

**TOWN OF JAMESTOWN  
RESOLUTION NO. 2016 - 04-15**

**A RESOLUTION OF THE TOWN OF JAMESTOWN AFFIRMING THE MODEL MUNICIPAL RECORDS RETENTION SCHEDULE AS THE RECORDS RETENTION SCHEDULE FOR THE TOWN**

**WHEREAS**, the Town of Jamestown, Colorado (hereinafter the "Town"), wishes to affirm its decision to adopt a records retention schedule, which it did through submission of a form to the State Colorado Archivist in the early 2000s; and

**WHEREAS**, it is a good Record Management Practice to adopt a Resolution signifying the Board of Trustees' approval of a document and/or policy such as the Records Retention Schedule, and at the time Jamestown submitted the form to the State Archivist's Office stating its intent to use the Model Retention Schedule, Jamestown did not adopt such a Resolution; and

**WHEREAS**, the Town recognizes the value of adopting a records retention schedule to provide legal authority for the destruction of nonpermanent records when they are no longer needed and the permanent retention of municipal records that have been determined to have enduring values; and

**WHEREAS**, the Office of the Colorado State Archives adopted the "Model Municipal Records Retention Schedule" as amended (hereinafter the "Model Records Retention Schedule") for statewide use by Colorado municipalities on November 8, 2001 and attached as Exhibit A; and

**WHEREAS**, local adoption of the Model Records Retention Schedule will benefit the Town, its residents and taxpayers by providing appropriate retention periods and standards for Town records; and

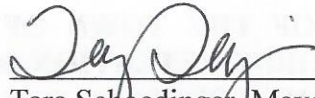
**WHEREAS**, the Town wishes to adopt the Model Records Retention Schedule as approved by the Colorado State Archives and as it may be subsequently revised and amended.

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

**Section 1.** The Town affirms its decision to use the Model Records Retention Schedule approved by the Colorado State Archives on November 8, 2001, as amended, as the Records Retention Schedule for the Town, in substantially the same form as the copy of such Schedule accompanying this Resolution (Exhibit A).

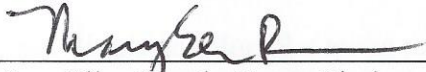
**Section 2.** The Town Clerk is hereby authorized to make such non-substantive revisions to said Schedule accompanying this Resolution as a necessary or appropriate to reflect adoption of such Schedule by the Town and the provisions of any existing Town ordinances.

RESOLVED, APPROVED and ADOPTED by a vote of the Jamestown Board of Trustees on this 18 day of April, 2016.



Tara Schoedinger, Mayor  
Town of Jamestown

ATTEST:



Mary Ellen Burch, Town Clerk