



City Council Communication

AGENDA DATE: June 1, 2026

LEGISTAR ITEM #: No. 2026-079

PRESENTER: Steve Ruger

DEPARTMENT: City Clerk's Office

<input type="checkbox"/> Ordinance	<input checked="" type="checkbox"/> Resolution	<input type="checkbox"/> Public Hearing
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REQUEST

Approval of a Resolution Adopting A City-Wide Records and Information Management (Rim) Policy

BACKGROUND

The Commerce City Municipal Charter requires city-wide administrative policies that may impact the Mayor and Council be approved by resolution.

In early 2025, the City Clerk's Office initiated a comprehensive review and modernization of the City's Records and Information Management (RIM) Policy. This effort included extensive consultation with all City departments to ensure that the revised policy reflects current operational needs, contemporary records management practices, and compliance with legal requirements. The updated policy provides clearer guidance on the creation, maintenance, use, and disposition of City records and establishes consistent standards across departments for both physical and electronic information. A significant update is the shift to a two-year retention period for email and other electronic communications, aligning the City with industry standards while promoting efficiency, reducing storage costs, and ensuring that long-term or historically valuable communications are preserved appropriately in Laserfiche. Overall, the revised RIM Policy enhances transparency, operational efficiency, and flexibility while strengthening the City's ability to securely manage and retrieve its records.

AVAILABLE ACTIONS

- Action #1 Adopt Resolution as presented.
- Action #2 Continue Resolution to later date.
- Action #3 Deny or Amend the Resolution.

STAFF RECOMMENDATION

Staff recommends Action #1 – Adoption of the resolution as presented.