



REQUEST FOR COUNCIL ACTION

AGENDA DATE: April 8, 2024

AGENDA ITEM: Consider adopting inventory of records and State of Minnesota General Records Retention Schedule.

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BACKGROUND:

Minnesota Statute 138.17 regarding government data requires municipalities to maintain an inclusive inventory of records in their custody along with the approved records retention schedule adopted by the governing body of the records.

Attached is the data inventory as of April 2024 and the Minnesota Records Retention Schedule last updated in 2021.

REQUESTED COUNCIL ACTION:

Make a motion to adopt the City of Grand Rapids data inventory and 2021 State of Minnesota Records Retention Schedule.