

**RESOLUTION 2020-06**

**A RESOLUTION OF THE MAYOR AND COUNCIL OF THE TOWN OF TUSAYAN, COCONINO COUNTY, ARIZONA, ADOPTING A RECORDS MANAGEMENT POLICY AND ESTABLISHING A RECORDS RETENTION SCHEDULE FOR THE TOWN OF TUSAYAN**

**WHEREAS**, it is a best practice for all government agencies to establish and maintain a records management policy, and;

**WHEREAS**, it is required that the Town establish and maintain an active, continuing program for the economical and efficient management of records (A.R.S. § 41-151.14. A.1), and;

**WHEREAS**, it is required that the Town submit to the Director of Library, Archives and Public Records, in accordance with established standards, schedules proposing the length of time each record series warrants retention for administrative, legal, or fiscal purposes after it has been received by the agency (A.R.S. § 41-151.14.A.3),

**THEREFORE:** Be it resolved by the Mayor and Council of the Town of Tusayan that the Records Management Manual and Records Retention Schedule dated February 27, 2020 be adopted as the Records Management Policy for the Town of Tusayan.

**Passed and Adopted** by the Mayor and Council of the Town of Tusayan, Coconino County, Arizona, in Regular Session on March 11th, 2020.

  
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Craig Sanderson, Mayor

**ATTEST:**

  
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Bruce K. Northern, Town Clerk

**APPROVED AS TO FORM:**

  
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William J. Sims, Town Attorney