

**Resolution No. 2023-12-03**

**JOINT RESOLUTION  
OF THE  
BOARDS OF DIRECTORS  
OF THE  
BUFFALO HIGHLANDS METROPOLITAN DISTRICT NOS. 1-3**

**ADOPTING THE COLORADO SPECIAL DISTRICT RECORDS RETENTION  
SCHEDULE**

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WHEREAS, the Buffalo Highlands Metropolitan District Nos. 1-3 (each reference to a “**District**” herein shall mean a reference to each of the Districts individually) was organized pursuant to §§ 32-1-101, *et seq.*, C.R.S., as amended (the “**Special District Act**”), and is a quasi-municipal corporation and political subdivision of the State of Colorado; and

WHEREAS, pursuant to § 32-1-1001(1)(h), C.R.S., the Boards of Directors of the District (each reference to a “**Board**” herein shall mean a reference to each of the Boards individually) shall have the management, control and supervision of all the business and affairs of the District; and

WHEREAS, the District recognizes a need for a comprehensive records retention schedule for the District’s non-permanent records and the retention of those records that have long-term administrative, fiscal and historical value; and

WHEREAS, the Colorado State Archives has developed a state-wide record retention schedule in cooperation with the Colorado Special Districts Association, the Colorado Attorney General’s Office and the State Auditor’s Office for special districts to use and follow; and

WHEREAS, the District believes it is important to follow the same schedule for the retention of the District’s non-permanent records.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD AS FOLLOWS:

1. ADOPTION OF RECORDS RETENTION SCHEDULE. The District hereby adopts the 2008 Colorado Special District Records Retention Schedule, and all subsequent revisions thereto, and authorizes the District’s legal counsel to submit the request to the Colorado State Archives for the Schedule to be used as legal authority for the destruction and preservation of the District’s records.

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ADOPTED DECEMBER 7, 2023.

**DISTRICTS:**

**BUFFALO HIGHLANDS  
METROPOLITAN DISTRICT NO. 1-3,**  
quasi-municipal corporations and political  
subdivisions of the State of Colorado

By:     *Matt Hengel*      
Matt Hengel (Dec 22, 2023 10:33 MST)  
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Officer of the Districts

ATTEST:

    *Jason J.W. Pock*      
Jason J.W. Pock (Dec 22, 2023 10:35 MST)  
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APPROVED AS TO FORM:

WHITE BEAR ANKELE TANAKA & WALDRON  
Attorneys At Law

    *Jason J.W. Pock*      
General Counsel to the Districts

*Signature page to Resolution Adopting the Colorado Special District Records Retention  
Schedule*