

**TOWN OF PALISADE, COLORADO
RESOLUTION NO. 2025-04**

A RESOLUTION OF THE BOARD OF TRUSTEES FOR THE TOWN OF PALISADE, COLORADO, ADOPTING THE STATE OF COLORADO MUNICIPAL RECORDS RETENTION SCHEDULE FOR THE TOWN OF PALISADE, COLORADO.

WHEREAS, the Town of Palisade, Colorado 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 Municipal Clerks' Association, in cooperation with the Colorado State Archives has provided a model Municipal Records Retention Schedule, which schedule must be adopted by the governing body and submitted to the Colorado State Archives; and

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES FOR THE TOWN OF PALISADE, COLORADO:

that it hereby adopts the 2024 Colorado Municipal Records Retention Schedule and all subsequent revisions and authorizes the Town Clerk to submit the request to be used as legal authority for the destruction of municipal records to the Colorado State Archives on behalf of the Town of Palisade.

RESOLVED, APPROVED, and ADOPTED this 11th day of February 2025.

TOWN OF PALISADE, COLORADO



Greg Mikolai, Mayor

ATTEST:



Keli L Frasier, CMC
Town Clerk

