 <b>TOWN OF DEWEY-HUMBOLDT</b>	<b>PG No TC16-04</b>
<b>All Public Bodies : Town Council, Board, Commission, and Committees</b>	<b>Policy Date: July 5, 2016</b>
<b>Subject: <i>Records Retention and Disposition Schedule as authorized by Resolution 08-62.</i></b>	<b>Resolution Effective Date: November 18, 2008</b>

**1. Background:**

Resolution 08-62 Establishing a Records Retention and Disposition Schedule was erroneously codified into the Town’s Code of Ordinances as Section 32.04 Records Retention and Disposition. In 2016, the Resolution is being removed from the Code of Ordinance book through an administrative clean-up process. Despite being removed from the Code of Ordinances Resolution 08-62 remains effective.

Upon removing Resolution 08-62 from the Code book, a policy mirroring its content is hereby created so that *Resolution 08-62 “ESTABLISHING A RECORDS RETENTION AND DISPOSITION SCHEDULE FOR THE TOWN OF DEWEY-HUMBOLDT”* is easier to be known. For the convenience of the public, and present and future councils, the Policy is posted on the Town website and placed in the Public Body Policy binder.

- 2. Policy:** In order for continued awareness of Resolution 08-62, this policy is created and will be posted on the Town’s website and placed in the Public Body Policy binder.

RESOLUTION № 08-62

A RESOLUTION OF THE MAYOR AND COMMON COUNCIL OF THE TOWN OF DEWEY-HUMBOLDT, COUNTY OF YAVAPAI, ARIZONA, ESTABLISHING A RECORDS RETENTION AND DISPOSITION SCHEDULE FOR THE TOWN OF DEWEY-HUMBOLDT.

WHEREAS, A.R.S. § 41-1346 requires every municipality to establish and maintain an active, continuing program for the economical and efficient management of records, and to designate an individual from within the agency to manage the records management program and act as liaison to the Arizona Department of Library, Archives, and Public Records; and

WHEREAS, A.R.S. § 41-1346 requires the governing body of each county, city, town or other political subdivision to promote the principles of efficient records management for local public records, and as far as practicable, follow the program established for the management of state records; and

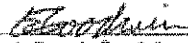
WHEREAS, it is also a purpose of this resolution to adopt the Arizona State Records Retention and Disposition Schedule established by the Arizona Department of Library, Archives, and Public Records for the Town of Dewey-Humboldt;


NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND COMMON COUNCIL OF THE TOWN OF DEWEY-HUMBOLDT, ARIZONA, AS FOLLOWS:

The Arizona State Records Retention and Disposition Schedules, All Office Administration - Schedule Number 000-08-01 and All Agency/Division Management - Schedule Number 000-08-3, are hereby adopted to provide for the efficient and effective control of all town records.

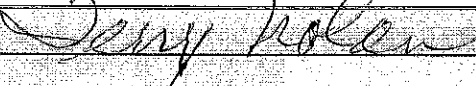
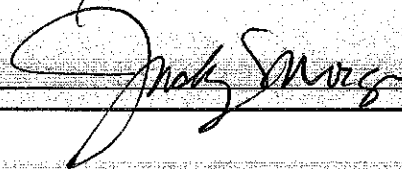
The Town Clerk shall be the Custodian of Records and liaison to the Arizona Department of Library, Archives, and Public Records.

PASSED AND ADOPTED by the Mayor and Common Council of the Town of Dewey-Humboldt, Arizona, this 18<sup>th</sup> day of November 2008.

  
Earl Goodwin, Mayor

APPROVED AS TO FORM:  
  
Kenton Jones, Esq.  
Town Attorney

ATTEST:  
  
Judy Morgan, Town Clerk

TERRY NOLAN, MAYOR	
ATTEST:	
JUDY MORGAN, TOWN CLERK	
Notes:	