

SCHEDULE NO. 8

GOVERNING BODY RECORDS

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

8.10 AGENDAS AND SUPPORTING DOCUMENTATION <Amended 3/07>

Listings showing date, time and locations of official meetings and agenda order of items to be discussed by the governing body 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 financial or background information or the history of agenda items being presented to the governing body for a decision. See also 8.110, Minutes and Supporting Documentation; and 8.170, Packets of Information Distributed to Governing Body. <Amended 3/07>

Retention: Permanent

Duplicate Copies: Until meeting is over

8.20 [RESERVED] <Amended 3/07>

8.30 APPOINTMENTS

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

Retention: 1 year + current after term of appointment ends

8.40 BYLAWS

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

Retention: Permanent

Duplicate Copies: Until superseded

8.45 COMMITTEE RECORDS – GOVERNING BODY <Added 3/07>

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 the retention periods set forth in the schedule for comparable records of the governing body (i.e., agendas, minutes and supporting documentation, notices of meetings, recordings, etc.)

8.50 ENTERPRISE BOARD RECORDS

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

8.60 GOALS

Formally adopted strategic plans or policy agendas set out by the governing body.

Retention: Permanent

8.70 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 Schedule 8 for specific types of records

8.80 LEGISLATIVE LOBBYING RECORDS

Records of official positions taken by the municipality and lobbying efforts with regard to state or federal legislation or ballot measures of interest to the municipality.

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

8.90 LIST OF MEMBERS

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

Retention: Until superseded **<Amended 2/08>**

8.100 MEMBER RECORDS

Files documenting the service and tenure of members of the governing body, including appointments to various committees and bodies, resignations and other documentation relating to the member's service to the municipality. See also 8.140, *Oaths of Office*

Retention: Permanent

A. Conflict of Interest Disclosure Statements **<Added 12/04>**

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

Retention: 1 year + current after service ends or the conflict of interest no longer exists

B. Financial Disclosure Statements **<Added 12/04>**

Statements of financial interest filed by members of the governing body for public inspection.

Retention: 1 year + current after service ends

8.110 MINUTES AND SUPPORTING DOCUMENTATION

Official record of the proceedings of the governing body prepared by the municipal clerk or a designee and supporting documentation of a substantive nature such as exhibits referenced in the minutes.

Retention: Permanent

A. Routine Supporting Documentation Submitted at Meetings

Routine letters, nonbinding petitions and other written materials submitted at meetings and referenced in summary form (title, date and brief description) in the minutes. See also 7.80, *Complaints, Routine Service Requests and Nonbinding Petitions*.

Retention: 1 year + current after meeting provided summary description is included in minutes

8.120 NOTES TAKEN AT MEETINGS

Handwritten or other notes made by municipal clerk at meetings to facilitate the preparation of meeting minutes.

Retention: Until meeting minutes are approved

8.130 NOTICES OF MEETINGS

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

Retention: 1 year + current

8.140 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: 1 year + current after term expires

8.150 ORDINANCES

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.

Retention: Permanent

8.160 ORIENTATION AND TRAINING INFORMATION

See 8.170, *Packets of Information Distributed to Governing Body*.

8.170 PACKETS OF INFORMATION DISTRIBUTED TO GOVERNING BODY – INFORMATIONAL

<Amended 3/09>

Convenience copies of batches of information [if an intact copy of the packet is retained by the municipality for convenient reference] periodically distributed to members of the governing body for informational purposes, including correspondence, copies of agenda materials and minutes for review, copies of staff memos, etc. Note: This listing applies to convenience copies of such packets of information that may be retained intact by some municipalities for ready reference. Record copies of material included in this type of information packet, such as agendas and supporting documentation, minutes, correspondence, etc., are retained separately for the retention periods specified in this retention schedule. <Amended 3/09>

Retention: 1 year + current <Amended 3/09>

8.180 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

8.185 RECORDINGS OF MEETINGS <Amended 3/07>

Audio or video recordings of official meetings typically 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 the minutes

C. Study Sessions <Added 4/06>

Retention: 6 months after the meeting

8.190 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 + current after removal vote, provided findings are recorded in the minutes

8.200 RESOLUTIONS

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.

Retention: Permanent

8.210 SIGNATURE CERTIFICATES

Facsimile signature certificates for the Mayor that are filed with the Secretary of State's office for authentication and verification of the signature of the Mayor on municipal documents.

Retention: 1 year after term of office ends