

RESOLUTION # 007-2006

A RESOLUTION OF THE TOWN OF CRESTONE, COLORADO,
ESTABLISHING A RECORDS RETENTION POLICY, DESIGNATING THE
OFFICIAL CUSTODIAN OF PUBLIC RECORDS AND ADOPTING THE MODEL
MUNICIPAL RECORDS RETENTION SCHEDULE

WHEREAS, the Town of Crestone, Colorado, herein referred to as "Town", wishes to improve its records management practices through the designation of the Town Clerk as the official custodian for public records and through the adoption of a records retention schedule; and

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

WHEREAS, the Colorado State Archives adopted the "Model Municipal Records Retention Schedule" (hereinafter the "Model Records Retention Schedule") for statewide use by Colorado municipalities on September 14, 2001; and

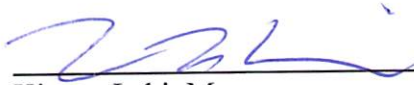
WHEREAS, the Model Retention Schedule is now available for use by Colorado municipalities; and

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

NOW THEREFORE BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE TOWN OF CRESTONE, COLORADO:

The Town of Crestone, Colorado hereby adopts the Model Municipal Retention Schedule attached hereto as Exhibit A, for the Town of Crestone, Colorado.

ADOPTED this 13th day of November, 2006.


Kizzen Laki, Mayor

ATTEST:


Janet Dossigny, Town Clerk

