

Resolution 19-2

A Resolution Adopting the Colorado State Archives Record Retention Manual as it applies to Special Districts, for the High Plains Library District

Whereas, the High Plains Library District recognizes a need for a comprehensive records 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 Colorado State Archives has developed a state-wide record retention schedule in cooperation with the Colorado Special Districts Association, the Colorado Attorney General's Office and the State Auditor's Office for special districts to use follow; and

Now, therefore, be it resolved by the Board of Directors of the High Plains Library District, that it hereby adopts the 2008 Colorado Special District Records Retention Schedule and all subsequent revisions, and authorizes the District's Office of the Executive Director to submit the request to be used as legal authority for the destruction and preservation of district records to the Colorado State Archives on behalf of the district.

**Passed and Adopted by the Board of Directors of the High Plains Library District
This 21st day of January 2019.**

Attest:



Ken Poncelow
Chairman of the Board, High Plains Library District



Bob Grand
Secretary/ Treasurer of the Board, High Plains Library District

Records Management Manual

Approval Request Form

County Municipality School District/BOCES Special District

NAME OF ENTITY

High Plains Library District

CONTACT PERSON/TITLE:

Kathy Webb, Executive Assistant

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LOCAL EXCEPTIONS:

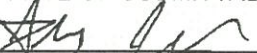
(List and provide basis and description of any local exceptions for records retention periods that are specified by formal direction of the local ordinance, Home Rule Charter provision, by board resolution or formal direction of the school board, governing body, etc., that differ from those set out in the Records Retention Manual for your specific entity. Use additional pages if needed.)

None requested

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.


SIGNATURE OF AUTHORIZED ENTITY REPRESENTATIVE

1/21/2019
DATE OF SUBMITTAL OF REQUEST FOR APPROVAL

 1-29-2019
SIGNATURE OF STATE ARCHIVIST AND DATE