

**A RESOLUTION ADOPTING A CITY-WIDE RECORDS AND INFORMATION
MANAGEMENT POLICY**

NO. 2026-079

WHEREAS, the City Council desires to ensure that city-wide records are managed in accordance with best practice and legal requirements; and

WHEREAS, The last records and information management policy was adopted in 2015 and does not currently match legal requirements and contemporary best practices; and

WHEREAS, The revised records and information management (“RIM”) policy attached hereto as Exhibit A specifies current policies, procedures, and retention requirements ensuring municipal records are stored, disposed of, and retained properly in order to maximize public transparency and comply with legal and best practice requirements.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF COMMERCE CITY, COLORADO, AS FOLLOWS:

SECTION 1. Findings. The recitals to this resolution are incorporated as findings of City Council. This resolution is found to be necessary to protect the integrity of records and information management.

SECTION 2. Approval. The RIM policy attached hereto as Exhibit A is hereby approved and adopted and shall take effect as of the effective date of this resolution.

SECTION 3. These policies shall supersede all previous practices and all City-wide policies or manuals previously adopted and/or distributed to employees regarding records and information management.

RESOLVED AND PASSED THIS JUNE 1, 2026.

CITY OF COMMERCE CITY, COLORADO

Steve J. Douglas, Mayor

ATTEST:

Stephen J. Ruger, City Clerk