

RESOLUTION 2016 – 04-16

**A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE ESTES PARK LOCAL MARKETING DISTRICT ADOPTING THE
COLORADO STATE SPECIAL DISTRICT RECORDS MANAGEMENT SCHEDULE**

WHEREAS, the Estes Park Local Marketing District (the “District”) is a special district and political subdivision of the State of Colorado, organized and existing pursuant to Title 32 of the Colorado Revised Statutes; and

WHEREAS, the Colorado Open Records Act, codified at §. 24-72-200.1, C.R.S., *et seq.* (“CORA”), requires that the District maintain certain “public records,” as that term is defined in CORA, and make the same available for public inspection, subject to the limitations provided by CORA; and

WHEREAS, the Colorado State Archivist has developed a statewide records management and retention schedule in cooperation with the Special District Association, the Colorado Attorney General’s Office and the State Auditor’s Office for special districts and other governmental entities to use and follow; and

WHEREAS, the District recognizes a need for a comprehensive records management and retention schedule for the District’s non-permanent records and the retention of those records that have long-term administrative, fiscal and historical value; and

WHEREAS, the Board has determined that it is in the best interest of the District to adopt the Colorado State Archives Special Districts Records Management Schedule.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE ESTES PARK LOCAL MARKETING DISTRICT THAT:

1. Records Management and Retention. The Board hereby adopts the Colorado State Special District Records Management Schedule and directs the District Manager/CEO to take all steps necessary to obtain approval from the Colorado State Archives to allow the District to utilize the Special District Records Management Schedule.
2. Effective Date. This Resolution shall become effective immediately upon passage.
3. Severability. If any section, paragraph, clause or provision of this Resolution shall for any reason be held to be invalid or unenforceable, the invalidity or unenforceability of such section, paragraph, clause or provision shall not affect any of the remaining provisions of this Resolution.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE ESTES PARK LOCAL MARKETING DISTRICT, that the Board hereby adopts the Colorado Special District Records Management Schedule and all subsequent revisions, and authorizes the District’s Secretary to submit the request to the Colorado State Archivist for approval, such Management and Retention Schedule to be used as legal authority for the destruction and preservation of district records to the Colorado State Archives on behalf of the district.