

STAFF REPORT**Agenda Item: 6.f**

Council Meeting: June 25, 2026	Prepared By: Deb Johnson, City Clerk
Topic: Designation of Electronic Records as the Official Record Copy of the City of Corcoran.	Action Required: Adoption

Summary

As the City of Corcoran continues to convert paper records to electronic records management storage (Laserfiche), staff is recommending that City Council adopt a resolution designating its electronic records as the official records copy.

Minnesota law permits government records to be maintained in electronic form, provided such records are retained, preserved, and accessible for the the period required by applicable law and as stated in the General Records Retention Schedule for Minnesota cities which was adopted by City Council Resolution 1986-42.

Recommendation

Adopt Resolution 2026-50 Designating Electronic Records as the Official Record Copy of the City of Corcoran

Council Action

Adopt Resolution 2026-50 Designating Electronic Records as the Official Record Copy of the City of Corcoran

Attachments

1. [Resolution 2026-50 Recognizing Electronic Copies as the Official Record of the City.doc](#)
2. [Resolution 1986-42 Adopting General Records Retention Schedule.pdf](#)