



## **RESOLUTION NO. 2019-003 {Amendment 1}**

### **CITY RECORDS RETENTION POLICY AND EMAIL RETENTION GUIDELINES**

**WHEREAS:** The Governing Body recognizes that a records information management and retention policy is essential to the proper maintenance, storage, and destruction of all records used, created, received, maintained or held by the Municipality; and

**WHEREAS:** Previous schedules prepared by the NM State Records and Archives Division and utilized by municipalities have been repealed by NM State Records and Archives; requiring the development of a “New Mexico Municipal Records Retention Schedule” as prepared by the NM Municipal Clerks and Finance Officers Association; and

**WHEREAS:** This policy will reduce requirements for storage space, ensure consistency in disposition and handling, reduce chances for reckless disposal, and ensure compliance with the state of New Mexico retention requirements.

### **NOW THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF ANTHONY, NM:**

**Section 1.** City records will be held in accordance with the New Mexico Municipal Records Retention Schedule, as attached hereto. Such schedule may be updated from time to time by the City Clerk to reflect any federal, state, or local changes in retention requirements.

**Section 2.** Records may be stored in electronic format, as appropriate and otherwise allowable, in accordance with guidelines established by the City Clerk.

**Section 3.** Electronic messages (E-mail) shall be held in accordance with the email retention guidelines attached hereto.

**Section 4.** City Clerk can destruct and issue certificate of destruction only for items approved by the Board which do not require a contracted vendor.

**Section 5.** Governing Board amends City retention schedule to include NMML updates dated 12-3-2020 for officer lapel cam or body cam retention from 90 days to 120 days, due to SB 8 2019 special session, 29-1-18A3 NMSA ; include Lodgers' Tax as an example and Change video record series number from 18.10.031 to 18.10.032

**Section 6.** All previous retention schedules and email policies are hereby rescinded.



PASSED, APPROVED, AND ADOPTED THIS 17<sup>TH</sup> DAY OF FEBRUARY 2021.

*Diana Murillo-Trujillo*  
Diana Murillo-Trujillo, Mayor



{SEAL}  
ATTEST:

*Esther Motongo*

Esther Motongo, City Clerk

**ROLL CALL VOTE:**

Mayor Pro Tem Fernie Herrera

YES  NO

*Fernie Herrera*

Trustee Gloria Gameros

YES  NO

*Gloria Gameros*

Trustee Elva Flores

YES  NO

*Elva Flores*

Trustee Javier Silva

YES  NO

*Javier Silva*