

**RESOLUTION OF THE  
BOARD OF DIRECTORS OF THE**

**HERITAGE TODD CREEK METROPOLITAN DISTRICT**

Adoption of the Special Districts Records Management Manual

A. The Heritage Todd Creek Metropolitan District (the “**District**”) is a quasi-municipal corporation and political subdivision of the State of Colorado organized pursuant to Article 1 of Title 32 of the Colorado Revised Statutes (the “**Special District Act**”); and

B. Pursuant to § 32-1-1001(1)(h), the Board of Directors of the District has the power to control, manage and supervise all the business and affairs of the District; and

C. The District has a need for a comprehensive records retention policy and schedule for the District’s non-permanent records and the retention of those records that have long-term administrative, fiscal and historical value (the “**Records**”); and

D. Under the authority granted by Part 1, Article 80, Title 24 of the Colorado Revised Statutes, the Colorado State Archives has developed the Special Districts Records Management Manual for use by special districts; and

E. The District desires to adopt the Special Districts Records Management Manual.

NOW THEREFORE, BEING IT RESOLVED BY THE BOARD OF DIRECTORS AS FOLLOWS:

1. The District adopts the Special Districts Records Management Manual, as amended, as the District’s minimum standard for the retention and destruction of its Records.

2. No Records may be destroyed pursuant to the Special Districts Records Management Manual if the Records pertain to any pending legal case, claim, action or audit involving the District, or if the Board determines that certain Records should otherwise be retained.

3. The destruction of any Records shall be done using secure methods of destruction to protect any confidential or personal identifying information.

APPROVED AND ADOPTED THIS 24TH DAY OF MAY, 2021.

HERITAGE TODD CREEK METROPOLITAN DISTRICT

  
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President

Attest:

  
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Secretary/Assistant Secretary