



GRAND RAPIDS PUBLIC UTILITIES COMMISSION AGENDA ITEM

AGENDA DATE: March 31, 2026

AGENDA ITEM: Consider a motion to approve the Record Retention Policy.

PREPARED BY: Julie Kennedy, General Manager

BACKGROUND:

Grand Rapids Public Utilities maintains records in accordance with applicable Minnesota statutes but is transitioning to electronic document retention and therefore needs an updated Records Retention Policy including a designated official records repository.

The proposed policy, developed using guidance from the League of Minnesota Cities, establishes a consistent approach for managing, retaining, and disposing of records in compliance with Minnesota Statutes §15.17 and Minnesota Statutes §138.17. The policy also designates Laserfiche as the official records repository for Grand Rapids Public Utilities.

Adopting this policy will ensure legal compliance, improve organization and accessibility of records, and provide clear direction to staff on proper records management practices.

RECOMMENDATION:

Approve the Record Retention Policy.