

**CITY OF LEADVILLE, COLORADO
RESOLUTION 14
Series of 2016**

**A RESOLUTION OF THE CITY OF LEADVILLE ADOPTING MODEL MUNICIPAL
RECORD RETENTION SCHEDULE.**

WHEREAS, the City Clerk for the City of Leadville has been designated the official custodian of records for the city; and

WHEREAS, the official custodian of public records may make such rules and regulations necessary for the protection of such records; and

WHEREAS, section 24-80-106 C.R.S., requires the City to preserve and protect all City records and Section 24-80-103, C.R.S requires the City to maintain a list of all public records that are destroyed pursuant to the City's adopted record retention schedule; and

WHEREAS, the Colorado Municipal League Municipal Clerks' Association in cooperation with the Colorado State Archives has provided a Model Municipal Records Retention Schedule, which schedule the City wished to adopt as its own.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF LEADVILLE, COLORADO as follows:

Section 1. Adoption of Model Municipal Records Retention Schedule. The City adopts hereby and incorporates herein the Records Retention Schedule attached hereto as Exhibit A. Any destruction of City records shall be in accordance with the Leadville Records Retention Schedule and the procedures and requirements of the Colorado State Archives. All personnel of the City shall comply with the Schedule. The City authorizes the City Clerk to submit the Records Retention Schedule adopted hereby for approval by the Colorado State Archives, and any requests for scheduled destruction of municipal records to the Colorado State Archives on behalf of the City.


Section 2. Severability. If any part, section, subsection, sentence, clause, or phrase of this Resolution is for any reason held to be invalid, such invalidity shall not affect the validity of the remaining provisions.

Section 3. Effective Date. This resolution shall take effect and be enforced immediately upon its approval by the City Council.


ADOPTED this 16th day of August, 2016 by a vote of in favor, against, abstaining, absent.

CITY OF LEADVILLE, COLORADO

ATTEST:



Bethany E Maher, City Clerk

By 

Greg Labbe, Mayor