

TALLAHASSEE FIRE PROTECTION DISTRICT

RESOLUTION NO. 2020 - 004

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) by the Secretary to the Board; and

WHEREAS, all Board members are required to submit those Board related 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 retained by the District, using the Colorado Special Districts Records Management Manual, and all subsequent revisions, as a guideline for retention purposes.

This Resolution replaces all of Resolution 2018-010.

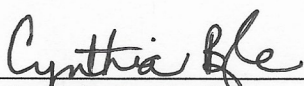
This resolution will take effect and be enforced immediately upon its approval by the District’s Board of Directors.

ADOPTED this 13th day of July 2020.

TALLAHASSEE FIRE PROTECTION DISTRICT

By 
Scott Fullerton, President

ATTEST:

By 
Cynthia Boyle, Secretary