

**SCHEDULE NO. 9**

**HISTORICAL RECORDS<sup>6</sup>**

General Description: Records that have historical importance as documentation and evidence of the origins and evolution of the municipality and community.

*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.). Duplicate Copies:* Provided that no retention period is specified for duplicate copies, retain those 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.

**9.05 ARCHAEOLOGICAL AND HISTORICAL SITE RECORDS** <Added 4/06>  
 Records relating to archaeological and historical sites within the municipality. See also 1.160, Landmark and Historic Designations. <Amended 3/09>

Retention: Permanent

**9.10 COMMUNITY AND MUNICIPAL HISTORIES**  
 Narrative histories of the municipality, departments and community prepared for reference and informational purposes.

Retention: Permanent

**9.20 COMMUNITY RECORDS**  
 Significant historical records (often fragmentary) of early community groups, businesses and prominent individuals typically found in the municipal clerk's office or local history collections.

Retention: Permanent Note: Contact State Archives for assistance in records appraisal.

**9.30 HISTORIC BUILDINGS AND DISTRICTS**  
 See 1.160, Landmark and Historic Designations.

**9.40 HISTORICAL SOCIETY**  
 See 7.120, External Groups and Agencies.

**9.50 INCORPORATION RECORDS**  
 Records relating to the designation of the municipality as a municipal corporation.

Retention: Permanent

**9.60 LANDMARKS**  
 See 1.160, Landmark and Historic Designations.

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<sup>6</sup> The following types of records are usually considered to have permanent archival value: annual reports, audit reports, brochures, court dockets older than 1920, directives, handbooks, histories, indexes, interviews, legal opinions, minutes, ordinances and resolutions, organizational charts, photographs, policy manuals, procedure manuals, publications, regulations, research reports, rules, speeches, special studies, statistical summaries, records older than 1900. Many of these records are listed in other schedules for permanent retention.

**9.70 LOGO – MUNICIPAL**

See 9.130, Seal, Logo and Other Intellectual Property Records.

**9.80 NEWS CLIPPINGS**

See 9.120, Scrapbooks.

**9.90 NEWSPAPERS – LOCAL**

Newspapers of the locality or region that have been preserved in the municipal clerk's office for reference or informational purposes.

Retention: Not considered to be a municipal record; however, older collections of local newspapers may have historical interest to the Colorado Historical Society, local historical society or other historic preservation groups. Note: Contact the Colorado State Archives regarding disposition of these newspapers.

**9.100 PHOTOGRAPHIC RECORDS WITH HISTORICAL VALUE <Amended 4/06>**

Photographs, negatives, prints, digital images, slides, archival slide shows with sound tracks, videos and motion pictures of historical interest to the municipality. See also Schedule 17 Police Records. <Amended 4/06>

Retention: Permanent

**9.110 RECORDS OLDER THAN 1900**

Municipal (or other) records of any type in the custody of the municipality that are dated prior to 1900 and that may have historical or archival value. See also 14.40.A, Docket Sheets – Older than 1920.

Retention: Contact Colorado State Archives regarding preservation and disposition

**9.120 SCRAPBOOKS**

Chronological record of the municipality or individual municipal departments which may include photographs, newspaper clippings and other items pertaining to the municipality's activities and actions and the reactions of citizens.

Retention: Permanent

**9.130 SEAL, LOGO AND OTHER INTELLECTUAL PROPERTY RECORDS <Amended 2/05>**

Records relating to municipally owned copyrights, trademarks, service marks, seals, logos, taglines and other similar intellectual property. <Amended 2/05>

Retention: Permanent