

Resolution No. 2023-12-03

**RESOLUTION
OF THE
BOARD OF DIRECTORS
OF THE
25 COMMERCE PARK METROPOLITAN DISTRICT**

**ADOPTING THE COLORADO SPECIAL DISTRICT RECORDS RETENTION
SCHEDULE**

WHEREAS, the 25 Commerce Park Metropolitan District (the “**District**”) was organized pursuant to §§ 32-1-101, *et seq.*, C.R.S., as amended (the “**Special District Act**”), and is a quasi-municipal corporation and political subdivision of the State of Colorado; and

WHEREAS, pursuant to § 32-1-1001(1)(h), C.R.S., the Board of Directors of the District (the “**Board**”) shall have the management, control and supervision of all the business and affairs of the District; and

WHEREAS, the District recognizes a need for a comprehensive records retention schedule for the District’s non-permanent records and the retention of those records that have long-term administrative, fiscal and historical value; and

WHEREAS, the Colorado State Archives has developed a state-wide record retention schedule in cooperation with the Colorado Special Districts Association, the Colorado Attorney General’s Office and the State Auditor’s Office for special districts to use and follow; and

WHEREAS, the District believes it is important to follow the same schedule for the retention of the District’s non-permanent records.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD AS FOLLOWS:

1. ADOPTION OF RECORDS RETENTION SCHEDULE. The District hereby adopts the 2008 Colorado Special District Records Retention Schedule, and all subsequent revisions thereto, and authorizes the District’s legal counsel to submit the request to the Colorado State Archives for the Schedule to be used as legal authority for the destruction and preservation of the District’s records.

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ADOPTED DECEMBER 12, 2023.

DISTRICT:

**25 COMMERCE PARK
METROPOLITAN DISTRICT**, a quasi-
municipal corporation and political
subdivision of the State of Colorado

By: David Klebba
David Klebba (Dec 18, 2023 10:30 MST)

Officer of the District

ATTEST:

Matthew Bruns
Matthew Bruns (Dec 13, 2023 16:39 EST)

APPROVED AS TO FORM:

WHITE BEAR ANKELE TANAKA & WALDRON
Attorneys At Law

Jimmy D. Anke

General Counsel to the District

*Signature page to Resolution Adopting the Colorado Special District Records Retention
Schedule*