

**RESOLUTION
BOARD OF DIRECTORS OF THE
ROXBOROUGH VILLAGE METROPOLITAN DISTRICT**

A RESOLUTION ADOPTING A RECORDS MANAGEMENT MANUAL

WHEREAS, the Roxborough Village Metropolitan District ("*District*") is a political subdivision of the State of Colorado, established for the purpose of providing, among other services, park and recreation services to residents within, and individuals passing through, their respective jurisdictions;

WHEREAS, the District's Board of Directors ("*Board*") is responsible for the management, control, and supervision of all the business and affairs of the District pursuant to C.R.S. §32-1-1001(1)(h);

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

WHEREAS, the Colorado State Archives has developed a state-wide records management manual 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 and follow ("*Form Manual*"); and,


WHEREAS, the District's Board of Directors and legal counsel have modified the Form Manual to more closely reflect the document retention needs of the District and to remove those aspects of the Form Manual that do not apply to the District.

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE ROXBOROUGH VILLAGE METROPOLITAN DISTRICT THAT:

1. The modified Colorado Special District Records Management Manual attached as Exhibit 1 is adopted.
2. The District authorizes the District Manager or legal counsel to submit a request to the State Archives on behalf of the District that the attached Records Management Manual be used as legal authority for the destruction and preservation of the District's records.

DATED this 17th day of July, 2024.

BY THE BOARD OF DIRECTORS
ROXBOROUGH VILLAGE METROPOLITAN DISTRICT



Mark Rubic, Board President

ATTEST:


Travis Jensen, Board Secretary