TOWN OF NEW CASTLE
RESOLUTION NO. TC-2016-5

A RESOLUTION OF THE NEW CASTLE TOWN COUNCIL AMENDING THE TOWN'S RECORD RETENTION SCHEDULE.

WHEREAS, by Resolution No. TC-2002-9, the Town of New Castle (the "Town") adopted the Model Municipal Records Retention Schedule ("Retention Schedule") promulgated and amended from time to time by the Colorado State Archives office; and

WHEREAS, the Colorado State Archives office has authorized the Town to follow the Retention Schedule; and

WHEREAS, the Retention Schedule provides that financial records should be maintained for a variety of time periods ranging from one year to perpetuity, depending on the type of record; and

WHEREAS, the Town's finance director has requested that all documents maintained by the Town's finance department be maintained for at least 10 years, regardless of the minimum retention period prescribed by the Retention Schedule; and

WHEREAS, the Town Council desires to ratify and adopt the finance director's proposed change to the Retention Schedule.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF NEW CASTLE, COLORADO, AS FOLLOWS:

1. Recitals. The foregoing recitals are incorporated herein as findings and determinations of the Town Council.

2. Ratification. The Town Council hereby ratifies the following change to the Retention Schedule: all records maintained by the Town finance department shall be kept for a minimum of 10 years. All records required by the Retention Schedule to be maintained for longer than 10 years shall be retained as prescribed in the Retention Schedule.

3. Implementation. Town staff is authorized to implement the Retention Schedule, as revised, for retention and disposition of financial department records.

4. Reversion. If the change to the Retention Schedule approved by this Resolution is held for any reason to be invalid or unenforceable, the Retention Schedule's default retention periods for records maintained by the Town finance department shall apply.

5. Effective Date. The effective date of this resolution shall be immediately upon adoption.

SO RESOLVED, at a regular meeting of the Town Council of the Town of New Castle, Colorado, on April 19, 2016, by a vote of 7 to 0.

Mayor Bob Gordon

ATTEST:

Melody Harrison, Town Clerk

TOWN OF NEW CASTLE
GARFIELD
SEAL
COUNTY