

Policy Title Records Management Policy

Department Information Services

Chapter 5

Section 7

Policy 1

Effective Date Friday, June 3, 2016

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POLICY STATEMENT

All Ramsey County departments will comply with the Ramsey County Records Retention Schedule in accordance with the Minnesota General Records Retention Schedule for Counties and will retain records only for the time period defined in the retention schedule.

APPLICABILITY

This Policy is applicable to all Ramsey County departments, staff, contractors and volunteers.

GENERAL INFORMATION

Ramsey County preserves and disposes of government data in accordance with Minnesota statutes. On April 2, 1991, the Ramsey County Board of Commissioners adopted the Minnesota General Records Retention Schedule. The schedule identifies records series required to be retained and retention time frames for those records. The Minnesota Historical Society provides information on identifying, preserving and disposing of records.

AUTHORITY

This policy and any related standards and procedures were prepared under the authority of the County Manager, as delegated to the Ramsey County Chief Information Officer.

- Notification of Adoption of County General Retention Schedule, adopted by Ramsey County Board of Commissioners April 2, 1991.
- Board Resolution 93-017, resolving conflicts in schedules, adopted January 19, 1993.

DEFINITIONS

The following definitions are located in the [Information Services Data Dictionary](#):

- Ramsey County Records Management Program
- Record
- Record Retention Schedule

RESPONSIBILITIES

Departments

1. Comply with county record management policies.
2. Develop department procedures to ensure compliance with this policy.
3. Report document purging, using the Records Destruction Report form, to the county's Information and Records Manager.

Information Services

1. Maintain expertise on records retention and disposal schedules, records management, records storage and record classification.
2. Develop and recommend records management program frameworks, strategic approaches, policies and related procedures and guidelines to applicable Ramsey County data governance committees.
3. Monitor and communicate changes affecting county records management.
4. Provide records management consultation to county departments as needed.

Ramsey County Staff

Understand and comply with county policies, standards, guidelines and procedures governing the retention of county records.

PROCEDURES

- [Records destruction procedure](#).
- Department-specific procedures.

LINKS AND RESOURCES

Forms

[Records Destruction Report Form](#)

Other

- > [Minnesota Historical Society: Records Preservation Resources \(http://www.mnhs.org/preserve/records/\)](http://www.mnhs.org/preserve/records/)
- > [Official Records \(M.S.15.17\)](#)
- > [Preservation and disposal of public records \(M.S.138.163\) \(http://www.revisor.leg.state.mn.us/stats/138/163.html\)](http://www.revisor.leg.state.mn.us/stats/138/163.html)
- > [Administration of government records \(M.S.138.17\) \(http://www.revisor.leg.state.mn.us/stats/138/17.html\)](http://www.revisor.leg.state.mn.us/stats/138/17.html)
- > [Application – order related to disposition \(M.S.138.19\)](#)
- > [Prohibition against unauthorized disposal of records – penalty \(M.S.138.225\) \(http://www.revisor.leg.state.mn.us/stats/138/225.html\)](http://www.revisor.leg.state.mn.us/stats/138/225.html)

CONTACTS / SUBJECT MATTER EXPERTS

[Ramsey County Information and Records Manager](#)

REVISION HISTORY

Date	Brief description of change

APPROVAL

Jim Hall
 Chief Information Officer
 June 3, 2016

Records Destruction Procedure

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