

# PREBLE TOWNSHIP

## TOWNSHIP RECORDS RETENTION POLICY

The Board of Supervisors of Preble Township, Fillmore County, Minnesota, hereby approves and adopts the following Township Records Retention Policy:

### **Preface**

Preble Township officers and employees develop, receive and maintain written data concerning township meetings, transactions and activity. Some written data is required by Minnesota law to be developed, maintained and preserved by the township. Some written data is voluntarily developed and maintained by Preble Township officers and employees acting on behalf of the township.

The purpose of this Township Records Retention Policy is to create a written policy: (i) identifying the written data that constitutes township records, (ii) determining the location where the township records are to be preserved and maintained, (iii) identifying who may have access to township records, and (iv) determining how long township records are to be preserved and maintained.

### **What Written Data Constitutes Township Records**

Minnesota law requires all township officers to make and preserve all records necessary for a complete and accurate knowledge and record of the township's official activities.<sup>1</sup> In compliance with this statutory requirement, the rules and official positions of the Minnesota State Auditor, and this Township Records Retention Policy, the Preble Township Board of Supervisors declares all of the following township data to be owned solely and exclusively by Preble Township and to be official township records:

- Minutes of regular and special township board meetings.
- Minutes of annual and special town meetings.
- Minutes of township board committee meetings.
- Contracts and agreements between the township and any person or organization, including all (i) suppliers, contractors and providers, (ii) employees, and (iii) township officers.
- Correspondence, email messages and other written communications to the township from any person.
- Correspondence, email messages and other written communications from any township officer or employee (acting on behalf of the township) to any person.
- Invoices, bills, claims and other documents asserting a debt owed by the township.
- Invoices, bills, claims and other documents asserting a debt owed to the township.
- Logs and journals of road and bridge repair and maintenance activity.
- Reports and studies of road and bridge conditions and maintenance.
- Ordinances and laws of the township.
- Written policies and resolutions of the township.

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<sup>1</sup> Minnesota Statutes § 15.17, subd. 1.

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- Loan and financing documents of the township.
- Bank statements and bank records of the township.
- Checks and check registers of the township.
- Financial data, budgets, statements and records of the township maintained by the township.
- Content of all computers, hard drives, servers and other electronic storage equipment owned and maintained by the township.
- Deeds, contracts and other documents evidencing real property owned by the township.
- Contracts, bills of sale and other documents evidencing personal property, equipment, vehicles and other assets owned by the township.
- Insurance policies and related documents.
- Employment data of each and every employee of the township, including performance, disciplinary, promotion, health, wage, benefits, tax information.
- The Preble Township internet site at [www.prebletownship.com](http://www.prebletownship.com) and all electronic files comprising such internet site.<sup>2</sup>
- Federal, state and township elections and voting records of Preble Township.
- Applications for permits and permits, and their supporting schedules and data.
- Property tax levy, local government aid, grants, and assessment records.
- Advertisements and proofs of publication.
- Fence viewing records.
- Zoning and land use records.
- Townhall repair, rental, septic and inventory records.
- Petitions from the public.
- Any other written data designated by the Board of Supervisors.

**What Written Data Does Not Constitute Township Records**

Under the provisions of this Township Records Retention Policy, the following written data does not constitute township records:

- Incoming mail to Preble Township that has been reviewed by the Township Clerk or the Board of Supervisors and determined is not relevant to township business or operations.
- Written notes created by township officers during meetings, road tours or events for the purpose of refreshing the memories of each such township officers.

Since this written data does not constitute township records, the township and township officers are not obligated to maintain or preserve it.

**Who Preserves and Maintains Township Records**

The following individuals will be responsible for preserving and maintaining the township records

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<sup>2</sup> Written data contained in the Preble Township website is considered unofficial documents, and is not subject to Minnesota rules governing the responsibilities of township officers to preserve the website as official records. Website content is designed to provide access to the public, not to maintain an official archival record.

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of Preble Township:

1. The Township Clerk, who is the chief administrative officer of Preble Township, will be primarily responsible for preserving and maintaining all township records.
2. The Township Treasurer will be primarily responsible for preserving and maintaining the bank statements and bank records reflecting all checking and savings accounts and all certificates of deposit of Preble Township.
3. If a person is newly elected and qualifies to act as Township Clerk, the outgoing clerk will deliver all township records to the new Township Clerk.
4. If a person is newly elected and qualifies to act as Township Treasurer, the outgoing treasurer will deliver all township banking records to the new Township Treasurer.
5. The Township Clerk will preserve and maintain all employment data and information concerning employees of Preble Township.
6. The township officer or employee designated to administer the Preble Township internet site will be primarily responsible for preserving and maintaining all electronic files comprising such internet site.

**Locations for Maintaining Township Records**

Preble Township does not keep its townhall open for township business on a daily basis. The Preble Townhall is typically open only for meetings of the Board of Supervisors, township residents, or committees of township residents. The Township Clerk does not have an office at the Preble Townhall. Therefore, township records will be preserved and maintained in the following locations:

1. All inactive, dormant and historical township records will be maintained in suitable file cabinets at the Preble Townhall. Such township records will be determined by the Township Clerk as not necessary to the current operations and activity of the township, and will be segregated from active and current township records.
2. All active and current township records will be maintained by the Township Clerk at the clerk's residence in Preble Township.
3. All active and current bank statements and bank records of the township will be maintained by the Township Treasurer at the treasurer's residence in Preble Township.
4. All electronic files comprising the Preble Township internet site will be maintained on the personal computer of the township officer or employee designated to administer the internet site. If the Township Clerk, at any time, requests that such person administering the internet site deliver copies of the electronic files comprising the internet site to the clerk, such person will immediately

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comply with the Township Clerk's request.

5. All township records being used by any township officer, employee, agent or resident for township business may be temporarily maintained as such person's residence or office. After such person has finished using such township records, such person will deliver the township records to the Township Clerk. If the Township Clerk, at any time, requests that any person holding township records delivers such township records to the clerk, such person will immediately comply with the Township Clerk's request.

6. All email messages concerning Preble Township business that have been sent or received by township officers, employees or agents, should be preserved and maintained by the township officers, employees or agents sending or receiving such email messages. The Township Clerk may periodically request that township officers, employees or agents provide the clerk with copies of email messages which such township officers, employees or agents have sent or received that are relevant to Preble Township business.

**Access To Township Records**

The Minnesota Government Data Practices Act governs access to township records, and is adopted by Preble Township as the standard for controlling access to township records. Subject to the relevant provisions of the Minnesota Government Data Practices Act, the following requestors will be entitled to inspect and review township records:

1. The Township Clerk will be entitled to inspect and review all township records, at any time, wherever such township records are located, by request to the person holding such township records.

2. All township officers will be entitled to inspect and review all township records, at any time, wherever such township records are located, by request to the Township Clerk or other person holding such township records.

3. All employees of federal, state or county governmental agencies will be entitled to inspect and review relevant township records, by written request to the Township Clerk.

4. All township residents will be entitled to inspect and review relevant township records, by written request to the Township Clerk.

5. All members of media will be entitled to inspect and review relevant township records, by written request to the Township Clerk.

6. All members of the public, who are not township residents, will be entitled to inspect and review relevant township records, by written request to the Township Clerk.

7. No person will be entitled to inspect or review the employment records of any township employee, except for (i) an employee requesting the opportunity to inspect or review such

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employee's own employment records, or (ii) any township officer.

8. Arrangements for access to township records will be made with the Township Clerk at dates and times mutually convenient to the Township Clerk and the requestor. The requestor will complete an information request form provided by the Township Clerk.

9. All inspections of township records will occur at the Preble Townhall, or at such other location determined by the Township Clerk.

10. The Township Clerk will be entitled to charge persons requesting copies of township records the appropriate copying and mailing fees, as allowed under Minnesota law and determined by the township.

**How Long Must Township Records Be Preserved And Maintained**

As a general rule, all township records will be preserved and maintained indefinitely. No township records will be destroyed without the prior approval of the Preble Township Board of Supervisors. Township records will not be destroyed unless the township adopts a record retention schedule approved by the Minnesota State Records Disposition Panel.

Dated: April 15, 2008

Gerald Peter  
Supervisor

Brad Kelly  
Supervisor

Attest:  
David Larson  
David Larson, Township Clerk

David Williams  
Supervisor