



CITY OF RAPID CITY

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MEMORANDUM

TO: Russ Tiensvold, Information Technology Officer

FROM: Allison Marsland, Assistant City Attorney 

DATE: December 7, 2011

RE: Records Retention

In 2005, the City of Rapid City adopted the South Dakota Municipalities Records Retention and Destruction Schedule ("Records Retention Policy") by the attached resolution.

Also attached is Record Series No. Mun-22 ("Mun-22"), which addresses the retention of electronic mail. Mun-22 in relevant part reads as follows:

RETENTION: If the e-mail message is an official record made or received pursuant to law or in connection with the transaction of official business, the retention period should be covered by an existing record series. It is appropriate to print record e-mails and file them with like paper records.

It is the opinion of the City Attorney's Office that electronic mail that constitutes a public record or official City business may be retained in a storage medium that is searchable, retrievable, and readable.

Mun-22 provides that printing e-mails to retain with like paper records is appropriate. The Information Technology Division may be aware of available electronic storage mediums. Any electronic storage medium that provides search, retrieve, and read functionalities would be appropriate under the City's Records Retention Policy.