

**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.

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**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 Sieb  
Town Clerk

Signed by:  
By: Jennifer Madsen  
Town Attorney

## APPENDIX C

### APPROVAL REQUEST FORM

Name of Municipality: 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 local ordinance, Home Rule Charter provision, formal direction of the governing body, etc., that differ from those set out in the Colorado Municipal Records Retention Schedule. Use additional pages if needed.)

On March 25, 2025, Town Council adopted the attached resolution providing a local  
exception to CMRRS for the "correspondence" section, striking " electronic mail" and  
adding a section to define retention categories specific to electronic messages. This will  
provide clarity in defining and understanding categorization of electronic messages. In  
practice, the current definitions in the correspondence section make it difficult to  
distinguish between transitory and routine.

The above municipality hereby requests approval from the Colorado State Archives to follow the *Colorado Municipal Records Retention Schedule* in effect on 03/25/2025, with the local exceptions indicated.

\_\_\_\_\_  
Signature of Authorized Municipal Representative

\_\_\_\_\_  
Date of Submittal of Request for Approval

Mail Approval Request Form to: Colorado State Archivist, 1313 Sherman Street, Room 120, Denver, CO 80203. For further information, contact the Colorado State Archives at 303-866-2358.

#### COLORADO STATE ARCHIVES APPROVAL

Approved By: \_\_\_\_\_

Date of Approval: \_\_\_\_\_

## **CURRENT COLORADO MUNICIPAL RECORDS RETENTION SCHEDULE DEFINITIONS FOR CORRESPONDENCE**

*(Staff recommend striking electronic mail from this section and passing an addendum to the retention schedule that more clearly defines retention periods specifically for electronic messages.)*

### **CORRESPONDENCE AND GENERAL DOCUMENTATION**

*Correspondence* is a written communication that is sent or received via the U.S. mail, private courier, facsimile transmission or ~~electronic mail~~, including letters, postcards, memoranda, notes, telecommunications and any other form of written communications. The term *general documentation* is intended to cover a wide variety of records created in the normal course of business.

#### ***A. Enduring Long-Term Value***

Documentation or correspondence, including e-mail messages, with lasting long-term administrative, policy, legal, fiscal, historical or research value; records that relate to policy issues and actions or activities in which an important precedent is set; records of historic events; and other similar records and documentation.

Retention: Permanent

#### ***B. Routine Value***

Routing operating documentation or correspondence with limited administrative, legal, fiscal, historical, informational or statistical value. Includes routine e-mail messages, letters or memoranda, reading or chronological files that contain duplicates of memos or letters also filed elsewhere, routine requests for information, transmittal documents, etc.

Retention: 2 years

#### ***C. Transitory Value***

General documentation or correspondence of extremely short-term value, including advertisements, drafts and worksheets, desk notes, copies of materials circulated for informational "read only" purposes, other records, including e-mail messages, with preliminary or short-term informational value.

Retention: Until material has been read

## **Proposed Addendum to Retention Schedule Regarding Electronic Messages**

### **ELECTRONIC MESSAGES**

Electronic messages are messages that relay information among users electronically. Email, instant messaging, notes, tasks, and meeting invites are all forms of electronic messages.

The following guidelines should be observed when classifying electronic messages for retention or deletion:

- 1. Transient**

Messages that are personal in nature, of fleeting or no value, or otherwise not created or received in the course of town business.

**Retention:** Until material has been read

- 2. Intermediate Administrative Value**

Messages that serve some town-related purpose but also is transitory or of time-limited value because it serves a time-defined administrative purpose.

**Retention:** After the activity or project is concluded, or when it no longer has administrative value

- 3. Enduring Long-term Value**

Messages that are required under state or local law for retention or that necessitate long-term future use due to their lasting long-term administrative, policy, legal, fiscal, historical or research value.

**Retention:** Permanent