

No fee

758641

758641
1 of 1

9/4/2019 11:17 AM
R\$0.00 D\$0.00

Debra A Green
Park County Clerk

**PARK COUNTY, COLORADO
BOARD OF COUNTY COMMISSIONERS
Resolution No. 2019- 46**

A RESOLUTION TO REVISE THE RECORDS RETENTION POLICY

WHEREAS, in 2014 the Park County Board of County Commissioners (“BOCC”) adopted the Records Retention Policy; and

WHEREAS, the County BOCC finds it necessary to revise said policy to assure the records retention schedules are maintained by the County at the current standards.

NOW THEREFORE, BE IT RESOLVED THAT:

Section 1. The Records Retention Policy on attached hereto and incorporated herein by reference, is hereby adopted and shall be effective August 29, 2019.

Section 2. Any resolutions or policies or other enactments of the BOCC inconsistent with this Resolution are hereby superseded to the extent of such inconsistency and shall to such extent be inapplicable.

Moved, seconded, and approved this 29th day of August, 2019.

PARK COUNTY BOARD OF COUNTY COMMISSIONERS



Richard Elsner, Chairperson

ATTEST:


County Clerk
Deputy





Park County, Colorado

Records Retention Policy

Effective: August 29, 2019 (Replacing Prior Policy Adopted 2014)

SECTION 1: PURPOSE

The purpose of this policy is to provide County staff with a comprehensive retention schedule for disposal or destruction of records, regardless of the physical format of the record.

SECTION 2: APPLICABILITY

This policy applies to all County departments and elected officials and their offices.

SECTION 3: POLICY STATEMENT

The County shall follow the:

- Colorado Sheriff's Records Retention Schedule of the Colorado State Archives Office
- Colorado Public Trustee's Retention Schedule of the Colorado State Archives Office
- Colorado Treasurer's Retention Schedule of the Colorado State Archives Office
- Retention Schedule of the Colorado Clerk & Recorders' Association
- Colorado Municipal Records Retention Schedule of the Colorado State Archives Office, to the extent not inconsistent with any of the specific Records Retention Schedules listed above. The specific Records Retention Schedules listed above shall control in the event of any inconsistency or conflict with the Colorado Municipal Records Retention Schedules.

SECTION 4: RETENTION SCHEDULE UPDATES

The County shall maintain its retention schedule annually by reviewing the retention schedules on file at <https://www.colorado.gov/pacific/archives/RecordsManagement>. New retention schedules will be distributed and posted annually to assure the most current standards are followed.

ACKNOWLEDGEMENTS

The *Colorado Municipal Records Retention Schedule* was made possible through a cooperative venture. A group of Weld County, Colorado municipalities recognized the need for a comprehensive records retention schedule that could be used by any small Colorado municipality and joined forces to fund and support the project.

Funding for the project was provided by 11 Weld County municipalities: the Town of Eaton, the City of Fort Lupton, the Town of Garden City, the Town of Gilcrest, the City of Greeley, the Town of Hudson, the Town of Johnstown, the Town of Keenesburg, the Town of Mead, the Town of Milliken and the Town of Windsor.

The following municipal clerks and their municipalities contributed to the success of the year-long project: **Chris Bagley**, Town of Eaton; **Linda Salas**, Town of Erie; **Barbara Rodgers**, City of Fort Lupton; **Janice Walter**, Town of Garden City; **Linda Smith**, Town of Gilcrest; **Betsy Holder**, City of Greeley; **Judy Larson**, Town of Hudson; **Diana Seele**, Town of Johnstown; **Cheryl Jesser**, Town of Keenesburg; **Judy Hegwood**, Town of Mead; **Nanette Fornof**, Town of Milliken (project coordinator for the municipalities); and **Cathy Kennedy**, Town of Windsor. Other staff members from the Towns of Milliken and Windsor and the City of Greeley participated in benchmark records inventories and interviews conducted by the project consultant.

The project would not have been possible without the continued support, cooperation and assistance of **Terry Ketelsen**, State Archivist for the State of Colorado and **Karen Zoltenko**, Deputy State Archivist for the State of Colorado. **Don Sandoval**, Regional Manager for the State of Colorado, Department of Local Affairs, Office of Field Services, also provided continuing encouragement and advice throughout the project. **Tony Adams, CRM**, Director of the Wyoming State Archives and **Carol Intlekofer**, City Clerk, City of Cheyenne, Wyoming, provided valuable assistance during the initial stages of the project. **Chuck Schiell, CRM**, records management consultant for the Town of Erie, and **Betsy Holder** and **Russell Lenhart** of the Greeley City Clerk's Office, are owed a special debt of gratitude for their detailed reviews of the preliminary draft of the Model Municipal Retention Schedule and their helpful suggestions.

This document would not have been possible without the earlier work accomplished by the Colorado Municipal Clerks' Association and numerous municipal clerks who developed in 1992 and updated in 1999 the *Guidelines for the Retention of Municipal Records in Colorado*, which established a solid foundation for creation of a Municipal Records retention schedule.

The *Colorado Municipal Records Retention Schedule* became a reality through the dedicated efforts of **Molly J. Davis, CRM, CMC**, records management consultant specializing in local government records in Colorado.

A comprehensive ten-year review of the Colorado Municipal Records Retention Schedule was completed in 2010—2011 through a collaborative effort of the Colorado State Archives and the Colorado Municipal Clerks Association Records Management Committee. Project funding was provided by the Colorado State Archives and the Colorado Municipal Clerks Association. The individuals who participated in this effort were: Terry Ketelsen (Colorado State Archivist), Erin McDanel (Colorado State Archives), Molly J. Davis (consultant), Kerry Bush (Englewood), Melinda Catapano (Grand Junction), Nanette Fornof (Frederick), Leighsa Grommon (Berthoud), Judy Hegwood (Firestone), Leah Heneger (Platteville), Betsy Holder (Greeley), Lisa Horton (Aurora), Russ Lenhart (Greeley), Kimber Liss (Centennial), Tim Paran (Denver), Daryl Payne (Pueblo), Cat Petersen (Winter Park), Patricia Putfark (Centennial), Sara Rusher (Longmont), Barbara Setterlind (Centennial), Susan Sorlein (Parker), Sandi Sugden (Mead), Jewel Traudt (Englewood), and Mike Wolfe (Vail). Special thanks is also given to those who submitted comments and questions during the update process.

HOW TO USE THE COLORADO MUNICIPAL RECORDS RETENTION SCHEDULE

Go to the index first!

Terminology

Terminology that may be unfamiliar to some users is explained in *Appendix B – Glossary*.

Numbering System

The *Colorado Municipal Records Retention Schedule* is organized in individual schedules that group related records according to municipal functions. Each schedule is assigned a reference number, and an item identification number is assigned to each records title listed (i.e., 05.010 means Schedule 5, Item 010). The schedule and item identification numbers are listed with the individual records titles in the index – **the key to locating records titles in the schedules**.

Record Titles and Description

Because the records titles used may not reflect the exact records titles used by everyone, the Retention Schedule provides a short paragraph that describes the use and typical contents of each records series and sub-series.

Retention Periods

Retention periods are based on legal requirements and/or on common usage and industry standards to meet typical administrative, operational or reference requirements. The retention time period indicates the minimum length of time that the **record copy** should be retained before disposal can take place. Typically, some kind of approval process is in place to authorize the destruction of records in accordance with the Records Retention Schedule. Evaluate records for continuing legal, fiscal, administrative or historical value and determine whether they are the subject of any legal holds before proceeding with the authorized destruction. It is permissible to either wait to destroy obsolete records until the end of the year in which they become eligible for destruction or to go ahead and destroy records at the end of the retention period. The municipality may dispose of duplicates in accordance with the following guidelines:

DUPLICATE COPIES CREATED FOR ADMINISTRATIVE PURPOSES

Retain for 1 year and then destroy.

DUPLICATE COPIES CREATED FOR CONVENIENCE OR REFERENCE

Retain until no longer needed for reference or 1 year, whichever is first, and then destroy.

Retain duplicated copies until no longer needed but not longer than the record copy.

CRS 6-17-104 provides a default retention period of three years for records that state law requires to be retained when no retention period is otherwise specified.

COLORADO MUNICIPAL RECORDS RETENTION SCHEDULE

The retention period applies to the information contained within the record, regardless of the physical format of the record (paper, microfilm, computer disk or tape, optical disk, etc.).

Guidelines for identification and handling of some non-records are discussed in *Appendix A – Non-Records*.

Trigger Dates

Trigger dates are included in retention periods whenever possible. A *trigger date* is the date of an event, action or cut-off point that begins the countdown to the end of the retention period. Examples of a trigger date in a retention period are highlighted in the following: "3 years ***after expiration of the warranty***" and "1 year ***after the tap is disconnected***." When a trigger date is not specified, the countdown to the end of the retention period begins on the date the file is closed, the date the file no longer has any administrative or reference value, or the date of the newest document in the file.

Another Records Retention Resource

In 2010, The Colorado Municipal Clerks Association published *Managing Municipal Records in Colorado: A RIM-ERM Toolkit* (known as the "Toolkit"). Colorado municipalities may find that publication to be of value in establishing and maintaining a viable records and information program, which includes adopting a records retention schedule. It is available through the CMCA Records Management Committee (contact information is listed on the CMCA website at www.cmca.gen.co.us).

COLORADO MUNICIPAL RECORDS RETENTION SCHEDULE

<i>Records Descriptions</i>	<i>Schedule/Item No.</i>	<i>Records Descriptions</i>	<i>Schedule/Item No.</i>
-A-		Advertisements	
Abandoned		Bids	40.020
Cemetery lots	10.020	Job opportunities	90.130.A
Property	30.030.B	Advertising Circulars	40.100.C
Vehicles	65.070.B	Affidavits	
Wells	60.100.J	Candidate	15.040.A
Abatement of Nuisances	40.010	Election	15.140
Enforcement	65.070.B	Publication	
Aboveground Storage Tanks	25.050	ordinances	40.020.A
Absentee		other	40.020.B
Ballots	15.030.A	Affirmative Action Compliance	90.010
Oaths	15.140	Age Discrimination in Employment Act	90.110.B
Voters	15.010	Agencies	
list	15.010	External	40.120
Abstract of Election	15.060.A	Federal and state	40.160
Acceptance to Serve – Election Judges	15.090.A	Agenda	
Access Systems	105.020.A	Entities with advisory powers and duties	20.010.B
Accession Records – Museum	70.020	Governing body	45.010
Accessory Uses	65.030	Item summaries	45.010
Accidents		appointed entities	20.010.A
High accident rate locations	60.050.D	Quasi-judicial entities	20.010.A
Incident reports	40.230.D	Agreements	40.030
Reports – police	100.080.B	Annexation	65.010
Traffic accident		Collective bargaining	90.040
arrest	100.080.A	Employment	90.020
police officer involved	100.080.J	Intergovernmental	40.030
Accounting		Mutual aid	40.030
Forms – election	15.170	Short-term	40.230.A
Water decree	60.100.F	Water	60.100.A
Accounts		Air Quality	25.010
Cemetery	10.030	Airline Services	60.060.C
Payable	30.010	Airport District	40.320
Receivable	30.020	Alarm	
Utility billing	30.210.A	False	100.080.F
ACH Forms	30.010.A, 30.020	Fire	35.010
Acquisition of Property	95.010	Installation permits	75.020.F
Activity Reports		System	35.010
Departments	40.290	approval	100.050.C
Police	100.080.B	Water detection	35.010
Actuarial Reports	90.150.A	Alcohol Beverage Licensing	75.020.A
ADA Compliance	90.110.B	Alcohol Test Results – CDLs	90.110.A
Physical examinations	90.110.B	Alien Verification Program	100.070.B
Address		Alley	
History files	05.010	Abandonment	60.070
Street assignments	60.050.F	Improvement districts	30.130
Addresses – State of the City	40.250.C	Vacations	60.070
ADEA Compliance	90.110.B	Allotment Contracts – Water	60.100
Administrative		Ambulance	
Proceedings	40.010	District	40.320
Records	Schedule 40	EMT certification	90.070
		Licensing and operations	100.010.A
		Patients	100.010.B
		Runs	100.010.B
		Amendments to Schedule	Appendix H

COLORADO MUNICIPAL RECORDS RETENTION SCHEDULE

<u>Records Descriptions</u>	<u>Schedule/Item No.</u>	<u>Records Descriptions</u>	<u>Schedule/Item No.</u>
Americans With Disabilities Act	90.110.B	Applications (Cont'd)	
Amusement Device Licensing	75.020.C	Sales tax	30.190.E
Analytical Reports		Vacancies – governing body	45.020
Asphalt	60.050.A	Appointed Entities	Schedule 20
Water and sewer	60.090.A	Appointments	
Animal		Appointed applicants	20.020.A
Cases – Municipal Court	85.030.A	member lists	20.050
Control	100.020	unsuccessful applicants	20.020.B
Disposition	100.020	Election judges	15.090.A
Licensing	75.020.C	Governing body	45.020
Protection	100.020	Scheduling	40.050
Stray	100.020	Appraisals	95.010
Annexation	65.010	Apprenticeship Selection	90.070
Approved	65.010.A	Approval Request Form	Appendix C
Disapproved	65.010.B	Aquatic Facilities, Chemicals	95.050.B
Election petitions	15.150.A	Aquifers	60.100.E
Maps	40.180	Archeological Sites	50.010
Review	65.010	Architectural Renderings	40.180
Zoning	65.080	Parks	95.060
Annual Reports		Archival Records	Schedule 50
Activity	40.290.A	Arrests	100.080.A
Fixed assets	30.030.A	Expungement	100.080.A
Operations	40.290	Illegal presence	100.070.A
Payroll	90.140.E	Warrants	85.100.B
Published	40.260	Arson	
Water and sewer treatment	60.090.B	Arrests	100.080.A
Water consumption	60.080.E	Case files	
Annuities, Form 1099R	30.200.B	fire	100.050.H
Apartment Building Plans	05.060.A	police	100.080.B
Apparatus Inspections	100.050.B	Artwork	
Appeal Proceedings	40.010	Display agreements, contracts	40.230.A
Appeals – Court Decisions	85.010.A	Museums	70.020
Evidence	85.050	Asbestos Exposure	90.110.B
Transcripts	85.010.B	"As-Built" Drawings	
Appendices		Construction	05.060
Amendment Schedule	Appendix H	Electric service	60.010.D
Approval Request Form	Appendix C	Facilities	40.180
Frequently Asked Questions	Appendix F	Asphalt Testing	60.050.A
Glossary	Appendix B	Assault Cases	100.080.A, .B
Guidelines for Preservation of		Asset Records	30.030
Records	Appendix G	Critical asset – electric service	60.010.A
Methods of Record Destruction	Appendix E	Associations	
Non-Records	Appendix A	External	40.120
Update Request Form	Appendix D	Water	40.120
Applications		Attorney	Schedule 80
Absentee ballots	15.010, 15.030.A	Correspondence	40.100
Building permits		Auction	30.030.B
issued	05.020.A	Auctioneer License	75.020.C
not issued	05.020.B	Audio Recordings. <i>See Recordings</i>	
Employment		Audits	30.040
Fair Credit Reporting Act	90.130.E	Police property and evidence	100.080.E
individuals not hired	90.130.B		
background investigation files – public			
safety	90.130.C		
Jobs	90.130.B		

COLORADO MUNICIPAL RECORDS RETENTION SCHEDULE

<i>Records Descriptions</i>	<i>Schedule/Item No.</i>	<i>Records Descriptions</i>	<i>Schedule/Item No.</i>
Audits (Cont'd)		Benefits Programs – SAVE Verifications	100.070.B
Reports	30.040.A	Bicycle Licensing	75.020.C
Sales tax	30.190.E	Bids	
Work papers	30.040.B	Accepted	30.170.B
Augmentation Plans	60.100.D	Rejected	30.170.B
Authorities	Schedule 20	Solicitations	30.170.A
Governing body as	45.060	Specifications	30.170.A
Automatic Clearinghouse (AHC) Forms		State list	30.170.C
Accounts payable	30.010.A	Unsolicited	30.170.B
Accounts receivable	30.020	Vendor list	30.170.C
Awards	40.040	prequalification	30.170.D
		Billboard permits	75.020.F
-B-		Billing	30.020
Background Investigations	90.130.C	Power system	60.010.F
Balance Sheets		Utility	30.210
Accounts payable	30.010.A	Bills	
Accounts receivable	30.020	Of sale	35.010
Trial	30.050.A	Paid	30.010.A
Ballot		State or federal	40.160
Box receipts	15.170	Blood-Borne Pathogen	
Certifications	15.060.B	Exposure	90.110.B
Issue		Safety training	90.110.B
comments	15.020	Blood Testing Reports	100.080.E
notice		Board of Trustees	Schedule 45
duplicate copy	15.130.A	Boards and Commissions	Schedule 20
master copy	15.130.B	Boilers	35.010
working copy	15.130.A	Bond Issues	
Measure petitions	15.150	Bond anticipation notes	30.070.A
lobbying	40.250.A	Bonds – paid	30.070.C
Ballots	15.030.A	Coupons – paid	30.070.C
Mail	15.100	Files	30.070.A
Sample	15.030.B	General obligation	30.070.A
Bank	30.050	Industrial development revenue	30.070.A
Court-maintained accounts	30.050	Ledgers	30.070.D
Statements	30.050.B	Notes – paid	30.070.C
Bankruptcy	30.060	Proceedings books	30.070.B
Banner permits	75.020.F	Refunding	30.070.A
Barricades	60.050.C	Registers	30.070.D
Basin		Revenue	30.070.A
Plans	40.330	Special improvement	30.070.A
Stormwater	60.040.A	Water	30.070.A
Beer Licenses	75.020.A	Bonds	
Benchmarks – Street	60.050.H	Capital project	40.240.B
Benefits – Employee	90.030	Labor and materials	40.240.B
Plan selections	90.070	Legal proceedings	85.020
Plans	90.030.A	Licenses	75.010
Form 1099R, report of distributions	30.200.B	Municipal Court proceedings	85.020
Reports	90.030.B	Payment	40.240.B
		Performance	40.240.B
		Permits	75.010
		Public official	90.040
		Savings	30.140.A
		Specimen	30.070.B

COLORADO MUNICIPAL RECORDS RETENTION SCHEDULE

<i>Records Descriptions</i>	<i>Schedule/Item No.</i>	<i>Records Descriptions</i>	<i>Schedule/Item No.</i>
Boundary Maps	40.180	Business	
Alcohol beverage licensing	75.020.A	Economic development incentive	65.040.A
Annexations	65.010	Historical records	50.030
Cemetery	10.020	Licensing	75.020
Ward	15.110	Medical marijuana	75.020.D
Bridge		Bylaws	
Inspections	60.050.B	Appointed entities	20.030
Inventory	60.050.B	Governing body	45.030
Maintenance	60.050.B		
Projects	40.240.A	-C-	
Brochures	40.260		
Budget		Cable Television Service	
Adoption	30.080	Encroachments	75.020.G
Committee	45.040	Franchises	30.110
Document, final version	30.080.A	Cafeteria Benefits	90.070
Revisions	30.080.A	CAFR	30.040.A
Strategy team	40.080	Calendars	40.050
Work records	30.080.B	Call Sheets	
Building		Ambulance	100.010.B
Activity reports		Fire	100.050.G
Board of Adjustment	05.040, Schedule 20	Rescues	100.050.G
Board of Appeals	05.040, Schedule 20	Campaign Reports	
Certificate of occupancy	05.050	Candidate affidavits	15.040.A
Codes	40.070.A	Committee statements	15.040.A
abatement, enforcement	85.030.B	Contribution, expenditure reports	15.040.A
violation	05.040	Independent expenditures	15.040.B
Damage	95.050.C	Issues committee	15.040.C
Historic	50.040	Candidate	
Inspection	05.070.A	Affidavits	15.040.A
Materials – alternative	05.040	Committees	05.040.A
Nonresidential drawings	05.060.A	Nomination	15.120
Permits	05.030	Capital Improvement Projects	40.240.A
applications	05.020	Reports	40.330
issued	05.020.A	Carnival License	75.020.C
not issued	05.020.B	Cartographic Records	40.180
fee collection	30.020	Case	
ledgers	05.080	Files	
registers	05.080	Building Review Board	05.040
Plans	05.060	court	85.030
public	05.060.A	hazardous material incident	100.060.A
Projects	40.240.A	police	100.080.B
Records – general	Schedule 05	Indexes	85.090.A
Regulations	40.310	Registers	85.090.A
Residential drawings	05.060.B	Cash Books	30.020
Review Board case files	05.040	Cemetery	10.030
Safety, health, environmental inspections	95.050.D	Cash Donor Records for Municipal Use	40.105
Security	105.020	Cash Register Validation Tape	30.020
Standards	05.070.A	Catalogs	
Structure inspection	05.070.A	Library	70.010.A
Unsafe	05.070.D	Trade	Appendix A
Violations	05.040	Vendor	40.280
Burials	10.010	CCIC Teletypes	100.080.M
Burning Permits	75.020.F	CDBG	30.120.B
Bus Service	60.060.C		
Route maps	60.060.C		

COLORADO MUNICIPAL RECORDS RETENTION SCHEDULE

<u>Records Descriptions</u>	<u>Schedule/Item No.</u>	<u>Records Descriptions</u>	<u>Schedule/Item No.</u>
CDOT – See State – Highway Department		Chemical	
Celebrations	40.110	Applications	95.050.A
Cell Phones – See Communication Systems		Blood testing reports	100.080.E
Cemetery	Schedule 10	Exposure	90.110.B
Chemical application	95.050.A	Inventory forms	25.040
Contractor license	75.020.C	Material safety data sheets	25.020
Rules and regulations	40.310	Testing, aquatic facilities	95.050.B
Vandalism	95.050.C	Childcare Facility Licensing	75.030.A
Census	65.020	Christmas Lighting	40.110
Data	65.020.A	Chronological Reading Files	40.100.B
Reports	65.020.B	Circus License	75.020.C
Ceremonies	40.250.C	Citizenship Verification	90.120
Proclamations	45.130	City Council	Schedule 45
Certificates		Civil	
Death	10.010	Actions	80.040
Election judges	15.190.C	Defense	100.040.A
License issuance	75.020.C	Claim	80.010
Money market	30.140.A	Employee insurance	90.030.C
Of deposit	30.140.A	Insurance	105.010.B
Of insurance	105.010.A	Medical records	80.010.B
project files	40.240	Notifications	80.010.A
Of occupancy	05.050	Reports	105.010.B
fire code official approval	100.050.C	Clerical Manuals – Routine	40.220.A
Retention schedule compliance	40.300	COBRA Compliance	90.070
Signature – Councilmembers	45.080.B	Code	
Vehicle registration	35.010	Adopted by reference	40.070.A
Water stock	60.100.H	Books	40.070.B
Zoning	65.080	Building – compliance	05.040
Certifications		Enforcement	
Ballots	15.060.B	municipal court	85.030.B
Election	15.190	police	100.080.B
EMT	90.070	International	40.070.A
FCRA	90.130.E	Supplements	40.070.B
Petition	15.150	Uniform	40.070.A
Sludge	30.090.J	Codification of Ordinances	40.070.B
Street system	60.050.I	Collected Materials	70-020
Certified		Deaccession, removal	70-020
Bond issue proceedings	30.070.B	Collective Bargaining	90.050
Mail – return receipts	40.170.B	Colorado Department of Public Health and Environment	
Change Orders	40.240.A	Hazardous waste shipment, disposal	25.020.C
Charge Slips	30.010.A	S.A.R.A. Tier II, submitting facility	25.040
Charity Fund Drives	40.140	Storage tanks	25.050
Charter	40.060	Colorado Department of Transportation –	
Initiative petition	15.150.B	See State – Highway Department	
Proceedings	40.060.A	Commendations	90.070
Published	40.060.B	Commercial	
Charts	40.180	Building plans	05.060.A
Checks		Driver's license	90.110.A
Cancelled	30.050.A	Commissions	Schedule 20
Duplicate copies	30.050.A	Committees	
Register	30.010.A	Candidate	05.040.A
Stubs	30.050.A	Employee safety	40.080
Voided	30.050.A		

COLORADO MUNICIPAL RECORDS RETENTION SCHEDULE

<i>Records Descriptions</i>	<i>Schedule/Item No.</i>	<i>Records Descriptions</i>	<i>Schedule/Item No.</i>
Committees (Cont'd)		Concealed Weapons Permits	75.020.F
Governing body	45.040	Conceptual Review	65.030
Internal		Concession Agreements, Contracts	40.230.A
ongoing	40.080.A	Condemnations	95.010
special	40.080.B	Conditional Uses	65.030
Issues	15.040.C	Confined Space Entry Permits	75.020.H
Communication		Confiscated Property	30.030.B
Access control and security records	55.010A	Conflict of Interest Disclosure Statements	45.080.A
Computer audit reports	55.010B	Connections – Utility	60.080
Computer backup records	55.010C	Disconnections	60.080
Computer hardware and software documentation	55.010D	Conservation – Water	60.080.F
Computer system maintenance records	55.010E	Construction	
Computer system program records	55.010F	Capital projects	40.240.A
Computer system test records	55.010G	Certificate of occupancy	05.050
Encroachments	75.020.G	Document review by fire code official	100.050.D
Legal	80.030	Drawings and plans	
Network and fiber optics record	55.010H	nonresidential	05.060.A
Project	55.060	residential	05.060.B
implemented systems	55.060.A	Methods – alternative	05.040
systems not implemented	55.060.B	Projects	40.240.A
System usage records	55.010I	Standards	40.310
Systems records	55.010	Zone	60.050.K
franchises	30.110	Consumer	
Systems, user data	55.010J	Confidence report	60.090.B
Tower		Reports, employee	90.130.E
permits	75.020.F	Contamination, Toxic Site	25.060
Community		Contested Elections	Schedule 15
Development block grant	3.120.B	Contractor's Licenses	75.020.B
Events	40.110	Cemetery	75.020.C
General – significant early	50.030	Sign	75.020.C
Groups – early	50.030	Contracts	40.030
Histories	50.020	Capital project	40.240.A
Opinion surveys	40.340	Collective bargaining	90.050
Police relations	100.080.C	Employment	90.020
Compensation Plans	90.140.B	Short-term	40.230.A
Complaints	40.090	Contribution and Expenditure Reports	15.040.A
Elections	15.050	Controlled Substance Test Results, CDLs	90.110.A
Compliance		Coordinated Election	
Affirmative action	90.010	Abstracts of votes	15.060.A
Building code	05.040	Ballot certifications	15.060.B
Certificates – records destruction	40.300	Copies – "Read Only"	40.100.C
COBRA	90.070	Copper Content – Drinking Water	60.090.A
Drinking water	60.090.C	Copyright Records	40.150
EEOC	90.010		
FMLA	90.110.B		
New hire reporting	90.170		
OSHA	90.110.B		
Computer			
Disaster preparedness, recovery plans	55.030		
Output – preliminary verification	40.350		
Preliminary working material	40.350		

COLORADO MUNICIPAL RECORDS RETENTION SCHEDULE

<u>Records Descriptions</u>	<u>Schedule/Item No.</u>	<u>Records Descriptions</u>	<u>Schedule/Item No.</u>
Correspondence	40.100	Deannexation Election Petitions	15.150
Attorney	40.100	Death Cases	100.080.A, .B
Routine	40.100.B	Death Certificates	10.010
Council	Schedule 45	Deceased Persons Books	10.010
Councilmember files	45.080.B	Decrees, Water	60.100.F
County		Dedications	
Maps	40.190	Property acquisition	95.020
Treasurer's reports	30.190.E	Water rights	60.100.A
Court	Schedule 85	Deductions	
Proceedings	80.040	Credit union	90.140.A
recordings	85.080	Payroll	90.140.A
Rulings – appeals to higher court	85.010	Deeds	
Water	60.100.A	Cemetery	10.020
Crane Work – Public Way	75.020.G	Property acquisition	95.020
Credit		Defective Ballots	15.030.A
Card		Deferred	
records of cards held	30.010.B	Compensation plans	90.030.A
statements	30.010.A	Sentence index	85.090.B
Reporting agencies	90.130.E	Delinquent Sales/Use Tax Notices	30.190.E
Union payroll deductions	90.140.A	Demolition	
Crime Lab		Capital projects	40.240.A
Logs	100.080.D	Permits	05.030
Reports	100.080.D	Work in public way	75.020.G
Request forms	100.080.D	Demonstrations – Traffic Impact	60.050.C
Vehicle hold/release sheets	100.080.D	Demotions	90.070
Crime Stoppers	100.080.B	Deposit	
Criminal Case Files	80.020	Pass book	30.050.B
Criminal History		Receipts – meters	30.210.B
Check log sheets	100.080.L	Security – utility service	30.210.A
Childcare facility licensing	75.030.A	Slips	30.050.A
Critical Incident Report – Childcare Facility	75.030.A	Depreciation – Asset Inventory	30.030.D
Cross-Connection Control	60.080.A	Descriptions – Job	90.130.F
Crosswalks	60.050.K	Design	
Cultural Materials	70.020	Capital projects	40.240.A
Cultural Programs	40.230	Drawings	40.180
Custodial Service Requests	40.140	Destruction of Records	Appendix E
-D-		Development	65.030
Daily Reports	40.290.B	Proposals – not approved	65.030
Damage		Review	65.030
Assessment – major disaster	100.040.B	Vested rights	65.030
Property	95.050.C	Digital Images of Historic Value	50.060
Dams		Direct Deposit Reports	90.140.C
Monitoring, inspection	60.100.B	Directives	40.220
Projects	40.240.A	Disability Payments, Form 1099R	30.200.B
Dance Hall License	75.020.C	Disaster	
Data Maps (ESI)	55.050	Disaster preparedness and recovery plans (IT)	55.030
		Declaration	100.040.B
		Emergency operations	100.040.A
		Incidents	100.040.B
		Information technology (IT)	55.030

COLORADO MUNICIPAL RECORDS RETENTION SCHEDULE

<i>Records Descriptions</i>	<i>Schedule/Item No.</i>	<i>Records Descriptions</i>	<i>Schedule/Item No.</i>
Disaster (Cont'd)		Drawings (Cont'd)	
Major	100.040.B	Construction	
Preparedness	55.030	nonresidential	05.060.A
Recovery		residential	05.060.B
plan – IT	55.030	General	40.180
preservation of records	Appendix G	Historic property	50.040
Response planning	100.040.A	Parks	95.060
Warning systems	35.010	Stormwater basin	60.040.A
tests	100.040.A	Drilling Structures	25.010
Discharge Permits – Wastewater	60.090.D	Drinking Water – See <i>Water and Sewer System</i>	
Disciplinary Actions	90.070	Driver Vehicle Inspection Reports	35.030.A
Internal affairs investigations	100.080.J	Driver's License	
Disclosure Statements		Commercial	90.110.A
Conflict of interest	45.080.A	Verification	90.060
Financial	45.080.C	Drug Tests	
Disconnection – Utilities	60.080	CDL	90.110.A
Dispatch		Post-accident	90.110.B
Electric service	60.010.B	Random	90.110.B
Logs	100.080.L	DUI Log	100.080.L
Recordings	100.030.A	Dump Tickets	60.030.A
Disposition of Property	30.030.B	Duplicate Copies	
Distribution Lists	40.170.B	Administrative	xv
District		Convenience	xv
Boundary maps – election	15.110		
Election	15.110	-E-	
Fire protection	40.320	Easement	
Historic	50.040	Abandonment	60.070
Improvement	30.130	Access	95.030.B
Library	40.320	Construction	95.030.B
Museum	40.320	Permanent	95.030.A
Recreation	40.320	Temporary	95.030.A
Special	40.320	Vacation	60.070
Zoning map	40.180	Economic Development	65.040
Ditch	60.100.C	Incentives	65.040.A
DNA Test Results	100.080.E	Policies	40.220.B
Docket Sheets	85.040	EEOC Compliance	90.010
Older than 1920	85.040	Election	Schedule 15
Documentation – General	40.100	Absentee voter	15.010
Routine – Court	40.100.B	Abstract	15.060.A
Donation – Museum	70.020	official	15.190.A
Donor Records	40.105	Accounting form	15.170
Downtown Redevelopment Projects	40.240.A	Ballot issue comments	15.020
Drafts	40.100.C	Ballots	15.030.A
General	40.350	sample	15.030.B
Preliminary	Appendix A	Campaign reports	15.040
Drainage		Certification	15.190
Histories – streets	60.050.H	Complaints	15.050
Improvements	40.240.A	Contested	Schedule 15
System	60.040	Coordinated	15.060
Drawings		Equipment records	15.070
"As-Built"		Help America Vote Act	15.050
construction	05.060	History files	15.080
electric service	60.010.D		
facilities	40.180		

COLORADO MUNICIPAL RECORDS RETENTION SCHEDULE

<u>Records Descriptions</u>	<u>Schedule/Item No.</u>	<u>Records Descriptions</u>	<u>Schedule/Item No.</u>
Election (Cont'd)		E-Mail Messages – See <i>Electronic Mail</i>	
Judges	15.090	Emergency	
absentee ballot receipts	15.010	Dispatch calls	100.030.A
acceptance to serve	15.090.A	Incidents	100.040.B
appointment records	15.090.A	response plan	100.040.A
expense statements	15.090.B	IT contact lists, procedures	55.030
instructions	15.090.C	Management plan	100.040.A
oaths	15.090.A	9-1-1	100.030.B
polling records	15.160	dispatch calls	100.030.A
Mail ballot	15.100	Notification forms	90.070
Maps	15.110	Operations	100.040.A
Nominations	15.120	electric service plans	60.010.I
Notices		major	100.040.B
duplicate copy	15.130.A	Planning	100.040.A
master copy	15.130.B	Reverse 9-1-1 system	100.030.B
working copy	15.130.A	S.A.R.A. Tier II	25.040
Oaths and affidavits	15.140	Eminent Domain	95.010
Petitions	15.150	Emission Inspections	25.050
annexation	65.010	Employee	
Polling	15.160	Active	90.070
Surveillance recordings	15.180	Benefits	90.030
Tabulation	15.190	cafeteria, flex	90.070
Unofficial results	15.190.C	Driver's license verification	90.060
Workers	15.140	Insurance claims	90.030.C
Electric Service	60.010	Insurance plans	90.070
Billing	30.210	Loans by municipality	30.160.A
Critical asset	60.010.A	Medical	90.110.B
Dispatch	60.010.B	New hire reporting compliance	90.170
Distribution	60.010.J	Polygraph	90.160
Energy efficiency program	60.010.C	Pre-employment physicals	90.110.B
Engineering	60.010.D	Random drug tests	90.110.B
Franchise	30.110	Safety training tests	90.110.D
Maintenance work order	60.010.E	Seasonal	90.080
Meters	30.210.B	Shift schedules	90.210
OASIS	60.010.F	Temporary	90.080
Open access same-time information system	60.010.F	Terminated	90.070
Operating procedures	60.010.B	Training	90.180
Power system accounting and billing	60.010.F	Verifications	90.090
Production	60.010.G	Volunteer	90.200
Rate schedule	30.210.C	Work schedules	90.210
Regulatory	60.010.H	Workers' Compensation Cases	90.110.B
SCADA	60.010.F	Employment	
Scheduling	60.010.B	Affirmative action	90.010
Surplus sales	60.010.F	Agreements	90.020
System control and data acquisition	60.010.F	Applications	90.130.B
System planning	60.010.I	Contracts	90.020
Transmission	60.010.J	Eligibility verification form I-9	90.120
Electrical Code	40.070.A	Fair Credit Reporting Act	90.130.E
Electronic		Interviewing procedure	90.130.G
Mail		Pre-employment physical	90.110.B
routine	40.100.B	Reasonable accommodations request	90.010.C
Electronically Stored Information (ESI) Data Maps	55.050	Recruitment procedure	90.130.G
Elevations – Benchmarks	60.050.H	Verifications	90.090
Elevators	35.010	EMT Certification	90.070
		Encroachment Permits	75.020.G

COLORADO MUNICIPAL RECORDS RETENTION SCHEDULE

<i>Records Descriptions</i>	<i>Schedule/Item No.</i>	<i>Records Descriptions</i>	<i>Schedule/Item No.</i>
Utility lines	75.020.G	Exhibits Referenced in Minutes	
Energy Efficiency Program	60.010.C	Appointed entities	20.060
Development	40.230.E	Governing body	45.080
Engineering		Exit Logs	105.020.A
Capital projects	40.240.A	Expenditure Reports	
Drawings	40.180	Campaigns	15.040.A
Electric service	60.010.D	Independent	15.040.B
Street	60.050.H	Expenses	
Enterprise		Election judges	15.090.B
Board	45.060	Employees	30.010.A
Zone	65.040.B	Explosives Permits	75.020.F
Entertainment		Expungement	100.080.A
Agreements, contracts	40.230.A	External Groups and Agencies	40.120
Licensing	75.020.C		
Entities Appointed by Municipality	Schedule 20	-F-	
Entry Logs	105.020.A		
Envelope	40.170.A	Facility	
Absentee ballot return	15.010	Capital projects	40.240.A
Environmental Impact, Annexation	65.010	Use	40.230.B
Environmental Records	Schedule 25	permits	75.020.F
Equal Employment Opportunity (EEO)	90.010	Facsimile Transmissions	40.100
Equipment	Schedule 35	Logs	40.140
Crime lab	100.080.D	Fair Campaign Practices Reports	15.040.A
Election	15.070	Fair Credit Reporting Act	90.130.E
Electric history	60.010.J	Fairs	40.110
General	35.010	False Alarms	100.080.F
Escrow Accounts	30.100	Family and Medical Leave Act	90.110.B
ESI Data Maps	55.050	FCRA, Employee hiring	90.130.E
Ethics Committee	45.040	Federal	
Evaluations	90.070	Bills – proposed	40.160
Events	40.110	lobbying	40.250.A
Short-term agreements, contracts	40.230.A	Revenue sharing	65020
Traffic impacts	60.050.C	Fee	
Evidence		Cash books, receipts, reports	30.020
Audits	100.080.E	Collection	30.020
Court – appeal	85.050	Impact	30.020
Handling	100.080.E	Schedules	30.090
Logs	100.080.E	Feedlots	25.010
Physical – not covered by Schedule	100.080.E	Felony	
Property reports	100.080.E	Arrests	100.080.A
Release	100.080.E	Cases	100.080.B
Storage	100.080.E	FEMA Flood Insurance Rate Map	60.040.A
Tags	100.080.E	Fence	
Examinations		Damage	95.050.C
Employment	90.130.D	Permits	75.020.F
Polygraph – employment	90.130.B	Fertilizer Use	95.050.A
Excavation Permits	75.020.F	Festivals	40.110
Executive Session Recordings			
Appointed entities	20.100.A		
Governing body	45.140.A		
Exempt Employees	90.140.A		

COLORADO MUNICIPAL RECORDS RETENTION SCHEDULE

<i>Records Descriptions</i>	<i>Schedule/Item No.</i>	<i>Records Descriptions</i>	<i>Schedule/Item No.</i>
FICA Reports – Quarterly	90.140.E	Fire Department (Cont'd)	
Field		Statistical records	100.050.F
Contact reports – police	100.080.G	Firearms	
Purchase orders	30.170.A	Authorization to carry	100.080.BB
Survey notes	40.180	Maintenance	100.080.BB
Final Disposition – Cemetery	10.010	Qualification	100.080.BB
Finance Committee	45.040	Unrecovered	100.080.B
Financial	Schedule 30	Fireworks Permits	75.020.F
Annexation impact	65.010	Fixed Assets	30.030.A
Cemetery	10.030	Fleet	Schedule 35
Disclosure statements	45.080.C	Flood Control District	40.320
Finding Aids		Flood Insurance Rate Maps	60.040.A
Library catalogs	70.010.A	Flooding	60.040.A
Maps and drawings	40.180	General	60.040.A
Records	40.270	Histories	60.040.A
Findings by Appointed Entities	20.090	Floodplains	
Fingerprint Cards and Files	100.080.B	Basins	60.040.A
Fire		General	60.040.A
Administrative applications	100.050.A	Floodways	60.040.A
Alarm permits	75.020.F	FMLA Compliance	90.110.B
Alarm system approval	100.050.C	Foreclosure	30.060
Apparatus inspection	100.050.B	Forgery Cases	100.080.A, .B
Arson		Forms – Blank	40.130
incident – with or without fatality	100.050.H	Foundation Order Books	10.010
intelligence files	100.050.J	Fountain Chemical Testing, Treatment	95.050.B
Call sheets	100.050.G	Fourth of July Celebration	40.110
Code	40.070.A	Franchises	30.110
abatement, enforcement	85.030.B	Frequently Asked Questions	Appendix F
Board of Appeals	05.040	Fuel	
Detection system approval	100.050.C	Oil storage	25.050
Dispatch calls	100.030.A	Usage, records	35.020
District	40.320	Funds	
Equipment	35.010	Appropriation by ordinance	45.120
Hydrants	100.050.F	Bank statements	30.050.B
Incident case files	100.050.H	Investment	30.140.B
Inspections	100.050.I	Ledger	30.150.A
apparatus	100.050.B	Petty cash	30.010.D
Investigations	100.050.H	Seizure	100.080.S
Protection	100.050	Transaction activity	30.050
districts	40.320		
Pumper tests	100.050.B	-G-	
Records	100.050.F	Garnishments	90.140.A
Run sheets	100.050.G	Gas	
Service requests	100.050.K	Company encroachment permits	75.020.G
Smoke detector system approval	100.050.C	Drilling monitoring, review	25.010
Suppression	100.050.H	Service franchise	30.110
Fire Department			
Approval records	100.050.C		
Dispatch calls	100.030.A		
Fire records	100.050.F		
Inspection records	100.050.I		
Radio transmissions	100.030.A		
S.A.R.A. Tier II reports	100.060.B		
submitting facility	25.040		

COLORADO MUNICIPAL RECORDS RETENTION SCHEDULE

<i>Records Descriptions</i>	<i>Schedule/Item No.</i>	<i>Records Descriptions</i>	<i>Schedule/Item No.</i>
Gasoline Storage Tanks	25.050	Hazardous Materials (Cont'd)	
General		Spills	100.060.A
Documentation	40.100	Transport records	25.020
Improvement District Board	45.060	analysis	25.020.D
Ledger	30.150.A	disposal manifest	25.020.A
Orders – police	100.080.H	inspections	25.020.B
Generator Equipment	35.010	reports	25.020.C
Geothermal System Franchise	30.110	test results	25.020.D
Gift Register – Library	70.010.B	Underground storage tanks	25.050
Glossary	Appendix B	Waste storage	25.020
Goals		analysis	25.020.D
Appointed entities	20.040	disposal manifest	25.020.A
Governing body	45.050	inspections	25.020.B
Golf Course		reports	25.020.C
Chemical application	95.050.A	test results	25.020.D
Inspections	95.050.D	Health	
Governing Body	Schedule 45	Insurance – employees	90.030.B
As other decision-making body	45.060	Personnel: Medical, and Safety Records; Amended	90.110
Committees	45.040	Heating Systems	35.010
Members	45.080	Help America Vote Act Complaints	15.050
Grades – Street	60.050.H	Herbicide Use	95.050.A
Grant	30.120	HIPAA Release of Information Authorization	90.110.C
Audit	30.040	Historic Preservation	Schedule 50
From municipality	30.120.A	Events	40.100.A
To municipality	30.120.B	Historical	
Grass Control	65.070.B	District surveys	50.040
Gravel Pit Reclamation	25.010	Material	40.260
Grievances	90.100	archeological sites	50.010
Groups – External	40.120	collections	70.020
Guarantees – Financial	30.100	removal	70.020
		older than 1900	50.070
		photographic	50.060
		Sites	50.010
		Society	40.120
		Structure surveys	50.040
		Histories	
		Community	50.020
		Drainage	60.050.H
		Elections	15.080
		Electric equipment	60.010.I
		Municipal	50.020
		Parks	95.060
		Holiday Display Lighting	40.110
		Home Occupations	
		Licenses	75.020.C
		Permits	75.020.F
		Home Rule Status	40.210
		Homicides	100.080.A, .B
		Honors	40.040
		Hot Tubs – Chemical Testing, Treatment	95.050.B
		Hot Work Permits	75.020.H

-H-

COLORADO MUNICIPAL RECORDS RETENTION SCHEDULE

<u>Records Descriptions</u>	<u>Schedule/Item No.</u>	<u>Records Descriptions</u>	<u>Schedule/Item No.</u>
House		Information Technology	Schedule 55
Moving		Infrastructure	Schedule 60
license	75.020.C	Initiative Petitions	15.150.B
permit	75.020.F	Injury Reports	40.230.G
Number assignments	60.050.F	Workers' compensation	90.220
Housekeeping Files	40.140	Inlet Inspections	05.070.A
Housing		INS Form I-9	90.120
Assistance grants	30.120.B	Inspection	
Authority	Schedule 20	Breathing apparatus	100.050.B
governing body as	45.060	Building	05.070.A
Rehabilitation projects	40.240.A	Childcare facility	75.030.A
grants	30.120.B	Driver vehicle	35.030.A
How to Use Schedule	xv	Equipment	35.010
Humane Society	40.120	Fire apparatus	100.050.B
HVAC Systems	35.010	Fire Department	100.050.I
		Hazardous waste storage, transport	25.020.B
-I-		Mobile home	05.070.C
		Municipal property	95.050.D
		Sand traps	60.090.F
I-9 Forms	90.120	Storage tanks	25.050
ICE – See <i>Immigration and Customs Enforcement</i>		Structure	05.070.A
Immigration and Customs Enforcement Reports on		Trailer	05.070.C
Alien Verification	100.070.B	Unsafe buildings	05.070.D
Immigration Status Reporting	100.070	Vehicles	35.030.B
Impact Fees – Collection	30.020	Water storage	60.080
Impoundment		Instructional Materials – Published	40.260
Animals	100.020	Instructions	
Vehicles	100.080.X	Election judges	15.090.C
Improvement Districts	30.130	Procedures and policies	40.220.B
Incentives – Economic Development	65.040.A	Insufficient Petitions	
Incidents		Annexation, deannexation	15.150.A
Fire	100.050.H	Initiative	15.150.B
Hazardous materials	100.060.A	Recall	15.150.C
Major disaster	100.040.B	Referendum	15.150.D
Reports	40.230.D	Insurance	
Rescue	100.050.H	Certificates	105.010.A
Incorporation – Municipality	40.210	Claims	105.010.B
Independent Expenditure Reports	15.040.B	Contract – Form 1099R	30.200.B
Indexes		Employee	90.030.A
Cemetery	10.010	active records	90.070
Court	85.090	claim records	90.030.C
Records	40.270	termination records	90.070
Individual Retirement Accounts (IRAs)	90.030.A	Policies	105.010.C
Reports of distribution	30.200.B	Storage tanks	25.050
Industrial		Title	95.010
Building plans	05.060.A	Unemployment	90.190
Contamination	25.010	Workers' compensation	90.220
Development revenue bonds	30.070.A	Intellectual Property	40.150
Pretreatment permits	60.090.E	Intelligence Files	
Information		Arson	100.050.J
Police – release	100.080.Q	Police	100.080.I
Requests – routine	40.090	Intergovernmental Agreements	40.030
		Interlibrary Loan	70.010.C
		Interments	10.010

COLORADO MUNICIPAL RECORDS RETENTION SCHEDULE

<i>Records Descriptions</i>	<i>Schedule/Item No.</i>	<i>Records Descriptions</i>	<i>Schedule/Item No.</i>
Internal Affairs Investigations	100.080.J	Jury	
International Codes Adoption	40.070.A	Instructions	85.060
Intersections – Engineering	60.050.H	Panel lists	85.060
Interviewing Procedures	90.130.G	Rosters	85.060
Intranet records	55.080	Selection, oversight	85.060
Access reports and use tracking	55.080.A	Summonses	85.060
Development and evolution records	55.080.B	Juvenile Offenders	100.080.A
Page design records	55.080C		
Inurnments	10.010	-K-	
Inventories		K-9 Training	100.080.V
Assets	30.030.C	Kidnapping Cases	100.080.A, .B
Bridges	60.050.B		
Building	30.030.C	-L-	
Equipment	30.030.C	Lakes	
Furniture	30.030.C	Boat permits	75.020.F
Merchandise for sale	30.030.C	Projects	40.240.A
Property	30.030.C	Land Use	Schedule 65
Real estate	30.030.C	Code violations	65.070.A
Vehicles	30.030.C	Landfill	
Investigations		Locations	60.030.B
Fire	100.050.H	Monitoring	25.010
Hazardous materials	100.060.A	Landmark Designations	50.040
Internal affairs	100.080.J	Lawsuits	80.040
Public safety applicants, not hired	90.130.C	Potential – claims	80.010.A
Investments	30.140	medical records	80.010.B
Policies	40.220	Layoffs	90.070
Reports	30.140.B	Lead	
Invoices		Content – drinking water	60.090.A
Accounts payable	30.010.A	Exposure	90.110.B
Issued by municipality	30.020	Leaflets	40.260
Irrigation Companies	60.100.C	Lease Agreements	40.030
Issues Committees	15.040.C	Leases	95.040
-J-		Leave	90.140.D
Job		FMLA Compliance	90.110.B
Advertisements	90.130.A	Ledgers	
Applications	90.130.B	Bond issue	30.070.D
Descriptions	90.130.F	Building permit	05.080
Examinations	90.130.D	Cemetery	10.030
Recruitment	90.130	Financial	30.150.A
Specifications	90.130.F	General	30.150.A
Journals		Journal entries	30.150.B
Accounts receivable	30.020	Payroll	90.140.G
Entries	30.150.B	Subsidiary financial	30.150.C
Financial	30.150	Legal	
Subsidiary financial	30.150.C	Communications	80.030
Transaction – sales and use tax	30.190.E	enduring, long-term	80.030.A
Utility billing	30.020	routine	80.030.B
Judges		Counsel	Schedule 80
Election	15.090	Publications	40.020
Municipal Court	90.070	Research files	80.040
Junk	65.070.B		

COLORADO MUNICIPAL RECORDS RETENTION SCHEDULE

<u>Records Descriptions</u>	<u>Schedule/Item No.</u>	<u>Records Descriptions</u>	<u>Schedule/Item No.</u>
Legislation		Liens	30.100
External	40.160	Light Rail Services	60.060.C
Lobbying	40.250.A	Lighting	
Letters of Credit	30.100	Holiday display	40.110
Liability Waivers	40.230.C	Medical marijuana	75.020.D
Library	Schedule 70	Limousine Driver Licenses	75.020.C
Districts	40.320	Liquor Licenses	75.020.A
Material	Appendix A	Lists	
Licenses	Schedule 75	Absentee voter	15.010
Alcohol beverage	75.020.A	Active licenses or permits	75.040
renewal	75.020.A	Assets	30.030
Ambulance	100.010	Contact	75.040
Amusement devices	75.020.C	Distribution	40.170.B
Animals	75.020.C	Governing body members	45.070
Auctioneers	75.020.C	Jury panel	85.060
Beer	75.020.A	License holders	75.040
Bicycles	75.020.C	Mailing	40.170.B
Carnivals	75.020.C	Mayors	45.070
Cemetery contractors	75.020.C	Members of appointed entities	20.050
Certificates	75.020.C	Permit holders	75.040
Childcare facility	75.030.A	Polls	15.160.B
Circuses	75.020.C	Records	40.270
Contact list	75.040	State bid	30.170.C
Contractor's	75.020.B	Vendors	30.170.C
Dance halls	75.020.C	Litigation	Schedule 80
Home occupations	75.020.C	Pending	xiii
House movers	75.020.C	Loans	
Issued by municipality	75.020.C	By municipality	30.160.A
Issued to municipality	75.030	Employee, other purposes	30.160.A
capital projects	40.240.A	To municipality	30.160.B
state sales tax	75.030.B	Lobbying – Legislative	40.250.A
Limousine drivers	75.020.C	Lobbyist Registrations	40.250.A
Liquor	75.020.A	Local History Collections	70.020
List	75.040	Locates – Utility Line	60.020
Massage therapists	75.020.C	Logo – Municipal	40.150
Medical marijuana	75.020.D	Logs	
Oil and gas well drilling	75.020.C	Electric substation, transmission lines	60.010.I
Pawnbrokers	75.020.E	Facsimile transmissions	40.140
Peddlers	75.020.C	Licenses and permits	75.040
Pest control	75.020.C	Police	100.080.L
Places of entertainment	75.020.C	Telephone	40.140
Refuse haulers	75.020.C	Long-Range Planning Surveys	40.340
Sales tax	30.190.E	Lots – Cemetery	10.010
SAVE Program verification	100.070.B	Ownership	10.010, 10.030
Secondhand dealers	75.020.C	Sale	10.030
Security guards	75.020.C		
Sexually oriented businesses	75.020.C	-M-	
Shooting galleries	75.020.C		
Sign contractors	75.020.C	Mail Ballot Election Records	15.100
Slaughterhouses	75.020.C	Mailed Ballots	15.030.A
Taxi drivers	75.020.C		
Theaters	75.020.C		
Tree trimming	75.020.C		
Vendors	75.020.C		
Lie Detector Tests	100.080.B, .E		

COLORADO MUNICIPAL RECORDS RETENTION SCHEDULE

<i>Records Descriptions</i>	<i>Schedule/Item No.</i>	<i>Records Descriptions</i>	<i>Schedule/Item No.</i>
Mailing		Mediator, Arbitrator Records	90.050
Lists	40.170.B	Medical Marijuana Licensing	75.020.D
Records	40.170.B	Medical Records	
Undeliverable	40.170.D	Employees	90.110.B
Maintenance		Personal injury claims	80.010.B
Equipment	35.010	Meeting	
Municipal property	95.050.D	Clerk's Notes – governing body	45.100
Valves – water and sewer	60.080.D	Minutes	20.060
Vehicles	35.030	appointed entities	20.050
Work orders – electric	60.010.E	Notices	
Manuals		appointed entities	20.070
Clerical – routine	40.220.A	governing body	45.110
Equipment	35.010	Notification lists	40.170.C
General	40.220	Recordings	
Instruction	40.220	appointed entities	20.100
Operating	35.010	governing body	45.140
Operations	40.220	Members	
Personnel policy	40.220.B	Appointed entities list	20.050
Policies and procedures	40.220.B	Governing body	45.080
Safety	90.110.D	lists	45.070
Vehicles	35.010	Memoranda – Routine	40.100.B
Maps		Memorandum of Understanding	40.030
Annexation	65.010	Merit Systems	90.140.A
Boundary	40.180	Meter	
alcoholic beverage license	75.020.A	Books	30.210.B
Cemetery	10.020	Locations	30.210.B
Data	55.050	Metropolitan Districts	40.320
Election	15.110	Microfilm Preservation	Appendix G
Electric service	60.010.D	Mileage Reimbursements	30.010.A
Electronically stored information data (ESI)	55.050	Military Leave	90.130.D
Flood insurance rate	60.040.A	Mined Land Reclamation	25.010
General	40.180	Minor Subdivisions	65.030
Informational	40.190	Minutes	
Topographical	40.180	Appointed entities	20.060
Transportation routes	60.060.C	Boards and commissions	20.060
Work in public way	75.020.G	Governing body	45.080
Zoning	65.080	Misdemeanor	
district	40.180	Arrests	100.080.A
Massage Therapist License	75.020.C	Case Files	85.030.C, 100.080.B
Master Plans	65.030	Missing Persons Cases	100.080.B
Material Donor Records for Municipal Use	40.105	Mobile Home	
Material Safety Data Sheets	25.030	Inspection reports	05.070.C
Mausoleums – Ownership	10.020	Standards	40.130
Mayor Lists	45.070	Money Market Certificates	30.140.A
Measuring devices	35.010	Monthly Register – Court	85.090.D
Mechanical		Monthly Reports	40.290.C
Code	40.070.A	Revenue distribution	30.190.A
Systems	35.010	Monumentation	60.050.H
Media		Mortgage Interest Statements, Form 1098	30.200.A
Digital Storage, No Longer Accepted	Appendix G	Mosquito Control Program	25.010
Guidelines for Preservation of Records	Appendix G		
Microfilm will be Required Storage	Appendix G		
Secure Offsite Storage, Recommended	Appendix G		
Storage	xiii		

COLORADO MUNICIPAL RECORDS RETENTION SCHEDULE

<u>Records Descriptions</u>	<u>Schedule/Item No.</u>	<u>Records Descriptions</u>	<u>Schedule/Item No.</u>
Motion Pictures		Notes (Cont'd)	
Historic value	50.060	Taken at governing body meetings	45.100
Public relations	40.250.C	Transcribed	Appendix A
Motor Vehicle Sales Tax Receipts	30.190.E	Notices	
Motorcades – Traffic Impact	60.050.C	Ballot issue	
Mug Shots	100.080.B	duplicate copy	15.130.A
Municipal Court	Schedule 85	master copy	15.130.B
Municipal facilities security records	105.020	working copy	15.130.A
Municipal Services Surveys	40.340	Election	15.130
Municipality incorporation	40.210	Final settlement – projects	40.240.A
Museum		Meetings	
Accessions	70.020	appointed entities	20.070
Acquisition	70.020	governing body	45.110
District	40.320	To proceed	40.240.A
Donations	70.020	Water and sewer treatment	60.090
Material	Appendix A	Water use restrictions	60.080.F
Records	70.020	Notification Lists	40.170.C
Mutual Aid Agreements	40.030	Nuisance	
		Abandoned vehicle	65.070.B
-N-		Abatement	40.010
National Primary Drinking Water Consumer		Enforcement	65.070.B
Confidence Reports	60.090.B	Junk	65.070.B
Natural Gas Service Franchises	30.110	Overgrown grass	65.070.B
NCIC		Trash	65.070.B
History check log	100.080.L	Weeds	65.070.B
Teletypes	100.080.M	-O-	
Negatives – Evidence Photographs	100.080.B	OASIS Electric Service	60.010.F
Negotiation Records	90.050	Oaths	
Neighborhood Watch Program	40.230.E	Appointed officials	20.080
New Hire Reporting Compliance	90.170	Election	15.140
News		Election judges	15.090.A
Clippings	50.050	Employees	90.070
Releases	40.250.B	Governing body	45.080.D
Scrapbooks	50.080	Objections	
Newsletters	40.260	General	40.090
Newspapers – Local	50.050	Nominations	15.120.A
NIBRS Reports	100.080.W	Occupation Taxes – Franchisees	30.110
No Parking Zone	60.050.K	Occupational Safety and Health Act	90.110.B
Nominations	15.120	ODPs	65.030
Petitions	15.120.B	Offense Reports	100.080.B
objections	15.120.A	Office Equipment	35.010
successful, unsuccessful candidates	15.120.B	Oil and Gas Drilling License	75.020.C
Withdrawal	15.120.B	Oil Drilling Monitoring and Review	25.010
Nonconforming Uses	65.030	Older Records	
Non-Records	Appendix A	Before 1900	50.070
Notes		Building permit registers – Before 1920	05.080
Desk	40.100.C	Court Dockets – Before 1920	85.040
Rough	40.350	On-Line Payments	30.020
Scheduling and planning	40.050	Open Access Same-Time Information System	60.010.F
		Open Flame Work Permit	75.020.H

COLORADO MUNICIPAL RECORDS RETENTION SCHEDULE

<i>Records Descriptions</i>	<i>Schedule/Item No.</i>	<i>Records Descriptions</i>	<i>Schedule/Item No.</i>
Open Meeting Recordings		Register – year-end	90.140.G
Appointed entities	20.100.B	Reports	90.140.E
Governing body	45.140.B	Taxes	90.140.F
Open Records Requests	40.200	Peddler Licensing	75.020.C
Opinion surveys conducted by municipalities	40.340	Pension	
Ordinances	45.120	Actuarial reports	90.150.A
Affidavit of publication	40.020.A	Awarded	90.150.B
Codification of	40.070.B	Boards	Schedule 20
Enforcement	85.030.B	Files	90.150.B
Supporting documentation	45.120	Form 1099R	30.200.B
Zoning	65.080	Plans	90.030.A
Organization		employee records	90.070
Charts	40.210	Retirement files	90.150.B
External	40.120	Performance	
Files	40.210	Agreements, contracts	40.230.A
OSHA Compliance	90.110.B	Bonds	40.240.B
Overall Development Plans	65.030	Permits	Schedule 75
-P-		Aboveground storage tank	25.050
Pamphlets	40.260	Alarm system installation	75.020.F
Parade		Alcohol beverage	75.020
Permits	75.020.F	Assemblies	75.020.F
Traffic impacts	60.050.C	Banners	75.020.F
Paratransit Services	60.060.C	Barricade installation	75.020.G
Route maps	60.060.C	Billboards	75.020.F
Parking		Blasting in public way	75.020.G
Cases – municipal court	85.030.D	Boats	75.020.F
License plate recognition data	100.080.K	Building	05.030
Space assignments	40.140	Burial	10.010
Ticket receipts	30.020	Burning	75.020.F
Variances	65.060	Cemetery monument placement	75.020.F
Voided summonses	85.030.F	Communication tower	75.020.F
Zones	60.050.K	Communications in public way	75.020.G
Parks	95.060	Concealed weapons	75.020.F
Damage	95.050.C	Concrete construction	75.020.G
Inspections	95.050.D	Confined space entry	75.020.H
Projects	40.240.A	Contact list	75.040
Short-term rental agreements	40.230.A	Crane operation	75.020.G
Use permits	40.230.B	Demolition	05.030
Parole Card File	100.080.N	Discharge	60.090.D
Patients – Ambulance	100.010.B	Encroachment	75.020.G
Pawnbroker Licensing	75.020.E	Excavation	75.020.F
Pawned Items	75.020.E	in public way	75.020.G
Pay		Explosives	75.020.F
Basis of	90.140.A	Facility use	40.230.B, 75.020.F
Estimates – project	40.240.A	Fence installation	75.020.F
Plans	90.140.B	Fire alarm	75.020.F
Payment Bonds	40.240.B	Fireworks	75.020.F
Payroll		Flammable liquids storage or sale	75.020.F
Records	90.130	Gas and oil drilling structures	75.020.F
		Grading	75.020.F
		Guard dogs	75.020.F
		Heavy equipment moving	75.020.G
		Home occupation	75.020.F
		Hot work	75.020.H

COLORADO MUNICIPAL RECORDS RETENTION SCHEDULE

<i>Records Descriptions</i>	<i>Schedule/Item No.</i>	<i>Records Descriptions</i>	<i>Schedule/Item No.</i>
Permits (Cont'd)		Petitions (Cont'd)	
House moving	75.020.F	Nomination	15.120.B
Hunting	75.020.F	objections	15.120.A
Industrial pretreatment	60.090.E	successful, unsuccessful candidates	15.120.B
Issued to municipality	75.030	withdrawal	15.120.B
Landscaping	75.020.F	Nonbinding	40.090
List	75.040	Protest hearings	
Loudspeakers	75.020.F	initiative	15.150.B
Odor control	75.020.F	recall	15.150.C
Open flame work	75.020.H	referendum	15.150.D
Open flames in public places	75.020.F	Recall	15.150.C
Parades	75.020.F	Referendum	15.150.D
Park use	40.230.B	Rezoning	65.080
Parking	75.020.F	Zoning	65.080
Planting in right-of-way	75.020.F	Petty Cash	30.010.D
Project	40.240.A	Photographs	
Public way work	75.020.G	Evidence	100.080.E
Pyrotechnical displays	75.020.F	Fire, rescue case	100.050.H
Refuse burning	75.020.F	Historical	50.060
Registers	75.040	Major disaster incident	100.040.B
Remodeling, renovation	05.030	Parks	95.060
Sewer tap	60.080.C	Police	100.080.B
Signs	75.020.F	Scrapbooks	50.080
Sludge application	60.090.H	Photomaps	40.180
Special event and use	75.020.F	Physical Records – Employees	90.110.B
Spray booths	75.020.F	Physician's Report	10.010
Storage tanks	25.050	Picnic Shelter Rental	40.230.A
Tents or canopies	75.020.F	Pioneer Days Event	40.110
Tree removal	75.020.F	Planned Unit Developments	65.030
Tree trimming	75.020.F	Planning and Zoning Board	Schedule 20
Trespass on public right-of-way	75.020.G	Planning Records	Schedule 65
Underground storage tank	25.050	Plans	
Use	75.020.F	Affirmative action	90.010.A
Utilities in public way	75.020.G	Basin	40.330, 60.040.A
Water tap	60.080.C	stormwater basin	60.040.A
Watering	75.020.F	Benefit	90.030.A
Wells	60.100.J	Construction	05.060
Work in public way	75.020.G	Development	65.030
Permitted Uses	65.030	Disaster	100.040.A
Perpetual Care	10.030	Emergency	100.040.A
Personal Injury Claims	80.010.B	General	40.330
Personnel Policies	40.220.B	Master	65.030
Personnel Records	Schedule 90	Pension	90.030.A
Pest Control License	75.020.C	Site	65.030
Pesticide Use	95.050.A	Transportation system	40.330
Petitions		Plant Investment Fee Collection	30.020
Annexation	65.010	Plats	65.030
election	15.150.A	Cemetery	10.020
Certification	15.150	Development	40.180
Charter initiative	15.150.B	vacation of	65.030
Deannexation election	15.150.A	Playground Inspections	95.050.D
Initiative	15.150.B	Pleadings	80.040
Insufficient		Plumbing Code	40.070.A
annexation, deannexation	15.150.A		
initiative	15.150.B		
recall	15.150.C		
referendum	15.150.D		

COLORADO MUNICIPAL RECORDS RETENTION SCHEDULE

<i>Records Descriptions</i>	<i>Schedule/Item No.</i>	<i>Records Descriptions</i>	<i>Schedule/Item No.</i>
Police		Power Generators	35.010
Action reviews	100.080.J	Precedents	
Arrests	100.080.A	Legal	80.040
expungement	100.080.A	Set	40.100.A
Cases	100.080.B	Precinct Maps	15.110
Community relations	100.080.C	Predators, Sexually Violent	100.080.P
Crime lab	100.080.D	Preliminary Versions	40.350
Dispatch calls	100.030.A	Drafts	40.100.C
Evidence	100.080.E	Working material	40.350
False alarms	100.080.F	Preservation of Records, Guidelines for	Appendix G
Field contact reports	100.080.C	Press Releases	40.250.B
Firearms range scores	100.080.V	Printer Output – Preliminary Verification	40.350
General orders	100.080.H	Prisoner Transport Records	100.080.O
Grants	30.120.B	Probation Files	85.070
High-speed camera data	100.080.K	Procedures	40.220
Intelligence files	100.080.I	Building	40.220
Internal affairs	100.080.J	Cemetery	40.220
K-9 training	100.080.V	Fire	40.220
License plate recognition data	100.080.K	Interviewing	90.130.G
Logs	100.080.L	Personnel	40.220.B
Officer-involved accidents	100.080.J	Police	40.220
Radio transmissions	100.030.A	Recruitment	90.130.G
Teletypes	100.080.M	Safety	90.110
Training	100.080.V	Standard operating	40.220.B
Victim assistance	100.080.Y	Proclamations	45.130
Video and audio recordings		Professional Services Agreements	40.030
cases	100.080.B	Profit-Sharing Plans, Form 1099R	30.200.B
officer-carried systems	100.080.AA	Program	
secured facilities	100.080.Z	Development	40.230.E
vehicle recording systems	100.080.AA	Records	40.230
Policies	40.220	Use	40.230.B
Building	40.220	Projects	
Cemetery	40.220	See also Specific Types of Projects; i.e., <i>Dam</i>	40.240
Fire	40.220	Bonds	40.240.B
General	40.220.B	Capital	40.240.A
Insurance	105.010.C	Control files	40.240.C
Investment	40.220	Prominent Individuals	50.030
Personnel	40.220.B	Promissory Notes	30.100
Police	40.220	Promotions	90.070
Purchasing	40.220	Proof Roll Inspections	05.070.A
Risk management	40.220	Proofs of Publication	40.020
Safety	40.220	Property	Schedule 95
Poll		Acquisition	95.010
Books	15.160.A	Auctions	30.030.B
Lists	15.160.B	Disposal	30.030.B
Signature forms	15.160.D	Real estate transfer tax	30.190.D
Sites	15.160.C	Rights – vested	65.030
Pollution	25.010	Sale	95.010
Polygraph		Surplus	30.030.B
Exams, employment	90.130.B	Taxes	30.190.C
Workplace investigations	90.160	Transfer	95.010
Population		Unclaimed	30.030.B
Projections	65.020.A	Unlawful destruction	100.080.E
Statistics	65.020.A		
Studies	40.330		
Pothole Patrol Program	40.230.E		
Power — See <i>Electric System</i>			

COLORADO MUNICIPAL RECORDS RETENTION SCHEDULE

<i>Records Descriptions</i>	<i>Schedule/Item No.</i>	<i>Records Descriptions</i>	<i>Schedule/Item No.</i>
Proposals – Bids	30.170.B	Real Estate Transfer Tax	30.190.D
Protests – Petitions	15.150	Real Property – See <i>Property</i>	
Provisional Ballots	15.030.A	Rebate Program	30.180
Oath	15.140	Alien verification (SAVE)	100.070.B
Public		Recall Petitions	15.150.C
Area recordings and images	105.020.B	Receipts	
Buildings – construction drawings	05.060.A	Building permit fees	30.020
Improvement Loans	30.160.B	Cemetery	10.030
Officials bonds	90.040	Election materials	15.170
Relations	40.250	Fees paid	30.020
Safety	Schedule 100	General	30.020
Utilities Commission licenses	60.060.C	Meter deposit	30.210.B
Works projects	40.240.A	Reciprocal Borrowing Sheets	70.010.C
Publications		Reclamation	
Charter	40.060.B	Gravel pit	25.010
General	40.260	Mined land	25.010
Legal	40.020	Recognition, Volunteers	90.200
Ordinance affidavit	40.020.A	Recommendations to Governing Body by	
Other agencies	Appendix A	appointed entities	20.090
Outdated, superseded	Appendix A	Reconciliations	30.050.B
Proof of	40.020	Record Copy	xv
PUDs	65.030	Recordings – See also <i>Tape Recordings</i> and <i>Video</i>	
Purchase		Appointed entities	20.100
Orders	30.170.A	Court proceedings	85.080
field	30.170.A	Crime scene	100.080.B
Property	95.010	Dispatch	100.030.A
Requisitions	30.170.A	E 9-1-1	100.030.B
Purchasing	30.170	fire	100.030.A
Control forms	30.170.A	Governing body	45.140
Solicitations	30.170.A	Officer-carried systems	100.080.AA
Pyrotechnics Permits	75.020.F	Police field contacts	100.080.G
		Secured police facilities	100.080.Z
		Security, public areas	105.020.B
		Surveillance of election areas	15.180
		Vehicle systems	100.080.AA
		Records	
		Compliance certificates	40.300
		Default retention	xv
		Destruction	xv, Appendix E
		Duplicate copies	xv
		Expungement	100.080.A
		Finding aids	40.270
		Format	xiii
		Guidelines for Preservation of	Appendix G
		Media	xiii
		Open records requests	40.200
		Retention schedules	40.300
		Recreation	
		Districts	40.320
		Passes	40.230.B
		Recruitment Procedures	90.130.G

-Q-

-R-

COLORADO MUNICIPAL RECORDS RETENTION SCHEDULE

<i>Records Descriptions</i>	<i>Schedule/Item No.</i>	<i>Records Descriptions</i>	<i>Schedule/Item No.</i>
Recycling Centers	60.030	Reports (Cont'd)	
Dump or trip tickets	60.030.A	Bills allowed	30.010.A
Redevelopment Projects	40.240.A	Bridge	60.050.B
Referendum Petitions	15.150.D	Building inspection	05.070.A
Referrals From Other Jurisdictions	65.050	Campaign	15.040
Refuse Hauler License	75.020.C	Cash	30.020
Registered Sex Offender Records	100.080.P	Census	65.020.B
Registers		Claims	105.010.B
Bond issue	30.070.D	Comprehensive annual financial	30.040.A
Building permit	05.080	Consumer confidence	60.090.B
Burial permit	10.010	County treasurer	30.190.B
Certificate of deposit	30.140.A	Daily	40.290.B
Checks	30.010.A	Departmental	40.290
Court	85.090	EEO-1	90.010.B
monthly	85.090.D	EEO-4	90.010.C
Licenses	75.040	Final project	40.240.A
Payroll	90.140.G	Fixed asset – annual	30.030.A
Permits	75.040	General	40.290
Property tax	30.190.C	municipal	40.330
Records	40.270	Incident	100.080.B
Sales tax	30.190.E	Inspection – vehicles/equipment	35.030.B
Registration Receipts	30.020	Investment	30.140.B
Regulations		Monthly	40.290.C
Animal	100.020	Offense	100.080.B
Building	40.310	Payroll	90.140
Cemetery	40.310	Physician's – cemetery	10.010
General	40.310	Police	100.080
Railroads	60.060.B	Project	40.240.A
Subdivision	40.310	Quarterly	40.290.D
Zoning	40.310	S.A.R.A. Tier II	100.060.B
Regulatory		Soil condition	05.070.B
Actions	40.160	Street system	60.050.I
Proceedings	80.040	Structure inspection	05.070.A
Rehabilitation Projects	40.240.A	Water	
Remonstrances	40.090	consumption	60.080.E
Removal from Governing Body	45.150	quality	60.090
Rental		Weekly	40.290.E
Contracts and agreements, short-term	40.230.A	Repositories	70.020
Receipts	30.020	Requests	
Reorganization Studies	40.210	For proposals (RFPs)	30.170.A
Repairs – Property	40.240.A, 95.050.D	For quotations (RFQs)	30.170.A
Replacement Ballots	15.030.A	Open records	40.200
Replats	65.030	Release of police information	100.080.Q
Reports		Routine	40.090
Actuarial	90.150.A	Service – fire	100.050.K
Analytical – water and sewer	60.090.A	Research Material	40.260
Annual	40.290.A	Rescues	100.050
activity	40.290.A	Dispatch calls	100.030.A
operations	40.290.A	Incident reports	40.230.D
published	40.260	Reservation Sheets	40.230.B
water and wastewater treatment	60.090.B	Reservoir Projects	40.240.A
Audit	30.040.A	Residential Building Plans	05.060.B
		Resignations	
		Appointed applicants	20.020.A
		Employees	90.070
		Governing body	45.080.B

COLORADO MUNICIPAL RECORDS RETENTION SCHEDULE

<i>Records Descriptions</i>	<i>Schedule/Item No.</i>	<i>Records Descriptions</i>	<i>Schedule/Item No.</i>
Resolutions	45.160	Safety (Cont'd)	
Supporting documentation	45.160	Personnel	90.110
Resubdivisions	65.030	Policies	40.220.B
Retention Schedules	40.300	Procedures	40.220.B
Retirement		Training	90.070
Files	90.150.B	manuals	90.110.D
Form 1099R	30.200.B	Vehicles	35.030
Plans	90.030.A	Salary	
Returns – Sales and Use Tax	30.190.E	Documentation	90.070
Revenue		Surveys	90.140.H
Bonds	30.070.A	Sale	
Monthly distribution report	30.190.A	Of cemetery lots	10.030
Sharing	65.020.B	Of property	95.010
Reverse 9-1-1 System	100.030.B	Sales Tax	
Rezoning	65.080	Collection	30.190.E
Ride-Along – Police	100.080.R	Enforcement	85.030.B
Liability waivers	40.230.C	Sample Ballots	15.030.B
Right-of-Way	95.030	Sanitation District	40.320
Abandonment	60.070	Sanitary Surveys – Treatment System	60.090.G
Permits	75.020	S.A.R.A. Tier II Reports	100.060.B
Railroad	60.060.B	SAVE Program	100.070.B
Vacation	60.070	Savings Bonds	30.140.A
Risk Management	Schedule 105	Schedule	
Rivers	60.100.D	Building permit fee	30.090
Roadway Projects	40.240.A	Fee	30.090
Rodeos	40.110	Rate	30.090
Room		utilities	30.210.C
Rentals	40.230.A	Records retention	40.300
Reservations	40.230.B	Scheduling Calendars	40.050
Routes		Schematics – System	60.010.C
Maps	60.060.C	Scrapbooks	50.080
Snow	60.050.K	Seal – Municipal	40.150
Truck	60.050.K	Search Warrants	85.100.A
Routine Surveys by Municipalities	40.340.C	Seasonal Employee	90.080
Routing Documents	Appendix A	Secondhand Dealers License	75.020.C
Rulemaking – State and Federal	40.160	Security	105.020
Rules		Access system	105.020.A
Cemetery	40.310	Deposit – utilities	30.210.A
General	40.310	Guard license	75.020.C
Policies and procedures	40.220.B	Municipal facilities	105.020
Run Sheets – Fire and Rescue	100.050.G	Public areas	105.020.B
Run-Off	60.040	Recordings and images	105.020.B
		Videotapes	105.020.B
		Seizure Fund	100.080.S
		Seniority Systems	90.140.B
		Service	
		Orders – utility	30.210.A
		Requests	40.090
		Volunteer workers	90.190
		Setbacks	65.060
Safety			
Code abatement, enforcement	85.030.B		
Commercial drivers' license	90.110.A		
Committee	40.080.A		
Equipment	35.030		
Fleet	35.030		
Inspection – facilities	95.050.D		

-S-

COLORADO MUNICIPAL RECORDS RETENTION SCHEDULE

<i>Records Descriptions</i>	<i>Schedule/Item No.</i>	<i>Records Descriptions</i>	<i>Schedule/Item No.</i>
Settlements – Litigation	80.040	Special	
Sewer System – See <i>Water and Sewer System</i>		Districts	40.320
Sex Offenders		Events and use permits	75.020.F
Case files	100.080.B	Events license – alcohol beverages	75.020.A
Information request forms	100.080.P	Uses	65.030
Registered	100.080.P	Specifications	
Sexual Assault		Bid	30.170.A
Arrests	100.080.A	Job	90.130.F
Cases	100.080.B	Project	40.240.A
Sexually Oriented Business License	75.020.C	Specimen Bonds	30.070.B
Sexually Violent Predators	100.080.P	Speeches	40.250.C
Shift Schedules	90.210	Speed Zones	60.050.K
Shooting Gallery License	75.020.C	Spoiled Ballots	15.030.A
Show Agreements, Contracts	40.230.A	Sporting Event Agreements, Contracts	40.230.A
Show Cause Hearings	75.020.A	Sports Equipment Rental	40.230.A
Sidewalk		Spreadsheets	
Engineering	60.050.H	Energy efficiency program	60.010.C
Improvement districts	30.130	Staff Meetings	40.080
Layout	60.050.H	Standard Operating Procedures	40.220.B
Sign		Standards	40.310
Codes	40.070.A	Building	
Contractor License	75.020.C	inspection	05.070
Damage	95.050.C	regulation	40.310
Permits	75.020.F	Communication system project records	55.060
Signalization	60.050.K	General	40.310
Timing	60.050.K	Information technology project records	55.060
Signature		Insurance policies	105.010.C
Authorizations	30.170.A	Mobile homes	40.310
Certificates, Councilmember	45.080.B	Sewer line installation	40.310
Sister City Programs	40.230.E	Sidewalk construction	40.310
Site Plans	65.030	Street construction	40.310
Site Specific Development Plans	65.030	Streetscape	40.310
Slaughterhouse License	75.020.C	Water	
Sludge		line installation	40.310
Application	60.090.H	testing	60.090.A
Monitoring, review	25.010	State	
Permits	60.090.H	Archives	
Preparation	60.090.H	approval	Appendix C
Sites	60.090.H	compliance certificates	40.300
Snow Route	60.050.K	records retention schedules	40.300
Social Security	90.030.A	Bid list	30.170.C
Soil Condition Reports	05.070.B	Highway Department signalization	60.050.K
Solicitations – Bids	30.170.A	Legislation – proposed	40.160
Solid Waste Management	60.030	lobbying	40.250.A
Cash receipts	30.020	New hire reporting compliance	90.170
Dump tickets	60.030.A	Of the city address	40.250.C
Landfill locations	60.030.B	Statements	
Spas – Chemical Testing, Treatment	95.050.B	Accounts payable	30.010.A
		Accounts receivable	30.020
		Bank	30.050.B
		Issued by municipality	30.020
		Utility billing	30.210.A

COLORADO MUNICIPAL RECORDS RETENTION SCHEDULE

<u>Records Descriptions</u>	<u>Schedule/Item No.</u>	<u>Records Descriptions</u>	<u>Schedule/Item No.</u>
Statistics		Street (Cont'd)	
Fire Department	100.050.F	Numbering	60.050.F
General activities	40.290.A	Operations	60.050
Information technology	55.060	Parking	60.050.K
Police	100.080.T	Permits	75.020.G
Statutory Status	40.210	Planning	60.050.H
Stocks and Bonds	30.140.A	Problem histories	60.050.H
Storage Tanks – Regulated Substances	25.050	Projects	40.240.A
Aboveground	25.050	Renaming	60.050.E
Permit		Right-of-way conveyance	95.030.A
approved	25.050.A	Snow route	60.050.K
denied	25.050.B	Speed zones	60.050.K
Underground	25.050	State highway department signalization	60.050.K
inspections	25.050	Striping	60.050.K
leaking	25.050	Sweeping	60.050.G
permits	25.050	System	60.050.I
Stormwater		Traffic markings	60.050.K
Basins	60.040.A	Trespass permit	75.020.G
Drainage system	60.040	Truck routes	60.050.K
Improvement districts	30.130	Vacation	60.070
Proceedings appeal	40.010	Weather observation	60.050.L
Projects	40.240.A	Streetscape Standards	40.310
Weather observation	60.040.B	Striping – Traffic	60.050.K
Stray Animals	100.020	Structure	
Streams	60.100.D	Inspections	05.070.A
Street		Municipal government	40.210
Abandonment	60.070	Records	Schedule 05
Address assignments	60.050.F	Studies	40.330
Alignment	60.050.H	Electric facilities	60.010.I
Arterial system	60.050.I	Feasibility	40.330
Asphalt testing	60.050.A	Land use	40.330
Bridge inspections	60.050.B	Planning	40.330
Cleaning	60.050.G	Study Session Recordings	
Closings	60.050.F	Appointed entities	20.100.C
Closures	60.050.C	Governing body	45.140.C
Construction	40.310	Subdivisions	65.030
Crosswalks	60.050.K	Minor	65.030
Cut permits	75.020.G	Regulations	40.310
Design	60.050.H	Standards	40.310
Drainage problem history	60.050.H	Subpoenas	85.030
Engineering	60.050.H	Logs	100.080.L
Grades	60.050.H	Summonses and Complaints	85.030
High accident locations	60.050.D	Juror	85.060
Improvement districts	30.130	Police copy	100.080.U
Intersection design	60.050.H	Voided	85.030.F
Layout	60.050.H	Sump Pump Equipment	35.010
Maintenance – major	40.240.A	Supplements – Code	40.070.B
Map – system	60.050.I	Support Groups	40.120
Master plan	40.330	Surplus Property	30.030.B
Miles in system	60.050.I	Surveillance Recordings – See Recordings	
Name assignments	60.050.F	Survey Responses	40.340.B
Naming	60.050.E		

COLORADO MUNICIPAL RECORDS RETENTION SCHEDULE

<u>Records Descriptions</u>	<u>Schedule/Item No.</u>	<u>Records Descriptions</u>	<u>Schedule/Item No.</u>
Surveying Records		Television System – See also <i>Cable Television</i>	
Benchmarks	60.050.H	<i>Service</i>	
Field survey notes	40.180	Programming records	55.010.A
Surveys		Records	55.070.B
Census	60.020.B	Temporary	
Conducted by municipality	40.340	Alcohol beverage permit	75.020.A
compilations	40.340.A	Employee	90.080
responses	40.340.B	Use permits	
routine	40.340.C	public way	75.020.G
Cross-connection control	60.080.A	water	60.100.A
Historic structure or district	50.040	Water use permit	60.100.A
Water and wastewater systems	60.090.G	1098 Forms, Mortgage Interest Statements	30.200.A
System Control and Data Acquisition	60.010.F	1099 Forms	30.010.C
Systematic Alien Verification for Entitlements Program	100.070.B	1099R Forms – Reports of Distributions	30.200.B
Swimming Pools		Terminology	Appendix B
Chemicals	95.050.B	Test Results	
Inspections	95.050.D	Chemical blood	100.080.E
-T-		Commercial driver's license	90.110.A
		Lie detectors	100.080.E
		Tests	
Tabulation	15.190	Employment	90.130.D
Official abstract	15.190.A	Theater License	75.020.C
Test results	15.190.B	Time Sheets	90.140.I
Unofficial results	15.190.C	Title Insurance Policies	95.010
Tally Worksheets	15.190.C	Titles – Vehicle	35.010
Tanks – Storage	25.050	Toolkit	xvi
Tap – Water and Sewer	60.080.C	Tools	35.010
Tape Recordings – See also <i>Recordings</i>		Topographical Maps	40.180
Appointed entities	20.100	Towers – Communication	
Field contact reports – police	100.080.G	Permit	75.020.G
Municipal court proceedings	85.080	Toxic Sites	25.060
Public relations	40.250.C	Trade	
Task Forces		Journals	Appendix A
Appointed by municipality	Schedule 20	Of property	95.010
Internal	40.080	Trademark Records	40.150
Tax		Traffic	
Collection	30.190	Accident	
Credits – historic properties	50.040	cases	100.080.A, .B
Licenses issued to municipality	75.030.B	logs	100.080.L
Payroll	90.140.F	Annexation impact	65.010
Reporting	30.200.B	Cases – municipal court	85.030.E
Taxes – See Specific Taxes; i.e., <i>Sales Tax</i>		Code adopted by reference	40.070.A
Taxi Driver License	75.020.C	Congestion	60.050.J
Taxicab Service	60.060.C	Counts	60.050.J
Teams – Internal	40.080	Events – impact	60.050.C
Telephone		Fatal accident arrests	100.080.A
Logs	40.140	Flow	60.050
Messages	Appendix A	video recordings	60.050.J
System			
emergency 9-1-1	100.030.B		
encroachments	75.020.G		
municipal buildings	55.010		

COLORADO MUNICIPAL RECORDS RETENTION SCHEDULE

<u>Records Descriptions</u>	<u>Schedule/Item No.</u>	<u>Records Descriptions</u>	<u>Schedule/Item No.</u>
Traffic (Cont'd)		Truck Route Designations	60.050.K
License plate recognition data	100.080.K	Tuition Reimbursement	90.070
Marking	60.050.K	Turbidity Reports	60.090.A
Monitoring	60.050.J		
Non-fatality accident arrests	100.080.A		
Operations	60.050	-U-	
Police officer-involved accident	100.080.J	Unclaimed Property	30.030.B
Rerouting	60.050.C	Undeliverable	
Signalization	60.050.K	Ballots	15.030.A
Timing	60.050.K	Mailings	40.170.D
Weather observation	60.050.L	Underground	
Trailer Inspections	05.070.C	Storage tanks	
Training		inspections	25.050
Commercial driver's license	90.110.A	leaking	25.050
Employees	90.180	monitoring	25.050
Manuals – health and safety	90.110.D	permits	25.050
Police	100.080.V	Water rights and supply	60.100.E
K-9 units	100.080.V	Unemployment insurance	90.190
Safety	90.110.D	Uniform	
individual	90.070	Codes	40.070.A
Selection	90.070	Crime report/NIBRS	100.080.W
Transaction Journal – Sales and Use Tax	30.190.E	Unsafe Buildings	05.070.D
Transcripts – Municipal Court Appeals	85.010.B	Unused Ballots	15.030.A
Transfer of Property	95.010	Update Request Form	Appendix D
Transient Vendor License	75.020.C	Uranium Mining	25.010
Transitory Documentation	40.100.C	Urban	
Transmission		Drainage District	40.320
Electric distribution	60.010.J	Renewal authority	Schedule 20
Line undergrounding program	40.230.E	governing body as	45.060
Transmittal Letters	Appendix A	Use	
Transport Records, Hazardous Waste	25.020	Fuel	35.020
Transportation System	60.060	Permits	75.020.F
Plans	40.330	Review	65.030
Route maps	60.060.C	Tax collection	30.190.E
Services	60.060.C	Temporary water permit	60.100.A
Studies	40.330	User Records – Library	70.010.E
Trash	65.070.B	Uses	
Treasury Bills and Notes	30.140.A	Accessory	65.030
Treatment – Water and Sewer	60.090	Conditional	65.030
Trees		Nonconforming	65.030
Damage	95.050.C	Permitted	65.030
Inventory	30.030.C	Special	65.030
Removal	75.020.F	USGS	
permits	75.020.F	Elevation benchmarks	60.050.H
Trimming		Topographical maps	40.180
license	75.020.C	Utility	
permit	75.020.F	Annexation impacts	65.010
Trial Balances	30.050.A	"As-built" drawings	60.010.D
Trials – Criminal Case Files	80.020	Connections	60.080
Trigger Dates	xvi	mobile homes	05.070.C
Trip Tickets	60.030.B	Cross-connections	60.080.A
		Disconnections	60.080

COLORADO MUNICIPAL RECORDS RETENTION SCHEDULE

<i>Records Descriptions</i>	<i>Schedule/Item No.</i>	<i>Records Descriptions</i>	<i>Schedule/Item No.</i>
Utility (Cont'd)		Vendor (Cont'd)	
Encroachment permits	75.020.G	Lists	30.170.C
Locates	60.020	Prequalification	30.170.D
Projects	40.240.A	Short-term agreements, contracts	40.230.A
Valves		1099 Forms	30.010.C
locations	60.080.D	W-9 Forms	30.010.C
specifications	60.080.D	Ventilation Systems	35.010
Water line maintenance and repair	60.080.F	Vested Property Rights	65.030
Utility Billing	30.210	Victim Assistance and Counseling	100.080.Y
Account history	30.210.A	Video – See also <i>Recordings</i>	
Adjustment records	3.210.A	Crime scene	100.080.B
Journals	30.020	Detention center booking	100.080.Z
Meters	30.210.B	Election areas	15.180
Notices, nonpayment	30.210.A	Fire, rescue case	100.050.H
Rates	30.210.C	Historical value	50.060
Security deposit	30.210.A	Municipal court proceedings	85.080
Service orders	30.210.A	Police	
Statements	30.210.A	cases	100.080.B
Trouble orders	30.210.A	officer-carried systems	100.080.AA
Turn-off orders	30.210.A	secured facilities	100.080.Z
		vehicle recording systems	100.080.AA
-V-		Public relations	40.250.C
Vacancies – Governing Body	45.020	Recordings of meetings	
Vacations		appointed entities	20.100
Alley	60.070	governing body	45.140
Easements	60.070	Security	105.020.B
Plats	65.030	Sewer inspection	60.080.B
Rights-of-way	60.070	Water inspection	60.080.F
Street	60.070	Violations	
Valves		Building code	05.040
Locations	60.080.D	Land use	65.070.A
maintenance	60.080.D	code	65.070
requests	60.020	Nuisances – land use	65.070.B
specifications	60.080.D	Volunteer Workers	
Maintenance and repair	60.080.D	Recognition	90.200
Vandalism – Cemetery	95.050.C	Service	90.200
Variances	65.060	Voted Ballots	15.030.A
Water and sewer treatment	60.090.I	Voter	
Water use	60.080.F	Registration list	15.160.B
Vehicle	Schedule 35	Signature forms	15.160.D
Abandoned	65.070.B	Vouchers	30.170
Asset inventory	30.030.C	-W-	
Crime lab hold/release sheets	100.080.D	W-2 Forms	90.140.K
Disposition	30.030.B	W-4 Forms	90.140.L
Fire	Schedule 35	W-9 Forms	30.010.C
Impound	100.080.X	Wage-Rate Tables	90.140.J
License plate recognition	100.080.K	Waivers – Liability	40.230.C
Police	Schedule 35	Ward Boundary Maps	15.110
Sales tax receipt	30.170.E		
Stolen identification	100.080.K		
Video recording systems	100.080.AA		
Vendor			
Files	30.010.A		
License	75.020.C		

COLORADO MUNICIPAL RECORDS RETENTION SCHEDULE

<u>Records Descriptions</u>	<u>Schedule/Item No.</u>	<u>Records Descriptions</u>	<u>Schedule/Item No.</u>
Warning Systems	35.010	Water (Cont'd)	
Warranties	35.010	Underground	60.100.E
Warrants		Use restrictions	60.080.F
Arrest	85.100.B	Utility enterprise	45.060
Checks	30.010	Wells	60.100.J
Court	85.100.B	Water and Sanitation	
index	85.090.C	Districts	40.320
Detainment	85.100.B	Projects	40.240.A
Search	85.100.A	Water and Sewer System – See also <i>Water</i>	
Warranty Deeds	95.020	Agreements – service	40.030
Wastewater – See <i>Water and Sewer System</i>		Analysis – system	60.080.F
Watchers – Oaths	15.140	Analytical reports	60.090.A
Water – See also <i>Water and Sewer System</i>		Backflow prevention device test	60.080.B
Acquisition	60.100.A	Bacteriological analysis	60.090.A
Adjudication	60.100	Calibration – equipment	35.010
Allotment contract	60.100.A	Capacity – plant	60.090.F
Associations	40.120	Chemical analysis	60.090.A
Bond Issues	30.070.A	Chlorination	60.090.F
Conservation	60.080.F	Compliance – drinking water	60.090.C
educational efforts	60.080.F	Connections	60.080.C
outreach efforts	60.080.F	Contaminants	60.090.A
within municipality	60.080.F	Copper analysis	60.090.A
Consumer confidence report	60.090.B	Corrective actions	60.090.C
Consumption – water	60.080.E	Cross-connection control survey	60.080.A
Court proceedings	60.100	Discharge	
Dams	60.100.B	inspections	60.090.D
Decrees	60.100.F	monitoring	60.090.D
Dedication of rights	60.100.A	permits	60.090.D
District	40.320	Disconnections	60.080
Ditch records	60.100.C	Distribution	60.080.F
Drinking	60.080, 60.090	Domestic septage	60.090.H
Enterprise board	45.060	Effluent	60.090.H
Flow measurements	60.100.D	Enterprise board	45.060
Irrigation	60.100.G	Equipment maintenance	35.010
Meters	30.210.B	Filter plant logs	60.090.F
Pressure	60.080.F	Industrial pretreatment permits	60.090.E
Projects	40.240.A	Inspections	
Quality	60.090.A	sand trap	60.090.F
Rates	30.210.C	sewer	60.080.B
Raw	60.100	video	60.080.B, F
Rental		water	60.080.F
offers	60.100.A	Installation standards	40.310
surplus irrigation	60.100.G	Lead analysis	60.090.A
Reservoirs	40.240	Lines – water, maintenance and repair	60.080.F
Rights	60.100.A	Meters	30.210.B
Rivers	60.100.D	Microbiological analysis	60.090.A
Sale	60.100.A	National Primary Drinking Water report	60.090.B
Source of supply	60.100	Odor complaints	60.090.D
Stock certificates	60.100.H	Operational reports	60.090.F
Storage		Operator	90.070
inspection	60.080.F	Oversizing	40.240.A
system	60.100	Plant capacity	60.090.F
Streams	60.100.D	Pollutant concentration	60.090.H
Surface rights	60.100.D	Pressure measurements – water	60.080.F
Temporary use permits	60.100.A	Production – water	60.080.F
Transfer	60.100.A	Projects	40.240.A
		Radiological analysis	60.090.A

COLORADO MUNICIPAL RECORDS RETENTION SCHEDULE

<i>Records Descriptions</i>	<i>Schedule/Item No.</i>	<i>Records Descriptions</i>	<i>Schedule/Item No.</i>
Water and Sewer System (Cont'd)		Wells	
Reports		Gas drilling	25.010
distribution and production	60.080.F	Installation	60.100.J
operations	60.090.F	Locations – water	60.100.J
Samples	60.090.A	Oil drilling	25.010
Sand trap inspections	60.090.F	Permits	60.100.J
Sewage – composite samples	60.090.A	Water	60.100.E
Sewer inspection	60.080.B	abandonment	60.100.J
Sludge		drilling	60.100.J
application	60.090.H	location	60.100.J
disposal site	60.090.H	permit application	60.100.J
Storage – water	60.080.F	Wetlands	
Taps	60.080	Management	60.040.C
inside users	60.080.C	Protection	60.040.C
outside users	60.080.C	Withdrawal From Nomination	15.120.B
sewer	60.080.C	Work	
water	60.080.C	In public way – permits	75.020.G
Tests		Orders	
analytical	60.090.A	equipment	35.030.C
backflow prevention device	60.080.B	maintenance	60.010.E
sewage – weekly	60.090.A	property repair	95.050.E
sewer	60.080.B	vehicles	35.030.C
smoke test	60.080.B	Papers	
standards – water tests	60.090.A	audit	30.040.B
water system	60.080.F	budget	30.080.B
X-ray	60.080.B	Permits – public way	75.020.G
Treatment	60.090	Plans	
chlorination reports	60.090.A	appointed entities	20.040
Turbidity analysis	60.090.A	governing body	45.050
Use restrictions	60.080.F	Schedules	90.210
Valves	60.080.D	Workers' Compensation	90.220
Water storage inspection	60.080.F	Working Material, Preliminary	40.350
Water Utility Enterprise	45.060	Workplace Investigations	90.160
Weapons		Worksheets	
Authorization to carry	100.080.BB	Financial – preliminary	40.350
Concealed permits	75.020.F	General	40.350
Destruction	100.080.E	Short-term value	40.100.C
Maintenance	100.080.BB		
Qualification	100.080.BB	-Z-	
Violations case files	100.080.B	Zones	
Weather		Enterprise	65.040.B
Modification	60.100.I	Speed	60.050.K
Observation	60.100.I	Zoning	
impact on stormwater system	60.040.B	Annexations	65.010, 65.080
stormwater system	60.040.B	Board of Adjustment	Schedule 20
street, traffic operations	60.050.L	Board of Appeals	Schedule 20
Website and intranet records	55.080	Certificates	65.080
Access reports	55.080.A	District map	40.180
Development	55.080.B	Initial	65.080
Evolution records	55.080.B	Maps	40.180, 65.080
Page design records, web pages	55.080.C	Ordinances	65.080
Use tracking logs, website and intranet	55.080.A	Petitions	65.080
Weed Control	65.070.B	Regulations	40.310
Nuisance	65.070.B	Rezoning	65.080
Weekly Reports	40.290.E		
Welfare Check Log	100.080.L		

***COLORADO MUNICIPAL RECORDS
RETENTION SCHEDULE***

Instructions for Supplement No. 12

This supplement contains all amendments to the Colorado Municipal Records Retention Schedule through April 2016.

Remove Existing Pages

Title Page—xvi
Schedule No. 05 (5-1—5-3)
Schedule No. 10 (10-1)
Schedule No. 15 (15-1—15-6)
Schedule No. 20 (20-1—20-2)
Schedule No. 25 (25-1—25-2)
Schedule No. 30 (30-1—30-9)
Schedule No. 35 (35-1—35-2)
Schedule No. 40 (40-1—40-9)
Schedule No. 45 (45-1—45-3)
Schedule No. 50 (50-1—50-2)
Schedule No. 55 (55-1—55-5)
Schedule No. 60 (60-1—60-15)
Schedule No. 65 (65-1—65-3)
Schedule No. 70 (70-1—70-2)
Schedule No. 75 (75-1—75-4)
Schedule No. 80 (80-1—80-2)
Schedule No. 85 (85-1—85-3)
Schedule No. 90 (90-1—90-10)
Schedule No. 95 (95-1—95-2)
Schedule No. 100 (100-1—100-11)
Schedule No. 105 (105-1—105-2)
Appendices A—H (Appx-1—Appx-18)
Index (I-1—I-30)

Insert New Pages

Title Page—xvi
Schedule No. 05 (5-1—5-3)
Schedule No. 10 (10-1)
Schedule No. 15 (15-1—15-6)
Schedule No. 20 (20-1—20-2)
Schedule No. 25 (25-1—25-2)
Schedule No. 30 (30-1—30-9)
Schedule No. 35 (35-1—35-2)
Schedule No. 40 (40-1—40-10)
Schedule No. 45 (45-1—45-3)
Schedule No. 50 (50-1—50-2)
Schedule No. 55 (55-1—55-3)
Schedule No. 60 (60-1—60-15)
Schedule No. 65 (65-1—65-3)
Schedule No. 70 (70-1—70-2)
Schedule No. 75 (75-1—75-4)
Schedule No. 80 (80-1—80-2)
Schedule No. 85 (85-1—85-3)
Schedule No. 90 (90-1—90-10)
Schedule No. 95 (95-1—95-2)
Schedule No. 100 (100-1—100-11)
Schedule No. 105 (105-1—105-2)
Appendices A—H (Appx-1—Appx-19)
Index (I-1—I-30)

It is recommended that the removed pages be retained by the Municipal Clerk and filed for future reference. For municipalities that have more than one subscription, subscribers other than the Municipal Clerk may discard the pages that are removed.

municode

Municipal Code Corporation | P.O. Box 2235 Tallahassee, FL 32316
info@municode.com | 800.262.2633
www.municode.com

June 2016

**Colorado
Municipal Records
Retention Schedule**

*Funding for This Project Provided by the Following
Weld County, Colorado Municipalities:*

**TOWN OF EATON
CITY OF FORT LUPTON
TOWN OF GARDEN CITY
TOWN OF GILCREST
CITY OF GREELEY
TOWN OF HUDSON
TOWN OF JOHNSTOWN
TOWN OF KEENESBURG
TOWN OF MEAD
TOWN OF MILLIKEN
TOWN OF WINDSOR**

**For questions regarding the
Colorado Municipal Records Retention Schedule,
please contact the office of the State Archivist at 303-866-2558.**

municode

Municipal Code Corporation | P.O. Box 2235 Tallahassee, FL 32316
info@municode.com | 800.262.2633
www.municode.com

PREFACE

The *Colorado Municipal Records Retention Schedule* was originally prepared by a municipal records management consultant on behalf of 11 Weld County municipalities. It is intended to provide a comprehensive records retention schedule for most records that are typically kept by any small, growing Colorado municipality and is being expanded over time to cover specialized records retained by larger municipalities. The document may list records that an individual municipality does not currently have but that it may have in the future. The municipality should, however, request approval to follow the entire *Colorado Municipal Records Retention Schedule* so that provisions are in place for future growth in records holdings.

The *Colorado Municipal Records Retention Schedule* should be reviewed and updated periodically to ensure that appropriate updates are made. An *Update Request Form* is included in *Appendix D*.

Subsequent to approval, the records retention schedule will apply to the record copy, regardless of how it is stored (electronic, microfilm, digital image, paper, audio or video recording, etc.).

If the record copy of a permanent record is stored in electronic format, carefully determine that the storage system is nonproprietary and whether there is a capability to migrate these records to the next generation of technology.

Each municipality that receives approval to follow the *Colorado Municipal Records Retention Schedule* should add notations regarding any local provisions affecting the retention periods of its records. To request approval to follow the *Colorado Municipal Records Retention Schedule*, complete the approval request form included in *Appendix C – Approval Request Form*.

IMPORTANT:

THIS DOCUMENT DOES NOT PROVIDE LEGAL AUTHORITY OR AUTHORIZATION FOR DESTRUCTION OF MUNICIPAL RECORDS BY ANY MUNICIPALITY UNTIL IT IS APPROVED FOR USE FOR THAT MUNICIPALITY BY THE COLORADO STATE ARCHIVES.

NO RECORD SHOULD BE DESTROYED IF IT IS PERTINENT TO ANY CURRENT, PENDING OR ANTICIPATED AUDIT, INVESTIGATION OR LEGAL PROCEEDING.

SCHEDULE NO. 01

ANIMAL CONTROL

General Description: Records relating to the animal control functions.

This document does not provide legal authority or authorization for destruction of records by any Sheriff until it is approved for use for that Sheriff by the Colorado State Archives.

NO RECORD SHALL BE DESTROYED UNDER THIS SCHEDULE AUTHORITY SO LONG AS IT PERTAINS TO ANY PENDING LEGAL CASE CLAIM ACTION OR AUDIT.

01.010 ANIMAL CONTROL RECORDS

Records relating to Animal Control Enforcement actions, including: animal bite reports, animal impound files, officer incident reports, official warning notices, uniform penalty assessments/summons and complaints, and cruelty investigation files.

Retention: 3 years after final disposition of case

01.020 COUNTY LICENSING OF DOG TAGS

Records of issuance of county dog tags to canine owners.

Retention: 2 years after expiration, revocation, denial or termination of license activity

01.030 REGISTERED GUARD DOG FILE

Information on guard dogs, including descriptions of animals, commands, name of contact person, vaccination and veterinary history.

Retention: Life of dog or until it is removed from the county

NO RECORD SHALL BE DESTROYED UNDER THIS SCHEDULE AUTHORITY SO LONG AS IT PERTAINS TO ANY PENDING LEGAL CASE CLAIM ACTION OR AUDIT.

SCHEDULE NO. 02

CIVIL

General Description: Records relating to civil functions.

This document does not provide legal authority or authorization for destruction of records by any Sheriff until it is approved for use for that Sheriff by the Colorado State Archives.

NO RECORD SHALL BE DESTROYED UNDER THIS SCHEDULE AUTHORITY SO LONG AS IT PERTAINS TO ANY PENDING LEGAL CASE CLAIM ACTION OR AUDIT.

2.10 CIVIL JACKETS:

A. *Levy, Attachment, and Sale Jackets*

Jackets containing notice of levy, writ of attachment, judgment execution decree, foreclosure decree, proof of publication, bonds, sheriff's sale continuance, property seizure form, sales documentation, memoranda, notes, and other documentation concerning levies, attachments, and sales executed by the sheriff.

[General Reference: CRS 30-10-515]

Retention: 7 years after case closure

B. *Record of Service Jackets*

Civil case jacket and routing slip containing a record of service of civil documents presented for service, correspondence, and copies of documents served

[General Reference: CRS 30-1-106]

Retention: 3 years

02.020 SHERIFF'S CERTIFICATE OF PURCHASE

Record of certificate of purchase issued after a foreclosure sale containing: names of original grantors of the deed of trust being foreclosed, description of the property, sum paid for the property, name and address of purchaser, statement that the purchaser shall be entitled to a confirmation deed at the expiration of all redemption periods, the deficiency under the evidence of debt, public trustee's sale number or district court civil action number, date of sale, copy of order authorizing sale, copy of mailing lists.

[CRS 38-38-401.]

Retention: Permanent

NO RECORD SHALL BE DESTROYED UNDER THIS SCHEDULE AUTHORITY SO LONG AS IT PERTAINS TO ANY PENDING LEGAL CASE CLAIM ACTION OR AUDIT.

Colorado Sheriff's Record Retention Schedule

02.030 **SHERIFF'S LEVY LOG**

Log and/or computer database of sheriff's levy, attachment, and sale cases, indicating the type of document received, date received, date issued, court case number, plaintiff and defendants' names, and disposition of the case.

Retention: Permanent

NO RECORD SHALL BE DESTROYED UNDER THIS SCHEDULE AUTHORITY SO LONG AS IT PERTAINS TO ANY PENDING LEGAL CASE CLAIM ACTION OR AUDIT.

SCHEDULE NO. 03

COMMUNICATIONS

General Description: Records relating to the communication functions.

This document does not provide legal authority or authorization for destruction of records by any Sheriff until it is approved for use for that Sheriff by the Colorado State Archives.

NO RECORD SHALL BE DESTROYED UNDER THIS SCHEDULE AUTHORITY SO LONG AS IT PERTAINS TO ANY PENDING LEGAL CASE CLAIM ACTION OR AUDIT.

03.010 COMMUNICATION UNIT SHIFT BRIEFING SHEETS

Summaries of Sheriff's Communication Unit activity maintained by each shift to inform incoming shifts of previous shift activities.

Retention: 2 months

3.20 DISPATCH RECORDS

A. Computer Aided Dispatch System (CAD)

On-line computer database containing information on all calls for service received by the Sheriff's Office and dispatched.

Retention: 5 years

B. Dispatch Historical Information Files

Historic communications; information relating to County dispatch functions, training, equipment, etc.

Retention: Permanent

C. Dispatch Phone and Radio Recording Request Forms

Cross-reference: See Records Section #11.020

D. Dispatch Recordings

Audio recordings made to monitor and record law enforcement and other protective or emergency services; radio transmissions, including police and fire radio transmissions; police emergency 911 calls and fire, rescue or ambulance dispatch calls.

Retention: 90 days

NO RECORD SHALL BE DESTROYED UNDER THIS SCHEDULE AUTHORITY SO LONG AS IT PERTAINS TO ANY PENDING LEGAL CASE CLAIM ACTION OR AUDIT.

Colorado Sheriff's Record Retention Schedule

03.030 EMERGENCY 911

Records relating to emergency 911 and reverse 911 system, including citizen notifications.

Retention: 2 years

3.40 RADIO:

A. Federal Communication Commission Radio Station Licenses

Official radio station licenses issued by the FCC.

[General Reference: 47CFR 90.15 - 90.20]

Retention: 1 year after expiration of license.

B. Radio Site Maintenance Log

Log containing a summary of all radio maintenance and other maintenance activities completed at radio transmitter sites, as required by FCC regulations.

[General Reference: CFR47 90.443 & 90.447]

Retention: 2 years

03.050 TELETYPES - NATIONAL CRIME INFORMATION CENTER/COLORADO CRIME INFORMATION CENTER (NCIC/CCIC)

Informational teletypes received via NCIC and CCIC for entry to the sheriff department's computer system; follow-up teletypes from other law enforcement departments.

Retention: 30 days

NO RECORD SHALL BE DESTROYED UNDER THIS SCHEDULE AUTHORITY SO LONG AS IT PERTAINS TO ANY PENDING LEGAL CASE CLAIM ACTION OR AUDIT.

SCHEDULE NO. 04

COMMUNITY SERVICE

General Description: Records relating to the community service functions.

This document does not provide legal authority or authorization for destruction of records by any Sheriff until it is approved for use for that Sheriff by the Colorado State Archives.

NO RECORD SHALL BE DESTROYED UNDER THIS SCHEDULE AUTHORITY SO LONG AS IT PERTAINS TO ANY PENDING LEGAL CASE CLAIM ACTION OR AUDIT.

04.010 COMMUNITY SERVICE FILES

Records relating to community service ordered by District and County courts (also known as alternative service/useful public service). Includes contracts with community service clients and follow-up after completion of community service.

[General Reference: CRS 18-1.3-507, CRS 19-2-308, CRS 42-4-1701]

Retention: 6 years after completion of community service

04.020 POST CONVICTION ELECTRONIC MONITORING FILES

Records relating to the alternative sentencing option of electronic monitoring (also known as "home detention"), which allows a defendant to remain gainfully employed while serving a court-ordered sentence. By statute, the defendant is only allowed out of his or her residence for work, court-ordered treatment and medical related matters. Community Justice Services is able to monitor a defendant's alcohol consumption and whereabouts electronically, which holds the defendant accountable for court-ordered conditions of home detentions.

[General Reference: CRS 18-1.3-106(4)]

Retention: 6 years after completion of electronic monitoring

04.030 PRE-TRIAL INTAKE FILES

Bond reports on defendants at the time of booking into the detention facility to be used by District or County courts to set appropriate bonds on criminal cases; records of investigations of defendants who fail to appear for their scheduled court dates and arrangements for defendants to turn themselves in or to be picked up by law enforcement.

[General Reference: CRS 16-4-102, CRS 16-4-103, CRS 16-4-104. CRS 16-4-105 CRS 16-4-105(1)(n.5): No release on personal recognizance if the person's criminal record indicates that he or she failed to appear on bond in any case involving a felony or class 1 misdemeanor charge in the preceding 5 years, unless the DA consents]

Retention: 6 years after completion of pre-trial supervision

NO RECORD SHALL BE DESTROYED UNDER THIS SCHEDULE AUTHORITY SO LONG AS IT PERTAINS TO ANY PENDING LEGAL CASE CLAIM ACTION OR AUDIT.

Colorado Sheriff's Record Retention Schedule

04.040 PRE-TRIAL RELEASE SUPERVISION FILES

Records relating to supervision of defendants who are released from jail during the pre-trial stage of their criminal case, including reviews and verifications of initial evaluations of a defendant, determinations of the person's risk and needs, bond conditions of release, and reports to District or County courts on defendant's compliance or noncompliance with court-ordered conditions of bond.

[General Reference: CRS 16-4-102, CRS 16-4-103, CRS 16-4-104, CRS 16-4-105:
CRS 16-4-105(1)(n.5): No release on personal recognizance if the person's criminal record indicates that he or she failed to appear on bond in any case involving a felony or class 1 misdemeanor charge]

Retention: 6 years after completion of pre-trial release supervision

04.050 PRE-TRIAL REPORTS TO STATE JUDICIAL DEPARTMENT

Annual reports required by State law on number of interviews conducted with defendants, number and nature of recommendations made, number of defendants under pre-trial release supervision who failed to appear.

[General Reference: CRS 16-4-105(2)(e)]

Retention: Permanent

NO RECORD SHALL BE DESTROYED UNDER THIS SCHEDULE AUTHORITY SO LONG AS IT PERTAINS TO ANY PENDING LEGAL CASE CLAIM ACTION OR AUDIT.

SCHEDULE NO. 05

DETENTION – JAIL

General Description: Records relating to the detention-jail functions.

This document does not provide legal authority or authorization for destruction of records by any Sheriff until it is approved for use for that Sheriff by the Colorado State Archives.

NO RECORD SHALL BE DESTROYED UNDER THIS SCHEDULE AUTHORITY SO LONG AS IT PERTAINS TO ANY PENDING LEGAL CASE CLAIM ACTION OR AUDIT.

05.010 COMMISSARY AND KITCHEN RECORDS

Documentation of the routine operations and control of jail commissary, kitchens, and canteens. This series may include, but is not limited to, commissary reports, food logs, meal counts, meal plans, order forms, copies of accounting records, inventory control documents, supply reports, use reports.

Retention: 6 months

05.020 CONTROLLED SUBSTANCES INVENTORY AND RECORD

Biannual inventory of controlled substances on hand, log of controlled substances received and dispensed to inmates by prescription, records of controlled substances surrendered to the Drug Enforcement Administration.

[CRS 27-80-210]

Retention: 2 years after the respective dates of the transactions as shown on the inventories

05.030 DAILY RECORD OF JAIL COMMITMENTS AND DISCHARGES

Sheriff's daily record of commitments and discharges of all persons delivered to his/her custody, showing date of entrance, name, offense, term of sentence, fine, age, sex, citizenship, how and by whom committed, and when and by whom discharged.

[General Reference: CRS 17-16-118]

Retention: Permanent

05.040 FUGITIVE UNIT CASE FILES

Case files containing case number, name of inmate, agency, copies of warrants, tracking sheet, communications, copies of extradition waivers, end of month reports, activity logs and sheets. Used to track legal process on extraditions.

NO RECORD SHALL BE DESTROYED UNDER THIS SCHEDULE AUTHORITY SO LONG AS IT PERTAINS TO ANY PENDING LEGAL CASE CLAIM ACTION OR AUDIT.

Colorado Sheriff's Record Retention Schedule

Retention: 10 years after case is closed

05.050 IMMIGRATION STATUS REPORTING: ARREST REPORTS-POSSIBLE ILLEGAL PRESENCE IN THE U.S.

Reports made to U.S. Citizenship and Immigration Services (USCIS) regarding any person arrested that the law enforcement department believes is not legally present in the United States; and reports to the Colorado Legislative Council of the total number of reports made to USCIS.

[General Reference: CRS 29-29-1003]

Retention: 3 years after last contact

5.60 INMATE RECORDS

A. Inmate Case Files

Records used to document information on persons confined in a jail or detention facility. File can contain identifying information, criminal history, mug shots, fingerprint cards, copies of police/arrest records, work release records, release orders, kites, detention classification files, grievance files, and other records pertaining to the inmate's confinement.

1. Felony Cases - Major Felonies and Violent Crimes

Cases such as arson with fatalities, homicides, kidnapping, deaths related to criminal acts, sexual assault on a child, forgery and officers killed.

[CRS 16-5-401]

Retention: Permanent

2. Felony Cases (Other)

Other felony cases, special investigations related to aggravated assault, arson without fatalities and similar cases.

[CRS 16-5-401]

Retention: 10 years after inmate is released

3. Misdemeanor Cases

Misdemeanor cases, petty offenses, traffic offenses and similar cases.

[CRS 16-5-401]

Retention: 3 years after inmate is released

4. Sexual Assault Cases (Excluding Sexual Assault on a Child)

Case files related to the investigation of a sex assault crime.

NO RECORD SHALL BE DESTROYED UNDER THIS SCHEDULE AUTHORITY SO LONG AS IT PERTAINS TO ANY PENDING LEGAL CASE CLAIM ACTION OR AUDIT.

Colorado Sheriff's Record Retention Schedule

Retention: 99 years

B. Inmate Disciplinary Hearing Case Files

Files for each disciplinary board hearing held as a result of rule infractions by inmates/detainees, containing: investigation reports, notification of board hearings, audio tape of hearings and result sheet showing the outcome of the hearing.

1. Felony Cases - Major Felonies and Violent Crimes

Cases such as arson with fatalities, homicides, kidnapping, deaths related to criminal acts, sexual assault on a child, forgery and officers killed.

[CRS 16-5-401]

Retention: Permanent

2. Felony Cases (Other)

Other felony cases, special investigations related to aggravated assault, arson without fatalities and similar cases.

[CRS 16-5-401]

Retention: 10 years after inmate is released

3. Misdemeanor Cases

Misdemeanor cases, petty offenses, traffic offenses and similar cases

[CRS 16-5-401]

Retention: 3 years after inmate is released

4. Sexual Assault Case (Excluding Sexual Assault on a Child)

Case files related to the investigation of a sex assault crime.

Retention: 99 years

C. Inmate Incident Reports

Reports of incidents occurring in the jail, containing the inmate/detainee's name, date and time of incident, names of other inmates involved, and narrative description of the incident.

[General Reference: CRS 17-26-112]

Retention: 10 years after inmate is released

D. Inmate Record of Funds (Inmate Cash Control Log)

Daily log of every cash amount received or disbursed on behalf of inmates/detainees.

NO RECORD SHALL BE DESTROYED UNDER THIS SCHEDULE AUTHORITY SO LONG AS IT PERTAINS TO ANY PENDING LEGAL CASE CLAIM ACTION OR AUDIT.

Colorado Sheriff's Record Retention Schedule

Retention: 7 years

05.070 Jail Inspection Report/Log

County health department reports of inspections in jail kitchen and other jail facilities, and correspondence and memoranda concerning the inspections and remedial action taken concerning inspections.

[General Reference : CRS 25-1.5-101 (1) (i) (iii); 30-11-104 ; CRS17-26-126]

Retention: 7 years

05.080 Medical Case Files

Case files on inmates/detainees containing intake medical screening sheets, treatment records, medication records, laboratory test results, requests for treatment, dental records, suicide watch, and medication authorization forms.

[General Reference: 42CFR1003.132]

Retention: 7 years after the last date of treatment, or 7 years after the patient reaches age 18- whichever is later

5.90 Population

A. Monthly Jail Population Analysis Files: Body Count

Jail Annex roster by room/module reports, and daily call in logs. Used to generate a monthly report providing statistics for the quarterly and year-end jail population statistics reports.

Retention: 3 years

B. Population Statistics Reports

Compiled from monthly report of unit activities, jail annex population statistics reports, work/education release program statistical reports, transportation reports, counseling meeting attendance reports, monthly officer training reports, weekly inmate/detainee roster reports, and quarterly statistic reports. Used to document number of inmates/detainees and inmate/detainee activities processed by the department.

Retention: 3 years

C. Transport Records

Log of inmates transported by sheriff's department, containing inmate's name, dates and times of transport, court times, and name of transporting deputy.

[General Reference: CRS 30-10-51]

NO RECORD SHALL BE DESTROYED UNDER THIS SCHEDULE AUTHORITY SO LONG AS IT PERTAINS TO ANY PENDING LEGAL CASE CLAIM ACTION OR AUDIT.

Colorado Sheriff's Record Retention Schedule

Retention: 2 years

05.100 Victims' Inmate Release Notification Cards

Cards used to notify victims of release of inmate. Cross Reference: See Victim Services, Item # 13.030

5.110 Work /Education Release

A. Work Program Records

Records used to document and administer inmate work programs. Contains inmate information, disciplinary forms, job listing forms, agreement related program reports, and other related documents.

Retention: 3 years after release from program

B. Court Petitions for Work/Education Program Refusal Files

Court documents describing arrest, conviction, sentencing information, and memoranda, explaining reasons for refusal of acceptance into the Work/Education Release program.

Retention: 6 years

NO RECORD SHALL BE DESTROYED UNDER THIS SCHEDULE AUTHORITY SO LONG AS IT PERTAINS TO ANY PENDING LEGAL CASE CLAIM ACTION OR AUDIT.

SCHEDULE NO. 05

BUILDING AND STRUCTURE RECORDS

General Description: Records relating to the building permit and inspection functions.

*No record may be destroyed under this Retention Schedule if it is pertinent to any current, pending or anticipated investigation, audit or legal proceeding. **The minimum retention periods specified in this schedule apply to the information contained within the record copy, regardless of the physical format of the record copy (paper, microfilm, electronic).** Each municipality must decide on the physical format for each type of record, ensuring authenticity, readability and accessibility for the entire retention period. **Duplicate Copies:** Retain duplicated copies until no longer needed but not longer than the record copy.*

05.010 ADDRESS HISTORY FILES

Records maintained by some municipalities as address history files to provide a chronological record and running history of building-related activities for each address.

Retention: Permanent

05.020 APPLICATIONS FOR BUILDING PERMITS

Applications for the erection of new structures or modifications to existing structures.

A. Applications for Building Permits Issued

Retention: 180 days after completion

B. Applications for Building Permits Not Issued

Retention: 180 days after application

05.030 BUILDING AND DEMOLITION PERMITS

Permits issued for construction-related activities (such as new construction, remodeling, renovation, installation of plumbing, electrical or mechanical equipment, demolition, etc.).

Retention: 10 years after revocation or demolition, *except* retain permits for structures with historic designations permanently

05.040 BUILDING REVIEW BOARD CASE FILES

Records pertaining to cases or appeals heard by the Fire Code Board of Appeals, Building Board of Adjustment, Building Board of Appeals or other boards with review and/or decision-making authority regarding code compliance, alternate building materials, methods of construction, building code violations or similar matters.

Retention: 20 years

05.050 CERTIFICATES OF OCCUPANCY

Documents issued after the permitted construction activity is completed as evidence that all minimum requirements have been met before the building or structure can be occupied and used.

Retention: Until a new certificate of occupancy is issued, OR 10 years after demolition, *except* retain permanently for structures with historic designations

05.060 CONSTRUCTION DRAWINGS AND PLANS

Blueprints and specifications submitted as supporting documentation for a building permit.

A. Nonresidential

1. Approved

Drawings, plans (final or as-built) or specifications for a nonresidential building permit for public buildings, or commercial or industrial structures.

Retention: 10 years after demolition, *except* retain permanently for structures with historic designations

2. Not Approved

Unapproved drawings, plans or specifications submitted for a nonresidential building permit.

Retention: 2 years from date of denial

B. Residential

1. Approved

Drawings, plans (final or as-built) or specifications for a residential building permit. Note: Under Section 202 of the International Building Code (IBC), "residential" includes hotels and apartments.

Retention: 180 days after completion or as directed by the building code adopted by reference

2. Not Approved

Unapproved drawings, plans (final or as-built) or specifications for a residential building permit.

Retention: 180 days after submitted or as directed by the building code adopted by reference

05.070 INSPECTION RECORDS

A. Building and Structure Inspection Reports

Records of final on-site inspections done to determine compliance with building, electrical, fire, plumbing, mechanical or other requirements and building standards; also includes other inspection reports, such as inlet inspections, proof roll inspections, etc.

Retention: 10 years after demolition [CRS 13-80-102, CRS 13-80-104]

B. Soil Condition Reports

Records of inspections of soil conditions, including nature, distribution and supporting ability of soils and rocks on building sites prior to issuance of building permits or approval of development proposals.

Retention: 20 years

C. Trailer/Mobile Home Inspection Reports

Records of inspections of mobile home installations, anchoring, utility connections, etc.

Retention: 2 years

D. Unsafe Buildings

Documentation of complaints, inspections, notifications, corrective actions, closure and boarding, demolition and related actions relating to buildings and structures determined to be unsafe.

Retention: 5 years after final action

05.080 REGISTERS AND LEDGERS – BUILDING PERMITS

Record books, ledgers or computer printouts listing issued building permits.

Retention: 3 years, *except* retain permanently if the register or ledger is older than 1920

Cross References

- Agreements and contracts – 40.030, Agreements and Contracts
- Building permit fee collection – 30.020, Accounts Receivable (A/R) Records
- Codes adopted by reference – 40.070.A, Codes Adopted by Reference
- Communication tower permits – 75.020.F, Permits Issued by the Municipality in General
- Contractor's licenses – 75.020.B, Contractor's Licenses/Registrations
- Correspondence and general documentation – 40.100, Correspondence and General Documentation
- Fence permits – 75.020.F, Permits Issued by the Municipality in General
- Gas and oil drilling structures – 75.020.F, Permits Issued by the Municipality in General
- Landmark designations – 50.040, Landmark and Historic Designation
- Policies and procedures – 40.220, Policies and Procedures Documentation
- Reports – 40.290, Reports
- Rules, regulations and standards – 40.310, Rules, Regulations and Standards
- Sign, banner and billboard permits – 75.020.F, Permits Issued by the Municipality in General

SCHEDULE NO. 06

EMERGENCY MANAGEMENT

General Description: Records relating to the emergency management functions.

This document does not provide legal authority or authorization for destruction of records by any Sheriff until it is approved for use for that Sheriff by the Colorado State Archives.

NO RECORD SHALL BE DESTROYED UNDER THIS SCHEDULE AUTHORITY SO LONG AS IT PERTAINS TO ANY PENDING LEGAL CASE CLAIM ACTION OR AUDIT.

6.10 AMBULANCE LICENSING & OPERATION

[General Reference: CRS 25-3.5-301 - 25-3.5-308, 6CCR 1015-3]

- A. Ambulance License Applications & Supporting Documentation - Annual**
Application forms, ambulance service's written policy & procedure manual, operational or medical protocols, proof of insurance, or other documentation.

Retention: 2 years after license or certification expires

- B. Ambulance License Inspection Checklists**
Checklists of inspections completed annually for motor vehicle condition, pre-inspection, basic life support, advanced life support.

Retention: 3 years

- C. Ambulance Run and Patient Records**
Call sheets, logs, patient treatment and transport or other records of ambulance runs.

Retention: 5 years

- D. Complaint Forms**
Forms completed for complaints against ambulance services licensed in the County or allegations of unlicensed ambulance services or vehicles without a valid permit operating in the County.

Retention: 3 years + current after complaint is resolved

- E. Licensing Regulations**
Regulations adopted by the County for licensure of ambulance services.

Retention: Permanent

NO RECORD SHALL BE DESTROYED UNDER THIS SCHEDULE AUTHORITY SO LONG AS IT PERTAINS TO ANY PENDING LEGAL CASE CLAIM ACTION OR AUDIT.

Colorado Sheriff's Record Retention Schedule

6.20 EMERGENCY PLANNING & RESPONSE

A. *Emergency Operations and Management Plans*

Records relating to disaster, emergency and civil defense planning and implementation and testing of disaster warning systems. Includes emergency operations plans, incident response plans, and disaster management, response and recovery plans.

[General Reference: CRS 24-33.5-701]

Retention: Permanent

B. *Emergency Preparedness Planning, Program, Training and General Information Files*

Correspondence, memoranda, reports and other supporting documentation concerning emergency planning, emergency training and training exercises, and emergency equipment availability.

[General Reference: CRS 25-3.5-701, Homeland Security Presidential Directive 5 & 8]

Retention: Permanent

C. *Federal Emergency Management Assistance Program Reimbursement Files*

Reimbursement claims submitted to FEMA for emergency management activities, copies of claim vouchers; copies of payroll registers; completed PW (Project Worksheet), special considerations questions form, estimated and actual costs; force account labor; force account equipment, materials, and purchases; photographs of damage, work underway and completed; insurance information; environmental and historic alternatives and hazard mitigation opportunities considered; environmental review; receipt and disbursement documents; and records of donated goods and services.

[General Reference: CRS 25-3.5-701, Homeland Security Presidential Directive 5 & 8]

Retention: 3 years from notification the project is closed

D. *Flood & Dam Hazard Files*

Correspondence, copies of state engineer inspection reports on dam structures and copies of contingency plans for action in the event of a dam failure.

Retention: Permanent

E. *Incident Records - Disasters and Emergencies*

Documentation of the extent and impacts of major natural or manmade disasters and emergency incidents and actions taken in response to such incidents; includes damage assessment and response reports, situation and resource allocation reports, incident plans, financial documentation, photographs, videotapes, and similar incident-related documentation. A major disaster or emergency incident is defined as one that may have historical significance and/or a federal or state disaster declaration.

Retention: Permanent

F. *After Action Incident Reviews*

Post-incident critique that allows emergency responders to get a clear idea of the effects of their actions on the outcome of their operation.

NO RECORD SHALL BE DESTROYED UNDER THIS SCHEDULE AUTHORITY SO LONG AS IT PERTAINS TO ANY PENDING LEGAL CASE CLAIM ACTION OR AUDIT.

Colorado Sheriff's Record Retention Schedule

Retention: 3 years then review prior to destruction of the records to determine any continuing value

G. Special Needs Registrations

The registry contains information about individuals with special needs who may require assistance in the event of a disaster.

1. Registration

Retention: 1 year + current after name is removed from the registry

2. Database

Retention: Until superseded

6.30 WEATHER STATION RECORDS

Records relating to remote automated weather (RAW) station reporting needed to determine fire danger.

A. Weather Station Data

Retention: 90 days

B. Weather Service Messages

Transmissions of weather service advisory messages and copies of law enforcement agency acknowledgements of receipts.

Retention: 2 years

C. Equipment Testing Records

Retention: Life of equipment + 1 year

NO RECORD SHALL BE DESTROYED UNDER THIS SCHEDULE AUTHORITY SO LONG AS IT PERTAINS TO ANY PENDING LEGAL CASE CLAIM ACTION OR AUDIT.

SCHEDULE NO. 07

EVIDENCE AND LABORATORY

General Description: Records relating to the evidence and laboratory functions.

This document does not provide legal authority or authorization for destruction of records by any Sheriff until it is approved for use for that Sheriff by the Colorado State Archives.

NO RECORD SHALL BE DESTROYED UNDER THIS SCHEDULE AUTHORITY SO LONG AS IT PERTAINS TO ANY PENDING LEGAL CASE CLAIM ACTION OR AUDIT.

7.10 Crime Lab

A. Chemical Blood Testing Reports

(Crime Lab Reports)

Reports requested by the sheriff's department for chemical blood testing (such as DNA testing) to determine genetic markers, performed by CBI or other agencies

[General Reference: CRS 18-1-1101, et. Seq.]

1. Felony Investigations That Do Not Result in Charges Filed

[CRS 18-1-1103(1)]

Retention: Life of case file

2. Criminal Investigations That Result in a Conviction

[CRS 18-1-1103(2)]

Life of defendant

B. Logs

Automatic fingerprint identification system (AFIS) fingerprint logs, crime scene processing logs, laboratory field work logs, laboratory work logs, marijuana testing logs, etc.

Retention: Permanent as documentation of qualifications of crime lab technicians as expert witnesses

C. Other Crime Lab Reports

Reports regarding crime lab work and findings, and supporting documentation such as laboratory request forms, vehicle hold/release sheets, sketches, etc.

Retention: Life of related case file

NO RECORD SHALL BE DESTROYED UNDER THIS SCHEDULE AUTHORITY SO LONG AS IT PERTAINS TO ANY PENDING LEGAL CASE CLAIM ACTION OR AUDIT.

Colorado Sheriff's Record Retention Schedule

7.20 Evidence Records

Records pertaining to the collection and storage of evidence collected at crime scenes and during police investigations. Note: Physical evidence, including DNA evidence, is destroyed in consultation with, and upon written authorization from, the district attorney. Since the retention and destruction of physical evidence related to crimes is determined by the law enforcement agency in consultation with the district attorney, the retention of such physical evidence is therefore not covered in this Retention Schedule. Note: Retention periods apply provided that offenses are not affected by statute of limitations.

A. Evidence and Property Audit Records

Audit reports detailing the authorized destruction or disposal of property and evidence associated with sheriff cases, including drugs, drug paraphernalia, weapons, currency, explosives, armored or bulletproof clothing, unlawful property, etc.

Retention: Until completion of next succeeding evidence and property audit

B. Evidence Logs: Case Specific

Logs documenting the receipt, transfer and release of materials taken into evidence for specific cases, including property reports, release records, evidence tags and similar records.

Retention: Life of related case file or life of defendant, whichever is later

C. Evidence and Property Room Sign-In Log

Log of persons admitted to the evidence and property storage area.

Retention: Permanent

D. Lie Detector Test

Administration Records

Records retained by the test administrator to document expertise in the administration of lie detector tests using the computer voice stress analyzer, polygraph and other detector test equipment.

Retention: Permanent

NO RECORD SHALL BE DESTROYED UNDER THIS SCHEDULE AUTHORITY SO LONG AS IT PERTAINS TO ANY PENDING LEGAL CASE CLAIM ACTION OR AUDIT.

SCHEDULE NO. 08

FLEET

General Description: Records relating to the fleet functions.

This document does not provide legal authority or authorization for destruction of records by any Sheriff until it is approved for use for that Sheriff by the Colorado State Archives.

NO RECORD SHALL BE DESTROYED UNDER THIS SCHEDULE AUTHORITY SO LONG AS IT PERTAINS TO ANY PENDING LEGAL CASE CLAIM ACTION OR AUDIT.

8.10 STORAGE TANK RECORDS

A. Storage Tank Records of Regulated Substances - Approved Permits

Records related to aboveground and underground storage of regulated substances such as gasoline, crude oil, fuel oil and diesel oil, including permits and supporting documentation, applications, site information, emission inspections, monitoring, spills and cleanups, testing, upgrade installations, reports of financial condition required by CDPHE, proof of insurance coverage and financial responsibility, revocations, etc. [General Reference: 7 CCR 1101-14]

Retention: 6 years after removal of tank

B. Denied Permits and Supporting Documentation

Retention: 3 years after denial

8.20 VEHICLE RECORDS

A. Fuel Inventory and Usage Records

Records pertaining to fuel usage, including periodic fuel usage reports.

Retention: 3 years

B. Registrations

Title registration cards for vehicles owned by the Sheriff's Department.

Retention: Until vehicle is no longer under Sheriff's Department control, or life of vehicle + 1 year and/or after audit.

C. Inspection and Maintenance Documentation

Records pertaining to maintenance and inspections performed for vehicles including those records required by State and federal regulations; includes manufacturer-issued manuals and warranties, inspection reports, vehicle maintenance histories and work orders providing the only available vehicle history.

Retention: Until vehicle is no longer under Sheriff's Department control or life of vehicle + 1 year

NO RECORD SHALL BE DESTROYED UNDER THIS SCHEDULE AUTHORITY SO LONG AS IT PERTAINS TO ANY PENDING LEGAL CASE CLAIM ACTION OR AUDIT.

Colorado Sheriff's Record Retention Schedule

D. Video Recordings - Vehicle and Officer Recording Systems

Video recordings and logs made from police vehicle or officer-carried recording systems

Cross Reference: See Records, Item # 11.100

NO RECORD SHALL BE DESTROYED UNDER THIS SCHEDULE AUTHORITY SO LONG AS IT PERTAINS TO ANY PENDING LEGAL CASE CLAIM ACTION OR AUDIT.

SCHEDULE NO. 09

INTERNAL AFFAIRS

General Description: Records relating to the Internal Affairs functions.

This document does not provide legal authority or authorization for destruction of records by any Sheriff until it is approved for use for that Sheriff by the Colorado State Archives.

NO RECORD SHALL BE DESTROYED UNDER THIS SCHEDULE AUTHORITY SO LONG AS IT PERTAINS TO ANY PENDING LEGAL CASE CLAIM ACTION OR AUDIT.

09.010 Internal Affairs Investigations (Unsubstantiated)

Records pertaining to internal investigations regarding sheriff personnel conduct or actions (i.e., reviews of use of force, pursuits, officer-involved traffic accidents), including allegations of misconduct, polygraph records, board of inquiry or internal affairs administrative inquiries and proceedings, and any subsequent disciplinary actions. Note: Substantiated investigations and substantiated review and disciplinary documentation should be transferred to the record copy custodian for personnel records to be retained or destroyed according to personnel policy unless there are conflicts with union policy.

Retention; 5 years

NO RECORD SHALL BE DESTROYED UNDER THIS SCHEDULE AUTHORITY SO LONG AS IT PERTAINS TO ANY PENDING LEGAL CASE CLAIM ACTION OR AUDIT.

SCHEDULE NO. 10

CEMETERY RECORDS

General Description: Records relating to the administration, management and operation of cemeteries.

*No record may be destroyed under this Retention Schedule if it is pertinent to any current, pending or anticipated investigation, audit or legal proceeding. **The minimum retention periods specified in this schedule apply to the information contained within the record copy, regardless of the physical format of the record copy (paper, microfilm, electronic).** Each municipality must decide on the physical format for each type of record, ensuring authenticity, readability and accessibility for the entire retention period. **Duplicate Copies:** Retain duplicated copies until no longer needed but not longer than the record copy.*

10.010 BURIAL RECORDS

Records documenting burials and inurnments, such as burial permits and stubs, burial permit register, death certificates, deceased persons book, final disposition records, physician's report, foundation order books and records of interment or inurnment.

Retention: Permanent

10.020 CEMETERY BOUNDARY AND LOT RECORDS

Records pertaining to the location, layout and ownership of the cemetery and individual cemetery lots or mausoleums, including abandonment records, block books, cemetery maps, indexes (alphabetical and location), plat books, and cemetery deeds and stubs.

Retention: Permanent

10.030 CEMETERY FINANCIAL RECORDS

Records of financial transactions documenting perpetual care arrangements and lot ownership or burials, including financial records of the sale of cemetery lots, accounts receivable ledger, cashbook and receipts maintained by a self-sufficient cemetery separately from the municipality's financial and accounting systems.

Retention: Permanent

Cross References

- Agreements and contracts – 40.030, Agreements and Contracts
- Cemetery contractor licenses – 75.020.B, Contractor's Licenses/Registrations
- Cemetery fee collection records – 30.020, Accounts Receivable (A/R) Records
- Correspondence and general documentation – 40.100, Correspondence and General Documentation
- Policies and procedures – 40.220, Policies and Procedures Documentation
- Reports – 40.290, Reports
- Rules, regulations and standards – 40.310, Rules, Regulations and Standards
- Vandalism – 95.050.C, Damage Records

COLORADO SHERIFF'S RECORD RETENTION SCHEDULE

<i>Records Descriptions</i>	<i>Schedule/Item No.</i>	<i>Records Descriptions</i>	<i>Schedule/Item No.</i>
-A-			
Animal Control		Pre-Trial Reports To State Judicial Department.....	04.050
Animal Control Records	01.010	-D-	
County Licensing of Dog Tags.....	01.020	Detention – Jail	
Registered Guard Dog File	01.030	Commissary and Kitchen Records.....	05.010
-C-		Controlled Substances Inventory and Record.....	05.020
Civil		Daily Record of Jail Commitments and Discharges	05.030
Civil Jackets	02.010	Fugitive Unit Case Files	05.040
Levy, Attachment, and Sale Jackets ...	02.010.A	Immigration Status Reporting: Arrest Reports-Possible Illegal Presence in the U.S.	05.050
Record of Service Jackets.....	02.010.B	Inmate Records	
Sheriff's Certificate of Purchase	02.020	Inmate Case Files	05.060.A
Sheriff's Levy Log	02.030	Felony Cases-Major Felonies and Violent Crimes	05.060.A
Communications		Felony Cases (Other)	05.060.A
Communication Unit Shift Briefing Sheets.	03.010	Misdemeanor Cases.....	05.060.A
Dispatch Records	03.020	Sexual Assault Cases (Excluding Sexual Assault on a Child).....	05.060.A
Computer Aided Dispatch System (CAD).....	03.020.A	Inmate Disciplinary Hearing Case Files.....	05.060.B
Dispatch Historical Information Files ...	03.020.B	Felony Cases-Major Felonies and Violent Crimes	05.060.B
Dispatch Phone and Radio Recording Request Forms	03.020.C	Felony Cases (Other)	05.060.B
Dispatch Recordings	03.020.D	Misdemeanor Cases.....	05.060.B
Emergency 911	03.030	Sexual Assault Cases (Excluding Sexual Assault on a Child).....	05.060.B
Radio.....	03.040	Inmate Incident Reports.....	05.060.C
Federal Communication Commission Radio Station Licenses.....	03.040.A	Inmate Record of Funds (Inmate Cash Control Log).....	05.060.D
Radio Site Maintenance Log	03.040.B	Jail Inspection Report/Log.....	05.070
Teletypes-National Crime Information Center/ Colorado Crime Information Center (NCIC/CCIC).....	03.050	Medical Case Files	05.080
Community Service		Population	05.090
Community Service Files	04.010	Monthly Jail Population Analysis Files:	
Post Conviction Electronic Monitoring Files.....	04.020	Body Count	05.090.A
Pre-Trial Intake Files	04.030	Population Statistics Reports.....	05.090.B
Pre-Trial Release Supervision Files.....	04.040	TransportRecords.....	05.090.C
		Victims' Inmate Release Notification Cards.....	05.100

COLORADO SHERIFF'S RECORD RETENTION SCHEDULE

Records Descriptions	Schedule/Item No.	Records Descriptions	Schedule/Item No.
Work /Education Release	05.110	Evidence Records	07.020
Work Program Records	05.110.A	Evidence and Property Audit Records.....	07.020.A
Court Petitions For Work/Education		Evidence Logs: Case Specific	07.020.B
Program Refusal Files	05.110.B	Evidence and Property Room	
-E-		Sign-In Log.....	07.020.C
Emergency Management		Lie Detector Test.....	07.020.D
Ambulance Licensing & Operation.....	06.010	-F-	
Ambulance License Applications &		Fleet	
Supporting Documentation-Annual.....	06.010.A	Storage Tank Records	08.010
Ambulance License Inspection		Storage Tank Records of Regulated	
Checklists	06.010.B	Substances-Approved Permits	08.010.A
Ambulance Run and Patient		Denied Permits and Supporting	
Records	06.010.C	Documentation.....	80.010.B
Complaint Forms	06.010.D	Vehicle Records	08.020
Licensing Regulations	06.010.E	Fuel Inventory and Usage Records	08.020.A
Emergency Planning & Response	06.020	Registrations	08.020.B
Emergency Operations and Management		Inspection and Maintenance	
Plans	06.020.A	Documentation.....	08.020.C
Emergency Preparedness Planning,		Video Recordings-Vehicle and Officer	
Program, Training and General		Recording Systems.....	08.020.D
Information Files	06.020.B	-I-	
Federal Emergency Management Assistance		Internal Affairs	
Program Reimbursement Files.....	06.020.C	Internal Affairs Investigations	
Flood & Dam Hazard Files	06.020.D	(Unsubstantiated)	09.010
Incident Records - Disasters and		-P-	
Emergencies.....	06.020.E	Patrol	
After Action Incident Reviews.....	06.020.F	Alarm Records.....	10.010
Special Needs Registrations	06.020.G	Case Records.....	10.020
Registration	06.020.G	Death Case Records – Noncriminal	10.020.A
Database	06.020.G	Felony Case Records-Major Felonies	
Weather Station Records	06.030	And Violent Crimes	10.020.B
Weather Station Data	06.030.A	Felony Case Records (Other).....	10.020.C
Weather Service Messages.....	06.030.B	Misdemeanor Case Records	10.020.D
Equipment Testing Records.....	06.030.C	Missing Persons Including	
Evidence and Laboratory		Runaways	10.020.E
Crime Lab.....	07.010	Sexual Assault Case Records	10.020.F
Chemical Blood Testing Reports	07.010.A	Traffic Accident Case Records	10.020.G
Felony Investigation That Do Not		Community Relations Records.....	10.030
Result in Charges Filed.....	07.010.A	Field Contact	10.040
Criminal Investigations That Result		Daily Field Activity Reports (DFAR).....	10.040.A
in a Conviction.....	07.010.A	Field Contact Records	10.040.B
Logs	07.010.B	Intoxilizer Log	10.050
Other Crime Lab Reports	07.010.C		

COLORADO SHERIFF'S RECORD RETENTION SCHEDULE

Records Descriptions	Schedule/Item No.	Records Descriptions	Schedule/Item No.
License Plate Recognition Data.....	10.060	Intelligence Files	11.080
Ride-Along Program Records.....	10.070	Confidential Informant Files	11.080.A
Vehicle Records.....	10.080	Intelligence Files	11.080.B
Abandoned Vehicles.....	10.080.A	Logs	11.080.C
Vehicle Impound Records	10.080.B	National Incident Based Reporting	
-R-		System (NIBRS).....	11.090
Records Administration		Statistical Files.....	11.090.A
Correspondence and General		Uniform Crime Report.....	11.090.B
Documentation.....	11.010	Passive Surveillance Records.....	11.100
Enduring Long-Term Value	11.010.A	Records for which no notice of claim has	
Routine Value.....	11.010.B	been filed, or there has been no specific	
Transitory Value.....	11.010.C	incident that may cause the record to	
Dispatch Phone and Radio Recording		become evidence in any proceeding ..	11.100.A
Request Forms	11.020	Records For Which There Has Been A Notice	
Electronic Records.....	11.030	Of Claim Filed	11.100.B
Electronic Records in General.....	11.030.A	Registered Sex Offenders.....	11.110
Electronic Records (Copies) Retained		Information Request Forms – Sex	
Solely for Convenience	11.030.A	Offenders	11.110.A
Electronic Records Retained for		Sex Offender Registration and	
Recordkeeping Purposes	11.030.A	Cancellation Forms.....	11.110.B
Email.....	11.030.B	Sexually Violent Predators – Public	
Enduring Long-Term Value Email	11.030.B	Notifications	11.110.C
Routine Value Email.....	11.030.B	Requests for Release of Information	11.120
Transitory Value Email	11.030.B	Seizure Fund Documentation	11.130
Email Attachments and Records Linked		Traffic Citations	11.140
Within an Email Message.....	11.030.B	Weapons and Firearms.....	11.150
Social Media Records.....	11.030.C	Authorization to Carry-Officers	11.150.A
Expungement Records	11.040	Concealed Handgun Permit.....	11.150.B
General Orders Issued by Sheriff	11.050	Recruitment and Training	
Grant Files.....	11.060	Employee Training Files.....	12.010
Awarded Grants.....	11.060.A	Firearms Training and Qualification Files ..	12.020
Rejected Grants.....	11.060.B	Sheriff Training Academy Information	
Immigration Status Reporting Records	11.070	Files.....	12.030
Arrest Reports-Possible Illegal Presence in		Peace Officer Standards Training	
the U.S.	11.070.A	(POST) Files.....	12.030.A
Systematic Alien Verification for Entitlements		Lesson Plans, Outlines, and Other	
(SAVE) Program Records	11.070.B	Materials Used In Courses	12.030.B
		Training Instructor Critiques	12.040
		Training Requests	12.050

COLORADO SHERIFF'S RECORD RETENTION SCHEDULE

<i>Records Descriptions</i>	<i>Schedule/Item No.</i>	<i>Records Descriptions</i>	<i>Schedule/Item No.</i>
-V-			
Victim Services			
Case Files	13.010		
Grant Records	13.020		
Victims' Inmate Release Notification Cards	13.030		
-W-			
Warrants			
Warrants for Arrest or Detainment (Duplicate Copy)	14.010		
Warrants and Detainers Issued by Other Agencies	14.020		

Colorado Sheriff's Records Retention Schedule

PREFACE

Authority: CRS 24-80-103 provides that all public officers of political subdivisions consult with the department of personnel (i.e. Colorado State Archives) concerning the retention and disposition of records. In order to expedite this process, the Colorado State Archives has developed the *Colorado Sheriffs' Record Retention Schedule*. The schedule has been approved by the State Archivist of Colorado, the Office of the Attorney General, and the Office of the State Auditor.

The Colorado State Archives would like to thank Cherokee Blake, Gilpin County Sheriff Public Information Officer for her efforts and contributions to the creation of the Colorado County Sheriffs' Retention Schedule. We would also like to thank Chris Johnson, executive director, County Sheriffs of Colorado, for his assistance in reviewing the schedule.

The *Colorado Sheriffs' Records Retention Schedule* is intended to provide a comprehensive records retention schedule for most records that are typically kept by any Sheriff. The schedule may list records that an individual Sheriff's Office does not currently have but that it may have in the future.

Each Sheriff may request approval to follow the *Colorado Sheriffs' Records Retention Schedule* from the Colorado State Archivist. This is optional and is dependent upon the discretion of each Sheriff. If adopted, the Sheriff should add notations regarding any local provisions affecting the retention period of its records. Any retention period that is shorter than that provided in the *Colorado Sheriffs' Records Retention Schedule* will be reviewed by the Attorney General's Office. To request approval to follow the Colorado Sheriffs' Records Retention Schedule, complete the **Approval Request Form** or contact the Colorado State Archives.

Subsequent to approval, the records retention schedule will apply to the record copy, regardless of how it is stored (electronic, microfilm, digital image, paper, audio or video recording, etc.). If the record copy of a permanent record is stored in electronic format, carefully determine that the storage system is nonproprietary and whether there is a capability to migrate these records to the next generation of technology.

Important

This document does not provide legal authority or authorization for destruction of records by any Sheriff until it is approved for use for that Sheriff by the Colorado State Archives.

NO RECORD SHALL BE DESTROYED UNDER THIS SCHEDULE AUTHORITY SO LONG AS IT PERTAINS TO ANY PENDING LEGAL CASE CLAIM ACTION OR AUDIT.

Colorado Sheriff's Records Retention Schedule

Record Titles and Description

Because the records titles used may not reflect the exact records titles used by everyone, the Retention Schedule provides a short paragraph that describes the use and typical contents of each record.

Retention Periods

Retention periods are based on legal requirements and/or on common usage and industry standards to meet typical administrative, operational or reference requirements. The retention time period indicates the minimum length of time that the record copy should be retained before disposal can take place. Typically, some kind of approval process is in place to authorize the destruction of records in accordance with the Records Retention Schedule.

Evaluate records for continuing legal, fiscal, administrative or historical value and determine whether they are the subject of any legal holds before proceeding with the authorized destruction. It is permissible to either destroy obsolete records at the end of the retention period or to wait until the end of the year the records become eligible for destruction. The Sheriff may dispose of duplicates in accordance with the following guidelines:

- **Duplicate Copies created for convenience or reference.**
Retain until no longer needed for reference or one (1) year, whichever is first, and then destroy.

Non-Records

Guidelines for identification and handling of some non-records are discussed in *Appendix A – Non-Records of the Colorado Municipal Record Retention Manual*.

Trigger Dates

Trigger dates are included in retention periods whenever possible. A trigger date is the date of an event, action or cut-off point that begins the countdown to the end of the retention period. An example of a trigger date in a retention period is: “***3 years after complaint is resolved***”. When a trigger date is not specified, the countdown to the end of the retention period begins on the date the file is closed, the date the file no longer has any administrative or reference value, or the date of the newest document in the file.

SCHEDULE NO. 10

PATROL

General Description: Records relating to the patrol functions.

This document does not provide legal authority or authorization for destruction of records by any Sheriff until it is approved for use for that Sheriff by the Colorado State Archives.

NO RECORD SHALL BE DESTROYED UNDER THIS SCHEDULE AUTHORITY SO LONG AS IT PERTAINS TO ANY PENDING LEGAL CASE CLAIM ACTION OR AUDIT.

10.010 ALARM RECORDS

Records of false alarms, warnings issued and user fee assessments; notifications of unreliable alarm systems, etc.

Retention: 2 years after completion

10.20 CASE RECORDS

Case files, incident reports, offense reports, crime stoppers reports, activity summaries, accident reports, fingerprint cards and files, photographic records of suspects and persons convicted of crimes (including photographic prints and negatives), photographic records of crime scenes (including photographic prints and negatives), video and audio recordings of crime scenes and interviews with witnesses or suspects, lie detector test records and other records pertaining to cases handled by the sheriff's department.

A. Death Case Records - Noncriminal

Retention: 10 years

B. Felony Case Records - Major Felonies and Violent Crimes

Cases such as arson with fatalities, homicides, kidnapping, deaths related to criminal acts, sexual assault on a child, forgery, officers killed and similar cases.
[CRS 16-5-401.]

Retention: Permanent

C. Felony Case Records (Other)

Other felony cases, special investigations related to aggravated assault, arson without fatalities and similar cases.
[CRS 16-5-401]

Retention: 10 years

NO RECORD SHALL BE DESTROYED UNDER THIS SCHEDULE AUTHORITY SO LONG AS IT PERTAINS TO ANY PENDING LEGAL CASE CLAIM ACTION OR AUDIT.

Colorado Sheriff's Record Retention Schedule

D. Misdemeanor Case Records

Misdemeanor cases, petty offenses, traffic offenses and similar cases
[CRS 16-5-401]

Retention: 3 years

E. Missing Persons Including Runaways

Until Located

F. Sexual Assault Case Records

(Except Sexual Assault on a Child)

Case files related to the investigation of a sex assault crime

Retention: 99 years

G. Traffic Accident Case Records

1. Fatal Traffic Accidents

Retention: 10 years

2. Non-Fatality Traffic Accidents

Retention: 3 years

10.030 COMMUNITY RELATIONS RECORDS

Records of outreach and public relations efforts, neighborhood mediation, presentations, and similar community outreach efforts.

Retention: 2 years after completion

10.40 FIELD CONTACT

A. Daily Field Activity Reports (DFAR)

Daily log of deputies' supervisors' and other personnel's activities during shifts, showing times and locations of calls, and statistics based on activities

Retention: 2 years

B. Field Contact Records

Records of contacts with businesses, complainants, juveniles, victims or witnesses after which no incident report is filed.

Retention: 3 years

10.050 INTOXILIZER LOG

Log of intoxilizer tests conducted to determine suspects' level of intoxication, showing date and time of test; name, date of birth, and sex of subject; arresting officer; testing officer; test results; and case report number.

Retention: 3 years

NO RECORD SHALL BE DESTROYED UNDER THIS SCHEDULE AUTHORITY SO LONG AS IT PERTAINS TO ANY PENDING LEGAL CASE CLAIM ACTION OR AUDIT.

Colorado Sheriff's Record Retention Schedule

10.060 LICENSE PLATE RECOGNITION DATA

Data and images recorded by means of automated license plate recognition systems (one or more mobile or fixed high-speed cameras combined with computer algorithms to convert images of registration plates into computer-readable data) used to capture license plate numbers for parking enforcement, booting, stolen vehicle identification or other law enforcement purposes.

Retention: 21 days except that "hits" are retained for life of related case file

10.070 RIDE-ALONG PROGRAM RECORDS

Records of programs that allow citizens to ride along with police officers

Retention: 3 years

10.80 VEHICLE RECORDS

A. Abandoned Vehicles

Impound Notice, Report of Abandoned Vehicle, Report of Sale of Abandoned Vehicle

Retention: 2 years after last action or final payment

B. Vehicle Impound Records

Records documenting the impoundment of licensed and nonlicensed motorized vehicles and sports craft that have been taken into custody for violations of laws that govern their use, operation and ownership.

Retention: 2 years after vehicle is released to owner or otherwise disposed of

NO RECORD SHALL BE DESTROYED UNDER THIS SCHEDULE AUTHORITY SO LONG AS IT PERTAINS TO ANY PENDING LEGAL CASE CLAIM ACTION OR AUDIT.

SCHEDULE NO. 11

RECORDS/ ADMINISTRATION

General Description: Records relating to the records administration functions.

This document does not provide legal authority or authorization for destruction of records by any Sheriff until it is approved for use for that Sheriff by the Colorado State Archives.

NO RECORD SHALL BE DESTROYED UNDER THIS SCHEDULE AUTHORITY SO LONG AS IT PERTAINS TO ANY PENDING LEGAL CASE CLAIM ACTION OR AUDIT.

11.10 CORRESPONDENCE AND GENERAL DOCUMENTATION

Correspondence is a written communication that is sent or received via the U.S. mail, private courier, facsimile transmission or electronic mail, including letters, postcards, memoranda, notes, telecommunications and any other form of written communications. The term general documentation is intended to cover a wide variety of records created in the normal course of business.

A. Enduring Long-Term Value

Documentation or correspondence, including e-mail messages, with lasting long-term administrative, policy, legal, fiscal, historical or research value; records that relate to policy issues and actions or activities in which an important precedent is set; records of historic events; and other similar records and documentation.

Retention: Permanent

B. Routine Value

Routing operating documentation or correspondence with limited administrative, legal, fiscal, historical, informational or statistical value. Includes routine e-mail messages, letters or memoranda, reading or chronological files that contain duplicates of memos or letters also filed elsewhere, routine requests for information, transmittal documents, etc.

Retention: 2 years

C. Transitory Value

General documentation or correspondence of extremely short-term value, including advertisements, drafts and worksheets, desk notes, copies of materials circulated for informational "read only" purposes, other records, including e-mail messages, with preliminary or short-term informational value.

Retention: Until material has been read

NO RECORD SHALL BE DESTROYED UNDER THIS SCHEDULE AUTHORITY SO LONG AS IT PERTAINS TO ANY PENDING LEGAL CASE CLAIM ACTION OR AUDIT.

Colorado Sheriff's Record Retention Schedule

11.020 DISPATCH PHONE AND RADIO RECORDING REQUEST FORMS

Retention: 1 year

11.30 ELECTRONIC RECORDS

A. *Electronic Records in General*

Computer generated and maintained records and associated metadata in electronic formats retained for recordkeeping purposes, including, but not limited to: audio and video digital recordings; email messages and attachments; imaged records; databases, and word processing files; recorded videoconferences; digital photographs; geographic information systems datasets; and all other records retained in electronic format.

1. *Electronic Records (Copies) Retained Solely for Convenience*

Retention: Until no longer needed, **Provided** that definitive or record copy of record is retained for applicable retention period.

2. *Electronic Records Retained for Recordkeeping Purposes*

Retention: Based on content, retain for retention period for specific type of record; i.e., electronic records have the same retention periods as paper or microfilm records with the same content. Note: For records that have long retention periods (10 years or longer) see: Guidelines for Long Term Preservation of Records

B. *Email*

CRS 24-80-101 specifies that electronic mail messages are not records "unless the recipient has previously segregated and stored such messages as evidence of the organization, functions, policies, decisions, procedures, operations, or other activities of the government or because of the value of the official governmental data contained therein." Generally, e-mail messages can be described as correspondence. Email attachments or records linked within email messages should be retained with like record series outside of the email system. Metadata should also be retained with the corresponding email message or attachment.

1. *Enduring Long-Term Value Email*

See item #1A

Retention: See Item # 11.010A

2. *Routine Value Email*

See item #1B

Retention: See Item # 11.010B

3. *Transitory Value Email*

See item #1C

Retention: See Item # 11.010C

NO RECORD SHALL BE DESTROYED UNDER THIS SCHEDULE AUTHORITY SO LONG AS IT PERTAINS TO ANY PENDING LEGAL CASE CLAIM ACTION OR AUDIT.

Colorado Sheriff's Record Retention Schedule

4. Email Attachments and Records Linked Within an Email Message

Retention: Follow retention periods set forth for comparable records (e.g., case files)

C. Social Media Records

Records relating to social media such as Twitter, Facebook, YouTube, LinkedIn, etc. Includes posts, comments, screenshots, downloads, back-up records

Retention: 2 years

11.040 EXPUNGEMENT RECORDS

Records of sealing or expungement

Retention: Until sealed record is destroyed pursuant to Retention Schedule

11.050 GENERAL ORDERS ISSUED BY SHERIFF

Directives or standard operating procedures issued by the Sheriff governing the overall operation and administration of the department

Retention: Permanent

11.60 GRANT FILES

A. Awarded Grants

Files pertaining to the application, administration, and monitoring of grants such as Law Enforcement Assistance Fund (LEAF), Department of Local Affairs (DOLA), victim assistance grants, etc. May include award modifications, budget and finance reports, correspondence, reports required by the granting agency, and close out letter

Retention: 3 years after the submission of the final grant report, provided the requirements of the granting agency have been satisfied.

B. Rejected Grants

Files pertaining to the application process for grant funds

Retention: 2 years after rejection or withdrawal

11.70 IMMIGRATION STATUS REPORTING RECORDS

A. Arrest Reports-Possible Illegal Presence in the U.S.

See Detention-Jail, Item #5

B. Systematic Alien Verification for Entitlements (SAVE) Program Records

Reports relating to verification of U.S. citizenship status of applicants for local licenses, credentials, rebates, employment and/or benefits

Retention: 3 years

NO RECORD SHALL BE DESTROYED UNDER THIS SCHEDULE AUTHORITY SO LONG AS IT PERTAINS TO ANY PENDING LEGAL CASE CLAIM ACTION OR AUDIT.

Colorado Sheriff's Record Retention Schedule

11.80 INTELLIGENCE FILES

A. Confidential Informant Files

Information pertaining to the identity of confidential informants, including, but not limited to, the informant's name, address, telephone number, race, sex, height, hair and eye color, social security number, date of birth, criminal history report, fingerprint card, photographs, and names of family members, may include records of any payments to the informant.

Retention: 5 years following last contact with informant.

B. Intelligence Files

Records containing information regarding individuals and groups.
Reference: (28 CFR 23.20(h))

Retention: No longer than 5 years after becoming obsolete or no longer relevant

C. Logs

Listings tracking specific routine daily activities, such as alarm check, logs of court subpoenas served, logs of crimes in specific areas, criminal history check log sheets retained for National Crime Information Center (NCIC) audits, authorized firearms, dispatch logs, DUI logs, home check logs, offense logs, traffic accident, welfare check, log of warrants and detainers received from other jurisdictions, inmate mail logs, etc.

Retention: 2 years

11.90 NATIONAL INCIDENT BASED REPORTING SYSTEM (NIBRS)

A. Statistical Files

Indexes for statistical reporting of data by class of crime and other statistical information.

Retention: 5 years

B. Uniform Crime Report

Annual crime report sent to NIBRS

Retention: Permanent

11.100 PASSIVE SURVEILLANCE RECORDS

Records created by a digital video camera, video tape camera, closed circuit television camera, film camera, photo radar recorder, or other image recording device positioned to capture moving or still pictures or images of human activity on a routine basis or for security or other purposes per CRS 24-72-113. Not applicable to passive surveillance records of any correctional facility or local jail.

A. Records for which no notice of claim has been filed, or there has been no specific incident that may cause the record to become evidence in any proceeding

Retention: 1 year after creation of record.

NO RECORD SHALL BE DESTROYED UNDER THIS SCHEDULE AUTHORITY SO LONG AS IT PERTAINS TO ANY PENDING LEGAL CASE CLAIM ACTION OR AUDIT.

Colorado Sheriff's Record Retention Schedule

(Note: record must be destroyed at the expiration of the retention period)
CRS 24-72-113 (2) (a)

B. Records for which there has been a notice of claim filed

Record must also include the person who accessed the record and the reason for which the record was accessed per CRS 24-72-113 (2) (a)

Retention: 3 years after creation of record

(Note: record must be destroyed at the expiration of the retention period)
CRS 24-72-113 (2) (a)

11.110 REGISTERED SEX OFFENDERS

A. Information Request Forms - Sex Offenders

Forms completed by parties interested in inspecting public information regarding sex offenders.

General Reference: CRS 16-22-112

Retention: 2 years after request is answered

B. Sex Offender Registration and Cancellation Forms

Notifications completed by convicted sex offenders regarding residence addresses and contact information.

General Reference: CRS 16-22-108

Retention: 5 years after offender leaves jurisdiction

Note: CCIC keeps permanently

C. Sexually Violent Predators - Public Notifications

Notices given to the public regarding sexually violent predators in the community

General Reference: CRS 16-22-108 & CRS 18-3-414.5

Retention: Permanent

11.120 REQUESTS FOR RELEASE OF INFORMATION

Requests for public release of information such as E-9-1-1, dispatch phone and radio recordings, reports, incident histories, etc.

Retention: 2 years after request is answered

11.130 SEIZURE FUND DOCUMENTATION

Records relating to the fund for monies accrued as a result of court-ordered seizures and disposition of property connected to vice, narcotics and other crimes.

Retention: 7 years

NO RECORD SHALL BE DESTROYED UNDER THIS SCHEDULE AUTHORITY SO LONG AS IT PERTAINS TO ANY PENDING LEGAL CASE CLAIM ACTION OR AUDIT.

Colorado Sheriff's Record Retention Schedule

11.140 TRAFFIC CITATIONS

Duplicate copy of traffic citations issued

Retention: 2 years

11.150 WEAPONS AND FIREARMS

A. Authorizations to Carry - Officers

Records of types of firearms and weapons carried by officers including authorization to carry weapons, maintenance, indication that the weapon has been checked, and that the officer qualifies to use it.

Retention: 2 years after weapon is no longer in use

B. Concealed Handgun Permit

Concealed Handgun Permit (CCW) application forms, CCW checklists, identification photograph, case notes and other related investigative documents.

Retention: 2 years after expiration, revocation, denial or termination of permitted use

NO RECORD SHALL BE DESTROYED UNDER THIS SCHEDULE AUTHORITY SO LONG AS IT PERTAINS TO ANY PENDING LEGAL CASE CLAIM ACTION OR AUDIT.

SCHEDULE NO. 12

RECRUITMENT AND TRAINING

General Description: Records relating to the recruitment and training functions.

This document does not provide legal authority or authorization for destruction of records by any Sheriff until it is approved for use for that Sheriff by the Colorado State Archives.

NO RECORD SHALL BE DESTROYED UNDER THIS SCHEDULE AUTHORITY SO LONG AS IT PERTAINS TO ANY PENDING LEGAL CASE CLAIM ACTION OR AUDIT.

12.010 EMPLOYEE TRAINING FILES

Records documenting training for sheriff personnel, including K-9 training records.

Retention: 5 years after employee's termination

12.020 FIREARMS TRAINING AND QUALIFICATIONS FILES

Daily range score sheets containing names of trainees, weapons used and shooting scores, monthly, quarterly and annual firearms reports, weapon repair record, Special Weapons and Tactics (SWAT) firearms training records, Special Operations Response Team (SORT) training records, log of authorized ammunition, and less than lethal weapons records. Used to track firearms usage, training proficiency, maintenance, and firearms directives.

Retention: 4 years

12.30 SHERIFF TRAINING ACADEMY INFORMATION FILES

Curricula including lesson plans, outlines and other material, approved by the State used in courses taught at the training academy, Peace Officer Standards Training (POST) regulations, list of instructors, written exams and test scores, student identification copies of certificates, copies of affidavits required by the state, copies of official training photographs, copies of POST approval documents, copies of ratings criteria for skills requirements, copy of applicable field training instructions manual and sign-off sheet. Used to verify that a sworn peace officer has met state requirements for POST state certification.

A. Peace Officer Standards Training (POST) Files

Retention: Permanent

B. Lesson Plans, Outlines, and Other Materials Used In Courses

Retention: 7 years

12.040 TRAINING INSTRUCTOR CRITIQUES

Critiques by students of every class and its instructor, used to evaluate instructors' effectiveness'

Retention: 2 years after completion of training

NO RECORD SHALL BE DESTROYED UNDER THIS SCHEDULE AUTHORITY SO LONG AS IT PERTAINS TO ANY PENDING LEGAL CASE CLAIM ACTION OR AUDIT.

Colorado Sheriff's Record Retention Schedule

12.050 TRAINING REQUESTS

Requests from department employees for outside training with approvals by the training unit and division commander, and evaluations of the training after attendance.

Retention: 2 years after completion of training

NO RECORD SHALL BE DESTROYED UNDER THIS SCHEDULE AUTHORITY SO LONG AS IT PERTAINS TO ANY PENDING LEGAL CASE CLAIM ACTION OR AUDIT.

SCHEDULE NO. 13

VICTIM SERVICES

General Description: Records relating to the victim services functions.

This document does not provide legal authority or authorization for destruction of records by any Sheriff until it is approved for use for that Sheriff by the Colorado State Archives.

NO RECORD SHALL BE DESTROYED UNDER THIS SCHEDULE AUTHORITY SO LONG AS IT PERTAINS TO ANY PENDING LEGAL CASE CLAIM ACTION OR AUDIT.

13.010 CASE FILES

Crime victim case files, each containing basic personal information about victim; log and narrative report of contacts with the victim, services provided, and program items supplied. Used to track cases and to document that mandated services were offered or provided to victims (including property crimes).

General Reference: CRS 24-4.1-302.5 - 24-4.1-303

Retention: 4 years after case is closed

13.020 GRANT RECORDS

Cross Reference: Records/Administration, Item #11.060

13.030 VICTIMS' INMATE RELEASE NOTIFICATION CARDS

Cards used to notify victims of release of inmate.

General Reference: CRS 24-4.1-302.5 - 24-4.1-303

Retention: Permanent

NO RECORD SHALL BE DESTROYED UNDER THIS SCHEDULE AUTHORITY SO LONG AS IT PERTAINS TO ANY PENDING LEGAL CASE CLAIM ACTION OR AUDIT.

SCHEDULE NO. 14

WARRANTS

General Description: Records relating to the warrants functions.

This document does not provide legal authority or authorization for destruction of records by any Sheriff until it is approved for use for that Sheriff by the Colorado State Archives.

NO RECORD SHALL BE DESTROYED UNDER THIS SCHEDULE AUTHORITY SO LONG AS IT PERTAINS TO ANY PENDING LEGAL CASE CLAIM ACTION OR AUDIT.

14.010 WARRANTS FOR ARREST OR DETAINMENT (DUPLICATE COPY)

Orders issued by the court for the arrest or detainment of an individual, including CCIC teletypes and computer printouts pertaining to warrant life cycle from initial court entry into CICJIS to final cancellation.

Retention: 6 months after cancellation (Court retains original)

14.020 WARRANTS AND DETAINERS ISSUED BY OTHER AGENCIES

Warrants, detainers, and mittimi received from other law enforcement agencies.

Retention: Until warrant is satisfied or cancelled

NO RECORD SHALL BE DESTROYED UNDER THIS SCHEDULE AUTHORITY SO LONG AS IT PERTAINS TO ANY PENDING LEGAL CASE CLAIM ACTION OR AUDIT.

SCHEDULE NO. 15

ELECTION RECORDS

General Description: Records documenting the administration of elections conducted by the municipality and/or in coordination with the county.

Contested Elections: Destruction of nonpermanent election records is authorized at the end of the specified minimum retention period, provided that there was no contested election. However, *if the election is contested*, all election records must be retained until the contest has been finally resolved and all rights to appeal have expired.

*No record may be destroyed under this Retention Schedule if it is pertinent to any current, pending or anticipated investigation, audit or legal proceeding. The minimum retention periods specified in this schedule apply to the information contained within the record copy, regardless of the physical format of the record copy (paper, microfilm, electronic). Each municipality must decide on the physical format for each type of record, ensuring authenticity, readability and accessibility for the entire retention period. **Duplicate Copies:** Retain duplicated copies until no longer needed but not longer than the record copy.*

15.010 ABSENTEE VOTER RECORDS

Records accounting for absentee ballots, including applications for absentee ballots, lists of absentee voters, absentee ballot return envelopes and receipts of election judges for absentee ballots.

Retention: 6 months after election [CRS 31-10-616(2)]

15.020 BALLOT ISSUE COMMENTS

Written comments received from persons eligible to vote in the election to be summarized in the ballot issue notice mailed to registered electors [CRS 1-7-901].

Retention: 6 months after election [CRS 31-10-616(2)]

15.030 BALLOTS

A. Ballots

The official ballot showing candidates and measures, including ballots that are unused, voted, absentee, defective, spoiled, replacement, provisional or mailed and returned by the post office as undeliverable.

Retention: 6 months after election [CRS 31-10-606, CRS 31-10-616(1)]

B. Sample Ballots

1. Master Copy

Retention: Permanent

2. All Other Sample Ballots

Retention: 6 months after election [CRS 31-10-606, CRS 31-10-616(1)]

15.040 CAMPAIGN REPORTS AND STATEMENTS

A. Candidates

Affidavits of familiarity with the Fair Campaign Practices Act, candidate committee statements of organization, and campaign contribution and expenditure reports.

1. Elected Candidates

Retention: 1 year after elected candidate leaves office [CRS 1-45-112(1)(b)]

2. Unsuccessful Candidates

Retention: 1 year from date of filing [CRS 1-45-112(1)(b)]

B. Independent Expenditures

Statements required for persons making independent expenditures in support of or in opposition to a candidate or to convey a political message.

Retention: 1 year from date of filing of statement [CRS 1-45-112(1)(b)]

C. Issues Committees

Committee statements of organization and campaign contribution and expenditure reports.

Retention: 1 year from date of filing of report [CRS 1-45-112(1)(b)]

15.050 COMPLAINTS AND SUPPORTING DOCUMENTATION – H.A.V.A.

Complaints filed under the provisions of the Help America Vote Act (H.A.V.A.); copies are retained by the local election official, who forwards the complaint to the Secretary of State.

Retention: 6 months after election or until the complaint is resolved, whichever is later [CRS 31-10-616(2), 8 CCR 1505-1, Rule 31]

15.060 COORDINATED ELECTION RECORDS

Records generated for coordinated elections held in conjunction with the County. Note: Most records pertaining to coordinated elections are the responsibility of the County Clerk. Some coordinated election records are retained by the Municipal Clerk as the official record of the municipality's portion of the election.

A. Abstracts of Votes Cast – County Issued

County's abstract of votes cast (certification of election results) relating to the municipal portion of the coordinated election ballot.

Retention: Permanent

B. Ballot Certifications

Municipal Clerk's official certification to the County Clerk of the ballot for the municipality's portion of coordinated election ballot.

Retention: Permanent

15.070 ELECTION EQUIPMENT RECORDS

Detailed records for each component of any voting system owned and maintained by the municipality, including the manufacturer, make, model, serial number, hardware, software version or release number, date of acquisition; description of services, repairs, maintenance, upkeep and version updates; maintenance and trouble logs. [CRS 1-7-513]

Retention: Life of equipment, or 6 months after the last election for which used, whichever is later

15.080 ELECTION HISTORY FILES

Election history files containing permanent records of elections and summary election results.

Retention: Permanent

15.090 ELECTION JUDGES RECORDS

A. Appointment Records

Written acceptance of commitment to serve, lists of judges and alternates and oaths of office.

Retention: 6 months after election [CRS 31-10-616(2)]

B. Expense Statements

Statement of expenses of election judges and supporting documentation such as receipts.

Retention: 6 months after election and until audited [CRS 31-10-616(2)]

C. Instructions

Written instructions issued to election judges regarding conduct of election.

Retention: 3 years

15.100 MAIL BALLOT ELECTION RECORDS

Records relating to mail ballot elections, including affidavits of voters requesting replacement ballots, ballots (cast, duplicated, rejected, undeliverable, unused), paper or electronic poll books, mail ballot return verification envelopes, mail ballot processing logs, voter registration lists, written TABOR comments, and other mail ballot administrative records.

Retention: 25 months after election, *except* that unused replacement ballots may be destroyed after the challenge period has expired [CRS 1-7-802]

15.110 MAPS – ELECTION

Maps showing precinct and ward or district designations and boundaries for municipal elections.

Retention: Permanent

15.120 NOMINATION RECORDS

Records relating to nominations for elective office.

A. Objections to Nomination Petitions

Retention: 6 months after election [CRS 31-10-616(2)]

B. *Nomination Petitions – Successful and Unsuccessful Candidates*

Petitions for the placement of a candidate's name on a ballot and written notices of withdrawal from nomination.

Retention: 2 years [CRS 31-10-302(7)]

15.130 NOTICES OF ELECTION

Copies of election notices required to be posted, published or mailed, including the "ballot issue notice" required by the State Constitution containing summaries of comments on ballot issues.

A. *Duplicate or Working Copies*

Retention: 6 months after election [CRS 31-10-616(2)]

B. *Master Copy*

Retention: Permanent

15.140 OATHS AND AFFIDAVITS

Oaths, affidavits or other sworn statements made by electors or election officials, including oaths of election workers, absentee or provisional ballot applications, oaths of watchers and substitute watchers and similar documents.

Retention: 6 months after election [CRS 31-10-616(2)]

15.150 PETITIONS – BALLOT MEASURES AND RECALL

A. *Annexation and Deannexation Election Petitions*

Petitions, whether determined to be sufficient or insufficient, for the conduct of an election to determine whether property should be annexed. [CRS 31-12-107]

Retention: Permanent

B. *Initiative Petitions and Supporting Documentation*

Petitions, whether determined to be sufficient or insufficient, submitted by citizens to place measures, including proposed ordinances and charter amendments, on the ballot; supporting documentation includes petition certification and verification records and documentation of protest hearings and findings by the municipal clerk.

Retention: 3 years after submission or after all rights to appeal have ended, *except* retain one copy of representative pages permanently for historical purposes [CRS 31-11-117]

C. *Recall Petitions and Supporting Documentation*

Petitions, whether determined to be sufficient or insufficient, submitted by citizens demanding the removal of an elected official from office; supporting documentation includes petition certification and verification records and documentation of protest hearings and findings by the municipal clerk. [CRS 31-4-503]

Retention: 3 years after submission, *except* retain one copy of representative pages permanently for historical purposes

D. Referendum Petitions and Supporting Documentation

Petitions, whether determined to be sufficient or insufficient, submitted by citizens requesting that legislation previously adopted by the governing body be repealed or placed on a ballot; supporting documentation includes petition certification and verification records and documentation of protest hearings and findings by the municipal clerk.

Retention: 3 years after submission, *except* retain one copy of representative pages permanently for historical purposes [CRS 31-11-117]

15.160 POLLING RECORDS**A. Poll Books**

A list kept by election judges of electors casting votes at an election.

Retention: 3 years

B. Poll Lists

Lists of registered electors provided to election judges for use in verifying voter registrations at polling places.

Retention: 6 months after election [CRS 31-10-616(2)]

C. Poll Site Records

Documentation of selection of site and arrangements for use as a polling place.

Retention: 6 months after election, *except* retain contact information and summary of problems until after the next election or after any complaint is resolved [CRS 31-10-616(2)]

D. Voter Signature Forms

Forms signed by voters at the polls to establish identity and request a ballot.

Retention: 45 days after election if there is no challenge [CRS 31-10-606(3)]

15.170 RECEIPTS AND ACCOUNTING FORMS

Documentation of the receipt and transfer of ballots and other election material.

Retention: 6 months after election [CRS 31-10-616(2)]

15.180 SURVEILLANCE RECORDINGS – ELECTION AREAS

Video or audio recordings of election operations in secured areas, such as ballot receipt, tabulation, handling and processing areas.

Retention: 6 months after election [CRS 31-10-616(2)]

15.190 TABULATION AND ELECTION CERTIFICATION RECORDS**A. Official Abstract**

Official certification of the election results prepared by the municipal clerk or canvass board after the completion of the official canvass.

Retention: Permanent [8 CCR 1505-1, Rule 41.7]

B. Tabulation Test Results

Records of testing of the tabulation equipment prior to and after the machine tabulation of ballots.

Retention: 6 months after election [CRS 31-10-616(2)]

C. Unofficial Election Results Records

Summary election results for the precinct posted by election judges, unofficial or preliminary election results issued by the tabulation center, certificates of election judges showing votes cast for candidate by office, worksheets for judges to tally votes, and similar records giving unofficial election results (if used).

Retention: 6 months after election [CRS 31-10-616(2)]

Cross References

- Agreements and contracts – 40.030, Agreements and Contracts
- Correspondence and general documentation – 40.100, Correspondence and General Documentation
- Policies and procedures – 40.220, Policies and Procedures Documentation
- Reports – 40.290, Reports
- Rules, regulations and standards – 40.310, Rules, Regulations and Standards

SCHEDULE NO. 20

ENTITIES APPOINTED BY MUNICIPALITY

General Description: Records regarding the composition, operation, proceedings and enactments of boards, commissions, committees, authorities, task forces and similar bodies appointed by the governing body or municipal officials.

*No record may be destroyed under this Retention Schedule if it is pertinent to any current, pending or anticipated investigation, audit or legal proceeding. The **minimum retention periods specified in this schedule apply to the information contained within the record copy, regardless of the physical format of the record copy (paper, microfilm, electronic).** Each municipality must decide on the physical format for each type of record, ensuring authenticity, readability and accessibility for the entire retention period. **Duplicate Copies:** Retain duplicated copies until no longer needed but not longer than the record copy.*

20.010 AGENDAS AND SUPPORTING DOCUMENTATION

Listings showing date, time and locations of official meetings and items to be discussed. Supporting documentation includes material such as agenda item summaries and documentation explaining the rationale for staff recommendations, presenting background information or the history of agenda items being presented to the appointed entity for a decision.

A. Quasi-Judicial Entities

Appointed entities that are able to remedy a situation or impose legal penalties on a person or organization or have powers of adjudication in specific matters, usually limited to a specific area of expertise.

Retention: Permanent

B. Other Entities With Advisory Powers and Duties Only

Retention: 2 years

20.020 APPOINTMENTS AND RESIGNATIONS

Records of appointments and resignations, including applications, recruitment information, etc.

A. Appointed Applicants

Retention: 2 years after end of service

B. Unsuccessful Applicants

Retention: 2 years after conclusion of appointment process

20.030 BYLAWS

Documents adopted to set out rules and guidelines regarding how the entity operates.

Retention: Permanent

20.040 GOALS AND WORK PLANS

Formally adopted strategic plans, work plans or policy agendas.

Retention: Permanent

20.050 MEMBER LISTS

Retention: Permanent for cumulative lists; until superseded for lists of current members

20.060 MINUTES AND SUPPORTING DOCUMENTATION

The official record of proceedings of meetings and all supporting documentation such as exhibits or other material referenced in the minutes.

Retention: Permanent

20.070 NOTICES – MEETINGS

Documentation of compliance with laws requiring posting and distribution of notices of public meetings.

Retention: 2 years

20.080 OATHS OF OFFICE

Oaths taken by appointed officials upon taking office.

Retention: Term of office + 1 year

20.090 RECOMMENDATIONS, FINDINGS AND SUPPORTING DOCUMENTATION

Written findings or recommendations to the municipality, governing body or other entities rendered in an advisory or decision-making capacity; supporting documentation includes agenda item summaries and other documentation explaining the rationale for staff recommendations or presenting background information or the history of the recommendation.

Retention: 3 years, *except* retain those that have enduring historical or policy value permanently

20.100 RECORDINGS OF MEETINGS

Audio or video recordings of official meetings.

A. Executive Sessions

Retention: 90 days after meeting [CRS 24-6-402(2)(d.5)(II)(E)]

B. Open Meetings

Retention: 6 months after approval of minutes

C. Study Sessions

Retention: 6 months after meeting

Cross References

- Building Board Case Files – 05.040, Building Review Board Case Files
- Correspondence and general documentation – 40.100, Correspondence and General Documentation
- Internal committees – 40.080, Committees – Internal
- Policies and procedures – 40.220, Policies and Procedures Documentation
- Reports – 40.290, Reports
- Rules, regulations and standards – 40.310, Rules, Regulations and Standards

SCHEDULE NO. 25

ENVIRONMENTAL RECORDS

General Description: Records relating to compliance with environmental protection requirements.

*No record may be destroyed under this Retention Schedule if it is pertinent to any current, pending or anticipated investigation, audit or legal proceeding. The **minimum retention periods specified in this schedule apply to the information contained within the record copy, regardless of the physical format of the record copy (paper, microfilm, electronic).** Each municipality must decide on the physical format for each type of record, ensuring authenticity, readability and accessibility for the entire retention period. **Duplicate Copies:** Retain duplicated copies until no longer needed but not longer than the record copy.*

25.010 ENVIRONMENTAL MONITORING AND REVIEW

Records pertaining to monitoring, inspections, investigations, surveys, screenings, testing and similar activities relating to land uses and activities that could potentially impact air quality, water supply and the environment, such as feedlot operations, industrial contamination and pollution, mosquito control programs, gravel pit and mined land reclamation, oil and gas well drilling, sludge application by other jurisdictions, landfills of other jurisdictions, uranium mining, etc.

Retention: Permanent

25.020 HAZARDOUS WASTE STORAGE AND TRANSPORT RECORDS

A. Disposal Manifests Retained by Hazardous Waste Generator

Retention: 3 years from date waste was accepted by initial transporter [40 CFR 262.40(a), CRS 25-5-510, 6 CCR 1007.3 Subpart D]

B. Inspections

Retention: 5 years from date of inspection

C. Reports

Reports, including CDPHE-EPA biennial report form 8700-13A for off-site shipments of hazardous wastes, and reports of on-site treatment, storage or disposal of hazardous wastes.

Retention: 3 years from due date of report [40 CFR 262.40(b), CRS 25-5-510, 6 CCR 1007.3 Subpart D]

D. Test Results and Waste Analyses

Retention: 3 years from date waste was last sent to on-site or off-site treatment, storage and disposal [40 CFR 262.40(c), 6 CCR 1007.3 Subpart D]

25.030 MATERIAL SAFETY DATA SHEETS (MSDS)

Employers must have a MSDS on file for each hazardous chemical they receive and use and ensure copies are readily accessible to employees in their work area. Employer must keep records of chemicals used, where they were used and for how long. [General Reference: 29 CFR 1910.1200]

Retention: Until superseded or 2 years after chemical is disposed of or consumed, provided that employer retains some record of identity (chemical name if known) of substance or agent, where it was used, and when it was used, for at least 30 years [29 CFR 1910.1020(d)(ii)(B)]

25.040 S.A.R.A. TIER II REPORTS – SUBMITTING FACILITY’S COPY

S.A.R.A Title III (EPCRA) Tier II emergency and hazardous chemical inventory forms submitted annually, or within 90 days of exceeding the EPCRA threshold, to the Colorado Department of Public Health and Environment (CDPHE) and the local fire department by municipal facilities that use or store chemicals requiring a material safety data sheet in volumes exceeding the threshold amount. This report serves as a record of chemicals used, where they were used and how long they were used. Note: S.A.R.A. refers to the Superfund Amendments Reauthorization Act.

Retention: 30 years [29 CFR 1910.1020(d)(ii)(B)]

25.050 STORAGE TANKS – REGULATED SUBSTANCES

Records related to aboveground and underground storage of regulated substances such as gasoline, crude oil, fuel oil and diesel oil, including permits, applications, site information, emission inspections, monitoring, spills and cleanups, testing, upgrade installations, reports of financial condition required by CDPHE, proof of insurance coverage and financial responsibility, revocations, etc. [General Reference: 7 CCR 1101-14]

A. *Approved Permits and Supporting Documentation*

Retention: 6 years after removal of tank

B. *Denied Permits and Supporting Documentation*

Retention: 3 years after denial

25.060 TOXIC SITES

Records related to the identification and designation of sites that may have toxic contamination.

Retention: Permanent

Cross References

- Chemical application records – 95.050.A, Chemical Application Records
- Correspondence and general documentation – 40.100, Correspondence and General Documentation
- Hazardous materials exposure - 90.070, Employee Records – Active and Terminated; 90.110.B, Employee Medical Records in General
- Policies and procedures – 40.220, Policies and Procedures Documentation
- Reports – 40.290, Reports
- Rules, regulations and standards – 40.310, Rules, Regulations and Standards
- S.A.R.A. Tier II Reports – Fire Department’s Copy – 100.060.B, S.A.R.A. Tier II Reports – Fire Department’s Copies
- Water and sewage treatment – 60.090, Water and Sewer Treatment System Records

SCHEDULE NO. 30

FINANCIAL RECORDS

General Description: Records documenting and ensuring accountability for the receipt and expenditure of public funds.

*No record may be destroyed under this Retention Schedule if it is pertinent to any current, pending or anticipated investigation, audit or legal proceeding. The **minimum retention periods specified in this schedule apply to the information contained within the record copy, regardless of the physical format of the record copy (paper, microfilm, electronic).** Each municipality must decide on the physical format for each type of record, ensuring authenticity, readability and accessibility for the entire retention period. **Duplicate Copies:** Retain duplicated copies until no longer needed but not longer than the record copy.*

30.010 ACCOUNTS PAYABLE (A/P) RECORDS

Records documenting outgoing payments.

A. **Accounts Payable Records in General**

A/P records including but not limited to automatic clearinghouse (ACH) forms, A/P balance sheets, copies of bills paid, checks issued (including check registers), invoices and statements, receiving reports, vendor files, expense and reimbursement request documentation, charge slips, credit card statements, and reports to the governing body listing bills to be paid.

Retention: 7 years

B. **Credit Card Records**

Records of credit cards issued for municipal use.

Retention: 2 years after cancellation

C. **Forms 1099 and W-9**

Forms for tracking taxpayer information for vendors when the charges for services equal or exceed \$600 for the year.

Retention: 4 years

D. **Petty Cash Records**

Records of petty cash fund account and requests for petty cash for various purposes.

Retention: 2 years

30.020 ACCOUNTS RECEIVABLE (A/R) RECORDS

Records of collection of monies; includes but is not limited to automatic clearinghouse (ACH) forms; on-line payments, cash books, journals, receipts, reports and supporting documentation;

finances, fees and charges receipts, other payments and supporting documentation; accounts receivable balance sheets; cash register validation tapes; statements and invoices issued by the municipality, etc. See also 30.210, *Utility Billing*.

Retention: 3 years

30.030 ASSET RECORDS

Inventories and listings to track and control assets.

A. *Annual Fixed Asset Reports*

Worksheets listing fixed assets, purchases and disposition of assets.

Retention: Until superseded

B. *Disposition Records*

Records of disposal of surplus property (except real estate) and unclaimed, abandoned or confiscated property such as bicycles and vehicles by auction, competitive bidding or destruction, including date, department name, description of item, value, disposition, method and reason for disposition, condition, value and approvals.

Retention: 3 years after disposition

C. *Inventories*

Listings of expendable and nonexpendable property and assets, including buildings, real estate, vehicles, furniture, equipment, supplies, merchandise for sale at municipally operated concessions or gift shops and other assets; may include description, cost, date purchased, location, name of vendor and depreciation detail.

Retention: Until superseded

30.040 AUDIT RECORDS

Records documenting external and internal audits of the financial position of the municipality.

A. *Audit Reports*

Annual or special reports prepared by external or internal auditors examining and verifying financial activities. [General Reference: CRS 29-1-606]

Retention: Permanent

B. *Audit Work Papers*

Documentation consisting of routine correspondence with auditors and copies of records compiled for the audit.

Retention: 3 years after completion of audit

30.050 BANK RECORDS

Records documenting the current status and transaction activity of funds held at banks.

A. *Bank Records – Routine*

Routine banking records, including but not limited to duplicate copies of checks, check stubs, voided checks, deposit slips and trial balances. See also 30.010, *Accounts Payable (A/P) Records* for checks and check registers, and 30.140.A, *Investment Instruments* for CDs, money market certificates, etc.

Retention: 3 years

B. Bank Statements, Pass Books and Reconciliations

Monthly statements pass books or reconciliations showing funds on deposit.

Retention: 7 years

30.060 BANKRUPTCY AND FORECLOSURE RECORDS

Records documenting bankruptcies and foreclosures in which the municipality has some kind of a financial interest due to liens, unpaid assessments, unpaid fees or bills, etc.

Retention: 7 years after recovery of money owed or when municipality has no further interest in the proceeding

30.070 BOND ISSUE RECORDS**A. Bond Issue Files**

Records that document the authorization to finance improvements through bonded indebtedness, including bond anticipation notes, industrial development revenue bonds, general obligation bonds, revenue and refunding bonds, water bonds and special improvement bonds; includes correspondence, authorizations supporting financial arrangements, bond ratings, contracts or sales agreements, and sample copies or specimens of bonds.

Retention: 2 years after final payment

B. Bond Issue Proceedings Books

Certified record of proceedings relating to a bond issue, containing specimen (usually original) documents in book form.

Retention: Permanent

C. Bonds, Notes and Coupons Paid

Canceled or redeemed bonds and coupons received from paying agents throughout the lifetime of the bond issue; cancelled upon receipt.

Retention: 1 year after maturity

D. Bond Registers and Ledgers

Used to document the redemption of coupons for bonds. Note: Bond registration and redemption transactions may be handled by a bond registration or paying agent.

Retention: Permanent

30.080 BUDGET RECORDS**A. Budget Document – Final Version**

Final financial plan approved by the governing body for expenditures and records of significant interim revisions made after budget adoption.

Retention: Permanent

B. Budget Work Records

Departmental budget requests or proposals, reports, budget instructions, worksheets, financial projections, preliminary versions of the budget and similar records used in the budget preparation and decision-making process.

Retention: 2 years

30.090 FEE AND RATE SCHEDULES AND SUPPORTING DOCUMENTATION

Fee, charge, fine and rate schedules (not including utility rate schedules) and supporting documentation justifying the determination of amounts; i.e., calculations, methodology for establishing comparisons with other municipalities, projections of revenue based on recommended amounts, etc. See also 30.210.C, *Rate Schedules and Supporting Documentation – Utility Billing*.

Retention: 2 years after revised

30.100 FINANCIAL GUARANTEES

Records relating to escrow accounts, letters of credit, liens, promissory notes and other forms of financial guarantee required to ensure performance, payments or the completion of certain specified actions, such as the completion of projects, required improvements or the payment of delinquent bills or assessments.

Retention: 1 year after expiration, completion of guaranteed action or release

30.110 FRANCHISE RECORDS

Records pertaining to the award, operation or termination of a license or franchise granting the right or privilege to construct, operate or maintain upon, over, under or across the streets or alleys a street railway, electric light plant or system, gasworks, gas plant or system, geothermal system, solar energy system, communication or cable television system, or other similar services and the collection of franchise fees or occupation taxes from franchise holders. [General Reference: CRS 31-32-101]

Retention: 6 years after expiration of franchise and completion of all terms and conditions of the franchise, *except* retain register or other listings of franchises permanently

30.120 GRANT RECORDS

Files pertaining to applications for grants and the administration, monitoring and status of grants.

A. Grants From Municipality

1. Awarded Grants and Supporting Documentation

Documentation of awarded grants, including grant application, grant contracts and agreements, grant reports and other supporting documentation.

Retention: Duration of grant + 6 years

2. Rejected Grants and Supporting Documentation

Documentation of grants that are either rejected by the grantee or not awarded.

Retention: 2 years after rejection or withdrawal

B. Grants to Municipality

1. Awarded Grants

Documentation of awarded grants, including grant application, grant contracts and agreements, grant reports and other supporting documentation.

Retention: Duration of grant + 6 years unless longer retention period is required by grantor

2. Rejected Grants

Documentation of grants applied for and either rejected by the grantor or not accepted.

Retention: 2 years after rejection or withdrawal

30.130 IMPROVEMENT DISTRICT RECORDS

Records relating to the creation, assessment and operation of general or special improvement districts established for the purpose of making improvements.

Retention: 7 years after improvement district is terminated or all bonds are paid or cancelled, whichever is later

30.140 INVESTMENT RECORDS

Records documenting investments.

A. Investment Instruments

Documentation of certificates of deposit, money market certificates, savings bonds, stocks and bonds, treasury bills and notes and other investments made.

Retention: 7 years after maturity, final payment or disposition

B. Reports – Investment of Funds

Retention: 7 years, provided that audit has been completed

30.150 LEDGERS AND JOURNALS

A. General Ledger

Year-end summary of receipts and disbursements by account and fund reflecting general financial condition. May include documentation from subsidiary ledgers to general ledger and accounting adjustments in the form of general entries.

Retention: 30 years

B. Journal Entries

Retention: 7 years

C. Subsidiary Ledgers and Journals

Daily, monthly, quarterly or year-end transaction detail providing backup documentation to general ledger.

Retention: 3 years

30.160 LOAN RECORDS

Records of loans to which the municipality is a party.

A. Loans Made by Municipality

Records of loans made to employees or other parties for various purposes; includes loan applications, deeds of trust, promissory notes and other loan paperwork. Examples of loans: employee housing, employee computer purchases, energy assistance housing rehabilitation, etc.

1. Approved Loans

Retention: 7 years after loan is paid

2. Rejected or Withdrawn Loans

Retention: 2 years after rejection or withdrawal

B. Loans to the Municipality

Loans made to finance public improvements or to meet other financial obligations.

1. Approved Loans

Retention: 7 years after loan is paid or as specified by lending agency

2. Rejected or Withdrawn Loans

Retention: 2 years after rejection or withdrawal

30.170 PURCHASING RECORDS

Records pertaining to procurement of services or commodities.

A. Purchasing Records in General

Purchasing control forms, such as purchase orders, purchase requisitions, field purchase orders, vouchers, signature authorizations, etc.; and records of issuance of competitive bid specifications and solicitations, such as requests for proposals or quotations; and similar records.

Retention: 7 years

B. Bids

Bids, quotes and proposals regarding services and commodities.

1. Accepted Bids

Received from successful bidders.

Retention: 7 years after acceptance of bid

2. Rejected/Unsuccessful Bids

Received from unsuccessful bidders.

Retention: 3 years after contract is awarded or PO is issued

3. Unsolicited Bids

Received from bidders without solicitation.

Retention: 1 year after submission

C. Vendor Lists

Listings of vendors, including state bid lists, providing goods and services, usually including names, addresses, phone numbers, description of goods or services provided.

Retention: Until superseded or obsolete

D. Vendor Prequalification Records

Records relating to prequalification of vendors eligible to provide goods and services.

Retention: 3 years

30.180 REBATE PROGRAM RECORDS

Records relating to rebate programs; includes rebate applications, correspondence, and other supporting documentation.

Retention: 2 years after rebate is paid, provided that records have been audited

30.190 TAX COLLECTION RECORDS

A. Colorado Department of Revenue Monthly Revenue Distribution Report

Report includes account number, name, jurisdiction, filing period, source, tax, penalty, interest, distribution and Department of Revenue interest/days.

Retention: 2 years after completion of audit

B. County Treasurer's Reports

Periodic reports of the County Treasurer regarding taxes collected on behalf of the municipality, interest and fees.

Retention: 3 years

C. Property Tax Records

Records pertaining to the property tax assessment, including mill levy certifications to the County, notices of assessed valuation, abstracts of assessment and registers or listings of property tax assessed.

Retention: Permanent

D. Real Estate Transfer Tax Records

Retention: Follow sales and use tax records retention schedule

E. Sales and Use Tax Records

Records of the collection and administration of sales and use tax.

1. Application

Retention: 3 years after taxpayer ceases to file sales and use tax returns, after settlement for delinquent taxes, or after completion of audit, whichever is later

2. Audits – Sales Tax

Retention: 7 years

3. Delinquent Sales/Use Tax Notices

Retention: 6 years

4. Motor Vehicle Sales Tax Receipts

Retention: 3 years

5. Sales Tax Return Records

Retention: 4 years after filing of the return or settlement for delinquent taxes, whichever is later

6. Transaction Journal/Log

Record of sales and use tax daily transactions.

Retention: 3 years

30.200 TAX REPORTING RECORDS

A. Forms 1098 – Mortgage Interest Statements

Used to report mortgage interest of \$600 or more received from any individual during the year.

Retention: 3 years

B. Forms 1099R – Reports of Distributions

Used to report distributions from pensions, annuities, retirement or profit-sharing plans, IRAs, insurance contracts (survivor income benefit plans, permanent and total disability payments under life insurance contracts), etc., for each person receiving a distribution of \$10 or more.

Retention: 3 years

30.210 UTILITY BILLING RECORDS

Records relating to the billing of customers for utility services.

A. Account Records

Records of individual customer accounts, including new service orders, trouble orders, billing statements or invoices, adjustments made to accounts, nonpayment billing notices, turn-off orders, security deposit payment and refund records, meter deposit receipts, meter reading exception reports, meter orders and other account records.

Retention: 3 years after account closed or after account is transferred to another customer

B. Meter Records

Records relating to installation or removal of utility service meters and meter readings for utility service.

1. Meter Books, Data or Sheets

Used to record readings of customer's utility usage for billing purposes and to make data comparisons.

Retention: 3 years [18 CFR 125.3 31; maximum demand and demand meter record cards must be retained for 1 year]

2. Meter Location Records

Retention: Until updated

C. Rate Schedules and Supporting Documentation – Utility Billing

Fee and rate schedules and supporting documentation justifying the determination of public utility fees and rates; i.e., calculations, methodology for establishing the fee or rate, comparisons with other municipalities, projections of revenue based on recommended fees or rates, etc.

Retention: 6 years after published rate sheets and schedules are superseded or no longer used to charge for utility services [18 CFR 125.3 30]

Cross References

- Affidavits of publications – 40.020, Affidavits of Publication
- Agreements and contracts – 40.030, Agreements and Contracts
- Bonds – 90.040, Bonds – Public Officials
- Cemetery financial records – 10.030, Cemetery Financial Records
- Correspondence and general documentation – 40.100, Correspondence and General Documentation
- Employee insurance claims – 90.030.C, Employee Insurance Claim Records
- Insurance records – 105.010, Insurance Records
- Licenses and permits – Schedule 75, Licenses and Permits
- Meter calibration, maintenance and testing – 35.010, Equipment Records – In General
- Payroll records – 90.140, Payroll Records
- Policies and procedures – 40.220, Policies and Procedures Documentation
- Property acquisition and sale – 95.010, Acquisition Records
- Reports – 40.290, Reports
- Rules, regulations and standards – 40.310, Rules, Regulations and Standards
- Worksheets – 40.350, Worksheets, Drafts and Other Preliminary Working Material

SCHEDULE NO. 35

FLEET AND EQUIPMENT RECORDS

General Description: Records documenting the operation of vehicles and equipment.

*No record may be destroyed under this Retention Schedule if it is pertinent to any current, pending or anticipated investigation, audit or legal proceeding. **The minimum retention periods specified in this schedule apply to the information contained within the record copy, regardless of the physical format of the record copy (paper, microfilm, electronic).** Each municipality must decide on the physical format for each type of record, ensuring authenticity, readability and accessibility for the entire retention period. **Duplicate Copies:** Retain duplicated copies until no longer needed but not longer than the record copy.*

35.010 EQUIPMENT RECORDS IN GENERAL

Records pertaining to all types of equipment, mechanisms and systems and their maintenance, inspection and repair history, including fire and water detection alarm systems; heating, ventilation, air conditioning (HVAC) systems; disaster warning systems; elevators; sump pumps; power generators; boilers; measuring and weighing devices; tools; office equipment, recording systems; etc. Documentation includes warranties, operating manuals, calibration and testing records, inspections, vehicle registration certificates, titles, bills of sale, etc.

Retention: Until equipment is no longer under municipal control or life of equipment + 1 year and/or after audit, unless another retention period is required by law or specified elsewhere in this Retention Schedule

35.020 FUEL USE RECORDS

Records pertaining to fuel usage, including periodic fuel usage reports.

Retention: 2 years

35.030 MAINTENANCE AND SAFETY RECORDS – VEHICLES AND EQUIPMENT

A. Driver Vehicle Inspection Reports

Vehicle inspection reports and documentation of corrective actions taken to address defects or deficiencies noted during the inspection done by the driver prior to each operation of a commercial motor vehicle. Note: A legible copy of the last vehicle inspection report is to be carried in the vehicle.

Retention: 3 months [49 CFR 396.11]

B. Inspection and Maintenance Documentation

Records pertaining to maintenance and inspections performed for vehicles and equipment, including those records required by State and Federal regulations; includes manufacturer-issued manuals and warranties, inspection reports, vehicle maintenance histories and work orders providing the only available vehicle history. [General Reference: 49 CFR 396.21 requires annual inspection reports of commercial motor vehicles to be retained for 14 months after the inspection where the vehicle is housed or maintained.]

Retention: Until vehicle or equipment is no longer under municipal control or life of vehicle or equipment + 1 year

C. Work Orders

Documentation of requests and authorizations for vehicle and equipment work.

Retention: 2 years, unless work order provides the only available vehicle history, in which case it should be retained for life of vehicle or equipment + 1 year

Cross References

- Agreements and contracts – 40.030, Agreements and Contracts
- Auction records – 30.030.B, Disposition Records
- Communication systems – 55.010, Communication Systems Records
- Computer systems – 55.020, Computer System Records
- Correspondence and general documentation – 40.100, Correspondence and General Documentation
- Fire department apparatus – 100.050.B, Apparatus Inspection Records
- Insurance – 105.010, Insurance Records
- Inventories – 30.030.C, Inventories
- Policies and procedures – 40.220, Policies and Procedures Documentation
- Purchasing – 30.170, Purchasing Records
- Reports – 40.290, Reports
- Rules, regulations and standards – 40.310, Rules, Regulations and Standards

SCHEDULE NO. 40

GENERAL ADMINISTRATIVE RECORDS

General Description: This schedule addresses common records that are found across the organization, such as correspondence, agreements and contracts or project records.

*No record may be destroyed under this Retention Schedule if it is pertinent to any current, pending or anticipated investigation, audit or legal proceeding. **The minimum retention periods specified in this schedule apply to the information contained within the record copy, regardless of the physical format of the record copy (paper, microfilm, electronic).** Each municipality must decide on the physical format for each type of record, ensuring authenticity, readability and accessibility for the entire retention period. **Duplicate Copies:** Retain duplicated copies until no longer needed but not longer than the record copy.*

40.010 ADMINISTRATIVE PROCEEDINGS RECORDS

Records of formal administrative proceedings conducted by staff or an administrative hearing officer (possibly subject to appeal to the governing body or the courts) to make administrative rulings or determinations regarding a variety of matters (examples: sales tax exemptions, nuisance abatement, stormwater appeals, minor personnel matters not otherwise covered by the retention manual).

Retention: 3 years after proceeding concludes, provided that all rights of appeal have expired

40.020 AFFIDAVITS OF PUBLICATION

Proof of publication provided by newspapers regarding legal publications. Affidavits of publication are also sometimes known as "legals" or "proofs."

A. Affidavits of Publication – Ordinances

Affidavits of publication of ordinances of a general or permanent nature and those imposing any fine, penalty or forfeiture.

Retention: 6 years or until ordinance is repealed or reenacted, whichever is later

B. Other Affidavits of Publication

Affidavits of publication other than those relating to ordinances.

Retention: 6 years

40.030 AGREEMENTS AND CONTRACTS

Agreements and contracts of various kinds that document some form of agreement that is enforceable by law, including but not limited to intergovernmental agreements, memoranda of understanding, franchise agreements, lease agreements, professional services agreements, cancelled agreements and contracts, etc. See also 40.230.A, *Activities and Events – Short-Term Agreements, Contracts and Supporting Documentation*.

Retention: 6 years after expiration or cancellation, fulfillment of all terms of agreement or contract or resolution of any disputes, whichever is later, provided that audit has been completed and agreement or contract no longer has any binding effect; *except* prior to destruction, evaluate for continuing legal, administrative or historical value

40.040 AWARDS AND HONORS

Awards and honors received from various public or private sources.

Retention: Until no longer useful

40.050 CALENDARS

Records for routine planning and scheduling of meetings, appointments and similar activities; includes calendars, appointment books, diaries and similar records with routine content.

Retention: Until no longer needed for reference

40.060 CHARTERS AND SUPPORTING DOCUMENTATION

A. Charter Proceedings

Records relating to the adoption, amendment or repeal of Home Rule Charters or provisions of the Charter, including records of Charter conventions and not including Charter initiative petitions.

Retention: Permanent

B. Charters – Published

Governing documents for Home Rule Municipalities published separately or as part of the municipal code book.

Retention: Permanent [**Important Note:** Charters are considered to be essential municipal records, and the State Archives therefore recommends that the "record" copy be retained in paper format.]

40.070 CODE BOOK RECORDS

A. Codes Adopted by Reference

Includes model traffic code, uniform and international building and construction codes, fire codes and supplements to such codes, and other similar codes adopted by ordinance.

Retention: Permanent

B. Codifications/Supplements

All compilations of ordinances codified into a Municipal Code book and all supplements containing amendments to the initially adopted Code.

Retention: Permanent

40.080 COMMITTEES – INTERNAL

Records of committees, task forces or similar groups composed of members of the staff that meet on an ongoing basis or that are set up for specific purposes. Examples include management teams, technology teams, policy teams, employee safety committees, budget strategy teams, etc.

A. Ongoing Committees

Retention: 3 years, provided that records have no enduring value

B. Special Committees

Retention: Until work of committee concludes, provided that records have no enduring value

40.090 COMPLAINTS, ROUTINE SERVICE REQUESTS AND NONBINDING PETITIONS

Communications that convey objections, dissatisfaction or disagreement with actions or positions taken or not taken; routine requests for service or information; and petitions with no legal effect that are submitted to express the opinions of the signers.

Retention: 2 years after response or action or 2 years if no response or action is required

40.100 CORRESPONDENCE AND GENERAL DOCUMENTATION

Correspondence is a written communication that is sent or received via the U.S. mail, private courier, facsimile transmission or electronic mail, including letters, postcards, memoranda, notes, telecommunications and any other form of written communications. The term *general documentation* is intended to cover a wide variety of records created in the normal course of business.

A. Enduring Long-Term Value

Documentation or correspondence, including e-mail messages, with lasting long-term administrative, policy, legal, fiscal, historical or research value; records that relate to policy issues and actions or activities in which an important precedent is set; records of historic events; and other similar records and documentation.

Retention: Permanent

B. Routine Value

Routing operating documentation or correspondence with limited administrative, legal, fiscal, historical, informational or statistical value. Includes routine e-mail messages, letters or memoranda, reading or chronological files that contain duplicates of memos or letters also filed elsewhere, routine requests for information, transmittal documents, etc.

Retention: 2 years

C. Transitory Value

General documentation or correspondence of extremely short-term value, including advertisements, drafts and worksheets, desk notes, copies of materials circulated for informational "read only" purposes, other records, including e-mail messages, with preliminary or short-term informational value.

Retention: Until material has been read

40.105 DONOR RECORDS

Records relating to cash and material donations for municipal use. Note: Donations of materials or records to museums, local history collections, or similar repositories are covered in 70.020 Museum and Other Repository Records. Records relating to donations of vehicles or equipment are covered in 35.010 Equipment Records in General.

Retention: Until donated item is no longer under municipal control or life of donated item + 1 year and/or after audit, unless another retention period is specified elsewhere in this retention schedule.

40.110 EVENT RECORDS

Records pertaining to promotion and organization of special and historic community events or celebrations in which the municipality has a role, such as festivals, fairs, rodeos, 4th of July celebrations, pioneer days, holiday display lighting, etc.

Retention: 2 years after event concludes

40.120 EXTERNAL GROUPS AND AGENCIES

Records such as meeting agendas and minutes, studies and reports and other material provided for courtesy or informational purposes from associations, organizations, groups and agencies that are not part of the municipal organization but which have some form of association or relationship with the municipality.

Retention: Until no longer needed

40.130 FORMS – BLANK

Blank forms are not considered to be records and should be separated from the records. However, a master forms file may be maintained to track the evolution of the form and instructions regarding use of the form.

Retention: Until superseded, *except* retain 1 copy permanently if master forms file is maintained

40.140 HOUSEKEEPING FILES

Records of a general housekeeping nature that do not relate directly to the primary program responsibility of the office. Includes records such as charity fund drives, office parties, copies of custodial service requests, parking space assignments, telephone and fax logs, etc.

Retention: Until no longer needed for reference

40.150 INTELLECTUAL PROPERTY RECORDS

Records relating to copyrights, trademarks, service marks, seals, logos, taglines and other similar intellectual property.

Retention: Permanent

40.160 LEGISLATION AND REGULATORY ACTIONS – EXTERNAL

Records such as review copies of proposed or adopted state or federal bills, legislation or regulations; notices of proposed rulemaking by federal or state agencies, etc.

Retention: Until no longer needed for reference

40.170 MAILING AND DISTRIBUTION RECORDS

A. Envelopes

Envelopes that contained communications.

Retention: Dispose of immediately, unless needed as documentation of mailing and receipt dates

B. Mailing Record

Documentation of mailing dates, content of mailings, mailing and distribution lists for specific mailings; certified or registered mail return receipts; etc.

Retention: 2 years

C. Meeting Notification Lists

Listings of persons who, within the previous 2 years, have requested advance notification of all meetings or meetings with specific content. [CRS 24-6-402(7)]

Retention: Until updated

D. Undeliverable Mailings

Mailings (excluding mailed ballots) returned as undeliverable.

Retention: 1 year after matter referenced in mailing is concluded

40.180 MAPS, DRAWINGS AND SUPPORTING DOCUMENTATION

Final versions of architectural, cartographic or other visual representations, such as maps, drawings, renderings, charts, photomaps, field survey notes, architectural and engineering drawings; "as built" drawings of facilities; plats and plans; boundary maps, zoning district maps; USGS topographical maps of the area; other similar documents; and indexes or other finding aids.

Retention: Permanent

40.190 MAPS – INFORMATIONAL

Maps that are acquired from external sources and are used for reference and informational purposes, such as county maps.

Retention: Until superseded or no longer needed for reference

40.200 OPEN RECORDS REQUESTS AND SUPPORTING DOCUMENTATION

Formal requests for records submitted in accordance with state law and supporting documentation relating to the response to or denial of the request. Note: Supporting documentation includes material such as follow-up correspondence relating to the open records request and does not include the records that are the subject of the open records request.

Retention: 2 years after request is answered

40.210 ORGANIZATION FILES

Records that document the incorporation of the municipal corporation or statutory or home rule status and those that contain organization charts, reorganization studies and similar information about organizational structure or legal status.

Retention: Permanent [**Important Note:** Incorporation papers are considered to be essential municipal records, and the State Archives therefore recommends that the "record" copy be retained in paper format.]

40.220 POLICIES AND PROCEDURES DOCUMENTATION

Written directives, instructions, rules and guidelines documenting policies and procedures, including departmental or organization-wide directives or orders, policy or operations manuals, instruction manuals, handbooks and memoranda setting out responsibilities and guidelines or outlining policies and procedures.

A. Clerical or Other Routine Manuals

Retention: 2 years after superseded or obsolete

B. Policies and Procedures and Supporting Documentation

Documentation, including written materials such as personnel policy manuals and standard operating procedures, that have long-term value in determining current and past policies or procedures in liability cases, personnel disputes and other circumstances; includes supporting documentation relating to the development, formulation, establishment, rationale, approval and implementation of such policies and procedures.

Retention: Permanent

40.230 PROGRAM RECORDS

Records pertaining to program development and ongoing or special events or activities held at facilities.

A. Activities and Events – Short-Term Agreements, Contracts and Supporting Documentation

Contracts, agreements and supporting documentation relating to entertainment, sporting events, performances, shows, displays of artwork, vendors and concessions, facility or park usage, room rentals, equipment rentals and similar activities and events that have a duration of less than one (1) year.

Retention: 2 years after activity or event, provided that audit has been completed

B. Facility and Program Use Records

Records relating to registration and admission to programs, annual or seasonal passes for recreational programs, program and event descriptions, etc.

Retention: 2 years after use, provided that audit has been completed

C. Liability Waivers

Forms signed by program participants to release the municipality from any liability related to various activities.

Retention: 3 years

D. Incident Reports

Reports of incidents that may happen during the course of programs, events, activities, etc., that are exceptions to the normal course of business, such as rescue, accident or injury incident reports.

Retention: 3 years

E. Program Development Records

Records with long-term value documenting the establishment, evolution and rationale for programs. Examples of "programs" include transmission line undergrounding program, neighborhood watch program, energy efficiency program, graffiti removal program, spring clean-up program, pothole patrol program, sister city program and similar coordinated activities.

Retention: Permanent

40.240 PROJECT FILES**A. Capital Project Files**

Records of capital projects, professional services relating to capital improvements and projects relating to the design, engineering, construction, major repair, renovation or demolition of structures, buildings, facilities, bridges, streets and roadways, utility system features, public works, parks, stormwater and storm drainage facilities, dams and reservoirs, other water projects, fiber optics and communication structures and other infrastructure. Project files may include documentation such as final project reports, specifications and contract documents, certificates of insurance, project-related permits and licenses issued by other entities, notices to proceed and of final settlement, project pay estimates, change orders and correspondence and general documentation. [General Reference: CRS 24-16-105; project cost records are to be retained for 6 years after project completion.]

Retention: 6 years after replacement, demolition or transfer of the improvement to another entity, *except* that routine material may be purged when eligible for destruction under this Retention Schedule and *except* that, prior to destruction, records must be evaluated for continuing legal, administrative or historical value

B. Project Bonds

1. Labor and Materials Bonds

Surety or other types of bonds received from contractors to guarantee payment by the contractor to workers, subcontractors and suppliers.

Retention: 6 years after expiration or project completion, whichever is later

2. Performance and Payment Bonds

Surety or other types of bonds received from contractors to guarantee performance and payments for projects.

Retention: 2 years after expiration of warranty period or project completion, whichever is later

C. Project Control Files

Contain routine memoranda, preliminary reports and other general documentation and records documenting assignments and the progress of projects. Note: Does not include *final* reports, which are to be retained as part of the project file (see 40.240.A, *Activities and Events – Short-Term Agreements, Contracts and Supporting Documentation*).

Retention: 1 year after project is closed

40.250 PUBLIC RELATIONS RECORDS

A. Lobbying Records

Records of official positions and lobbying efforts with regard to state or federal legislation or ballot measures, lobbyist registrations, municipality's written reviews, analyses or positions regarding legislation or regulations, etc.

Retention: 4 years, *except* that resolutions adopting legislative positions are permanent

B. News Releases

1. Releases – Policy or Historical Value

Prepared statements or announcements issued to the news media announcing events, new programs, program changes or termination, major shifts in policy and changes in officials or senior administrative personnel.

Retention: Permanent

2. Releases – Routine

Prepared statements or announcements of routine events, activities, etc.

Retention: 3 years

C. Speeches and Public Comments

Recorded speeches, addresses, and comments of public officials representing the municipality at public venues, such as state of the city addresses. Includes only those with significant historical value, in any format, including paper, videotape, motion picture or tape recordings.

Retention: Permanent

40.260 PUBLICATIONS

Material that has long-term historical or research value produced for wide internal or external distribution, including annual reports, brochures, pamphlets, leaflets, newsletters, instructional materials and similar materials.

Retention: Permanent

40.270 RECORDS FINDING AIDS

Manual or automated indexes, lists, registers and other finding aids designed to make it easier to locate pertinent files or information.

Retention: Life of the record for which the finding aid is designed to facilitate use and retrieval

40.280 REFERENCE FILES

Non-record copies of articles, periodicals, reports, studies, vendor catalogs and similar materials that are needed for reference and information but are not considered part of the office's records.

Retention: Until no longer needed for reference

40.290 REPORTS

Written reports regarding operations or activities.

A. Annual Reports

Summary annual reports on primary activities and accomplishments for the previous year; may include statistics, narrative reports, graphs and diagrams.

Retention: Permanent

B. Daily Reports

Reports documenting daily activities.

Retention: 2 years

C. Monthly Reports

Reports on activities and accomplishments for the previous month.

Retention: 2 years

D. Quarterly Reports

Reports on activities and accomplishments for the previous three months.

Retention: 3 years

E. Weekly Reports

Reports on activities and accomplishments for the previous week.

Retention: 2 years

40.300 RETENTION SCHEDULES AND COMPLIANCE CERTIFICATES

Authorizations for the retention or disposition of records issued by the Colorado State Archives and certificates or other records of authorized destruction of records.

Retention: Permanent

40.310 RULES, REGULATIONS AND STANDARDS

Documentation of rules, regulations, standards and similar guidelines and requirements. Examples include building regulations and standards, subdivision and zoning regulations, cemetery rules and regulations, streetscape standards, street and sidewalk construction standards, water and sewer line installation standards, mobile home standards, etc.

Retention: Permanent

40.320 SPECIAL DISTRICT RECORDS

Records pertaining to water, sanitation, flood control, urban drainage, metropolitan, airport, library, museum, fire, ambulance and other special districts that provide services, including service area plans, boundary maps, service agreements, intergovernmental agreements, memoranda of understanding, other agreements and contracts, and supporting documentation.

Retention: 6 years after agreement no longer has any binding effect, then evaluate for continuing value prior to destruction

40.330 STUDIES, PLANS AND REPORTS

Documents providing detailed examinations of specific topics of interest to the municipality. Examples include feasibility studies, planning and land use studies, basin plans, capital projects reports, transportation system plans, master street plans and similar documents that have long-term reference or historical value. Studies, plans and reports prepared by or on behalf of other entities, and which include information of interest to the municipality, should be evaluated for long-term reference or historical value.

Retention: Permanent

40.340 SURVEYS CONDUCTED BY MUNICIPALITIES

Broad surveys, conducted by the municipality or a contractor on behalf of the municipality, that have enduring value and community-wide scope and significance, such as (but not limited to) community opinion surveys regarding municipal services or long-range planning initiatives.

A. *Compilations*

Retention: Permanent

B. *Survey Responses*

Retention: 2 years after compilation is complete

C. *Routine*

Retention: Until no longer needed.

40.350 WORKSHEETS, DRAFTS AND OTHER PRELIMINARY WORKING MATERIAL

Documents such as rough notes, calculations or drafts assembled or created and used to prepare or analyze other documents; records of a preliminary or working nature which do not represent significant steps in the preparation of the final version of documents; draft or working material relating to a matter that is never completed; includes informal notes, preliminary drafts of letters, memoranda, reports, computer or printer output used to verify information entered into a computer and not considered to be a final copy, etc.

Retention: Until no longer needed

Cross References

- Electronic records – 55.040, Electronic Records in General
- Information technology projects – 55.060, Project Records – Information Technology and Communication Systems
- Licenses and permits – Schedule 75, Licenses and Permits
- Minutes – 20.060, Minutes and Supporting Documentation; 45.090, Minutes and Supporting Documentation
- News clippings – 50.050, Newspapers and News Clippings – Local; 50.080, Scrapbooks

SCHEDULE NO. 45**GOVERNING BODY RECORDS**

General Description: Records regarding the composition, operation, proceedings and enactments of the governing body (Board of Trustees, City or Town Council).

No record may be destroyed under this Retention Schedule if it is pertinent to any current, pending or anticipated investigation, audit or legal proceeding. The minimum retention periods specified in this schedule apply to the information contained within the record copy, regardless of the physical format of the record copy (paper, microfilm, electronic). Each municipality must decide on the physical format for each type of record, ensuring authenticity, readability and accessibility for the entire retention period. Duplicate Copies: Retain duplicated copies until no longer needed but not longer than the record copy.

45.010 AGENDAS AND SUPPORTING DOCUMENTATION

Listings showing date, time and locations of official meetings and agenda order of items to be discussed. Supporting documentation includes material such as agenda item summaries and documentation explaining the rationale for staff recommendations, presenting financial or background information or the history of agenda items.

Retention: Permanent

45.020 APPOINTMENTS

Applications and other documentation regarding the filling of interim governing body vacancies by appointment.

Retention: 2 years after term of appointment ends

45.030 BYLAWS

Documents adopted by the governing body to set out guidelines regarding operation of the governing body.

Retention: Permanent

45.040 COMMITTEE RECORDS – GOVERNING BODY

Records of ongoing and ad hoc committees made up of only governing body members. Examples of committees include finance or budget committee, ethics committee, legislative affairs committee, etc.

Retention: Follow retention periods set forth for comparable records of governing body (i.e., agendas, minutes, notices of meetings, recordings, etc.)

45.050 GOALS AND WORK PLANS

Formally adopted strategic plans or policy agendas.

Retention: Permanent

45.060 GOVERNING BODY AS ANOTHER DECISION-MAKING BODY

Records of the governing body constituted and convened as another decision-making body, such as the Board of Directors of a general improvement district, the Enterprise Board of Directors for a water or wastewater utility enterprise, a Housing Authority, an Urban Renewal Authority, etc.

Retention: Follow retention periods set forth for comparable records of governing body (i.e., agendas, minutes, notices of meetings, recordings, etc.)

45.070 LIST OF MEMBERS

Listings of individuals appointed or elected to the governing body or as Mayor, dates of service, last known address and similar information.

Retention: Permanent for cumulative lists; until superseded for lists of current members

45.080 MEMBER RECORDS

A. Conflict of Interest Disclosure Statements

Statements of perceived conflicts of interest filed by members of the governing body.

Retention: 2 years after service ends or conflict of interest no longer exists

B. Councilmember Files

Files documenting the service dates of members of the governing body, including appointments to various committees and bodies, resignations, facsimile signature certificates (if any), etc.

Retention: Permanent

C. Financial Disclosure Statements

Statements of financial interest filed by members of the governing body.

Retention: 2 years after service ends

D. Oaths of Office

Oaths of office taken and subscribed to by elected or appointed officials at the time of assuming office. [CRS 31-4-401]

Retention: 2 years after term expires

45.090 MINUTES AND SUPPORTING DOCUMENTATION

Official record of the proceedings of the governing body and supporting documentation of a substantive nature such as exhibits referenced in the minutes.

Retention: Permanent, provided that routine material submitted at meetings may be destroyed after 2 years as long as summary description is included in the minutes [**Important Note:** Minutes of the governing body are considered to be essential municipal records, and the State Archives therefore recommends that the "record" copy be retained in paper format.]

45.100 NOTES TAKEN AT MEETINGS

Handwritten or other notes made at meetings to facilitate meeting follow-up or the preparation of meeting minutes.

Retention: Until meeting minutes are approved

45.110 NOTICES OF MEETINGS

Documentation of compliance with laws requiring posting, mailing, publication or other distribution of public notice of meetings.

Retention: 2 years

45.120 ORDINANCES AND SUPPORTING DOCUMENTATION

Legislative enactments of the governing body adopted to enact a local law, amend the municipal code or take other legislative actions such as annexing property, appropriating funds, vacating streets, etc.; supporting documentation includes agenda item summaries and other documentation explaining the rationale for staff recommendations or presenting financial or background information or the history of the ordinance.

Retention: Permanent

45.130 PROCLAMATIONS

Documents issued by the Mayor to proclaim support for municipal or community events, activities, programs or in connection with dedications or other ceremonial occasions, etc.

Retention: Permanent

45.140 RECORDINGS OF MEETINGS

Audio or video recordings of official meetings used to prepare minutes or transcripts of the meeting.

A. Executive Sessions

Retention: 90 days after meeting [CRS 24-6-402(2)(d.5)(II)(E)]

B. Open Meetings

Retention: 6 months after approval of minutes

C. Study Sessions

Retention: 6 months after meeting

45.150 REMOVAL FROM OFFICE – INITIATED BY GOVERNING BODY

Records of removal of members from office for cause by majority vote of the governing body, including hearing notices, correspondence, transcripts of proceedings, findings and records relating to any follow-up proceedings. [CRS 31-4-307]

Retention: 3 years after removal vote, provided that findings are recorded in the minutes

45.160 RESOLUTIONS AND SUPPORTING DOCUMENTATION

Enactments of the governing body which are not legislative in nature and which may be used for various types of approvals, policy statements, statements of position and similar actions; supporting documentation includes agenda item summaries and other documentation explaining the rationale for staff recommendations or presenting financial or background information or the history of the resolution.

Retention: Permanent

Cross References

- Correspondence and general documentation – 40.100, Correspondence and General Documentation
- Policies and procedures – 40.220, Policies and Procedures Documentation
- Rules, regulations and standards – 40.310, Rules, Regulations and Standards

SCHEDULE NO. 50

HISTORIC PRESERVATION RECORDS

General Description: Records that have historical importance as documentation and evidence of the origins and evolution of the municipality and community and records that have value beyond their original reasons for creation. Note: Contact State Archives for assistance in historical records appraisal.

*No record may be destroyed under this Retention Schedule if it is pertinent to any current, pending or anticipated investigation, audit or legal proceeding. The **minimum retention periods specified in this schedule apply to the information contained within the record copy, regardless of the physical format of the record copy (paper, microfilm, electronic).** Each municipality must decide on the physical format for each type of record, ensuring authenticity, readability and accessibility for the entire retention period. **Duplicate Copies:** Retain duplicated copies until no longer needed but not longer than the record copy.*

50.010 ARCHAEOLOGICAL AND HISTORICAL SITE RECORDS

Records relating to archaeological and historical sites.

Retention: Permanent [**Important Note:** The State Archives recommends that the "record" copy of historical records be retained in paper format.]

50.020 COMMUNITY AND MUNICIPAL HISTORIES

Narrative histories of the municipality and community prepared for reference and informational purposes.

Retention: Permanent [**Important Note:** The State Archives recommends that the "record" copy of historical records be retained in paper format.]

50.030 COMMUNITY RECORDS

Significant historical records (often fragmentary) of early community groups, businesses and prominent individuals.

Retention: Permanent [**Important Note:** The State Archives recommends that the "record" copy of historical records be retained in paper format.]

50.040 LANDMARK AND HISTORIC DESIGNATION

Records relating to local, state or federal historic designations for buildings, structures or districts and preservation of historic structures. Includes records relating to approved state tax credits for historic properties, historical structure or district surveys, historical designation applications whether approved or not approved, historic designation research files, drawings, etc.

Retention: Permanent

50.050 NEWSPAPERS AND NEWS CLIPPINGS – LOCAL

Newspapers or news clippings that have been preserved for reference or informational purposes.

Retention: Not considered to be a record; however, older collections of local newspapers or news clippings may have historical interest to Colorado Historical Society, local historical society or other historic preservation groups

50.060 PHOTOGRAPHIC RECORDS WITH HISTORICAL VALUE

Photographs, negatives, prints, digital images, slides, archival slide shows with sound tracks, videos and motion pictures of historical interest.

Retention: Permanent [**Important Note:** The State Archives recommends that the "record" copy of historical records be retained in the original format.]

50.070 RECORDS OLDER THAN 1900

Municipal (or other) records of any type dated prior to 1900 that may have historical or archival value.

Retention: Permanent if determined to have historical or archival value [**Important Note:** The State Archives recommends that the "record" copy of historical records be retained in paper format.]

50.080 SCRAPBOOKS

Collections of photographs, newspaper clippings and other items pertaining to the municipality in a scrapbook or album.

Retention: Permanent [**Important Note:** The State Archives recommends that the "record" copy of historical records be retained in paper format.]

Cross References

- Agreements and contracts – 40.030, Agreements and Contracts
- Correspondence and general documentation – 40.100, Correspondence and General Documentation
- Policies and procedures – 40.220, Policies and Procedures Documentation
- Reports – 40.290, Reports
- Rules, regulations and standards – 40.310, Rules, Regulations and Standards

SCHEDULE NO. 55

**INFORMATION TECHNOLOGY AND
COMMUNICATION SYSTEMS RECORDS**

General Description: Records relating to computer, information technology and communication systems operations.

No record may be destroyed under this Retention Schedule if it is pertinent to any current, pending or anticipated investigation, audit or legal proceeding. The **minimum retention periods specified in this schedule apply to the information contained within the record copy, regardless of the physical format of the record copy (paper, microfilm, electronic)**. Each municipality must decide on the physical format for each type of record, ensuring authenticity, readability and accessibility for the entire retention period. **Duplicate Copies:** Retain duplicated copies until no longer needed but not longer than the record copy.

**** Electronic Records in General:** Retention is based on content, retain for the retention period for specific type of Record. See also, Appendix G – Preservation of Records.
<Amended 8/16>

55.010 COMMUNICATION AND TECHNOLOGY SYSTEMS RECORDS

Records relating to the installation, operation, and maintenance of communication and computer systems and software. Also see 75.030 B., Licenses, Permits, Supporting Documentation – Issued to the Municipality.

A. Access Control and Security Records

Records required to establish and maintain computer security, including: access requests, authorizations, encryption keys, journals, password documentation, reports, system access logs and other access control records.

1. System Access Logs

Retention: 6 months

2. All Other Access Control/Security Records

Retention: Delete when no longer administratively useful

B. Computer Audit Reports

Completed to determine compliance with policies relating to software and electronic records management.

Retention: Until subsequent audit is completed

C. Computer Backup Records

1. Computer Backup Documentation

Documentation related to how and when regular computer records backups are completed.

Retention: 1 year after superseded or obsolete

2. Computer Contingency Backup

Records recorded on electronic media consisting of copies of programs or instructions necessary to retrieve copied information and data identical in physical format to a master file or database and retained in case the master file or database is damaged or inadvertently erased.

Retention: Retain off-site until replaced or superseded

D. Computer Hardware and Software Documentation

Written documentation necessary to operate computer equipment or programs and to access or retrieve stored information or data. Documentation may be in paper or electronic formats and may include: flowcharts, hardware specifications, maintenance requirements, operation and user manuals, system change records, records of rights to use software, source codes, etc.

Retention: Until computer equipment or software is no longer needed to retrieve or store data

E. Computer System Maintenance Records

Documentation of maintenance of computer systems and components needed to ensure compliance with warranties or service contracts, schedule regular maintenance and diagnose system or component problems. Includes: component maintenance records, computer equipment inventories, failure logs, hardware performance reports, invoices (copies), maintenance contracts (copies), warranties, etc.

Retention: Life of system

F. Computer System Program Records

Documentation pertaining to development, installation, modification, troubleshooting, operation and removal of software from computer systems; records required to plan, develop, operate, maintain and use electronic records; and technical specifications, file specifications, code books, record layouts, flowcharts, job control language, operating instructions, user guides, system overviews, output specifications, migration plans and other records pertaining to systems operations.

Retention: Until superseded or no longer needed to retrieve or read data and information that is stored electronically

G. Computer System Test Records

Electronic files or reports created in the monitoring and testing of system quality and performance, as well as related documents for the electronic files/records.

Retention: Delete or destroy when no longer administratively useful

H. Network and Fiber Optics Records

Documentation of the wiring of the computer network system, including blueprints, diagrams and drawings of layout and installations of fiber optics, computer networks, cables, computer equipment connections and similar documentation.

Retention: Until superseded

I. System Usage Records

Electronic files created to monitor system usage, including *call detail and telephone usage records*, log-in files, audit trail files, cost-back files used to assess charges for system use, system-created or vendor-originated logs documenting various aspects of information technology systems operations. See also 75.030 B., *Licenses, Permits, Supporting Documentation – Issued to the Municipality*.

Retention: Until system capacity is exceeded

J. User Data – Communication Systems

Includes the following types of electronic data: cap codes, electronic records of users, extension and pager numbers, service providers, VOIP user records, etc.

Retention: Until superseded

55.020 Reserved

55.030 DISASTER PREPAREDNESS AND RECOVERY PLANS – IT

Documents the protection and reestablishment of data processing services and equipment in case of a disaster; includes: checklists, emergency contact information and procedures.

Retention: Until superseded by revised plan

55.040 Reserved

55.050 ELECTRONICALLY STORED INFORMATION (ESI) DATA MAPS

Diagrams of computer systems and associated narrative information explaining the locations and context of the information stored within the computer systems, used for electronic discovery purposes.

Retention: Until superseded

55.060 PROJECT RECORDS – INFORMATION TECHNOLOGY AND COMMUNICATION SYSTEMS

Project records relating to the planning, development, design, selection, acquisition, installation, management, modification, conversion, upgrade and replacement of communications, computer and information systems technology; project files may include: analyses, assessments, evaluations, reports and studies; correspondence and project notes; project charters, plans, planning and development records, project team and vendor meeting records; user requirements, specifications, drawings, standards, architecture and design; quality assurance testing reports, statistics and coverage requirements; issues logs; and other project records and documentation.

A. Implemented Systems

Retention: Until superseded

B. Systems not Implemented

Retention: 3 years

55.070 TELEVISION SYSTEM RECORDS – MUNICIPALLY OPERATED

A Programming Records

Scheduling and programming records for the television system.

Retention: 2 years

B. Television System Records

Records relating to the operation and maintenance of the television system technology. See also 55.010.C, Licenses – Communication Systems

Retention: Life of system + 1 year

55.080 WEBSITE AND INTRANET RECORDS

A group of World Wide Web or internal web pages containing hyperlinks to each other and made available online for responding to public inquiries and providing information.

A. Access Reports and Use Tracking Logs – Website and Intranet

Reports tracking hits to the website or intranet by internal and external sources.

Retention: 2 years

B. Development and Evolution Records – Web Pages

Documentation of development and changes to the website or intranet web pages.

1. Web Pages and Related Scripts – Internet and Extranet – Home Pages and Indexes

Retention: 10 years for superseded pages and 2 years for informational only pages

2. Intranet Web Pages Designed for Internal Access to Information

Retention: Delete when no longer useful

C. Page Design Records – Web Pages

Style guide for web page design.

Retention: Until superseded or until no longer needed for reference

**** CMCA Records Committee will be re-examining the retention of websites.**

Cross References

- Agreements and contracts – 40.030, Agreements and Contracts
- Communication tower permits – 75.020.F, Permits Issued by the Municipality in General
- Correspondence and general documentation – 40.100, Correspondence and General Documentation
- Inventories – 30.030.C, Inventories
- Policies and procedures – 40.220, Policies and Procedures Documentation
- Reports – 40.290, Reports
- Rules, regulations and standards – 40.310, Rules, Regulations and Standards

SCHEDULE NO. 60

INFRASTRUCTURE RECORDS

General Description: Records pertaining to basic infrastructure and underlying public works services and systems.

*No record may be destroyed under this Retention Schedule if it is pertinent to any current, pending or anticipated investigation, audit or legal proceeding. The **minimum retention periods specified in this schedule apply to the information contained within the record copy, regardless of the physical format of the record copy (paper, microfilm, electronic).** Each municipality must decide on the physical format for each type of record, ensuring authenticity, readability and accessibility for the entire retention period. **Duplicate Copies:** Retain duplicated copies until no longer needed but not longer than the record copy.*

60.010 ELECTRIC SERVICE

Records relating to the provision of electric service. Note: NERC refers to the North American Electric Reliability Council.

A. **Critical Asset Records**

Lists of identified critical assets and documentation of the risk-based assessment methodology used to determine critical assets.

Retention: 2 years, in addition to records of last audit [NERC CIP-002-3]

B. **Dispatch and Scheduling Records**

1. **Daily Dispatch Logs**

Retention: 3 years [NERC IRO-004-2]

2. **Disturbance Records**

Records relating to outages, surges, etc.

a. **Disturbance Data and Audits**

Retention: 3 years [NERC PRC-018-1]

b. **Final Disturbance Report**

Retention: 7 years, then evaluate for continuing value

3. **Operating Procedures**

Written operating procedures for real-time actions to be taken during normal and emergency conditions to ensure stable and reliable operation of bulk electric system.

Retention: Permanent [NERC PER-001-0.1]

4. Special or Periodic Reports and Risk Assessment on Service Interruptions

Retention: 3 years [NERC IRO-004-2]

5. System Operating Logs

Retention: 3 years [NERC IRO-004-2]

C. Energy Efficiency Program Records

Records relating to services provided to customers under energy efficiency or conservation programs; includes applications, agreements, review reports, correspondence, data collection records, spreadsheets, etc.

Retention: 4 years after expiration [18 CFR 125.3.29]

D. Engineering Records and Supporting Documentation

Final as-built drawings, system schematics, shop drawings, diagrams showing layouts, designs, plans, patterns and configuration for systems and equipment; engineering studies, plans and reports; maps, diagrams, profiles, photographs, drawings and supporting documentation showing locations of utility production, transmission and distribution facilities as constructed or as proposed; soil condition reports; survey field books documenting survey methodologies and activities; topographic surveys; and similar records.

Retention: Life of facility [18 CFR 125.2, 18 CFR 125.3.21]

E. Maintenance Work Orders

Cost estimates, work order sheets, summaries of expenditures on maintenance, job orders and clearances.

Retention: 5 years [18 CFR 125.3.15]

F. Power System Accounting and Billing Records

1. Deviation Reports – Summaries of System Changes

Retention: 3 years [NERC IRO-004-2]

2. OASIS (Open Access Same-Time Information System) Records

a. Audit Data

Data relating to OASIS postings for available transmission capability (ATC) and total transmission capability (TTC), agreed-upon transmission service transactions, agreed-upon ancillary service transactions, denied requests for transmission service and curtailed or interrupted transactions.

Retention: Must be made publicly available upon request for download for 5 years from date posted, in same electronic form used when originally posted on OASIS [18 CFR 37.7(b)]

b. Data Used to Calculate ATC and TTC

Calculated for any constrained posted paths, including limiting element(s) and the cause of the limit; e.g., thermal, voltage, stability.

Retention: 6 months [18 CFR 37.6(b)(2)(ii), NERC IRO-004-2]

3. Surplus Sales Records

Retention: 3 years [NERC IRO-004-2]

4. System Control and Data Acquisition (SCADA) Records

a. Data – Hourly and One-Minute

Retention: 4 months

b. Disturbance Records – Outages, Surges, etc.

1) Final Disturbance Reports

Retention: 7 years, then evaluate for continuing value

2) Preliminary Information

Request forms, notifications, investigations, preliminary disturbance reports, etc.

Retention: Until final disturbance report is completed

3) System Disturbance History (Summary)

Retention: Permanent

G. Production Records

1. Boiler Tube Failure Report

Retention: 3 years [18 CFR 125.3 13.1(a)]

2. Gauge Reading Reports

Retention: 2 years [18 CFR 125.3 13.1(f)]

3. Generation and Output Logs and Supporting Data

Retention: 3 years [18 CFR 125.3 13.1(b)]

4. Generating High-Tension and Low-Tension Load Records

Retention: 3 years [18 CFR 125.3 13.1(d)]

5. Load Curves, Temperature Logs, Coal and Water Logs

Retention: 3 years [18 CFR 125.3 13.1(d)(e), NERC IRO-004-2]

6. Recording Implementation Charts

Retention: 1 year [18 CFR 125.3 13.1(g)]

7. Station and System Generation Reports and Clearance Logs (Steam and Other)

Retention: 6 years [18 CFR 125.3 13.1(c)]

H. Regulatory Reports

Reports to federal and state regulatory commissions, including annual financial, operating and statistical reports.

Retention: 5 years [18 CFR 125.3 41]

I. System Planning Records**1. Emergency Operations Plans and Supporting Documentation**

Emergency load reduction plans and other plans to address insufficient generating capacity, transmission system, load shedding, system restoration, mitigation of operating emergencies, training programs, restoration plans, testing of communications and other aspects of the plans, verification results for the current approved restoration plan, implementation strategies for disturbances, resynchronization data, records of participation in all requested drills, exercises or simulations, backstart resource agreements, etc.

Retention: 3 years and until completion of compliance audit [NERC EOP-001-2, NERC EOP-005-2]

2. Reliability Impact Assessments, System Studies and Supporting Documentation

System studies and assessments of new facilities and connections on the interconnected transmission systems (potential interface and other operating limits; i.e., overloaded transmission lines and transformers, voltage and stability limits) ensuring that bulk electric system can be operated reliably in anticipated normal and contingency event conditions; data needed for system studies and reliability assessments; critical facility status, load, generation, operating reserve projections, known interchange transactions, transmission data, generation data, balancing authority demand, area control error and frequency, etc.; action plans for reconfiguration of transmission system, re-dispatching of generation, reduction or curtailment of interchange transactions reducing load to return transmission loading to acceptable sols or irols.

Retention: 3 years [NERC IRO-004-2, NERC FAC-002-1]

3. System Planning Studies

Specific network impact studies performed for customers, includes listings of system planning studies posed on OASIS.

Retention: 5 years [18 CFR 37.6(b)(2)(iii), NERC FAC-002-1]

J. Transmission and Distribution Records

Substation and transmission equipment and operation records, including maintenance, operation, inspection and testing records for substations and the transmission system.

1. Equipment History Records

Maintenance histories, operation, inspection and testing records for batteries, gas breakers, hot sticks and grounds, insulators, oil breakers, relays and similar equipment; includes transformer inspections, oil tests, etc.

Retention: 5 years

2. Exception Reports

Apparatus failure reports, interruption logs and reports, transmission line trouble reports, etc.

Retention: 6 years

3. Lightning and Storm Data

Retention: Until no longer needed for reference

4. Meter Change-Out Reports

Received from substation crews when they work on meters.

Retention: 3 years [NERC FAC-002-1, NERC IRO-004-2, NERC PRC-005-1]

5. PCB Transformer Records**a. PCB Disposal Logs**

Retention: At least 3 years after facility ceases using or storing PCBs [40 CFR 761.180]

b. PCB Spill Cleanup and Decontamination Records

Retention: 5 years [40 CFR 761.125(b)(3)]

c. PCB Transformer Inspection and Maintenance History

Retention: 3 years after disposal [40 CFR 761.30(a)(1)(xii)]

6. Pole Tower and Transformer History Records

Retention: Life of pole, tower or transformer [Transformers: 18 CFR 125.2 14(c)]

7. Relay Settings for Substations

Documentation of types, settings, input and output, substation location, etc.

Retention: Until superseded

8. Substation and Transmission Line Logs

Retention: 3 years [18 CFR 125.3 14(a)]

9. Substation Compliance Reports

Annual NERC reports – general inspection and operating tests.

Retention: 3 years

10. Switching Records (Substation)

Retention: 3 years [NERC IRO-004-2]

11. System Operator's Daily Logs and Reports of Operation

Retention: 3 years [18 CFR 125.3 14(b)]

12. Vegetation Management Records

Quarterly program reports and tree trimming around transmission lines and substations.

Retention: 5 years [NERC FAC-003-1]

60.020 LOCATE REQUESTS

Records of utility and infrastructure locate requests.

Retention: 90 days after locate is completed or determined to be responsibility of another jurisdiction

60.030 SOLID WASTE MANAGEMENT

Records pertaining to landfills, recycling centers and solid waste management.

A. *Dump or Trip Tickets*

Receipts for loads hauled to landfills or recycling centers.

Retention: 3 years

B. *Landfill Locations*

Records documenting the locations of current and past landfills and dumps.

Retention: Permanent

C. *Landfill and Recycling Operations [Reserved]*

60.040 STORMWATER DRAINAGE SYSTEM RECORDS

Records relating to the management of stormwater run-off and drainage, flooding and storm drainage basins.

A. *Basin, Floodway and Flooding Records*

Records documenting the existence of designated and recognized stormwater basins and floodways, including maps and drawings depicting locations, FEMA flood insurance rate maps and records documenting the locations, extent and levels of flooding and mitigation efforts.

Retention: Permanent

B. *Weather Observation Records*

Data and reports relating to weather conditions impacting the stormwater system.

Retention: Permanent for compilations and 5 years for raw data

C. *Wetlands Management*

Records relating to protection and management of wetlands on municipal property or rights-of-way.

Retention: Permanent for preserved wetlands or 30 years after removal and fill

60.050 STREET AND TRAFFIC OPERATIONS RECORDS

Records documenting the ongoing street system and traffic flow operations.

A. *Asphalt Testing Records*

Records relating to asphalt testing; may include asphalt samples and analytical reports.

Retention: 5 years

B. Bridge Inspections and Maintenance

Records of bridge inspections, inventory, changes to bridges, maintenance and summary reports to the State or other agencies. [23 CFR 650.305, 23 CFR 650.311]

Retention: 2 years after bridge is removed from service

C. Event Records – Traffic Impacts

Records documenting preparation for and implementation of traffic changes related to special events such as parades, motorcades and demonstrations, including street closures, traffic rerouting, barricades, signal timing changes and other similar variations.

Retention: 2 years after event

D. High Accident Locations

Records documenting accidents at locations that have a relatively high accident rate.

Retention: 6 years

E. Naming and Renaming of Streets

Records relating to naming and changes of names of streets and roadways.

Retention: Permanent

F. Street Address Number Records

Records pertaining to street closings, assignment and alteration of street names and house numbers, and similar records providing official control of the naming and numbering of streets and addresses.

Retention: Permanent

G. Street Cleaning and Sweeping Records

Retention: 3 years

H. Street Engineering Records

Records documenting the layout and planning of streets, intersections and sidewalks, establishment of grades, street and intersection design and alignment, benchmarks and monumentation, street and drainage problem histories and similar records of long-term significance.

Retention: Permanent

I. Street System Records

Documentation filed on or before December 31, 1953, with the State Department of Transportation certifying the total mileage of streets in the street system, certification of adoption and a map of the arterial street system, and documentation of subsequent changes in total mileage and arterial mileage shown in an annual report. [CRS 43-2-125 and 43-2-132]

Retention: Permanent

J. Traffic Congestion Monitoring Records

Records relating to scheduled or random traffic counts and traffic congestion monitoring, including automated or manual traffic counts and video recordings of traffic flow.

Retention: 6 years

K. Traffic Marking, Timing and Signalization Files

Records and data documenting traffic signal timing, traffic marking and signalization and construction zone, crosswalk parking and no parking zones, snow route, speed zone and truck route designations.

Retention: 2 years after superseded

L. Weather Observation Records

Data and reports relating to weather conditions impacting street and traffic operations.

Retention: Permanent for compilations and 5 years for raw data

60.060 TRANSPORTATION SYSTEM RECORDS**A. Airport Operations Records [Reserved]****B. Railroad Systems Records**

Records pertaining to railroad systems, routes, regulations and rights-of-way.

Retention: Permanent

C. Transportation Services Records

Records pertaining to the overall operation of transportation systems that serve residents, such as airline, light rail, taxicab service, bus system and paratransit service; includes municipal approvals for PUC licenses, route maps and similar records relating to the operation of the service.

Retention: 6 years

60.070 VACATIONS – STREET, ALLEY AND RIGHT-OF-WAY

Records pertaining to the formal abandonment or vacation of previously dedicated streets, alleys and public rights-of-way or easements.

Retention: Permanent

60.080 WATER AND SEWER DISTRIBUTION AND STORAGE SYSTEM RECORDS

Records relating to the operation of the water and sewer distribution and storage systems.

A. Cross-Connection Control Survey Records

Documentation of monitoring of potential or actual water system health hazards from pollution entering water pipes from other pipes, including address, description of protection, corrections made, etc.

Retention: 1 year after disconnection or 10 years, whichever is later

B. Sewer Inspection and Testing Records

Records of inspections and testing to locate problems and defects so that corrective measures can be taken.

1. Sewer Test Records

Documentation of smoke, X-ray and other tests undertaken to verify hookup to main sewer lines, check condition of pipes or determine effectiveness of backflow prevention devices.

Retention: 5 years after completion of test

2. Video Inspection Records

Records of video inspections to locate problems and defects so that corrective measures can be taken.

Retention: Until after next video inspection, then evaluate prior to destruction of records to determine ongoing value

C. Tap Permits and Connection Records

Records regarding the application for and issuance of water and sewer tap permits and connections between specific properties and the utility systems, including those for inside and outside users.

Retention: 2 years after disconnection

1. Disconnection Records

Retention: Permanent

D. Valve Records

Records documenting installation, locations and maintenance of valves in the water and sewer systems.

1. Locations

Retention: Permanent

2. Maintenance and Repair

Retention: 2 years

3. Specifications

Retention: Until valve is permanently removed from service

E. Water Consumption Reports

Compilations of statistics documenting daily water consumption.

1. Annual Reports

Retention: Permanent

2. Information Summarized in Annual Reports

Retention: 2 years

F. Water Distribution and Production System Records

1. Analysis of System

Retention: 3 years

2. Reports – Distribution and Production Systems

Retention: Permanent

3. Water Line Maintenance and Repair Records

Documentation of maintenance and repair of water lines.

a. Records Requiring Engineering Stamp

Retention: 2 years after water line permanently removed from service

b. Other Records

Retention: 2 years

4. Water Pressure Measurements

Retention: 6 years

5. Water Storage Inspection Reports

Retention: 6 years

6. Water System Inspection and Testing Records**a. Video Inspection Records**

Records of video inspections to locate problems and defects so that corrective measures can be taken.

Retention: Until superseded, replaced or revised, then evaluate prior to destruction of records to determine ongoing value

b. Water System Test Records

Documentation of tests undertaken to verify connections, check condition of pipes, etc.

Retention: 5 years after completion of test

7. Water Use Restriction and Conservation Records**a. Notices of Restrictions**

Notices of water use restrictions imposed because of restrictions on water supply.

Retention: 2 years

b. Variance Records

Records of variances for individual property owners to the watering restrictions.

Retention: Until expiration of variance

c. Water Conservation Records

Records of activities that promote and coordinate the efficient use of water resources; i.e., educational and outreach efforts, reports, etc.

Retention: 5 years, then evaluate for continuing value prior to destruction of records

60.090 WATER AND SEWER TREATMENT SYSTEM RECORDS

Records relating to the treatment of water or sewage.

A. Analytical Reports

Records relating to analysis of samples taken from various locations throughout the system and from raw and processed sources of supply.

1. Bacteriological and Microbiological Analysis

Samples collected for laboratory testing for various contaminants that are naturally present in the environment; includes sewage plant composite sampling records, weekly sewage tests, etc.

Retention: 5 years [40 CFR 141.33]

2. Chemical and Radiological Analysis

Verifications of water quality at various sampling points to determine the presence of chemicals and radionuclides from the decay of natural and manmade deposits and the erosion of natural deposits.

Retention: 10 years [40 CFR 141.33]

3. Lead and Copper Analysis

Tests to determine the levels of lead and copper resulting from the corrosion of household plumbing systems, the erosion of natural deposits and leaching from wood preservatives; includes sampling data and analyses, reports, surveys, letters, evaluations, schedules, state determinations, etc.

Retention: 12 years [40 CFR 141.91]

4. Secondary Contaminants Analysis

Tests to determine the levels of inorganic and volatile organic contaminants.

Retention: 10 years [40 CFR 141.33]

5. Turbidity Analysis

Documentation of analysis of water samples to determine level of cloudiness caused by suspended particles resulting from soil runoff.

Retention: 5 years [40 CFR 141.33]

6. Water Test Standards

Standards for water testing.

Retention: 5 years after superseded

B. Annual Reports

Reports created on annual basis, including national primary drinking water consumer confidence reports delivered to consumers, documenting water and wastewater treatment operations.

Retention: Permanent

C. Corrective Actions – Noncompliance

Documentation of actions to correct violations of primary drinking water regulations.

Retention: 3 years after last action regarding violation [40 CFR 141.33]

D. Discharge Permits and Monitoring

Documentation of pollution and effluent discharged from wastewater treatment facilities and reports submitted in conjunction with permit compliance; permits issued under the Clean Water Act by the Colorado Department of Health or Environmental Protection Agency/ National Pollution Discharge Elimination System (NPDES) for discharge of treated sewage under controlled conditions.

1. Inspection Records

Documentation of annual inspections of wastewater treatment operations to monitor compliance with NPDES permit conditions.

Retention: 5 years

2. Odor Complaints

Retention: 3 years

3. Permits and Supporting Documentation

Retention: 5 years after expiration, cancellation, revocation or denial

E. Industrial Pretreatment Permits

Permits and permit modifications issued to private industries allowing the discharge of specific pollutants under controlled conditions.

Retention: 5 years after expiration, cancellation, revocation or denial

F. Operational Reports**1. Chlorination Reports**

Retention: 10 years

2. Filter Plant Logs

Daily information regarding plant operations.

Retention: 5 years

3. Plant Capacity Records

Retention: 2 years

4. Sand Trap Inspections

Retention: Life of sand trap

G. Sanitary Surveys of System

Studies, surveys or reports examining the overall sanitary condition of water and wastewater systems and any communications regarding the sanitary survey.

Retention: 10 years after completion of sanitary survey [40 CFR 141.33]

H. Sludge Application Records

Documentation of placement of approved sites and the surface application of sewage sludge to approved sites.

1. Domestic Septage Application

Retention: 5 years [40 CFR 503.17]

2. Permits and Supporting Documentation

Retention: 5 years after expiration, cancellation, revocation or denial

3. Preparation and Application of Sludge

Records relating to preparation of sewage sludge and the application of sewage sludge to approved sites, including certifications of concentration of pollutants, pathogen requirements and management practices.

Retention: 5 years [40 CFR 503.17]

4. Surface Disposal Site Placement

Records retained by the municipality of sewage sludge placed on surface disposal sites, including name and address of persons who prepare the sludge, name and address of the landowner or lease holder, site location, an explanation of why the sludge must remain on the site for longer than two years before final use or disposal, and an estimate of when final disposal will take place.

Retention: As long as sewage sludge remains on land [40 CFR 503.20]

I. Variances and Exemptions

Retention: 5 years after expiration [40 CFR 141.33]

60.100 WATER SOURCE OF SUPPLY RECORDS

Records pertaining to source of supply of raw (untreated) water, including records relating to adjudication, acquisition, dedication and transfer of water shares and water resources and records relating to the water storage system. [Important Note: Water rights records are considered to be essential municipal records, and the State Archives therefore recommends that the "record" copy be retained in paper format.]

A. Acquisition, Sale and Transfer Records

Records relating to acquisition, sale or transfer of water rights, including water acquisition agreements, dedication of water rights by developers to meet development requirements, court proceedings, water decrees, allotment contracts, temporary use permits and other similar transactions.

Retention: Permanent, *except* that water offers are to be retained until accepted or rejected [Important Note: Water rights records are considered to be essential municipal records, and the State Archives therefore recommends that the "record" copy be retained in paper format.]

B. Dam Monitoring and Inspection Records

Dam safety inspections and monitoring data and reports.

Retention: Life of dam + 1 year

C. Ditch Records

Records relating to gauging station and visual monitoring of ditch flows and conditions.

Retention: Life of ditch + 1 year

D. River and Stream Records

1. Flow Measurements

Data reported to the State Engineer's Office regarding water flows, collected from recording stations in streams or wells.

Retention: 1 year

2. Hydrologic Data – Rivers and Streams

Raw data collected from field gauging stations established to monitor diverted river and stream flows.

Retention: 5 years, provided that data is compiled into report that is retained permanently

3. Surface Water Rights Records

Augmentation plans, river flow observations, adjudication of priorities of use and similar records relating to surface water rights.

Retention: Permanent [**Important Note:** Water rights records are considered to be essential municipal records, and the State Archives therefore recommends that the "record" copy be retained in paper format.]

E. Underground Water Rights and Supply

Records relating to underground aquifers, water wells and similar records.

Retention: Permanent [**Important Note:** Water rights records are considered to be essential municipal records, and the State Archives therefore recommends that the "record" copy be retained in paper format.]

F. Water Decree Accounting

Records retained as required by the State Engineer or Water Court to track the use of water under a decree.

Retention: Permanent [**Important Note:** Water rights records are considered to be essential municipal records, and the State Archives therefore recommends that the "record" copy be retained in paper format.]

G. Water Rental or Leasing Records

Records relating to water stock assessments and seasonal rental of surplus irrigation water.

Retention: 6 years

H. Water Stock Certificates

Documents issued by water companies as proof of an ownership interest in the company.

Retention: Until sale or transfer of stock

I. Weather Records

1. Weather Modification Records

Records of cloud seeding projects.

Retention: Permanent

2. Weather Observation Records

Reports on weather, river, snow pack and climatological observations affecting water supply.

Retention: Permanent for data compilations and 5 years for raw data

J. Well Records

Records pertaining to location, adjudication, permit applications, drilling, installation, testing, use and abandonment of water wells for municipal use.

Retention: Permanent [**Important Note:** Water rights records are considered to be essential municipal records, and the State Archives therefore recommends that the "record" copy be retained in paper format.]

Cross References

- Agreements and contracts – 40.030, Agreements and Contracts
- Annexation review records – 65.010, Annexation Case Files
- Communication infrastructure – Schedule 55, Information Technology and Communication Systems Records
- Communication systems franchises – 30.110, Franchise Records
- Complaints – 40.090, Complaints, Routine Service Requests and Nonbinding Petitions
- Correspondence and general documentation – 40.100, Correspondence and General Documentation
- Development review records – 65.030, Development Case Files
- Easements – 95.030, Easements and Rights-of-Way and Supporting Documentation
- Emergency plans – 100.040, Emergency Planning and Response
- Encroachments – 75.020.G, Permits to Work in Public Way
- Enterprise board records – 45.060, Governing Body as Another Decision-Making Body
- Equipment calibration, maintenance and testing – 35.010, Equipment Records in General
- Fee collection – 30.020, Accounts Receivable (A/R) Records
- Franchises – 30.110, Franchise Records
- Hazardous waste – 25.020, Hazardous Waste Storage and Transport Records
- Impact fees – 30.020, Accounts Receivable (A/R) Records
- Improvement districts – 30.130, Improvement District Records
- Landfill monitoring – 25.010, Environmental Monitoring and Reviews
- Maps and drawings – 40.180, Maps, Drawings and Supporting Documentation
- Metering records – 30.210.B, Meter Records
- Plans – 40.330, Studies, Plans and Reports
- Policies and procedures – 40.220, Policies and Procedures Documentation
- Projects – 40.240, Project Files
- Rebate programs – 30.180, Rebate Program Records
- Reports – 40.290, Reports
- Rules, regulations and standards – 40.310, Rules, Regulations and Standards
- Studies – 40.330, Studies, Plans and Reports
- Traffic code – 40.070.A, Codes Adopted by Reference
- Training and operator records – 90.070, Employee Records – Active and Terminated
- Utility billing – 30.210, Utility Billing
- Water and sanitation district records – 40.320, Special District Records

SCHEDULE NO. 65

LAND USE AND PLANNING RECORDS

General Description: Records pertaining to annexations, developments, land uses and planning and land use regulation.

*No record may be destroyed under this Retention Schedule if it is pertinent to any current, pending or anticipated investigation, audit or legal proceeding. The **minimum retention periods specified in this schedule apply to the information contained within the record copy, regardless of the physical format of the record copy (paper, microfilm, electronic).** Each municipality must decide on the physical format for each type of record, ensuring authenticity, readability and accessibility for the entire retention period. **Duplicate Copies:** Retain duplicated copies until no longer needed but not longer than the record copy.*

65.010 ANNEXATION CASE FILES

Records documenting the annexation of areas or the disapproval of annexations, including annexation petitions, annexation agreements, copies of annexing and zoning ordinances, annexation maps, permanent correspondence, departmental review of various impacts of the annexation (traffic, utility, financial, support services, environmental), etc. See also 15.150.A, *Annexation and Deannexation Election Petitions*.

A. Approved

Retention: Permanent, *except* that obsolete nonpermanent correspondence and documentation may be purged in accordance with this Retention Schedule

B. Not Approved

Retention: 5 years after disapproval

65.020 CENSUS AND POPULATION RECORDS

A. Census and Population Data (Historical)

Summary population estimates, statistics and municipal census surveys.

Retention: Permanent

B. Census Forms and Reports

Copies of U.S. Census Bureau forms and voluntary surveys on government employment and local government tax revenues, used to meet the requirements for Federal Revenue Sharing and to make financial information available to the public; annual survey of government employees, boundary and annexation survey and similar reports.

Retention: 3 years

65.030 DEVELOPMENT CASE FILES

Records pertaining to developments, including accessory use reviews, conceptual reviews, conditional use reviews, master plans, nonconforming use reviews, overall development plans, permitted use reviews, planned unit developments, site plans, site specific development plans, minor subdivisions, replats, resubdivisions, special use reviews, vacations of plats and plans, and similar projects; includes departmental review of various aspects of development proposals (traffic, utilities, financial, environmental) and documentation of vested property rights.

A. *Approved*

Retention: Permanent, *except* that obsolete nonpermanent correspondence and documentation may be purged in accordance with this Retention Schedule

B. *Not Approved*

Retention: 2 years after disapproval

65.040 ECONOMIC DEVELOPMENT RECORDS

A. *Economic Development Incentives*

Records relating to economic incentives or waivers provided to companies locating in the municipality.

Retention: 7 years after company goes out of business or leaves jurisdiction

B. *Enterprise Zone Records*

Records documenting the creation and management of enterprise zones in conjunction with other jurisdictions to encourage business growth by providing tax, permit and regulatory relief to development within the zone.

1. *Summary Reports*

Retention: Permanent

2. *Other Enterprise Zone Records*

Retention: 4 years after zone designation expires

65.050 REFERRALS FROM OTHER JURISDICTIONS

Advisory deliberations from the County or other jurisdictions for review and recommendation.

A. *Direct Interest to the Municipality*

Retention: 6 years, provided that it is reviewed for ongoing value before destroying

B. *Other Referrals*

Retention: Until no longer needed for reference

65.060 VARIANCE AND EXEMPTION CASE FILES

Records pertaining to approval of variances to code requirements, such as setback and parking requirements, requested by property owners and developers due to hardships and circumstances outside of their control.

Retention: 10 years after expiration, revocation or discontinuance of use

65.070 VIOLATIONS – LAND USE CODE

A. Land Use Violations

Records of violations of land use or related codes.

Retention: 3 years after file is closed

B. Nuisance Abatement Records

Records documenting enforcement of local provisions designed to abate nuisances such as overgrown weeds and grass, abandoned vehicles, junk and trash and other nuisances.

Retention: 2 years after last action or final payment

65.080 ZONING RECORDS

Records pertaining to the initial zoning of property upon annexation or the subsequent rezoning of property, including correspondence of enduring value, ordinances, zoning maps, petitions, zoning certificates and similar records.

Retention: Permanent, *except* that obsolete nonpermanent correspondence and documentation may be purged in accordance with this Retention Schedule

Cross References

- Agreements and contracts – 40.030, Agreements and Contracts
- Code enforcement – 85.030.B, Code Enforcement Cases and Other Municipal Ordinance Cases
- Correspondence and general documentation – 40.100, Correspondence and General Documentation
- Fee receipts – 30.020, Accounts Receivable (A/R) Records
- Floodplain records – 60.040, Stormwater Drainage System Records
- Hazardous waste - 25.020, Hazardous Waste Storage and Transport Records
- Planning studies, plans and reports – 40.330, Studies, Plans and Reports
- Policies and procedures – 40.220, Policies and Procedures Documentation
- Reports – 40.290, Reports
- Rules, regulations and standards – 40.310, Rules, Regulations and Standards
- Special districts – 40.320, Special District Records

SCHEDULE NO. 70**LIBRARY, MUSEUM AND OTHER REPOSITORY RECORDS**

General Description: Records relating to the municipality in general, libraries, museums, local history collections, and other municipal entities collecting cultural materials.

No record may be destroyed under this Retention Schedule if it is pertinent to any current, pending or anticipated investigation, audit or legal proceeding. **The minimum retention periods specified in this schedule apply to the information contained within the record copy, regardless of the physical format of the record copy (paper, microfilm, electronic).** Each municipality must decide on the physical format for each type of record, ensuring authenticity, readability and accessibility for the entire retention period. **Duplicate Copies:** Retain duplicated copies until no longer needed but not longer than the record copy.

70.010 LIBRARY RECORDS

Records pertaining to the operation of a municipal library. [CRS 24-90-109]

A. Catalogs

Finding aids in card or computer form that provide patrons with access to library holdings.

Retention: Until superseded

B. Gift Register

Retention: Permanent

C. Interlibrary Loan Transactions/Reciprocal Borrowing Sheets

Retention: 3 years

D. Patrons' Registration Forms

Retention: 6 years

E. User Records

Records of use of specific library materials by individual patron. [CRS 24-90-119 addresses privacy of library user records]

Retention: 3 years

70.020 MUSEUM AND OTHER REPOSITORY RECORDS

Records documenting the acquisition and ownership of materials in museums, local history collections, other cultural entities or the municipality in general that acquire artifacts, historical records, artwork, etc.; including: raw (untouched) image files of collected materials, records of

donations or other acquisitions of cultural materials; temporary custody forms documenting chain of custody of materials loaned to the repository or loaned to other repositories; and deaccession records documenting the removal of materials from the collection.

Retention: Permanent

Cross References

- Agreements and contracts – 40.030, Agreements and Contracts
- Board of trustees records – Schedule 20, Entities Appointed by Municipality
- Correspondence and general documentation – 40.100, Correspondence and General Documentation
- Fee collections – 30.020, Accounts Receivable (A/R) Records
- Policies and procedures – 40.220, Policies and Procedures Documentation
- Purchasing records – 30.170, Purchasing Records
- Reports – 40.290, Reports
- Rules, regulations and standards – 40.310, Rules, Regulations and Standards

SCHEDULE NO. 75

LICENSES AND PERMITS

General Description: Records pertaining to the review, investigation, approval, issuance, renewal, denial, suspension or revocation of licenses and permits.

*No record may be destroyed under this Retention Schedule if it is pertinent to any current, pending or anticipated investigation, audit or legal proceeding. The **minimum retention periods specified in this schedule apply to the information contained within the record copy, regardless of the physical format of the record copy (paper, microfilm, electronic).** Each municipality must decide on the physical format for each type of record, ensuring authenticity, readability and accessibility for the entire retention period. **Duplicate Copies:** Retain duplicated copies until no longer needed but not longer than the record copy.*

75.010 BONDS – LICENSES AND PERMITS

Bonds required before a license or permit can be issued or renewed.

Retention: 6 years after expiration

75.020 LICENSES AND PERMITS – ISSUED BY THE MUNICIPALITY

Licenses or permits to own or use something, do something or carry on a business.

A. Alcohol Beverage Licensing and Permit Records

Application and supporting materials relating to issuance, renewal, transfer, suspension or revocation of licenses for establishments that sell alcohol beverages.

1. License and Permit Files

Records relating to applications and renewals for all types of beer and liquor licenses, special events and temporary permits, including initial municipal and state application forms; change of corporate or trade name form; change of location permit; modification of premises; floor diagram; individual history forms; manager's registration and changes of manager forms; certificates of incorporation or good standing; record of payment of fees; record of posting of premises; neighborhood petitions; boundary maps; ownership records including lists of officers, stockholders and directors, partnership agreements, articles of organization, operating agreements, certificates of authority, and corporate changes; show-cause or administrative hearing records and records of revocation or suspension; and other background materials.

Retention: 2 years after establishment ceases operation or after final denial, expiration, revocation, termination or transfer of license or permit, *except* that any background materials that will also apply to transferred license should be retained from original license file and that any obsolete material may be purged when replaced with updated information

2. Special Events Licenses

Application and supporting documentation for special events licenses.

Retention: 3 years after event

B. Contractor's Licenses/Registrations

Licenses issued locally to contractors to authorize them to do business as builders, general contractors, or contractors for installation or work on specific types of systems. Note: The State of Colorado issues plumbing contractor registrations pursuant to CRS 12-58-105 and electrician registrations pursuant to CRS 12-23-105.

Retention: 6 years [CRS 13-80-104]

C. Licenses Issued by the Municipality in General

Licensing records, including application, proof of payment, copies of license certificates issued, proof of insurance, approval forms from reviewing departments and similar documentation for licenses, including (but not limited to) those for animals, amusement devices, auctioneers, bicycles, carnivals, cemetery contractors, circuses, dance halls, home occupations, house movers, massage therapists, oil and gas well drilling, pest control, refuse haulers, secondhand dealers, security guards, shooting galleries, sexually oriented businesses, sign contractors, slaughterhouses, taxi and limousine drivers, theaters, transient vendors, tree trimming, vendors and peddlers, etc.

Retention: 2 years after expiration, revocation, denial or termination of licensed activity

D. Medical Marijuana Licensing Records**1. License Files**

Records relating to local licenses to distribute, transmit, give, dispense, cultivate or otherwise provide marijuana in accordance with Section 14 of Article XVIII of the Colorado Constitution; includes business license applications and supporting documentation, such as owner identity information, applicant criminal history investigations, business plans, lighting plans, information on where plants will be cultivated, zoning approvals, security arrangements, signage plans, etc.

Retention: 2 years after establishment ceases operation or after final denial, expiration, revocation, termination or transfer of license, *except* that any background materials that will also apply to transferred license should be retained from original license file and that any obsolete material may be purged when replaced with updated information

2. Patient Registry Information

Confidential records made known to local governments relating to the identity of individuals applying for a medical marijuana registry card through the CDPHE. [CRS 18-188-406.3, CRS 25-1.5-106, 5 CCR 1006-2]

Retention: Until no longer needed for reference

E. Pawnbroker Licensing Records**1. License Files**

Records relating to applications for licenses, record of payment of fees, background investigation material, etc.

Retention: 2 years after expiration, revocation, denial or termination

2. Pawn Records

Records received from pawn shops to track the acquisition and sale of pawned property, including declarations of ownership.

Retention: 2 years after transaction

F. Permits Issued by the Municipality in General

Records including applications, proof of payment and insurance coverage and other supporting documentation for permits issued to allow specific activities; includes (but is not limited to) permits for alarm system installation, banners, billboards, boats on municipal lakes, burning of refuse, candles and open flames in public places, cemetery monument placement, communication towers, concealed weapons, excavation, explosives, facility use, fence installation, fireworks and pyrotechnical displays, flammable or combustible liquids storage or sale, gas and oil drilling structures, grading, guard dogs, home occupations, house moving, hunting, landscaping, loudspeakers, odor control, parking, parades and assemblies, right-of-way planting, signs, special events or uses, spray booths, tents or canopies, tree trimming or removal, watering, etc.

Retention: 2 years after expiration, revocation, denial or termination of permitted use

G. Permits to Work in Public Way

Encroachment permits, revocable permits, street cut permits, public right-of-way permits or other permits issued for permanent, indefinite or temporary trespass on, under or over the public right-of-way (streets, sidewalks, adjacent public right-of-way or publicly owned property); for private use or construction to place improvements, communications, utility or other installations or temporary uses in the public way, such as demolitions, excavations, street cuts, blasting, crane operations, barricade installations, concrete construction (curb, gutter, sidewalks) or the moving of heavy equipment; supporting documentation includes applications, maps and drawings, proof of insurance, departmental reviews, approvals, etc.

Retention: 3 years after permit expiration, revocation or discontinuance of use and after expiration of any warranties for activity or work done in public way

H. Work-Related Permits**1. Confined Space Entry Permits**

Issued to document the completion of required safety measures for employees to work in confined spaces, such as tanks, storage bins, hoppers, vaults and pits with limited or restricted means of entry or exit.

Retention: At least 1 year after cancellation [29 CFR 1910.146(e)(6)]

2. Hot Work and Open Flame Work Permits

Issued by employer for employees to conduct hot and open flame work, such as electric or gas welding, cutting, brazing or similar flame or spark-producing operations, in or near hazardous chemicals or substances possessing toxic, reactive, flammable or explosive properties.

Retention: Until completion of work [29 CFR 1910.119(k)(2)]

75.030 LICENSES , PERMITS AND SUPPORTING DOCUMENTATION – ISSUED TO THE MUNICIPALITY

Applications and supporting documentation for licenses or permits issued by other entities as evidence that the municipality is allowed to undertake some type of activity for which a license or permit is required.

A. *Childcare Facility Licensing Records*

Records relating to municipally operated childcare facilities at recreation centers or other facilities; includes license applications and supporting documentation; records relating to the admission, progress, health and discharge of children; complaints; criminal history checks and other records of personnel and volunteers; fire and health inspections, reports to the State; critical incident reports; etc.

Retention: 3 years [CRS 26-6-101, et seq., 12 CCR 2509-8, Rule 7.701]

B. *Licenses and Permits Issued to Municipality in General*

License or permit records, including applications and supporting documentation, as well as certificates issued by other agencies, such as for State sales tax license, withholding tax registration, State certificate of exemption, etc.

Retention: 2 years after expiration

75.040 REGISTERS – LICENSES AND PERMITS

Records, listings or logs of licenses or permits, including contact lists and listings of active licenses and permits.

Retention: Until superseded

Cross References

- Agreements and contracts – 40.030, Agreements and Contracts
- Building and demolition permits – 05.030, Building and Demolition Permits
- Correspondence and general documentation – 40.100, Correspondence and General Documentation
- Industrial pretreatment permits – 60.090.E, Industrial Pretreatment Permits
- Policies and procedures – 40.220, Policies and Procedures Documentation
- Reports – 40.290, Reports
- Rules, regulations and standards – 40.310, Rules, Regulations and Standards
- Sales tax licenses – 30.190.E, Sales and Use Tax Records
- Sewer tap permits – 60.080.C, Tap Permits and Connection Records
- Sign permits – 75.020.F, Permits Issued by the Municipality in General
- Sludge application permits – 60.090.H, Sludge Application Records
- Underground storage tank permits – 25.050, Storage Tanks – Regulated Substances
- Water tap permits – 60.080.C, Tap Permits and Connection Records

SCHEDULE NO. 75

LICENSES AND PERMITS

General Description: Records pertaining to the review, investigation, approval, issuance, renewal, denial, suspension or revocation of licenses and permits.

*No record may be destroyed under this Retention Schedule if it is pertinent to any current, pending or anticipated investigation, audit or legal proceeding. The **minimum retention periods specified in this schedule apply to the information contained within the record copy, regardless of the physical format of the record copy (paper, microfilm, electronic).** Each municipality must decide on the physical format for each type of record, ensuring authenticity, readability and accessibility for the entire retention period. **Duplicate Copies:** Retain duplicated copies until no longer needed but not longer than the record copy.*

75.010 BONDS – LICENSES AND PERMITS

Bonds required before a license or permit can be issued or renewed.

Retention: 6 years after expiration

75.020 LICENSES AND PERMITS – ISSUED BY THE MUNICIPALITY

Licenses or permits to own or use something, do something or carry on a business.

A. Alcohol Beverage Licensing and Permit Records

Application and supporting materials relating to issuance, renewal, transfer, suspension or revocation of licenses for establishments that sell alcohol beverages.

1. License and Permit Files

Records relating to applications and renewals for all types of beer and liquor licenses, special events and temporary permits, including initial municipal and state application forms; change of corporate or trade name form; change of location permit; modification of premises; floor diagram; individual history forms; manager's registration and changes of manager forms; certificates of incorporation or good standing; record of payment of fees; record of posting of premises; neighborhood petitions; boundary maps; ownership records including lists of officers, stockholders and directors, partnership agreements, articles of organization, operating agreements, certificates of authority, and corporate changes; show-cause or administrative hearing records and records of revocation or suspension; and other background materials.

Retention: 2 years after establishment ceases operation or after final denial, expiration, revocation, termination or transfer of license or permit, *except* that any background materials that will also apply to transferred license should be retained from original license file and that any obsolete material may be purged when replaced with updated information

2. Special Events Licenses

Application and supporting documentation for special events licenses.

Retention: 3 years after event

B. Contractor's Licenses/Registrations

Licenses issued locally to contractors to authorize them to do business as builders, general contractors, or contractors for installation or work on specific types of systems. Note: The State of Colorado issues plumbing contractor registrations pursuant to CRS 12-58-105 and electrician registrations pursuant to CRS 12-23-105.

Retention: 6 years [CRS 13-80-104]

C. Licenses Issued by the Municipality in General

Licensing records, including application, proof of payment, copies of license certificates issued, proof of insurance, approval forms from reviewing departments and similar documentation for licenses, including (but not limited to) those for animals, amusement devices, auctioneers, bicycles, carnivals, cemetery contractors, circuses, dance halls, home occupations, house movers, massage therapists, oil and gas well drilling, pest control, refuse haulers, secondhand dealers, security guards, shooting galleries, sexually oriented businesses, sign contractors, slaughterhouses, taxi and limousine drivers, theaters, transient vendors, tree trimming, vendors and peddlers, etc.

Retention: 2 years after expiration, revocation, denial or termination of licensed activity

D. Medical Marijuana Licensing Records

1. License Files

Records relating to local licenses to distribute, transmit, give, dispense, cultivate or otherwise provide marijuana in accordance with Section 14 of Article XVIII of the Colorado Constitution; includes business license applications and supporting documentation, such as owner identity information, applicant criminal history investigations, business plans, lighting plans, information on where plants will be cultivated, zoning approvals, security arrangements, signage plans, etc.

Retention: 2 years after establishment ceases operation or after final denial, expiration, revocation, termination or transfer of license, *except* that any background materials that will also apply to transferred license should be retained from original license file and that any obsolete material may be purged when replaced with updated information

2. Patient Registry Information

Confidential records made known to local governments relating to the identity of individuals applying for a medical marijuana registry card through the CDPHE. [CRS 18-188-406.3, CRS 25-1.5-106, 5 CCR 1006-2]

Retention: Until no longer needed for reference

E. Pawnbroker Licensing Records

1. License Files

Records relating to applications for licenses, record of payment of fees, background investigation material, etc.

Retention: 2 years after expiration, revocation, denial or termination

2. Pawn Records

Records received from pawn shops to track the acquisition and sale of pawned property, including declarations of ownership.

Retention: 2 years after transaction

F. Permits Issued by the Municipality in General

Records including applications, proof of payment and insurance coverage and other supporting documentation for permits issued to allow specific activities; includes (but is not limited to) permits for alarm system installation, banners, billboards, boats on municipal lakes, burning of refuse, candles and open flames in public places, cemetery monument placement, communication towers, concealed weapons, excavation, explosives, facility use, fence installation, fireworks and pyrotechnical displays, flammable or combustible liquids storage or sale, gas and oil drilling structures, grading, guard dogs, home occupations, house moving, hunting, landscaping, loudspeakers, odor control, parking, parades and assemblies, right-of-way planting, signs, special events or uses, spray booths, tents or canopies, tree trimming or removal, watering, etc.

Retention: 2 years after expiration, revocation, denial or termination of permitted use

G. Permits to Work in Public Way

Encroachment permits, revocable permits, street cut permits, public right-of-way permits or other permits issued for permanent, indefinite or temporary trespass on, under or over the public right-of-way (streets, sidewalks, adjacent public right-of-way or publicly owned property); for private use or construction to place improvements, communications, utility or other installations or temporary uses in the public way, such as demolitions, excavations, street cuts, blasting, crane operations, barricade installations, concrete construction (curb, gutter, sidewalks) or the moving of heavy equipment; supporting documentation includes applications, maps and drawings, proof of insurance, departmental reviews, approvals, etc.

Retention: 3 years after permit expiration, revocation or discontinuance of use and after expiration of any warranties for activity or work done in public way

H. Work-Related Permits**1. Confined Space Entry Permits**

Issued to document the completion of required safety measures for employees to work in confined spaces, such as tanks, storage bins, hoppers, vaults and pits with limited or restricted means of entry or exit.

Retention: At least 1 year after cancellation [29 CFR 1910.146(e)(6)]

2. Hot Work and Open Flame Work Permits

Issued by employer for employees to conduct hot and open flame work, such as electric or gas welding, cutting, brazing or similar flame or spark-producing operations, in or near hazardous chemicals or substances possessing toxic, reactive, flammable or explosive properties.

Retention: Until completion of work [29 CFR 1910.119(k)(2)]

75.030 LICENSES , PERMITS AND SUPPORTING DOCUMENTATION – ISSUED TO THE MUNICIPALITY

Applications and supporting documentation for licenses or permits issued by other entities as evidence that the municipality is allowed to undertake some type of activity for which a license or permit is required.

A. *Childcare Facility Licensing Records*

Records relating to municipally operated childcare facilities at recreation centers or other facilities; includes license applications and supporting documentation; records relating to the admission, progress, health and discharge of children; complaints; criminal history checks and other records of personnel and volunteers; fire and health inspections, reports to the State; critical incident reports; etc.

Retention: 3 years [CRS 26-6-101, et seq., 12 CCR 2509-8, Rule 7.701]

B. *Licenses and Permits Issued to Municipality in General*

License or permit records, including applications and supporting documentation, as well as certificates issued by other agencies, such as for State sales tax license, withholding tax registration, State certificate of exemption, etc.

Retention: 2 years after expiration

75.040 REGISTERS – LICENSES AND PERMITS

Records, listings or logs of licenses or permits, including contact lists and listings of active licenses and permits.

Retention: Until superseded

Cross References

- Agreements and contracts – 40.030, Agreements and Contracts
- Building and demolition permits – 05.030, Building and Demolition Permits
- Correspondence and general documentation – 40.100, Correspondence and General Documentation
- Industrial pretreatment permits – 60.090.E, Industrial Pretreatment Permits
- Policies and procedures – 40.220, Policies and Procedures Documentation
- Reports – 40.290, Reports
- Rules, regulations and standards – 40.310, Rules, Regulations and Standards
- Sales tax licenses – 30.190.E, Sales and Use Tax Records
- Sewer tap permits – 60.080.C, Tap Permits and Connection Records
- Sign permits – 75.020.F, Permits Issued by the Municipality in General
- Sludge application permits – 60.090.H, Sludge Application Records
- Underground storage tank permits – 25.050, Storage Tanks – Regulated Substances
- Water tap permits – 60.080.C, Tap Permits and Connection Records

SCHEDULE NO. 80**LITIGATION AND LEGAL COUNSEL RECORDS**

General Description: Records pertaining to claims, lawsuits and advice received from legal counsel.

No record may be destroyed under this Retention Schedule if it is pertinent to any current, pending or anticipated investigation, audit or legal proceeding. **The minimum retention periods specified in this schedule apply to the information contained within the record copy, regardless of the physical format of the record copy (paper, microfilm, electronic).** Each municipality must decide on the physical format for each type of record, ensuring authenticity, readability and accessibility for the entire retention period. **Duplicate Copies:** Retain duplicated copies until no longer needed but not longer than the record copy.

80.010 CLAIMS**A. Claim Notifications**

Records of notifications of claims regarding potential lawsuits that are forwarded to legal counsel and/or the insurance carrier.

Retention: 6 years after closure of claim

B. Medical Records – Personal Injury Claims

Medical records that provide supporting documentation needed for resolution of personal injury claims.

Retention: Until claim is resolved, then evaluate for continuing value prior to destruction

80.020 CRIMINAL CASE FILES

Files used by prosecutors to conduct trials against persons charged with criminal misdemeanors, including citations, police reports, driving records, complaints, subpoenas, motions, judgments and related records.

Retention: 2 years after case is closed

80.030 LEGAL COMMUNICATIONS

Communications and legal advisory opinions written by legal counsel to give advice regarding the legality or legal consequences of various courses of action and to present the basis and rationale for legal recommendations.

A. Enduring Long-Term Value

Legal counsel communications that have long-term administrative, policy, legal, fiscal, historical, informational, reference or research value.

Retention: Permanent

B. Routine Value

Routine legal counsel communications that contain no long-term significant administrative policy, legal, fiscal, historical, informational, reference or research value.

Retention: 2 years, then evaluate prior to destruction to determine that there is no further value

80.040 LITIGATION CASE RECORDS

Civil case files documenting pending and closed cases, including legal documents, notes, reports, background material, settlement records and other documentation created in handling of claims, legal disputes, civil actions and regulatory proceedings. These records include complaints, summonses, investigations, reports, attorney's notes, photographs, orders and judgments, dispositions, pleadings, court decisions, court proceedings and research material.

Retention: 6 years after case closed, dismissed or date of last action or thereafter until legal counsel determines that there is no further reference or historical value

Cross References

- Agreements and contracts – 40.030, Agreements and Contracts
- Billings to outside legal counsel – 30.010, Accounts Payable (A/P) Records
- Correspondence and general documentation – 40.100, Correspondence and General Documentation
- Garnishments – 90.140.A, Basis of Pay
- Policies and procedures – 40.220, Policies and Procedures Documentation
- Reports – 40.290, Reports
- Risk management – Schedule 105, Risk Management
- Rules, regulations and standards – 40.310, Rules, Regulations and Standards

SCHEDULE NO. 85

MUNICIPAL COURT RECORDS

General Description: Records pertaining to the administration and operations of the municipal court.

*No record may be destroyed under this Retention Schedule if it is pertinent to any current, pending or anticipated investigation, audit or legal proceeding. The **minimum retention periods specified in this schedule apply to the information contained within the record copy, regardless of the physical format of the record copy (paper, microfilm, electronic).** Each municipality must decide on the physical format for each type of record, ensuring authenticity, readability and accessibility for the entire retention period. **Duplicate Copies:** Retain duplicated copies until no longer needed but not longer than the record copy.*

85.010 APPEAL RECORDS

Records related to municipal court decisions appealed to higher courts.

A. Appeal Decisions

Rulings of higher court's decision on appeals.

1. General Ordinance

Retention: 4 years

2. Traffic

Includes cases with or without outstanding judgment/warrant (OJ/W) liens.

Retention: 4 years

B. Appeal Transcripts

Transcripts of proceedings prepared for appeals of decisions to higher courts.

Retention: 30 days after all rights of appeal have expired, if not perfected, or 4 years upon decision rendered by higher court

85.020 BONDS AND SUPPORTING DOCUMENTATION – COURT

Bonds held for legal proceedings and supporting documentation; includes appeal bonds, cash bonds, personal recognizance bond, surety bonds, etc.

Retention: 4 years after final dispensation

85.030 CASE FILES

Records containing summonses and complaints issued for appearances in municipal court and supporting documentation such as subpoenas, citations, notices, letters, other court-issued instruments, forms, plea offers, payments plans, etc. Note: A case file is considered to be "closed" upon judgment or when all appeal rights have expired.

A. Animal Cases

Retention: 4 years after closed

B. Code Enforcement Cases and Other Municipal Ordinance Cases

Cases relating to enforcement of Code provisions relating to matters such as sales tax, abatements or fire, safety and building codes.

Retention: 4 years after closed

C. Misdemeanor Cases

Retention: 4 years after closed

D. Parking Cases

Retention: 2 years after closed

E. Traffic Cases

Cases with or without outstanding judgment/warrant (OJ/W) liens.

Retention: 4 years after closed

F. Voided Summonses

Retention: 2 years

85.040 DOCKET SHEETS

Rosters and listings of court cases to be heard and dates and times set for court appearances.

Retention: 2 years, *except* retain those older than 1920 permanently

85.050 EVIDENCE

Admitted evidence.

Retention: 30 days after all rights to appeal have expired, then as appropriate return to law enforcement agency or property owner or destroy

85.060 JURY RECORDS

Records relating to selection and oversight of jurors, rosters of persons selected to serve on juries, jury summonses and instructions regarding service on the jury.

Retention: 2 years after closed

85.070 PROBATION FILES

Probation terms and conditions, reports and supporting documentation kept by probation officer or department (separate from case file).

Retention: 2 years after closed

85.080 RECORDINGS OF COURT PROCEEDINGS

Audio or video recordings made of proceedings before the municipal court.

Retention: 6 months after judgment is entered, provided that all rights of appeal have expired

85.090 REGISTERS AND INDEXES

Alphabetical or numerical indexes or registers of municipal court cases and transactions.

A. Index or Register of Cases

Retention: 4 years

B. Index or Register of Deferred Sentences

Retention: 6 months after case closed, provided that rights of appeal have expired

C. Index or Register of Warrants

Retention: 6 months after case closed, provided that rights of appeal have expired

D. Registers – Monthly

Retention: 6 months after case closed

85.100 WARRANTS

A. Search Warrants

An official authorization issued by the court to enter and search a building or property.

Retention: 4 years from filing date and/or closed or recalled, unless placed in case file or introduced as exhibit

B. Warrants for Arrest or Detainment

Orders issued by the court for the arrest or detainment of an individual.

Retention: 2 years after closed or recalled

Cross References

- Agreements and contracts – 40.030, Agreements and Contracts
- Bank records for court-maintained accounts – 30.050, Bank Records
- Correspondence and general documentation – 40.100, Correspondence and General Documentation
- Fines and charges receipts – 30.020, Accounts Receivable (A/R) Records
- Fines and charges schedules – 30.090, Fees and Rates Schedules and Supporting Documentation
- Judges' records – Schedule 90, Personnel Records
- Policies and procedures – 40.220, Policies and Procedures Documentation
- Reports – 40.290, Reports
- Rules, regulations and standards – 40.310, Rules, Regulations and Standards

SCHEDULE NO. 90

PERSONNEL RECORDS

General Description: Records relating to the hiring, employment, safety, benefits, compensation, retirement and termination of employees.

*No record may be destroyed under this Retention Schedule if it is pertinent to any current, pending or anticipated investigation, audit or legal proceeding. The **minimum retention periods specified in this schedule apply to the information contained within the record copy, regardless of the physical format of the record copy (paper, microfilm, electronic).** Each municipality must decide on the physical format for each type of record, ensuring authenticity, readability and accessibility for the entire retention period. **Duplicate Copies:** Retain duplicated copies until no longer needed but not longer than the record copy. <Amended 8/16>*

90.010 AFFIRMATIVE ACTION RECORDS

Records relating to compliance with federal affirmative action requirements.

A. Affirmative Action Plan

Retention: 2 years after superseded

B. Report EEO-1

Employer information reports made by all municipalities with more than 100 employees.

Retention: Copy of most current report must be available [29 CFR 1602.12]

C. Report EEO-4

Records submitted to the Equal Employment Opportunity Commission (EEOC) documenting compliance with EEOC requirements by municipalities with 15 or more employees.

Retention: 3 years [29 CFR 1602.32]

D. Requests for Reasonable Accommodations

Requests for reasonable accommodations in hiring or employment.

Retention: 2 years [29 CFR 1602.31]

90.020 AGREEMENTS AND CONTRACTS – EMPLOYMENT

Individual employment contracts or where contracts or agreements are not in writing, a written memorandum summarizing the terms.

Retention: 3 years after expiration [29 CFR 516.5]

90.030 BENEFIT RECORDS

Records pertaining to fringe benefits, insurance coverage and benefit plans for employees.

A. Benefit Plans

Documentation relating to employee health, dental, vision and other insurance plans; Social Security, pension, deferred compensation, Individual Retirement Accounts, money purchase plans, retirement and similar plans; including a benefit plan description and/or a summary benefit plan description.

Retention: Full period that plan or system is in effect (i.e., as long as anyone is still covered under the plan), plus 1 year after termination of plan [29 CFR 1627.3]

B. Benefit Reports

Reports detailing the status of employee benefits, such as the amount of flex time remaining.

Retention: 3 years

C. Employee Insurance Claim Records

Reports pertaining to employee claims for medical, dental, long-term disability and other insurance coverage.

Retention: 3 years after claim is closed and all rights of appeal have expired

D. Plan Basis

Records providing the basis for all required plan descriptions and reports necessary to certify the information, including vouchers, worksheets, receipts, applicable resolutions.

Retention: Not less than 6 years after filing date of documents [29 USC 1027]

90.040 BONDS – PUBLIC OFFICIALS

Fidelity, surety, blanket or other bonds intended to guarantee honest and faithful performance of officials. [CRS 31-4-219, CRS 31-4-401]

Retention: 6 years after bond expires

90.050 COLLECTIVE BARGAINING RECORDS

Agreements resulting from collective bargaining negotiations and supporting documentation such as general correspondence; records relating to the selection of negotiators, mediators and arbitrators; negotiation session agendas, notes, recordings and summaries, etc.

Retention: 3 years after expiration of collective bargaining agreement [29 CFR 516.5]

90.060 DRIVER'S LICENSE VERIFICATIONS

Records of periodic checks by the municipality that employees have the appropriate valid drivers' licenses.

Retention: Until superseded

90.070 EMPLOYEE RECORDS – ACTIVE AND TERMINATED

Documentation of an individual employee's work history maintained because of the employer-employee relationship, such as records pertaining to age, current or last-known address, telephone number and social security number; notices of appointment; tuition reimbursement;

classification questionnaires; commendations; disciplinary and personnel actions and supporting documentation, including hiring, evaluation, demotion, promotion, layoff, selection for training or apprenticeships, transfer, resignation and termination or involuntary termination; delegations of authority and work assignments; emergency notification forms; oaths of office; job-related training documentation; individual safety training records, performance evaluations; salary documentation; beneficiary designations; selection of benefit or insurance plans (such as pension plans or cafeteria or flex benefits); records relating to COBRA continuation of health insurance coverage; etc. [General Reference: CRS 24-72-202(4.5)]. Note: Medical records are to be retained separately in accordance with federal law. For employee medical records, see 90.110.B, *Employee Medical Records in General*.

Retention: 10 years after retirement or separation, provided that records that are updated periodically may be destroyed when superseded and that medical records relating to hazardous material exposure are retained 30 years after separation

Departmental employee records: Consult with custodian of record copy of employee records regarding proper transfer or disposal of departmental employee records upon termination of employment

90.080 EMPLOYEE RECORDS – TEMPORARY AND SEASONAL

Records and documentation relating to employment of temporary and seasonal employees, *except* for payroll and fiscal information.

Retention: 3 years after termination, *except* payroll and fiscal records

Departmental temporary or seasonal employee records: Consult with custodian of record copy of employee records regarding proper transfer or disposal of departmental employee records upon termination of employment

90.090 EMPLOYMENT VERIFICATIONS

Records of verification of employment in response to external requests (i.e., verifications of employment status needed for loans, child support, job applications, etc.).

Retention: 2 years

90.100 GRIEVANCES

Records of personnel grievances filed by employees.

Retention: 3 years after settled

90.110 HEALTH, MEDICAL AND SAFETY RECORDS

See also 90.220, *Workers' Compensation*.

A. Commercial Drivers' License Records

1. Administrative Records

Records relating to administration of the CDL Program, including copies of expired driver's licenses, DOT physicals, program brochures and flyers, etc.

Retention: 5 years [49 CFR 382.401(b)(1)(vi)]

2. Annual Calendar Year Summary

Retention: 5 years [49 CFR 382.401(b)(1)(vii)]

3. Calibration Documentation

Retention: 5 years [49 CFR 382.401(b)(1)(v)]

4. Collection Process Records

Retention: 2 years [49 CFR 382.401(b)(2)]

5. Driving Skills Testing Center Pass/Fail Records

Retention: 3 years [1 CCR 204-12]

6. Test Refusal Documentation

Retention: 5 years [49 CFR 382.401(b)(1)(iii)]

7. Test Result Records – Alcohol and Controlled Substances

a. Alcohol Test Results

1) Concentration Greater Than 0.02

Retention: 5 years [49 CFR 382.401(b)(1)(i)]

2) Concentration Less Than 0.02

Retention: 1 year [49 CFR 382.401(b)(3)]

b. Controlled Substance Test Results

1) Driver Verified Positive Test Results

Retention: 5 years [49 CFR 382.401(b)(1)(ii)]

2) Negative and Cancelled Test Results

Retention: 1 year [49 CFR 382.401(b)(3)]

8. Training and Education Records – Technicians, Supervisors, Drivers

Retention: Maintained by employer while individual performs functions which require training and for 2 years after individual ceases to perform those functions [49 CFR 382.401(b)(4)]

B. Employee Medical Records in General

Confidential employee medical records, including: pre-employment physicals; post-employment offer medical examinations and inquiries; job-related medical examinations and inquiries consistent with business necessity; voluntary medical histories obtained as part of an employee health program; pre-employment, post-accident and random drug testing records (not including CDL testing); medical records connected to personnel actions and covered under the requirements of ADA, ADEA, FMLA or OSHA; hazardous materials exposure records, such as records of any personal or environmental monitoring of exposure to hazardous materials, lead and asbestos, chemicals, toxic substances, noise, dust, heat,

cold, repetitive motion, blood-borne pathogens, biological agents, bacteria, virus, fungus, radiation, or other dangerous work-related conditions. [General Reference: 29 CFR 1630.14, medical records are not personnel records and must be kept physically separate from employee personnel records.]

Retention: 10 years after separation from employment, *except* that employee medical records related to hazardous materials or blood-borne pathogen exposure are to be retained for 30 years after separation from employment and medical records related to workers' compensation cases are to be retained for 6 years after case is closed [29 CFR 1910.1020, 29 CFR 1910.1030] <Amended 8/16>

C. HIPAA Authorizations for Release of Information

Employee (patient) authorizations for release of protected health and medical information.

Retention: 6 years from date of creation of record

D. Safety Training Records

Manuals, handbooks and similar documentation of safety training provided to employees.

Retention: 2 years after superseded or after training is no longer administered, whichever is later

90.120 I-9 FORMS

Record of verification of citizenship and eligibility to work in the United States, including verification documentation that establishes identity and eligibility (Immigration and Naturalization Services Form I-9, Employment Eligibility Verification Form); applies to all employees hired after November 6, 1986.

Retention: 3 years from date of hire, rehire or 1 year after separation, whichever is later (minimum of 3 years) [8 CFR 274a.2]

90.130 JOB RECRUITMENT RECORDS

A. Advertisements of Job Opportunities

Advertisements and announcements regarding job openings, promotions, training programs or overtime work.

Retention: 1 year [29 CFR 1627.3]

B. Applications for Employment and Supporting Documentation

Applications, resumes and supporting documentation, including polygraph exams, and other replies to job advertisements, including applications for temporary positions and applications from individuals not hired.

Retention: 2 years from the date of the making of the record or the personnel action involved, whichever is later [29 CFR 1602.31]

C. Background Investigation Files – Public Safety Applicants Not Hired

Files containing background investigation information for public safety applicants, such as background checks, CVSA narrative psychological reports, reference checks, etc.

Retention: 3 years

D. Examinations and Tests

Tests administered to screen job applicants to determine aptitude or skills.

Retention: 2 years from date of making of record or personnel action involved, whichever is later [29 CFR 1602.31]

E. Fair Credit Reporting Act (FCRA) Records

Records of reports and investigations by consumer reporting agencies to help employers make hiring or employment-related decisions, including consumer report disclosure to employees, consumer report authorizations from employees, employer certifications to credit reporting agencies, reports from reporting agencies, and summary of rights.

Retention: Individuals may bring claims under FCRA for 2 years after violation of Act [16 CFR, Appendix to Part 600]

F. Job Descriptions and Specifications

Written descriptions of duties performed, qualifications and physical requirements for positions.

Retention: Until superseded

G. Recruitment and Interviewing Procedures

Guidelines for recruitment and interviewing processes for hiring of employees.

Retention: 2 years

90.140 PAYROLL RECORDS

A. Basis of Pay

Records pertaining to additions to or deductions from wages paid, including credit union deduction requests, garnishments, etc.; the basis on which wages are paid; earnings per week; records containing employee's name, address, date of birth, occupation, rate of pay and compensation earned per week; includes payroll records pertaining to both FLSA-Exempt and FLSA-Non-Exempt Employees. Note: The basis on which wages are paid must be documented in sufficient detail to permit calculation for each pay period including benefits and prerequisites. The records may include payment of wages, wage rates, job evaluations, merit and incentive programs and seniority systems. The basic reason for these records is to give the Wage-Hour Division an indication of whether or not sex discrimination exists.

Retention: 3 years [29 CFR 516.2, 29 CFR 516.5, 29 CFR 1627.3]

B. Compensation or Pay Plans

1. Pay Plans

Written plans outlining job titles and pay scales for employees.

Retention: Permanent

2. Seniority or Merit Systems

Retention: For full period plan or system is in effect plus 1 year [29 CFR 1627.3]

C. Direct Deposit Reports

Retention: 2 years

D. Leave Records**1. Balance Reports****a. Year-End**

Retention: 3 years

b. Other Periodic Reports

Retention: 2 years

2. Leave Requests

Applications submitted by employees for sick, vacation, compensatory, personal business, family and medical leave, long-term leave, military leave and other leave time.

a. Military Leave

Retention: Employees may spend up to 5 years on active duty and still be eligible for reemployment [38 USC 4312]

b. Other Leave

Retention: 2 years

E. Payroll Reports**1. End of Pay Period**

Retention: 2 years

2. FICA Reports – Quarterly

Retention: 7 years

3. Quarterly

Retention: 3 years

4. Year-End

Retention: 7 years, provided that payroll register is retained for 50 years

F. Payroll Tax Records

Records of collection, distribution, deposit and transmittal of federal and state income taxes, including employer's quarterly federal tax return (941, 941E) and other similar federal and state forms.

Retention: 4 years after due date of tax return to which payroll tax records relate or date paid, whichever is later [26 CFR 31.6001-1]

G. Register – Payroll [Year-End]

Documentation of the earnings, voluntary and required deductions and withholdings of employees.

Retention: 50 years

H. Salary Surveys

Studies and surveys conducted to gather comparative salary information for positions in comparable organizations.

Retention: 3 years

I. Time Worked Records

All basic time and earnings cards or sheets and work production sheets of individuals where all or part of the employee's earnings are determined.

Retention: 5 years [CRS 8-72-107]

J. Wage-Rate Tables

All tables or schedules (from their last effective date) of the employer which provide the piece rates or other rates used in computing straight-time earnings, wages or salary, or overtime pay computation.

Retention: 3 years [29 CFR 516.6]

K. W-2 Forms

Annual wage and tax statements documenting individual employee earnings and withholdings for state and federal income taxes and social security tax.

Retention: 4 years after due date of tax return to which payroll tax records relate or date paid, whichever is later [26 CFR 31.6001-1]

L. W-4 Forms

Withholding allowance certificates documenting exemption status of individual employees.

Retention: Throughout employment

90.150 PENSION AND RETIREMENT RECORDS

See also 90.030.B, *Benefit Reports*.

A. Actuarial Reports

Reports by actuaries concerning the financial soundness of a pension plan.

Retention: 50 years

B. Retirement and Pension Files

Records containing calculations and supporting documentation regarding retirement eligibility, retirement amounts and other information pertaining to current and future

pensions; records of applications for pensions, determinations regarding pension awards and actuarial calculations for the pension.

Retention: 10 years after benefits are no longer paid or after eligibility of employee or survivors for benefits ceases, whichever is later

90.160 POLYGRAPH RECORDS – WORKPLACE INVESTIGATIONS

Polygraph investigations of workplace theft or other incidents or activities resulting in economic loss to the employer; copy of statement provided to employee setting forth specific incident or activity under investigation and basis for testing; copy of notice provided to polygraph examiner identifying persons to be examined; copies of opinions, reports, charts, written questions, lists and other records relating to employee polygraph tests (e.g., records of number of examinations conducted each day, records specifying duration of each test period) that have been furnished to the employer by the polygraph examiner.

Retention: 3 years from date polygraph test is conducted or from date examination is requested, whichever is later [29 CFR 801.30]

90.170 STATE OF COLORADO NEW HIRE REPORTING COMPLIANCE

The State of Colorado requires notification for child support purposes when a new employee is hired as part of the federal parent locator service. Reports are kept for statistical purposes. [General Reference: 42 USC 653]

Retention: 3 years

90.180 TRAINING INFORMATION

Information presented to employees regarding policies and procedures. General and technical aspects of their jobs, and other matters, including class rosters, flyers and other supporting information.

Retention: 2 years

90.190 UNEMPLOYMENT INSURANCE

Reports and claim records for unemployment insurance payments.

Retention: 6 years

90.200 VOLUNTEER WORKER RECORDS

Records documenting work performed by individuals without compensation for their services, including applications, records of background investigations, individual recognition and timesheets.

Retention: 3 years after separation from volunteer service

90.210 WORK SCHEDULES

Records of scheduled work for employees, including shift schedules.

Retention: 3 years

90.220 WORKERS' COMPENSATION

Injury reports and supplemental reports and claim records for workers' compensation. See also 90.110, *Health, Medical and Safety Records*.

Retention: 6 years after case is closed

Cross References

- Agreements and contracts – 40.030, Agreements and Contracts
- Childcare facility personnel records – 75.030.A Childcare Facility Licensing Records
- Correspondence and general documentation – 40.100, Correspondence and General Documentation
- Expense records – 30.010.A, Accounts Payable Records in General
- Policies and procedures – 40.220, Policies and Procedures Documentation
- Reports – 40.290, Reports
- Rules, regulations and standards – 40.310, Rules, Regulations and Standards
- Safety committee – 40.080, Committees – Internal

SCHEDULE NO. 95

PROPERTY RECORDS

General Description: Records of real property acquisition, sale, transfer and property maintenance.

*No record may be destroyed under this Retention Schedule if it is pertinent to any current, pending or anticipated investigation, audit or legal proceeding. The **minimum retention periods specified in this schedule apply to the information contained within the record copy, regardless of the physical format of the record copy (paper, microfilm, electronic).** Each municipality must decide on the physical format for each type of record, ensuring authenticity, readability and accessibility for the entire retention period. **Duplicate Copies:** Retain duplicated copies until no longer needed but not longer than the record copy.*

95.010 ACQUISITION, SALE AND TRANSFER RECORDS

Records documenting the acquisition and sale or transfer of real property, including agreements of sale and purchase, appraisals, quiet title actions, condemnations and eminent domain actions, title insurance policies, closing documents and similar records.

Retention: 6 years after disposition of property

95.020 DEEDS AND DEDICATIONS AND SUPPORTING DOCUMENTATION

Conveyances of property or property rights, including warranty deeds, dedication deeds and similar documents.

Retention: Permanent

95.030 EASEMENTS AND RIGHTS-OF-WAY AND SUPPORTING DOCUMENTATION

A. Permanent Easements and Rights-of-Way

Conveyances of rights to place utilities or other infrastructure or to cross under or over property owned by another property owner.

Retention: Permanent

B. Temporary Access and Construction Easements

Documentation of temporary easements allowing access and entrance to, and work on, property or streets not owned by the easement holder.

Retention: 2 years after easement expires

95.040 LEASES AND SUPPORTING DOCUMENTATION

Agreements to obtain the right to use property owned by another, or to grant the right to use property to another party, for a specified period of time in exchange for the payment of rent; includes leases, subleases, assignments of leases, etc.

Retention: 6 years after termination of lease

95.050 MAINTENANCE, UPKEEP AND DAMAGE RECORDS

Records documenting the minor maintenance, repair and upkeep of facilities and property.

A. Chemical Application Records

Records documenting the application of chemicals such as pesticides, herbicides and fertilizers to parks, cemeteries, golf courses and other property.

Retention: 3 years after application

B. Chemical Testing and Treatment Records – Aquatic Facilities

Records, including treatment logs, of chemical treatments for aquatic facilities such as public swimming pools, fountains, spas, hot tubs, etc.

Retention: 3 years after treatment [CRS 25-5-803]

C. Damage Records

Records of damage and vandalism to property, including signs, trees, park facilities, aquatic facilities, golf courses, buildings, fences and other property.

Retention: 3 years after date of incident

D. Inspection Records

Records documenting periodic safety, health and environmental review and inspection of buildings, parks, playgrounds, golf courses, swimming pools and other public facilities to check for damage and recommend repairs and maintenance.

Retention: 3 years

E. Work Orders – Property

Request and authorization forms for repair or maintenance work on facilities, signs, structures, etc.

Retention: 2 years

95.060 PARKS

Historical records regarding parks, including correspondence with enduring value, architectural drawings, park histories, photographs, etc.

Retention: Permanent

Cross References

- Agreements and contracts – 40.030, Agreements and Contracts
- Auction records – 30.030.B, Disposition Records
- Cemetery – Schedule 10, Cemetery Records
- Correspondence and general documentation – 40.100, Correspondence and General Documentation
- Encroachment permits – 75.020.G, Permits to Work in Public Way
- Fleet and equipment – Schedule 35, Fleet and Equipment Records
- Policies and procedures – 40.220, Policies and Procedures Documentation
- Projects – 40.240, Project Files
- Property inventories – 30.030.C, Inventories
- Rental contracts – 40.230.A, Activities and Events – Short-Term Agreements, Contracts and Supporting Documentation
- Reports – 40.290, Reports
- Rules, regulations and standards – 40.310, Rules, Regulations and Standards
- Security records – 105.020, Security Records – Municipal Facilities
- Tree inventory – 30.030.C Inventories
- Tree removal permits – 75.020.F, Permits Issued by the Municipality in General
- Utility locate requests – 60.020, Locate Requests
- Vacations – easements and rights-of-way – 60.070, Vacations – Street, Alley and Right-of-Way

SCHEDULE NO. 100

PUBLIC SAFETY RECORDS

General Description: Records relating to the emergency, enforcement and protective service functions.

*No record may be destroyed under this Retention Schedule if it is pertinent to any current, pending or anticipated investigation, audit or legal proceeding. The **minimum retention periods specified in this schedule apply to the information contained within the record copy, regardless of the physical format of the record copy (paper, microfilm, electronic).** Each municipality must decide on the physical format for each type of record, ensuring authenticity, readability and accessibility for the entire retention period. **Duplicate Copies:** Retain duplicated copies until no longer needed but not longer than the record copy.*

100.010 AMBULANCE LICENSING AND OPERATION RECORDS

Records relating to the licensing and operations of municipal ambulance services.

A. Ambulance Licensing Records

Records relating to county licensing and level of service certification of ambulance vehicles and operations.

Retention: 2 years after license or certification expires

B. Ambulance Run and Patient Records

Call sheets, logs, patient treatment and transport records or other records of ambulance runs.

Retention: 5 years

100.020 ANIMAL CONTROL

Records relating to the impoundment, care and disposition of stray animals.

Retention: 2 years

100.030 DISPATCH RECORDS

A. Dispatch Recordings

Audio recordings made to monitor and record law enforcement and other protective or emergency services radio transmissions, including police and fire radio transmissions, police emergency 9-1-1 calls and fire, rescue or ambulance dispatch calls.

Retention: 90 days

B. Emergency 9-1-1 System

Records relating to emergency 9-1-1 and reverse 9-1-1 system management.

Retention: 2 years after system is superseded

100.040 EMERGENCY PLANNING AND RESPONSE**A. *Emergency Operations and Management Plans***

Records relating to disaster, emergency and civil defense planning and implementation and testing of disaster warning systems. Includes emergency operations plans, incident response plans, and disaster management, response and recovery plans.

Retention: Until superseded

B. *Incident Records – Major Disasters and Emergencies*

Documentation of the extent and impacts of major natural or manmade disasters and emergency incidents and actions taken in response to such incidents; includes logs, diaries, damage assessment and response reports, situation and resource allocation reports, incident plans, resource ordering and tracking, financial documentation, photographs, and similar incident-related documentation. A *major disaster or emergency incident* is defined as one that may have historical significance and/or a federal or state disaster declaration; i.e., the 2008 Windsor tornado, the Granby armored bulldozer incident.

Retention: Permanent

100.050 FIRE AND RESCUE RECORDS

Records pertaining to fire suppression and prevention and emergency rescue functions.

A. *Administrative Records*

Applications for modification, alternative methods or materials and the final decision of the fire code official.

Retention: Permanent [IFC §104.6.4]

B. *Apparatus Inspection Records*

Records of checks of vehicles, mechanical systems and equipment such as breathing apparatus.

1. *Daily or Weekly Inspections*

Retention: 1 year

2. *Monthly Inspections*

Retention: 3 years

C. *Approval Records*

Records of approvals by the fire code official of certificates of occupancy, alarm systems, smoke and fire detection systems, and other matters regulated by the fire code.

Retention: Not less than 5 years or for as long as structure or activity to which such records relate remains in existence, unless otherwise provided by other regulations [IFC §104.6.1]

D. *Construction Documents*

Construction documents reviewed by the fire code official.

Retention: Until final approval of work [IFC §105.4.6]

E. Fire Hydrant Records

Documentation of locations, specifications, maintenance, testing and repair of fire hydrants.

Retention: 1 year after hydrant is replaced or removed from service

F. Fire Records

Records of fires within the jurisdiction, facts concerning the fires, statistics as to the extent of such fires and the damage they caused and other information required by the fire code official.

Retention: Not less than 5 years or for as long as structure or activity to which such records relate remains in existence, unless otherwise provided by other regulations [IFC §104.6.3]

G. Incident Call or Run Sheets

Retention: 5 years

H. Incident Case Files

Records pertaining to incidents and follow-up investigations, including incident reports, supplemental reports, photographs or video recordings, diagrams, copies of police or insurance reports, etc. [General Reference: IFC §104.10]

1. Arson With Fatality

Retention: Permanent

2. Arson Without Fatalities

Retention: 10 years

3. Misdemeanor

Retention: 3 years

I. Inspection Records

Records of each inspection made, notices and orders issued and findings and disposition of each inspection; may include building plans or system specifications.

Retention: Not less than 5 years or for as long as structure or activity to which such records relate remains in existence, unless otherwise provided by other regulations [8 CCR 1507-11 5.4.1, IFC §104.6.2]

J. Intelligence Files (Arson)

Records containing information regarding individuals and groups potentially linked to arson investigations.

Retention: No longer than 5 years after obsolete or no longer relevant [28 CFR 23.20(h)]

K. Requests for Service

Retention: 3 years

100.060 HAZARDOUS MATERIALS ENFORCEMENT RECORDS

Records relating to hazardous materials regulation, prevention, safety and incident response and investigation.

A. Incident Case Files

Records of hazardous materials incidents and investigations, including incident reports, copies of fire and rescue reports, narratives, memos, etc.

1. Criminal Hazardous Materials Incidents

Retention: Permanent

2. Noncriminal Hazardous Materials Incidents

Retention: 2 years after costs are recovered

B. S.A.R.A. Tier II Reports – Fire Department's Copies

S.A.R.A. Title III (EPCRA) Tier II emergency and hazardous chemical inventory forms submitted annually, or within 90 days of exceeding the EPCRA threshold, to the fire department by facilities that use or store chemicals requiring a material safety data sheet.

Retention: 2 years

100.070 IMMIGRATION STATUS REPORTING RECORDS**A. Arrest Reports – Possible Illegal Presence in the U.S.**

Reports made to U.S. Citizenship and Immigration Services (USCIS) regarding any person arrested that the law enforcement department believes is not legally present in the United States; and reports to the Colorado Legislative Council of the total number of reports made to USCIS. [General References: SB 06-090; CRS 29-29-103]

Retention: 3 years after last contact

B. Systematic Alien Verification for Entitlements (SAVE) Program Records

Reports relating to verifications of U.S. citizenship status of applicants for local licenses, credentials, rebates, employment and/or benefits. Note: Reports to the federal government are filed electronically as part of the SAVE verification process, and some municipalities may retain reference copies.

Retention: 3 years

100.080 POLICE RECORDS [General Reference: CRS 24-72-304]**A. Arrest Records**

Records pertaining to arrests, including cards, numerical files and register books; may include mug shots and fingerprints.

1. Adult Offender Arrest Records**a. Felony Arrests (Major Felonies and Violent Crimes)**

Cases such as arson with fatalities, homicides, kidnapping, deaths related to criminal acts, sexual assault on a child, forgery and officers killed. [Reference CRS 16-5-401]

Retention: Permanent

b. Felony Arrests (Other)

Other felony cases, special investigations related to cases such as aggravated assault, arson without fatalities and similar cases.

Retention: 10 years

c. Misdemeanor Arrests

Misdemeanor cases, petty offenses, traffic offenses and similar cases.

Retention: 3 years

d. Sexual Assault Arrest Records (excluding sexual assault on a child)

Retention: 99 years

2. Arrest and Booking Logs

Retention: 5 years

3. Expungement Records – Arrests

Records of sealing or expungement of arrest records, retained with the expunged record.

Retention: Until sealed record is destroyed pursuant to this Retention Schedule

4. Juvenile Offender Arrest Records [General Reference: CRS 19-1-304]

Retention: Until 19 years old

5. Traffic Accident Arrest Records

a. Fatal Traffic Accidents

Retention: 10 years

b. Non-Fatality Traffic Accidents

Retention: 3 years

B. Case Records

Case files, incident reports, offense reports, crime stoppers reports, activity summaries, accident reports, fingerprint cards and files, photographic records of suspects and persons convicted of crimes (including photographic prints and negatives), photographic records of crime scenes (including photographic prints and negatives), video and audio recordings of crime scenes and interviews with witnesses or suspects, lie detector test records and other records pertaining to cases handled by the police department.

1. Death Case Records – Noncriminal

Retention: 10 years

2. Felony Case Records (Major Felonies and Violent Crimes)

Cases such as arson with fatalities, forgery, unrecovered firearms, homicides, kidnapping, deaths, sexual assault on a child and officers killed. [Reference: CRS 16-5-401]

Retention: Permanent

3. Felony Case Records (Other)

Other felony cases, special investigations related to aggravated assault, arson without fatalities and similar cases.

Retention: 10 years [CRS 16-5-401]

4. Misdemeanor Case Records

Misdemeanor cases, petty offenses, traffic offenses and similar cases.

Retention: 3 years

5. Missing Person Records Including Runaways

Retention: Until located

6. Sex Offender Case Records

Includes case files related to sex offenders.

Retention: Permanent

7. Sexual Assault Case Records (Excluding Sexual Assault on a Child)

Case files related to the investigation of a sex assault crime

Retention: 99 years

8. Traffic Accident Case Records

a. Fatal Traffic Accidents

Retention: 10 years

b. Non-Fatality Traffic Accidents

Retention: 3 years

C. Community Relations Records

Records of outreach and public relations efforts, including routine requests for police department contact, follow-up, services, etc., not involving a police report; neighborhood mediation; police presentations; and similar community outreach efforts.

Retention: 2 years after completion

D. Crime Lab Records

1. Crime Lab Reports and Supporting Documentation

Reports regarding crime lab work and findings, and supporting documentation such as laboratory request forms, vehicle hold/release sheets, sketches, etc.

Retention: Life of related police case file

2. Logs – Crime Lab

Automatic fingerprint identification system (AFIS) fingerprint logs, crime scene processing logs, laboratory fieldwork logs, laboratory work logs, marijuana testing logs, etc.

Retention: Permanent, as documentation of qualifications of crime lab technicians as expert witnesses

E. Evidence Records

Records pertaining to the collection and storage of evidence collected at crime scenes and during police investigations. Note: Physical evidence, including DNA evidence, is destroyed in consultation with, and upon written authorization from, the District Attorney. Since the retention and destruction of physical evidence related to crimes is determined by the police department in consultation with the District Attorney, the retention of such physical evidence is therefore not covered in this Retention Schedule. Note: Retention periods apply provided that offenses are not affected by statute of limitations.

1. Chemical Blood Testing Reports

Reports requested by the police department for chemical blood testing (such as DNA testing) to determine genetic markers, performed by CBI or other agencies.

Retention: Life of related case file or life of defendant, whichever is later [CRS 18-1-1101, et seq.]

2. Evidence and Property Audit Records

Audit reports detailing the authorized destruction or disposal of property and evidence associated with police cases, including drugs, drug paraphernalia, weapons, currency, explosives, armored or bulletproof clothing, unlawful property, etc.

Retention: Until completion of next succeeding evidence and property audit

3. Handling and Storage of Evidence Records**a. Case-Specific Evidence Logs**

Logs documenting the receipt, transfer and release of materials taken into evidence for specific cases, including property reports, release records, evidence tags and similar records.

Retention: Life of related case file or life of defendant, whichever is later [CRS 18-1-1101, et seq.]

b. Evidence Logs Documenting Multiple Cases

Logs documenting the receipt, transfer and release of materials taken into evidence for multiple cases, including property reports, release records, evidence tags and similar records.

Retention: 7 years

4. Lie Detector Test Administration Records

Records retained by the test administrator to document expertise in the administration of lie detector tests using the computer voice stress analyzer, polygraph and other lie detector test equipment.

Retention: Permanent

F. False Alarm Records

Records of false alarms, warnings issued and user fee assessments; notifications of unreliable alarm systems, etc.

Retention: 2 years

G. Field Contact Records

Records of contacts with businesses, complainants, juveniles, victims or witnesses after which no incident report is filed.

Retention: 3 years

1. Recorded Interviews – Field Contacts

Recorded interviews conducted during field contacts in which no incident report is filed.

Retention: 90 days if transcribed, or life of case file if not transcribed

H. General Orders

Directives or standard operating procedures issued by the police chief governing the overall operation and administration of the police department.

Retention: Permanent

I. Intelligence Files (Police)

1. Intelligence Files

Records containing information regarding individuals and groups.

Retention: No longer than 5 years after obsolete or no longer relevant [28 CFR 23.20(h)]

2. Confidential Informant Files

Information pertaining to the identity of confidential informants, including but not limited to the informant's name, address, telephone number, race, sex, height, hair and eye color, social security number, date of birth, criminal history report, fingerprint card, photographs and names of family members; may include records of any payments to the informant.

Retention: 5 years following last contact with informant

J. Internal Affairs Investigations and Police Action Reviews

Records pertaining to internal investigations regarding police conduct or actions (i.e., reviews of use of force, pursuits, officer-involved traffic accidents, etc.), board of inquiry or internal affairs administrative inquiries and proceedings, and any subsequent disciplinary actions.

1. Unsubstantiated

Retention: 5 years

2. Substantiated

Substantiated investigations and substantiated review and disciplinary documentation should be transferred to the record copy custodian for personnel records to be retained or destroyed according to personnel policy unless there are conflicts with union policy.

Retention: See Employee Records (CMRRS 90.070)

K. License Plate Recognition Data

Data and images recorded by means of automated license plate recognition systems (one or more mobile or fixed high-speed cameras combined with computer algorithms to convert images of registration plates into computer-readable data) used to capture license plate numbers for parking enforcement, booting, stolen vehicle identification or other law enforcement purposes.

Retention: 21 days for data, except that "hits" are retained for life of related case file

L. Logs – Routine

Listings tracking specific routine daily activities, such as alarm check logs, logs of court subpoenas served, logs of crimes in specific areas, criminal history check log sheets retained for National Crime Information Center (NCIC) audits, dispatch logs, DUI logs, home check logs, offense logs, traffic accident logs, welfare check logs, etc.

Retention: 2 years

M. National Crime Information Center/Colorado Crime Information Center (NCIC/CCIC) Teletypes

Informational teletypes received via NCIC and CCIC for entry to the police department's computer system; follow-up teletypes from other law enforcement departments.

Retention: 30 days

N. Parole Card File

Retention: Until no longer needed

O. Prisoner Transport Records

Retention: 2 years

P. Registered Sex Offenders [General Reference: CRS 18-3-412.5]**1. Information Request Forms – Sex Offenders**

Forms completed by parties interested in inspecting public information regarding sex offenders. [General Reference: CRS 16-22-112]

Retention: 2 years

2. Sex Offender Registration and Cancellation Forms

Notifications completed by convicted sex offenders regarding residence addresses and contact information. [General Reference: CRS 16-22-108]

Retention: 5 years after offender leaves jurisdiction

3. Sexually Violent Predators – Public Notifications

Notices given to the public regarding sexually violent predators in the community. [General references: CRS 16-22-108 and CRS 18-3-414.5]

Retention: Permanent

Q. Requests for Release of Information

Requests for public release of information such as E-9-1-1 recordings, reports, incident histories, etc.

Retention: 2 years after request is answered

R. Ride-Along Program Records

Records of police programs that allow citizens to ride along with police officers.

Retention: 3 years

S. Seizure Fund Documentation

Records relating to the fund for monies accrued as a result of court-ordered seizures and disposition of property connected to vice, narcotics and other crimes.

Retention: 7 years

T. Statistical Files

Card or other indexes for statistical reporting of data by class of crime and other statistical information.

Retention: 5 years

U. Summonses and Complaints

Duplicate copy of summonses and complaints.

Retention: 2 years

V. Training Records

Records documenting training for police personnel, including K-9 training records, firearms range scores, test scores and monthly training reports.

Retention: 5 years after employee's termination

W. Uniform Crime Report

National Incident Based Reporting System (NIBRS) annual uniform crime report.

Retention: Permanent

X. Vehicle Impound Records

Records documenting the impoundment of licensed and nonlicensed motorized vehicles and sports craft that have been taken into custody for violations of laws that govern their use, operation and ownership.

Retention: 2 years after vehicle is released to owner or otherwise disposed of

Y. Victim Assistance and Counseling Records

Case records, including contact sheets, relating to victim assistance and advocacy.

Retention: 2 years after completion of assistance

Z. Video and Audio Recordings – Secured Police Facilities

Video and audio recordings made in secured areas of jails, holding areas, booking areas or lock-ups.

Retention: To be determined administratively by law enforcement agency, provided that any pertinent recordings are retained until final resolution of any related potential or pending claim or litigation

AA. Video Recordings – Vehicle and Officer Recording Systems

Video recordings and logs made from police vehicle or officer-carried recording systems.

Retention: 30 days, *except* that portions of recordings relating to specific cases may be captured separately and retained as part of case record for life of case record

BB. Weapons and Firearms Records

1. Authorizations to Carry

Records of types of firearms and weapons carried by officers indicating authorization to carry weapons, that the weapon has been checked, and that the officer qualifies to use it.

Retention: 2 years after weapon is no longer in use

2. Weapons Maintenance Records

Records relating to in-house and external maintenance work on weapons.

Retention: 3 years

Cross References

- Agreements and contracts – 40.030, Agreements and Contracts
- Ambulance districts – 40.320, Special District Records
- Billing records – 30.020, Accounts Receivable (A/R) Records
- Code enforcement records – 100.080.B.4, Misdemeanor Case Records
- Collective bargaining records – 90.050, Collective Bargaining Records
- Concealed weapons permits – 75.020.F, Permits Issued by the Municipality in General
- Correspondence and general documentation – 40.100, Correspondence and General Documentation
- Equipment calibration, maintenance and testing – 35.010, Equipment Records in General
- Fire Code – 40.070.A, Codes Adopted by Reference
- Fire Code Board of Appeals – 05.040, Building Review Board Case Files
- Fire insurance rate maps – 40.180, Maps, Drawings and Supporting Documentation
- Hazardous waste – 25.020, Hazardous Waste Storage and Transport Records
- Licenses and permits – Schedule 75, Licenses and Permits
- Material safety data sheets – 25.030, Material Safety Data Sheets (MSDS)
- Policies and procedures – 40.220, Policies and Procedures Documentation
- Reports – 40.290, Reports
- Rules, regulations and standards – 40.310, Rules, Regulations and Standards
- S.A.R.A. Tier II reports submitted to CHPDE and Fire Department – 25.040, S.A.R.A. Tier II Reports – Submitting Facility's Copy
- Security records – 105.020, Security Records – Municipal Facilities
- Toxic sites – 25.060, Toxic Sites
- Traffic Code – 40.070.A, Codes Adopted by Reference
- Training and certification records – 90.070, Employee Records – Active and Terminated
- Vehicles and equipment – Schedule 35, Fleet and Equipment Records
- Warning systems – 35.010, Equipment Records in General
-

SCHEDULE NO. 105**RISK MANAGEMENT RECORDS**

General Description: Records relating to risk management functions.

No record may be destroyed under this Retention Schedule if it is pertinent to any current, pending or anticipated investigation, audit or legal proceeding. The minimum retention periods specified in this schedule apply to the information contained within the record copy, regardless of the physical format of the record copy (paper, microfilm, electronic). Each municipality must decide on the physical format for each type of record, ensuring authenticity, readability and accessibility for the entire retention period. Duplicate Copies: Retain duplicated copies until no longer needed but not longer than the record copy.

105.010 INSURANCE RECORDS**A. Certificates of Insurance**

Documentation provided by insurance providers as proof of insurance coverage for specific purposes.

Retention: 6 years after expiration or completion of insured work or action, whichever is later

B. Claim Records

Records of claims for damages by or against the municipality.

1. Claim Records

Statements of claims and completed claim forms.

Retention: 6 years after closure of claim

2. Claim Reports

Summary reports regarding losses and handling and disposition of claims.

Retention: 6 years

C. Insurance Policies

Documents issued by the insurance company to outline liability, theft, fire, accident, property damage and other coverage and risk control standards.

Retention: 6 years after expiration of policy, or after all claims made under policy are settled, whichever is later

105.020 SECURITY RECORDS - MUNICIPAL FACILITIES**A. Automated or Manual Access Control Records**

Records generated by automated systems to show entry and exit from secured areas by authorized persons using an electronic badge or similar system to gain entry or exit, or records generated manually to document entry and exit to and from secured areas (i.e., entry and exit log sheets, etc.).

Retention: 2 years

B. Recordings and Images Related to Security – Public Areas

Video or audio recordings, biometric data or images from security or surveillance cameras, scanning systems or audio recording systems in public areas of municipal buildings or grounds. Security setups vary and recordings may be continuous, stop-frame or random use. Recordings or images may capture date and time indexing information.

Retention: 30 days

Cross References

- Agreements and contracts – 40.030, Agreements and Contracts
- Bonds – 90.040, Bonds – Public Officials
- Claims – 80.010, Claims
- Correspondence and general documentation – 40.100, Correspondence and General Documentation
- Election areas surveillance recordings – 15.180, Surveillance Recordings – Election Areas
- Emergency planning records – 100.040, Emergency Planning and Response
- Employee insurance claims – 90.030.C, Employee Insurance Claim Records
- Litigation – Schedule 80, Litigation and Legal Counsel Records
- Policies and procedures – 40.220, Policies and Procedures Documentation
- Recordings in secured police areas – 100.080.Z, Video and Audio Recordings – Secured Police Facilities
- Reports – 40.290, Reports
- Rules, regulations and standards – 40.310, Rules, Regulations and Standards
- Unemployment insurance – 90.190, Unemployment Insurance
- Workers' compensation – 90.220, Workers' Compensation

APPENDIX A

NON-RECORDS

The following types of administrative materials have no public record retention value and may be disposed of as soon as they have served their purpose at the discretion of the custodian:

1. **Catalogs, trade journals and other printed materials** received from other offices, commercial firms or private institutions, which require no action and are not needed for documentary purposes.
2. **Informational or extra copies** of correspondence, completed forms, bulletins, newsletters, etc., prepared for reference and information distribution.
3. **Letters of transmittal** that do not add any information to the transmitted materials.
4. **Miscellaneous memoranda or notices** that do not relate to the functional responsibility of the municipality, such as notices of community affairs, employee meetings, holidays, etc.
5. **Preliminary drafts** of letters, memoranda, reports, worksheets and informal notes that do not represent significant basic steps in the preparation of record documents.
6. **Routing slips, sheets, post-it notes or memos** used to direct the distribution of documents.
7. **Outdated or superseded stocks of publications** kept for supply and hand-out purposes.
8. **Telephone messages** that convey nonpolicy informational messages.
9. **Library or museum material** acquired for reference or exhibition purposes.
10. **Identical duplicate copies** of records.
11. **Notes, tapes or recordings** that have been transcribed.
12. **Temporary or transitory material** with little or no bearing on decision-making.
13. **Training material** from conferences, workshops or other types of external training opportunities.
14. **Unused blank forms** that are obsolete.

APPENDIX B

GLOSSARY

CCR – Code of Colorado Regulations.

CDPHE – Colorado Department of Public Health and Environment.

CFR – Code of Federal Regulations.

Closed Record – A file unit or records series containing documents on which action has been completed and to which more documents are not likely to be added.

CRS – Colorado Revised Statutes.

Disposition – Actions taken regarding records no longer needed in current office space, including destruction pursuant to an approved records retention schedule or permanent retention of records in paper or other formats.

Duplicate Copies – Non-record copies of documents kept solely for ease of access and reference.

Format – The shape, size, style and general makeup of a particular record.

NERC – North American Electric Reliability Council.

Permanent Records – Records appraised as having sufficient historical or other value to warrant continued preservation by the municipality beyond the time they are needed for administrative, legal or fiscal purposes.

Record Copy – The official and "best" copy of a document retained by the official record custodian.

Retention Period – The minimum length of time that a record must be kept.

Retention Schedule – A document approved by the Colorado State Archives providing authority for the minimum retention periods and final disposition of municipal records.

Series – Physical or intellectual groupings of records; file units or documents arranged according to a filing system or kept together because they relate to a particular subject or function, result from the same activity, document a specific kind of transaction, take a particular physical form, or have some other relationship arising out of their creation, receipt or use.

USC – United States Code.

APPENDIX C APPROVAL REQUEST FORM

Name of Municipality: _____

Contact Person/Title: _____

Mailing Address: _____

Telephone: _____ E-Mail: _____

LOCAL EXCEPTIONS:

(List and provide basis and description of any local exceptions for records retention periods that are specified by local ordinance, Home Rule Charter provision, formal direction of the governing body, etc., that differ from those set out in the Colorado Municipal Records Retention Schedule. Use additional pages if needed.)

THE ABOVE MUNICIPALITY HEREBY REQUESTS APPROVAL FROM THE COLORADO STATE ARCHIVES TO FOLLOW THE COLORADO MUNICIPAL RECORDS RETENTION SCHEDULE IN EFFECT ON _____, WITH THE LOCAL EXCEPTIONS INDICATED.

SIGNATURE OF AUTHORIZED MUNICIPAL REPRESENTATIVE

DATE OF SUBMITTAL OF REQUEST FOR APPROVAL

MAIL APPROVAL REQUEST FORM TO: COLORADO STATE ARCHIVIST, 1313 SHERMAN STREET, ROOM 1B-20, DENVER, CO 80203. FOR FURTHER INFORMATION, CONTACT THE COLORADO STATE ARCHIVES AT 303-866-2550.

COLORADO STATE ARCHIVES APPROVAL

Approved By: _____

Date of Approval: _____

APPENDIX D UPDATE REQUEST FORM

TO REQUEST OR SUGGEST A CHANGE TO THE *COLORADO MUNICIPAL RECORDS RETENTION SCHEDULE*:

1. COMPLETE THE REQUIRED INFORMATION ON A COPY OF THIS FORM.
2. MAIL COMPLETED UPDATE REQUEST FORM TO: COLORADO STATE ARCHIVIST, 1313 SHERMAN STREET, ROOM 120, DENVER, CO 80203. FOR FURTHER INFORMATION, CONTACT THE COLORADO STATE ARCHIVES AT 303-866-2558.

CHANGE REQUESTED BY:

NAME OF MUNICIPALITY: _____

CONTACT PERSON/TITLE: _____

MAILING ADDRESS: _____

TELEPHONE: _____ E-MAIL: _____

REQUESTED CHANGE	REASON FOR REQUESTED CHANGE	ADDITIONAL COMMENTS

Note: Attach additional pages if needed.

APPENDIX E

METHODS OF RECORD DESTRUCTION

There are four methods that are generally acceptable for destroying records. However, it is important to note that, when dealing with confidential information such as law enforcement and personnel information, these types of records must be destroyed in a secure manner so as to prevent them from being reconstructed by unauthorized parties.

1. **Shred:** This method is most suited for the security destruction of confidential records such as the ones mentioned above.
2. **Burn:** This method is most likely confined to the rural parts of the state where unregulated burning is still allowed.
3. **Landfill:** This method requires that the records be buried in a trench 3 to 4 feet below the surface of the landfill and immediately covered over to prevent the wind from blowing records about. It is recommended that, when possible, once the records are placed in the trench, they be sprayed with water to facilitate a more rapid decomposition.
4. **Recycle:** This method is desirable for nonconfidential records where possible. It promotes good conservation and reuse of paper resources.

Remember to check whether the records you want to destroy are the subject of a legal hold order!

Municipalities should keep a record of the records destroyed, regardless of whether destruction is coordinated at a centralized or decentralized level, to be able to show that destruction took place in the normal course of business. A log or form used to keep track of records destruction should include the following information at a minimum:

1. Date of destruction.
2. Destruction method.
3. Volume of records destroyed, usually in estimated cubic feet.
4. Records descriptions, such as the types and date ranges of the records destroyed [for instance: Election records (2005) or project files (1979—1980)] or a listing of the specific file folder titles, depending on the level of tracking the municipality wants to do.
5. Who authorized, supervised and/or accomplished the records destruction.
6. Retention Schedule reference numbers.

APPENDIX E

METHODS OF RECORD DESTRUCTION

There are four methods that are generally acceptable for destroying records. However, it is important to note that, when dealing with confidential information such as law enforcement and personnel information, these types of records must be destroyed in a secure manner so as to prevent them from being reconstructed by unauthorized parties.

1. **Shred:** This method is most suited for the security destruction of confidential records such as the ones mentioned above.
2. **Burn:** This method is most likely confined to the rural parts of the state where unregulated burning is still allowed.
3. **Landfill:** This method requires that the records be buried in a trench 3 to 4 feet below the surface of the landfill and immediately covered over to prevent the wind from blowing records about. It is recommended that, when possible, once the records are placed in the trench, they be sprayed with water to facilitate a more rapid decomposition.
4. **Recycle:** This method is desirable for nonconfidential records where possible. It promotes good conservation and reuse of paper resources.

Remember to check whether the records you want to destroy are the subject of a legal hold order!

Municipalities should keep a record of the records destroyed, regardless of whether destruction is coordinated at a centralized or decentralized level, to be able to show that destruction took place in the normal course of business. A log or form used to keep track of records destruction should include the following information at a minimum:

1. Date of destruction.
2. Destruction method.
3. Volume of records destroyed, usually in estimated cubic feet.
4. Records descriptions, such as the types and date ranges of the records destroyed [for instance: Election records (2005) or project files (1979—1980)] or a listing of the specific file folder titles, depending on the level of tracking the municipality wants to do.
5. Who authorized, supervised and/or accomplished the records destruction.
6. Retention Schedule reference numbers.

APPENDIX F

FREQUENTLY ASKED QUESTIONS

Q: Because we have plenty of storage space, I'm having difficulty convincing others to participate in signing up for approval to destroy records according to the retention schedule. How do I, as town clerk, get them to move forward on this?

A: Contact the State Archivist and ask him for help dealing with those who do not want to participate. He can explain the advantages for adopting the manual and the potential issues that may arise should the community not have an approved records retention policy.

Q: What if we want to keep something longer than the manual specifies?

A: You may, but you place your community at risk of additional litigation costs should the municipality be sued in regard to a matter related to the records that are retained longer than legally needed. Once you become aware of possible litigation, it is too late to get rid of records that you should have destroyed previously since the rule is "if you still have them, they are discoverable."

Q: Do we need a local exception to keep something longer than the manual specifies?

A: A local exception must be approved for you to retain something for a shorter time period than the manual specifies and is not required to keep something longer than the specified retention period. However, it is important to document internally that the municipality's policy is for a longer retention period.

Q: What is the best method of destruction?

A: Refer to Appendix E of this manual for an overview of destruction options. The destruction method depends on the content of the records. Any information with personal identifiers (name, address, social security number or driver's license number, etc.) and any confidential or proprietary information must be rendered completely unreadable. For this reason, cross-cut shredding is preferred over strip shredding. Electronic records must be totally removed (not just "deleted") from any electronic storage media (CDs, PC hard drives, portable devices such as a PDA or Blackberry, etc.) before disposal of the media at auction or recycling.

Q: Why can we not burn records if they are approved for destruction?

A: You may if the burning is allowed in your part of the state. It is important to note that the records need to be totally obliterated if you use this method of destruction.

Q: If we use a commercial paper recycler to shred our records, how can we be sure they actually destroyed the records so that they are no longer legible?

A: Ask the recycler for a written statement of destruction that indicates your specific records were properly destroyed.

Q: If we adopt the retention schedule, will we continue to receive annual authorizations to destroy records from the State Archivist?

A: Annual authorizations and the attached pink records destruction certificate are sent only to those municipalities with individual records retention schedules and not to those municipalities that have adopted the Colorado Municipal Records Retention Schedule. You will need to establish an internal process to initiate and track records destruction.

APPENDIX F — FREQUENTLY ASKED QUESTIONS (Cont'd)

Q: Do I have to document the records I destroy under authority of the retention schedule?

A: You do not need to report the records destruction to the State Archives as was the case with any individual retention schedule your municipality may have had in place in the past. However, it is recommended that you keep a record, such as a form or log, documenting records destruction dates, types of records destroyed, required internal authorizations, and approximate volume of records destroyed to demonstrate compliance with the records retention schedule and destruction of the records in the normal course of business.

Q: How do I go about implementing the retention schedule?

A: In general, once your municipality adopts the retention schedule, it applies to all departments. Implementation may be different for each organization. However, the key is often ongoing communication, training and a clear assignment of responsibilities and authority. To get started, think about: (1) establishing internal processes and central controls to initiate, track, authorize and document records destruction; (2) monitoring compliance if you have a decentralized retention and destruction process; (3) establishing internal processes to inform the organization about annual revisions to the retention schedule; and (4) establishing an effective litigation hold process.

Q: Does the retention schedule cover electronic records?

A: As stated in the introduction and at the beginning of each section, the retention schedule is media neutral and covers all records regardless of the storage format (paper, electronic, microfilm, etc.). Retention and destruction decisions must be based on the content of the records rather than the storage format.

Q: Can other types of organizations adopt the Colorado Municipal Records Retention Schedule?

A: The retention schedule is specifically for Colorado municipalities. Other types of organizations may use it as an informational tool to help establish their own records retention schedules. Keep in mind that legal and practical requirements may be different for other types of organizations.

Q: Can I destroy paper records after they are scanned?

A: The answer is "yes," with some conditions. Under the Colorado Uniform Electronic Transactions Act, electronic records are as good as paper records in court and as evidence of transactions. However, before you destroy the paper, you need to make sure that the electronic records will be readable and accessible for the entire retention period and that they will be accepted as authentic records in lieu of the originals. To do this, you must establish and follow a migration plan and craft and follow policies and procedures demonstrating that the electronic recordkeeping system preserves the integrity of records. The CMRRS applies to the record copy, whether it is in paper or electronic format. You must decide the appropriate format. See also *Appendix G, Guidelines for Long-Term Preservation of Records*.

Q: What about retention of municipal records that are hosted by third-party providers?

A: This is an emerging issue for records managers. In general, you should ensure that the contract between the municipality and the third-party host covers (at a minimum): (1) how you will get the records back if the host goes out of business or the contract is terminated; (2) how the information is secured to prevent identity theft or breaches of privacy; (3) how information eligible for destruction under the Records Retention Schedule is to be removed; and (4) who has (and does not have) access to the records.

Q: Where can I get more help with records management questions?

A: The 2010 Colorado Municipal Clerks Association (CMCA) publication titled *Managing Municipal Records in Colorado: A RIM-ERM Toolkit* is a good source of information. It is available through CMCA. (Contact information is listed on the CMCA website at www.cmca.gen.co.us.)

APPENDIX G

GUIDELINES FOR PRESERVATION OF RECORDS <Amended 8/16>

"Records" are documents that are set aside as evidence and protected from alteration or change. All records – but not all documents – have content, structure and context. Storing a record is not enough to capture all three of those elements. The key is to adopt policies, procedures and guidelines to ensure that the information contained in the record is **accessible** and **readable** for the entire retention period and that it is viewed and understood in **context**.

How should you retain records with lengthy retention periods? What should you do with the paper after scanning records? How do you ensure future accessibility and readability of records, especially permanent records? These are a few of the most common questions relating to long-term preservation of records. Following is a summary of some of the issues you should consider before making decisions on long-term preservation of records.

STATE ARCHIVES POLICY ON STORING LOCAL GOVERNMENT RECORDS <Added 8/16>

EFFECTIVE JULY 1, 2015, THE COLORADO STATE ARCHIVES IMPLEMENTED A NEW POLICY STATING THAT BACKUPS OF PERMANENT LOCAL GOVERNMENT RECORDS ON DIGITAL STORAGE MEDIA WILL NO LONGER BE ACCEPTED FOR SECURITY STORAGE AT THAT FACILITY AND THAT **MICROFILM** WILL NOW BE THE REQUIRED STORAGE MEDIA. THE REASON FOR THIS POLICY CHANGE IS THAT **THERE CAN BE NO GUARANTEE OR EXPECTATION THAT DIGITALLY STORED RECORDS WILL REMAIN READABLE AND ACCESSIBLE** FOR THE LONG TERM DUE TO TECHNOLOGICAL OBSOLESCENCE. <Added 8/16>

THE STATE ARCHIVES RECOMMENDS THAT LOCAL GOVERNMENTS DEVELOP THEIR OWN SECURE OFFSITE STORAGE FOR PROTECTED STORAGE OF ONE OR MORE DUPLICATE VERSIONS OF RECORDS THAT NEED TO BE KEPT LONGER THAN 10 YEARS OR THAT LOCAL GOVERNMENTS PARTNER TO EXCHANGE STORAGE SERVICES. <Added 8/16>

Paper and Electronic Preservation

There is no foolproof, single step for permanent preservation of electronic records. In addition, electronic storage media is inherently unstable, and computer hardware and software become obsolete quickly due to technological obsolescence.

For paper records, *preservation* means placing the document into a managed filing system from which it can be retrieved for the duration of the retention period. For electronic records, this means transferring an electronic document from an operational environment into a managed recordkeeping system **and** renewing, copying to new media or transferring to new systems¹ as needed to ensure accessibility and readability in the appropriate context for the entire retention period.

Long-term preservation of archival information in digital format may **not** be practical because of the rapid obsolescence of computer hardware and software. Preservation of records with long retention periods solely in digital format should be considered **only** if:

1. The value of the data and the benefits of digital preservation are clear and substantial.
2. Preservation in a fixed form such as paper or microfilm is not an option because a digital format is needed to support significant business requirements.
3. Conversion of the data to static form will diminish its value or make it unusable.
4. The information is born digital.

APPENDIX G — GUIDELINES FOR LONG-TERM PRESERVATION (Cont'd)

Cost

The cost for data migration can be more than 2.5 times the original cost of data creation and capture. For permanent electronic records, data migration **must** be a perpetual – and potentially costly – commitment. Managing electronic records by disposing of obsolete records in accordance with the retention schedule is more cost-effective than buying more electronic storage to migrate everything or losing in a legal proceeding due to poor recordkeeping. Some argue that "storage is cheap." They may not realize the potential cost of unmanaged electronic records in lost productivity, future migrations or legal proceedings.

¹ **Media renewal** is copying from one type of storage medium to the same type without any changes to the records. **Media copying** is the copying or reformatting of records from one type of storage medium to another, resulting in minor changes to the records because of the way data is recorded to different media and requiring verification by means of comparing a sampling of the old and newly copied records. **Media transfer** and **migration** refer to a complete change of the file management system upon moving from one software platform or technology to another, requiring bit-by-bit validation of each transferred record.

Conversion and Migration

Plan to convert electronic documents while newer versions of the software allow backward compatibility; i.e., within several generations of versions.

Any system **must** have the capability of copying, reformatting or transferring records across media and through system technical changes.

Remember that when electronic records are copied or transferred, the content, metadata and audit trails **must** all be preserved.

Plan ahead for what will be involved in converting/migrating specific vital electronic records to new systems or storage media, how the conversion/migration will be tested and when it is to be done. Consider putting together a **written conversion and migration plan** that is reviewed by legal counsel, information technology and official records custodians. Plan on migrating electronic records if:

1. The scheduled destruction date is more than **five years** from the initial installation date or last major upgrade of the hardware or software that is needed to read, process or store the record.
2. The retention period is longer than **10 years** from the date the records were created.
3. The usability will be affected by replacement, upgrades or other changes to the hardware or software before the end of the retention period.

It **may** be cheaper to keep legacy systems running to access and use infrequently referenced records than it is to move (migrate) those records to a new system.

Storage Media

If the retention period is longer than **10 years**, consider the long-term cost and requirements for maintaining the record in electronic format for the entire retention period compared with the cost to keep it in paper or microfilm form.

With reasonable care, good quality **paper** can last for more than 100 years. Absent a disaster, paper deteriorates slowly, leaving time to take action before information is lost. Storage in paper form may sometimes be the cheapest storage solution and may make sense for **low reference records that have retention periods longer than 10 years**.

Microfilm that meets industry standards and has reasonable care can also last more than 100 years. There are warning signs of deterioration and time to recopy before images are lost. Microfilm is eye readable and widely accepted for archival storage of records. It may make sense for **preservation and disaster recovery for low reference records that have retention periods longer than 10 years**.

APPENDIX G — GUIDELINES FOR LONG-TERM PRESERVATION (Cont'd)

Without migration, **computer-based records** can be expected to last as little as five years (the average service life of hardware and software required to read and process electronic records) and no more than 20 years. There are no warning signs of impending failure. Digitization of records makes the most sense for **records that are needed frequently, those that are shared by simultaneous users or those requiring ease of access**. An electronic format may not be appropriate for the entire retention period and for long-term archival storage unless a paper or microfilm version is also retained for the entire retention period.

Regardless of the storage media used, **verify the accessibility and readability of the content every 5 to 10 years** to ensure that the data has not been compromised.

Records Destruction

Whether you retain records in paper, microfilm or electronic form, you **must** have the ability to dispose of records at the end of the records retention period.

You **must** also have the ability to place a hold on records destruction in the event of a legal proceeding **regardless of the records storage format**.

Metadata

To ensure the integrity of electronic records, collect and maintain indexing information and the following types of metadata (information about the records):

1. Information about restrictions on accessibility.
2. Information on how long the record must be kept and what triggers its destruction; i.e., end of year.
3. Security and encryption information.
4. Information documenting all actions; i.e., revisions made, audit trails.
5. Information on the software versions and technical platforms used to create and store the record.
6. Hardware and software documentation manuals created and maintained during installation of a system used to create and store the record.

Storage and Formats

To maintain integrity of the record, preservation **must** be in a recordkeeping system that ensures the integrity of the records and the associated metadata through storage on a non-erasable medium or using controls that provide the same level of protection.

Using formats that are widely used makes it more likely that you will be able to access and read the records if the company that owns the patents on the format goes out of business or stops supporting the format. [As of October 2009, the leading formats are .pdf and .tiff.]

Use storage media that is mainstream, widely used and compliant with industry standards. Avoid being on the "leading edge" or using obsolete technologies.

Quality Controls

Always keep the hard copy (paper or microfilm) sources for imaged records **at least** until the images are verified during the quality control process. **Never** just scan and shred.

APPENDIX G — GUIDELINES FOR LONG-TERM PRESERVATION (Cont'd)

Disaster Recovery

You **must** be able to guarantee an ability to support full recovery of records in the event of a disaster.

Guideline for What to Keep on Paper

Individual municipalities must determine which version is the "record" to be retained for the entire duration of the retention period and which versions are "convenience copies" that are to be kept until no longer needed for the purpose for which they were created. In many cases, an electronic version may serve as the "record copy." In a few cases, retention of a paper version as the "record copy" is recommended for long-term preservation. This guideline may change over time as standards for long-term preservation of

APPENDIX G — GUIDELINES FOR LONG-TERM PRESERVATION (Cont'd)

electronic records are developed and widely accepted. The "record copy" of many records may be retained in either paper or electronic format, and electronic format is always acceptable for convenience copies. In many cases, electronic-only storage for the "record copy" is suitable as long as accepted standards and best practices are followed to ensure adequate system and procedural documentation, frequent assessments of electronically stored records and the storage media, and periodic and scheduled media renewal, copying, transfer and/or migration.

"Convenience" copies of the following essential and historical records may be stored in either paper or electronic format for frequent reference and information-sharing purposes. However, due to the inherent fragility of electronic records, technological obsolescence issues and the ongoing importance of certain records, the State Archives recommends that the "record copy" of the following types of essential or historical records should be retained in protected storage in paper format to ensure continued accessibility and readability for the foreseeable future:

1. Records documenting the legal status of the municipality, including incorporation papers and current and previous city or town charters.
2. Minutes of the governing body.
3. Records relating to the municipality's water rights.
4. Historical records (if any) older than 1900.

Questions? Contact the Colorado State Archivist at 303-866-2558.

COLORADO MUNICIPAL RECORDS RETENTION SCHEDULE

APPENDIX H

AMENDMENT SCHEDULE

<i>§ Changed</i>	<i>Date</i>	<i>Description of Change</i>
Schedule	4/2011	Review and Recodification of Schedule
05	4/2011	Building and Structure Records
10	4/2011	Cemetery Records
15	4/2011	Election Records
20	4/2011	Entities Appointed by Municipality
25	4/2011	Environmental Records
30	4/2011	Financial Records
35	4/2011	Fleet and Equipment Records
40	4/2011	General Administrative Records
45	4/2011	Government Body Records
50	4/2011	Historic Preservation Records
55	4/2011	Information Technology and Communication Systems Records
60	4/2011	Infrastructure Records
65	4/2011	Land Use and Planning Records
70	4/2011	Library and Museum Records
75	4/2011	Licenses and Permits
80	4/2011	Litigation and Legal Counsel Records
85	4/2011	Municipal Court Records
90	4/2011	Personnel Records
95	4/2011	Property Records
100	4/2011	Public Safety Records
105	4/2011	Risk Management Records
Appx A	4/2011	Non-Records
Appx B	4/2011	Glossary
Appx C	4/2011	Approval Request Form
Appx D	4/2011	Update Request Form
Appx E	4/2011	Methods of Record Destruction
Appx F	4/2011	Frequently Asked Questions
Appx G	4/2011	Guidelines for Long-Term Preservation of Records
Appx H	4/2011	Amendment Schedule
05.060	5/2013	In <i>A. Nonresidential, 1. Approved</i> , changed description; in <i>B. Residential, 1. Approved</i> , added at end of description <i>Note: Under Section 202 of the International Building Code (IBC), "residential" includes hotels and apartments</i>
05.090	5/2013	Deleted Section 05.090, <i>Signs – Construction and Installation</i>
15.030	5/2013	Deleted description, added <i>A. Ballots</i> , with description and <i>Retention: 6 months after election [CRS 31-10-606, CRS 31-10-616(1)]</i> ; added <i>B. Sample Ballots, 1. Master Copy</i> and <i>Retention: Permanent</i> , and <i>2. All Other Sample Ballots</i> , and <i>Retention: 6 months after election [CRS 31-10-606, CRS 31-10-616(1)]</i>

COLORADO MUNICIPAL RECORDS RETENTION SCHEDULE

Appendix H — Amendment Schedule (Cont'd)

<i>§ Changed</i>	<i>Date</i>	<i>Description of Change</i>
15.130	5/2013	Added <i>A. Duplicate or Working Copies</i> , changed retention from <i>6 months after election, except retain one copy permanently [CRS 31-10-616(2)]</i> to <i>6 months after election [CRS 31-10-616(2)]</i> ; added <i>B. Master Copy, and Retention: Permanent</i>
20.010	5/2013	Deleted retention after description; added <i>A. Quasi-Judicial Entities</i> with description and <i>Retention: Permanent</i> ; added <i>B. Other Entities With Advisory Powers and Duties Only and Retention: 2 years</i>
30.010.C	5/2013	Changed description
30.080	5/2013	Changed name of <i>A. Budget Document</i> to add <i>Final Version</i> , changed retention from <i>Permanent for final version and 1 year after adoption of the final budget for any preliminary versions to Permanent</i> ; changed description of <i>B. Budget Work Records</i>
30.170.A	5/2013	Changed description
30.190.E	5/2013	Changed name of <i>1. Applications, Returns and Audits – Taxpayers</i> to <i>Application</i> ; added <i>2. Audits – Sales Tax and Retention: 7 years</i> ; renumbered <i>2. Delinquent Sales/Use Tax Notices</i> as <i>3.</i> ; renumbered <i>3. Motor Vehicle Sales Tax Receipts</i> as <i>4.</i> ; added <i>5. Sales Tax Return Records and Retention: 4 years after filing of the return or settlement for delinquent taxes, whichever is later</i> ; renumbered <i>4. Transaction Journal/Log</i> as <i>6.</i>
40.030	5/2013	Changed description, changed retention from <i>6 years after expiration, fulfillment of all terms of agreement or contract or resolution of any disputes, whichever is later, provided that audit has been completed and agreement or contract no longer has any binding effect; except prior to destruction, evaluate for continuing legal, administrative or historical value to 6 years after expiration or cancellation, fulfillment of all terms of agreement or contract or resolution of any disputes, whichever is later, provided that audit has been completed and agreement or contract no longer has any binding effect; except prior to destruction, evaluate for continuing legal, administrative or historical value</i>
40.200	5/2013	At end of description added <i>Note: Supporting documentation includes material such as follow-up correspondence relating to the open records request and does not include the records that are the subject of the open records request</i>
60.080.C	5/2013	Changed retention from <i>2 years after disconnection, provided that record of disconnection is retained permanently to 2 years after disconnection</i> ; added <i>1. Disconnection Records and Retention: Permanent</i>
60.080.F	5/2013	At <i>6. Water System Inspection and Testing Records, a. Video Inspection Records</i> , changed retention from <i>Until after next video inspection, then evaluate prior to destruction of records to determine ongoing value, to Until superseded, replaced or revised, then evaluate prior to destruction of records to determine ongoing value</i>
60.090.H	5/2013	Under <i>4. Surface Disposal Site Placement</i> , amended description; changed retention from <i>By person who prepares sludge, for as long as sewage sludge remains on land [40 CFR 503.20]</i> to <i>As long as sewage sludge remains on land [40 CFR 503.20]</i>
75.020.A	5/2013	Under <i>2. Special Events Licenses</i> changed retention from <i>2 years + current after event</i> to <i>3 years after event</i>
75.020.H	5/2013	Under <i>1. Confined Space Entry Permits</i> changed description
90.070	5/2013	Changed description
90.140.E	5/2013	Under <i>4. Year-End</i> , changed retention from <i>7 years, provided that payroll register is retained permanently to 7 years, provided that payroll register is retained for 50 years</i>
Text box	6/2014	At beginning of each schedule in General Description Box, changed <i>Duplicate Copies: Retain duplicated copies that are created for administrative purposes for 1 year, and retain those created for convenience or reference purposes until no longer needed or for 1 year, whichever is first. Duplicate copies should not be retained longer than the record copy to Duplicate Copies: Retain duplicated copies until no longer needed but not longer than the record copy.</i>
40.105	6/2014	Added <i>Donor Records</i>
40.340	6/2014	Added description. Added <i>C. Routine; Retention: until no longer needed</i>
70	6/2014	Changed title from <i>Library and Museum Records</i> to <i>Library, Museum and Other Repository Records. Changed General Description</i>

COLORADO MUNICIPAL RECORDS RETENTION SCHEDULE

Appendix H — Amendment Schedule (Cont'd)

<i>§ Changed</i>	<i>Date</i>	<i>Description of Change</i>
70.020	6/2014	Changed title to <i>Museum and Other Repository Records</i> . Changed description.
100.040	6/2014	Changed <i>A. Emergency Operations and Management Plans</i> Retention from <i>Permanent</i> to <i>Until Superseded</i> .
100.080	6/2014	Amended <i>A. Arrest Records</i> by adding <i>may include mug shots and fingerprints</i> at end of description; amended <i>A.1.a. Felony Arrests (Major Felonies and Violent Crimes)</i> by deleting <i>missing persons (excluding runaways)</i> and adding <i>sexual assault on a child</i> and [Reference: <i>CRS 16-5-401</i>]; amended <i>A.1.d. Sexual Assault Arrest Records</i> by adding (<i>excluding sexual assault on a child</i>) to title and changing <i>Retention: 50 years</i> to <i>Retention: 99 years</i> ; deleted <i>A.1.e. Sexual Assault on a Child Arrest Records</i> ; changed name of <i>A.5.</i> by deleting <i>No Criminal Charges Filed</i> ; amended description of <i>B.2. Felony Case Records (Major Felonies and Violent Crimes)</i> by deleting <i>missing persons (excluding runaways)</i> , adding <i>sexual assault on a child</i> and adding [Reference: <i>CRS 16-5-401</i>]; added <i>B.5. Missing Person Records including Runaways</i> and <i>Retention: until located</i> ; renumbered <i>B.5.</i> as <i>B.6. Sex Offender Case Records</i> and added description; renumbered <i>B.6.</i> to <i>B.7.</i> , changed title by adding (<i>excluding sexual assault on a child</i>) and added description; deleted <i>B.7. Sexual Assault on a Child Case Records</i> ; amended <i>B.8.</i> title from <i>Traffic Accident Arrest Records – No Criminal Charges Filed</i> to <i>Traffic Accident Case Records</i> ; deleted <i>E. Criminal History Files</i> ; relettered <i>F.</i> through <i>CC</i> as <i>E.</i> through <i>BB</i> ; amended <i>I. Intelligence Files (Police)</i> by deleting description and retention, adding <i>1. Intelligence Files</i> with description and retention, and adding <i>2. Confidential Information Files</i> with description and retention; amended <i>J. Internal Affairs Investigations and Police Action Reviews</i> by deleting the <i>Note</i> at end of description and adding <i>1. Unsubstantiated</i> and retention and <i>2. Substantiated</i> with description and retention; amended <i>Q. Requests for Release of Information</i> retention to read <i>2 years after request is answered</i> .
55	8/2016	<i>Information Technology and Communication Systems Records</i>
90.110.B	8/2016	<i>Retention: Changed records Amended retention period from 10 years to 6 years after case in closed</i>
Appx G	8/2016	<i>Added paragraphs after the second existing paragraph to explain the State Archives/ new position on storage of archival records on digital media:</i>

Colorado Public Trustee Records Retention Schedule

PREFACE

The *Colorado Public Trustee Records Retention Schedule* is intended to provide a comprehensive records Retention schedule for most records that are typically kept by any Public Trustee. Generally these are records documenting and ensuring accountability for the receipt and expenditure of public funds. The schedule may list records that an individual Public Trustee does not currently have but that it may have in the future.

Each Public Trustee may request approval to follow the *Colorado Public Trustee Records Retention Schedule* from the Colorado State Archivist. This is optional and is dependent upon the discretion of each Public Trustee. If adopted, the Public Trustee should add notations regarding any local provisions affecting the Retention periods of its records. To request approval to follow the *Colorado Public Trustee Records Retention Schedule*, complete the approval request form or contact the State Archives.

Subsequent to approval, the records Retention schedule will apply to the record copy, regardless of how it is stored (electronic, microfilm, digital image, paper, audio or video recording, etc.). If the record copy of a permanent record is stored in electronic format, carefully determine that the storage system is nonproprietary and whether there is a capability to migrate these records to the next generation of technology. Use of third party Retention, e.g. financial institutions is acceptable, if full access is available.

IMPORTANT

This document does not provide legal authority or authorization for destruction of records by any Public Trustee until it is approved for use for that Public Trustee by the Colorado State Archives. No record should be destroyed if it is pertinent to any current, pending or anticipated audit, investigation or legal proceeding.

The Colorado State Archivist does not hold any authority over any Public Trustee which does not complete the approval process through the State Archivist.

Terminology

Terminology that may be unfamiliar to some users is explained in *Appendix B – Glossary*.

Record Titles and Description

Because the records titles used may not reflect the exact records titles used by everyone, the Retention Schedule provides a short paragraph that describes the use and typical contents of each record.

Retention Periods

Retention periods are based on legal requirements and/or on common usage and industry standards to meet typical administrative, operational or reference requirements. The Retention time period indicates the minimum length of time that the record copy should be retained before disposal can take place. Typically, some kind of approval process is in place to authorize the destruction of records in accordance with the Records Retention Schedule.

Evaluate records for continuing legal, fiscal, administrative or historical value and determine whether they are the subject of any legal holds before proceeding with the authorized destruction. It is permissible to

Colorado Public Trustee Records Retention Schedule

either destroy obsolete records at the end of the Retention period or to wait until the end of the year in which they become eligible for destruction. The Public Trustee may dispose of duplicates in accordance with the following guidelines:

- **Duplicate copies created for administrative purposes**
Retain for 1 year and then destroy.
- **Duplicate copies created for convenience or reference**
Retain until no longer needed for reference or 1 year, whichever is first, and then destroy.
- **Duplicate copies should not be retained longer than the record copy.**
§6-17-104, C.R.S., provides a default Retention period of three years for records that State law requires to be retained when no Retention period is otherwise specified.

Guidelines for identification and handling of some non-records are discussed in *Appendix A – Non-Records*.

Trigger Dates

Trigger dates are included in Retention periods whenever possible. A trigger date is the date of an event, action or cut-off point that begins the countdown to the end of the Retention period. An example of a trigger date in a Retention period is: "6 years *after bond expires*". When a trigger date is not specified, the countdown to the end of the Retention period begins on the date the file is closed, the date the file no longer has any administrative or reference value, or the date of the newest document in the file.

Duplicate Record Retention

In the event that the same record is listed in two or more approved record Retention schedules, the agencies involved may, by written agreement, choose to retain the record pursuant only to the schedule with the longest Retention period.

It is permissible to either destroy obsolete records at the end of the Retention period or to wait until the end of the year in which they become eligible for destruction.

Colorado Public Trustee Records Retention Schedule

SCHEDULE NO. 4

4.1 ADMINISTRATIVE RECORDS

Budget Work Records

Departmental budget requests or proposals, reports, budget instructions, worksheets, Financial projections and similar records used in the budget preparation and decision making process.

Retention: 2 years

Reference: §38-37-104(6)

Certificate of Appointment / Performance Bonds

Fidelity, surety, blanket or other bonds intended to guarantee honest and faithful performance of officials.

Retention: 6 years after bond expires (*Should be on file with County Clerk*)

Reference: §31-4-219 and §31-4-401

Contracts

Agreements and contracts of various kinds that document some form of agreement that is enforceable by law, including but not limited to intergovernmental agreements, memoranda of understanding, franchise agreements, lease agreements, professional services agreements, etc.

Retention: 6 years after expiration, fulfillment of all terms of agreement or contract or resolution of any disputes, whichever is later, provided that audit has been completed and agreement or contract no longer has any binding effect; except prior to destruction, evaluate for continuing legal, administrative or historical value. May be otherwise covered by County Clerk or other office.

Reference: Accounting best practices

Correspondence and General Documentation - Administrative, Policy, Legal, Fiscal, Historical, or Research of Enduring Value

Documentation or correspondence, including e-mail messages, with lasting long-term administrative, policy, legal, fiscal, historical or research value; records that relate to policy issues and actions or activities in which an important precedent is set; records of historic events; and other similar records and documentation.

Retention: Permanent

Reference: Accounting best practices

Correspondence and General Documentation - Routine Correspondence and General Documentation

Routine operating documentation or correspondence with limited administrative, legal, fiscal, historical, informational or statistical value. Includes routine e-mail messages, letters or memoranda, reading or chronological files that contain duplicates of memos or letters also filed elsewhere, routine requests for information, transmittal documents, etc.

Retention: 2 years

Reference: Accounting best practices

Colorado Public Trustee Records Retention Schedule

Inventories

Listings of expendable and nonexpendable property and assets, including buildings, real estate, vehicles, furniture, equipment, supplies, merchandise for sale at municipally operated concessions or gift shops and other assets; may include description, cost, date purchased, location, name of vendor and depreciation detail.

Retention: Until superseded

Reference: Accounting best practices

Job Procedures

POLICIES AND PROCEDURES DOCUMENTATION

Written directives, instructions, rules and guidelines documenting policies and procedures, including departmental or organization-wide directives or orders, policy or operations manuals, instruction manuals, handbooks and memoranda setting out responsibilities and guidelines or outlining policies and procedures.

A. Clerical or Other Routine Manuals

Retention: 2 years after superseded or obsolete

B. Policies and Procedures and Supporting Documentation

Documentation, including written materials such as personnel policy manuals and standard operating procedures, that have long-term value in determining current and past policies or procedures in liability cases, personnel disputes and other circumstances; includes supporting documentation relating to the development, formulation, establishment, rationale, approval and implementation of such policies and procedures.

Retention: Permanent

Reference: Accounting best practices

Legal Opinions

Communications and legal advisory opinions written by legal counsel to give advice regarding the legality or legal consequences of various courses of action and to present the basis and rationale for legal recommendations.

A. Enduring Long-Term Value

Legal counsel communications that have long-term administrative, policy, legal, fiscal, historical, informational, reference or research value.

Retention: Permanent

B. Routine Value

Routine legal counsel communications that contain no long-term significant administrative policy, legal, fiscal, historical, informational, reference or research value.

Retention: 2 years, then evaluate prior to destruction to determine that there is no further value

Reference: Accounting best practices

Master Copies (Forms, Letters)

Blank forms are not considered to be records and should be separated from the records. However, a master forms file may be maintained to track the evolution of the form and the instructions regarding use of the form.

Colorado Public Trustee Records Retention Schedule

Retention: Until superseded, except retain one copy permanently if a master forms file is maintained

Reference: Accounting best practices

Personnel Records

EMPLOYEE RECORDS – ACTIVE AND TERMINATED

Documentation of an individual employee's work history maintained because of the employer / employee relationship, such as records pertaining to age, current or last-known address, telephone number and social security number; notices of appointment; tuition reimbursement; classification questionnaires; commendations; disciplinary and personnel actions and supporting documentation, including hiring, evaluation, demotion, promotion, layoff, selection for training or apprenticeships, transfer, resignation and termination or involuntary termination; delegations of authority and work assignments; emergency notification forms; oaths of office; job-related training documentation; individual safety training records, performance evaluations; salary documentation; beneficiary designations; selection of benefit plans; records relating to COBRA continuation of health insurance coverage; etc. [General Reference: CRS 24-72-202(4.5)]. (Note: Medical records are to be retained separately in accordance with federal law.)

Retention: 10 years after retirement or separation, provided that records that are updated periodically may be destroyed when superseded and that medical records relating to hazardous material exposure are retained 30 years after separation.

(DEPARTMENTAL EMPLOYEE RECORDS: Consult with custodian of record copy of employee records regarding proper transfer or disposal of departmental employee records upon termination of employment.)

Reference: Accounting best practices

EMPLOYEE RECORDS – TEMPORARY AND SEASONAL

Records and documentation relating to employment of temporary and seasonal employees, except for payroll and fiscal information.

Retention: 3 years after termination, except payroll and fiscal records

(DEPARTMENTAL TEMPORARY OR SEASONAL EMPLOYEE RECORDS: Consult with custodian of record copy of employee records regarding proper transfer or disposal of departmental employee records upon termination of employment.)

Reference: Accounting best practices

Program Planning Worksheets

WORKSHEETS, DRAFTS AND OTHER PRELIMINARY WORKING MATERIAL

Documents such as rough notes, calculations or drafts assembled or created and used to prepare or analyze other documents; records of a preliminary or working nature which do not represent significant steps in the preparation of the final version of documents; draft or working material relating to a matter that is never completed; includes informal notes, preliminary drafts of letters, memoranda, reports, computer or printer output used to verify information entered into a computer and not considered to be a final copy, etc.

Retention: Until no longer needed

Reference: Accounting best practices

Colorado Public Trustee Records Retention Schedule

4.2 FINANCIAL RECORDS

Accounting Records

Records documenting outgoing payments.

Accounts Payable Records in General

- A. A/P records including but not limited to automatic clearinghouse (ACH) forms, A/P balance sheets, copies of bills paid, checks issued (including check registers), invoices and statements, receiving reports, vendor files, expense and reimbursement request documentation, charge slips, credit card statements, and reports to the governing body listing bills to be paid.

Retention: 7 years

- B. Credit Card Records

Records of credit cards issued for Public Trustee use.

Retention: 2 years after cancellation

- C. Forms 1099 and W-9

Forms for tracking taxpayer information for vendors when the charges for services exceed \$600 for the year.

Retention: 4 years

Reference: §38-37-113, Accounting best practices

Bank Records

Records documenting the current status and transaction activity of funds held at banks.

- A. Bank Records – Routine

Routine banking records, including but not limited to duplicate copies of checks, check stubs, voided checks, deposit slips, trial balances, check registers, CDs, money market certificates, etc.

Retention: 3 years

- B. Bank Statements, Pass Books and Reconciliations

Monthly statements pass books or reconciliations showing funds on deposit.

Retention: 7 years

Reference: §38-37-113, Accounting best practices

Expenditures Requests, Vouchers, and Material, Supply, and Purchase Requisitions

Purchasing Records in General

Purchasing control forms, such as purchase orders, purchase requisitions, field purchase orders, vouchers, signature authorizations, etc.; and competitive bid specifications and solicitations, such as requests for proposals or quotations; and similar records.

Retention: 7 years

Reference: Accounting best practices

Operating Summaries

Annual Reports, Releases of Deeds of Trust, Expenditures, and Commissioners' Reports. Summary annual reports on primary activities and accomplishments for the previous year; may include statistics, narrative reports, graphs and diagrams.

Colorado Public Trustee Records Retention Schedule

Retention: Permanent
Reference: §38-37-104(3)

Petty Cash Records

Records of petty cash fund account and requests for petty cash for various purposes.

Retention: 2 years
Reference: Accounting best practices

4.3 FORECLOSURE RECORDS

Continuance Books

List of properties whose sale date is continued further into the future.

Retention: 1 year + current
Reference: No Statutory Reference

Foreclosure Ledgers

Retention: 7 years after recovery of money owed or when Public Trustee has no further interest in the proceeding
Reference: §38-38-107 and §38-38-110

Foreclosure Packets or Files

A packet or file containing all the documentation surrounding a foreclosure sale, including mailing lists

Retention: 7 years after recovery of money owed or when Public Trustee has no further interest in the proceeding
Reference: §38-38-102 and §38-38-110

Record Books

A record of all foreclosures filed with the Public Trustee showing all the information surrounding each foreclosure. Also includes printed or electronic copies of Notices of Election and Demand, Mailing Lists, and published Combined Notices

Retention: 7 years provided that all required information is recorded with the Clerk and Recorder, otherwise permanent.

NOTE - (If the Public Trustee records the Affidavit of Publication, provided that it includes a copy of the published Combined Notice, as an additional attachment to the Certificate of Purchase along with the mailings lists, as required for all files commenced after 1/1/2008, all the required information would be recorded in the Clerk's records from that point forward.)

Reference: §38-38-102(2) and §38-38-110(3)

Colorado Public Trustee Records Retention Schedule

4.4 RELEASE OF DEED OF TRUST RECORDS

Indemnifications

Resolutions of Indemnification and Affidavits related to Releases submitted with no evidence of debt.

Retention: 7 years, or until such time as any claim made against the public trustee has been finally resolved.

SUGGESTION: The Resolution or Affidavit could be recorded in the County Clerk's records as additional pages to the Release of Deed of Trust

Reference: §38-39-107

Lost Instrument Bonds

Lost Instrument Bonds issued by an insurance company indemnifying the Public Trustee for executing a Release submitted with no evidence of debt.

Retention: 7 years, or until such time as any claim made against the public trustee has been finally resolved

SUGGESTION: The bond could be recorded in the County Clerk's records as additional pages to the Release of Deed of Trust

Reference: §38-39-107

Colorado Public Trustee Records Retention Schedule

APPENDIX A

NON-RECORDS

The following types of administrative materials have no public record Retention value and may be disposed of as soon as they have served their purpose at the discretion of the custodian:

1. **Catalogs, trade journals and other printed materials** received from other offices, commercial firms or private institutions, which require no action and are not needed for documentary purposes.
2. **Informational or extra copies** of correspondence, completed forms, bulletins, newsletters, etc., prepared for reference and information distribution.
3. **Letters of transmittal** that do not add any information to the transmitted materials.
4. **Miscellaneous memoranda or notices** that do not relate to the functional responsibility of the Public Trustee, such as notices of community affairs, employee meetings, holidays, etc.
5. **Preliminary drafts** of letters, memoranda, reports, worksheets and informal notes that do not represent significant basic steps in the preparation of record documents.
6. **Routing slips, sheets, post-it notes or memos** used to direct the distribution of documents.
7. **Outdated or superseded stocks of publications** kept for supply and hand-out purposes.
8. **Telephone messages** that convey non-policy informational messages.
9. **Library or museum material** acquired for reference or exhibition purposes.
10. **Identical duplicate copies** of records.
11. **Notes, tapes or recordings** that have been transcribed.
12. **Temporary or transitory material** with little or no bearing on decision-making.
13. **Training material** from conferences, workshops or other types of external training opportunities.
14. **Unused blank forms** that are obsolete.

Colorado Public Trustee Records Retention Schedule

APPENDIX B

GLOSSARY

Closed Record – A file unit or records series containing documents on which action has been completed and to which more documents are not likely to be added.

CRS – Colorado Revised Statutes.

Disposition – Actions taken regarding records no longer needed in current office space, including destruction pursuant to an approved records Retention schedule or permanent Retention of records in paper or other formats.

Duplicate Copies – Non-record copies of documents kept solely for ease of access and reference.

Format – The shape, size, style and general makeup of a particular record.

Permanent Records – Records appraised as having sufficient historical or other value to warrant continued preservation by the Public Trustee beyond the time they are needed for administrative, legal or fiscal purposes.

Record Copy – The official and "best" copy of a document retained by the official record custodian.

Retention Period – The minimum length of time that a record must be kept.

Retention Schedule – A document approved by the Colorado State Archives providing authority for the minimum Retention periods and final disposition of Public Trustee records.

Series – Physical or intellectual groupings of records; file units or documents arranged according to a filing system or kept together because they relate to a particular subject or function, result from the same activity, document a specific kind of transaction, take a particular physical form, or have some other relationship arising out of their creation, receipt or use.

APPENDIX C

METHODS OF RECORD DESTRUCTION

There are four methods that are generally acceptable for destroying records. However, it is important to note that, when dealing with confidential information such as law enforcement and personnel information, these types of records must be destroyed in a secure manner so as to prevent them from being reconstructed by unauthorized parties.

1. **Shred:** This method is most suited for the security destruction of confidential records such as the ones mentioned above.
2. **Burn:** This method is most likely confined to the rural parts of the state where unregulated burning is still allowed.
3. **Landfill:** This method requires that the records be buried in a trench 3 to 4 feet below the surface of the landfill and immediately covered over to prevent the wind from blowing records about. It is recommended that, when possible, once the records are placed in the trench, they be sprayed with water to facilitate a more rapid decomposition.
4. **Recycle:** This method is desirable for non-confidential records where possible. It promotes good conservation and reuse of paper resources.

Remember to check whether the records you want to destroy are the subject of a legal hold order!

Public Trustees should keep a record of the records destroyed, regardless of whether destruction is coordinated at a centralized or decentralized level, to be able to show that destruction took place in the normal course of business. A log or form used to keep track of records destruction should include the following information at a minimum:

1. Date of destruction.
2. Destruction method.
3. Volume of records destroyed, usually in estimated cubic feet.
4. Records descriptions, such as the types and date ranges of the records destroyed [for instance: Foreclosure records (2005) or Release records (1979—1980)] or a listing of the specific file folder titles, depending on the level of tracking the Public Trustee wants to do.
5. Who authorized, supervised and/or accomplished the records destruction.
6. Retention Schedule reference numbers.

APPENDIX D

FREQUENTLY ASKED QUESTIONS

Q: What if we want to keep something longer than the manual specifies?

A: You may, but you place your community at risk of additional litigation costs should the Public Trustee be sued in regard to a matter related to the records that are retained longer than legally needed. Once you become aware of possible litigation, it is too late to get rid of records that you should have destroyed previously since the rule is “if you still have them, they are discoverable.”

Q: Do we need a local exception to keep something longer than the manual specifies?

A: A local exception must be approved for you to retain something for a shorter time period than the manual specifies and is not required to keep something longer than the specified Retention period. However, it is important to document internally that the Public Trustee’s policy is for a longer Retention period.

Q: What is the best method of destruction?

A: Refer to Appendix E of this manual for an overview of destruction options. The destruction method depends on the content of the records. Any information with personal identifiers (name, address, social security number or driver’s license number, etc.) and any confidential or proprietary information must be rendered completely unreadable. For this reason, cross-cut shredding is preferred over strip shredding. Electronic records must be totally removed (not just “deleted”) from any electronic storage media (CDs, PC hard drives, portable devices such as a PDA or Blackberry, etc.) before disposal of the media at auction or recycling.

Q: Why can we not burn records if they are approved for destruction?

A: You may if the burning is allowed in your part of the state. It is important to note that the records need to be totally obliterated if you use this method of destruction.

Q: If we use a commercial paper recycler to shred our records, how can we be sure they actually destroyed the records so that they are no longer legible?

A: Ask the recycler for a written statement of destruction that indicates your specific records were properly destroyed.

Q: If we adopt the Retention schedule, will we continue to receive annual authorizations to destroy records from the State Archivist?

A: Annual authorizations and the attached pink records destruction certificate are sent only to those Public Trustees with individual records Retention schedules and not to those Public Trustees that have adopted the Colorado Public Trustee Records Retention Schedule. You will need to establish an internal process to initiate and track records destruction.

Q: Do I have to document the records I destroy under authority of the Retention schedule?

A: You do not need to report the records destruction to the State Archives as was the case with any individual Retention schedule your Public Trustee may have had in place in the past. However, it is recommended that you keep a record, such as a form or log, documenting records destruction dates, types

Colorado Public Trustee Records Retention Schedule

of records destroyed, required internal authorizations, and approximate volume of records destroyed to demonstrate compliance with the records Retention schedule and destruction of the records in the normal course of business.

Q: How do I go about implementing the Retention schedule?

A: Implementation may be different for each organization. However, the key is often ongoing communication, training and a clear assignment of responsibilities and authority. To get started, think about: (1) establishing internal processes and central controls to initiate, track, authorize and document records destruction; (2) monitoring compliance if you have a decentralized Retention and destruction process; (3) establishing internal processes to inform the organization about annual revisions to the Retention schedule; and (4) establishing an effective litigation hold process.

Q: Does the Retention schedule cover electronic records?

A: The Retention schedule is media neutral and covers all records regardless of the storage format (paper, electronic, microfilm, etc.). Retention and destruction decisions must be based on the content of the records rather than the storage format.

Q: Can I destroy paper records after they are scanned?

A: The answer is "yes," with some conditions. Under the Colorado Uniform Electronic Transactions Act, electronic records are as good as paper records in court and as evidence of transactions. However, before you destroy the paper, you need to make sure that the electronic records will be readable and accessible for the entire Retention period and that they will be accepted as authentic records in lieu of the originals. To do this, you must establish and follow a migration plan and craft and follow policies and procedures demonstrating that the electronic recordkeeping system preserves the integrity of records. The Colorado Public Trustee Record Retention Schedule applies to the record copy, whether it is in paper or electronic format. You must decide the appropriate format.

Q: What about Retention of Public Trustee records that are hosted by third-party providers?

A: This is an emerging issue for records managers. In general, you should ensure that the contract between the Public Trustee and the third-party host covers at a minimum: (1) how you will get the records back if the host goes out of business or the contract is terminated; (2) how the information is secured to prevent identity theft or breaches of privacy; (3) how information eligible for destruction under the Records Retention Schedule is to be removed; and (4) who has (and does not have) access to the records.

Colorado Public Trustee Records Retention Schedule

APPENDICES

Non-Records

Glossary

Methods of Records Destruction

Frequently Asked Questions

OTHER AVAILABLE APPENDICES

Electronic Messaging Guidelines (E-Mail)

Optical Disk – Policy Statement & Recommended Practices

Guidelines for Long-Term Preservation of Records

Approval Request Form

All Common Records Management Documents

Colorado County Treasurer Records Retention Schedule

PREFACE

The *Colorado County Treasurer Records Retention Schedule* is intended to provide a comprehensive records retention schedule for most records that are typically kept by any County Treasurer. Generally these are records documenting and ensuring accountability for the receipt and expenditure of public funds. The schedule may list records that an individual County Treasurer does not currently have but that it may have in the future.

Each County Treasurer may request approval to follow the *Colorado County Treasurer Records Retention Schedule* from the Colorado State Archivist. This is optional and is dependent upon the discretion of each County Treasurer. If adopted, the Treasurer should add notations regarding any local provisions affecting the retention periods of its records. To request approval to follow the *Colorado County Treasurer Records Retention Schedule*, complete the [approval request form](#), or contact the State Archives.

Subsequent to approval, the records retention schedule will apply to the record copy, regardless of how it is stored (electronic, microfilm, digital image, paper, audio or video recording, etc.). If the record copy of a permanent record is stored in electronic format, carefully determine that the storage system is nonproprietary and whether there is a capability to migrate these records to the next generation of technology. Use of third party retention, e.g. financial institutions is acceptable, if full access is available.

IMPORTANT

This document does not provide legal authority or authorization for destruction of records by any County Treasurer until it is approved for use for that County Treasurer by the Colorado State Archives.

No record should be destroyed if it is pertinent to any current, pending or anticipated audit, investigation or legal proceeding.

The Colorado State Archivist does not hold any authority over any County Treasurer which does not complete the approval process through the State Archivist.

Terminology

Terminology that may be unfamiliar to some users is explained in *Appendix B – Glossary*.

Record Titles and Description

Because the records titles used may not reflect the exact records titles used by everyone, the Retention Schedule provides a short paragraph that describes the use and typical contents of each record.

Retention Periods

Retention periods are based on legal requirements and/or on common usage and industry standards to meet typical administrative, operational or reference requirements. The retention time period indicates the minimum length of time that the record copy should be retained before disposal can take place.

Typically, some kind of approval process is in place to authorize the destruction of records in accordance with the Records Retention Schedule.

Evaluate records for continuing legal, fiscal, administrative or historical value and determine whether they are the subject of any legal holds before proceeding with the authorized destruction. It is permissible to

Colorado County Treasurer Records Retention Schedule

either destroy obsolete records at the end of the retention period or to wait until the end of the year in which they become eligible for destruction. The County Treasurer may dispose of duplicates in accordance with the following guidelines:

- **Duplicate copies created for administrative purposes**
Retain for 1 year and then destroy.
- **Duplicate copies created for convenience or reference**
Retain until no longer needed for reference or 1 year, whichever is first, and then destroy.
- **Duplicate copies should not be retained longer than the record copy.**
§6-17-104, C.R.S., provides a default retention period of three years for records that State law requires to be retained when no retention period is otherwise specified.

Guidelines for identification and handling of some non-records are discussed in *Appendix A – Non-Records*.

Trigger Dates

Trigger dates are included in retention periods whenever possible. A trigger date is the date of an event, action or cut-off point that begins the countdown to the end of the retention period. An example of a trigger date in a retention period is: "6 years *after bond expires*". When a trigger date is not specified, the countdown to the end of the retention period begins on the date the file is closed, the date the file no longer has any administrative or reference value, or the date of the newest document in the file.

Duplicate Record Retention

In the event that the same record is listed in two or more approved record retention schedules, the agencies involved may, by written agreement, choose to retain the record pursuant only to the schedule with the longest retention period.

Colorado County Treasurer Records Retention Schedule

**TREASURER RECORDS
SCHEDULE NO. 3**

3.1 ACCOUNTING RECORDS

Cash Books

Summary record books of cash receipts and disbursements, cash balances and bank account balances.

Retention: 3 years + current

Reference: §30-10-717 - Accounting best practices

Cash Receipts

Copies of receipts for all monies received by the Treasurer other than property taxes. Also known as Miscellaneous Receipts. Includes State Treasurer receipts.

Retention: 6 years + current

Reference: §30-10-715 - Accounting best practices

Cash Summary Reports

Daily summary record of cash receipts and disbursements, cash balances and bank account balances. Includes duplicate copy of monthly report to State Treasurer.

Retention: 6 years + current

Reference: Accounting best practices

Deposit Register (Closed Series)

Manual register showing the amounts deposited daily into each County account.

Retention: 7 years + current

Reference: Accounting best practices

Fee Books (Daily)

Retention: 2 years + current

Reference: Accounting best practices

Receipts (Except Tax)

City Treasurer, County Clerk, Irrigation Districts and Secretary of School District

Retention: 10 years + current

Reference: Accounting best practices

Register of Fees, Expenses and Commissions Earned

A full, true, accurate, and minute account of all Treasurer's fees collected

Retention: 3 years + current

Reference: §30-1-113

Current Schedule: Special Improvement District Files

Mill levy certifications, releases of liens for paid assessments, copies of the assessment rolls, notices, receipts and correspondence.

Retention: 10 years + current

Colorado County Treasurer Records Retention Schedule

Reference: §31-25-524 et al

3.2 AUDIT RECORDS

Audit Trail Records

Daily accounting system reports of completed transactions, used for internal audit.

Retention: 1 year + current

Report of Audit (Duplicate Copies)

Retention: 6 years + current

Reference: §30-10-709, Accounting best practices

3.3 BANKRUPTCY RECORDS

Bankruptcy Files

Files documenting county claims for unpaid taxes against the assets of individuals and corporations involved in bankruptcy proceedings.

Retention: 3 years + current after case is dismissed or discharged

Reference: Accounting best practices

Bankruptcy Case Logs

Logs containing summary information on bankruptcy court cases in which the county has filed claims for payment of taxes.

Retention: 3 years + current after case dismissed or discharged

Reference: Accounting best practices

3.4 CORRESPONDENCE AND GENERAL DOCUMENTATION

Administrative, Policy, Legal, Fiscal, Historical, or Research of Enduring Value

Any record, file, or register that is over 100 years old, or that has historical significance to the County or State, or any document that has lasting value or pertains to issues that will have importance to future generations.

Retention: Permanent

Reference: Accounting best practices

3.6 FINANCIAL RECORDS

Bank Records

Certificates of Deposit, deposit receipts and slips, check stubs, cancelled checks or copies, bank statements, cash letters, bank images, and reconciliation reports. Also includes deposit records from other county departments.

Retention: 6 years + current

Reference: Accounting best practices

Bond Registers and Records

Colorado County Treasurer Records Retention Schedule

Lists of financing bonds issued by various taxing authorities, including school districts, and the payment records for the coupon and bond redemptions.

Retention: 6 years + current after termination of the bond

Reference: Accounting best practices

Cancelled Bonds and Coupons

Original, paid and cancelled bonds and coupons.

Retention: 6 years + current after termination of the bond

Reference: Accounting best practices

Insufficient Funds Checks

Checks received that are returned by banks for insufficient funds and the log records.

Retention: Log Records – 2 years + current

Uncollectible – 1 year + current after being written off

Reference: Accounting best practices

Investment Reports

Reports and transaction sheets listing investments transactions.

Retention: 6 years + current

Reference: Accounting best practices

3.8 LEDGERS AND JOURNALS

Apportionment Records

County and General School Funds

Retention: 6 years + current

Reference: Accounting best practices

General Ledger and Journals

Year-end summary of receipts and disbursements by account and fund reflecting the general financial condition and operation of the county. May also include documentation from subsidiary ledgers to general ledger and accounting adjustments in the form of general entries.

Retention: 6 years + current

Reference: Accounting best practices

Current Schedule: Monthly Statements to County Treasurer from Various County Officers

Earnings, collection and disbursements.

Retention: 6 years + current

Reference: Accounting best practices

Subsidiary Ledgers and Journals

Daily, monthly or quarterly transaction detail showing receipts and expenditures such as depositor payment amount, date, payee, purpose, fund credited or debited, and check number; provides backup documentation to General Ledger. Also includes and reports and journals from other county offices.

Colorado County Treasurer Records Retention Schedule

Retention: 2 years + current
Reference: Accounting best practices

Trial Balances

A reference copy of an accounting system report of the daily balance of all county accounts. Includes daily bank and cash balance reports.

Retention: 2 years + current
Reference: Accounting best practices

3.9 PROPERTY TAX RECORDS

Abatements

Retention: 10 years + current if kept by Assessor, otherwise permanent
Reference: §39-10-114

Abatement Files and Worksheets

Files and reports listing summary information concerning abatements, including copies of documents.

Retention: 6 years + current
Reference: §39-10-114

Assessment Rolls and Tax Warrants

Annual listings of all property subject to taxation certified by the Assessor showing owners and descriptions and the property taxes due and paid on each property assessment. Included are assessment rolls from Special Districts, such as Cities and Towns, Drainage Districts, Special Improvement Districts, etc.

Retention: Permanent
Reference: §39-5-129

Certificate of Taxes Due

Certifications of property taxes due on specified tax accounts, issued on request.

Retention: 1 year + current
Reference: §39-10-115

Distribution Records

Records showing property tax amounts and distributed to Taxing Authorities, including School Districts

Retention: 10 years + current
Reference: Accounting best practices

Mass Payment Files and Reports

Correspondence, reports, and supporting documentation submitted with tax payments covering multiple tax schedules.

Retention: 3 years + current
Reference: Accounting best practices

Colorado County Treasurer Records Retention Schedule

Mineral Rights Tax Sale Correspondence

Correspondence with surface owners of property on which mineral rights are delinquent, allowing them the first right of refusal to purchase the tax lien.

Retention: 4 years + current

Reference: §39-11-150

Mobile Home Authentications

Copies of certifications that mobile home taxes have been paid that are used for movement permits and title applications.

Retention: 3 years + current

Reference: §39-29-203

Mobile Home Distraint & Tax Lien Sale Files

Copies of distraint warrants issued by the Treasurer for taxes due, notices of service by the Sheriff, Certificates of Mobile Home Sale for Delinquent Taxes, and correspondence concerning redemptions.

Retention: 4 years + current

Reference: §39-10-111

Notice of Purchase Record

Retention: Permanent

Reference: §39-11-114

Personal Property Files

Investigation reports, copies of distraint warrants issued by the Treasurer for personal property taxes due, property inventories, notices of sale of personal property, notices of service by the Sheriff, legal publication notices, Certificates of Sale of Personal Property, and correspondence with auctioneers and collection agencies.

Retention: 2 years + current for accounts that have been distrainted and sold
1 year + current for all others

Reference: §39-10-111

Property Condemnation Files

Correspondence, copies of tax pro-ration requests, tax statements, plats, and legal descriptions of property documenting the collection of pro-rated taxes on land condemned by governmental entities.

Retention: 10 years + current

Reference: Accounting best practices

Publication Lists of Delinquent Taxes

Listings of delinquent taxes as advertised for collection.

Retention: 10 years + current

Reference: §39-11-102

Redemption Certificates

Certificates issued by the Treasurer for redemption of tax lien sale certificates.

Colorado County Treasurer Records Retention Schedule

Retention: 5 years + current
Reference: §39-12-105

Tax Deed Notices

Retention: 10 years + current
Reference: §39-11-120, 39-11-129, 39-11-142, 39-12-101 and 39-12-104

Tax Deed Proceedings

Files containing documents and records pertaining to applications for Treasurer's tax deeds. Does not include Tax Lien Sale Certificates of Purchase or Treasurer's Tax Deed Notices.

Retention: 10 years + current
Reference: §39-12-101 and 39-12-104

Tax Deferrals

Copies of Tax Deferrals, supporting documentation, and related correspondence.

Retention: 1 year + current
Reference: Accounting best practices

Tax Notice

Produced at beginning of Tax Year from tape master tax list. Hard copy print-out mailed to taxpayer.

Retention: Permanent
Reference: DOLA requirement

Tax Levy Rate

Listing of mill levies from taxing authorities used to calculate annual property taxes.

Retention: 6 years + current
Reference: DOLA requirement

Tax Lien Sale Certificates of Purchase

Certificates of Purchase issued by the Treasurer to purchasers at the annual tax lien sale. Also includes assignments of Certificates.

Retention: 6 years + current from date of redemption or issuance of tax deed, or
30 years + current for outstanding certificates struck off to the county
Reference: §39-11-117, 39-11-118 and 39-11-142

Tax Lien Sale Index

Index of land and lots sold at the annual tax lien sale.

Retention: Permanent
Reference: §39-11-103

Tax Lien Sale Records Books

Listing of property taxes sold at the annual tax lien sale, showing names, addresses, legal descriptions, amounts sold at sale, purchasers, redemptions, and tax deeds issued.

Retention: Permanent

Colorado County Treasurer Records Retention Schedule

Reference: §39-11-114

Tax Receipts

Copies of receipts for property taxes paid. Includes Real Estate, Personal Property, and Special Assessment tax receipts.

Retention: 10 years + current from date of payment

Reference: §39-10-105

3.10 WARRANTS

County Warrants

County warrants and stubs that have been paid and cancelled by the Treasurer's office.

Retention: 6 years + current

Reference: Accounting best practices (retrievable from bank)

Monthly Warrant Reports Files

Summary reports of warrant transactions processed by the Treasurer, and copies of bank notices that county warrants were not paid due to improper endorsements.

Retention: 1 year + current

Reference: Accounting best practices

School Warrants

School District warrants paid through the Treasurer's office. Includes receipts for warrants cancelled and returned to the School District.

Retention: 6 years + current

Reference: Accounting best practices

Warrant Registers

Books and listings of all warrants registered and/or paid through the Treasurer's office, including school district warrants.

Retention: 6 years + current?

Reference: Accounting best practices

Colorado County Treasurer Records Retention Schedule

APPENDIX A

NON-RECORDS

The following types of administrative materials have no public record retention value and may be disposed of as soon as they have served their purpose at the discretion of the custodian:

1. **Catalogs, trade journals and other printed materials** received from other offices, commercial firms or private institutions, which require no action and are not needed for documentary purposes.
2. **Informational or extra copies** of correspondence, completed forms, bulletins, newsletters, etc., prepared for reference and information distribution.
3. **Letters of transmittal** that do not add any information to the transmitted materials.
4. **Miscellaneous memoranda or notices** that do not relate to the functional responsibility of the County Treasurer, such as notices of community affairs, employee meetings, holidays, etc.
5. **Preliminary drafts** of letters, memoranda, reports, worksheets and informal notes that do not represent significant basic steps in the preparation of record documents.
6. **Routing slips, sheets, post-it notes or memos** used to direct the distribution of documents.
7. **Outdated or superseded stocks of publications** kept for supply and hand-out purposes.
8. **Telephone messages** that convey non-policy informational messages.
9. **Library or museum material** acquired for reference or exhibition purposes.
10. **Identical duplicate copies** of records.
11. **Notes, tapes or recordings** that have been transcribed.
12. **Temporary or transitory material** with little or no bearing on decision-making.
13. **Training material** from conferences, workshops or other types of external training opportunities.
14. **Unused blank forms** that are obsolete.

APPENDIX C

METHODS OF RECORD DESTRUCTION

There are four methods that are generally acceptable for destroying records. However, it is important to note that, when dealing with confidential information such as law enforcement and personnel information, these types of records must be destroyed in a secure manner so as to prevent them from being reconstructed by unauthorized parties.

1. **Shred:** This method is most suited for the security destruction of confidential records such as the ones mentioned above.
2. **Burn:** This method is most likely confined to the rural parts of the state where unregulated burning is still allowed.
3. **Landfill:** This method requires that the records be buried in a trench 3 to 4 feet below the surface of the landfill and immediately covered over to prevent the wind from blowing records about. It is recommended that, when possible, once the records are placed in the trench, they be sprayed with water to facilitate a more rapid decomposition.
4. **Recycle:** This method is desirable for non-confidential records where possible. It promotes good conservation and reuse of paper resources.

Remember to check whether the records you want to destroy are the subject of a legal hold order!

County Treasurers should keep a record of the records destroyed, regardless of whether destruction is coordinated at a centralized or decentralized level, to be able to show that destruction took place in the normal course of business. A log or form used to keep track of records destruction should include the following information at a minimum:

1. Date of destruction.
2. Destruction method.
3. Volume of records destroyed, usually in estimated cubic feet.
4. Records descriptions, such as the types and date ranges of the records destroyed [for instance: Property Tax Receipts (2002) or Bank records (2006)] or a listing of the specific file folder titles, depending on the level of tracking the County Treasurer wants to do.
5. Who authorized, supervised and/or accomplished the records destruction.
6. Retention Schedule reference numbers.

Colorado County Treasurer Records Retention Schedule

APPENDIX B

GLOSSARY

Closed Record – A file unit or records series containing documents on which action has been completed and to which more documents are not likely to be added.

CRS – Colorado Revised Statutes.

Disposition – Actions taken regarding records no longer needed in current office space, including destruction pursuant to an approved records retention schedule or permanent retention of records in paper or other formats.

Duplicate Copies – Non-record copies of documents kept solely for ease of access and reference.

Format – The shape, size, style and general makeup of a particular record.

Permanent Records – Records appraised as having sufficient historical or other value to warrant continued preservation by the County Treasurer beyond the time they are needed for administrative, legal or fiscal purposes.

Record Copy – The official and "best" copy of a document retained by the official record custodian.

Retention Period – The minimum length of time that a record must be kept.

Retention Schedule – A document approved by the Colorado State Archives providing authority for the minimum retention periods and final disposition of County Treasurer records.

Series – Physical or intellectual groupings of records; file units or documents arranged according to a filing system or kept together because they relate to a particular subject or function, result from the same activity, document a specific kind of transaction, take a particular physical form, or have some other relationship arising out of their creation, receipt or use.

APPENDIX D

FREQUENTLY ASKED QUESTIONS

Q: What if we want to keep something longer than the manual specifies?

A: You may, but you place your community at risk of additional litigation costs should the County Treasurer be sued in regard to a matter related to the records that are retained longer than legally needed. Once you become aware of possible litigation, it is too late to get rid of records that you should have destroyed previously since the rule is “if you still have them, they are discoverable.”

Q: Do we need a local exception to keep something longer than the manual specifies?

A: A local exception must be approved for you to retain something for a shorter time period than the manual specifies and is not required to keep something longer than the specified retention period. However, it is important to document internally that the County Treasurer’s policy is for a longer retention period.

Q: What is the best method of destruction?

A: Refer to Appendix E of this manual for an overview of destruction options. The destruction method depends on the content of the records. Any information with personal identifiers (name, address, social security number or driver’s license number, etc.) and any confidential or proprietary information must be rendered completely unreadable. For this reason, cross-cut shredding is preferred over strip shredding. Electronic records must be totally removed (not just “deleted”) from any electronic storage media (CDs, PC hard drives, portable devices such as a PDA or Blackberry, etc.) before disposal of the media at auction or recycling.

Q: Why can we not burn records if they are approved for destruction?

A: You may if the burning is allowed in your part of the state. It is important to note that the records need to be totally obliterated if you use this method of destruction.

Q: If we use a commercial paper recycler to shred our records, how can we be sure they actually destroyed the records so that they are no longer legible?

A: Ask the recycler for a written statement of destruction that indicates your specific records were properly destroyed.

Q: If we adopt the retention schedule, will we continue to receive annual authorizations to destroy records from the State Archivist?

A: Annual authorizations and the attached pink records destruction certificate are sent only to those County Treasurers with individual records retention schedules and not to those County Treasurers that have adopted the Colorado County Treasurer Records Retention Schedule. You will need to establish an internal process to initiate and track records destruction.

Q: Do I have to document the records I destroy under authority of the retention schedule?

A: You do not need to report the records destruction to the State Archives as was the case with any individual retention schedule your County Treasurer may have had in place in the past. However, it is recommended that you keep a record, such as a form or log, documenting records destruction dates, types

Colorado County Treasurer Records Retention Schedule

of records destroyed, required internal authorizations, and approximate volume of records destroyed to demonstrate compliance with the records retention schedule and destruction of the records in the normal course of business.

Q: How do I go about implementing the retention schedule?

A: Implementation may be different for each organization. However, the key is often ongoing communication, training and a clear assignment of responsibilities and authority. To get started, think about: (1) establishing internal processes and central controls to initiate, track, authorize and document records destruction; (2) monitoring compliance if you have a decentralized retention and destruction process; (3) establishing internal processes to inform the organization about annual revisions to the retention schedule; and (4) establishing an effective litigation hold process.

Q: Does the retention schedule cover electronic records?

A: The retention schedule is media neutral and covers all records regardless of the storage format (paper, electronic, microfilm, etc.). Retention and destruction decisions must be based on the content of the records rather than the storage format.

Q: Can I destroy paper records after they are scanned?

A: The answer is "yes," with some conditions. Under the Colorado Uniform Electronic Transactions Act, electronic records are as good as paper records in court and as evidence of transactions. However, before you destroy the paper, you need to make sure that the electronic records will be readable and accessible for the entire retention period and that they will be accepted as authentic records in lieu of the originals. To do this, you must establish and follow a migration plan and craft and follow policies and procedures demonstrating that the electronic recordkeeping system preserves the integrity of records. The Colorado County Treasurer Record Retention Schedule applies to the record copy, whether it is in paper or electronic format. You must decide the appropriate format.

Q: What about retention of County Treasurer records that are hosted by third-party providers?

A: This is an emerging issue for records managers. In general, you should ensure that the contract between the County Treasurer and the third-party host covers at a minimum: (1) how you will get the records back if the host goes out of business or the contract is terminated; (2) how the information is secured to prevent identity theft or breaches of privacy; (3) how information eligible for destruction under the Records Retention Schedule is to be removed; and (4) who has (and does not have) access to the records.

Colorado County Treasurer Records Retention Schedule

INDEX

-A-			
Abatement Files and Worksheets	3.9		
Abatements	3.9		
Administrative, Policy, Legal, Fiscal Historical, or Research of Enduring Value	3.4		
Apportionment Records	3.8		
Assessment Rolls and Tax Warrants	3.9		
Audit Trail Records	3.2		
-B-			
Bank Records	3.6		
Bankruptcy Case Logs	3.3		
Bankruptcy Files	3.3		
Bond Registers	3.6		
-C-			
Cancelled Bonds & Coupons	3.6		
Cash Books	3.1		
Cash Receipts	3.1		
Cash Summary Reports	3.1		
Certificate of Taxes Due	3.9		
County Warrants	3.10		
-D-			
Deposit Register (Closed Series)	3.1		
Distribution Records	3.9		
-F-			
Fee Books (Daily)	3.1		
-G-			
General Ledger	3.8		
-I-			
Insufficient Funds Checks	3.6		
Investment Reports	3.6		
		-M-	
		Mineral Rights Tax Sale Correspondence	3.9
		Mobile Home Authentications	3.9
		Mobile Home Distraint and Tax Lien Sale Files	3.9
		Monthly Statements of County Treasurer from Various County Officers	3.8
		Monthly Warrant Report Files	3.10
		-N-	
		Notice of Purchase Record	3.9
		-P-	
		Personal Property Files	3.9
		Property Condemnation Files	3.9
		Publication Lists of Delinquent Taxes	3.9
		-R-	
		Receipts (Except Tax)	3.1
		Redemption Certificates	3.9
		Register of Fees, Expenses and Commissions Earned	3.1
		Report of Audit (Duplicate Copies)	3.2
		-S-	
		School Reports	3.9
		School Warrants	3.10
		Special Improvement District Files	3.1
		Subsidiary Ledgers & Journals	3.8
		-T-	
		Tax Deed Notices	3.9
		Tax Deed Proceedings	3.9
		Tax Deferrals	3.9
		Tax Levy Rate	3.9
		Tax Lien Sale Certificates of Purchase	3.9
		Tax Lien Sale Index	3.9
		Tax Lien Sale Records Index	3.9
		Tax Notice	3.9
		Tax Receipts	3.9
		Trial Balances	3.8
		-W-	
		Warrant Registers	3.10

Colorado County Treasurer Records Retention Schedule

APPENDICES (new)

Non-Records

Glossary

Methods of Records Destruction

Frequently Asked Questions

OTHER AVAILABLE APPENDICES

Electronic Messaging Guidelines (E-Mail)

Optical Disk – Policy Statement & Recommended Practices)

Guidelines for Long-Term Preservation of Records)

Approval Request Form

All Common Records Management Documents