

**SANTA FE COUNTY
BOARD OF COUNTY COMMISSIONERS**

RESOLUTION NO. 2024 - 178

**A RESOLUTION REPEALING AND REPLACING RESOLUTION NO. 2013-60, AND
ESTABLISHING A RECORDS RETENTION SCHEDULE TAILORED TO THE
RECORDS OF SANTA FE COUNTY**

WHEREAS, § 14-3-18, NMSA 1978 provides that recognized counties have a right and duty to formulate programs for public records maintained in county offices; and

WHEREAS, on June 11, 2013, Santa Fe County passed Resolution No. 2013-60 Adopting Portions of the State of New Mexico's Record Retention and Disposition Schedules; and

WHEREAS, the retention schedule established by Resolution No 2013-60 is voluminous and not tailored to the records and retention needs of Santa Fe County; and

WHEREAS, until its repeal on November 30, 2015, the New Mexico Administrative Code (NMAC) provided Record Retention and Disposition Schedules for local governments, however now local governments are required to create their own schedules; and

WHEREAS, Santa Fe County (the County) is working diligently to establish a robust records management program, and the first step in developing that program is implementation of an updated records retention schedule; and

WHEREAS, the purpose of a records management program is to ensure that public records are efficiently maintained for legal, fiscal, and other purposes, and subject to formal destruction at set durations; and

WHEREAS, the State Records Center and Archives (SRCA) issues Local Government Record Series File Plans that provide guidance on records classification; and

WHEREAS, the Santa Fe County Records Program Manager utilized SRCA Local Government Record Series File Plans and other guidance documents, coupled with meetings with County departments and offices to develop the proposed retention schedule attached hereto as Exhibit A; and

WHEREAS, the proposed retention schedule is uniquely tailored to the needs of County Departments and Offices will better serve the record management needs of the County than the retention schedule set forth in Resolution No. 2013-60; and

WHEREAS, the attached County Records Retention Schedule names each category of public record created or received by Santa Fe County, defines the period of time that each record category must be stored, and identifies record categories that may contain confidential information.

SFC CLERK RECORDED 12/10/2024

NOW, THEREFORE, BE IT RESOLVED by the Santa Fe County Board of County Commissioners that Resolution No. 2013-60 is hereby repealed.

BE IT FURTHER RESOLVED that Santa Fe County hereby adopts the Santa Fe County Record Retention Schedule attached hereto as Exhibit A.

PASSED, APPROVED, AND ADOPTED ON THIS 9th DAY OF DECEMBER, 2024.

**SANTA FE COUNTY
BOARD OF COUNTY COMMISSIONERS**

By: Hank Hughes
Hank Hughes, Chair



ATTESTATION:

Katharine E. Clark
Katharine E. Clark
Santa Fe County Clerk

12/9/24
Date

Approved as to form:

Jeff Young
Jeff Young
Santa Fe County Attorney



COUNTY OF SANTA FE)
STATE OF NEW MEXICO) ss

BCC RESOLUTIONS
PAGES: 48

I Hereby Certify That This Instrument Was Filed for
Record On The 10TH Day Of December, 2024 at 02:16:42 PM
And Was Duly Recorded as Instrument # 2048554
Of The Records Of Santa Fe County

Witness My Hand And Seal Of Office
Katharine E. Clark
Deputy [Signature] County Clerk, Santa Fe, NM

SFC CLERK RECORDED 12/10/2024

Santa Fe County Records Retention Schedule

Introduction

This Records Retention Schedule replaces BCC Resolution 2013-60. This schedule corresponds closely with the State Records Center and Archives' Local Government Record Series File Plans, which reference NMAC regulations 1.21.2. This schedule was also built through discussions with County departments and elected officials' offices in 2023 and 2024. Staff requesting revisions or updates to this schedule should contact the County Records Program Manager.

Purpose

The purpose of this schedule is to clearly define retention periods for the public records managed within and throughout Santa Fe County. This retention schedule will be the central document that assists County staff in determining which records are ready for disposition.

Definitions

Disposition - Refers to the decision to keep records permanently or dispose of them.

File closure - The date or event used to determine a record or file to be closed. This indicates that the required retention period can begin, as it usually coincides with the office no longer needing to actively or frequently modify or reference said record.

Non-records - Documents that do not relate to the County's duties. Specifically, materials neither made nor received in pursuance of statutory requirements nor in connection with the functional responsibility of the County. If there are not any outstanding IPRA requests or litigation holds, County offices may take the initiative to dispose of non-records securely. Non-records include, but are not limited to:

- Blank forms
- Extra copies of official records
- Library material intended only for reference or exhibition
- Preliminary drafts (not to include drafts with significant, substantive edits)
- Sample letters
- Stocks of publication
- Transitory records (information of limited, temporary value)
- Transmittal letters and forms that do not add information

PII - Personally Identifiable Information, which is any data that can be used to identify a person. PII can include personal details such as: name, demographics, social security number, medical records, address, phone number, date of birth, or passport information. PII can be sensitive or non-sensitive, depending on how easily it can be used to identify someone. The last four digits of a Social Security number, known as a truncated SSN, is considered sensitive PII.

Records - Documents that are created, received, and kept for legal reasons, business purposes, or value to the government. Records can be in any format, including paper, electronic, or video. The value in a record is based on its content, not its format.

Retention - The length of time that records need to be kept depending on their content, legal regulations, and business needs.

SFC CLERK RECORDED 12/10/2024

Transitory Records - Records that are only needed for a short time and are not required for legal, fiscal, or other important purposes. These are also known as temporary records. Here are some examples of transitory records:

- Social event notices
- Routine messages like meeting requests or news releases
- Personal messages

Organization

Record types are grouped by their respective departments, divisions, or elected offices. The schedule also includes a grouping of record types called "General" for use by all County offices. Every record type has a unique record number made up of three parts: a three-letter code for the office, a three-digit number, and a version number. The three-digit number is assigned by listing all the record types in alphabetical order for that office and giving them numbers between 001 and 999, spaced evenly apart.

This updated retention schedule is formatted within a spreadsheet, which allows for filtering and sorting of the data to help find needed record types more quickly. This schedule utilizes the following fields:

1. Department/Division – Identifies the office responsible for the record
2. Record Number – A unique identifier assigned to each record
3. Record Type – A classification given to a specific category of record
4. Description and Examples – Detailed explanation to clarify each record type
5. Confidential/Sensitive/PII – Indicates whether the record contains sensitive data
6. File Closure – Specifies criteria for when the record is considered closed and no longer active
7. Retention – Required duration for retaining the record before it can be disposed of

Instructions

Santa Fe County employees and contractors must retain County records as per the outlined retention periods. When a record qualifies under multiple categories, classify it by the stricter type. The Records Manager must notify the State Records Center and Archives (SRCA) 60 days prior to any destruction of public records. This schedule does not authorize destruction of records that could be deemed relevant to current or pending litigation or investigations. Contact the Records Manager when records are ready for storage, transfer, or destruction. Improper disposal of records can result in liability, impede litigation, violate NMSA 1978, Section 30-26-1 (Tampering with Public Records), and lead to disciplinary action. Direct questions, concerns, or requested retention updates to the County Records Program Manager.

Santa Fe County
Records Retention Schedule

Department / Division	Record No.	Record Type	Description and Examples	Confidential? Sensitive? PII?	File Closure	Retention
General	GEN-010-V01	Access and Security Files	Records related to safety and security for County-owned or County-operated buildings. Including, but not limited to: <ul style="list-style-type: none"> • Alarm data • Badge access • Building entrance logs • Key accountability files • Parking assignments • Security gate logs • Visitor control files 	Yes	Close of fiscal year in which created	3 years
General	GEN-050-V01	Access and Security Video Recordings	Video recordings of areas within and outside of County-owned or -operated buildings.	Yes	At end of day	30 days unless thought to be relevant to an incident or investigation 6 years
General	GEN-090-V01	Agreements, Awards, Contracts, and Grants	Records concerning contract and grant management, not including Cooperative Agreements. Including, but not limited to: <ul style="list-style-type: none"> • Easement agreements • Goods and services contracts • Invoices and purchase orders • Joint powers agreement (JPA) • Leases and operating agreements • License agreements • Maintenance contracts • Memorandum of agreement (MOA) • Memorandum of understanding (MOU) • Negotiated grants • Price agreements • Professional services agreements • Purchasing contracts • Real property purchase agreements • Receipts • Payroll registers • Revenue contracts and grants 	Yes - professional services agreements	Date of completion, expiration, or termination, including all litigation, claims, and audit findings resolved and final actions taken.	
General	GEN-130-V01	Audits	Records related to a quality control examination of accounts for the purpose of verifying accuracy.	No	Close of fiscal year in which audit completed	5 years

Santa Fe County
Records Retention Schedule

Department / Division	Record No.	Record Type	Description and Examples	Confidential? Sensitive? PII?	File Closure	Retention
General	GEN-170-V01	Board of County Commissioner (BCC) Communications	Written or emailed correspondence to or from the Board of County Commissioners (BCC) and its members made or received in connection with the transaction of official business. Group and individual letters from BCC or BCC members articulating their comments, positions and opinions on government policies, funding opportunities, proposed rules by federal and state agencies, etc.	No	At the close of the fiscal year in which the record was created	Permanent
General	GEN-210-V01	Board/Committee/Commission Meeting Records	Records related to meetings of statutory and policy making bodies, including date, place, list of attendees, summary of discussion and decisions. Official minutes shall include only those documents and attachments that have been formally introduced as part of a record. <ul style="list-style-type: none"> Governing board files Meeting agenda packets and minutes Public hearing notices 	No	Permanent	Permanent
General	GEN-250-V01	Calendars and Schedules	Records used to keep track of work-related events and commitments of staff members. There are a variety of types of departmental and division-based calendars of events. Records also include schedules of meetings and work activities. Including, but not limited to: <ul style="list-style-type: none"> Daily appointment books Microsoft Outlook calendar and meeting appointments Schedules of daily activities Senior services activity and menu calendars 	No	At the close of the calendar year in which the record was created	Digital calendars will be kept 5 years. Physical calendars only need to be kept for 1 year.
General	GEN-290-V01	Contact Lists	Lists of individuals and organizations for contact, mailing, or distribution. Including, but not limited to: <ul style="list-style-type: none"> County alert subscribers CONNECT resource directory Sheriff's Office Court Services emergency contact list Economic Development database of local businesses Marketing mailing list 	No	Date superseded or obsolete	Destroy when superseded or obsolete

Santa Fe County
Records Retention Schedule

Department / Division	Record No.	Record Type	Description and Examples	Confidential? Sensitive? PII?	File Closure	Retention
General	GEN-330-V01	Cooperative Agreements	Records concerning cooperative, contractual agreements entered into between two or more public agencies, including, but not limited to: <ul style="list-style-type: none"> • Agreements with tribal governments • Joint powers agreements (JPA) • Memoranda of understanding (MOU) • Mutual aid agreements 	No	Date of agreement completion, expiration, or termination, including all litigation, claims, and audit findings resolved and final actions taken.	6 years
General	GEN-370-V01	Correspondence	Routine correspondence concerning procedures, general work activities, and responses to informal information requests other than IPRA requests and Legal Opinions.	No	At the close of the calendar year in which the record was created	2 years
General	GEN-410-V01	Feasibility Studies	Studies requested and/or conducted prior to the acquisition, installation, implementation, and or purchase of new technologies, equipment, properties, projects, etc. NOTE: Feasibility studies may alternatively be incorporated into project files.	No	Date study or project complete, closed, or cancelled	6 years

Santa Fe County
Records Retention Schedule

Department / Division	Record No.	Record Type	Description and Examples	Confidential? Sensitive? PII?	File Closure	Retention
General	GEN-450-V01	Fees and Fines	<p>Records concerning charges imposed by the County for services provided. Including, but not limited to:</p> <ul style="list-style-type: none"> • Animal Control charges • Community center rental fees • Copy and certification fees • County Clerk uncertified record search fees • Film permit fees • Landfill permit application fees • Growth Management Department (GMD) subdivision and plat review fees • Illegal dumping fines • Probate opening and packet fees • Recording fees • Recycling violation fines • Sustainable Land Development Code (SLDC) development permit and miscellaneous application fees • Voter data record fees • Water conservation fines 	No	Close of fiscal year in which created	6 years
General	GEN-490-V01	Health Screening Responses	<p>Records concerning private, individual, daily health screenings for employees during COVID-19 pandemic or other public health emergency. Including, but not limited to:</p> <ul style="list-style-type: none"> • Employee temperature data • Self-disclosure responses 	Yes	Date of completion of the screening	1 year
General	GEN-530-V01	Logs	<p>Administrative records used to monitor or control. Including, but not limited to:</p> <ul style="list-style-type: none"> • Booking and release database • Caustic material inventory log • Controlled drug checklist • Election day call log • Equipment issuance log • Fire and rescue location logs • Inspection road log • Investment portfolio listing • Shops and transportation gas meter and tank readings 	No	Retain until no longer needed for reference	Retain until no longer needed for reference

Santa Fe County
Records Retention Schedule

Department / Division	Record No.	Record Type	Description and Examples	Confidential? Sensitive? PI?	File Closure	Retention
General	GEN-570-V01	Maps and Plats	Official maps and plats showing County-owned properties, infrastructure, and land, including roads, property lines, markers, buildings, and related data.	Yes - some County maps and plats contain sensitive or privileged information	Permanent	Permanent
General	GEN-610-V01	Meeting Recordings	Audio or video recordings of meetings of boards or committees, regardless of format.	No	After transcription and approval at the next meeting, but not longer than 2 years after meeting date.	Retain until no longer needed for reference.
General	GEN-650-V01	Outreach	Records concerning community and educational outreach planning and events. Including, but not limited to: <ul style="list-style-type: none"> • Assessor's educational sessions • County Manager's Office community discussions • Economic Development consulting and networking • Emergency Management educational outreach • Housing self-sufficiency classes • Property tax outreach sessions • Solid waste and recycling educational outreach 	No	Until superseded	3 years
General	GEN-690-V01	Press and Public Notices	Records related to the County offices as reported in the news media, including press releases, public notices, and interactions with various media outlets such as newspapers, television, and magazines. This encompasses materials produced or paid for by the County, as well as those required by law for public distribution.	No	At the close of the calendar year of date of publication	15 years

Santa Fe County
Records Retention Schedule

Department / Division	Record No.	Record Type	Description and Examples	Confidential? Sensitive? PII?	File Closure	Retention
General	GEN-730-V01	Press, Promotion, and Publicity	<p>Records related to marketing of the County, such as advertising and public relations with the media (newspapers, television, magazines, and social media). Including, but not limited to:</p> <ul style="list-style-type: none"> • Active industry files • Bulletins • Broadcasts • Economic promotion brochures • Magazine ads • Newspaper publications • Photo and video shoots • Presentations and speeches • Public relations files • Purchases made with Lodgers Tax Funds • Tax incentive fact sheets • Travel guides 	No	Permanent	Permanent
General	GEN-770-V01	Safety Inventories	<p>Records related to the control of supplies and stock inventory. Including, but not limited to:</p> <ul style="list-style-type: none"> • Ammunition • Chemical agents • Key control files • Restraint equipment • Tool inventories 	Yes	From date audit report released	3 years or until no longer needed for reference, whichever is longer
General	GEN-810-V01	Signature Authorizations	Records concerning authority granted to an individual or entity to sign legal documents on behalf of a company or organization, including contracts, agreements, and personnel documents.	No	Close of fiscal year in which created	10 years
General	GEN-850-V01	Speeches	Speeches and presentations given by executive-level personnel and related records. Speeches concern program procedure, work activities, and related concepts.	No	Permanent	Permanent
General	GEN-890-V01	Training Materials	Records related to training and management of course materials.	No	Date superseded or obsolete	3 years

Santa Fe County
Records Retention Schedule

Department / Division	Record No.	Record Type	Description and Examples	Confidential? Sensitive? PII?	File Closure	Retention
General	GEN-930-V01	Video Recordings	Short promotional and informational films produced by the County, specifically final versions of these films, excluding any rough drafts or non-record materials.	No	Staff may retain rough or draft media (non-records) as long as necessary for their work.	5 years
General	GEN-970-V01	Volunteer Files	Records related to volunteers managed by various County departments. Including, but not limited to: <ul style="list-style-type: none"> • Adopt-A-Road data • Master Naturalist Stewards • Ride-A-Long requests • Volunteer board and committee recruitment files 	No	Date request closed or completed	3 years
General	GEN-990-V01	Web Management	Records related to management of public webpages including, but not limited to, design, graphics, formats, textual content, and links.	No	When superseded or obsolete	5 years
Assessor	ASR-010-V01	Adjustments	Records concerning application and approval for adjustments to property valuation or tax roll. Including, but not limited to: <ul style="list-style-type: none"> • Affordable housing • Business personal property renditions 	No	Close of the tax year in which the adjustment expires	Digital copy is permanent. Physical reference copy will be retained 2 years.
Assessor	ASR-100-V01	Correspondence	Outgoing departmental correspondence concerning Assessor's Notices of Valuation, or similar correspondence.	No	Close of the calendar year in which it was sent out	Digital copy is permanent. Physical reference copy will be retained 2 years.
Assessor	ASR-190-V01	Exemptions	Records concerning application and approval for exemptions from property valuation or tax roll. Including, but not limited to: <ul style="list-style-type: none"> • Head of family • Non-governmental exemptions • Veterans exemptions 	No	Close of the tax year in which the exemption eligibility expires	Digital copy is permanent. Physical reference copy will be retained 2 years.

SFC CLERK RECORDED 2/10/2024

Santa Fe County
Records Retention Schedule

Department / Division	Record No.	Record Type	Description and Examples	Confidential? Sensitive? PII?	File Closure	Retention
Assessor	ASR-280-V01	GIS	Geographical Information Systems data used to compile property assessments. Including, but not limited to: <ul style="list-style-type: none"> • Aerial photographs • Boundary lines • Cadastral maps • PLSS UPCs and attributes • Spatial data • Taxable areas 	No	Permanent	Permanent
Assessor	ASR-370-V01	Property Record Cards and Data	Detailed data and records used to track and develop taxable property valuations. The property record card includes name of owner, uniform parcel number, legal description of property, school district number, zoning information, parcel and building descriptions, building characteristics, etc.	No	Permanent	Permanent
Assessor	ASR-460-V01	Protests	Records concerning the protest of property valuation by residential or business property owners. Including, but not limited to: <ul style="list-style-type: none"> • Appeals • Decisions and orders • Hearings • Inspections • Letters • Petitions • Protest conferences 	No	Upon resolution or date of final decision	Digital copy is permanent. Physical reference copy will be retained 5 years.
Assessor	ASR-550-V01	Publications	Agency publications intended for distribution to the public. Including, but not limited to: <ul style="list-style-type: none"> • Annual property valuation maintenance program plans • Annual reports • Certification extensions • Notice of valuation (NOV) assessor updates • Notice of valuation (NOV) help guides • Property Tax Division (PTD) notices of reporting requirements • Property Tax Division (PTD) limitations on increases in value • Property Tax Division (PTD) livestock values • Sales ratio reports 	No	Permanent	Permanent

Santa Fe County
Records Retention Schedule

Department / Division	Record No.	Record Type	Description and Examples	Confidential? Sensitive? PII?	File Closure	Retention
Assessor	ASR-640-V01	Special Methods of Value	Records concerning specific techniques used in valuation tailored to situations or assets. Including, but not limited to: <ul style="list-style-type: none"> • Agricultural valuations and livestock declarations • Short-term rentals (STR) • Value freezes 	No	Close of the tax year in which the valuation expires	Digital copy is permanent. Physical reference copy will be retained 2 years.
Assessor	ASR-730-V01	Tax Schedules	Record of annual assessment and valuation on declared property, within the district, by the tax assessor.	No	Permanent	Permanent
Assessor	ASR-820-V01	Transfer Deeds	Records concerning title research involved in transferring deeds between owners.	No	Permanent	Permanent
Assessor	ASR-910-V01	Valuations	Records related to appraisals for valuation. Including, but not limited to: <ul style="list-style-type: none"> • Building permits • Manufactured home files • Notices of valuation • Sales affidavits (Residential real property transfer declaration affidavits) • Sales ratio study logs • Statements of decrease in value of property subject to local valuation 	No	Close of calendar year in which taxes are paid	Digital copy is permanent. Physical reference copy will be retained 5 years.
Attorney	ATY-160-V01	Disposition Authorization and Notifications	Concerning the disposition of official County records. Including, but not limited to: <ul style="list-style-type: none"> • Records retention schedule • SRCA disposition responses 	No	When superseded or Close of calendar year in which disposition response was received	25 years
Attorney	ATY-320-V01	Legal Advice and Opinions	Records requesting legal office to render or issue a formal legal opinion, and the formal legal opinion, whether written by email correspondence or otherwise.	No	Permanent	Permanent

Santa Fe County
Records Retention Schedule

Department / Division	Record No.	Record Type	Description and Examples	Confidential? Sensitive? PII?	File Closure	Retention
Attorney	ATY-480-V01	Legal Case Files	<p>Legal matter management and case files. Including, but not limited to:</p> <ul style="list-style-type: none"> • Bankruptcies • Complaints and grievances • Court orders • Investigations • Motions • Pleadings • Transcript 	Yes	Date case closed or dismissed	10 years; NOTE: Case files involving real property where the County has an interest shall be retained for 10 years after case closed or until County no longer has an interest, whichever is longer.
Attorney	ATY-640-V01	Legal Databases and Indices	<p>Administrative databases and indices used to provide access to records or information. Including, but not limited to:</p> <ul style="list-style-type: none"> • Document retention database • Legal contract index • Litigation database • Litigation hold index • Tort claims database 	No	Permanent	Permanent
Attorney	ATY-800-V01	Public Records Requests	<p>Records related to requests for information under the Inspection of Public Records Act (IPRA) include, but are not limited to:</p> <ul style="list-style-type: none"> • Access requests • Custodian appointments • Explanations for denials • Response extensions 	No	Close of fiscal year in which request is fulfilled or denied	4 years
Attorney	ATY-960-V01	Records Custody	<p>Concerning the retention of official County records. Including, but not limited to:</p> <ul style="list-style-type: none"> • Indices or inventories of records in leased storage 	No	When superseded or obsolete	5 years

Santa Fe County
Records Retention Schedule

Department / Division	Record No.	Record Type	Description and Examples	Confidential? Sensitive? PII?	File Closure	Retention
BOE	BOE-010-V01	Affidavit of Authorization	Affidavit completed by candidates requesting information from voter files.	Yes - PII such as home address. These records are confidential if a Public Official Request for Home Address Confidentiality has been filed with the Secretary of State.	From date of release or rejection	1 year
BOE	BOE-070-V01	Ballots - General and Primary	Records for elections in which a federal candidate appears on the ballot. Including, but not limited to: <ul style="list-style-type: none"> • Ballots • Certification of voting machine preparation • Voting machine internal audit trail • Voting machine permit 	No, provided there were more than five active voters per precinct.	Date of the election	The greater of: (1) twenty-two months or (2) four months following resolution of a contest or other judicial inquiry, including any appeals, for any election, precinct or polling place that is the subject of the contest or other judicial inquiry.

Santa Fe County
Records Retention Schedule

Department / Division	Record No.	Record Type	Description and Examples	Confidential? Sensitive? PII?	File Closure	Retention
BOE	BOE-140-V01	Ballots - Regular Local and Special	Records for elections without federal candidates. Including, but not limited to: <ul style="list-style-type: none"> • Ballots • Certification of voting machine preparation • Voting machine internal audit trail • Voting machine permit 	No, provided there were more than five active voters per precinct.	Date of adjournment of applicable county canvassing board	The greater of: (1) ten months or (2) four months following resolution of a contest or other judicial inquiry, including any appeals, for any election, precinct or polling place that is the subject of the contest or other judicial inquiry.
BOE	BOE-230-V01	Campaign Finance	Governance and compliance records for the financial activities of candidates, as well as elected and appointed officials. Including, but not limited to: <ul style="list-style-type: none"> • Disclosures of financial interest • Expenditure contribution report 	Yes - PII such as home address. These records are confidential if a Public Official Request for Home Address Confidentiality has been filed with the Secretary of State.	Permanent	Permanent
BOE	BOE-300-V01	Certificate of Nomination or Election File	Documents related to nominations in primary or general elections, including certificates of election for newly elected officials and certificates of nomination.	Yes - PII such as home address. These records are confidential if a Public Official Request for Home Address Confidentiality has been filed with the Secretary of State.	Date replaced by new elected official or new nomination for primary election	2 years

Santa Fe County
Records Retention Schedule

Department / Division	Record No.	Record Type	Description and Examples	Confidential? Sensitive? PII?	File Closure	Retention
BOE	BOE-370-V01	Declaration of Candidacy and Nominating Petition File	Required records for a political candidacy. Including, but not limited to: <ul style="list-style-type: none"> Collected voter signatures Declaration of candidacy form 	Yes	Date of expiration of term of office for which candidacy was declared	2 years
BOE	BOE-430-V01	Election Certificate	Document confirming the results of the election.	No, provided there were more than five active voters per precinct.	Permanent	Permanent
BOE	BOE-500-V01	Election Proclamation File	Authenticated copy of the governor's election proclamation for an election in every county and precinct on the legally prescribed date. The file may include the governor's proclamation, county clerk's notice, proof of notice, and related correspondence.	No, provided there were more than five active voters per precinct.	Permanent	Permanent
BOE	BOE-570-V01	Election Reports	Records related to the reporting on the administration and management of elections. Including, but not limited to: <ul style="list-style-type: none"> Absentee voter register Certified list of ineligible or deceased residents Reconciliation reports (for in-office use only) 	Yes	Date of election to which records apply	2 years
BOE	BOE-640-V01	Election Summary Reports	Records related to the reporting on the administration and management of elections. Including, but not limited to: <ul style="list-style-type: none"> Machine printed return Results Tally & Reporting (RTR) Tabulator tapes 	No, provided there were more than five active voters per precinct.	Date of election to which records apply	2 years

Santa Fe County
Records Retention Schedule

Department / Division	Record No.	Record Type	Description and Examples	Confidential? Sensitive? PI?	File Closure	Retention
BOE	BOE-710-V01	Election Video Surveillance	Video surveillance related to election safety and security. Including but not limited to: <ul style="list-style-type: none"> • Interior recordings of voting locations from absentee voting through election day • Routine surveillance of secured ballot containers • Warehouse surveillance 	Yes	Date recording completed	The greater of: (1) twenty-two months or (2) four months following resolution of a contest or other judicial inquiry, including any appeals, for any election, precinct or polling place that is the subject of the contest or other judicial inquiry.
BOE	BOE-780-V01	Elections - General and Primary	Records for elections in which a federal candidate appears on the ballot. Including, but not limited to: <ul style="list-style-type: none"> • Application for absentee voter ballot • Canvass of return tally sheet (Vote count) • Certification of voting machine preparation • Cure forms • Notice of rejection of absentee ballot application • Precinct voter and signature roster list • Provisional ballot outer envelopes 	Yes	Date of the election	The greater of: (1) twenty-two months or (2) four months following resolution of a contest or other judicial inquiry, including any appeals, for any election, precinct or polling place that is the subject of the contest or other judicial inquiry.

Santa Fe County
Records Retention Schedule

Department / Division	Record No.	Record Type	Description and Examples	Confidential? Sensitive? PII?	File Closure	Retention
BOE	BOE-850-V01	Elections - Regular Local and Special	Records for elections without federal candidates. Including, but not limited to: <ul style="list-style-type: none"> • Application for absentee voter ballot • Canvass of return tally sheet (Vote count) • Certification of voting machine preparation • Cure forms • Notice of rejection of absentee ballot application • Precinct voter and signature roster list • Provisional ballot outer envelopes 	Yes	Date of adjournment of applicable county canvassing board	The greater of: (1) ten months or (2) four months following resolution of a contest or other judicial inquiry, including any appeals, for any election, precinct or polling place that is the subject of the contest or other judicial inquiry.
BOE	BOE-920-V01	Voter Registration File	Records of voter registration for the county. May include name, address, birthdate, zip code, social security number, party affiliation, address changes, cancellation notices, purge cards, precinct changes, registration number, status, and qualifications.	Yes	Date of voter cancellation	6 years
Clerk	CLK-100-V01	Daily Cash Report and Allotment File	Records of daily fees for instrument recordings and document filings.	No	From date audit report released	1 year
Clerk	CLK-200-V01	Document Instrument Index	Index that lists all documents and instruments recorded and filed in the County Clerk's office. Index may contain names, document or instrument type and number, book number, page number, date and time filed, etc.	No	Permanent	Permanent
Clerk	CLK-300-V01	Ledgers	Records relating to ledger management. Including, but not limited to: <ul style="list-style-type: none"> • Clerks daily cash report and allotment file system • Non-grant related revenue receipts • Tax receipt file 	No	Close of fiscal year to which data applies	3 years
Clerk	CLK-400-V01	Marriage Applications and Licenses	Marriage Applications are sworn documents that a couple completes and submits before their wedding in order to obtain a marriage license. Marriage licenses returned to the County within 90 days of a ceremony will also be recorded permanently.	Yes	Permanent	Permanent

Santa Fe County
Records Retention Schedule

Department / Division	Record No.	Record Type	Description and Examples	Confidential? Sensitive? PII?	File Closure	Retention
Clerk	CLK-500-V01	Oaths of Office, Other	Records concerning poll workers, committee members, and others working for the County affirming their oath to support the government. This record type does not include oaths for persons elected or appointed to County office.	No	At the termination of their service or employment	1 year
Clerk	CLK-600-V01	Probate Files	<ul style="list-style-type: none"> • Descendants probate packet - Personal Representative (PR) applications, testamentary letters, creditor notices, and asset inventories. • Record of descendants estates - Heirs' details, court-ordered real estate sales, received funds, relationships to the deceased, County Treasury warrants, representative bonds, and admitted wills. 	Yes	Permanent	Permanent
Clerk	CLK-700-V01	Property Files	<p>Records of real property owned or used by County. Information includes description and location of the property, maps, sale agreements, land acquisition forms, deeds, title insurance and related correspondence. Including, but not limited to:</p> <ul style="list-style-type: none"> • Appraisals • Easements • Personal property sales file • Rights-of-way • Water rights 	Yes	Permanent	Permanent
Clerk	CLK-800-V01	Reception Book Files	Records concerning members of the public and other researchers accessing Clerk records including instrument numbers, date and time of visit, and fees paid.	No	Permanent	Permanent
Clerk	CLK-900-V01	Recorded Documents	<p>Publicly filed or recorded instruments and documents. Including, but not limited to:</p> <ul style="list-style-type: none"> • County ordinances and resolutions • Deeds and real property records • Marriage licenses and certificates • Uniform Commercial Code (UCC) statement files 	Yes	Permanent	Permanent
CMO/HR	CMO-010-V01	Employment Eligibility Verification (I-9)	Records related to employment eligibility verification form I-9.	Yes	Date employee separated or retired from agency	3 years, or 1 year after separation of employee, whichever is later

Santa Fe County
Records Retention Schedule

Department / Division	Record No.	Record Type	Description and Examples	Confidential? Sensitive? PII?	File Closure	Retention
CMO/HR	CMO-080-V01	Group Insurance Files	Records concerning employee coverage through group health insurance policies and benefits. Including, but not limited to: <ul style="list-style-type: none"> • General benefits information • Group health files • Health insurance invoices 	Yes	At expiration of policy provided no claims or suits pending	10 years
CMO/HR	CMO-150-V01	Personnel Records	Records related to individual government employees. Including, but not limited to: <ul style="list-style-type: none"> • Alcohol and drug program files • Benefits authorization forms • Conflict of interest forms • Copy of photo ID • Discipline correspondence • Employee awards • Financial disclosure records • Flex and remote work schedules • Grievances • Health insurance information and medical files • Interview and search committee files • IRS' W4s (Withholding Allowance Certificates) • Job request forms • Leave donations • Oaths of office for County Commissioners • Secondary employment disclosures • Personnel action forms • Training records and tuition assistance requests 	Yes	Close of calendar year when employee separates or retires	50 years
CMO/HR	CMO-220-V01	Planning and Development	Executive administrative files related to planning and development. Including, but not limited to: <ul style="list-style-type: none"> • Affirmative action or EEO file • Compensation plan • Organizational charts 	No	Permanent	Permanent

Santa Fe County
Records Retention Schedule

Department / Division	Record No.	Record Type	Description and Examples	Confidential? Sensitive? PII?	File Closure	Retention
CMO/HR	CMO-290-V01	Positions and Classifications	Records related to preparation of job descriptions and position classifications. Including, but not limited to: <ul style="list-style-type: none"> • Classification study files • Job specifications • Position files • Request to fill • Safety sensitive position listing for Hepatitis vaccinations 	No	Date superseded, or until position is eliminated	3 years
CMO/HR	CMO-360-V01	Recruitment	Records related to recruitment of employees. Including, but not limited to: <ul style="list-style-type: none"> • Interview records • Testing and qualification records for specialty pay such as bilingual pay • Rejected applications • Search committee files 	Yes	Date recruitment completed	3 years
CMO/HR	CMO-430-V01	Training Materials	Records related to training County employees, including, but not limited to: <ul style="list-style-type: none"> • Attendance records • Course materials • Training calendar 	No	When superseded	3 years
CMO/HRR	CMO-500-V01	Annual OSHA Logs	Records concerning annual compliance reporting to Occupational Safety and Health Administration (OSHA). Including, but not limited to: <ul style="list-style-type: none"> • 300 Log for work-related injuries and illnesses • 301 Incident report forms • Annual summary • Privacy case list • Sharps injury log 	No	Close of calendar year referenced	5 years

Santa Fe County
Records Retention Schedule

Department / Division	Record No.	Record Type	Description and Examples	Confidential? Sensitive? PII?	File Closure	Retention
CMO/HRR	CMO-570-V01	Insurance Bonds, Claims, and Coverage	Records on insurance for government-owned property, claims against County insurance (excluding Workers' Compensation), amounts recovered from insurers for losses, and related loss reports and documents. Including, but not limited to: <ul style="list-style-type: none"> • Automobile and building policies • Insurance claim files • Liability certificates of coverage files • Surety bond files • Title insurance policies • Tort claim notices 	Yes	At expiration of policy provided no claims or suits pending	10 years
CMO/HRR	CMO-640-V01	Internal Accountability Sheets	Records concerning safety and security of employees while on County property. Including, but not limited to: <ul style="list-style-type: none"> • Building entrance log • Camera viewing requests and responses • Emergency evacuation • Sign-in sheets • Visitor logs 	No	At the close of the calendar year	1 year
CMO/HRR	CMO-710-V01	Material Safety and Exposure Records	Records related to identifying hazardous materials and chemicals including, but not limited to, use and analyses, such as: <ul style="list-style-type: none"> • Biological monitoring results • Environmental workplace sampling plan and results • Safety Data Sheets (SDS) 	No	Date of discontinued use of chemical	30 years
CMO/HRR	CMO-780-V01	Property Appraisal Data	Data indicating the values of County-owned properties.	No	When superseded	6 years

Santa Fe County
Records Retention Schedule

Department / Division	Record No.	Record Type	Description and Examples	Confidential? Sensitive? PII?	File Closure	Retention
CMO/HRR	CMO-850-V01	Workers' Compensation Files	<p>Records concerning exposure to hazardous materials and other workers' compensation claims. Including, but not limited to:</p> <ul style="list-style-type: none"> • Accident report files • Descriptions of prescriptions and treatments • Essential functions checklist • First aid that involves medical treatment, loss of consciousness, restriction of work, or job transfer • Hazardous exposures medical records • Investigation reports • Medical and employment questionnaires or histories • Medical complaints • Medical diagnoses, progress notes, and recommendations • Nurse service reports • Occupational injury and illness files • Results of medical examinations and laboratory tests 	Yes	Date accident investigation completed	50 years
CMO/IT	CMO-920-V01	Information Security Audits	Records related to electronic information security audits and technology compliance.	Yes	Close of fiscal year in which created	5 years
CMO/IT	CMO-990-V01	IT Service Requests	<p>Records related to security and access to information technology. Including, but not limited to:</p> <ul style="list-style-type: none"> • Computer system access requests • Software access requests • Work orders 	PII	Close of fiscal year in which created	3 years
CSD/DWI	CSD-010-V01	DWI Accreditation Files	<p>Records concerning the division's accreditation compliance status. Including, but not limited to:</p> <ul style="list-style-type: none"> • Personnel training and certification data • Policies and procedures • Program compliance • Program statistics 	Yes	When superseded with a new accreditation completion	Permanent

Santa Fe County
Records Retention Schedule

Department / Division	Record No.	Record Type	Description and Examples	Confidential? Sensitive? PII?	File Closure	Retention
CSD/DWI	CSD-080-V01	DWI Client Assessments	Records concerning drug and alcohol assessments by licensed clinicians. Including, but not limited to: <ul style="list-style-type: none"> Clinical records Drug test results Health correspondence 	Yes	Close of calendar year in which client completes the program	7 years
CSD/DWI	CSD-150-V01	DWI Client Files	Records concerning clients served by the DWI program. Including, but not limited to: <ul style="list-style-type: none"> Alleged violation investigations Annual review and analysis Completions of mandated requirements Documentation of grievances Judgment and sentence Monthly check-in case notes Notice of confidentiality Notice of non-compliance Offender participation Orders of probation Referrals Staff interviews Transfer of supervision Treatment status updates 	Yes	Close of calendar year in which client completes the program	Digital copy is permanent. Physical reference copy will be retained 7 years.
CSD/DWI	CSD-220-V01	DWI Confidential Client Files	Confidential records concerning clients served by the DWI program. Including, but not limited to: <ul style="list-style-type: none"> Police report Victim impact records 	Yes	Close of calendar year in which client completes the program	Digital copy is permanent. Physical reference copy will be retained 7 years.
CSD/HSD	CSD-290-V01	Client Medical Data	Medical data and records concerning clients served by programs or agencies funded by the County.	Yes	Permanent	Permanent
CSD/HSD	CSD-360-V01	CONNECT Assistance Requests	Records concerning requests and responses to County residents seeking medical or social resources. Including, but not limited to: <ul style="list-style-type: none"> Electronic referrals Emergency flexible fund expenditures Housing guidance Indigent claims Screening questionnaires Transportation resources 	Yes	Date of last entry	6 years

Santa Fe County
Records Retention Schedule

Department / Division	Record No.	Record Type	Description and Examples	Confidential? Sensitive? PII?	File Closure	Retention
CSD/HSD	CSD-430-V01	Health Action Plan (HAP) Records	Records concerning the health and well-being of County residents through access to health services and initiatives supporting the County Health Action Plan. Including, but not limited to: <ul style="list-style-type: none"> • Flu vaccination forms • Mobile health van patient consent forms 	Yes	From date audit report released	6 years
CSD/Senior	CSD-500-V01	Facility Inspections	Records related to health and safety inspections and tests. Including, but not limited to: <ul style="list-style-type: none"> • Fire inspections • Kitchen inspections • Site inspections 	No	Close of calendar year	5 years
CSD/Senior	CSD-570-V01	Food Logs	Records concerning nutritional offerings and health standards. Including, but not limited to: <ul style="list-style-type: none"> • Food inventories, logs, and menus • Food waste log 	No	Close of calendar year	1 year
CSD/Senior	CSD-640-V01	Senior Consumer Files	Records concerning senior citizens receiving services such as home-delivered meals, and County-wide transportation. Including, but not limited to: <ul style="list-style-type: none"> • Activity sign-in sheets • Home delivery meal routes • Rider logs • Trip sign-up sheets 	No	Close of calendar year	1 year
CSD/Senior	CSD-710-V01	Senior Nutrition	Records concerning nutritional offerings and health standards. Including, but not limited to: <ul style="list-style-type: none"> • Congregate meal sheets • Delivery meal sheets 	No	Close of calendar year	3 years
CSD/Senior	CSD-780-V01	Senior Service Assessments	Records concerning intake and assessments for County seniors. Including, but not limited to: <ul style="list-style-type: none"> • Case management • Protected health information (PHI) 	Yes	Upon death or 5 years of inactivity with offered programs	3 years

Santa Fe County
Records Retention Schedule

Department / Division	Record No.	Record Type	Description and Examples	Confidential? Sensitive? PII?	File Closure	Retention
CSD/Senior	CSD-850-V01	Senior Services Vehicles	Records concerning Community Services vehicles. Including, but not limited to: <ul style="list-style-type: none"> Daily and monthly vehicle inspections Manuals and operating procedures Mileage logs 	No	Close of calendar year	3 years
CSD/Youth	CSD-920-V01	Teen Court Files	Records concerning the alternative court and pre-adjudication restorative justice program for juveniles. Including, but not limited to: <ul style="list-style-type: none"> Applications Case files including case assessments, family and health correspondence, and intake notes Dockets and jury duty information Health correspondence such as drug test results Program attendance data 	Yes	Close of calendar year when case closed	10 years after file closure
CSD/Youth	CSD-990-V01	Youth Case Management	Records concerning case management for youth assisted by Community Services Department. Including, but not limited to: <ul style="list-style-type: none"> Case notes Drug test data Health correspondence Referrals Social service connections 	Yes	Close of calendar year when case closed	10 years after file closure
EDD	EDD-050-V01	Business Advocate Project Files	Records concerning County assistance with local business needs, future plans and opportunities. Including, but not limited to: <ul style="list-style-type: none"> Business climate annual report Formal consultations Passive marketing and promotion 	Not confidential unless there is a legal requirement regarding proprietary intellectual property.	Until superseded or obsolete	10 years

Santa Fe County
Records Retention Schedule

Department / Division	Record No.	Record Type	Description and Examples	Confidential? Sensitive? PII?	File Closure	Retention
EDD	EDD-200-V01	Commercial Property Assessed Clean Energy (CPACE) Files	Records concerning CPACE include, but are not limited to: <ul style="list-style-type: none"> • Assessment agreement • Certificate of assignment of notice of special assessment lien • Certificate of completion • Certificate of CP qualifications • Certificate of eligible improvements compliance • Lienholder consent • Notice of special assessment interest and lien • Project application form • Program guidebook • Release of lien and notice of termination of assessment 	No	Permanent	Permanent
EDD	EDD-350-V01	Industrial Revenue Bond (IRB) Files	Records regarding Industrial Revenue Bonds (IRB). Including, but not limited to: <ul style="list-style-type: none"> • Bond documents • Closing documents • Financing agreements • Ordinances • Project evaluation reports • Resolutions 	Not confidential unless there is a legal requirement regarding proprietary intellectual property.	Permanent	Permanent
EDD	EDD-500-V01	Job Training Files	Records concerning collaboration with agencies providing job readiness training in a variety of local industries.	No	Close of fiscal year in which created	3 years
EDD	EDD-650-V01	Local Economic Development Act (LEDA) Files	Records concerning application for and use of LEDA funds. Including, but not limited to: <ul style="list-style-type: none"> • Application reviews • Project evaluation reports • Project participation agreements (PPA) • Significant ordinance drafts 	Not confidential unless there is a legal requirement regarding proprietary intellectual property.	Permanent	Permanent
Film	EDD-800-V01	Film Permits	Written authorization from the County to conduct filming activity for motion picture and television productions.	No	Permanent	Permanent

Santa Fe County
Records Retention Schedule

Department / Division	Record No.	Record Type	Description and Examples	Confidential? Sensitive? PII?	File Closure	Retention
Film	EDD-950-V01	Production Files	Records concerning film productions in the County. Including, but not limited to: <ul style="list-style-type: none"> • Correspondence • News releases • Photographs • Resumes 	No	Permanent	Permanent
Finance	FIN-010-V01	Accounts Payable	Records relating to accounts payable, purchasing, and reimbursements, but not including grant-related records. Including, but not limited to: <ul style="list-style-type: none"> • 1099s • ACH and check registers • Checks and cancelled checks • Expenditure receipts • Journal and payment voucher files • Purchase documents and modifications • Vendor invoices • W9s • Warrants 	Yes - W9s	From date audit report released	6 years
Finance	FIN-100-V01	Accounts Receivable and Cash Receipts	Records related to accounts receivable such as invoicing. Including, but not limited to: <ul style="list-style-type: none"> • ACH / cash receipts / deposit slips • Bank statements • Invoice documents • Cash investments and reconciliations 	No	From date audit report released	6 years
Finance	FIN-190-V01	Budget	Records concerning the County's operating budget. Including, but not limited to: <ul style="list-style-type: none"> • Annual financial reporting • Appropriations requests • Budget adjustment requests and corresponding resolutions • Budget preparation documents • Budget work papers 	No	Permanent	Permanent
Finance	FIN-280-V01	Contract Tax File	Records concerning reporting to the internal revenue service on monies paid out by agency on technical contracts.	No	Close of fiscal year in which created	3 years

Santa Fe County
Records Retention Schedule

Department / Division	Record No.	Record Type	Description and Examples	Confidential? Sensitive? PII?	File Closure	Retention
Finance	FIN-370-V01	Deductions and Garnishments	<p>Records related to deduction and garnishments from employee paychecks. Including, but not limited to:</p> <ul style="list-style-type: none"> • Answers to applications for writ of garnishment • Applications for writ of garnishment • Deduction (Benefits) update transaction worksheet • Garnishment calculations • Income withholding for support (IWO) • Judgment on writ of garnishment/Order to pay • Miscellaneous deductions records • Termination of IWO 	No	Date employee separated or retired from agency	3 years
Finance	FIN-460-V01	Fixed Assets	<p>Records related to the inventory and control of fixed assets (Land, Buildings, Equipment). File may contain item description, item location, identification number, date of acquisition, original cost, depreciation, etc. Including, but not limited to:</p> <ul style="list-style-type: none"> • Certification of fixed assets • Dispositions • Fixed asset resolutions • Payment packets • Surplus and disposal • Transfer forms 	No	At disposal of asset	6 years
Finance	FIN-550-V01	General Ledger Journals	<p>Records that facilitate accounting by documenting entries, reallocating amounts, transferring budgets, and correcting errors such as incorrectly posted checks or receipts. Including, but not limited to:</p> <ul style="list-style-type: none"> • Adjusted journal entries • Encumbrance batches • Item purchase approvals • Operating transfers 	No	Close of fiscal year in which created	3 years

Santa Fe County
Records Retention Schedule

Department / Division	Record No.	Record Type	Description and Examples	Confidential? Sensitive? PII?	File Closure	Retention
Finance	FIN-640-V01	Payroll	Records concerning pay due to each employee. Including, but not limited to: <ul style="list-style-type: none"> • Deduction check register and reports • Federal and state tax withholding payments • Fringe benefits • Garnishments • Payroll register • Payroll settlement payments • PERA contributions • Retiree health • Time accrual • Voided checks • Warrant register 	Yes	Close of fiscal year in which created	50 years
Finance	FIN-730-V01	Solicitations	Records used to request offers, quotes, proposals, or bids from suppliers. Records communicating procurement requirements. Including, but not limited to: <ul style="list-style-type: none"> • Invitations for bid (IFB) • Procurement evaluation files • Requests for proposal (RFP) 	No	Close of fiscal year in which created	3 years
Finance	FIN-820-V01	Timecard Data	Records concerning work and leave data for employees.	PII	Close of fiscal year in which created	3 years, unless connected to a settlement, in which case it will need to be kept 50 years.
Finance	FIN-910-V01	W-2 Forms	IRS records reporting an employee's annual wages and the taxes withheld.	Yes	Close of tax year in which created	3 years

Santa Fe County
Records Retention Schedule

Department / Division	Record No.	Record Type	Description and Examples	Confidential? Sensitive? PII?	File Closure	Retention
GMD	GMD-100-V01	Building and Development	Records concerning issued development orders for the Sustainable Growth Management Plan (SGMP) and Sustainable Land Development Code (SLDC). Records related to land use applications, reviews, and decisions. Including, but not limited to: <ul style="list-style-type: none"> • Administrative files • Business licenses • Conditional Use Permits (CUP) • Development permits • Floodplain management • Residential and non-residential permits • Short-term rentals • Subdivisions • Variances • Zoning cases 	No	Permanent	Digital copy is permanent. Physical reference copy will be retained 2 years.
GMD	GMD-200-V01	Code Enforcement	Records concerning code violations and compliance documentation. Including, but not limited to: <ul style="list-style-type: none"> • Business license violations • Construction inspections • Junk vehicle violations • Litter violations • Nuisance violations 	No	At the close of the calendar year in which the violation or inspection was recorded	7 years
GMD	GMD-300-V01	GIS	Records pertaining to geographic data that includes geospatial information. Including, but not limited to: <ul style="list-style-type: none"> • Aerial and LIDAR imagery • E-911 rural addressing and other address verifications • Google Maps data submissions and responses • Remote sensing data 	Yes - archaeological data	Permanent	Permanent
GMD	GMD-400-V01	Open Space exhibits and publications	Records showcasing the historic and valued assets of the County's Open Spaces. Including, but not limited to: <ul style="list-style-type: none"> • Educational programming • Interpretive media • Open Space publications • Wayside exhibits 	No	Until superseded or obsolete	Until superseded or obsolete

Santa Fe County
Records Retention Schedule

Department / Division	Record No.	Record Type	Description and Examples	Confidential? Sensitive? PII?	File Closure	Retention
GMD	GMD-500-V01	Planning	<p>Project files and substantive drafts of plans and ordinances. Including, but not limited to:</p> <ul style="list-style-type: none"> • Capital plan database • CIP scoping forms • Closeout documents • Environmental reviews • New capital project requests • Open Space and Trails planning • Monitoring and progress reports • Scoring sheets • Transportation planning 	No	On the date of the closeout documents, or when superseded or obsolete by final drafts of plans and ordinances	6 years
GMD	GMD-600-V01	Ranger Notices	<p>Records related to the management of citations. Including, but not limited to:</p> <ul style="list-style-type: none"> • Open Space violations • Ranger notices 	No	Close of calendar year after date of citation	3 years
GMD	GMD-700-V01	Transfer of Development Rights (TDR)	<p>Records concerning the TDR Program to preserve agriculture, rural open spaces, and areas of special character. Including, but not limited to:</p> <ul style="list-style-type: none"> • Qualification reports • Transfer certificates • Transfers of development rights • Transfers of development right plats 	No	Permanent	Permanent
GMD	GMD-800-V01	Roads	<p>Records concerning County-maintained mileage. Including, but not limited to:</p> <ul style="list-style-type: none"> • County road certification reports • GIS and historic roads books • Historical road name data 	No	Permanent	Permanent

Santa Fe County
Records Retention Schedule

Department / Division	Record No.	Record Type	Description and Examples	Confidential? Sensitive? PII?	File Closure	Retention
Housing	HOU-050-V01	Administration	<p>Executive-level program plans and documents regarding County housing efforts such as Affordable Housing and Housing Authority. Including, but not limited to:</p> <ul style="list-style-type: none"> Affordable housing income limits Area Median Income (AMI) calculations Capital project planning such as Nueva Acequia LLC Family Self-Sufficiency (FSS) action plan Housing Choice Voucher (HCV) program administrative plan Income range calculations Maximum target housing prices Public Housing Authority (PHA) annual and five-year plans 	No	Until superseded	6 years
Housing	HOU-125-V01	Capital Fund Program	<p>Records related to the growth and renewal of buildings, infrastructure, and land. Records focused on capital improvements to public housing to enhance resident health and safety. Including, but not limited to:</p> <ul style="list-style-type: none"> Capital Fund Program (CFP) five-year action plan Construction, design, and planning of capital-funded projects Nueva Acequia LLC 	No	Permanent	Permanent
Housing	HOU-200-V01	Complaints	<p>Records concerning allegations of housing discrimination. Often referred to Federal HUD Offices. Including, but not limited to:</p> <ul style="list-style-type: none"> Complaints Investigation files 	No	At the close of the fiscal year in which the record was created	6 years
Housing	HOU-225-V01	Down Payment Assistance (DPA)	<p>Records concerning grants to prospective homebuyers. Including, but not limited to:</p> <ul style="list-style-type: none"> First-time homebuyer applications Homebuyer education records Proposed household budgets Loan review committee packages Loan notes and mortgages 	Yes	At closing of home purchase	Permanent
Housing	HOU-300-V01	Evictions	<p>Records concerning legally removing a tenant from a County-owned rental property. Including, but not limited to:</p> <ul style="list-style-type: none"> Lease violations Legal notices issued to tenants 	Yes	When legal case is settled	6 years

Santa Fe County
Records Retention Schedule

Department / Division	Record No.	Record Type	Description and Examples	Confidential? Sensitive? PII?	File Closure	Retention
Housing	HOU-375-V01	Family Self-Sufficiency (FSS)	<p>Records concerning the FSS Program which is designed to help families off of welfare assistance within a five-year period. Including, but not limited to:</p> <ul style="list-style-type: none"> • Applications • Contracts of participation and contract extensions • Coordination of supportive services • Escrow accounts • Individual training and services plans (ITSP) • Informal hearings and decisions • Needs assessments 	Yes	At completion of five- or seven-year program	6 years
Housing	HOU-450-V01	Foreclosure and Eviction Prevention	<p>Records concerning financial aid to residents at risk of losing affordable housing. Including, but not limited to:</p> <ul style="list-style-type: none"> • Economic hardship records • Emergency short-term mortgage or rent assistance • Loan modification or refinance records 	Yes	At close of fiscal year in which the funding was granted.	6 years
Housing	HOU-525-V01	Housing Choice Vouchers (HCV) Client Files	<p>Records concerning qualifying families for rental assistance in the private market within Santa Fe County. Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Applications • Certificates of family participation • Certification and recertification of tenant eligibility • Computation of shopping credit • Evictions • Family Self-Sufficiency (FSS) contracts of participation and escrow accounts • Foster Youth to Independence (FYI) vouchers • Housing Assistance Program (HAP) computations, contracts, and lease records • HUD Form-50058, family reports • Income verification • Inspections and unit evaluations, including Catholic inspections • Mainstream Voucher Program for individuals under the age of 62 who are disabled • Pre-application for tenant eligibility • Request for lease approval • Veterans Assistance Supportive Housing (VASH) files • Wait list 	Yes	At close of fiscal year in which the record was completed	6 years

Santa Fe County
Records Retention Schedule

Department / Division	Record No.	Record Type	Description and Examples	Confidential? Sensitive? PII?	File Closure	Retention
Housing	HOU-600-V01	Inclusionary Zoning	<p>Records concerning an administrative procedure which requires a developer to provide affordable housing as part of the development approval procedures. Including, but not limited to:</p> <ul style="list-style-type: none"> • Affordable mortgages or liens • Affordable housing agreement and plan • Appraisals • Buyer applications • Certificates of compliance, eligibility, and qualified transactions • Determination of County affordability mortgage/Lien and appreciation share calculations • Energy Star verifications • Final development plans and plats • Homebuyer education certifications • Property descriptions and required unit calculations • Settlement statements (HUD 1) 	Yes	Upon final payment and release of mortgage	Permanent
Housing	HOU-675-V01	Legal	<p>Records concerning all legal affairs in which Housing is involved. Including, but not limited to:</p> <ul style="list-style-type: none"> • Court filings • Eviction orders • Judgements 	No	Case settled or closed	10 years
Housing	HOU-750-V01	Maintenance and Repair	<p>Records concerning Housing-led maintenance and repair of County-owned buildings, facilities, and grounds. Including, but not limited to:</p> <ul style="list-style-type: none"> • Correspondence and other documentation • Service agreements • Work orders 	No	At the close of the fiscal year in which the record was created	6 years

Santa Fe County
Records Retention Schedule

Department / Division	Record No.	Record Type	Description and Examples	Confidential? Sensitive? PII?	File Closure	Retention
Housing	HOU-825-V01	Public Housing Client Files	<p>Records concerning residents in financial need of public housing assistance. Including, but not limited to:</p> <ul style="list-style-type: none"> • Certification and recertification of tenant eligibility • Certificate of family participation • Computation of shopping credit • Evictions • Family Self-Sufficiency (FSS) contracts of participation and escrow accounts • HUD Form-50058, family reports • Income verification • Pre-application for tenant eligibility • Wait list 	Yes	At close of fiscal year in which the record was completed	6 years
Housing	HOU-900-V01	Rehabilitation	<p>Records concerning small- and large-scale rehabilitations or renovations that expand access to affordable housing. Home Rehabilitation and Energy Efficiency (HREE) Grant Program records include, but are not limited to:</p> <ul style="list-style-type: none"> • Contractor bids • Income eligibility verifications • Inspections • Loan applications and loan notes • Mortgages • Scopes of work • Statements of need • Tax certifications • Verification of income, ownership, and primary place of residence 	Yes	Upon completion of County-approved rehabilitation	15 years
Housing	HOU-975-V01	Resident Opportunities and Self-Sufficiency Program (ROSS)	<p>Records assessing the needs of public housing residents to coordinate available resources. Including, but not limited to:</p> <ul style="list-style-type: none"> • Annual federal financial reports • Case management notes and client intake assessments • Client service plans • Grant agreements, draws, fixed terms, and related documents • HUD standards for success reporting • Purchase orders and requisitions • SF-425 program financial reporting 	Yes	Upon the client completing their service program and ending their program participation	6 years

Santa Fe County
Records Retention Schedule

Department / Division	Record No.	Record Type	Description and Examples	Confidential? Sensitive? PII?	File Closure	Retention
OEM	OEM-200-V01	Continuity of Operations Plan / Continuity of Government (COOP/COG)	<p>Establishing defined procedures that allow the County to continue its essential operations in case of emergency. Records ensuring the execution of fundamental duties to our residents during emergencies. Including, but not limited to:</p> <ul style="list-style-type: none"> • Assets and resources • Continuity communications • Continuity facilities • Delegations of authority • Orders of succession • Reconstitution • Vital records management 	Yes	Date superseded	10 years
OEM	OEM-400-V01	Emergency Operations Plan (EOP)	<p>Concerning the preparedness, response, and short-term recovery planning for emergency services personnel. Including, but not limited to:</p> <ul style="list-style-type: none"> • Assets and resources • Communications • COOP/COG • Guidelines and standards • Staff responsibilities • Threat-, hazard-, or incident-specific annexes and appendices • Utilities 	Yes	Date superseded	10 years
OEM	OEM-600-V01	Incident Files	<p>Records concerning an emergency incident, County response, and federal response. Including, but not limited to:</p> <ul style="list-style-type: none"> • Action plan • After-action reviews (AAR) • Emergency notification alerts • FEMA claim files • FEMA ICS form 201, incident briefing • FEMA ICS form 202, incident objectives • FEMA ICS form 214, activity log • Photos • Recovery plan • Resource allocation and tracking 	Yes	At completion of disaster event response	10 years

Santa Fe County
Records Retention Schedule

Department / Division	Record No.	Record Type	Description and Examples	Confidential? Sensitive? PI?	File Closure	Retention
OEM	OEM-800-V01	Local Hazard Mitigation Plan and Vulnerability Review	<p>Planning to reduce the loss of life and property by minimizing the impact of disasters. Including, but not limited to:</p> <ul style="list-style-type: none"> • Access and functional needs list • Capability assessment • Mitigation strategy • Plan maintenance procedures • Risk assessment 	Yes	Date superseded	10 years
PSD	PSD-010-V01	Bail Bonds and Electronic Monitoring	<p>Court-ordered bonds and related records. Including, but not limited to:</p> <ul style="list-style-type: none"> • Bond receipt books • Electronic info security audit files • Electronic monitoring data 	No	Close of fiscal year in which most recent case closed	3 years
PSD	PSD-070-V01	Body-Worn Camera (BWC) Recordings	Video and audio recordings of interactions between Corrections staff and inmates.	Yes	Date of recording	120 days or until litigation hold is released, whichever is later
PSD	PSD-130-V01	Booking Files	<p>Records concerning bookings and releases. Including, but not limited to:</p> <ul style="list-style-type: none"> • Charges • Classification files • Criminal complaints • Federal retainer requests • Inmate handbook files • Intake files 	Yes	Date of final court disposition or date juvenile reaches 22 years of age, whichever comes first	5 years or 22 years from DOB
PSD	PSD-190-V01	Canine Files	Records related to training of canines.	No	Close of calendar year in which service is terminated	3 years
PSD	PSD-250-V01	Commissary Data	Records relating to commissary ledger management.	No	From the date audit report is released	6 years

Santa Fe County
Records Retention Schedule

Department / Division	Record No.	Record Type	Description and Examples	Confidential? Sensitive? PII?	File Closure	Retention
PSD	PSD-310-V01	Communications Surveillance	Records related to surveillance of inmate communications. Including, but not limited to: <ul style="list-style-type: none"> • Radio transmittals • Telephone recordings • Visitation logs 	Yes	At the close of the calendar year in which created	5 years
PSD	PSD-370-V01	Complaints and Investigations	Records related to investigations including, but not limited to, shakedown, site or staff and search logs. Including, but not limited to: <ul style="list-style-type: none"> • Dismissed disciplinary report packets • Investigation files including witness statements • Jail incident reports 	Yes	Close of calendar year after resolution of case	5 years
PSD	PSD-430-V01	Court Orders	Records related to investigations with merit of alleged criminal activities and not identified in other classifications.	No	Date of report or conclusion of investigation	10 years
PSD	PSD-490-V01	Incident Reports	Records concerning incidents between inmates, between inmates and staff, or otherwise, including witness statements and interviews.	Yes	At close of investigation or calendar year, whichever is later	10 years unless Fatal, then 25 years
PSD	PSD-550-V01	Medical Files	Records related to management of patients including, but not limited to, accounts and client files. Including, but not limited to: <ul style="list-style-type: none"> • Accident and injury files • Clinical files • Intake, discharge, and transfer files • Medical clearances and transportation information • Medications • Progress notes • Surgical orders • X-rays 	Yes	Close of calendar year in which inmate hasn't returned in a 3 year time period.	10 years

Santa Fe County
Records Retention Schedule

Department / Division	Record No.	Record Type	Description and Examples	Confidential? Sensitive? PII?	File Closure	Retention
PSD	PSD-610-V01	Policies and Procedures	Records concerning Correctional policies and procedures. Including, but not limited to: <ul style="list-style-type: none"> Centers of practice Code of ethics Medical policies Post orders Security policies 	No	When superseded or obsolete	15 years
PSD	PSD-670-V01	Safety Records	Records concerning public safety at the correctional facility. Including, but not limited to: <ul style="list-style-type: none"> Boiler water inspections Fire equipment inspections General or hygiene supply issuances Housekeeping inspections Microbiological water reports 	No	Close of calendar year in which report issued	6 years
PSD	PSD-730-V01	Shift Reports	Records concerning security checks conducted during each shift of employees at the jail. Including, but not limited to: <ul style="list-style-type: none"> Count sheets Misconduct logs Rosters Security data 	Yes	At the close of the calendar year	5 years
PSD	PSD-800-V01	Fire and Medical Response Files	Records related to responses to a disaster or emergency including, but not limited to, communications with responding agencies, details of the activation and all documentation or issues relating to or arising from the disaster. Including, but not limited to: <ul style="list-style-type: none"> Fire run report Medical response files Rescue run report 	Yes	Date of report	10 years
PSD	PSD-860-V01	Fire Inspections	Records concerning fire safety reviews of the essential elements of a building's electrical system, including wiring, GFCI outlets, and the main electrical panel.	No	Date of report	3 years

SFC CLERK RECORDED 12/10/2024

Santa Fe County
Records Retention Schedule

Department / Division	Record No.	Record Type	Description and Examples	Confidential? Sensitive? PII?	File Closure	Retention
PSD	PSD-920-V01	Short-Term Permits	Records related to short-term permits overseen by the Fire Division. Including, but not limited to: <ul style="list-style-type: none"> • Blasting permits • Christmas tree permits • Fireworks permits • Open Burn permits 	No	Date the permit was issued	3 years
PWD	PWD-010-V01	Capital Projects	Records concerning capital project management and delivery. Including, but not limited to: <ul style="list-style-type: none"> • Bond files • Capital funding and grants management • Capital projects implementation • Design and construction of County infrastructure • Infrastructure Capital Improvements Plan (ICIP) • Lease management • Long range capital project planning • Procurement files 	No	Permanent	Permanent
PWD	PWD-110-V01	Environmental Compliance and Planning	Records concerning governance and compliance. Including, but not limited to: <ul style="list-style-type: none"> • Annual water quality reports • Conjunctive Management Plan • Domestic Well Reports • Greenhouse Gas Emissions Inventory and Reduction Plan • illegal wastewater and water dumping files • NPDES MS4 Stormwater Management Program • PFAS testing results • Sustainable Performance Design Recommendations 	No	Permanent	Permanent
PWD	PWD-210-V01	Fleet	Records concerning fuel, maintenance, and repairs for County-owned vehicles.	No	From date audit report released	6 years

Santa Fe County
Records Retention Schedule

Department / Division	Record No.	Record Type	Description and Examples	Confidential? Sensitive? PII?	File Closure	Retention
PWD	PWD-310-V01	Maintenance and Repair	Records concerning maintenance, repair, and work orders for County-owned buildings, facilities, and grounds. Excludes Housing maintenance and work orders. Including, but not limited to: <ul style="list-style-type: none"> • Road maintenance • Service agreements • Sewer cleaning • Status reports 	No	At the close of the calendar year in which the maintenance or repair was completed or From date report is completed	3 years
PWD	PWD-410-V01	Operation and Maintenance (OandM) Manuals	Records concerning operating, maintaining, troubleshooting, and servicing a building, project, or system.	Yes	At the close of the calendar year in which created	3 years
PWD	PWD-510-V01	Recreational Access	Records related to recreational access to County property and facilities. Including, but not limited to: <ul style="list-style-type: none"> • Rental records for community centers 	No	At the close of the calendar year	3 years
PWD	PWD-610-V01	Roads	Records concerning County roads. Including, but not limited to: <ul style="list-style-type: none"> • Road concerns and Priority Index • Traffic barricade permits • Traffic calming requests and plans 	No	Permanent	Permanent
PWD	PWD-710-V01	Solid Waste and Recycling	Records concerning landfill waste and recycling efforts across the County. Including, but not limited to: <ul style="list-style-type: none"> • Clean-up programs • Collection events • Enforcement • Permits 	No	At the close of the fiscal year	3 years
PWD	PWD-810-V01	Water Billing and Correspondence	Records concerning County water utility service to residents and businesses, including work orders.	Yes	From date audit report is released	6 years

Santa Fe County
Records Retention Schedule

Department / Division	Record No.	Record Type	Description and Examples	Confidential? Sensitive? PII?	File Closure	Retention
PWD	PWD-910-V01	Water Management	Records concerning County acquisition and planning for local water and wastewater. Including, but not limited to: <ul style="list-style-type: none"> • Aquifer mapping • Wastewater flow charts (influent and effluent) • Water management planning and technical investigations 	No	Permanent	Permanent
Sheriff	SHF-010-V01	Alarm Permits	Permit Applications submitted to Sheriff's Office requesting assistance if residential or business security alarms are activated.	Yes	Upon notification that security system is no longer in use	1 year
Sheriff	SHF-070-V01	Animal Control	Records relating to animal control activities. Including, but not limited to: <ul style="list-style-type: none"> • Citations • Complaints • Impounds • Offense reports 	No	Close of calendar year of incident, or date of final court disposition, whichever is later	3 years
Sheriff	SHF-130-V01	Arrest Reports	Records of the arrest of subject. Report may include: subject name, arrest number, physical characteristics, arrest date/time/location, officer name, charges, etc.	Yes	Date of final court disposition or date subject reaches 22 years of age, whichever comes first	10 years, or when statute of limitations on stated crimes expires, whichever is later
Sheriff	SHF-190-V01	Background Investigations	Records concerning background checks on individuals for employment or volunteer purposes. Request may include the written request, name, alias, DOB, arrest record, request for incident report, social security number, name of requesting entity, etc.	Yes	Close of calendar year when background check released or employee separates or retires, whichever is later	If rejected, 3 years. If hired, retain for 50 years past date of separation or retirement.

Santa Fe County
Records Retention Schedule

Department / Division	Record No.	Record Type	Description and Examples	Confidential? Sensitive? PII?	File Closure	Retention
Sheriff	SHF-250-V01	Bail and Bonds	Records of cash or surety bond posted for inmate bail.	Yes	Close of fiscal year in which most recent case closed	3 years
Sheriff	SHF-310-V01	Case Files, Adjudicated	Records concerning cases that have been resolved through adjudication include those in which a claim or dispute has been settled in the courts. Including, but not limited to: <ul style="list-style-type: none"> • Arrest reports • Criminal history records 	Yes	Date of final court disposition or date juvenile reaches 22 years of age, whichever comes first	10 years, or when statute of limitations on stated crimes expires, whichever is later
Sheriff	SHF-370-V01	Citations	Records concerning citations such as penalty assessments, non-traffic citations, and uniform traffic citations. Files may include name of violators, physical descriptions, addresses, violations, officer names, etc.	Yes	Date citation issued	3 years
Sheriff	SHF-430-V01	Complaints, Grievances, and Referrals	Administrative records concerning complaints, grievances, and referrals directed towards the County Sheriff's Office. Including, but not limited to: <ul style="list-style-type: none"> • CYFD referrals 	No	Close of calendar year in which created	3 years
Sheriff	SHF-490-V01	Evidence	Records of property and/or evidence either seized, found or impounded. Including, but not limited to: <ul style="list-style-type: none"> • Chain of custody records • Evidence or lost and found tags • Property record forms for guns, lost and found, and all other materials 	No	Date acquired or Date of final disposition of case if applicable	3 years, or when statute of limitations on stated crimes expires, whichever is later
Sheriff	SHF-550-V01	Firearm Discharge Reports	A report written by the Deputy explaining the circumstances surrounding the discharge of the weapon.	No	Close of calendar year in which case is closed	3 years unless Fatal, then Permanent

Santa Fe County
Records Retention Schedule

Department / Division	Record No.	Record Type	Description and Examples	Confidential? Sensitive? PII?	File Closure	Retention
Sheriff	SHF-610-V01	Incident or Offense Reports	Records concerning felonies or misdemeanors committed and relevant information surrounding the incident. Report may include incident type, case number, national crime information center entry date, incident code, investigative information, incident location, incident date, time, reporting area complaint, victim, suspect, social security number, vehicle and witness information, arrest date, narrative, etc.	Yes	Date of final court disposition or date subject reaches 22 years of age, whichever comes first	10 years, or when statute of limitations on stated crimes expires, whichever is later
Sheriff	SHF-670-V01	Internal Affairs Case Files	Records documenting complaints against officers or civilian employees and results of subsequent investigations.	Yes	Date employee separated or retired from agency	50 years
Sheriff	SHF-730-V01	Recordings, Evidentiary	Body-Worn Camera (BWC), investigative footage, and vehicle dashboard camera footage of Sheriff's Office interactions with residents, if proven evidentiary. Including, but not limited to: <ul style="list-style-type: none"> • Criminal video or voice recordings • Death investigation video or voice recordings • Interview video or voice recordings 	Yes	Permanent	Permanent
Sheriff	SHF-790-V01	Recordings, Non-Evidentiary	Body-Worn Camera (BWC), investigative footage, and vehicle dashboard camera footage of Sheriff's Office interactions with residents, if determined to be non-evidentiary. Including, but not limited to: <ul style="list-style-type: none"> • Traffic videos 	Yes	Date of recording	1 year
Sheriff	SHF-850-V01	Sex Offender Database	Active database listing online for residents and interested parties to find address information on local and registered sex offenders.	No	Permanent	Permanent
Sheriff	SHF-910-V01	Special Orders	Records used to change policies when there is an immediate need to adapt a procedure or policy to best meet the office's mission. Including, but not limited to: <ul style="list-style-type: none"> • FTO releases • Mandatory trainings • Overtime assignments • Promotions • Shift changes • Upcoming events • Weekend duty assignments 	No	Close of calendar year in which created	15 years

Santa Fe County
Records Retention Schedule

Department / Division	Record No.	Record Type	Description and Examples	Confidential? Sensitive? PII?	File Closure	Retention
Sheriff	SHF-970-V01	Warrants	Records reporting served warrants assigned by District or Magistrate Court. Including, but not limited to: <ul style="list-style-type: none"> Arrest indices Served District Court warrants Served Magistrate Court warrants Temporary restraining orders (TRO) 	Yes	Close of calendar year of date of service	5 years
Treasurer	TRS-010-V01	ACH/Wires	Records concerning electronic payments between two financial institutions.	No	Close of tax year	10 years
Treasurer	TRS-100-V01	Adjustment Update Register	Official list of adjustment updates.	No	Close of tax year for which corrections authorized	3 years
Treasurer	TRS-190-V01	Bank Deposits	Daily amounts received from cashiers to be deposited into the County Treasurer's operations account.	No	Close of tax year	3 years
Treasurer	TRS-280-V01	Broker and Dealer Lists	Records concerning financial firms doing business with the County.	No	Until obsolete or superseded	10 years
Treasurer	TRS-370-V01	Debt and Investments	Records concerning County investments. Including, but not limited to: <ul style="list-style-type: none"> Certificates of destruction Debt files Investment files Monthly reconciliations 	No	Close of fiscal year in which bond series is defeased, debt is resolved, or at final closing of investment	Bond files should be kept Permanently. Other Debt and Investment records only need to be kept 10 years.
Treasurer	TRS-460-V01	Invoice Files	Records supporting documentation of requested payments prior to processing checks or warrants.	No	Close of tax year	3 years
Treasurer	TRS-550-V01	Monthly Payment Plans	Records concerning plans with constituents to accept payments in the future for current taxes due.	No	Close of tax year	3 years

Santa Fe County
Records Retention Schedule

Department / Division	Record No.	Record Type	Description and Examples	Confidential? Sensitive? PII?	File Closure	Retention
Treasurer	TRS-640-V01	Monthly Statements of Deposit	Records concerning County bank accounts and details of activity such as deposits, withdrawals, and interest accrued. Including, but not limited to: <ul style="list-style-type: none"> • ACH/Wires • Account statements • Bank statements • Domestic wires • Investment confirmation and files 	No	Close of tax year	10 years
Treasurer	TRS-730-V01	Tax Receipts, Miscellaneous	Records concerning receipts issued by the County Treasurer for payment of taxes, fees, and charges. Including, but not limited to: <ul style="list-style-type: none"> • Landfill permits • Miscellaneous receipts • Tax collections 	No	From date audit report is released	3 years
Treasurer	TRS-820-V01	Tax Reports	Reports concerning taxes collected and distributed to different public entities.	No	Close of tax year for which report created	10 years
Treasurer	TRS-910-V01	Tax Roll Adjustment / Refund Requests	Records concerning constituent requests to have penalties and interest waived, transferring balances to different accounts, or requesting overpayment refunds.	No	Close of tax year for which corrections authorized	8 years