

**TOWN OF KEYSTONE
Summit County, Colorado**

RESOLUTION 2024-28

**A RESOLUTION OF TOWN COUNCIL OF THE TOWN OF KEYSTONE, COLORADO
ADOPTING THE COLORADO MUNICIPAL RECORDS RETENTION SCHEDULE**

WHEREAS, Town Council recognizes the need to establish a comprehensive record retention schedule for the destruction of non-permanent municipal records and the retention of municipal records of enduring and historical value; and

WHEREAS, the Colorado State Archives adopted the Colorado Municipal Records Retention Schedule for statewide use by Colorado municipalities in September 2001; and

WHEREAS, adoption of the Colorado Municipal Records Retention Schedule and its subsequent revisions and amendments will benefit the Town of Keystone, Colorado, and its residents by providing retention periods for its municipal records.

Now, Therefore, be it Resolved by the Town Council of the Town of Keystone, Colorado, that:

Section 1. The Colorado Municipal Records Retention Schedule approved by the Colorado State Archives in September 2001, most recently amended in 2022, is hereby adopted by reference, along with its subsequent revisions and amendments.

Section 2. Town Council authorizes the Town Clerk to obtain the required authorization from the Colorado State Archives to follow said schedule for the disposition and retention of the Town of Keystone's municipal records, using the attached Exhibit A.

Section 3. Effective Date. This Resolution shall take effect upon its approval by the Town Council.

ADOPTED by a vote of 7 in favor and 0 against, this 12th day of March 2024.

By: Kenneth D. Riley
Kenneth D. Riley, Mayor

ATTEST:

Approved as to Form:

By: Madeleine Sieber
Town Clerk

By: Quinn M. ...
Town Attorney

EXHIBIT A
APPROVAL REQUEST FORM FOR THE STATE ARCHIVIST



Records Management Manual Approval

Request Form

County Municipality School District/BOCES Special District

NAME OF ENTITY

Town of Keystone, Colorado

CONTACT PERSON/TITLE:

Madeleine Sielu, Town Clerk

MAILING ADDRESS:

1628 Sts. John Road, Keystone, CO 80435

TELEPHONE:

970-450-3500X1

E-MAIL:

msielu@keystoneco.gov

LOCAL EXCEPTIONS:

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

N/A - following Colorado Municipal Records Retention Schedule

THE ABOVE ENTITY HEREBY REQUESTS APPROVAL FROM THE COLORADO STATE ARCHIVES TO FOLLOW THE SPECIFIC ENTITY'S RECORDS RETENTION MANUAL, WITH THE LOCAL EXCEPTIONS INDICATED.

Digitally signed by Madeleine Sielu
Date: 2024.06.19 15:04:41 -06'00'

SIGNATURE OF AUTHORIZED ENTITY REPRESENTATIVE

March 13, 2024

DATE OF SUBMITTAL OF REQUEST FOR APPROVAL