

CHAPTER 138

HISTORICAL SOCIETIES; SITES; ARCHIVES;
ARCHAEOLOGY; FOLKLIFE138 054 Minnesota history and government
learning center138 17 Government records, administration
138 35 State archaeologist**138.054 MINNESOTA HISTORY AND GOVERNMENT LEARNING CENTER.***[For text of subd 1, see M S 1998]*

Subd 2 **Establishment.** (a) There is hereby established a Minnesota history and government learning center

(b) The center shall be cosponsored by the Minnesota historical society, the board of trustees of the Minnesota state colleges and universities, and the department of children, families, and learning

(c) The headquarters of the center shall be the Minnesota historical society

(d) The director of the Minnesota historical society shall appoint the administrator of the center after consultation with the executive council of the Minnesota historical society, the chancellor of the board of trustees of the Minnesota state colleges and universities and the commissioner of children, families, and learning

(e) High school and university students selected for workshops sponsored by the center shall be apportioned evenly among the legislative districts of the state

History: 1998 c 398 art 5 s 55

138.17 GOVERNMENT RECORDS; ADMINISTRATION.*[For text of subs 1 to 6, see M S 1998]*

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 commissioner of administration with assistance from the director of the historical society. The state records center which stores and services state records not in state archives shall be administered by the commissioner of administration. The commissioner of administration is empowered to (1) establish standards, procedures, and techniques for effective management of government records, (2) make continuing surveys of paper work operations, and (3) recommend improvements in current records management practices including the use of space, equipment, and supplies employed in creating, maintaining, preserving and disposing of government 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 commissioner in conducting surveys and to establish and maintain an active, continuing program for the economical and efficient management of the records of each agency, county, municipality, or other subdivision of government. When requested by the commissioner, public officials shall assist 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 commissioner, establishing a time period for the retention or disposal of each series of records. When the schedule is unanimously approved by the records disposition panel, the head of the governmental unit or agency having custody of the records may dispose of the type of records listed in the schedule at a time and in a manner prescribed in the schedule for particular records which were created after the approval. A list of records disposed of pursuant to this subdivision shall be forwarded to the commissioner and the archivist by the head of the governmental unit or agency. The archivist shall maintain a list of all records destroyed.

Subd 8 **Emergency records preservation.** In light of the danger of nuclear or natural disaster, the commissioner of administration, with the assistance of the director of the histori-

cal society, 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 commissioner.

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 commissioner for approval or disapproval and no such program shall be instituted until such approval is obtained.

[For text of subs 9 and 10, see M S 1998]

History: 1999 c 250 art 1 s 80,81

138.35 STATE ARCHAEOLOGIST.

Subdivision 1 Appointment. The state archaeologist shall be a qualified professional archaeologist appointed by the commissioner of administration in consultation with the executive council of the Minnesota historical society, the Indian affairs council, and other interested parties to perform the duties in sections 138.31 to 138.42.

Subd 1a Administrative support; staff. The commissioner of administration shall provide the state archaeologist with necessary administrative services. State agencies shall provide the state archaeologist upon request with advisory staff services on matters relating to the duties and jurisdiction of the state archaeologist. The state archaeologist shall hire staff and maintain offices as necessary to perform the duties in sections 138.31 to 138.42.

[For text of subs 1b and 2, see M S 1998]

History: 1999 c 91 s 1,2