

**UTE PASS WATER DISTRICT
RESOLUTION NO. 2024 - 7**

A RESOLUTION OF THE UTE PASS WATER DISTRICT ADOPTING THE COLORADO SPECIAL DISTRICT RECORDS RETENTION SCHEDULE.

WHEREAS, Ute Pass Water District (“the District”) has been formed to provide certain services to its residents; and

WHEREAS, the Board of Directors of the District recognizes that certain non-permanent records of the District will need to be retained for administrative and historical purposes, but ultimately can be destroyed when no longer required; and

WHEREAS, the Colorado State Archives has developed a Records Management Manual for Colorado special districts in cooperation with the Colorado Special District Association, the Colorado Attorney General’s Office and the State Auditor’s Office.

NOW, THEREFORE, be it resolved by the Board of Directors of Ute Pass Water District:

1. The Board hereby adopts the 2008 Colorado Special District Records Retention Schedule (the “Schedule”) and all subsequent updates and modifications.

2. The Board approves the submittal of a written request for approval to the Colorado State Archives for the District to adopt the Schedule. Once approved by the Colorado State Archives, legal authority will be established for the retention and destruction of District records.

ADOPTED by the Board of Directors the 13th day of February 2024.

Ute Pass Water District

By Shelby Hieb
Shelby Hieb, President

ATTEST

By Keith Burgess
Keith Burgess, Secretary