

**CITY OF SALIDA, COLORADO  
RESOLUTION NO. 49  
(Series of 2024)**

**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**

**WHEREAS**, the City of Salida, Colorado ("City") is a statutory city, duly organized and existing under the laws of the state of Colorado; and

**WHEREAS**, the City Council now desires to adopt an email retention policy to ensure that the City of Salida maintains and retains those files identified as "General Information" for the periods of time indicated within the Colorado Model Municipal Records Retention Schedule; and

**WHEREAS**, in addition, the City Council amended the Salida City Council Handbook, previously known as the Salida City Council Meeting Rules of Procedure, at various times; most recently on May 7<sup>th</sup>, 2024, via Resolution 2024-33; and

**WHEREAS**, the City Council desires to amend said Handbook with an Email Retention Policy addressing record retention schedules for emails; and

**WHEREAS**, it is the desire of the City Council to adopt this Email Retention Policy citywide, and also to incorporate an amendment to the City Council Handbook with the addition of the Email Retention Policy, to ensure transparency and to allow the Council to function at its highest ability to serve the City of Salida.

**NOW, THEREFORE, IT IS RESOLVED BY THE CITY COUNCIL OF THE CITY OF SALIDA, COLORADO, THAT:**

**Section 1.** The City Council incorporates the foregoing recitals as finding by the City Council.

**Section 2.** The City Council hereby adopts an Email Retention Policy for the City of Salida, attached and incorporated herein as Exhibit A.

**Section 3.** Additionally, the Salida City Council Handbook is hereby amended with the addition of the Email Retention Policy, attached and incorporated herein as Exhibit A, which shall become the new Chapter 11 of the updated Salida City Council Handbook.

**RESOLVED, APPROVED, AND ADOPTED this 6<sup>th</sup> day of August, 2024.**

CITY OF SALIDA

By:

\_\_\_\_\_  
Dan Shore, Mayor

[SEAL]

ATTEST: \_\_\_\_\_  
City Clerk/Deputy City Clerk

**Exhibit A**  
**Email Retention Policy**