

**RESOLUTION 22-35**

**A RESOLUTION ADOPTING A RECORD RETENTION POLICY FOR THE CITY OF ROSWELL**

**WHEREAS**, the City 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**, the NM Municipal Clerks and Finance Officers Association promulgates a Municipal Records Retention Schedule, which the City Council intends to adopt hereby; 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 CITY COUNCIL AS THE GOVERNING BODY OF THE CITY OF ROSWELL, NEW MEXICO, that:

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 email retention guidelines attached hereto.

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 All previous retention schedules and email policies are hereby rescinded.

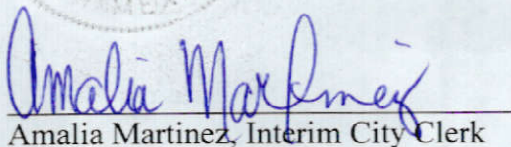
PASSED, ADOPTED, SIGNED and APPROVED 9<sup>th</sup> day of June 2022

CITY SEAL



ATTEST

  
Timothy Z. Jennings, Mayor

  
Amalia Martinez, Interim City Clerk