

RESOLUTION 73-2019

WHEREAS, the County of Washington, Colorado (hereinafter the "County"), wishes to improve its records management practices through the adoption of an archive and records retention schedule; and

WHEREAS, the County recognizes the value of adopting an archives and records retention schedule to provide legal authority for the destruction of nonpermanent county records when they are no longer needed and the permanent retention of county records that have enduring value; and

WHEREAS, the Colorado County Clerks Association Archives and Records Retention Schedule is available for adoption by Colorado Counties, with or without county exceptions; and

WHEREAS, county adoption of the Colorado County Clerks Association Archive and Record Retention Schedule will benefit the County, its residents and taxpayers by providing minimum retention periods for County records; and

WHEREAS, the County wishes to adopt the Colorado County Clerks Association Archives and 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 BOARD OF COUNTY COMMISSIONERS OF THE COUNTY OF WASHINGTON as follows:

Section 1. That the Colorado County Clerks Association Archive and Record Retention Schedule is hereby adopted by reference by the County as it is currently approved by the Colorado State Archives and as it may be reviewed and amended by that agency from time to time in the future.

Section 2. That the County Clerk is hereby authorized to submit a Request for Adoption to the Colorado State Archives for authorization for the County to follow the Colorado County Clerks Association Archives and Records Retention Schedule.

The foregoing Resolution was presented at a regular meeting of the Washington County Commissioners held on the 17th day of September 2019, by Commissioner Wells who moved its adoption. The motion was seconded by Commissioner Willeke and on roll call vote, all votes being yes, the resolution was adopted.



Attest: *[Signature]*

[Signature]
Chairman

[Signature]
Commissioner

[Signature]
Commissioner