



**CITY OF ANTHONY, NM
RESOLUTION 2021-022**

**A RESOLUTION AUTHORIZING THE DISPOSITION OF OBSOLETE MUNICIPAL
COURT CRIMINAL CASE FILES, NON- DWI.**

The Governing Board is informed that:

WHEREAS, the destruction of obsolete records is necessary for efficient records Maintenance by the Municipal Clerk of City of Anthony and;

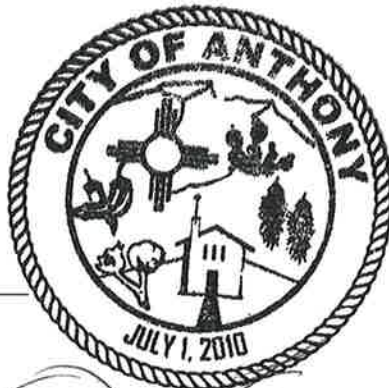
WHEREAS, in the interest of sound records management principles, the Municipal Clerk has established procedures for the retention and disposition of Municipal records and;

WHEREAS, City Staff has identified record destruction Log (**Attachment A**) that meet the City of Anthony Record Retention and Disposition Policy (**Resolution 2019-003(Amendment 1)**), time requirement for destruction (**Exhibit B**).

NOW, THEREFORE BE IT RESOLVED: by the Governing Body of the City of Anthony

THAT, the City Clerk is hereby authorized to apply the retention period and dispose files listed on Exhibit A, by means of burial or shredding and attach certificate of destruction to this resolution.

PASSED, APPROVED AND ADOPTED THIS 2ND DAY OF JUNE, 2021.



Diana M. Trujillo, Mayor

ATTEST:

Esther Motongo, City Clerk

ROLL CALL VOTE:

MPT Fernie Herrera

YES NO

Trustee Gloria Gameros

YES NO

Trustee Elva Flores

YES NO

Trustee Javier Silva

YES NO

CERTIFICATE OF DESTRUCTION

This is to certify that American Document Services, destroyed documents in accordance with agreement between **City Of Anthony** and American Document Services.

The destruction was performed at **American Document Services** located at **300 A N. 17th Street, Las Cruces, NM 88005**

Pick up date: 06/16 - 17/2021

Destroyed date: 06/21/2021

Brief description of material destroyed: 4- 64 Gallon Tips of Loose Office Paper and Electronics

37 hard drives, 25 monitors, 36 mouse, 12 large printers, 6 small printers, 7 misc-TV's, VCR, shredder, cash register, typewriter, 35 non-paper items phones, 53

American Document Services certify the destruction of the material described and verify the facts as represented by the certificate.

