

RESOLUTION NO. 2018-1692

A RESOLUTION DESIGNATING THE RETENTION AND DESTRUCTION SCHEDULE FOR THE CITY OF FARMINGTON AND SUPERSEDING RESOLUTION NO. 94-783

WHEREAS, the Governing Body recognizes that a records information management and retention policy is essential to the proper maintenance, storage and destruction of all records used, created, received, maintained or held by the Municipality; and

WHEREAS, previous schedules prepared by the New Mexico State Records and Archives Division and utilized by municipalities was repealed requiring the development of a "New Mexico Municipal Records Retention Schedule" as prepared by the New Mexico Municipal Clerks and Finance Officers Association; and

WHEREAS, this policy will reduce requirements for storage space, ensure consistency in disposition and handling, reduce chances for reckless disposal and ensure compliance with the state of New Mexico retention requirements.


NOW THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF FARMINGTON that:

1. Municipal records will be held in accordance with the New Mexico Municipal Records Retention Schedule. Such schedule may be updated from time to time by the Municipal Clerk to reflect any federal, state or local changes in retention requirements;

2. Records may be stored in electronic format, as appropriate and otherwise allowable, in accordance with guidelines established by the Municipal Clerk; and

3. All previous retention schedules are hereby rescinded.

PASSED, SIGNED, APPROVED AND ADOPTED this 11th day of December, 2018.


Nate Duckett, Mayor

SEAL:

ATTEST:


Dianne Smylie, City Clerk