

## CHAPTER 695—H. F. No. 1437

[Coded in Part]

*An act relating to certain public records; providing a records management program and a program to preserve records in the event of an emergency; amending Minnesota Statutes 1961, Sections 138.14 and 138.17 by adding subdivisions thereto.*

Be it enacted by the Legislature of the State of Minnesota:

Section 1. Minnesota Statutes 1961, Section 138.14, is amended to read:

**138.14 Public records; management program; members; organization of commission.** The state auditor, the attorney general, the commissioner of administration, the public examiner and the director of the Minnesota State Historical Society shall ex officio constitute said commission. The commissioner of administration is ex officio chairman of the commission. ~~The director of the Minnesota State Historical Society is ex officio the secretary of the commission.~~

Sec. 2. Minnesota Statutes 1961, Section 138.17, is amended by adding a subdivision to read:

*Subd. 7. **Records management program.** A records management program for the application of efficient and economical management methods to the creation, utilization, maintenance, retention, preservation, and disposal of official records shall be administered by the State Archives Commission. The State Archives Commission is empowered to establish standards, procedures, and techniques for effective management of public records, to make continuing surveys of paper work operations, and to recommend improvements in current records management practices including the use of space, equipment, and supplies employed in creating, maintaining, preserving and disposing of public records. It shall be the duty of the head of each state agency and the governing body of each county, municipality, and other subdivision of government to cooperate with the State Archives Commission in conducting surveys and to establish and maintain an active, continuing program for the economical and efficient management of the records of said agency, county, municipality, or other subdivision of government. When requested by the State Archives Commission, public officials shall assist the commission in the preparation of an inclusive inventory of records in their custody, to which shall be attached a schedule, approved by the head of the governmental unit or agency having custody of the records and the State Archives Commission, establishing a time period for the retention or disposal of each series of records.*

**Changes or additions indicated by italics, deletions by ~~strikeout~~.**

Sec. 3. Minnesota Statutes 1961, Section 138.17, is amended by adding a subdivision to read:

*Subd. 8. Emergency records preservation. In light of the danger of nuclear or natural disaster, the State Archives Commission shall establish and maintain a program for the selection and preservation of public records considered essential to the operation of government and to the protection of the rights and interests of persons, and shall make or cause to be made preservation duplicates or designate as preservation duplicates existing copies of such essential public records. Preservation duplicates shall be durable, accurate, complete, and clear, and such duplicates reproduced by photographic or other process which accurately reproduces and forms a durable medium for so reproducing the original shall have the same force and effect for all purposes as the original record whether the original record is in existence or not. A transcript, exemplification, or certified copy of such preservation duplicate shall be deemed for all purposes to be a transcript, exemplification, or certified copy of the original record. Such preservation duplicates shall be preserved in the place and manner of safekeeping prescribed by the State Archives Commission.*

*Every county, municipality, or other subdivision of government may institute a program for the preservation of necessary documents essential to the continuity of government. Such a program shall first be submitted to the State Archives Commission for its approval or disapproval and no such program shall be instituted until such approval is obtained.*

Approved May 14, 1963.

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CHAPTER 696—H. F. No. 1561

*An act relating to water and sewer systems and sewage disposal plants in cities of the second, third, and fourth class, villages, and boroughs; amending Minnesota Statutes 1961, Section 444.075, Subdivisions 1, 2, and 3; and repealing Section 444.075, Subdivision 6.*

Be it enacted by the Legislature of the State of Minnesota:

Section 1. Minnesota Statutes 1961, Section 444.075, Subdivision 1, is amended to read:

**444.075 Waterworks systems, main sewers, sewage disposal plants.** Subdivision 1. **Authorization.** Any city, except cities

**Changes or additions indicated by italics, deletions by strikeout.**