

## **City of Spring Lake Park Digital Records Policy**

**Purpose:** To establish a policy for the City of Spring Lake Park in regards to digital copies of records.

**Scope:** This policy shall apply to all departments within the City of Spring Lake Park.

### **Policy Statement:**

It shall be the policy of the City of Spring Lake Park to recognize digital copies of documents both business, public and, police department records as original copies. This policy does not cover documents that must be retained in a custodial or fiduciary capacity. This policy does not require departments to create digital copies unless expressly required by the City Administrator.

This policy adheres to **MN State Statute 600.135 Photographic copies of Business and Public Records**. For further details see state statute.