

RESOLUTION NO. 18-05

RESOLUTION OF THE TOWN OF RIDGWAY, COLORADO AUTHORIZING A RECORDS MANAGEMENT PROGRAM AND ADOPTING THE COLORADO MUNICIPAL RECORDS RETENTION SCHEDULE

Whereas, the Town of Ridgway recognizes the need to establish a records management plan for all Town records; and

Whereas, the Colorado State Archives has developed, in cooperation with the Colorado Attorney Generals Office and the State Auditors Office, the Colorado Municipal Records Management Manual which contains the Municipal Records Retention Schedule for municipalities to use and follow; and

Whereas, the Town wishes to follow State procedures, guidelines and regulations as outlined in the Colorado Municipal Records Management Manual and the Colorado Municipal Records Retention Schedule, for public records retention and disposition;

NOW THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF RIDGWAY, COLORADO that the Town Council hereby:

1. Adopts the Colorado Municipal Records Retention Schedule and all subsequent revisions;
2. Designates the Town Clerk as the Records Manager, and authorizes her to act for and on behalf of the Town of Ridgway in directing and coordinating the maintenance of all Town records and records management matters under the Colorado Municipal Records Retention Schedules, including the retention and disposition of records as outlined in said schedules;
3. Authorizes the Town Clerk to submit a request to the Colorado State Archives Records Management Team to use the Colorado Records Retention Schedules as legal authority, for the preservation and destruction of Town records.

APPROVED AND ADOPTED this 11th day of April, 2018.

John I. Clark, Mayor

ATTEST:

Pam Kraft, MMC, Town Clerk