

RESOLUTION ADOPTING RECORDS RETENTION AND DESTRUCTION
SCHEDULE MANUAL

WHEREAS, it is necessary to provide uniform retention and destruction schedules of municipal records to provide efficient management and to comply with State Law; and

WHEREAS, the State Bureau of Administration has prepared a guide for all municipal offices in South Dakota;

NOW THEREFORE BE IT RESOLVED that the South Dakota Municipalities Records Retention and Destruction Schedule be adopted as the Records Management Policy for the City of Rapid City.

Dated this 21st day of March, 2005.

THE COMMON COUNCIL

ATTEST:

Mayor

Finance Officer

(SEAL)