

TALLAHASSEE FIRE PROTECTION DISTRICT

RESOLUTION NO. 2018 - 010

RESOLUTION ADOPTING A POLICY  
FOR RECORDS MANAGEMENT

**WHEREAS**, the Tallahassee Fire Protection District (the “**District**”), acting by and through its duly appointed Board of Directors (the “**Board**”) desires to establish a uniform policy for records management which will provide direction for the retention of non-permanent records and the retention of those records that have long-term administrative, fiscal and historical value; and

**WHEREAS**, the Colorado State Archives, in cooperation with the Colorado Special District Association, has developed a state-wide Records Management Manual for special districts’ use, (although is not considered a mandatory requirement to adopt); and

**WHEREAS**, the Board has deemed that all non-permanent and permanent documents deemed to be of value will be filed in the District’s electronic records management system (including a hard drive back-up), with pertinent hard copy originals filed in the District’s business office, by the Secretary to the Board; and

**WHEREAS**, all Board members are required to submit those documents deemed to be of significant importance to the Secretary to the Board for filing purposes.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Directors of the Tallahassee Fire Protection District as follows:

The Board hereby adopts a policy that all documents deemed significant relating to District business will be retained permanently along with those documents which are required to be kept permanently by the District, using the Colorado Special Districts Records Management Manual, and all subsequent revisions, as a guideline for retention purposes.

ADOPTED this 12th day of September 2018.

TALLAHASSEE FIRE PROTECTION DISTRICT

By Donna Toeroek  
Donna Toeroek, President

ATTEST:

By Cynthia M. Boyle  
Cynthia M. Boyle, Secretary

