

**RESOLUTION NO. 11-35**

**A RESOLUTION OF THE CITY COUNCIL OF THE  
CITY OF CASTLE PINES, COLORADO ADOPTING BY REFERENCE  
THE COLORADO MUNICIPAL RECORDS RETENTION SCHEDULE**

**WHEREAS**, the City Council of the City of Castle Pines (hereinafter the "City") wishes to improve its records management practices through the adoption of a records retention schedule; and

**WHEREAS**, the City 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 Municipal Records Retention Schedule is available for adoption by Colorado municipalities; and

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

**WHEREAS**, the City wishes to adopt the Colorado Municipal Records Retention Schedule as approved by the Colorado State Archives, a copy of which is available for public inspection in the Deputy City Clerk's Office, 7501 Village Square Drive, Suite 100, Castle Pines, Colorado 80108, and as it may be subsequently revised and amended by that agency from time to time.

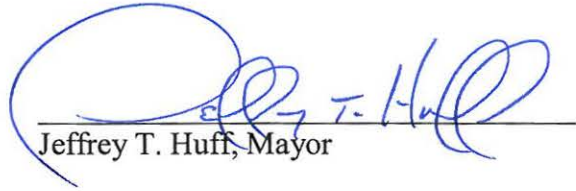
**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF CASTLE PINES, COLORADO, THAT:**

**Section 1.** The Colorado Municipal Records Retention Schedule is hereby adopted by reference by the City 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. The Colorado Municipal Records Retention Schedule ("Schedule") refers to categories of records that may not be maintained by the City; therefore, the Schedule is applicable only in so far as the City is in possession of and maintains such records.

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

**Section 3** **Effective Date.** This Resolution shall take effect upon its approval by the City Council.

INTRODUCED, READ, AND ADOPTED AT A REGULAR MEETING OF THE CITY COUNCIL OF THE CITY OF CASTLE PINES by a vote of 7 in favor and 0 against this 24<sup>th</sup> day of May, 2011.



Jeffrey T. Huff, Mayor

ATTEST:



Sharon DeRouen, City Clerk

APPROVED AS TO FORM:



Linda C. Michow, City Attorney

**EXHIBIT A**  
**COLORADO MUNICIPAL RECORDS RETENTION SCHEDULE**

The attachment to this Resolution is too large for posting on the website but can be viewed at the City Offices during normal business hours. The Retention Schedule may also be viewed at <http://www.colorado.gov/dpa/doit/archives/rm/MunicipalRMM/index.htm>