

<b>Title:</b> Administrative Policy Office of the Clerk and Recorder	<b>Policy No.</b> Part 2, Board Administration Chapter 3, Elected Officials Section 2
	<b>Effective Date</b> July 6, 2010
<b>Policy Custodian</b> County Administrator	<b>Adoption/Revision Date</b> July 6, 2010

**Adopting Resolution(s):** CC10-279

**References (Statutes/Resos/Policies):** §30-10-405 C.R.S; Senate Bill 91-33; CC89-631, CC91-588, CC95-404, CC06-537, CC07-329

**Purpose:** To designate certain functions of the County Clerk and Recorder.

**Policy:** Office of the Clerk and Recorder

- A. The Clerk and Recorder is hereby designated to create and maintain a survey plat records file and index system. All survey plats to be deposited with the County pursuant to law shall be deposited and filed with the Clerk and Recorder of Jefferson County.
- B. The Clerk and Recorder shall attend the sessions of the Board of County Commissioners either in person or by deputy, keep the county seal, records, and papers of the Board of County Commissioners, and keep a record of the proceedings of the Board, as required by statute.