

**CITY OF RIO COMMUNITIES, NM  
RESOLUTION 2016- 67**

**DESIGNATING THE RETENTION AND DISPOSITION SCHEDULES FOR THE RECORDS FOR  
THE CITY OF RIO COMMUNITIES**

**WHEREAS,** the destruction of obsolete records is necessary for efficient records maintenance by the City of Rio Communities; 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 with the exception of meetings recordings which will be retained until the minutes are approved and signed by the Governing Body.

**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.

*Resolved: In the Regular Board Session this 28<sup>th</sup> day of June 2016.*

**City of Rio Communities Governing Body**

\_\_\_\_\_  
Mark Gwinn,  
Mayor

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Margaret (Peggy) Gutjahr,  
Councilor Mayor Pro-temp

\_\_\_\_\_  
William (Bill) Brown,  
Councilor

\_\_\_\_\_  
Arturo R. Sais,  
Councilor

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Thomas Scroggins,  
Councilor

ATTEST:

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Elizabeth (Lisa) Adair,  
Municipal Clerk