

City of Minneapolis
Request for Committee Action

To: Audit Committee
Date: 10/20/2015
Referral: N/A
From: Internal Audit
Prepared by: Will Tetsell
Presented by: Will Tetsell
File type: Receive & File
Subcategory: Report

Subject:

Records Management Audit Report

Description:

1. Receiving the Records Management Audit Report
2. Directing staff to publish the report
3. Referring the report to the City Council

Previous Actions:

None

Ward/Address:

Background/Analysis:

The objective of the audit was to assess the effectiveness of the City's adherence to the Minnesota Government Data Practices Act, Minnesota Records Management Statute, Minnesota Official Records Act—and related City policies and procedures. Internal Audit identified findings in the following areas: records liaison roles, policies and procedures, data element identification and classification, access to data and adherence to legal requirements.

Financial Review:

No financial impact.

Remediating the audit findings may require additional appropriations.

- Future budget impact anticipated.**
- Approved by the Permanent Review Committee.**
- Meets Small and Underutilized Business Program goals.**

Attachments:

1. Records Management Audit Report