

TOWN OF FRASER

RESOLUTION NO. 2022-11-12

ADOPTING BY REFERENCE THE MODEL MUNICIPAL RECORDS RETENTION SCHEDULE

WHEREAS, the Town of Fraser, 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 adopted the *Model Municipal Records Retention Schedule* for statewide use by Colorado municipalities in September 2001; and has approved subsequent revisions and amendments.

WHEREAS, Resolution 09-01-02 adopted by reference a modified Fraser Municipal Records Retention Schedule approved by the Colorado State Archives on August 29, 2002; and

WHEREAS, the Town of Fraser, its residents, and its taxpayers will benefit by providing minimum retention periods for its municipal records by adopting the complete *Model Municipal Records Retention Schedule*

NOW THEREFORE, BE IT RESOLVED by the Board of Trustees of the Town of Fraser, Colorado, as follows:

1. The Model Municipal Records Retention Schedule is hereby adopted by reference by the Town, along with its subsequent revisions and amendments based on the *Model Municipal Records Retention Schedule* provided by the Colorado State Archives.
2. The Town Clerk is hereby authorized to implement said Model Municipal Records Retention Schedule for the retention and disposition of the Town of Fraser's municipal records.

DULY MOVED, SECONDED, AND ADOPTED THIS ____ DAY OF _____, 2022.

Votes in favor: ____
 Votes opposed: ____
 Absent: ____
 Abstained: ____

BOARD TRUSTEES OF THE
TOWN OF FRASER, COLORADO

BY: _____
Mayor

(S E A L)

ATTEST:

Town Clerk