APPENDIX F

SAMPLE ADOPTING RESOLUTION

RESOLUTION ___
OF THE TOWN (CITY) OF _____
ADOPTING BY REFERENCE THE COLORADO MODEL
MUNICIPAL RECORDS RETENTION SCHEDULE

WHEREAS, the Town (City) of _____, Colorado (hereinafter the "Town/City"), wishes to improve its records management practices through the adoption of a records retention schedule; and

WHEREAS, the Town (City) recognizes the value of adopting a records retention schedule to provide legal authority for the destruction of nonpermanent municipal records when they are no longer needed and the permanent retention of municipal records that have enduring value; and

WHEREAS, the Colorado Model Records Retention Schedule is available for adoption by Colorado municipalities, with or without local exceptions; and

WHEREAS, local adoption of the Colorado Model Municipal Records Retention Schedule will benefit the Town (City), its residents and taxpayers by providing minimum retention periods for Town (City) records; and

WHEREAS, the Town (City) wishes to adopt the Colorado Model Records Retention Schedule as approved by the Colorado State Archives and as it may be subsequently revised and amended from time to time.

NOW, THEREFORE, BE IT RESOLVED BY THE (GOVERNING BODY) OF THE TOWN (CITY) OF _____ as follows:

Section 1. That the Colorado Model Municipal Records Retention Schedule is hereby adopted by reference by the Town (City) as it is currently approved by the Colorado State Archives and as it may be revised and amended by that agency from time to time in the future.

Section 2. That the Town (City) Clerk is hereby authorized to submit a request to the Colorado State Archives for authorization for the Town (City) to follow the Colorado Model Municipal Records Retention Schedule.

Passed and adopted by the (Governing Body) of the Town (City) of _____, this ____ day of _____, 20__.

_____
Mayor

ATTEST:

_____
City Clerk