

TOWNSHIP OF PRINCETON
MILLE LACS COUNTY, MINNESOTA
RESOLUTION 2026-09

ESTABLISHING A RETENTION POLICY FOR ELECTRONIC NOTES USED IN THE
PREPARATION OF OFFICIAL MEETING MINUTES

WHEREAS, the Township maintains official meeting minutes as the permanent legal record of proceedings and

WHEREAS, Staff or appointed officials may create temporary electronic notes, recordings, or drafts solely for the purpose of assisting in the preparation of said minutes and

WHEREAS, such working materials are not considered the official record once the minutes have been approved by the governing body and

WHEREAS, the Township desires to establish a clear and consistent retention schedule for these temporary electronic notes in accordance with applicable state records retention laws

NOW, THEREFORE, BE IT RESOLVED by the Township of Princeton, that:

1. Definition: Electronic notes shall mean any digital text files, word processing documents, or similar electronic materials created for the sole purpose of drafting official meeting minutes.
2. Retention Period: Electronic notes shall be retained only until the official minutes for the corresponding meeting have been reviewed and approved by the governing body.
3. Disposition: Upon approval of the official minutes, all related electronic notes shall be securely deleted or otherwise destroyed within 30 days.
 - . Compliance: The Township Clerk or designated records officer shall ensure compliance with this resolution and maintain documentation of destruction where required.

Adopted on this 19th day of May 2026.

BY THE TOWN BOARD



Eugene Stoeckel, Town Chair

Attest. 

Tammy Creasy, Clerk/Treasurer