

Resolution 2023 – 04

RESOLUTION ADOPTING BY REFERENCE THE COLORADO SPECIAL DISTRICTS RECORDS MANAGEMENT RETENTION SCHEDULE.

WHEREAS, the Clifton Water District, Clifton, Colorado (“District”), wishes to improve its records management practices through the adoption of a records retention schedule; and

WHEREAS, the District recognized the value of adopting a record retention schedule to provide legal authority for the destruction of non-permanent District records when they are no longer needed and the permanent retention of district records that have enduring value; and

WHEREAS, the Colorado Special District Records Retention Schedule is available for adoption by Colorado Special Districts, with or without local exceptions; and

WHEREAS, the District adoption of the Colorado Special District 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 THAT THE CLIFTON WATER DISTRICT BOARD OF DIRECTORS:

- Section 1. Adopts the Colorado Special Districts Records Management Retention Schedule.
- Section 2. That the HR Director is hereby authorized to submit a request to the Colorado State Archives for authorization for Clifton Water District to follow the Colorado Special District Records Retention Schedule.

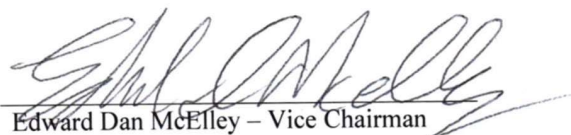
BE IT FURTHER RESOLVED that this resolution be adopted this 19th day of September 2023 and is effective September 19, 2023.

ATTEST:


Melvin Diffendaffer – Chairman


Wesley Davis – Secretary


Nicholas Genova – Director


Edward Dan McElley – Vice Chairman


Michael Slauson – Treasurer

