

SCHEDULE NO. 10

INFRASTRUCTURE RECORDS

General Description: Records pertaining to the provision of basic infrastructure and underlying public works services and systems that provide the foundation for the municipality.

*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.*

10.10 COMMUNICATIONS SYSTEMS

Records pertaining to community-wide communications systems, including cable television and telephone service. See 5.190, Franchise Records; 6.40, Communications System Licenses; 6.160, Telephone System – Municipal Buildings; 12.30.D, Communication Tower Permits; 12.30.H, Encroachment Permits; and 16.60, Easements and Rights-of-Way.

10.20 ELECTRICITY SERVICE

Records relating to the provision of electrical service to the community and its residents. See 5.190, Franchise Records; 5.360, Utility Billing; and 7.20, Agreements and Contracts.

10.30 ENCROACHMENTS – UTILITY LINES

See 12.30.H, Encroachment Permits.

10.40 ENTERPRISE BOARD RECORDS

See 8.70, Governing Body as Another Decision-Making Body.

10.50 FRANCHISES

See 5.190, Franchise Records.

10.60 GAS SERVICE

Records pertaining to the provision of natural gas service to residents of the municipality. See 5.190, Franchise Records; 7.20, Agreements and Contracts; and 12.30.H, Encroachment Permits.

10.70 IMPACT FEES

See 5.20, Accounts Receivable Records.

10.80 IMPROVEMENT DISTRICTS

See 5.230, Improvement District Records.

10.90 MAPS AND DRAWINGS

Maps, plans and drawings created by the municipality or its contractor(s) for municipal use, including system schematics, "as-built" drawings, topographic and planimetric maps, etc. See also 7.180, Maps and Drawings.

Retention: Permanent for final versions

Duplicate Copies: Until no longer needed for reference

10.100 POLICIES AND PROCEDURES

See 7.260, *Policies and Procedures Documentation*.

10.110 PROJECT RECORDS

See 7.280, *Project Files*.

10.120 RAILROAD RECORDS

A. *Municipal Operations on Railroad Right-of-Way*

Records of license agreements, right-of-way agreements or other transactions for the municipality's use of the railroad right-of-way for utility line installation or other purposes.

Retention: Permanent

B. *Railroad Crossings*

Crossing plans and drawings, PUC/CDOT public hearings and rulings, reports and studies, accident records, corrective actions in relation to State inspection reports and similar documentation.

Retention: Permanent

C. *Railroad Systems*

Records pertaining to railroad systems, routes, regulations and rights-of-way for railways operating within the municipality.

Retention: Permanent

10.130 REGULATIONS

See 7.320, *Regulations and Standards*.

10.140 RIGHTS-OF-WAY AND EASEMENTS

See 16.60, *Easements and Rights-of-Way*.

10.150 SOLID WASTE MANAGEMENT

Records pertaining to landfills operated by the municipality. See also 5.20, *Accounts Receivable* for cash receipts for trash hauling, etc.

A. *Dump Tickets* <Added 1/03>

Retention: 3 years

B. *Landfill Locations*

Retention: Permanent

C. *Landfill Monitoring – Surrounding Jurisdictions*

See 11.70.A, *Environmental Monitoring and Reviews*.

10.160 STANDARDS

See 7.320, *Regulations and Standards*.

10.170 STATE HIGHWAY SYSTEM RECORDS

Records regarding street maintenance contract with Colorado Department of Transportation and other standards and policy issues relating to State highways within the municipality. See also 5.210.D.3, *Highway Users Tax Fund (HUTF)* and 10.190, *Street and Traffic Operations Records*.

Retention: Permanent

10.180 STORMWATER DRAINAGE SYSTEM

Records relating to the management of stormwater run-off and drainage, flooding and storm drainage basins. See 7.280, *Project Files*; 7.320, *Regulations and Standards*; and 11.90, *Floodplain Records*.

10.190 STREET AND TRAFFIC OPERATIONS RECORDS

Records documenting the ongoing street system and traffic flow operations of the municipality.

A. Bridge Inspections

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

Retention: 2 years after bridge is removed from service

B. Colorado Department of Transportation Projects

Records of roadway and signalization improvement projects on State highways located within the municipality. See also 10.170, *State Highway System Records*.

Retention: 6 years + current after project completion

C. County Road and Bridge Program

See 5.210.D.3, *Highway Users Tax Fund (HUTF)*.

D. Crosswalk Records

Documentation of location and use of crosswalks in the municipality, including striping and related records.

Retention: 2 years after superseded

E. Encroachments

See 12.30.H, *Encroachment Permits*.

F. 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

G. High Accident Locations

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

Retention: 6 years + current

H. Highway Users Tax Fund (HUTF)

See 5.210.D.3, *Highway Users Tax Fund (HUTF)*.

I. Naming and Renaming of Streets

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

Retention: Permanent

J. Parking Files

Records pertaining to the designation and management of parking in the municipality.

Retention: 2 years after superseded

K. Projects

See 7.280, *Project Files*.

L. Snow Removal

Records relating to the designation of snow routes, snow removal policies, and snow and ice removal programs.

Retention: 2 years after superseded

M. Speed Zone Records

Records documenting establishment and changes to speed zones in the municipality.

Retention: 2 years after superseded

N. Street and Drainage Problem History Files

See 10.200, *Street Engineering Records*.

O. Street Cleaning Records <Added 3/07>

Retention: 2 years + current

P. Street Cuts

See 12.30.T, *Permits to Work in Public Way*.

Q. Street Lighting Files

Records relating to street lighting improvements, maintenance and repairs on municipal streets and roadways.

Retention: 6 years + current

R. Traffic Marking and Signalization Files

Records documenting traffic marking and signalization projects.

Retention: 6 years + current

S. Truck Route Designations

Retention: 2 years after superseded

T. Weather Observation Records <Added 2/08>

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

Retention: Permanent

10.200 STREET ENGINEERING RECORDS

Records documenting the layout and planning of streets, intersections and sidewalks, street address assignments, establishment of grades, major street construction and maintenance, street and intersection design and alignment, right-of-way acquisition, street and drainage problem histories and similar records of long-term significance. See also 1.240, *Street Address and House Number Assignments*; 7.180, *Maps and Drawings*; 7.280, *Project Files*; and 16.60, *Easements and Rights-of-Way*.

Retention: Permanent

A. Bench Mark Records

Records of bench marks placed by the municipality or the U.S. Geological Survey to denote elevations above sea level, including record books, maps, cards and other documentation that sets out locations and monument numbers, elevation, description and related data.

Retention: Permanent

B. Street System Records

Documentation filed on or before December 31, 1953, with the State department of transportation by the municipality certifying the total mileage of streets in the municipal 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

10.210 STUDIES AND REPORTS

See 7.380, *Studies, Plans and Reports*.

10.220 TRAFFIC CODE

See 7.60, *Codes Adopted by Reference*.

10.230 TRAFFIC OPERATIONS RECORDS

See 10.190, *Street and Traffic Operations Records*.

10.240 TRANSPORTATION SYSTEM RECORDS

Records pertaining to the operation of municipal or privately owned transportation systems that serve municipal residents, such as taxicab service, bus system and paratransit service, etc.

Retention: 6 years + current

A. Route Maps <Added 2/08>

Bus and paratransit transportation system route maps.

Retention: Permanent

Duplicate Copies: Until superseded

10.250 UTILITY FEATURES

A. Annexation Review Records – Utility and Other Infrastructure <Added 2/08>

See 11.15, *Annexation Review Records*.

B. As-Built Drawings <Added 2/08>

Final versions of as-built drawings for sewer, water and plant lines and facilities. See also 7.180, *Maps and Drawings*.

Retention: Permanent

C. Development Review Records – Utility and Other Infrastructure <Added 2/08>

See 11.45, *Development Review Records*.

D. Disconnection Records

Records documenting the disconnection of properties from municipal water, sewer, power or similar utility systems.

Retention: Permanent

E. Installation and Connection

Records documenting installation of municipal utility systems or the connection of properties to municipal water, sewer, power or similar utility systems. See also 10.290.K, *Tap and Connection Records*.

Retention: 2 years after disconnection, provided record of disconnection is retained permanently

F. Locates

See Section 16.165 *Utility Locate Requests*. <Amended 3/07>

G. Locations

Drawings, maps, charts, indexes, plats and other documentation showing the location of utility features such as manholes, valves, shutoffs, lines and mains etc.

Retention: Permanent

Duplicate Copies: Until superseded

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

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

Retention: Permanent

10.270 WATER AND SANITATION DISTRICT RECORDS

See 7.365 *Special District Records* <Amended 2/08>

10.280 WATER AND SANITATION RECORDS – GENERAL

Records relating to the provision of drinking water and sanitary sewer services to municipal residents. See 5.190, *Franchise Records*; 5.360, *Utility Billing*; 7.180, *Maps and Drawings*; and 7.280, *Project Files*.

10.290 WATER AND SEWER DISTRIBUTION AND STORAGE SYSTEM RECORDS

Records relating to the operation of the municipality's water and sewer distribution and storage systems. <Amended 2/08>

A. Agreements – Service

See 7.20, *Agreements and Contracts*.

B. Backflow Prevention Device Test Records

See 10.290.J, *Sewer Inspection and Testing Records*. <Amended 2/08>

C. 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 <Amended 2/08>

D. Easements and Rights-of-Way <Added 2/08>

See 16.60, Easements and Rights-of-Way.

E. Emergency Plans <Added 2/08>

See 17.50.A, Emergency Operations and Management Plans.

F. Maps and Drawings <Added 2/08>

See 7.180, Maps and Drawings and Supporting Documentation.

G. Meter Records

See 5.360.F, Meter Records.

H. Oversizing Project Records <Amended 2/08>

See 7.280, Project Files.

I. Projects – Distribution System Improvements

See 7.280, Project Files.

J. Sewer Inspection and Testing Records <Amended 2/08>

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

Retention: 10 years or until superseded, whichever is shorter

1. Sewer Test Records <Amended 2/08>

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: 10 years after completion of test

2. Video Inspection Records <Added 2/08>

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

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

K. Tap and Connection Records

Records regarding the application for and issuance of water and sewer tap permits and connections between specific properties and the municipal utility systems. See also *Schedule 10 Utility Features*.

1. Outside Users Tap Records

Retention: 2 years after disconnection, provided record of disconnection is retained permanently

2. Sewer Tap Permits

Retention: 2 years after disconnection, provided record of disconnection is retained permanently

3. Water Tap Permits

Retention: 2 years after disconnection, provided record of disconnection is retained permanently

L. Utility Billing Records <Added 2/08>

See 5.360, *Utility Billing*.

M. Utility Lines

See 10.250, *Utility Features*.

N. Valve Records

Records documenting installation, locations and maintenance of valves in the municipal 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

O. Water Consumption Reports

Compilations of statistics documenting daily water consumption.

1. Annual Reports

Retention: Permanent

2. Information Summarized in Annual Reports

Retention: 1 year + current

P. Water Distribution and Production System Records

1. Analysis of System

Retention: 2 years + current

2. Reports – Distribution and Production Systems

Retention: Permanent

3. Water Conservation Records <Added 2/08>

Records of activities that promote and coordinate the efficient use of water resources within the municipality; i.e., educational and outreach efforts, reports, etc. See also 12.290.P.8, *Water Use Restriction Records*.

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

4. Water Line Maintenance and Repair Records

Documentation of maintenance and repair of municipally owned water lines.

a. Records Requiring Engineering Stamp

Retention: 2 years after water line permanently removed from service

b. Other Records

Retention: 2 years

5. Water Pressure Measurements

Retention: 6 years + current

6. Water Storage Inspection Reports

Retention: 6 years + current

7. Water System Inspection and Testing Records <Added 2/08>

a. Video Inspection Records

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

Retention: Until after the next video inspection, 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: 10 years after completion of test

8. Water Use Restriction Records <Amended 2/08>

a. Complaints and Supporting Documentation

See 7.80 Complaints, Routine Service Requests and Nonbinding Petitions.

b. Notices of Restrictions

Notices of water use restrictions imposed by the municipality because of restrictions on water supply.

Retention: 1 year + current

c. Policies

See 7.260, Policies and Procedures Documentation.

d. Reports and Analyses

See 7.380, Studies, Plans and Reports.

e. Variance Records

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

Retention: Until expiration of the variance

10.300 WATER AND SEWER TREATMENT SYSTEM RECORDS

Records relating to the treatment of water or sewage at municipally owned and operated facilities.

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 Quality Analysis

Samples collected for laboratory testing for various contaminants that are naturally present in the environment. <Amended 2/08>

Retention: 5 years + current [40 CFR 141.33]

2. Chemical and Radiological Analysis

Verifications of water quality at various sampling points to determine the presence of radionuclides from the decay of natural and manmade deposits and the erosion of natural deposits. <Amended 2/08>

Retention: 10 years + current [40 CFR 141.33] <Amended 2/08>

3. Chlorination Reports <Added 2/08>

Retention: 10 years + current

4. 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. <Added 2/08>

Retention: 12 years + current [40 CFR 141.91] <Amended 2/08>

5. Secondary Contaminants

Tests to determine the levels of inorganic and volatile organic contaminants. <Added 2/08>

Retention: 10 years + current [40 CFR 141.33] <Amended 2/08>

6. Sewage Plant Composite Samples

Retention: 5 years + current [40 CFR 141.33]

7. Sewage Tests – Weekly

Retention: 5 years + current [40 CFR 141.33]

8. Water Test Standards

The municipality's standards for water testing. <Added 2/08>

Retention: 5 years + current

9. Water Turbidity Reports

Documentation of analysis of water samples to determine level of cloudiness caused by suspended particles resulting from soil runoff. <Amended 2/08>

Retention: 10 years + current <Amended 2/08>

B. Annual Reports

Reports created on annual basis documenting water and wastewater treatment operations.

Retention: Permanent

C. Consumer Confidence Report

Annual report delivered to consumers as required by the National Primary Drinking Water Regulations.

Retention: Permanent⁷

D. Corrective Actions – Noncompliance

Documentation of actions taken by municipality to correct violations of primary drinking water regulations.

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

E. Discharge Permits and Monitoring

Documentation of pollution and effluent discharged from the municipal wastewater treatment facilities and reports submitted in conjunction with permit compliance; permits issued under the Clean Water Act to the municipality by the Colorado Department of Health or Environmental Protection Agency/National Pollution Discharge Elimination System (NPDES) for discharge of treated sewage under controlled conditions. <Amended 2/08>

1. Inspection Records

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

Retention: Permanent [40 CFR 122.2]

2. Odor Complaints <Added 2/08>

Retention: 2 years + current

3. Permits

Retention: Permanent [40 CFR 122.2]

4. Supporting Documentation

Retention: 5 years + current

F. Equipment

1. Maintenance and Calibration Records

Documentation of maintenance and calibration of equipment and instruments used in testing and monitoring of water and wastewater treatment operations.

Retention: Life of equipment

2. Sand Trap Inspections

Retention: Life of equipment

⁷ 40 CFR 141.155 establishes a minimum retention period of 3 years for this report; however, permanent retention is specified in the Municipal Retention Schedule because of the historical value of this annual report.

G. Industrial Pretreatment Permits

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

Retention: Permanent

H. Operator Records

Records of certifications and training for water and wastewater operating personnel. See 15.70, *Employee Records*.

I. Operational Reports

1. Filter Plant Logs

Daily information regarding plant operations.

Retention: 5 years + current

2. Plant Capacity Records

Retention: 1 year + current

J. Projects – Treatment System Improvements

See 7.280, *Project Files*.

K. Sanitary Surveys of System

Written reports, summaries and communications by the municipality, its agents or State and Federal agencies.

Retention: 10 years [40 CFR 141.33]

L. 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

Retention: 6 years after expiration

3. Preparation and Application of Sludge

Records relating to preparation of sewage sludge and the application by the municipality of sewage sludge to approved sites.

Retention: 5 years [40 CFR 503.17]

4. Surface Disposal Site Placement

Retention: By person who prepares the sludge, for as long as sewage sludge remains on the land [40 CFR 503.20]

M. Variances and Exemptions

Retention: 5 years after expiration [40 CFR 141.33]

N. Water Meter Reading Sheets

See 5.360, *Utility Billing*.

O. Water Quality Studies

See 7.380, *Studies, Plans and Reports*.

10.310 WATER SOURCE OF SUPPLY RECORDS

Records pertaining to source of supply of raw (untreated) water for the municipality, including records relating to adjudication, acquisition, dedication and transfer of water shares and water resources and records relating to the municipality's water storage system.

A. Acquisition, Sale and Transfer Records

Records relating to the municipality's 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 and other similar transactions. **<Amended 2/08>**

Retention: Permanent

1. Water Offers **<Added 2/08>**

Records relating to water offers made to the municipality and offers from the municipality relating to the rental or purchase of water from others.

Retention: Until offer is accepted or rejected

B. Ditch Records **<Added 2/08>**

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

Retention: Life of ditch + 1 year

C. Reservoir, Dam and Lake Records

1. Construction and Capacity Records **<Amended 2/08>**

Records relating to the construction, repair and maintenance and capacity of municipally owned and controlled water storage reservoirs, dams and lakes. See also 7.280, *Project Files*.

Retention: Life of reservoir, dam or lake + 1 year

2. Dam Monitoring and Inspection Records **<Added 2/08>**

Dam safety inspections and monitoring data and reports.

Retention: Life of dam + 1 year

D. River and Stream Records

1. Flow Measurements **<Added 2/08>**

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 **<Added 2/08>**

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

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

3. Surface Water Rights Records <Added 2/08>

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

Retention: Permanent

E. Studies and Reports

See 7.380, *Studies, Plans and Reports*.

F. Underground Water Rights and Supply

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

Retention: Permanent

G. Water Associations

See 7.120, *External Groups and Agencies*.

H. Water Conservancy Districts

Records relating to temporary use permits and cancellations and permanent allotment contracts for the use of water through agencies such as the Northern Colorado Water Conservancy District (NCWCD).

Retention: Permanent

I. Water Court Records <Added 2/08>

See 10.310.A, *Acquisition, Sale and Transfer Records*.

J. Water Decree Accounting <Added 2/08>

Records retained as required by the State Engineer or Water Court to track the use of water under a decree.

Retention: Permanent

K. Water Modeling and Forecasting Records <Added 2/08>

Records relating to projections of future water needs and supplies for the municipality.

Retention: Permanent

L. Water Policies, Regulations and Standards

Records pertaining to municipal policies, standards and regulations regarding issues such as the dedication of water rights or cash in-lieu-of water rights, water metering, rate adjustments, plant investment fees, water quality, raw water rental, water conservation, etc. See also 7.320, *Regulations and Standards* and 7.260, *Policies and Procedures Documentation*.

Retention: Permanent

M. Water Quality Monitoring Records <Added 2/08>

1. Biological Protection Plans

See 7.380, *Studies, Plans and Reports*.

2. Environmental Audits and Biological Assessments

Records of environmental and biological audits, assessments and studies relating to water quality monitoring of the municipality's watershed.

Retention: 30 years

3. Water Quality Modeling and Forecasting Records

Analyses of future water quality issues and projections of possible water quality scenarios.

Retention: Permanent

4. Water Quality Studies

See 7.380, *Studies, Plans and Reports*.

N. Water Rental or Leasing Records <Added 2/08>

Records relating to water stock assessments and seasonal rental of surplus irrigation water by the municipality.

Retention: 6 years + current

O. Water Stock Certificates

Documents issued to the municipality by water companies as proof of an ownership interest in the company.

Retention: Permanent

P. Weather Records <Amended 2/08>

1. Weather Modification Records

Records of cloud seeding projects conducted by the municipality or its agents.

Retention: Permanent

2. Weather Observation Records

Reports on weather, river, snow pack and climatological observations affecting water supply.

Retention: Permanent

3. Weather Sensor Calibration and Testing Records

Documentation of testing and calibration of municipal weather sensors to ensure accuracy

Retention: Life of equipment + 1 year

Q. Well Location Records

Records pertaining to adjudication, installation, testing and use of water wells and abandonment of water wells.

Retention: Permanent

R. Well Permits

Records pertaining to the application and approval process for permits for drilling and use of water wells for municipal water supply uses.

Retention: Permanent