

**TOWN OF KEYSTONE  
Summit County, Colorado**

**RESOLUTION 2025-11**

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

WHEREAS, the Town of Keystone (“Town”) is a home rule municipality governed by the Keystone Home Rule Charter; and

WHEREAS, the Town Council adopted the Colorado Municipal Records Retention Schedule, approved by the Colorado State Archivist in September 2001, most recently amended in 2022, on March 12, 2024, through the passage of Resolution 2024-28; and

WHEREAS, the Town Council has the authority to request a local exception from the Colorado Municipal Records, Retention Schedule through official action or formal direction of the governing body; and

WHEREAS, the Town Council finds it in the best interest of the Town to provide a local exception to the section on correspondence, to more clearly define retention categories for electronic messages to provide clear expectations for the preservation of electronic messages; and

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

Section 1. Town Council approves a request for local exception to the Colorado Municipal Records Retention Schedule in substantially the form that is attached as Exhibit A.

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

Section 2. Effective Date. This Resolution shall take effect upon its approval by the Town Council.

Town of Keystone  
Resolution No. 2025-11  
Page 2

**ADOPTED by a vote of 6 in favor and 0 against, this 25<sup>th</sup> day of March 2025.**

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

ATTEST:

Approved as to Form:

DocuSigned by:  
By: Madeline Sidel  
Town Clerk

Signed by:  
By: Jennifer Madsen  
Town Attorney