



MEMO TO: Mayor Vandernail and the Board of Trustees  
FROM: Antoinette McVeigh, Town Clerk  
DATE:  
SUBJECT: Model Municipal Records Retention Schedule

MATTER BEFORE BOARD:  
Adopting by Reference the Model Municipal Records Retention Schedule.

ACTION REQUESTED:  
Approve the Colorado State Archives Model Municipal Records Retention Schedule as the Town of Fraser's Record Retention Schedule.

BACKGROUND:  
The Colorado State Archives approved the Model Municipal Records Retention Schedule in 2001. The State Archivist approved the modified Fraser Municipal Records Retention Schedule on August 29, 2002. The town has not updated nor modified the retention schedule since this time. The Model Municipal Records Retention Schedule has had subsequent revisions and amendments since 2001. The Town would benefit from adopting the complete unmodified Model Municipal Records Retention Schedule and all subsequent revisions and amendments in the future.

The full Model Municipal Records Retention Schedule can be viewed with the link:  
<https://archives.colorado.gov/records-management/municipal-records-management>

ALTERNATIVES:  
Deny Resolution 11-02-2022

RECOMMENDATION:  
Staff recommends approving Resolution 11-02-2022 Adopting by Reference the Model Municipal Records Retention Schedule.