



Agenda Item Summary

MEETING DATE: January 27, 2025

SUBJECT: 2025 Records Retention Supplemental Report

PRESENTED BY: Mary Strutt, Town Clerk / Administrative Services Director

SUMMARY

Mead Municipal Code Section 2-11-40, requires the Town Clerk to annually advise the Board of Trustees about the disposal of records. The Town follows the Colorado Municipal Records Retention Schedule created by the Colorado State Archivist and the Colorado Municipal Clerk's Association. Below is a list of those records which were destroyed on January 21, 2025. The number in parenthesis is the retention term as set forth in the Colorado Municipal Records Retention Schedule.

Administration

- 2012-2018 Committees (**2 years**)
- 2018 Contracts (**6 years**)
- 2020 Court Files (**4 years**)
- 2021-2022 Passport Acceptance Agency Records (**2 years**)
- 2023-2024 Board Meeting Notes (**Until Minutes are approved**)

Community Development

- 1993-2008 Building Permit Logs (**3 years**)
- 2018-2024 Building Phone Call Log (**Until Material has been reviewed**)

Finance

- 2016-2019 Receipt Books (**3 years**)
- 2017 Accounts Payable records (**7 years**)
- 2020 Accounts Receivable records (**3 years**)
- 2021 Deposit Backup (**3 years**)
- 2023-2024 Check Receipting (**90 days**)

Human Resources

- 2019 Payroll Records – time sheets (**5 years**)
- 2021 Payroll Records (**3 years**)

Police

- 2015-2018 Pet License Application (**2 years**)
- 2017-2021 Misdemeanor Arrest/Case Records (**3 years**)
- 2017-2021 Non-Fatal Traffic Accidents/Care Records (**3 years**)
- 2017-2021 Recorded Interviews (**90 days when transcribed**)

Other routine documents were destroyed which were duplicates or records maintained in a digital format.