

CITY OF RIO COMMUNITIES, NEW MEXICO

RESOLUTION 2021 - 04

MUNICIPAL RECORDS RETENTION POLICY and EMAIL RETENTION GUIDELINES

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Previous schedules prepared by the NM State Records and Archives Division and utilized by municipalities have been repealed by NM State Records and Archives; requiring the development of a "New Mexico Municipal Records Retention Schedule" as prepared by the NM Municipal Clerks and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 RIO COMMUNITIES:

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 All previous retention schedules and email policies are hereby rescinded.

BE IT FURTHER RESOLVED: That the Municipal Clerk or her designee, is hereby authorized and directed to maintain a program for the municipality and to apply the retention period assigned by said records retention and disposition schedules to all records and files of the Municipality.

**PASSED, APPROVED AND ADOPTED THIS 26th DAY OF JANUARY 2021 BY THE GOVERNING
BODY OF THE CITY OF RIO COMMUNITIES, NEW MEXICO.**

City of Rio Communities Governing Body

Mark Gwinn,
Mayor

Margaret (Peggy) Gutjahr,
Mayor Pro-tem

Bill Brown,
Councilor

Joshua Ramsell,
Councilor

Jim Winters,
Councilor

ATTEST:

Elizabeth (Lisa) Adair,
Municipal Clerk