

PROPOSED RESOLUTION NO. 27-26

A RESOLUTION RECOGNIZING ELECTRONIC RECORDS MAINTAINED IN LASERFICHE AND HUMAN RESOURCE INFORMATION SYSTEM PAYCOM AS ORIGINAL DOCUMENTS AND OFFICIAL CITY RECORDS

WHEREAS, the City Council adopted Resolution No. 31-13 on June 25, 2013, recognizing scanned documents maintained in Laserfiche as official City records; and

WHEREAS, since adoption of the 2013 resolution, the City has expanded its use of electronic records management technology and now creates, maintains, and retains official City records not only through Laserfiche digital imaging, but also through the City's Human Resources Information System Paycom ("HRIS") for personnel, payroll, leave, benefits, employment, and related human resources records; and

WHEREAS, Minnesota Statute 15.17, subd. 1., requires public officers to make and preserve records necessary to provide a full and accurate account of their official activities and authorizes government records to be created and maintained in computerized form; and

WHEREAS, Minnesota Statutes section 15.17, subdivision 1, authorizes public officers to reproduce eligible government records by digital imaging or other methods that clearly and accurately reproduce the original records, and to designate those reproductions as the original record; and

WHEREAS, the City uses Laserfiche as its digital imaging system and repository for scanned records and has used Laserfiche for digital records management since 2003; and

WHEREAS, the City uses its HRIS as the official system for creating, maintaining, and retaining personnel, payroll, leave, benefits, employment, and related human resources records; and

WHEREAS, the City desires to update and replace its 2013 resolution to recognize both scanned records maintained in Laserfiche and computerized records maintained in the HRIS as official City records, subject to applicable records retention, data practices, security, and disposition requirements;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF LUVERNE, MINNESOTA, as follows:

1. **Official electronic records.** Records scanned and retained in Laserfiche, and records created, received, maintained, or retained in the City's HRIS, are recognized as official City records when maintained in accordance with applicable law, the City's approved records retention schedule, and City records management procedures.
2. **Laserfiche.** Laserfiche is designated as the City's digital imaging and records-management system for scanned City records and other documents assigned to that system. A scanned record retained in Laserfiche may serve as the City's official record

copy when the electronic image is complete, accurate, legible, retrievable, and protected from unauthorized alteration or deletion.

3. **Human Resources Information System.** The City's HRIS Paycom is designated as the official system of record for personnel, payroll, leave, benefits, employment, and related human resources records created or maintained in that system. Records maintained in the HRIS may serve as the City's official record copy when they are complete, accurate, accessible, secure, and retained for the applicable retention period.
4. **Quality control.** Before a paper source document is treated as an official electronic record copy in Laserfiche, the responsible department shall verify that the image is a complete and accurate reproduction of the source document, including all pages, attachments, signatures, dates, and other material information.
5. **Retention and disposition.** Records maintained in Laserfiche and the HRIS shall be retained for the periods required by the City's approved records retention schedule. The City may dispose of official records only as authorized by the applicable retention schedule, Minnesota Statutes section 138.17, and other applicable law. The City shall maintain a record of authorized records dispositions as required by law.
6. **Paper source documents.** City staff may discontinue the practice of boxing and retaining paper source documents that have been scanned into Laserfiche and verified as complete and accurate electronic reproductions, provided that:
 - The paper source document is not archival and is not otherwise required by law to be retained in its original paper format.
 - The verified electronic record is maintained in Laserfiche for the applicable retention period.
 - The paper source document is disposed of securely and in accordance with applicable law and City procedures.
7. **Permanent and archival records.** Permanent or archival records shall be preserved in the format, medium, and manner required by the City's approved records retention schedule, Minnesota law, and applicable State Archives or Records Disposition Panel requirements. Nothing in this resolution authorizes destruction of an original permanent or archival record unless that destruction is specifically authorized.
8. **Security and access.** Access to Laserfiche and HRIS records shall be limited to authorized personnel with a work related need to access the data. Personnel, payroll, and other nonpublic data shall be collected, accessed, used, retained, and disclosed in accordance with the Minnesota Government Data Practices Act and other applicable law.
9. **Administration.** The City Administrator and Operations/HR Director and their designees are authorized to establish and maintain procedures necessary to implement this resolution, including procedures for scanning, quality control, metadata, system access, audit trails, backup, security, disaster recovery, record retention, disposition, and migration of electronic records if Laserfiche or the HRIS is replaced, discontinued, or materially changed.
10. **Superseding resolution.** This resolution supersedes and replaces Resolution No. 31-13, adopted by the City Council on June 25, 2013.

ADOPTED BY THE CITY COUNCIL OF THE CITY OF LUVERNE, MINNESOTA,
this 25th day of August 2026.

Patrick T. Baustian, Mayor

ATTEST:

Jill Wolf, City Administrator