

1 **CITY OF SANTA FE, NEW MEXICO**

2 **RESOLUTION NO. 2012-68**

3 **INTRODUCED BY:**

4
5 Councilor Bushee

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9 **A RESOLUTION**

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11 **AMENDING THE CITY OF SANTA FE RECORDS RETENTION RULE FOR CAMPAIGN**
12 **CONTRIBUTION REPORTS.**

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14 **WHEREAS**, on October 13, 2010, the Governing Body adopted Resolution No. 2010-81 that
15 adopted as official policy the most current approved records retention and disposition schedules and
16 microphotography standards on file with the New Mexico State Records Center and Archives for the
17 retention, destruction and microphotography of city records with the exception of municipal court
18 records which were modified; and

19 **WHEREAS**, such records and schedules were adopted as the *City of Santa Fe Records*
20 *Retention Guidebook for Records Liaisons* (“*Guidebook*”); and

21 **WHEREAS**, the *Guidebook* currently states that the retention period for campaign
22 contribution reports is “two years after election or until termination of office, whichever is longer”;
23 and

24 **WHEREAS**, the Governing Body desires to amend the retention period for campaign
25 contribution reports to “eight years after election”.

1 **NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE**
2 **CITY OF SANTA FE** that Rule 1.19.8.154 of the *Guidebook* is amended to read:

3 **1.19.8.154 CAMPAIGN CONTRIBUTION REPORTS**

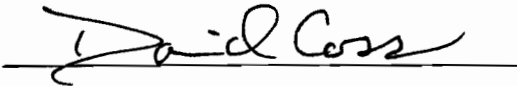
4 A. **Program:** municipal election records

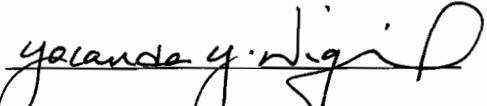
5 B. **Maintenance System:** [municipal preference]


6 C. **Description:** records concerning the contribution to fund campaigns of
7 candidates or special issues. Reports may show name of contributor, amount of contribution,
8 candidate name, etc.

9 D. **Retention:** Beginning with the March 2008 election, records shall be
10 retained in hardcopy for four years after the date of election, and in electronic format
11 for eight years after the date of election.

12 PASSED, APPROVED, and ADOPTED this 11th day of July, 2012.

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15 DAVID COSS, MAYOR

16 ATTEST:
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19 YOLANDA Y. VIGIL, CITY CLERK

20 APPROVED AS TO FORM:
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22
23 GENO ZAMORA, CITY ATTORNEY

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25 CAO/Melissa/Resolutions 2012/2012-68 Records Retention_Campaign Contributions