

RESOLUTION 4, SERIES 2005

**A RESOLUTION ADOPTING THE 2003 COLORADO MUNICIPAL RECORDS RETENTION SCHEDULE FOR THE TOWN OF JAMESTOWN, COLORADO.**

**WHEREAS**, the Town of Jamestown, Colorado, recognizes a 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 Municipal Clerks' Association in cooperation with the Colorado State Archives has provided a Model Municipal Records Retention Schedule, which schedule must be adopted by the governing body and submitted to the Colorado State Archives.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE TOWN OF JAMESTOWN, COLORADO:**

That it hereby adopts the Model Municipal Records Retention Schedule dated January 8, 2003 and authorizes the Town Clerk to submit the request to be used as legal authority for destruction of municipal records to the Colorado State Archives on behalf of the Town of Jamestown.

**INTRODUCED, READ AND APPROVED THIS 3<sup>rd</sup> DAY OF JANUARY, 2005.**



Kenneth F. Lenarcic, Mayor

ATTEST:

  
Mary Ellen Burch, Town Clerk