



CITY COUNCIL ACTION FORM

DEPARTMENT	PRESENTED BY	DATE
Administration	Sara Law - Sustainability Coordinator/PIO	August 6, 2024

AGENDA ITEM

RESOLUTION 2024-49: A Resolution of the City Council of the City of Salida Colorado, adopting an email retention policy and amending the Salida City Council Handbook to include such policy

BACKGROUND

An email retention policy is crucial for a municipality because it ensures the preservation of important communications and records. This policy helps maintain compliance with legal and regulatory requirements, supports transparency and accountability, aids in efficient information management, and protects the municipality in legal proceedings by ensuring that relevant documents are accessible and properly archived. It also facilitates continuity and consistency in municipal operations by preserving institutional knowledge and historical records. These guidelines specify retention periods in accordance with the "Colorado Model Municipal Records Retention Schedule," as adopted by the City of Salida.

RECOMMENDATION

Staff recommends the adoption of Resolution 2024-49.

FISCAL IMPACT

There is no fiscal impact.

MOTION

A City Councilmember should state "I move to _____ Resolution 2024-49, A Resolution of the City Council of the City of Salida Colorado, adopting an email retention policy and amending the Salida City Council Handbook to include such policy", followed by a second and a roll call vote.