ACKNOWLEDGEMENTS

The *Colorado Municipal Records Retention Schedule* was made possible through a cooperative venture. A group of Weld County, Colorado municipalities recognized the need for a comprehensive records retention schedule that could be used by any small Colorado municipality and joined forces to fund and support the project.

Funding for the project was provided by 11 Weld County municipalities: the Town of Eaton, the City of Fort Lupton, the Town of Garden City, the Town of Gilcrest, the City of Greeley, the Town of Hudson, the Town of Johnstown, the Town of Keenesburg, the Town of Mead, the Town of Milliken and the Town of Windsor.

The following municipal clerks and their municipalities contributed to the success of the year-long project: **Chris Bagley**, Town of Eaton; **Linda Salas**, Town of Erie; **Barbara Rodgers**, City of Fort Lupton; **Janice Walter**, Town of Garden City; **Linda Smith**, Town of Gilcrest; **Betsy Holder**, City of Greeley; **Judy Larson**, Town of Hudson; **Diana Seele**, Town of Johnstown; **Cheryl Jesser**, Town of Keenesburg; **Judy Hegwood**, Town of Mead; **Nanette Fornof**, Town of Milliken (project coordinator for the municipalities); and **Cathy Kennedy**, Town of Windsor. Other staff members from the Towns of Milliken and Windsor and the City of Greeley participated in benchmark records inventories and interviews conducted by the project consultant.

The project would not have been possible without the continued support, cooperation and assistance of **Terry Ketelsen**, State Archivist for the State of Colorado and **Karen Zoltenko**, Deputy State Archivist for the State of Colorado. **Don Sandoval**, Regional Manager for the State of Colorado, Department of Local Affairs, Office of Field Services, also provided continuing encouragement and advice throughout the project. **Tony Adams, CRM**, Director of the Wyoming State Archives and **Carol Intlekofer**, City Clerk, City of Cheyenne, Wyoming, provided valuable assistance during the initial stages of the project. **Chuck Schiell, CRM**, records management consultant for the Town of Erie, and **Betsy Holder** and **Russell Lenhart** of the Greeley City Clerk's Office, are owed a special debt of gratitude for their detailed reviews of the preliminary draft of the Model Municipal Retention Schedule and their helpful suggestions.

This document would not have been possible without the earlier work accomplished by the Colorado Municipal Clerks' Association and numerous municipal clerks who developed in 1992 and updated in 1999 the *Guidelines for the Retention of Municipal Records in Colorado*, which established a solid foundation for creation of a Municipal Records retention schedule.

The *Colorado Municipal Records Retention Schedule* became a reality through the dedicated efforts of **Molly J. Davis, CRM, CMC**, records management consultant specializing in local government records in Colorado.

A comprehensive ten-year review of the Colorado Municipal Records Retention Schedule was completed in 2010—2011 through a collaborative effort of the Colorado State Archives and the Colorado Municipal Clerks Association Records Management Committee. Project funding was provided by the Colorado State Archives and the Colorado Municipal Clerks Association. The individuals who participated in this effort were: Terry Ketelsen (Colorado State Archivist), Erin McDanel (Colorado State Archives), Molly J. Davis (consultant), Kerry Bush (Englewood), Melinda Catapano (Grand Junction), Nanette Fornof (Frederick), Leighsa Grommon (Berthoud), Judy Hegwood (Firestone), Leah Heneger (Platteville), Betsy Holder (Greeley), Lisa Horton (Aurora), Russ Lenhart (Greeley), Kimber Liss (Centennial), Tim Paran (Denver), Daryl Payne (Pueblo), Cat Petersen (Winter Park), Patricia Putfark (Centennial), Sara Rusher (Longmont), Barbara Setterlind (Centennial), Susan Sorlein (Parker), Sandi Sugden (Mead), Jewel Traudt (Englewood), and Mike Wolfe (Vail). Special thanks is also given to those who submitted comments and questions during the update process.