

RESOLUTION NO. 2024-09

RICE CREEK WATERSHED DISTRICT
BOARD of MANAGERS

ADOPTING REVISED MINNESOTA CITY GENERAL RECORDS RETENTION SCHEDULE

Manager Weinandt offered the following resolution and moved its adoption, seconded by
Manager Waller:

WHEREAS Minnesota Statutes §§15.17 and 138.17 direct that the Rice Creek Watershed District ("District") preserve records necessary to a full and accurate knowledge of its official activities, and that it prepare an inclusive inventory of records in its custody, with a schedule establishing a time period for the retention or disposal of each series of records;

WHEREAS the District may fulfill these responsibilities by adopting and conforming to a General Records Retention Schedule ("Schedule") maintained by the Minnesota Historical Society (MHS);

WHEREAS the District previously adopted the Minnesota City Schedule (2003), which adoption was approved by the MHS on May 20, 2003;

WHEREAS in 2021, the MHS revised the Minnesota City Schedule;

WHEREAS a unit of government that has adopted a Schedule may adopt its subsequent versions without obtaining MHS approval;

THEREFORE BE IT RESOLVED that the Board of Managers hereby adopts the March 2021 Minnesota City Schedule; and

BE IT FURTHER RESOLVED that the District administrator is to amend the Policy Manual, and the staff policies and procedures by which the District manages its records, to reflect this action.

The question was on the adoption of the Resolution and there were 5 yeas and 0 nays as follows:

	Yea	Nay	Absent
BRADLEY	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
WALLER	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
WAGAMON	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
WEINANDT	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ROBERTSON	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Upon vote, the Chair declared the Resolution passed.

Jessica Robertson
Jessica Robertson, Secretary

Dated October 23, 2024

I, Jessica Robertson, Secretary of the Rice Creek Watershed District, do hereby certify that I have compared the above resolution with the original thereof as the same appears of record and on file with the District and find the same to be a true and correct transcript thereof.

IN TESTIMONY WHEREOF, I have hereunto set my hand this 23rd day of October, 2024.



Jessica Robertson, Secretary