

**RESOLUTION NO. 2019-16**

**A RESOLUTION TO ADOPT A MUNICIPAL RECORDS RETENTION POLICY  
AND EMAIL RETENTION GUIDELINES**

**WHEREAS**, the Town Council 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schedules prepared by the New Mexico State Records and Archives Division and utilized by municipalities have been repealed by New Mexico State Records and Archives; requiring the development of a “New Mexico Municipal Records Retention Schedule” as prepared by the New Mexico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 Town Council of the Town of Silver City, Grant County, New Mexico:

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

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

**Section 3.** Electronic messages (E-mail) shall be held in accordance with the E-Mail Retention Guidelines attached hereto.

**Section 4.** All previous retention schedules and email policies are hereby rescinded.

**APPROVED, PASSED, AND ADOPTED** this 28th day of May 2019.

(Seal)

/s/ \_\_\_\_\_  
Ken Ladner, Mayor  
Attest:

/s/ \_\_\_\_\_  
Ann L. Mackie, Town Clerk