

Use Your Agency's Letterhead

A Resolution Adopting the Colorado Retention Manual

For the _____ District

Whereas, the _____ District recognizes a need for a comprehensive records retention schedule for the district's non-permanent records and the retention of those records that have long-term administrative, fiscal and historical value; and

Whereas, the Colorado State Archives has developed a state-wide record retention schedule in cooperation with the Colorado Special Districts Association, the Colorado Attorney General's Office and the State Auditor's Office for special districts to use follow; and

Now, therefore, be it resolved by the Board of Directors of the _____ District, that it hereby adopts the 2008 Colorado Special District Records Retention Schedule and all subsequent revisions, and authorizes the District Secretary to Submit the request to be used as legal authority for the destruction and preservation of district records to the Colorado State Archives on behalf of the district.

Passed and Adopted by the Board of Directors of the _____ District this _____ day of august 2008.

Chair Person

Attest:
