

RESOLUTION 4-2008

**RESOLUTION OF THE TOWN OF MOFFAT ADOPTING
BY REFERENCE THE COLORADO MODEL MUNICIPAL RECORDS
RETENTION SCHEDULE**

WHEREAS, the Town of Moffat, Colorado (hereinafter the "Town") wishes to improve its records management practices through the adoption of a records retention schedule; and

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

WHEREAS, the Colorado Model Municipal Records Retention Schedule is available for adoption by Colorado municipalities, with or without local exceptions; and

WHEREAS, local adoption of the Colorado Model Municipal Records Retention Schedule will benefit the Town, its residents and taxpayers by providing minimum retention periods for Town records; and

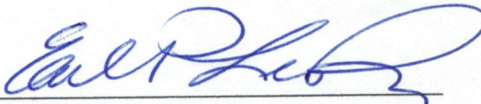
WHEREAS, the Town wishes to adopt the Colorado Model Municipal Records Retention Schedule as approved by the Colorado State Archives and as it may be subsequently revised and amended from time to time.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF THE TOWN OF MOFFAT as follows:

Section 1. That the Colorado Model Municipal Records Retention Schedule is hereby adopted by reference by the Town as it is currently approved by the Colorado State Archives and as it may be revised and amended by that agency from time to time in the future.

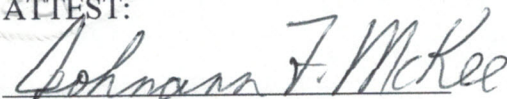
Section 2. That the Town Clerk is hereby authorized to submit a request to the Colorado State Archives for authorization for the Town to follow the Colorado Model Municipal Records Retention Schedule.

Passed and adopted by the Board of the Town of Moffat, this 2nd day of September 2008.

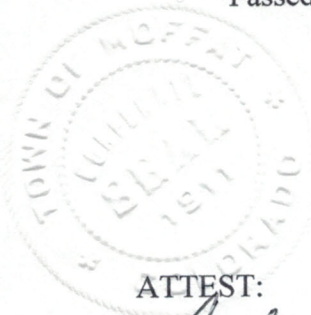


Mayor

ATTEST:



Town Clerk




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NAME OF MUNICIPALITY: Town of Moffat
CONTACT PERSON/TITLE: Jahnaann McKee, Town Clerk/Treasurer
MAILING ADDRESS: P.O. Box 353 Moffat CO 81143
TELEPHONE: 719-588-2391 E-MAIL: townofmoffat@gmail.com
LOCAL EXCEPTIONS: NONE

(List and provide basis and description of any local exceptions for records retention periods that are specified by local ordinance, Home Rule Charter provision, formal direction of the governing body, etc., that differ from those set out in the Model Municipal Records Retention Schedule. Use additional pages if needed.)

THE ABOVE MUNICIPALITY HEREBY REQUESTS APPROVAL FROM THE COLORADO STATE ARCHIVES TO FOLLOW THE MODEL MUNICIPAL RECORDS RETENTION SCHEDULE REVISED MARCH 27, 2007, WITH THE LOCAL EXCEPTIONS INDICATED.


SIGNATURE OF AUTHORIZED MUNICIPAL REPRESENTATIVE
10/1/8
DATE OF SUBMITTAL OF REQUEST FOR APPROVAL

MAIL APPROVAL REQUEST FORM TO: MR. TERRY KETELSEN, COLORADO STATE ARCHIVIST, 1313 SHERMAN STREET, ROOM 1B-20, DENVER, CO 80203. FOR FURTHER INFORMATION, CONTACT THE COLORADO STATE ARCHIVES AT (303) 866-2550.

COLORADO STATE ARCHIVES APPROVAL

APPROVED BY: _____

DATE OF APPROVAL: _____
[http://www.colorado.gov/dpa/doit/archives/rmm_dir/MunicipalRMM/mrmmbot.htm]