

CHAPTER 10
CITY RECORDS

SECTION:

- 1-10-1: Destruction By Clerk
1-10-2: Destruction By Treasurer
1-10-3: City Council Approval

1-10-1: **DESTRUCTION BY CLERK:** The City Clerk with the approval of the Council may destroy the following City records:

- A. Claims and vouchers paid by the City more than ten (10) years prior to such destruction.
- B. Receipts, miscellaneous papers, and correspondence bearing dates more than ten (10) years prior to destruction. (1986 Code § 273.1)

1-10-2: **DESTRUCTION BY TREASURER:** The City Treasurer, with the written approval of the City Council, may destroy the following records:

- A. City orders paid more than ten (10) years prior to destruction.
- B. Bonds, bond coupons, and other evidences of indebtedness which have been printed but have not been used.
- C. After the expiration of one year from the date of replacement, temporary bonds, bond coupons, and other temporary evidences of indebtedness which have been placed by definitive bonds;
- D. Bonds, bond coupons, and other evidences of indebtedness which have been paid and cancelled or otherwise retired more than six (6) years prior to destruction. (1986 Code § 273.2)

1-10-3: CITY COUNCIL APPROVAL:

- A. Approval By Resolution: The approval of the Council shall be in the form of a resolution, listing the classes of records or the bonds, bond coupons, or other evidences of indebtedness authorized to be destroyed and the range of dates of the records in each class. Bonds and other evidences of indebtedness shall be listed by serial number and amount. Bond coupons shall be listed by setting forth the serial numbers of the bonds from which the coupons have been clipped.

- B. Historical Society: A copy of the resolution consenting to the destruction of such records may be sent to the Minnesota State Historical Society. If no petition or application requesting the records is received by the City within thirty (30) days after mailing of the resolution, the records shall be destroyed by the Clerk or Treasurer, as the case may be. (1986 Code § 273; 1997 Code)