

**JOINT RESOLUTION OF THE
BOARDS OF DIRECTORS OF THE
PTARMIGAN WEST METROPOLITAN DISTRICT NOS. 1-3**

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

WHEREAS, the Ptarmigan West Metropolitan District Nos. 1-3 (each reference to a “District” herein shall mean a reference to each of the Districts individually and each reference to a “Board” herein shall mean a reference to each of the Boards individually) was organized pursuant to §§ 32-1-101, *et seq.*, C.R.S., as amended (the “Special District Act”), and is 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 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 BOARD AS FOLLOWS:

1. ADOPTION OF RECORDS RETENTION SCHEDULE. The 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 24th day of July, 2018.

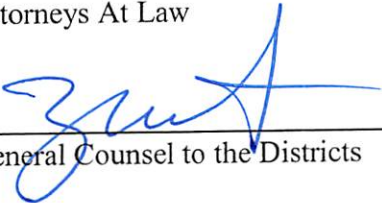
PTARMIGAN WEST METROPOLITAN
DISTRICT NOS. 1-3, a quasi-municipal
corporation and political subdivision of the
State of Colorado



Officer of the Districts

APPROVED AS TO FORM:

WHITE BEAR ANKELE TANAKA & WALDRON
Attorneys At Law



General Counsel to the Districts

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