

**Resolution No. 2021-12-03**

**JOINT RESOLUTION  
OF THE  
BOARDS OF DIRECTORS  
OF THE  
BRIGHTON RIDGE METROPOLITAN DISTRICT NOS. 1-2**

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

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WHEREAS, the Brighton Ridge Metropolitan District Nos. 1-2 (each a “**District**” and collectively, the “**Districts**”) were organized pursuant to §§ 32-1-101, *et seq.*, C.R.S., as amended (the “**Special District Act**”), and are each 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 Boards of Directors of the District (each a “**Board**”) shall have the management, control and supervision of all the business and affairs of the District; and

WHEREAS, each 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, each 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 Districts hereby adopt 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 this 9th day of December, 2021.

BRIGHTON RIDGE METROPOLITAN  
DISTRICT NOS. 1-2, quasi-municipal  
corporations and political subdivisions of  
the State of Colorado

*Patrick Schmitz*

Patrick Schmitz (Jan 4, 2022 08:22 MST)

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Officer of the Districts

ATTEST:

*AK*

Andrew Klein (Dec 10, 2021 17:28 MST)

APPROVED AS TO FORM:

WHITE BEAR ANKELE TANAKA & WALDRON  
Attorneys At Law

*James J. Ankele*

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General Counsel to the Districts

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