



CERTIFICATE OF RECORDS DESTRUCTION NO. 2025-03

Village of Resolution 2021-39 Municipal Records Retention Policy Guidelines, authorizes the destruction of certain records that have reached their retention date.

Per Resolution 2021-39, the following records will be destroyed by shredding through the services of Vital Records Control (VRC) a bonded, certified and secured records destruction company.

See Attachment "A"

Approval for destruction of noted records was approved by the Governing Body of the Village of Ruidoso on the 12th day of August, 2025.

Lynn D. Crawford – Mayor

Jini S. Turri, MMC, Village Clerk

Attachment "A"

Records No.	Record Series Name	Description	Retention Period	Dept.
18.03.018	Payroll Files	Time Sheets 2010 - 2011**	3 Years after Audit Report	Finance
18.01.039	Public (IPRA) Record Files	Municipal Court Data Driven Records Requests 2018-2019-2021-2022-2023	1 year after close of case	General
18.06.006	Election Administration Files	2020 Election Voting Permits- 2022 Election Voting Permits- Voting Number Tapes- Daily Reporting Forms- End of Day Reports – Election Board Oaths of Office	After Canvass of Votes of the Election	Clerk