

**WOODMEN HILLS METROPOLITAN DISTRICT**

**RESOLUTION NO. 2012-03**

**RESOLUTION ADOPTING THE COLORADO SPECIAL DISTRICT  
RECORDS RETENTION SCHEDULE**

**WHEREAS**, the Woodmen Hills Metropolitan District (the "District"), acting by and through its duly elected Board of Directors (the "Board") 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 District Association, the Colorado Attorney General's Office and the State Auditor's Office for special districts to use and follow.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Directors of the Woodmen Hills Metropolitan District as follows:

1. The Board hereby adopts the 2008 Colorado Special District Records Retention Schedule (the "Schedule") and all subsequent revisions.
2. The Board authorizes the District to submit a request to the Colorado State Archives to adopt the Schedule. Approval from the State Archivist is legal authority for the scheduled destruction of some and preservation of other District records.
3. All Resolutions of the Board inconsistent with this Resolution are hereby repealed to the extent of such inconsistency and all actions of the officers, agents and employees of the District which are in furtherance of or in conformance with the purposes and intent of this Resolution are hereby in all respects ratified, approved and confirmed.

RESOLVED this 26<sup>th</sup> day of Janaury, 2012.

WOODMEN HILLS METROPOLITAN  
DISTRICT

By: \_\_\_\_\_

Jan Pizzi, Chairman