

City of Grand Junction
Records Disposal Log - Physical and Electronic Records

Department/Division: Community Development_____

Person Completing Form: Peggy Sharpe_____

Record Series Title as listed in departmental retention schedule	Comments or Notes	Date Range of Records	Record Media	Volume (cubic ft or MB)	Destruction Method*
Treasurer's Receipts	Copies	2013 - 2014	Paper	¼ cubic ft	shred
Planning Clearances	Digitals designated as permanent version	Various Years	Paper	1 cubic ft	shred

* For non-confidential paper records: RECYCLE.
 For confidential paper records (those containing personally identifiable information (PII) or other sensitive information): SHRED.
 For non-confidential electronic records: DESTRUCTION of TRIM documents; DELETION of all hard drive documents; and SHRED for removable media.
 For confidential electronic records: DESTRUCTION of TRIM documents (contact TRIM Administrator); for hard drive documents, contact IT for assistance.

I certify that the records listed above have been retained for the scheduled retention period, required audits have been completed, and no pending or ongoing litigation or investigation involving these records is known to exist.

Signature: Peggy Sharpe_____

Date Records Destroyed: Date of File Destruction Day 2016

Please transfer these totals to your Certificate of Records Disposal and submit both documents to the City Clerk's Office.