

RESOLUTION NO. _____

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Previous schedules prepared by the NM State Records and Archives Division and utilized by municipalities have been repealed by NM State Records and Archives; requiring the development of a "New Mexico Municipal Records Retention Schedule" as prepared by the NM Municipal Clerks and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, town, village) OF _____:**

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.

[Optional section] Section 1A. The following record series held by the _____ (city, town, village) of _____ will have increased retention periods:

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 All previous retention schedules and email policies are hereby rescinded.

ADOPTED THIS ____ DAY OF _____, 20____.

Mayor

ATTEST:

Municipal Clerk
(SEAL)