



Records Management Manual Approval

Request Form

☒ County ☐ Municipality ☐ School District/BOCES ☐ Special District

NAME OF ENTITY

Morgan County Government

CONTACT PERSON/TITLE:

Mark A. Arndt, Chair BOC

MAILING ADDRESS:

P.O. Box 590

TELEPHONE:

970-542-3500 x 1410

E-MAIL:

bccadmin@co.morgan.co.us

LOCAL EXCEPTIONS:

(List and provide basis and description of any local exceptions for records retention periods that are specified by formal direction of the local ordinance, Home Rule Charter provision, by board resolution or formal direction of the school board, governing body, etc., that differ from those set out in the Records Retention Manual for your specific entity. Use additional pages if needed.)

THE ABOVE ENTITY HEREBY REQUESTS APPROVAL FROM THE COLORADO STATE ARCHIVES TO FOLLOW THE SPECIFIC ENTITY'S RECORDS RETENTION MANUAL, WITH THE LOCAL EXCEPTIONS INDICATED.

SIGNATURE OF AUTHORIZED ENTITY REPRESENTATIVE

2-16-21

DATE OF SUBMITTAL OF REQUEST FOR APPROVAL