

Resolution No. 2021-08-03

**JOINT
RESOLUTION
OF THE
BOARD OF DIRECTORS
OF THE
WESTFIELD METROPOLITAN DISTRICT NOS. 1 & 2**

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

WHEREAS, the Westfield Metropolitan District Nos. 1 and 2 (each a “**District**”) were organized pursuant to §§ 32-1-101, *et seq.*, C.R.S., as amended (the “**Special District Act**”), and each are a quasi-municipal corporation and political subdivision of the State of Colorado; and

WHEREAS, pursuant to § 32-1-1001(1)(h), C.R.S., the Board of Directors of each District (the “**Board**”) shall have the management, control and supervision of all the business and affairs of the District; and

WHEREAS, the 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 and follow; and

WHEREAS, the District believes it is important to follow the same schedule for the retention of the District’s non-permanent records.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARDS AS FOLLOWS:

1. ADOPTION OF RECORDS RETENTION SCHEDULE. Each District hereby adopts the 2008 Colorado Special District Records Retention Schedule, and all subsequent revisions thereto, and authorizes the District’s legal counsel to submit the request to the Colorado State Archives for the Schedule to be used as legal authority for the destruction and preservation of the District’s records.

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ADOPTED THIS 26TH DAY OF AUGUST, 2021.

WESTFIELD METROPOLITAN
DISTRICT NOS. 1 & 2, quasi-municipal
corporations and political subdivisions of
the State of Colorado

Lawrence P. Jacobson

Lawrence P. Jacobson (Aug 28, 2021 11:26 MDT)

Officer of the Districts

ATTEST:

Jeffrey J. Schroeder

Jeffrey J. Schroeder (Sep 14, 2021 09:17 MDT)

APPROVED AS TO FORM:

WHITE BEAR ANKELE TANAKA & WALDRON
Attorneys At Law

Jeffrey J. Schroeder

General Counsel to the Districts

*Signature page to Resolution Adopting the Colorado Special District Records Retention
Schedule*