

**CREDIT RIVER TOWNSHIP  
SCOTT COUNTY  
STATE OF MINNESOTA**

**RESOLUTION NO. 2012-31**

**RESOLUTION ADOPTING THE MINNESOTA GENERAL RECORDS RETENTION  
SCHEDULE FOR CITIES/TOWNS  
TOWNSHIP OF CREDIT RIVER  
COUNTY OF SCOTT, MINNESOTA**

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;

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

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. Based upon Township attorney advice, Credit River Township has interpreted this statute to also cover Town Records Retention.

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

NOW THEREFORE BE IT RESOLVED, by the Town Board of Supervisors of Credit River Township, Scott County, Minnesota adopts the Minnesota General Records Retention Schedule and directs the Town Clerk to notify the Minnesota Historical Society / State Archives Department.

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

Adopted by the Town Board of Supervisors of Credit River Township , Scott County, Minnesota, this 3<sup>rd</sup> day of December, 2012.

Attest: \_\_\_\_\_  
Lisa Quinn, Township Clerk

\_\_\_\_\_  
Brent Lawrence, Chairman

State of Minnesota  
County of Scott  
Township of Credit River

I, the undersigned duly appointed and acting Township Clerk for the Township of Credit River, do hereby certify that the attached and foregoing Resolution is a true and correct copy of the Resolution duly adopted by the Credit River Supervisors at its regular Board Meeting of December 3, 2012, and as recorded at the minutes of said meeting.

Witness my hand and seal of the Township of Credit River Clerk this 3<sup>rd</sup> Day of December, 2012.

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Credit River Township Clerk