

**RESOLUTION  
BOARD OF DIRECTORS  
MURPHY CREEK METROPOLITAN DISTRICT NO. 3**

**DESIGNATING FORM OF OFFICIAL RECORDS TO BE RETAINED**

WHEREAS, Murphy Creek Metropolitan District No. 3 ("the District") was duly and validly organized and exists as a metropolitan district within Arapahoe County, Colorado pursuant to C.R.S. §32-1-101 *et seq.*; and

WHEREAS, in the course of its operations, the District creates and maintains official records, including election records, financial records, general administrative records, governing body records, litigation and legal counsel records, and property records; and

WHEREAS, prudent management and state law requires the District to retain official records for a period of time; and

WHEREAS, the District is authorized to decide on the physical form for each type of record, ensuring authenticity, readability and accessibility during the retention period; and

WHEREAS, the Board of Directors of the District desires to designate the form of official records to be retained, in full compliance with the requirements of all applicable statutes and regulations;

NOW, THEREFORE, BE IT RESOLVED, that the District designates that all official records that the District is required to retain may be maintained in digital electronic format with the following exceptions:

1) Records that are pertinent to any current, pending or anticipated investigation, audit, or legal proceeding shall be maintained in their then-current format during the pendency of any such proceeding and may not be destroyed during such period;

2) Notices of meetings and agendas that are required to be posted must be maintained in paper/hard copy format during the time period that they are posted prior to any such meetings;

3) Notices of published budget hearings and copies of the proposed budget shall be maintained in paper format at the District's official office for inspection by any interested member of the public during the time period from the time the budget hearing is first noticed until the time of the budget hearing;

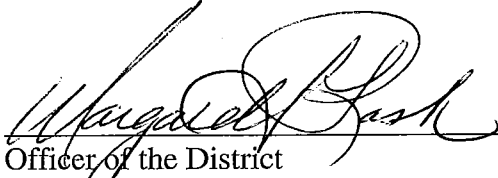
4) Any records that the District is required to maintain in original format to preserve their value (including bearer instruments such as original promissory notes that are secured by deeds of trust);

5) Any records that the District is required by law to maintain in a format other than electronic.

Nothing in this resolution precludes the custodian of any public record from maintaining the official record in paper or other hard copy format in addition to electronic format.

ADOPTED THIS 28th DAY OF November, 2018.

**MURPHY CREEK  
METROPOLITAN DISTRICT  
NO. 3**

  
Officer of the District