

PALMER LAKE, COLORADO

RESOLUTION NO. 12 OF 2019

A RESOLUTION ADOPTING THE MODEL MUNICIPAL RECORDS RETENTION SCHEDULE AND ADOPTING THE TOWN OF PALMER LAKE DATA DISPOSAL, SAFETY, AND BREACH POLICY

WHEREAS, THE BOARD OF TRUSTEES OF TOWN OF PALMER LAKE HAS PREVIOUSLY ADOPTED, BY RESOLUTION 1-09, THE MODEL MUNICIPAL RECORDS RETENTION SCHEDULE; AND

WHEREAS, THE BOARD OF TRUSTEES OF THE TOWN OF PALMER LAKE DESIRES TO UPDATE THE MUNICIPAL RECORDS RETENTION SCHEDULE AS SET FORTH BELOW, AND TO ADOPT THE TOWN OF PALMER LAKE DATA DISPOSAL, SAFETY, AND BREACH POLICY.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE TOWN OF PALMER LAKE, EL PASO COUNTY, COLORADO, AS FOLLOWS:

Section 1. The Town Board of Trustees hereby adopts the Model Municipal Records Retention Schedule through Supplement 12, as approved by the Colorado State Archivists.

Section 2. The Town Board of Trustees authorizes the Town Clerk to incorporate additional revisions to the Colorado Municipal Records Retention Schedule as approved by the Colorado State Archivist.

Section 3. The Town Board of Trustees further adopts the Town of Palmer Lake Data Disposal, Safety Procedures, and Breach Notification Policy, attached hereto as Exhibit A, and incorporated herein by this reference.

Section 4. This Resolution shall take effect upon its adoption.

PASSED AND RESOLVED on this 13th day of June, 2019 by the Board of Trustees of the Town of Palmer Lake by a vote of 6 for and 0 against.



John Cressman, Mayor

ATTEST:



Town Clerk

Exhibit A
Town of Palmer Lake Data Disposal, Safety Procedures, and Breach Notification Policy