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**To:** Mayor Nelson and Members of the City Council

**From:** Daniel R. Buchholtz, MMC, Administrator, Clerk/Treasurer

**Date:** February 25, 2022

**Subject:** Digital Records Policy

As the City continues to scan records into Laserfiche, the City's document management system, staff is in the process of disposing of records. While we have been in compliance with records retention laws and M.S. 600.135, staff felt it important to establish a digital records policy which states that the City will recognize digital copies of records as original copies.

If you have any questions, please don't hesitate to contact me at 763-784-6491.