

RESOLUTION NO. 16  
SERIES OF 2002

INTRODUCED BY BONNIE BLUM  
SECONDED BY DOUG TISDALE

A  
RESOLUTION  
OF THE CITY COUNCIL  
ADOPTING THE MODEL MUNICIPAL RECORDS  
RETENTION SCHEDULE

WHEREAS, Section 6.2(b) of the Charter of the City of Cherry Hills Village defines the City Clerk to be the custodian of the official records of the municipality, and

WHEREAS, the official custodian of public records may make such rules and regulations necessary for the protection of such records, and

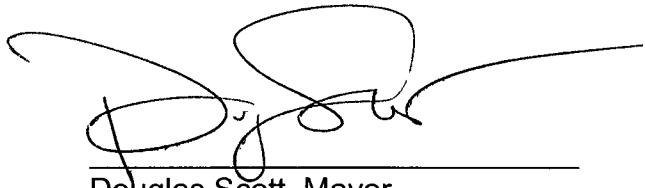
WHEREAS, the most important part of the city's records program is the retention schedule, which provides for systematic review and destruction of records not required to be retained by law, reduces the cost of records storage, and minimizes the risks and liabilities associated with document retention, and

WHEREAS, the Colorado Municipal Clerks' Association in cooperation with the Colorado State Archives has provided a Model Municipal Records Retention Schedule, which schedule must be adopted by the governing body and submitted to the Colorado State Archives.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF CHERRY HILLS VILLAGE, COLORADO:

That the City Council of the City of Cherry Hills Village hereby adopts the attached Model Municipal Records Retention Schedule and authorizes the City Clerk to submit the request to be used as legal authority for destruction of municipal records to the Colorado State Archives on behalf of the City of Cherry Hills Village.

Introduced, passed and adopted at the regular meeting of City Council this 19<sup>th</sup> day of November 2002, by a vote of  
6 Yes and 0 No.

  
Douglas Scott, Mayor

ATTEST:

  
Jennifer Pettinger, City Clerk

(SEAL)

