

**SCHEDULE NO. 4**

**ENTITIES APPOINTED BY MUNICIPALITY<sup>4</sup>**

General Description: Records regarding the composition, operation, proceedings and enactments of the boards, commissions, committees, authorities, task forces and similar bodies appointed by the governing body or municipal officials. See *Schedule 7 Committees – Internal* for records of staff and other internal committees and *Schedule 7 External Groups and Agencies* for records kept by the municipality of outside groups and entities not appointed by 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.

**4.10 AGENDAS AND SUPPORTING DOCUMENTATION** <Amended 3/07>

Listings showing date, time and locations of official meetings and items to be discussed by committee members at regularly scheduled, special, and emergency public meetings. 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. <Amended 3/07>

Retention: Permanent

Duplicate copies: Until meeting is over <Added 3/07>

**4.20 APPOINTMENTS AND RESIGNATIONS**

Records of appointments to and resignations from the entity, including applications, recruitment information, etc. <Amended 4/06>

**A. Appointed Applicants** <Amended 2/08>

Retention: 1 year + current after end of service

**B. Unsuccessful Applicants** <Added 2/08>

Retention: 1 year + current after conclusion of appointment process

**4.30 BUILDING BOARD CASE FILES**

See 1.50, *Building Board Case Files*.

<sup>4</sup> *Note regarding records of other agencies and entities:* Records provided to the municipality for informational purposes by entities that are not a part of the municipal government are in general not to be treated as municipal records for retention purposes. For example, the minutes of the board of directors of an agency not appointed by the municipality would be a record of that entity and would need to be retained by the municipality only until the information is no longer needed for municipal purposes.

## COLORADO MUNICIPAL RECORDS RETENTION SCHEDULE

### 4.40 BYLAWS

Documents adopted by entities to set out guidelines regarding the operation of the entity's governing board.

Retention: Permanent

### 4.50 GOALS

Formally adopted strategic plans, work plans or policy agendas established by the entity.

Retention: Permanent

### 4.55 MEMBER LISTS <Added 4/06>

Retention: Retain for 10 years unless needed for historical reasons

### 4.60 MINUTES AND SUPPORTING DOCUMENTATION

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

Retention: Permanent

### 4.70 NOTICES – MEETINGS

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

Retention: 1 year + current

### 4.80 OATHS OF OFFICE

Oaths taken by appointed officials upon taking office.

Retention: Term of office + 1 year

### 4.90 PACKETS DISTRIBUTED TO APPOINTED ENTITIES – CONVENIENCE COPIES <Amended 3/07>

Convenience copies of batches of information periodically distributed to members of the board, commission or entity for informational purposes, typically including copies of correspondence, minutes for review, agenda material, staff memos, etc. 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. <Amended 3/07>

Retention: 3 years + current

### 4.100 RECOMMENDATIONS

Written recommendations to the governing body or other entities rendered in an advisory or decision-making capacity.

Retention: 2 years + current, *except* retain recommendations that have enduring historical or policy value permanently

### 4.105 RECORDINGS OF MEETINGS <Amended 3/07>

Audio or video recordings of official meetings typically made for use in preparing the minutes or transcripts of the meeting.

#### A. Executive Sessions

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

*COLORADO MUNICIPAL RECORDS RETENTION SCHEDULE*

**B. Open Meetings**

Retention: 6 months after approval of the minutes

**C. Study Sessions** <Added 4/06>

Retention: 6 months after meeting

**4.110 REPORTS**

Written reports regarding the operations or activities of the appointed entity.

**A. Annual Reports**

Retention: Permanent

**B. Monthly Reports**

Retention: 1 year + current, provided information is incorporated into annual report

**C. Quarterly Reports**

Retention: 2 years + current, provided information is incorporated into annual report