

RESOLUTION NO. 18-06

BOARD OF DIRECTORS
GARFIELD COUNTY FEDERAL MINERAL LEASE DISTRICT
GARFIELD COUNTY, COLORADO

RESOLUTION ADOPTING THE GARFIELD COUNTY FEDERAL MINERAL LEASE DISTRICT
RECORDS RETENTION SCHEDULE

- A. WHEREAS, the Garfield County Federal Mineral Lease District (“the District”) is a federal mineral lease district duly created pursuant to the Federal Mineral Lease District Act, § 30-20-1301, *et seq.*, C.R.S. (2018) (“the Act”) and conducts its affairs through its board of directors (“District Board”), § 30-20-1307, C.R.S. (2018); and
- B. WHEREAS, the District is an independent public body politic and corporate and a public instrumentality under the Act, subject to the Open Meetings Law, § 24-6-401, *et seq.*, C.R.S. (2018) and the Colorado Open Records Act, § 24-72-200.1, *et seq.*, C.R.S. (2018); and
- C. WHEREAS, the District is a governmental agency as defined in § 24-80-101 (1) C.R.S. (2018), and therefore subject to statutory requirements regarding records retention;
- D. WHEREAS, federal mineral lease districts are organized under Title 30, and are not special districts organized under Title 32, and the State Archivist’s Records Management Manual does not address federal mineral lease districts *per se*; and
- E. WHEREAS, the District has retained all records since its inception in 2011, and since March 9, 2016, has utilized a records retention schedule modeled on guidance from the State Archivist’s Records Management Manual; and
- F. WHEREAS, the District Board now seeks approval of its retention schedule from the State Archivist, as required by law.

NOW, THEREFORE, BE IT RESOLVED THAT

The Garfield County Federal Mineral Lease Board of Directors hereby adopts the Garfield County Federal Mineral Lease District Records Retention Schedule, attached as Exhibit A and incorporated as if fully set forth herein, which shall be forwarded to the State Archivist for consideration and further action, as required by law.

DONE THIS 12th day of December, 2018, at Glenwood Springs, Colorado.

Voting:

Director Rippy: aye

Director Samson: aye

Director Schmela: aye

BOARD OF DIRECTORS, GARFIELD COUNTY
FEDERAL MINERAL LEASE DISTRICT

By:  _____
President

ATTEST:  _____
Secretary

Exhibit A
Garfield County Federal Mineral Lease District
Records Retention Schedule

I. Permanent Records

- A. Annual Budgets
- B. Annual Certified Audited Financial Reports
- C. Resolutions of the Board of Directors
- D. Agendas and all Supporting Documentation
- E. Meeting Notices
- F. Written minutes of all meetings of the Board of Directors
- G. Bylaws / Organizational and Procedural Rules
- H. Grant Applications with Instructions offered every grant cycle

II. Non-permanent Records with Minimum Retention Periods

- A. Awarded Grants and Supporting Documentation – duration of the grant + six years
- B. Rejected Grants and Supporting Documentation – 1 year + current after rejection or withdrawal
- C. Audio recordings of Open Meetings – six months following approval of the minutes.
- D. Audio recordings of Executive Sessions – 90 days after the meeting - § 24-6-402(2)(d.5)(II)(E) C.R.S. (2018).
- E. Website Records – One-year following any changes to content. The GCFMLD website is hosted by the Statewide Internet Portal Authority: <https://www.colorado.gov/gcfmld>.

III. Further Guidance.

- A. Federal mineral lease districts are political subdivisions of the state § 30-20-1301 *et seq* C.R.S. (2018), not “special districts” under Title 32 of the Colorado Revised Statutes.
- B. Absent specific guidance to federal mineral lease districts from the State Archivist, the District Board nevertheless intends to abide by those sections of the Archivist’s Records Management Manual pertaining to Colorado Special Districts that can reasonably be read to apply to federal mineral lease districts.