

RESOLUTION NO. 2020-19

**DESIGNATING THE RETENTION AND DISPOSITION SCHEDULES FOR THE RECORDS
FOR THE VILLAGE OF TIJERAS**

WHEREAS, the destruction of obsolete records is necessary for efficient records maintenance by the Municipal Clerk of The Village of Tijeras; and

WHEREAS, in the interest of sound records management principles, the Municipal Clerk has established procedures for the retention and disposition of municipal records; and

WHEREAS, the New Mexico Commission on Public Records (New Mexico State Records Center and Archives) has developed and issued records retention and disposition schedules for municipal records;

NOW, THEREFORE, BE IT RESOLVED:

That records retention and disposition schedules developed, issued and amended by the New Mexico Commission on Public Records and hereby adopted as the official policy for the retention and disposition of the records and files of the municipality

BE IF FURTHER RESOLVED:

That the Municipal Clerk is hereby authorized and directed to maintain the records management 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, ADOPTED AND APPROVED this 6th day of July, 2020.



Jake Bruton, Mayor

ATTEST :


Michael Wismer, Village Clerk