

RESOLUTION NO. 6 SERIES OF 2024

A RESOLUTION OF THE TOWN OF WILLIAMSBURG, COLORADO, ADOPTING THE COLORADO MUNICIPAL RECORDS RETENTION SCHEDULE

WHEREAS, the Town of Williamsburg recognizes the need for a comprehensive records retention schedule for the Town’s non-permanent records and the retention of those records that have long-term administrative, fiscal, and historical value; and

WHEREAS, the Colorado State Archives has developed a statewide records retention schedule in cooperation with the Colorado Special Districts Association, the Colorado Attorney General’s Office, and the State Auditor’s Office, which is available for use by local governments, including special districts, to ensure consistent and lawful management of records; and

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of the Town of Williamsburg, Colorado, that the Town hereby adopts the 2008 Colorado Special District Records Retention Schedule, along with any subsequent revisions, as the official records retention policy for the Town; and

BE IT FURTHER RESOLVED that the Town Clerk is authorized and directed to submit the necessary request to the Colorado State Archives for approval of this retention schedule, to be used as legal authority for the preservation and destruction of the Town’s records.

PASSED AND ADOPTED this 15th day of October 2024, by the Board of Trustees of the Town of Williamsburg, Colorado.

Brian Dreitz, Mayor Pro Tem

ATTESTATION

Ashley Smith, Town Clerk
Town of Williamsburg (Attest)