

### Records Management Manual

### Approval Request Form

County  Municipality  School District/BOCES  Special District

NAME OF ENTITY

Town of Eagle

CONTACT PERSON/TITLE:

Sarah Braucht, Town Clerk

MAILING ADDRESS:

Po Box 1009, Eagle CO 81631

TELEPHONE:

970-328-9623

E-MAIL:

sarah@townofeagle.org

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.)*

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.

Sarah Braucht

SIGNATURE OF AUTHORIZED ENTITY REPRESENTATIVE

12-2-2013

DATE OF SUBMITTAL OF REQUEST FOR APPROVAL

Approved by:  


12/16/2013

**RESOLUTION NO. 20  
(Series of 2013)**

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE TOWN OF EAGLE, COLORADO, ADOPTING BY REFERENCE THE COLORADO MODEL MUNICIPAL RECORDS RETENTION SCHEDULE.

WHEREAS, the Town of Eagle, Colorado ("Town"), wishes to improve its records management practices through the adoption of a records retention schedule; and

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

WHEREAS, the Colorado Model Records Retention Schedule is available for adoption by Colorado municipalities, with or without local exceptions; and

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

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

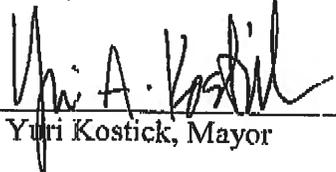
NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE TOWN OF EAGLE, COLORADO:

Section 1. The Colorado Model Municipal Records Retention Schedule is hereby adopted by reference by the Town as it is currently approved by the Colorado State Archives and as it may be revised and amended by that agency from time to time in the future.

Section 2. The Town Clerk is hereby authorized to submit a request to the Colorado State Archives for authorization for the Town to follow the Colorado Model Municipal Records Retention Schedule.

INTRODUCED, READ, PASSED, AND ADOPTED by the Board of Trustees of the Town of Eagle, Colorado at a regular meeting held on the 10<sup>th</sup> day of December, 2013.

BOARD OF TRUSTEES OF THE TOWN OF EAGLE, COLORADO

By:   
Yuri Kostick, Mayor

ATTEST:

  
Sarah Braucht, Town Clerk