

**A RESOLUTION OF THE TOWN COUNCIL OF BASALT, COLORADO,
ADOPTING THE
2003 COLORADO MUNICIPAL RECORDS RETENTION SCHEDULE
FOR THE TOWN OF BASALT, COLORADO**

**Town of Basalt, Colorado
Resolution No. 11
Series of 2014**

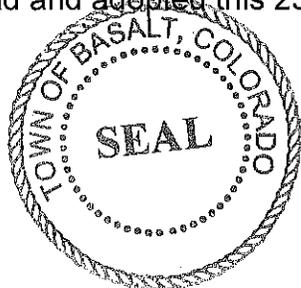
RECITALS

WHEREAS, the Town of Basalt, Colorado recognizes a need for a comprehensive records retention schedule for the destruction of non-permanent municipal records, and the retention of municipal records of enduring and historical value; and

WHEREAS, the Colorado Municipal Clerk's Association in cooperation with the Colorado State Archives has provided a Model Municipal Records Retention Schedule, which schedule must be adopted by the governing body and submitted to the Colorado State Archives.

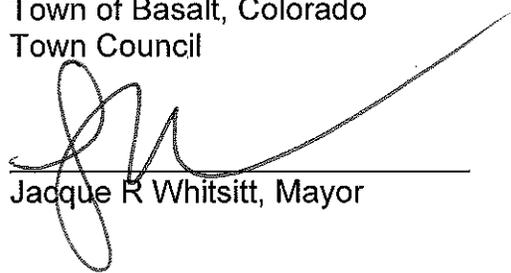
NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF BASALT, COLORADO, that the Town of Basalt hereby adopts the Model Municipal Records Retention Schedule dated January 8, 2003 and authorizes the Town Clerk to submit the request to be used as legal authority for destruction of municipal records of the Colorado State Archives on behalf of the Town of Basalt.

Introduced, read and adopted this 25th day of March, 2014 by a vote of 6-0.

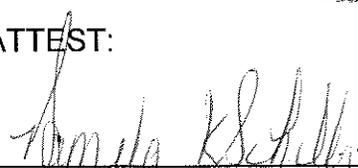


Town of Basalt, Colorado
Town Council

By:


Jacquie R Whitsitt, Mayor

ATTEST:


Pamela K Schilling, Town Clerk

Records Management Manual

Approval Request Form

County Municipality School District/BOCES Special District

NAME OF ENTITY

Town of Basalt

CONTACT PERSON/TITLE:

Pamela Schilling, Town Clerk

MAILING ADDRESS:

101 Midland Ave., Basalt, CO 81621

TELEPHONE:

970-927-4701

E-MAIL:

pam.schilling@basalt.net

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.

Pamela Schilling
SIGNATURE OF AUTHORIZED ENTITY REPRESENTATIVE

5/20/14
DATE OF SUBMITTAL OF REQUEST FOR APPROVAL

SIGNATURE OF STATE ARCHIVIST AND DATE