

RESOLUTION 02-05-14-1

RESOLUTION ADOPTING THE MINNESOTA TOWNSHIPS GENERAL RECORDS RETENTION SCHEDULE

WHEREAS, Resolution, 01-22-11-2, adopting a general records retention schedule that was passed by the Avon Township Board of Supervisors did not include the name of Avon Township and needed to be updated with a new resolution; and

WHEREAS, the Town has possession of, and continues to receive, a wide range of records in the normal course of conducting the Town's business; and

WHEREAS, the retention of records in the Town's possession are regulated by Minnesota Stat. §138.17, which prohibits the destruction of records unless the Town has adopted the records retention schedule and destroys the records according to the procedures and schedule mandated by the statute; and

WHEREAS, the Town Board desires to comply with the requirements of the records retention law and to manage the Town's records in an efficient and appropriate way, including being able to destroy records that no longer need to be retained under the schedule;

NOW, THEREFORE, BE IT RESOLVED, that the Town Board of Avon Township, Stearns County, Minnesota hereby updates Resolution 01-22-11-2 and adopts the Minnesota Township General Records Retention Schedule for the management and destruction of the records in the Towns' possession; and

BE IT FURTHER RESOLVED, that the Town Board of Avon Township, Stearns County, Minnesota, will send notice of its decision to adopt the schedule to the Government Records Archivist at the Minnesota Historical Society on the form provided for such notification.

Adopted this 5th day of February 2014.

BY THE TOWN BOARD

LeRoy Gondringer; Chair

Attest: _____
Stephen G. Saupe; Town Clerk