

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;

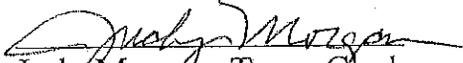
NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND COMMON COUNCIL OF THE TOWN OF DEWEY-HUMBOLDT, ARIZONA, AS FOLLOWS:

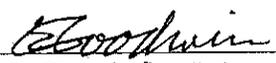
The Arizona State Records Retention and Disposition Schedules, All Office Administration - Schedule Number 000-08-01 and All Agency/Division Management - Schedule Number 000-08-3, are hereby adopted to provide for the efficient and effective control of all town records.

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

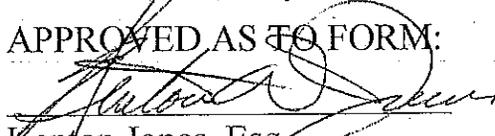
PASSED AND ADOPTED by the Mayor and Common Council of the Town of Dewey-Humboldt, Arizona, this 18th day of November 2008.

ATTEST:


Judy Morgan, Town Clerk


Earl Goodwin, Mayor

APPROVED AS TO FORM:


Kenton Jones, Esq.
Town Attorney