

**RESOLUTION OF THE BOARDS OF DIRECTORS OF
BASELINE METROPOLITAN DISTRICT NOS. 1 – 9**

A RESOLUTION ADOPTING AND APPROVING A SECOND AMENDMENT TO THE
SECOND AMENDED AND RESTATED PUBLIC RECORDS POLICY REGARDING THE
INSPECTION, RETENTION AND DISPOSAL OF PUBLIC RECORDS

WHEREAS, the Colorado Open Records Act (“Open Records Act”), as set forth in Section 24-72-200.1, *et seq.*, C.R.S., as amended, requires all public records of political subdivisions of the State to be open for inspection by any person at reasonable times except as otherwise provided in the Open Records Act; and

WHEREAS, on July 24, 2014, via resolution, the Boards of Directors for Baseline Metropolitan District Nos. 1 – 3 (formerly known as North Park Metropolitan Districts Nos. 1 – 3, the “Districts Nos. 1 – 3”) adopted a Second Amended and Restated Public Records Policy Regarding the Inspection, Retention and Disposal of Public Records in compliance with the Open Records Act, as amended by that First Amendment to Second and Restated Public Records Policy Regarding the Inspection, Retention and Disposal of Public Records, adopted by the Boards of Directors for District Nos. 1 – 3 and Baseline Metropolitan District No. 4 (“District No. 4,” together with District Nos. 1 – 3, “District Nos. 1 – 4”) on July 12, 2018 (collectively, the “Public Records Policy”); and

WHEREAS, Baseline Metropolitan District Nos. 5 – 9 (“District Nos. 5 – 9,” together with District Nos. 1 – 4, the “Districts”) were formed by order and decree of the District Court for Broomfield County, Colorado after approval of the eligible electors of District Nos. 5 – 9 at a regular election held on November 3, 2020; and

WHEREAS, the Boards of Directors of District Nos. 5 – 9 desire to adopt the Public Records Policy and the Records Retention Schedule previously adopted by the Boards of Directors of Districts Nos. 1 – 4; and

WHEREAS, the Boards of Directors of the Districts desire to amend the Public Records Policy to add and subject District Nos. 5 – 9 to the provisions thereof.

NOW THEREFORE, THE BOARDS OF DIRECTORS OF BASELINE METROPOLITAN DISTRICT NOS. 1 – 9 HEREBY ADOPT THE FOLLOWING SECOND AMENDMENT TO THE SECOND AMENDED AND RESTATED PUBLIC RECORDS POLICY:

1. Adoption of 2014 Public Records Policy and Records Retention Schedule. The Boards of Directors of District Nos. 5 – 9 hereby adopt the Public Records Policy in its entirety.
2. Amendment to 2014 Public Records Policy. The Public Records Policy is hereby amended, such that all references therein to the term “Districts” shall mean and include Baseline Metropolitan District No. 1, Baseline Metropolitan District No. 2, Baseline Metropolitan District No. 3, and Baseline Metropolitan District No. 4, Baseline Metropolitan District No. 5, Baseline

Metropolitan District No. 6, Baseline Metropolitan District No. 7, Baseline Metropolitan District No. 8, and Baseline Metropolitan District No. 9; and all references therein to the “Boards” shall mean and include the Boards of Directors for Baseline Metropolitan District No. 1, Baseline Metropolitan District No. 2, Baseline Metropolitan District No. 3, and Baseline Metropolitan District No. 4, Baseline Metropolitan District No. 5, Baseline Metropolitan District No. 6, Baseline Metropolitan District No. 7, Baseline Metropolitan District No. 8, and Baseline Metropolitan District No. 9.

3. Adoption of Special District Records Retention Schedule. Upon approval from the State Archives, District Nos. 5 – 9 hereby adopt and shall follow the “Special District Records Retention Schedule,” as described in the Public Record Policy, and the approval shall be attached hereto as Exhibit A upon receipt from the State Archives. District Nos. 5 – 9 authorize legal counsel to execute and submit the approval form to the State Archives.


4. Amendments to Public Records Policy. The Boards of Directors of the Districts may further amend the Public Records Policy from time to time as the Boards deem necessary.

5. Effective Date. This Resolution shall take effect on the date and at the time of its adoption and shall be executed by the Districts’ President, and attested by a designated representative of the Districts, including the Districts’ General Counsel or other officer of the Districts.

(Signatures Begin on Next Page)

ADOPTED AND APPROVED THIS 7TH day of JANUARY, 2021.

BASELINE METROPOLITAN DISTRICT NOS. 1 – 9

By: 
Kim L. Perry, President

ATTEST:


By: ALAN D POAGUE
Its: GENERAL COUNSEL

Exhibit A

State Archive Approval

Records Management Manual

Approval Request Form

County Municipality School District/BOCES Special District

NAME OF ENTITY

BASELINE METROPOLITAN DISTRICT NOS. 5 - 9

CONTACT PERSON/TITLE:

ALAN D. POGUE, GENERAL COUNSEL

MAILING ADDRESS:

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TELEPHONE:

(303) 292-9100

E-MAIL:

apogue@isp-law.com

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.

 GENERAL COUNSEL
SIGNATURE OF AUTHORIZED ENTITY REPRESENTATIVE

1-21-2021
DATE OF SUBMITTAL OF REQUEST FOR APPROVAL

Records Management Manual

Approval Request Form

County Municipality School District/BOCES Special District

NAME OF ENTITY

BASELINE METROPOLITAN DISTRICT NOS. 5 - 9

CONTACT PERSON/TITLE:

ALAN D. POGUE, GENERAL COUNSEL

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Alan D. Pogue GENERAL COUNSEL
SIGNATURE OF AUTHORIZED ENTITY REPRESENTATIVE

1-21-2021
DATE OF SUBMITTAL OF REQUEST FOR APPROVAL

APC 3/5/2021