

APPENDIX G

AMENDMENT SCHEDULE

| § Changed | Date | Description of Change |
|-----------|-------|--|
| 1.80 | 1/03 | Under <i>Nonresidential</i> , amended <i>approved drawings</i> and changed retention from 7 years to 1 year; added <i>drawings not approved</i> with retention of 2 years |
| 1.80 | 1/03 | Under <i>Residential</i> , amended <i>approved drawings</i> and changed retention from 90 days to 180 days; added <i>drawings not approved</i> with retention of 2 years |
| 1.150 | 1/03 | Added <i>all other adopted model building standards</i> to <i>Building Inspection Reports</i> ; changed title of <i>Trailer Inspection Reports</i> to <i>Trailer/Mobile Home Inspection Reports</i> |
| 3.40 | 1/03 | Changed retention under <i>Campaign Contribution & Expenditure Reports</i> from all candidates of permanent to <i>defeated candidates, 1 year, and elected candidates 1 year after leaving office</i> |
| 3.110 | 1/03 | Changed retention under <i>Nomination Petitions</i> for <i>unsuccessful candidates</i> from 6 months to 2 years |
| 5.260 | 1/03 | Under <i>Certificates of Deposit – Registers</i> , changed retention from 6 months + current to 6 years after maturity |
| 5.300 | 1/03 | Changed title of <i>Rejected Bids</i> to <i>Rejected/Unsuccessful Bids</i> |
| 5.360 | 1/03 | Changed title of <i>Nondeliverable Billing Notices</i> to <i>Nonpayment Billing Notices</i> |
| 6.50 | 1/03 | Amended <i>Website Development and Evolution</i> retention from <i>Permanent</i> to <i>Under Review</i> |
| 7.90 | 1/03 | Added <i>and includes e-mail</i> to <i>Routine Value</i> and <i>Transitory Value</i> |
| 10.150 | 1/03 | Added <i>Dump Tickets</i> and <i>Retention</i> under <i>Solid Waste Management</i> |
| 11.20 | 1/03 | Changed title of <i>Census and Population Data</i> to <i>Census and Population Data (Historical)</i> |
| 11.70 | 1/03 | Added <i>Toxic Sites (Designated)</i> and <i>Retention</i> under <i>Environmental Records</i> |
| 11.140 | 1/03 | Changed <i>Retention</i> for <i>Direct Interest to the Municipality</i> from <i>Permanent</i> to 6 years provided it is reviewed before destroying |
| 12.20 | 1/03 | Amended title of <i>Show Cause/Hearing Records</i> to <i>Show Cause Administrative/Hearing Records</i> |
| 12.20 | 1/03 | Added <i>security guards</i> under <i>Business Licenses</i> |
| 12.20 | 1/03 | Amended title of <i>Contractor's Licenses</i> to <i>Contractor's Licenses/Registrations</i> ; changed citation for <i>Retention</i> from <i>GRMRC</i> to <i>CRS 13-80-104</i> |
| 13.60 | 1/03 | Added <i>Advisory Opinion and Retention</i> under <i>Legal Opinions</i> |
| 14.30 | 1/03 | Added <i>other court-issued instruments</i> under <i>Case File Records</i> |
| 17.70 | 1/03 | Added INTELLIGENCE FILES (ARSON) and retentions under FIRE AND RESCUE ACTIVITY RECORDS |
| 17.80 | 1/03 | Added TOXIC SITE (DESIGNATED) and retention under HAZARDOUS MATERIALS |
| 17.90 | 1/03 | Added INTELLIGENCE FILES (POLICE) and retention under POLICE RECORDS |
| 3.40 | 12/04 | Changed title of CAMPAIGN CONTRIBUTION AND EXPENDITURE REPORTS to CAMPAIGN REPORTS AND STATEMENTS; added retention for CANDIDATE AFFIDAVITS, COMMITTEE STATEMENTS OF ORGANIZATIONS, and CONTRIBUTION AND EXPENDITURE REPORTS |
| 3.55 | 12/04 | Added Section entitled COORDINATED ELECTION RECORDS |
| 3.65 | 12/04 | Added Section entitled MAIL BALLOT ELECTION RECORDS |
| 7.180 | 12/04 | Added Section entitled GIS RECORDS UNDER MAPS AND DOCUMENTS |
| 8.100 | 12/04 | Added CONFLICT OF INTEREST DISCLOSURE STATEMENTS and FINANCIAL DISCLOSURE STATEMENTS under MEMBER RECORDS |
| 15.120 | 12/04 | Changed retention of MATERIAL SAFETY DATA SHEETS (MSDS) from 30 Years to UNTIL SUPERSEDED OR 1 YEAR + CURRENT AFTER CHEMICAL IS DISPOSED OF OR CONSUMED |

COLORADO MUNICIPAL RECORDS RETENTION SCHEDULE

APPENDIX G — AMENDMENT SCHEDULE (Cont'd)

| § Changed | Date | Description of Change |
|-----------|-------|--|
| 17.75 | 12/04 | Added Section entitled <i>Fire Department Records (If International Fire Code Is Adopted)</i> |
| 17.90 | 12/04 | Added <i>Felony Arrests (Major Felonies and Violent Crimes); Felony Arrests (Others); and Misdemeanors</i> under <i>Adult Offenders</i> under <i>Arrest Records</i> |
| 17.90 | 12/04 | Added <i>Registered Sex Offenders</i> under <i>Police Records</i> |
| 17.150 | 12/04 | Added Section entitled <i>Videotapes</i> |
| 1.20 | 2/05 | Under <i>Applications for Building Permits Issued</i> , changed retention from <i>90 days after completion</i> to <i>180 days after completion</i> |
| 3.110 | 2/05 | Under retention of <i>Charter Initiative Petitions, Initiative Petitions and Referendum Petitions</i> changed retention to delete language stating: <i>and except that unsuccessful petitions may be returned to petition representatives after the municipal clerk's certification that the petition is insufficient</i> |
| 5.50 | 2/05 | Under <i>Check Records</i> , added <i>Voided Checks</i> and retention of <i>1 year + current</i> |
| 5.340 | 2/05 | Added <i>Real Estate Transfer Tax Records</i> cross-reference to <i>Sales and Use Tax Records</i> |
| 7.140 | 2/05 | Changed title of <i>Technical Files</i> to <i>Technical or General Reference Files</i> |
| 7.270 | 2/05 | Under <i>Facility and Program Use Records</i> , added <i>annual or seasonal passes for recreational programs</i> |
| 9.130 | 2/05 | Changed Section title from <i>Seal and Logo of the Municipality</i> to <i>Seal, Logo and Other Intellectual Property Records</i> and amended description to read <i>Records relating to municipally owned copyrights, trademarks, service marks, seals, logos, taglines and other similar intellectual property</i> |
| 12.20 | 2/05 | Under <i>Business Licenses</i> added <i>taxi and limousine drivers</i> |
| 15.70 | 2/05 | Under <i>Employee Records – Active and Terminated</i> , changed retention from <i>50 years after date of hire</i> to <i>10 years after retirement or separation, provided that records relating to hazardous material exposure are retained 30 years after separation</i> |
| 1.80 | 4/06 | Under <i>Construction Drawings and Plans — Residential Not Approved</i> , changed retention from <i>2 years from the date of denial</i> to <i>If International Building Code has been adopted, then 180 days after drawings and plans have been submitted</i> |
| 2.30 | 4/06 | Added cross-reference to <i>Schedule 5 Financial Records</i> under <i>Cemetery Financial Records</i> |
| 3.110 | 4/06 | Added <i>Insufficient Petitions</i> under <i>Petitions – Election</i> |
| 3.110 | 4/06 | Under <i>Petitions – Election – Recall Petitions</i> , changed retention from <i>2 years after election, except retain one copy of representative pages for historical purposes in permanent election file</i> to <i>3 years after submission, except retain one copy of representative pages for historical purposes in permanent election file, and except that unsuccessful petitions may be returned to petition representatives after the municipal clerk's certification that the petition is insufficient</i> |
| 4.20 | 4/06 | Under <i>Appointments and Resignations</i> , amended language to read <i>Record of appointments to and resignations from the entity, including applications, recruitment information, etc.</i> |
| 4.55 | 4/06 | Added Section entitled <i>Member Lists</i> |
| 4.120 | 4/06 | Added <i>Study Sessions</i> under <i>Tapes of Meetings</i> |
| 5.20 | 4/06 | Added cross-reference to <i>Schedule 2.30 Cemetery Records</i> under <i>Accounts Receivable Records</i> |
| 5.55 | 4/06 | Added Section entitled <i>Bankruptcy and Foreclosure Records</i> |
| 6.50 | 4/06 | Under <i>Computer System Records – Website Development and Evolution</i> , changed retention from <i>Under Review to Recommend that the last 2 iterations of the website be retained if possible</i> |
| 6.60 | 4/06 | Under <i>Equipment Records</i> , added <i>boilers</i> to list of examples |
| 7.05 | 4/06 | Added Section entitled <i>Administrative Proceedings Records</i> |
| 7.395 | 4/06 | Added Section entitled <i>Surveys Conducted by Municipalities</i> with subsections entitled <i>Compilations and Survey Responses</i> |
| 8.10 | 4/06 | Changed title from <i>Agenda Material</i> to <i>Agenda Supporting Documentation</i> |
| 8.170 | 4/06 | Changed title from <i>Packets Distributed to Governing Body</i> to <i>Packets of Information Distributed to Governing Body</i> |

COLORADO MUNICIPAL RECORDS RETENTION SCHEDULE

APPENDIX G — AMENDMENT SCHEDULE (Cont'd)

| § Changed | Date | Description of Change |
|-----------|------|---|
| 8.220 | 4/06 | Added <i>Study Sessions</i> under <i>Tapes of Meetings</i> |
| 9.05 | 4/06 | Added Section entitled <i>Archaeological and Historical Site Records</i> |
| 9.100 | 4/06 | Changed title from <i>Photographs</i> to <i>Photographic Records with Historical Value</i> and amended description to read <i>Photographs, negatives, prints, digital images, slides, archival slide shows with sound tracks, videos and motion pictures of historical interest to the municipality</i> |
| 10.310 | 4/06 | Under <i>Water Source of Supply Records</i> , changed the description under <i>Irrigation (Ditch Company)</i> to <i>Water stock assessments and seasonal rental of surplus irrigation water</i> , and changed retention from <i>Permanent</i> to <i>6 years + current</i> |
| 12.10 | 4/06 | Under <i>Bonds – Licenses and Permits</i> , added (<i>such as house moving, tree trimming, street cutting, etc.</i>) to description |
| 12.20 | 4/06 | Under <i>Licensing Records</i> , added <i>Temporary Alcohol Beverage Permits under Alcohol Beverage Licenses</i> |
| 12.30 | 4/06 | Added <i>Confined Space Entry Permits</i> and <i>Hot Work and Open Flame Work Permits</i> under <i>Permit Records</i> ; and changed retention under <i>Special Events and Use Permits</i> and under <i>Use Permits</i> from <i>2 years</i> to <i>1 year + current</i> |
| 14.30 | 4/06 | Added <i>Default Judgments</i> under <i>Case Files – Traffic Cases</i> |
| 15.120 | 4/06 | Added <i>HIPAA Authorizations for Release of Information</i> under <i>Health and Safety Records</i> |
| 15.120 | 4/06 | Under <i>Health and Safety Records – Material Safety Data Sheets (MSDS)</i> added to retention provided the employer retains some record of the identity (chemical name if known) of the substance or agent, where it was used, and when it was used, for at least 30 years |
| 15.150 | 4/06 | Added <i>Polygraph Records – Routine (not job-related)</i> under <i>Job Records</i> |
| 15.170 | 4/06 | Added <i>Employee Longevity Reports</i> under <i>Payroll Records</i> |
| 16.155 | 4/06 | Added Section entitled <i>Security Records</i> , with subsections entitled <i>Automated Access System Records and Entry and Exit Log Sheets</i> ; and moved <i>Videotapes Related to Security</i> from 17.150 to 16.155 |
| 16.165 | 4/06 | Added Section entitled <i>Utility Locate Requests</i> |
| 17.90 | 4/06 | Under <i>Police Records – Arrest Records – Adult Offenders</i> , changed description under <i>Felony Arrests (Major Felonies and Violent Crimes)</i> |
| 17.90 | 4/06 | Under <i>Police Records – Arrest Records – Adult Offenders, Felony Arrests (Other)</i> , changed retention from <i>5 years + current</i> to <i>10 years + current</i> |
| 17.90 | 4/06 | Under <i>Police Records – Case Files</i> , changed description under <i>Felony Cases (Major Felonies and Violent Crimes)</i> |
| 17.90 | 4/06 | Under <i>Police Records – Case Files – Felony Cases (Other)</i> , changed retention from <i>5 years + current</i> to <i>10 years + current</i> |
| 17.90 | 4/06 | Under <i>Police Records – Evidence Records</i> , deleted <i>Videotapes</i> |
| 17.90 | 4/06 | Under <i>Police Records</i> , added <i>Prisoner Transport Records</i> |
| 17.90 | 4/06 | Under <i>Police Records – Reports – Offense Reports</i> , changed description of <i>Serious Offenses</i> |
| 17.150 | 4/06 | Under <i>Videotapes</i> , moved section entitled <i>Videotapes Related to Security</i> to 16.155 |
| Appx E | 4/06 | Added <i>Appendix E, Methods of Record Destruction</i> |
| Appx F | 4/06 | Relettered <i>Appendix E, Amendment Schedule</i> to <i>Appendix F</i> |
| Schedule | 3/07 | Changed title from <i>Colorado Model Municipal Records Retention Schedule</i> to <i>Colorado Municipal Records Retention Schedule</i> |
| Schedule | 3/07 | Removed specific references to <i>Guidelines for the Retention of Municipal Records in Colorado (GRMRC)</i> |
| 1.150 | 3/07 | Changed <i>Building Inspection Reports</i> to <i>Building and Structure Inspection Reports</i> ; added to paragraph: <i>Also includes other building and structure inspection reports in general, such as inlet inspections, proof roll inspections, etc.</i> |

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APPENDIX G — AMENDMENT SCHEDULE (Cont'd)

| § Changed | Date | Description of Change |
|-----------|------|---|
| Sched. 3 | 3/07 | Amended introductory statement regarding <i>Contested Elections</i> , amending 2nd sentence to read: <i>However, if the election is contested, all election records <u>must</u> be retained until the contest has been finally resolved and all rights to appeal have expired.</i> |
| 4.10 | 3/07 | Amended title to read: <i>Agendas and Supporting Documentation</i> ; added to description: <i>Supporting documentation includes material such as agenda item summaries and other supporting 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</i> ; added <u>Duplicate copies</u> : <i>Until meeting is over</i> |
| 4.90 | 3/07 | Amended title to read: <i>Packets Distributed to Appointed Entities – Convenience Copies</i> ; added to beginning of description, <i>Convenience copies of . . .</i> ; added to end of description, <i>Note: This listing applies to convenience copies of such information that may be retained intact by some municipalities for ready reference. Other copies of material included in this type of information packet, such as agenda item summaries, minutes, correspondence, etc., may also be retained elsewhere as a different record with a different purpose for a different retention period.</i> |
| 4.105 | 3/07 | Changed title and number of 4.120, <i>Tapes of Meetings</i> , to 4.105, <i>Recordings of Meetings</i> |
| 5.10 | 3/07 | <i>Vendor Files</i> , amended description to delete <i>Federal Taxpayer Identification Number</i> |
| 5.10 | 3/07 | Added <i>W-9 Forms</i> under <i>Accounts Payable Records</i> |
| 5.270 | 3/07 | Added <i>Journal Entries with retention of 6 years + current</i> |
| 5.270 | 3/07 | Amended description under <i>Subsidiary Ledgers and Journals</i> ; changed retention by adding <i>+ current</i> |
| 5.280 | 3/07 | Added <i>Loans Made by Municipality for Employee or Other Purposes</i> |
| 5.315 | 3/07 | Added Section entitled <i>Rebate Program Records</i> |
| 6.110 | 3/07 | Changed title from <i>Inspection and Maintenance Documentation – Public Safety</i> to <i>Inspection and Maintenance Documentation – Vehicles and Equipment</i> ; amended description to include records required by state and federal regulations; changed retention from <i>Life of unit</i> to <i>Until vehicle or equipment is no longer under municipal control + 1 year</i> |
| 7.330 | 3/07 | Added <i>Weekly Reports</i> under <i>Reports</i> |
| 8.10 | 3/07 | Changed title from <i>Agenda Supporting Documentation</i> to <i>Agendas and Supporting Documentation</i> ; amended description |
| 8.20 | 3/07 | Deleted <i>Agendas</i> and reserved the section |
| 8.45 | 3/07 | Added section entitled <i>Committee Records– Governing Body</i> |
| 8.170 | 3/07 | Changed title by adding <i>Convenience Copies</i> ; amended description to add note |
| 8.220 | 3/07 | Renumbered to 8.185; Changed title to <i>Recordings of Meetings</i> |
| 10.190 | 3/07 | Added <i>Street Cleaning Records</i> |
| 10.250 | 3/07 | Under <i>Locates</i> , deleted language, inserted reference to <i>Section 16.165, Utility Locate Requests</i> |
| 12.20 | 3/07 | Added vendors and peddlers under <i>Business Licenses</i> |
| 13.30 | 3/07 | Added <i>Medical Records – Personal Injury Claims</i> |
| 14.25 | 3/07 | Added <i>Bonds and Supporting Documentation – Court</i> |
| 15.20 | 3/07 | Under <i>Collective Bargaining Agreements</i> , deleted language, inserted reference to <i>Collective Bargaining Records</i> |
| 15.55 | 3/07 | Added Section entitled <i>Collective Bargaining Records</i> |
| 15.60 | 3/07 | Added <i>State of Colorado New Hire Reporting Compliance</i> |
| 15.65 | 3/07 | Added Section entitled <i>Driver's License Verifications</i> |
| 15.85 | 3/07 | Added Section entitled <i>Employment Verifications</i> |
| 15.120 | 3/07 | Added <i>Commercial Drivers' License Records</i> under <i>Health and Safety Records</i> |

COLORADO MUNICIPAL RECORDS RETENTION SCHEDULE

APPENDIX G — AMENDMENT SCHEDULE (Cont'd)

| <i>§ Changed</i> | <i>Date</i> | <i>Description of Change</i> |
|------------------|-------------|---|
| 15.120 | 3/07 | Added <i>Drug Testing Records</i> under <i>Health and Safety Records</i> |
| 15.150 | 3/07 | Under <i>Applications for Employment – Not Hired</i> , added <i>Background Investigation Files – Public Safety Employees Not Hired</i> |
| 15.170 | 3/07 | Under <i>Payroll Tax Records</i> description, deleted <i>request for taxpayer identification number and certificate (W-9)</i> |
| 15.200 | 3/07 | Under <i>Policies and Procedures – Personnel</i> , deleted language, inserted reference to <i>Section 7, Policies and Procedures Documentation</i> |
| 15.290 | 3/07 | Under <i>Volunteer Worker Records</i> , replaced language with <i>Recognition Records and Service Records</i> language |
| 17.90 | 3/07 | Under <i>Arrest Records</i> , amended <i>Adult Offender Arrest Records</i> title and <i>Felony Arrest</i> descriptions regarding arson, deaths; deleted aggravated assault, added forgery; changed title of <i>Misdemeanor</i> to <i>Misdemeanor Arrests</i> ; changed title of <i>Juveniles</i> to <i>Juvenile Offender Arrest Records</i> ; added <i>Traffic Accident Arrest Records – No Criminal Charges Filed</i> |
| 17.90 | 3/07 | Changed title of <i>Case Files</i> to <i>Case Records</i> , amended description; added <i>Death Case Records – Noncriminal, Sexual Assault Case Records</i> and <i>Traffic Accident Case Records – No Criminal Charges Filed</i> ; added <i>Records</i> to title, to read <i>Felony Case Records (Major Felonies and Violent Crimes)</i> , added <i>arson with fatalities, forgery and unrecovered firearms</i> , deleted <i>aggravated assault</i> ; added <i>Records</i> to title, to read <i>Felony Case Records (Other)</i> , added <i>aggravated assault and arson without fatalities</i> ; added [CRS 16-5-401] to retention for <i>Felony Case Records (Other)</i> , added <i>Case Records</i> to titles of <i>Misdemeanor</i> and <i>Sex Offender</i> |
| 17.90 | 3/07 | Added <i>Code Enforcement Records</i> , reserved for future use |
| 17.90 | 3/07 | Added <i>Community Relations Records</i> |
| 17.90 | 3/07 | Added <i>Concealed Weapons Permits</i> , with cross-reference to 12.30 |
| 17.90 | 3/07 | Added <i>Crime Lab Records</i> |
| 17.90 | 3/07 | Under <i>Criminal History Files</i> , for <i>Felonies</i> , added [CRS 16-5-401] to retention; for <i>Misdemeanors</i> , changed retention from <i>5 years + current</i> to <i>3 years + current</i> |
| 17.90 | 3/07 | Under <i>Evidence Records</i> , amended description to include a note regarding DNA; amended <i>Handling and Storage of Evidence Records</i> ; added <i>Chemical Blood Testing Reports; Evidence and Property Audit Records</i> ; and <i>Lie Detector Test Records</i> ; deleted <i>Fingerprint Cards and Files; Mug Shots/Negatives; Photos/Negatives</i> ; and <i>Videotapes</i> |
| 17.90 | 3/07 | Added <i>Expungement Records</i> |
| 17.90 | 3/07 | Added <i>False Alarm Records</i> |
| 17.90 | 3/07 | Under <i>Field Contact Records, Recorded Interviews – Field Contacts</i> , added to retention <i>or life of case file if not transcribed</i> |
| 17.90 | 3/07 | Added <i>General Orders</i> |
| 17.90 | 3/07 | Under <i>Intelligence Files (Police)</i> added <i>Gang Files [Reserved]</i> ; under <i>Multiple Contacts</i> , changed retention from <i>5 years</i> to <i>No longer than 5 years</i> |
| 17.90 | 3/07 | Under <i>Logs</i> , added <i>Criminal History Check Log Sheets</i> |
| 17.90 | 3/07 | Added <i>NCIC/CCIC Teletypes</i> |
| 17.90 | 3/07 | Under <i>Reports</i> , deleted <i>Accident Reports, Activity Summaries, Crime Stoppers Reports, Incident Reports and Offense Reports</i> |
| 17.90 | 3/07 | Added <i>Requests for Release of Information</i> |
| 17.90 | 3/07 | Under <i>Ride-Along Program Reports, Denied Approval to Ride-Along</i> , changed retention from <i>Permanent</i> to <i>1 year + current</i> |
| 17.90 | 3/07 | Under <i>Training Records</i> , deleted <i>Shooting range score sheets</i> |
| 17.90 | 3/07 | Added <i>Victim Assistance Records</i> |
| 17.90 | 3/07 | Added <i>Weapons and Firearms Records</i> |
| 17.105 | 3/07 | Added <i>Section Recordings – Dispatch</i> |
| 17.120 | 3/07 | Deleted Section entitled <i>Tape Recordings – Dispatch</i> |

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APPENDIX G — AMENDMENT SCHEDULE (Cont'd)

| <i>§ Changed</i> | <i>Date</i> | <i>Description of Change</i> |
|------------------|-------------|--|
| 17.150 | 3/07 | Deleted subtopics, added reference <i>See Police Records – Case Records above and 16.155 Videotapes Related to Security</i> |
| Schedule | 2/08 | Added letters and numbers to sections and subsections to facilitate references; updated Index and Cross-References to reflect the same |
| Schedule | 2/08 | Under <i>General Description</i> of each Schedule, deleted <i>The specific 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.</i> and added in box below the <i>General Description</i> : <i>The retention periods specified in this schedule apply to the information contained within the record, regardless of the physical format of the record (paper, microfilm, computer disk or tape, optical disk, etc.)</i> |
| Preface | 2/08 | Added <i>Trigger Dates</i> and description |
| 1.80 | 2/08 | Under <i>Nonresidential, Approved</i> and <i>Nonresidential</i> , amended descriptions to read <i>Drawings, plans (final or as-built) or specifications . . .</i> under <i>Nonresidential</i> , and <i>Residential, Not Approved</i> , amended descriptions to read <i>Unapproved drawings, plans or specifications submitted by those applying for a building permit</i> |
| 2.30 | 2/08 | Under description, added . . . <i>maintained by a self-sufficient cemetery separately from the municipality's financial and accounting systems. See also Schedule 5 Financial Records for financial records of the municipality</i> |
| 3.20 | 2/08 | At end of description, changed <i>elections</i> to <i>electors</i> |
| 3.135 | 2/08 | Added <i>Surveillance Recordings – Election Areas</i> |
| 4.20 | 2/08 | Added subsection <i>Appointed Applicants</i> , retaining retention of <i>1 year + current after end of service</i> |
| 4.20 | 2/08 | Added subsection <i>Unsuccessful Applicants</i> |
| 5.10 | 2/08 | Under <i>W-9 Forms</i> , changed retention from <i>6 years + current</i> to <i>3 years + current</i> |
| 5.150 | 2/08 | Amended title by adding <i>and Supporting Documentation</i> , amended description, deleted the retention |
| 5.150 | 2/08 | Added subsection entitled <i>Fee and Rate Schedules and Supporting Documentation (except for utility rates)</i> and retention; added section entitled <i>Utility Rate Schedules and Supporting Documentation</i> and reference |
| 5.220 | 2/08 | Under description, added <i>or administered by the municipality under a municipal grant program</i> |
| 5.220 | 2/08 | Added <i>Grants from the Municipality</i> , with subsections entitled <i>Awarded Grants and Supporting Documentation</i> and <i>Rejected Grants and Supporting Documentation</i> |
| 5.220 | 2/08 | Moved original subsections of <i>Awarded Grants</i> and <i>Rejected Grants</i> under new subsection of <i>Grants to the Municipality</i> and changed retention of <i>Rejected Grants</i> from <i>2 years + current after rejection or withdrawal</i> to <i>1 year + current after rejection or withdrawal</i> |
| 5.240 | 2/08 | Under <i>Certificates of Insurance</i> , deleted <i>Major Municipal Projects</i> and <i>Other Certificates of Insurance</i> , keeping the retention as <i>6 years after expiration</i> |
| 5.280 | 2/08 | Under <i>Loans Made by Municipality for Employee or Other Purposes</i> , added paragraph entitled <i>Approved Loans</i> , keeping the retention, and added paragraph entitled <i>Rejected Loans</i> |
| 5.280 | 2/08 | Under <i>Routine Loans</i> , added paragraph entitled <i>Approved Loans</i> , keeping the retention, and added paragraph entitled <i>Rejected Loans</i> |
| 5.315 | 2/08 | Changed retention from <i>6 years + current after the rebate is paid, provided the records have been audited,</i> to <i>1 year + current after the rebate is paid, provided the records have been audited</i> |
| 5.330 | 2/08 | Under <i>Comprehensive Annual Financial Report (CAFR)</i> changed cross-reference from <i>Schedule 15</i> to <i>5.40B, Audit Reports</i> |
| 5.340 | 2/08 | Added subsection titled <i>Colorado Department of Revenue Monthly Revenue Distribution Reports</i> |
| 5.360 | 2/08 | Under <i>Meter Records</i> , added <i>Meter Inventory</i> |
| 5.360 | 2/08 | Under <i>Nonpayment Billing Notices</i> , added to retention <i>or until next billing cycle is complete, whichever is later</i> |

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APPENDIX G — AMENDMENT SCHEDULE (Cont'd)

| § Changed | Date | Description of Change |
|-----------|------|--|
| 5.360 | 2/08 | Added <i>Rate Schedules and Supporting Documentation – Utility Billing</i> |
| 6.220 | 2/08 | Under <i>Work Orders</i> added cross-reference to description, <i>See also 6.180 Vehicle Histories</i> and added under retention <i>unless the work order provides the only available vehicle history, in which case it should be retained for the life of the vehicle or equipment + 1 year</i> |
| 7.120 | 2/08 | Added <i>such as meeting agendas and minutes, studies and reports and other material</i> after <i>Records</i> in description; added <i>and 7.365, Special District Records</i> under cross-reference |
| 7.235 | 2/08 | Added Section entitled <i>Open Records Requests and Supporting Documentation</i> |
| 7.270 | 2/08 | Under <i>Districts</i> amended cross-reference from <i>Schedule 7 External Groups and Agencies</i> to <i>7.365 Special District Records</i> |
| 7.270 | 2/08 | Amended title from <i>Museum Accession and Donation Records</i> to <i>Museum Records</i> ; added wording under description |
| 7.280 | 2/08 | Amended subsection title from <i>Major Projects</i> to <i>Capital Projects</i> ; amended description; amended retention from <i>Permanent</i> to <i>6 years + current 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, the records must be evaluated for continuing legal, administrative or historical value</i> ; under paragraph entitled <i>Project Bonds</i> , changed retention from <i>6 years + current after expiration</i> to <i>6 years + current after expiration or project completion, whichever is later</i> |
| 7.280 | 2/08 | Deleted <i>Minor Projects</i> |
| 7.280 | 2/08 | Added subsection entitled <i>Information Technology Projects [Reserved]</i> |
| 7.280 | 2/08 | Added subsection entitled <i>Noncapital Projects</i> |
| 7.365 | 2/08 | Added Section entitled <i>Special District Records</i> |
| 8.90 | 2/08 | Changed Retention from <i>Permanent</i> to <i>Until superseded</i> |
| 10.190 | 2/08 | Added subsection entitled <i>Weather Observation Records</i> |
| 10.240 | 2/08 | Added subsection entitled <i>Route Maps</i> |
| 10.250 | 2/08 | Added subsections entitled <i>Annexation Review Records – Utility and Other Infrastructure; As-Built Drawings</i> ; and <i>Development Review Records – Utility and Other Infrastructure</i> |
| 10.270 | 2/08 | Deleted description and Retention; added cross-reference to <i>See 7.365 Special District Records</i> |
| 10.290 | 2/08 | Under description added <i>and storage before systems</i> |
| 10.290 | 2/08 | Under paragraph entitled <i>Backflow Prevention Device Test Records</i> , deleted description and retention, added cross-reference to <i>See 10.290.J, Sewer Inspection and Testing Records</i> ; |
| 10.290 | 2/08 | Under <i>Cross-Connection Control Survey Records</i> , amended retention by deleting <i>longer</i> and adding <i>later</i> |
| 10.290 | 2/08 | Added subsections entitled <i>Easements and Rights-of-Way; Emergency Plans</i> ; and <i>Maps and Drawings</i> |
| 10.290 | 2/08 | Changed title of <i>Oversizing Records</i> to <i>Oversizing Project Records</i> , added cross-reference to <i>See 7.280, Project Files</i> and deleted retention |
| 10.290 | 2/08 | Changed title of <i>Sewer Inspection Records</i> to <i>Sewer Inspection and Testing Records</i> , changed paragraph title from <i>Sewer Smoke Test Records</i> to <i>Sewer Test Records</i> , in description, added <i>X-ray and other</i> between <i>smoke</i> and <i>tests</i> , and changed retention from <i>10 years</i> to <i>10 years after completion of test</i> |
| 10.290 | 2/08 | Under <i>Sewer Inspection and Testing Records</i> , added paragraph entitled <i>Video Inspection Records</i> |
| 10.290 | 2/08 | Added subsection entitled <i>Utility Billing Records</i> |
| 10.290 | 2/08 | Under <i>Water Distribution and Production System Records</i> , deleted <i>Flow Measurements</i> , added paragraphs entitled <i>Water Conservation Records</i> and <i>Water System Inspection and Testing Records</i> |
| 10.290 | 2/08 | Under <i>Water Use Restriction Records</i> , added paragraph entitled <i>Complaints and Supporting Documentation</i> , added title of <i>Notices of Restrictions</i> , retaining original description and retention, and added paragraphs entitled <i>Policies, Reports and Analyses</i> and <i>Variance Records</i> |

COLORADO MUNICIPAL RECORDS RETENTION SCHEDULE

APPENDIX G — AMENDMENT SCHEDULE (Cont'd)

| § Changed | Date | Description of Change |
|-----------|------|---|
| 10.300 | 2/08 | Under <i>Analytical Reports</i> , amended description of <i>Bacteriological Quality Analysis</i> to add <i>that are naturally present in the environment</i> ; amended description of <i>Chemical and Radiological Analysis</i> to add <i>to determine the presence of radionuclides from the decay of natural and manmade deposits and the erosion of natural deposits</i> and amended retention from <i>10 years</i> to <i>10 years + current</i> ; added paragraph entitled <i>Chlorination Reports</i> ; added description to <i>Lead and Copper Analysis</i> and changed retention from <i>12 years</i> to <i>12 years + current</i> ; added description to <i>Secondary Contaminants</i> and changed retention from <i>10 years</i> to <i>10 years + current</i> ; added description to <i>Water Test Standards</i> ; amended description of <i>Water Turbidity Reports</i> by adding <i>resulting from soil runoff</i> to description and changing retention from <i>10 years</i> to <i>10 years + current</i> |
| 10.300 | 2/08 | Under <i>Discharge Permits and Monitoring</i> , added paragraph entitled <i>Odor Complaints</i> |
| 10.310 | 2/08 | Under <i>Acquisition, Sale and Transfer Records</i> , added <i>water decrees before and other similar transactions</i> , and added paragraph entitled <i>Water Offers</i> |
| 10.310 | 2/08 | Deleted subsection entitled <i>Irrigation (Ditch) Company Records</i> |
| 10.310 | 2/08 | Added subsection entitled <i>Ditch Records</i> |
| 10.310 | 2/08 | Under <i>Reservoir, Dam and Lake Records</i> , added paragraph entitled <i>Construction and Capacity Records</i> , retaining description, deleting <i>monitoring</i> , adding cross-reference of <i>See also 7.280, Project Files</i> , changing retention from <i>Permanent</i> to <i>Life of reservoir, dam or lake + 1 year</i> ; added paragraph entitled <i>Dam Monitoring and Inspection Records</i> |
| 10.310 | 2/08 | Under <i>River and Stream Records</i> , added paragraphs entitled <i>Flow Measurements, Hydrologic Data – Rivers and Streams</i> , and <i>Surface Water Rights Records</i> , retaining description and retention under <i>Surface Water Rights Records</i> |
| 10.310 | 2/08 | Added subsections titled <i>Water Court Records, Water Decree Accounting, Water Modeling and Forecasting Records, Water Quality Monitoring Records, and Water Rental or Leasing Records</i> |
| 10.310 | 2/08 | Changed title of <i>Weather Data</i> to <i>Weather Records</i> , added paragraphs entitled <i>Weather Modification Records, Weather Observation Records</i> and <i>Weather Sensor Calibration and Testing Records</i> ; retaining original description and retention under <i>Weather Observation Records</i> and adding <i>snow pack</i> after <i>river</i> in description |
| 11.15 | 2/08 | Added <i>Annexation Review Records</i> |
| 11.45 | 2/08 | Added <i>Development Review Records</i> |
| 11.70 | 2/08 | Changed title of subsection from <i>Weed and Grass Control</i> to <i>Nuisance Abatement Records</i> and amended description |
| 11.155 | 2/08 | Added <i>Special District Records</i> and cross-reference |
| 12.15 | 2/08 | Added <i>Licenses Issued to the Municipality</i> |
| 12.35 | 2/08 | Added <i>Permits Issued to the Municipality</i> |
| 15.40 | 2/08 | Changed title from <i>Benefits</i> to <i>Benefits Records</i> |
| 15.40 | 2/08 | Added subsections entitled <i>Benefit Reports</i> and <i>Employee Insurance Claims</i> |
| 15.40 | 2/08 | Under <i>Plan Basis</i> , removed <i>and 29 CFR 2520</i> from the retention |
| 15.70 | 2/08 | Added <i>beneficiary designations</i> before the words <i>selection of benefit plans</i> ; amended <i>duplicate copies</i> to read: <i>Consult with custodian of record copy of municipal employee records regarding proper transfer or disposal of departmental employee records upon termination of employment</i> |
| 15.120 | 2/08 | Under <i>Commercial Drivers' License Records – Administrative Records</i> , added description |
| 15.120 | 2/08 | Under <i>Drug Testing Records</i> added to description (<i>does not include CDL drug testing</i>) |
| 15.180 | 2/08 | Added subsection entitled <i>Retirement Files</i> |
| 15.310 | 2/08 | Added cross-reference after description to read <i>See 5.240, Insurance Policies</i> |

COLORADO MUNICIPAL RECORDS RETENTION SCHEDULE

APPENDIX G — AMENDMENT SCHEDULE (Cont'd)

| § Changed | Date | Description of Change |
|-----------|------|---|
| 16.155 | 2/08 | Under <i>Videotapes Related to Security</i> , deleted footnote; changed title of <i>Facility Security of Justice Center/Other Municipal Buildings</i> to <i>Municipal Buildings</i> ; amended description to add <i>public areas of after cameras in</i> ; added cross-reference to read <i>See 3.135 for surveillance recordings made in election areas and 17.90 for video recordings made in secured police areas such as jails, holding areas, booking areas or lock-ups</i> ; deleted <i>Security Videos of Detention Center Booking</i> |
| 16.180 | 2/08 | In the description, added <i>signs and etc.</i> , deleted the word <i>or</i> , to read . . . <i>municipally owned facilities, signs, structures, etc.</i> |
| 17.70 | 2/08 | Under <i>Fire Protection Districts</i> , deleted description and retention and added cross-reference to read <i>See 7.365 Special District Records</i> |
| 17.90 | 2/08 | Under <i>Arrest Records, Adult Offender Arrest Records</i> , added <i>Sexual Assault Arrest Records and Sexual Assault on a Child Arrest Records</i> |
| 17.90 | 2/08 | Under <i>Case Records</i> , added <i>Sexual Assault on a Child Case Records</i> |
| 17.90 | 2/08 | Added subsection entitled <i>Open Records Requests</i> |
| 17.90 | 2/08 | Under <i>Seizure Fund Documentation</i> , added description |
| 17.90 | 2/08 | Added subsection entitled <i>Vehicle Impound Records</i> |
| 17.90 | 2/08 | Changed title of <i>Victim Assistance Records</i> to <i>Victim Assistance and Counseling Records</i> |
| 17.90 | 2/08 | Added subsections entitled <i>Video Recordings – Secured Police Facilities</i> ; and <i>Video Recordings – Vehicle Recording Systems</i> |
| Appx F | 2/08 | Added <i>Appendix F</i> , entitled <i>Frequently Asked Questions</i> |
| Appx F | 2/08 | Relettered <i>Appendix F, Amendment Schedule</i> to <i>Appendix G</i> |
| 1.160 | 3/09 | In description, added: <i>includes records relating to 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.</i> |
| 2.70 | 3/09 | Deleted description and retention; added cross-reference to read <i>See 16.110.C, Damage Records</i> |
| 4.90 | 3/09 | Changed title of <i>Packets Distributed to Appointed Entities – Convenience Copies</i> to <i>Packets Distributed to Appointed Entities – Informational</i> ; in description, added <i>after batches of information the following: [If an intact copy of the packet is retained by the municipality for convenient reference]</i> ; in Note, added <i>packets of after copies of such</i> ; replaced <i>Other</i> with <i>Record</i> in second sentence; replaced <i>agenda item summaries</i> with <i>agendas and supporting documentation</i> ; replaced <i>may also be retained elsewhere as a different record with a different purpose for a different retention period with are retained separately for the retention periods</i> ; under <i>Retention</i> , changed 3 years to 1 year |
| 5.230 | 3/09 | Deleted Paragraphs A, B, C and D; added retention for Section to read: <i>Retention: 6 years + current after improvement district is terminated or all bonds are paid or cancelled, whichever is later</i> |
| 5.260 | 3/09 | Paragraph A, deleted retention, added cross-reference of: <i>See: 5.50.B, Bank Statements</i> |
| 5.270 | 3/09 | Paragraph A, changed retention from <i>Permanent</i> to <i>30 years + current</i> |
| 5.300 | 3/09 | Paragraph H, in description, added <i>signature authorizations after vouchers</i> |
| 5.300 | 3/09 | Added Paragraph L, <i>Vendor Prequalification Records</i> |
| 5.345 | 3/09 | Added Section, <i>Tax Reporting Records</i> |
| 7.10 | 3/09 | Deleted retention; added Paragraphs A, <i>Affidavits of Publication – Ordinances</i> ; and B, <i>Other Affidavits of Publication</i> |
| 7.270 | 3/09 | Added Paragraphs A, <i>Activities and Events – Short-Term Agreements, Contracts and Supporting Documentation</i> , and B, <i>Childcare Facility Records</i> ; relettered Paragraphs A, B, C and D as C, D, E, F; added Paragraph G, <i>Incident Reports</i> ; relettered Paragraphs E and F as H and I; deleted Paragraph G, <i>Other Programs Sponsored by Municipality</i> ; relettered Paragraphs H and I as J and K |
| 7.280 | 3/09 | Subparagraph A.1.b., <i>Performance and Payment Bonds</i> , amended retention by adding <i>after expiration of warranty period of project completion, whichever is later</i> |

COLORADO MUNICIPAL RECORDS RETENTION SCHEDULE

APPENDIX G — AMENDMENT SCHEDULE (Cont'd)

| § Changed | Date | Description of Change |
|-----------|------|--|
| 8.170 | 3/09 | Changed title of <i>Packets Distributed to Appointed Entities – Convenience Copies</i> to <i>Packets Distributed to Appointed Entities – Informational</i> ; in description, added after <i>batches of information</i> the following: <i>[If an intact copy of the packet is retained by the municipality for convenient reference]</i> ; in Note, added <i>packets of</i> after <i>copies of such</i> ; replaced <i>Other</i> with <i>Record</i> at beginning of second sentence; replaced <i>agenda item summaries</i> with <i>agendas and supporting documentation</i> ; replaced <i>may also be retained elsewhere as a different record with a different purpose for a different retention period with are retained separately for the retention periods</i> ; under <i>Retention</i> , changed 3 years to 1 year + current; deleted <i>Duplicate Copies: 1 year or until no longer needed for reference, whichever is first</i> |
| 9.05 | 3/09 | Added cross-reference after description, to read <i>See also 1.160, Landmark and Historic Designations</i> |
| 10.190 | 3/09 | Added Paragraph R, <i>Traffic Congestion Monitoring Records</i> ; relettered Paragraphs R, S and T as S, T and U |
| 12.20 | 3/09 | In Paragraph E, after description, added <i>Note: Effective January 1, 2008, plumbing contractor registrations are issued by the State of Colorado pursuant to CRS 12-58-105</i> |
| 13.10 | 3/09 | Added <i>and 13.60, Legal Communications</i> at end cross-reference |
| 13.60 | 3/09 | Changed title of <i>Legal Communications and Opinions</i> to <i>Legal Communications</i> ; in description, replaced <i>Formal opinions</i> with <i>Communications and legal advisory opinions</i> ; after <i>governing body</i> , changed <i>or</i> to <i>and/or</i> ; deleted <i>Retention</i> , replaced Paragraph A, <i>Advisory Opinion</i> with A, <i>Enduring Long-Term Value</i> ; added Paragraph B, <i>Routine Value</i> |
| 13.70 | 3/09 | Deleted Paragraphs A and B, added <i>Retention of 7 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</i> ; deleted Footnote 8 (renumbered remaining Footnotes) |
| 15.70 | 3/09 | In description, after <i>pertaining to age</i> , added <i>current or last known</i> ; in retention, after <i>provided that</i> , added <i>records that are updated periodically may be destroyed when superseded and that</i> |
| 15.120 | 3/09 | Paragraph B, in description, added <i>post accident</i> after <i>Pre-employment</i> ; in Subparagraph H.1, added <i>after superseded or after training is no longer administered, whichever is later</i> to retention; added Subparagraph 2, <i>Safety Training – Employee Tests</i> |
| 15.300 | 3/09 | Added description to read <i>Records of scheduled work for employees, including shift schedules</i> ; Deleted Paragraph A, <i>Employee On-Call Schedule</i> ; retained retention |
| 16.100 | 3/09 | End of cross-reference, added <i>and 16.135, Rental Agreements – Short-Term</i> |
| 16.110 | 3/09 | Deleted <i>Retention: 1 year + current</i> ; in Paragraph A, added <i>cemeteries, golf courses</i> after <i>parks</i> ; added Paragraph B, <i>Chemical Testing and Treatment Records – Aquatic Facilities</i> ; relettered Paragraph B as C, in description, added <i>and vandalism after damage</i> , added <i>aquatic facilities, golf courses</i> , after <i>facilities</i> , replaced <i>and fences with fences and other municipal property</i> , changed retention from 3 years after date of last action if not litigated; if litigated, see <i>Schedule 13</i> to 3 years after date of incident; relettered Paragraph C as D, in description, changed <i>periodic inspection of parks and facilities</i> to <i>periodic safety, health and environmental review and inspection of buildings, parks, playgrounds, golf courses, swimming pools and other public facilities</i> , changed retention from 2 years to 3 years + current |
| 16.120 | 3/09 | Added cross-reference to description to read <i>See also: Schedule 2, Cemetery Records</i> |
| 16.135 | 3/09 | Added title, <i>Rental Contracts and Agreements – Short-Term</i> |
| 17.05 | 3/09 | Added title, <i>Ambulance Licensing and Operation Records</i> |
| 17.20 | 3/09 | Paragraph B, changed cross-reference from <i>See 7.120, External Groups and Agencies</i> , to <i>See 7.20, Agreements and Contracts and 7.120, External Groups and Agencies</i> ; Paragraph C, description, added <i>disposition</i> after <i>impoundment</i> |
| 17.50 | 3/09 | Paragraph B, changed title from <i>Incident Records – Disasters and Emergencies</i> to <i>Incident Records – Major Disasters and Emergencies</i> ; in description, added <i>major</i> after <i>impacts of</i> , added sentence at end to read <i>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.</i> |

COLORADO MUNICIPAL RECORDS RETENTION SCHEDULE

APPENDIX G — AMENDMENT SCHEDULE (Cont'd)

| <i>§ Changed</i> | <i>Date</i> | <i>Description of Change</i> |
|------------------|-------------|--|
| 17.60 | 3/09 | Paragraph A, changed title from <i>Emergency 9-1-1 Service</i> to <i>Emergency 9-1-1</i> ; added description to read <i>Records relating to emergency 9-1-1 system management</i> , changed retention from <i>5 years after superseded</i> to <i>1 year + current after system is superseded</i> ; Paragraph B, retention, added <i>+ current after 1 year</i> |
| 17.90 | 3/09 | Paragraph C, deleted <i>Reserved</i> , added cross-reference to read <i>See: 17.90.B.4, Misdemeanor Case Records</i> ; Paragraph H, in description, added <i>in consultation with and after is destroyed</i> , Subparagraph 1, added <i>or life of the defendant, whichever is later [CRS 18-1-1101, et seq.]</i> , to retention, in Subparagraph 3, changed retention from <i>Life of case file</i> to <i>Life of related case file or life of the defendant, whichever is later [CRS 18-1-1101, et seq.]</i> |
| 17.105 | 3/09 | In description, added <i>and other protective services after enforcement</i> ; added <i>including police and fire radio transmissions, police emergency 9-1-1 calls and fire dispatch calls after transmissions</i> |
| 17.120 | 3/09 | Added Section, <i>Systematic Alien Verification for Entitlements (SAVE) Program Records</i> |