



Agenda Item Summary

MEETING DATE: February 26, 2024
SUBJECT: 2024 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 February 13, 2024. The number in parenthesis is the retention term as set forth in the Colorado Municipal Records Retention Schedule.

Administration

- 2002, 2007, 2012, 2018, & 2019 Census Forms & Reports (**3 years**)
- 2007-2016 ROW & Street Cut Permits (**3 years**)
- 2009-2016 Workers Compensation Insurance Policy Information (**6 years**)
- 2010, 2017-2020 Chicken Permits (**2 years**)
- 2016 CIRSA Property/Casualty Insurance Records (**6 years**)
- 2016-2017 Contracts (**6 years**)
- 2017 CIRSA Renewals (**6 years**)
- 2017 CIRSA Claims (**6 years**)
- 2018-2021 Passport Acceptance Agency Records (**2 years**)
- 2018-2021 Temp Use Permits (**2 years**)
- 2019 Court Files (**4 years**)
- 2019-2021 Hunting Permit (**2 years**)
- 2020 Election Records (**6m-2 years**)
- 2020-2021 CORA Requests (**2 years**)
- 2020-2021 Board of Trustees Correspondence (**2 years**)
- 2020-2021 General Correspondence (**2 years**)

Finance

- 2004-2019 Accounts Receivable records (**3 years**)
- 2016 Accounts Payable records (**7 years**)
- 2017-2022 Budget work papers (**2 years**)
- 2018-2020 RFP/Bids (**Unsuccessful 3 years, Unsolicited 1 year**)
- 2019 Financial Audit work papers (**3 years**)
- 2019 Cash Receipting (**3 years**)
- 2022-2023 Cash Receipting – Checks (**90 days**)

Human Resources

- 2012-2014 Employee Medical Records (**10 years**)
- 2014 Unemployment (**6 years**)

- 2015 Employee Workers Compensation Records (**6 years**)
- 2015-2019 Benefit Records (**1 year**)
- 2017-2019 Interview Notes (**2 years**)
- 2018 Employee Background Investigations (**3 year**)
- 2018 Garnishment (**3 years**)
- 2018 Temp/Seasonal Personnel Files (**3years**)
- 2018 Payroll Records – time sheets (**5 years**)
- 2019 Employment Applications (**2 years**)
- 2020-2021 Driver’s License Verification- Annual MVR Checks (**2 years**)

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