHEDULE FOR CITIES
CITY OF LAKE ELMO**

WHEREAS, to comply with the Records Management Statute MS 138.17, it is necessary to adopt a plan for managing governmental records including the proper retention and disposal of municipal records; and

WHEREAS, the Records Management Statute MS 138.17 establishes the Records Disposition Panel and requires all governmental entities to follow an orderly process in disposing of government information; and

WHEREAS, the State of Minnesota has approved for use by all Minnesota Cities the "Minnesota General Records Retention Schedule for Cities" which authorizes cities adopting said schedule an orderly method of disposing of municipal records; and

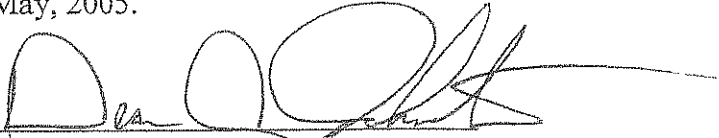
WHEREAS, the "Minnesota General Records Retention Schedule for Cities" is regularly updated.

NOW, THERE BE IT RESOLVED, by the City Council of the City of Lake Elmo, Minnesota adopts the Minnesota General Records Retention schedule and directs the City Clerk to notify the Minnesota Historical Society/State Archives Department.

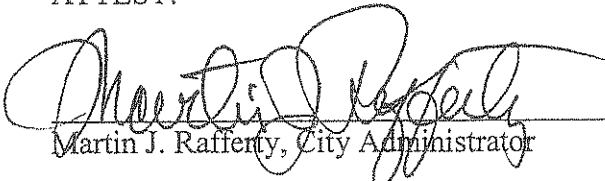
BE IT FURTHER RESOLVED that following state approval, City Departments are directed to provide for retention and destruction of records as set forth in said schedule and its subsequent revisions.

NOW, THEREFORE, BE IT RESOLVED that the Minnesota General Records Retention Schedule for the Cities, City of Lake Elmo, is hereby approved by the City of Lake Elmo.

ADOPTED BY THE COUNCIL this 3rd day of May, 2005.


Dean A. Johnston, Mayor

ATTEST:


Martin J. Rafferty, City Administrator