

TOWN OF PITKIN, COLORADO
RESOLUTION NO. 6, SERIES 2016

A RESOLUTION ADOPTING THE COLORADO MUNICIPAL RECORDS RETENTION
SCHEDULE

WHEREAS, the Town of Pitkin, Colorado recognizes the need for a comprehensive records retention schedule for the destruction of nonpermanent municipal records and the retention of municipal records of enduring and historical value; and

WHEREAS, the Colorado State Archives offers the Model Municipal Records Retention Schedule for statewide use by Colorado municipalities and is strongly encouraging all Colorado municipalities to adopt said Schedule; and

WHEREAS, adoption of the Municipal Records Retention Schedule and its subsequent revisions and amendments will benefit the Town of Pitkin, its residents and its taxpayers by providing appropriate and legal minimum retention periods for its municipal records.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE TOWN OF PITKIN, COLORADO;

That the Colorado Municipal Records Retention Schedule approved by the Colorado State Archives is hereby adopted by reference, along with its subsequent revisions and amendments; and

That the Town Clerk, as the custodian of all papers, documents and records pertaining to the Town, will obtain the required authorization from the Colorado State Archives to follow said Schedule.

INTRODUCED, READ, AND ADOPTED THIS 12TH DAY OF July, 2016.



ATTEST:
SJK

Sara Gibb, Town Clerk

TOWN OF PITKIN, COLORADO
BOARD OF TRUSTEES OF THE TOWN
OF PITKIN, COLORADO

By: *Steve Pinkston*
Steve Pinkston, Mayor