

**A RESOLUTION
OF THE CITY COUNCIL
OF THE CITY OF CHERRY HILLS VILLAGE
AMENDING THE CITY OF CHERRY HILLS VILLAGE
MUNICIPAL RECORDS RETENTION SCHEDULE**

WHEREAS, the City follows the Colorado Municipal Records Retention Schedule (“the Schedule”); and

WHEREAS, the Schedule was amended and revised in 2011; and

WHEREAS, the retention period for sales tax returns was increased from three years to “3 years after taxpayer ceases to file sales and use tax returns” in Section 30.190.E.1 of the Schedule; and

WHEREAS, compliance with the new retention period for sales tax returns would require significant staff time as well as additional costs for off-site storage of records; and

WHEREAS, there is no legal or administrative advantage to keeping sales tax returns for longer than three years.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF CHERRY HILLS VILLAGE:

Section 1. Section 30.190(E) of the Colorado Municipal Records Retention Schedule, as adopted by the City of Cherry Hills Village, is hereby amended to read as follows:

E. Sales and Use Tax Records

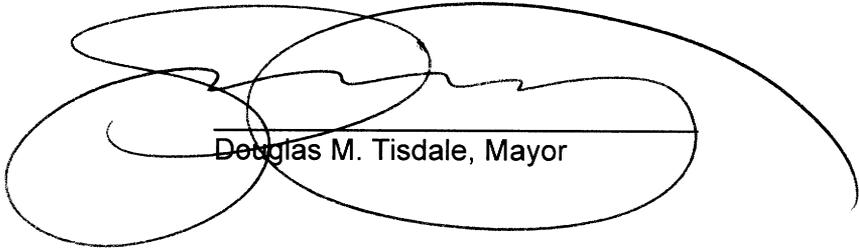
Records of the collection and administration of sales and use tax.

1. Applications, Returns and Audits – Taxpayers

Retention: 3 years after taxpayer files return or ceases to file sales and use tax returns, after settlement for delinquent taxes, or after completion of audit, whichever is later.

This Resolution shall be effective immediately.

Introduced, passed and adopted at the regular meeting of City Council this 4th day of September, 2012, by a vote of 6 yes and 0 no.



Douglas M. Tisdale, Mayor

ATTEST:

APPROVED AS TO FORM:



Laura Smith, City Clerk



Kenneth S. Fellman, City Attorney

(SEAL)