



Town of Huachuca City

The Sunset City

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RESOLUTION NO. 2019-28

A RESOLUTION OF THE MAYOR AND COUNCIL OF THE TOWN OF HUACHUCA CITY, ARIZONA, ADOPTING RECORDS RETENTION AND DISPOSITION SCHEDULES FOR TOWN RECORDS.

WHEREAS, the Town of Huachuca City desires to adopt policies for the retention and disposition of the Town's official records that will ensure compliance with State law, maximize efficiency and minimize cost; and

WHEREAS, the staff of the Town of Huachuca City has assembled the Retention and Disposition Schedules recommended by the Director of the Arizona State Library, Archives and Public Records, attached hereto as Exhibit "A" and incorporated herein by this reference, which collectively provide a policy for the retention and disposition of the Town's official records in compliance with State law; and

WHEREAS, the Mayor and Council of the Town of Huachuca City have reviewed the Records Retention and Disposition Schedules attached hereto as Exhibit "A" and have determined that approving and adopting them is in the best interests of the Town and its residents.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Town of Huachuca City that the Records Retention Schedules, attached hereto as Exhibit "A" are hereby approved and adopted.

PASSED AND ADOPTED BY THE MAYOR AND TOWN COUNCIL OF THE TOWN OF HUACHUCA CITY, COCHISE COUNTY, ARIZONA, THIS 12th DAY OF SEPTEMBER, 2019.


Johann Wallace, Mayor

ATTEST:


Janine Collins, Town Clerk

Approved as to Form:


Thomas Benavidez, Town Attorney



[Exhibit A]

[Records Retention Schedules]