

RESOLUTION NO. 2007-15

DESIGNATING THE RETENTION AND DISPOSITION SCHEDULES FOR THE RECORDS FOR THE TOWN OF EDGEWOOD MUNICIPAL OFFICES

WHEREAS, the destruction of obsolete records is necessary for efficient records maintenance by the Town of Edgewood; and

WHEREAS, in the interest of sound records management principles, the Administrator Clerk-Treasurer has established procedures for the retention and disposition of municipal records; and

WHEREAS, the New Mexico Commission on Public Records (New Mexico State Records Center and Archives) has developed and issued records retention and disposition schedules for municipal records;

NOW, THEREFORE, BE IT RESOLVED:

That records retention and disposition schedules developed, issued and amended by the New Mexico Commission on Public Records are hereby adopted as the official policy for the retention and disposition of the records and files of the municipality

BE IF FURTHER RESOLVED:


That the Administrator Clerk-Treasurer is hereby authorized and directed to maintain the records management program for the municipality and to apply the retention period assigned by said records retention and disposition schedules to all records and files of the Municipality.

PASSED, ADOPTED AND APPROVED this 2nd day of May, 2007.



Honorable Howard Calkins, Mayor

ATTEST:



Jeff Condrey, Administrator