

COLORADO SPECIAL DISTRICTS RECORDS RETENTION SCHEDULE

<i>Records Description</i>	<i>Schedule/Item No</i>	<i>Records Description</i>	<i>Schedule/Item No.</i>
-A-		Affidavits	
Abandoned		Election	3.100
Property	5.180.E	Publication	7.10
Vehicles	11.70.B	Affirmative Action Compliance	15.60.A
Wells	10.310.Q	Age Discrimination in Employment Act	15.190.A
Abatement of Nuisances	11.70.B	Agencies	
Absentee		External	7.120
Ballots	3.30	Federal and State	7.150.A
Voters	3.10	Agenda	
Abstract of Election	3.55.A, 3.140.A	Appointed entities	4.10
Acceptance to Serve – Election Judges	3.60.A	Governing body	8.10
Access Authorizations – Computer	6.50.D	Item summaries	8.10
Access Systems	16.155.A	Packets – convenience copies	
Accession Records – Museum	7.270.F	appointed entities	4.90
Accessory Uses	11.120	governing body	8.170
Accidents		Supporting documentation	
High accident rate locations	10.190.G	appointed entities	4.10
Railroad crossings	10.120.B	governing body	8.10
Reports –	17.90.B	Agreements	7.20
Accounting		Annexation	11.10
Forms – election	3.130	Collective bargaining	15.55
Water decree	10.310.J	Employment	15.20.B
Accounts		Mutual aid	7.20
Payable	5.10	Water	10.310.A
Receivable	5.20	Air Quality	11.70.A
Utility billing	5.360.A	Airport District	7.365
Acquisition of Property	16.10	Alarm	
Activity Reports		False	17.90.J
Building	1.210	Municipal system	6.60
Departments	7.330	Permits	12.30.M
Police	17.90.B	Alcohol Beverage Licensing	12.20.A
Actuarial Reports	15.180.A	Alcohol Test Results – CDLs	15.120.A
ADA Compliance	15.190.A	Alley	
Physical examinations	15.190.C	Improvement districts	5.230.B
Address		Vacations	10.260
Assignments	1.240	Allotment Contracts – Water	10.310
History files	1.10	Ambulance District	7.365
Addresses – State of the City	7.290	Amendments to Schedule	Appendix G
ADEA Compliance	15.190.A	Americans With Disabilities Act	15.190.A
Administrative		Amusement Device Licensing	12.20.D
General	7.140.A, Schedule 7	Analytical Reports – Water and Sewer	10.300.A
Proceedings	7.05	Animal	
Structure of municipality	7.240	Control	17.20
Advertisements		Licensing	12.20.B
Bids	7.10	Protection	17.20
Job opportunities	15.150.A	Annexation	11.10
Advertising Circulars	7.90.D	Election petitions	3.110.A
Advisory Opinions	13.60.A	Maps	7.180, 11.100
Affidavits		Review	11.15
Absentee voter	3.10	Zoning	11.190.A
Candidate	3.40.A	Annual Reports	
		Activity	7.330.A
		Appointed entities	4.110.A
		Budget	5.100.C

COLORADO SPECIAL DISTRICTS RECORDS RETENTION SCHEDULE

<i>Records Description</i>	<i>Schedule/Item No</i>	<i>Records Description</i>	<i>Schedule/Item No.</i>
Annual Reports		Water	7.120
Building activity	1.210.A	Attorney	Schedule 13
Financial	5.330.A	Correspondence	7.90
Fixed assets	5.180.B	Auction	5.180.C
Operations	7.330	Audio Recordings. See <i>Recordings</i>	
Payroll	15.170.I	Audits	5.40.B
Published – municipality	7.300	Environmental	10.310.M
Water and sewer treatment	10.300.B	Sales tax	5.340.I
Water consumption	10.290.O	Work papers	5.40.C
Apartment Building Plans	1.80.A	Augmentation Plans	10.310.D
Applications		Awards	7.40
Absentee ballots	3.10, 3.30		
Building permits		-B-	
issued	1.20.A	Background Investigations	15.150.C
not issued	1.20.B	Balance Sheets	
Employment		Accounts payable	5.10.B
hired individuals	15.150.B	Accounts receivable	5.20.B
individuals not hired	15.150.C	Trial	5.50.J
background investigation files –		Ballot	
public safety	15.150.C	Box receipts	3.130.A
Jobs	15.150.B	Certifications	3.55.B
Sales tax	5.340.I	Draft review	3.55.C
Vacancies – governing body	8.30	Issue comments	3.20
Appointments		Measures – lobbying	8.80
Appointed entities	4.20.A	Notice	3.90
member lists	4.55	Ballots	3.30
unsuccessful applicants	4.20.B	Mail	3.65
Governing body	8.30	Unused replacement	3.65.A
Scheduling	7.90.A	Bank	5.50
Appraisals	16.10	Court-maintained accounts	5.50
Approval Request Form	Appendix C	Investments	5.260.A
Aquifers	10.310.F	Statements	5.50.B
Archeological Sites	9.05	investments	5.260.A
Architectural Renderings	7.180	Bankruptcy	5.55
Parks	16.120	Banners	1.220
Archival Records	Schedule 9	Barricades	10.190.F
Arson		Basin	
Arrests	17.90.A	Plans	7.380
Case files	17.70.J, 17.90.B	Stormwater	11.90.A
Articles – Copies	7.140.D	stormwater plans	11.130
"As-Built" Drawings		Bench Marks – Street	10.200.A
General	7.180	Benefits – Employee	15.40
Infrastructure systems	10.90	Plan selections	15.70
Municipal facilities	7.180	Plans	15.40.B
Utility features	10.250.B	Reports	15.40.C
Utility systems	10.90	Bicycle Licensing	12.20.C
Asbestos		Bids	
Exposure	15.120.C	Accepted	5.300.E
Removal permits	12.30.A	Advertisement	7.10
Assault Cases	17.90.A, B	Rejected	5.300.E
Assessment Rolls – Improvement Districts	5.230.A	Bids	
Associations		Solicitations	5.300.I
External	7.120	Specifications	5.300.I
Professional	7.200		
Associations			

COLORADO SPECIAL DISTRICTS RECORDS RETENTION SCHEDULE

<i>Records Description</i>	<i>Schedule/Item No</i>	<i>Records Description</i>	<i>Schedule/Item No.</i>
State list	5.300.J	Budget	
Unsolicited	5.300.E	Adopted	5.100.A
Billboards	1.220	Preliminary	5.100.B
Billing	5.20	Reports	5.100.C
Legal counsel	5.10	Work papers	5.100.D
Utility	5.360	Building	
Bills		Activity reports	
Of sale	6.30	annual	1.210.A
Paid	5.10.C	monthly	1.210.B
State or Federal	7.150.A	Board case files	1.50
Blood-Borne Pathogen Exposure	15.120.C	Board of Adjustment	1.50
Blood Testing Reports	17.90.H	Board of Appeals	1.50
Board of Trustees	Schedule 8	Codes	7.60.A
Boilers	6.60	Damage	16.110.B
Bond Issues		Historic	1.160
Bond anticipation notes	5.80.A	Inspection	1.150
Bonds – paid	5.80.C	Materials – alternative	1.50
Coupons – paid	5.80.C	Municipal	16.30
Files	5.80.A	Permits	1.30.A
General obligation	5.80.A	applications	1.20
Industrial development revenue	5.80.A	issued	1.20.A
Ledgers	5.80.D	not issued	1.20.B
Notes – paid	5.80.C	fee collection	5.20.C
Proceedings books	5.80.B	Plans	1.80
Refunding	5.80.A	Projects – municipal	7.280.A
Registers	5.80.D	Public	1.80.A
Revenue	5.80.A	Records – general	Schedule 1
Special improvement	5.80.A	Registers	1.190
Water	5.80.A	Regulations	11.150
Bonds		Security	16.155
Capital project	7.280.A	Standards	7.320
House moving	12.10	Structure inspection	1.150
Labor and materials	7.280.A	Unsafe	1.150
Licenses	12.10	Violations	1.250
Payment	7.280.A	Burning Permits	12.30.C
Performance	7.280.A	Bus Service	10.240
Permits	12.10	Route maps	10.240.A
Public official	15.50	Business	
Savings	5.260.G	Fire inspections	17.70.I
Specimen	5.80.A	Historical records	9.20
Street cutting	12.10	Licensing	12.20.D
Tree trimming	12.10	Listings	12.40.B
Book Requisitions	7.270.E	Bylaws	
		Appointed entities	4.40
		Governing body	8.40
Boundary Maps		-C-	
Alcohol beverage licensing	12.20.A		
Annexations	11.10	Cable Television Service	
Municipal	7.180	Encroachments	12.30.H
Bridge		Franchises	5.190
County program	5.210.D	CAD Drawings	7.180
Inspections	10.190.A	CAFR	5.40.B
Inventory	10.190.A	Calendars	7.90.A
Bridge		Call Sheets – Rescues	17.70.B
Projects	7.280.A	Campaign Reports	
Brochures – Municipal	7.300		

COLORADO SPECIAL DISTRICTS RECORDS RETENTION SCHEDULE

<i>Records Description</i>	<i>Schedule/Item No</i>	<i>Records Description</i>	<i>Schedule/Item No.</i>
Candidate affidavits	3.40.A	Charts	7.180
Committee statements	3.40.B	Checks	
Contribution, expenditure reports	3.40.C	Cancelled	5.50.C
Candidate		Duplicate copies	5.50.C
Affidavits	3.40.A	Register	5.50.C
Committees	3.40.B, C	Stubs	5.50.C
Capital Improvement Projects	7.280.A	Voided	5.50.C
Reports	7.380	Chemical	
Cartographic Records	7.180	Applications	16.110.A
Case		Blood testing reports	17.90.H
Files		Exposure	15.120.C
Building Board	1.50	Material safety data sheets	15.120.E
fire	17.90.B	Christmas Lighting	7.110
Cash Books	5.20.C	Chronological Reading Files	7.90.C
Utility billing	5.360.D	Public Entity Risk Sharing Pool	5.240.C
Cash Register Validation Tape	5.20.D	Citizenship Verification	15.130
Catalogs		City Council	Schedule 8
Library	7.270.E	Civil	
Trade	Appendix A	Actions	13.70
Vendor	7.140.D	Defense	17.50.A
CCIC Teletypes	17.90.Q	Claim	5.240.B
CDBG	5.220.C	Employee insurance	15.40.D
CDOT – See <i>State – Highway Department</i>		Medical records	13.30.A
Celebrations	7.110	Notices of	13.30
Census	11.20	Reports	5.240.B
Data	11.20.A	Clerical Manuals – Routine	7.260.A
Reports	11.20.B	COBRA Compliance	15.40.A
Ceremonies	7.290	Code	
Proclamations	8.180	Adopted by reference	7.60.A
Certificates		Books	7.60.B
License issuance	12.20.F	Enforcement – Police (reserved)	17.90.C
Money market	5.260.E	International	7.60.A
Of deposit	5.260.B	Supplements	7.60.B
registers	5.260.C	Uniform	7.60.A
Of insurance	5.240.A, 7.280.A	Codification of Ordinances	7.60.B
Of occupancy	1.60	Collective Bargaining	15.55
Signature – Mayor	8.210	Colorado Department of Transportation –	
Votes cast	3.50.A	See <i>State – Highway Department</i>	
Zoning	11.190.C	Commendations	15.70
Certifications		Commercial	
Ballots	3.55	Building plans	1.80.A
Election	3.50	Driver's license	15.120.A
Petition	3.110.B	Standards	11.150
Certified		Committees	
Mail – return receipts	7.160.A	Candidate	3.40.B
Statement – persons elected	3.50.B	Election	3.40.B
Challenges – Election	3.100	Governing body	8.45
Change Orders	7.280.A	Internal	
Charge Slips	5.10.D	ongoing	7.70.A
Charity Fund Drives	7.140.B	Committees	
Charter	7.50	Internal	
Initiative petition	3.110.C	special	7.70.B
Proceedings	7.50.A	Issues	3.40.B
Published	7.50.B	Communication	

COLORADO SPECIAL DISTRICTS RECORDS RETENTION SCHEDULE

<i>Records Description</i>	<i>Schedule/Item No</i>	<i>Records Description</i>	<i>Schedule/Item No.</i>
Encroachments	12.30.H	Standards	7.320
Franchises	5.190	Consumer Confidence Report	10.300.C
Licenses	6.40	Contested Elections	Schedule 3
Projects	7.280.A	Contractor's Licenses	12.20.E
Tower permits	12.30.D	Contracts	7.20
Community		Capital project	7.280.A
Development block grant	5.220.C	Collective bargaining	15.55
Events	7.110	Employment	15.20.B
General – significant early	9.20	Contribution and Expenditure Reports	3.40.C
Groups – early	9.20	Controlled Substance Test Results, CDLs	15.120.A
Histories	9.10	Coordinated Election	
Police relations	17.90.D	Abstracts of votes	3.55.A
Compensation Plans	15.170.B	Ballot certifications	3.55.B
Complaints	7.80	Ballot review drafts	3.55.C
Compliance		Copper Content – Drinking Water	10.300.A
Certificates – records destruction	7.340	Copies – "Read Only"	7.90.D
Regulatory requirements	15.60	Copyright Records	9.130
Comprehensive Plan	11.130	Correspondence	7.90
Computer		Attorney	7.90
Aided design drawings	7.180	Corridor Plans	11.130
Backup documentation	6.50.A	Council	Schedule 8
Maintained records	7.100.A	County	
Maintenance	6.50.B	Maps	7.190
Network	6.50.E	Road and bridge program	5.210.D
Output – preliminary verification	7.410	Treasurer's reports	5.330.E
Program	6.50.C	Crane Work – Public Way	12.30.T
Security	6.50.D	Credit	
Software	6.50.G	Card	
System	6.50	records of cards held	5.10.E
Wiring	6.50.E	statements	5.10.D
Concealed Weapons Permits	12.30.E	Union payroll deductions	15.170.C
Conceptual Review	11.30	Criminal History	
Condemnations	16.10	Check log sheets	17.90.P
Conditional Uses	11.120	Files	17.90.G
Conference Materials	7.400	Crossings – Railroad	10.120.B
Confiscated Property	5.180.E	Crosswalks	10.190.D
Confined Space Entry Permits	12.30.F	Cultural Programs	7.270
Conflict of Interest Disclosure Statements	8.100.A	Custodial Service Requests	7.140.B
Connections – Utility	10.250.E		
Disconnections	10.250.D	-D-	
Conservancy Districts	10.310.H	Daily Reports	7.330.B
Conservation		Damage	
Trust Fund	5.210.D	Assessment – disaster	17.50.B
Water	10.290.P	Damage	
Construction		Municipal property	16.110.B
Capital Projects	7.280.A	Dams	10.310.C
Drawings and plans		Projects	7.280.A
nonresidential	1.80.A	Data Files and Datasets, GIS	7.180.A
residential	1.80.B	Decrees, Water	10.310.J
Construction		Dedications	
Methods – alternative	1.50		
Municipal projects	7.280.A		
Projects	7.280.A		
Records – general	Schedule 1		

COLORADO SPECIAL DISTRICTS RECORDS RETENTION SCHEDULE

<i>Records Description</i>	<i>Schedule/Item No</i>	<i>Records Description</i>	<i>Schedule/Item No.</i>
Property acquisition	16.50	Distribution Lists	7.160.C
Water rights	10.310.A	District	
Deductions		Boundary maps – election	3.70, 7.180
Credit union	15.170.C	Election	3.70
Payroll	15.170.A	Fire protection	7.365
Deeds		Historic	1.160
Property acquisition	16.50	Improvement	5.230
Defective Ballots	3.30	Library	7.365
Deferred		Maps	7.180
Compensation plans	15.40.B	Recreation	7.365
Delinquent Sales/Use Tax Notices	5.340.I	Special	7.365
Demolition		Water conservancy	10.310.H
Capital projects	7.280.A	Ditch	10.310.B
Permits	1.30.B	Documentation – General	7.90
Work in public way	12.30.T	Donation Records – Museum	7.270.F
Demonstrations – Traffic Impact	10.190.F	Downtown Redevelopment Projects	7.280.A
Demotions	15.70	Drafts	7.90.D
Deposit		General	7.410
Pass book	5.50.E	Preliminary	Appendix A
Receipts – meters	5.360.F	Drainage	
Security – utility service	5.360.I	Histories – streets	10.200
Slips	5.50.F	Improvements	7.280.A
Depreciation – Fixed Assets	5.180.D	System	11.90
Descriptions – Job	15.150.E	Drawings	
Design		As-built	10.250.B
Capital projects	7.280.A	Computer system network	6.50.E
Drawings	7.180	Construction	
Destruction of Records	Appendix E	nonresidential	1.80.A
Development	11.30	residential	1.80.B
Plats and plans	7.180	Design	7.180
Proposals – not approved	11.40	General	7.180
Review	11.45	Infrastructure systems	10.90
Vested rights	11.170	Parks	16.120
Digital Images of Historic Value	9.100	Railroad crossing	10.120.B
Direct Deposit Reports	15.170.D	Utility location	10.250.G
Directives	7.260	Utility system	10.90
Disaster		Drilling Structures	11.70.A
GIS back-up recovery	7.180.A	Drinking Water – See <i>Water and Sewer System</i>	
Incidents	17.50.B	Driver Vehicle Inspection Reports	6.110.A
Response planning	17.50.A	Driver's License	
Warning systems	6.60	Commercial	15.120.A
Discharge Permits – Wastewater	10.300.E	Verification	15.65
Disciplinary Actions	15.70	Drug Testing	15.120.A, B
Disclosure Statements		Dump Tickets	10.150.A
Conflict of interest	8.100.A	Duplicate Copies	
Financial	8.100.B	Administrative	xvii
Disconnection – Utilities	10.250.D	Convenience	xvii
Dispatch		-E-	
Logs	17.90.P	Easement	
Recordings	17.105	Access	16.60.B
Disposition of Property	5.180.E	Construction	16.60.B
		Permanent	16.60.A
		Temporary	16.60.B

COLORADO SPECIAL DISTRICTS RECORDS RETENTION SCHEDULE

<i>Records Description</i>	<i>Schedule/Item No</i>	<i>Records Description</i>	<i>Schedule/Item No.</i>
Vacation	10.260	Driver's license verification	15.65
Economic Development	11.60	Insurance claims	5.240.D
Incentives	11.60.A	Loans by municipality	5.280.A
Plans	11.130	Longevity report	15.170.E
Policies	7.260.C	New hire reporting compliance	15.60.F
EEOC Compliance	15.60.A	On-call schedule	15.300.A
Election	Schedule 3	Seasonal	15.80
Abstract	3.55.A, 3.140.A	Temporary	15.80
Accounting statement	3.130.B	Terminated	15.70
Certification	3.50	Verifications	15.85
Contested	Schedule 3	Volunteer	15.290.A
Coordinated	3.55	Employment	
Judges	3.60	Applications	15.150.B
acceptance to serve	3.60.A	not hired	15.150.C
expense statements	3.60.B	Contracts	15.20.B
instructions	3.60.C	Eligibility verification form I-9	15.130
lists	3.60.D	Verifications	15.85
oaths	3.100	Encroachment Permits	12.30.H
statements	3.130.B	Utility lines	12.30.H
Election (cont'd)		Engineering	
Mail ballot	3.65	Capital projects	7.280.A
Maps	3.70	Drawings	7.180
Notices	3.90	Street	10.200
Petitions	3.110	Enterprise	
Surveillance recordings	3.135	Board	8.70
Tabulation test results	3.140.B	Zone	11.60.C
Tally list	3.140.C	Entry Logs	16.155.B
Electrical Code	7.60.A	Envelope	7.160.B
Electricity Service		Absentee ballot return	3.10
Agreements	7.20	Environment	11.70
Billing	5.360	Monitoring	11.70.A
Connection	10.250.E	Equal Employment Opportunity (EEO)	15.60.A
Disconnection	10.250.D	Equipment	Schedule 6
Franchise	5.190	Crime lab	17.90.F
Meters	5.360.F	General	6.60
Electronic		Inspection, maintenance	6.110.B
Mail	7.100.B	Office	6.130
Records	7.100	Public safety	17.60.B
Elevations – Bench Marks	10.200.A	Warranties	6.210
Elevators – Municipal	6.60	Water and sewer system	10.300.F
Emergency		Escrow Accounts	5.160
Incidents	17.50.B	Estimates – Tentative	5.380
9-1-1	17.60.A	Evaluations	15.70
Operations	17.50.A	Events	7.110
Planning	17.50.A	Traffic impacts	10.190.F
Emergency Services Records		Evidence	
False alarms	17.90.J	Audits	17.90.H
General orders	17.90.L	Logs	17.90.H
Grants	5.220.C	Physical – not covered by Schedule	17.90.H
Logs	17.90.P	Property reports	17.90.H
Emergency Services Records		Release	17.90.H
Reports	17.90.W	Tags	17.90.H
Eminent Domain	16.10	Examinations	
Employee		Employment	15.150.D
Benefits	15.40	Examinations	
Active	15.70		

COLORADO SPECIAL DISTRICTS RECORDS RETENTION SCHEDULE

<i>Records Description</i>	<i>Schedule/Item No</i>	<i>Records Description</i>	<i>Schedule/Item No.</i>
Polygraph – employment	15.150.F	Festivals	7.110
Excavation Permits	12.30.I	FICA Reports – Quarterly	15.170.I
Excise Tax	5.210.B	Field	
Executive Sessions		Purchase orders	5.300.H
Recordings		Survey notes	7.180
appointed entities	4.105.A	Financial	Schedule 5
governing body	8.185.A	Disclosure statements	8.100.B
Exempt Employees	15.170.A	Guarantees	5.160
Exemptions	11.160	Reports	5.330
Water and sewer treatment	10.300.M	Finding Aids	
Exhibits Referenced in Minutes		Library catalogs	7.270.E
Appointed entities	4.60	Maps and drawings	7.180
Governing body	8.110	Records	7.310
Exit Logs	16.155.B	Fire	
Expenditure Reports		Alarm permits	12.30.M
Campaigns	3.40.C	Arson intelligence files	17.70.J
Departments	5.330.G	Call sheets	17.70.H
Elections	3.40.C	Code	7.60.A
Expenses		Board of Appeals	1.50
Election judges	3.60.B	District	7.365
Employees	5.10.F	Hose tests	17.70.C
Travel	5.10.F	Hydrants	17.70.C
External Groups and Agencies	7.120	Incident reports	17.70.H
		Inspections	17.70.I
		Insurance rate maps	7.180
		Investigations	17.70.H
		Prevention	17.70.H
		Protection	17.70
		districts	7.365
		Pumper tests	17.70.C
		Run sheets	17.70.H
		S.A.R.A. Tier II reports	17.70.L
		Service requests	17.70.K
		Suppression	17.70.H
		Fire Department (if IFC is Adopted)	
		Approval and variance records	17.75.A
		Fire records	17.75.B
		Inspection records	17.75.C
		Statistical records	17.75.D
		Firearms	
		Authorization to carry	17.90.GG
		Maintenance	17.90.GG
		Qualification	17.90.GG
		Unrecovered	17.90.B
		Fireworks Permits	12.30.J
		Fixed Assets	5.180
		Fleet	Schedule 6
		Flood Control District	7.365
		Flood Insurance Rate Maps	11.90.A
		Flooding	
		General	11.90.B
		Histories	11.90.B
		Floodplains	
		Basins	11.90.A
		Building permits in	1.30.D
		General	11.90.A

-F-

COLORADO SPECIAL DISTRICTS RECORDS RETENTION SCHEDULE

<i>Records Description</i>	<i>Schedule/Item No</i>	<i>Records Description</i>	<i>Schedule/Item No.</i>
Permits – building	1.30.D	Government	
Regulations	7.320, 11.150	Instructions for completing forms	5.210.C
Standards	7.320, 11.150	Revenue programs	5.210
Floodways	11.90.A	Grades – Street	10.200
FMLA Compliance	15.190.B	Grant	
Foreclosure	5.55	Audit	5.40
Forgery Cases	17.90.A, 17.90.B	From municipality	5.220.B
Forms		Reports	5.220.D
Blank	7.130	Supporting documentation	5.220.E
Government	5.210.C	To municipality	5.220.C
Fourth of July Celebration	7.110	Grass Control	11.70.B
Franchises	5.190	Gravel Pit Reclamation	11.70.A
Frequently Asked Questions	Appendix F	Grievances	15.110
Fuel		Groups – External	7.120
Oil storage	11.70.D	Guarantees – Financial	5.160
Usage, records	6.70	-H-	
Funds		Handbooks	
Conservation Trust	5.210.D	General	7.260
Establishment	5.200.A	Policies and procedures	7.260.C
Seizure	17.90.Z	Hazardous Materials	
Trust	5.200.B	Asbestos removal permits	12.30.A
-G-		Exposure	15.120.C
Garnishments	15.170.F	Incident prevention reports	17.80.B
Gas		Industrial contamination	11.70.A
Company encroachment permits	12.30.H	Investigations	17.80.D
Connections	1.10.A	Registration	17.80.D
Drilling permit reviews	11.70.A	Spills	17.80.D
Service franchise	5.190	Underground storage tanks	11.70.D
Gasoline Storage Tanks	11.70.D	Health	
General		Insurance – employees	15.40.A
Documentation	7.90	Personnel	15.120
Improvement District Board	8.70	Heating Systems – Municipal	6.60
Ledger	5.270.A	Herbicide Use	16.110.A
Orders – police	17.90.L	HIPAA Release of Information Authorization	15.120.D
Generator Equipment	6.60	Historic	
Geographic Information Services (GIS) Records	7.180.A	Buildings	1.160
Geographic Information System Maps	7.180	Designations	1.160
Gift Register – Library	7.270.E	Districts	1.160
GIS Maps	7.180	Events	7.90.B
GIS	7.180.A	Historical	
Back-ups for disaster recovery	7.180.A	Records	Schedule 9
Glossary	Appendix B	archeological sites	9.05
Goals		collections	7.270.F
Appointed entities	4.50	older than 1900	9.110
Governing body	8.60	photographic	9.100
Governing Body	Schedule 8	Sites	9.05
As other decision-making body	8.70	Society	7.120
Committees	8.45	Histories	
Members	8.100	Community	9.10
list	8.90	Departments	9.10
removal from office	8.190	Drainage	10.200
		Map	7.180
		Municipal	9.10
		Histories	

COLORADO SPECIAL DISTRICTS RECORDS RETENTION SCHEDULE

<i>Records Description</i>	<i>Schedule/Item No</i>	<i>Records Description</i>	<i>Schedule/Item No.</i>
Parks	16.120	Sand traps	10.300.F
Home Occupation Permits	12.30.P	Schools	17.70
Homicides	17.90.A, B, C	Storage tanks	11.70.D
Honors	7.40.A, B, G	Structure	1.150.A
Housekeeping Files	7.140.B	Trailer	1.150.D
Housing		Unsafe buildings	1.150.E
Assistance grants	5.220.C	Vehicles	6.110
Plans	11.130	Water storage	10.290
Rehabilitation projects grants	7.280.A	Instructional Materials – Published	7.300
How to Use Schedule	xvii	Training – external	7.400
HUTF	5.210.D	Instructions	
HVAC Systems	6.60	Election judges	3.60.C
		Government forms	5.210.C
		Procedures and policies	7.260.C
		Insufficient Petitions	3.110.E
-I-		Insurance	
I-9 Forms	15.130	Certificates	5.240.A
Impact Fees – Collection	5.20	Claims	5.240.B
Improvement Districts	5.230	Employee	15.40.A
Incentives – Economic Development	11.60.A	claim records	5.240.D
Incidents		Policies	5.240.E
Disaster	17.50.B	Unemployment	15.280
Fire	17.70.H	Workers' compensation	15.310
Rescue	17.70.H	Intellectual Property	9.130
Incorporation – Municipality	9.50	Intelligence Files	
Independent Expenditure Reports	3.40.C	Arson	17.70.J
Indexes		Police	17.90.M
Records	7.310	Intergovernmental Agreements	7.20
Individual Retirement Accounts (IRAs)	15.40.B	Interlibrary Loan	7.270.E
Industrial		Internal Affairs Investigations	17.90.N
Building plans	1.80.A	International Codes	7.60.A
Contamination	11.70.A	International Fire Code	17.75
Development revenue bonds	5.80.A	Intersections – Engineering	10.200
Pretreatment permits	10.300.G	Interviewing Procedures	15.200.A
Information		Inventories	
Requests – routine	7.80	Bridges	10.190.A
Infrastructure	Schedule 10	Building	5.180.G
Initiative Petitions	3.110.D	Equipment	6.90
Injury Reports	15.310	Fleet	6.90
Inlet Inspections	1.150.A	Fixed assets	5.180.G
INS Form I-9	15.130	Furniture	5.180.G
Inspection		Property	5.180.G
Agencies	1.150.B	Real estate	5.180.G
Building	1.150.A	Software	6.50
Business	17.70.I	Vehicles	6.90
Equipment	6.110.B	Investigations	
Fire Department	17.75.C	Fire	17.70.H
Fire prevention	17.70.I	Hazardous materials	17.80.D
Inspection		Internal affairs	17.90.N
Mobile home	1.150.D	Public safety applicants, not hired	15.150.C
Municipal property	16.110.C	Investments	5.260
		Bank statements	5.260.A
		Policies	7.260
		Reports	5.260.F
		Invoices	

COLORADO SPECIAL DISTRICTS RECORDS RETENTION SCHEDULE

<i>Records Description</i>	<i>Schedule/Item No</i>	<i>Records Description</i>	<i>Schedule/Item No.</i>
Accounts payable	5.10.C	Financial	5.270.A
Irrigation Companies	10.310.B	General	5.270.A
Issues Committees	3.40.B, C	Journal entries	5.270.B
		Payroll	15.170.K
		Subsidiary financial	5.270.C
-J-		Legal	
Job		Counsel	Schedule 13
Advertisements	15.150.A	Opinions	13.60
Applications	15.150.B	advisory	13.60.A
Descriptions	15.150.E	Publications	7.10
Examinations	15.150.D	Research files	13.70
Records – general	15.150	Legislation	
Specifications	15.150.E	External	7.150.A
Journals		Lobbying	8.80
Cash receipt	5.360.D	Letters of Credit	5.160
Entries	5.270.B	Liability Waivers	7.270.D
Financial	5.270	Library	
Subsidiary financial	5.270.C	Circulation	7.270.E
Transaction – sales and use tax	5.340.I	Districts	7.365
Utility billing	5.360.C	Material	Appendix A
Judges		Patron registration	7.270.E
Election	3.60	Records	7.270.E
Junk	11.70.B	Support group	7.120
		License Agreements – Railroad	10.120.A
-K-		Licenses	Schedule 12
Key Distribution	7.140.B	Certificates	12.20.F
		Contact list	12.40.A
		Liquor	12.20.A
		List	12.40.B
		Places of entertainment	12.20.D
		Sales tax	5.340.I
Lakes	10.310.C	Lie Detector Tests	17.90.B, H
Projects	7.280.A	Liens	5.160
Land Use Code Violations	11.180.A	Lighting – Street	10.190.Q
Land Use Records	Schedule 11	Limousine Driver Licenses	12.20.D
Landfill		Liquor Licenses	12.20.A
Locations	10.150.B	Lists	
Monitoring	11.70.A	Absentee voter	3.10
Landmark Designations	1.160	Appointed entities	4.55
Lawsuits	13.70	Business owners contact	12.20
Potential – claims	13.30	Current business licenses	12.40.B
medical records	13.30.A	Distribution	7.160.C
Lead		Election judges	3.60.D
Content – drinking water	10.300.A	Fixed assets	5.180.F
Exposure	15.120.C	Governing body members	8.90
Leaflets	7.300	License holders	12.40.A
Lease-Purchase	5.300.F	Mailing	7.160.C
Leases	16.100	Mayors	8.90
Leave	15.170.G	Members of appointed entities	4.55
FMLA Compliance	15.190.B	Permit holders	12.40.B
		Polls	3.120.B
		Records	7.310
		Vendors	5.300.K
Ledgers		Litigation	Schedule 13
Bond issue	5.80.D	Case records	13.70
Building permit	1.190	Major	13.70.A

COLORADO SPECIAL DISTRICTS RECORDS RETENTION SCHEDULE

<i>Records Description</i>	<i>Schedule/Item No</i>	<i>Records Description</i>	<i>Schedule/Item No.</i>
Governing body	8.110	Scheduling and planning	7.90.A
Mobile Home		Taken at governing body meetings	8.120
Inspection reports	1.150.D	Transcribed	Appendix A
Standards	7.320	Notices	
Money Market Certificates	5.260.E	Election	3.90
Monthly Reports	7.330.C	Final settlement – projects	7.280.A
Appointed entities	4.110.B	Meetings	
Budget	5.100.C	appointed entities	4.70
Building activity	1.210.B	governing body	8.130
Financial	5.330.G	To proceed	7.280.A
Revenue distribution	5.340.B	Water and sewer treatment	10.300
Monumentation	10.200.A	Water use restrictions	10.290.P
Mosquito Control	11.70.A	Notification Lists	7.160.D
Motion Pictures		Nuisances – Land Use	11.70.C
Historic value	9.100	Abatement Records	11.70.B
Public relations	7.290		
Motor Vehicle Sales Tax Receipts	5.340.I	-O-	
Motorcades – Traffic Impact	10.190.F	Oaths	
Museum		Appointed entities	4.80
Accessions	7.270.F	Election	3.100
Donations	7.270.F	Election judges	3.100
Material	Appendix A	Employees	15.160
Records	7.270.F	Governing body	8.140
Support group	7.120	Objections	
Mutual Aid Agreements	7.20	General	7.80
Mylars – Maps, Plats, Drawings	11.100	Nominations	3.80.A
-N-		Occupation Taxes – Franchisees	5.190
Natural Gas Service Franchises	5.190	Occupational Safety and Health Act	15.190.C
NCIC Teletypes	17.90.Q	ODPs	11.30
NCWCD	10.310.H	Office Equipment	6.130
Negatives – Evidence Photographs	17.90.B	Oil Drilling	
Negotiation Records	15.55	Permit reviews	11.70.A
Network – Computer	6.50.E	Older Records – Before 1900	9.110
New Hire Reporting Compliance	15.60.F	On-Call Schedules	15.300.A
News		Open Meetings	
Clippings	9.120	Recordings	
Releases	7.230	appointed entities	4.105.B
Newsletters – Municipal	7.300	governing body	8.185.B
Newspapers – Local	9.90	Open Records Requests	7.235
NIBRS Reports	17.90.W	Opinions – Legal	13.60
Nominations	3.80	Organization	
Petitions	3.110.F	Charts	7.240
objections	3.80.A	External	7.120
Withdrawal	3.80.C	Files	7.240
Nonconforming Uses	11.120	Orientation Information – Governing Body	8.160
Non-records	Appendix A	OSHA Compliance	15.190.C
Notes		Overall Development Plans	11.30
Desk	7.90.D	-P-	
Rough	7.410	Packets – Convenience Copies	
financial	5.380	Appointed entities	4.90

COLORADO SPECIAL DISTRICTS RECORDS RETENTION SCHEDULE

<i>Records Description</i>	<i>Schedule/Item No</i>	<i>Records Description</i>	<i>Schedule/Item No.</i>
Governing body	8.170	Sign	1.220
Pamphlets	7.300	Sludge application	10.300.L
Parade		Special event and use	12.30.X
Traffic impacts	10.190.F	Street cuts	12.30.Y
Paratransit Services	10.240	Telephone company	12.30.H
Route maps	10.240.A	Underground storage tank	12.30.BB
Parking	10.190.J	Use	12.30.CC
Space assignments	7.140.B	Water tap	10.290
Ticket receipts	5.20	Wells	10.310.R
Variances	11.160	Work in public way	12.30.T
Parks	16.120	Permitted Uses	11.120
Damage	16.110.B	Personnel	
Projects	7.280.A	Policies	7.260.C
Use permits	7.270.B	Records – general	Schedule 15
Passwords – Computer	6.50.D	Pesticide Use	16.110.A
Pay		Petitions	
Basis of	15.170.A	Annexation	11.10
Estimates – project	7.280.A	election	3.110.A
Plans	15.170.B	Certification	3.110.B
Payment Bonds	7.280.A	Election	3.110
Payroll		Initiative	3.110.D
Records	15.170	Insufficient	3.110.E
employee longevity	15.170.E	Nomination	3.110.F
Register – year-end	15.170.K	objections	3.80.A
Reports	15.170.I	withdrawal	3.80.C
Taxes	15.170.J	Nonbinding	7.80
Pension		Protests	3.110.G
Actuarial reports	15.180.A	Recall	3.110.H
Awarded	15.180.B	Rezoning	11.190.B
Plans	15.40.B	Zoning	11.190.A
Retirement files	15.180.D	Petty Cash	5.10.H
Performance Bonds	7.280.A	Photographs	
Periodicals	7.140.D	Aerial	7.180.A
Permits	Schedule 12	Disaster incident	17.50.B
Asbestos removal	12.30.A	Historical	9.100
Building	1.30.A	Parks	16.120
floodplain	1.30.B	Scrapbooks	9.120
Burning	12.30.C	Sister City Program	7.270.I
Communication tower	12.30.D	Photomaps	7.180
Confined space entry	12.30.F	Physical Records – Employees	15.190
Contact list	12.40.A	Pioneer Days Event	7.110
Discharge	10.300.E	Planametric Maps	10.90
Encroachment	12.30.H	Planned Unit Developments	11.30
Excavation	12.30.I	Planning Records	Schedule 11
Facility use	7.270.B, 12.30.K	Plans	
Fence	12.30.L	Affirmative action	15.60.A
Fire alarm	12.30.M	Basin	7.380, 11.90
Floodplain building	1.30.D	stormwater basin	11.90.A
Gas company	12.30.H	Benefit	15.40.B
Industrial pretreatment	10.300.G	Plans	
Permits		Comprehensive	11.130
Issued to municipality	12.35	Construction	1.90
List	12.40.B	Corridor	11.130
Park use	7.270.B	Development	11.30
Project	7.280.A	Emergency	17.50.A
Sewer tap	10.290.K	General	7.380

COLORADO SPECIAL DISTRICTS RECORDS RETENTION SCHEDULE

<i>Records Description</i>	<i>Schedule/Item No</i>	<i>Records Description</i>	<i>Schedule/Item No.</i>
Housing	11.130	Drafts	7.90.D
Land use	11.100, 11.130	Press Releases	7.230
Long range	11.130	Printer Output – Preliminary Verification	7.410
Pension	15.40.B	Procedures	7.260
Regional	11.130	Building	7.260
Stormwater	11.130	Cemetery	7.260
Strategic	11.130	Fire	7.260
Streetscape	11.130	General	7.260.C
Transportation	11.130	Interviewing	15.200.A
system	7.380	Personnel	7.260.C
Urban growth area	11.130	Police	7.260
Utility	11.130	Recruitment	15.200.A
Plant Investment Fee		Safety	15.120
Collection	5.20	Standard operating	7.260
Policy	10.310.L	Proclamations	8.180
Plats	11.30	Professional	
Development	7.180, 11.100	Association memberships	7.200
overall development	11.100	Services agreements	7.20
vacation of	11.30	Program	
Land use	11.100	Administration	7.140.A
Pleadings	13.70	Development	7.140.C
Plumbing Code	7.60.A	Flyers	7.270.G
		Records – general	7.270
Policies	7.260	Use	7.270.B
Building	7.260	Projects	
Cemetery	7.260	See also Specific Types of Projects; i.e., <i>Dam</i>	7.280
Development	7.140.C	Capital	7.280.A
Fire	7.260	Control files	7.280.A
General	7.260.C	Information technology	7.280.B
Insurance	5.240.E	Noncapital	7.280.C
Investment	7.260	Prominent Individuals	9.20
Personnel	7.260.C	Promissory Notes	5.160
Police	7.260	Promotions	15.70
Purchasing	7.260	Proof Roll Inspections	1.150
Risk management	7.260	Proofs of Publication	7.10
Safety	7.260	Property	Schedule 16
Water	10.310.L	Acquisition	16.10
Poll		Auctions	5.180.C
Books	3.120.A	Disposal	5.180.E
Lists	3.120.B	Real estate transfer tax records	5.340.H
Signature forms	3.120.D	Rights – vested	11.170
Sites	3.120.C	Property (cont'd)	
Pollution	11.70.A	Sale	16.150
Polygraph Exam Records		Surplus	5.180.H
Employment	15.150.F	Taxes	5.340.G
Routine	15.150.G	Transfer	16.150
Population		Unclaimed	5.180.E
Projections	11.20.A	Unlawful destruction	17.90.H
Statistics	11.20.A	Proposals	
Studies	7.380	Bids	5.300.E
Power Generators	6.60	Published	7.300
Precedents		Protests – Election Petitions	3.110.G
Legal	13.70	Public	
Set	7.90.B	Buildings – construction drawings	1.80.A
Precinct Maps	3.70, 7.180	Improvement Loans	5.280.B
Preliminary Versions	7.410		

COLORADO SPECIAL DISTRICTS RECORDS RETENTION SCHEDULE

<i>Records Description</i>	<i>Schedule/Item No</i>	<i>Records Description</i>	<i>Schedule/Item No.</i>
Relations	7.290	Improvement district assessments	5.230.C
Safety	Schedule 17	Meter deposit	5.360.F
Utilities Commission hearing	10.120.B	Reciprocal Borrowing Sheets	7.270.E
Files	13.70	Reclamation	
Works projects	7.280.A	Gravel pit	11.70.A
Publications		Mined land	11.70.A
Bills paid	7.10	Recognition, Volunteers	15.290.A
Charter	7.50.B	Recommendations to Governing Body	
General	7.300	Appointed entities	4.100
Legal	7.10	Reconciliations	5.50.H
Other agencies	Appendix A	Record Copy	xvii
Outdated, superseded	Appendix A	Recordings – See also <i>Tape Recordings</i> and <i>Video</i>	
Proof of	7.10	Crime scene	17.90.B
PUDs	11.30	Dispatch	17.105
Purchase		Governing body	8.220
Orders	5.300.H	Police field contacts	17.90K
field	5.300.H	Surveillance of election areas	3.135
Property	16.10	Vehicle systems	17.90.FF
Requisitions	5.300.H	Records	
Purchasing	5.300	Checks	17.90.W
Control forms	5.300.H	Compliance certificates	7.340
Policies	5.300.G	Computer	6.50
Solicitations	5.300.I	Default retention	xvii
		Destruction	xv, Appendix E
-Q-		Duplicate copies	xvii
Quarterly Reports	7.330.D	Expungement	17.90.I
Appointed entities	4.110.C	Finding aids	7.310
Budget	5.100.C	Format	xv
Payroll	15.170.I	Media	xv
Questionnaires – Routine	7.390	Open records requests	7.235
Quiet Title Actions	16.10	Retention schedules	7.340
Quit Claim Deeds	16.50	Recreation	
		Districts	7.365
-R-		Passes	7.270.B
Radiation Exposure	15.120.C	Programs	7.270.G
Radio System Licenses – FCC	6.40	Recruitment Procedures	15.200.A
Railroads		Redevelopment Projects	7.280.A
Crossings	10.120.B	Reference – Technical and General	7.140.D
Municipal operations on right-of-way	10.120.A	Referendum Petitions	3.110.I
Railroads		Referrals from Other Jurisdictions	11.140
Systems	10.120.C	Registers	
Rate Schedules	5.150.A	Bond issue	5.80.D
Utility billing	5.360.H	Building permit	1.190
"Read Only" Copies	7.90.D	Certificate of deposit	5.260.C
Reading Files	7.90.C	Checks	5.50.C
Rebate Program Records	5.315	Licenses	12.40.B
Recall Petitions	3.110.H	Payroll	15.170.K
Receipts		Permits	12.40.B
Building permit fees	5.20	Property tax	5.340.G
Election materials	3.130.A	Records	7.310
Fees paid	5.20	Sales tax	5.270
General	5.20	Registration Receipts	5.20.C
		Regulations	

COLORADO SPECIAL DISTRICTS RECORDS RETENTION SCHEDULE

<i>Records Description</i>	<i>Schedule/Item No</i>	<i>Records Description</i>	<i>Schedule/Item No.</i>
Animal	7.320	General	7.330
Building	7.320, 11.150	municipal	7.380
Cemetery	7.320	Incident	17.90.B
Development	7.320, 11.150	Inspection – vehicles/equipment	6.110.A
General	7.320	Investment	5.260.F
Land use	11.150	Monthly	4.110.B, 7.330.C
Planning	11.150	Offense	17.90.B
Railroads	10.120.C	Payroll	15.170
Stormwater	7.320	Police	17.90
Water	10.310.L	Project	7.280.A
Zoning	7.320	Revenue	5.330.G
Regulatory		Quarterly	4.110.C, 7.330.D
Actions	7.150.A	S.A.R.A. Tier II	17.70.L
Compliance	15.60	Soil condition	1.150.C
Rehabilitation Projects	7.280.A	Street system	10.200.B
Remonstrances	7.80	Structure inspection	1.150
Rental Receipts	5.20.C	Water	
Reorganization Studies	7.240	consumption	10.290.O
Repairs – Municipal Property	7.280.A, 16.110.C	quality	10.300
Replacement Ballots	3.30	Weekly	7.330.E
Unused	3.65.A	Requests	
Replats	11.30	For proposals (RFPs)	5.300.I
Reports		For quotations (RFQs)	5.300.I
Actuarial	15.180.A	Open records	7.235
Analytical – water and sewer	10.300.A	Release of police information	17.90.X
Annual	7.330.A	Routine	7.80
activity	7.330.A	Service – fire	17.70.K
appointed entities	4.110.A	Rescues	17.70.B, H
financial	5.330.A	Reservation Sheets	7.270.B
operations	7.330.A	Reservoirs	10.310.C
published – municipality	7.300	Projects	7.280.A
water and wastewater treatment	10.300.B	Residential Building Plans	1.80.B
Appointed entities	4.110	Resignations	
Audit	5.40.B	Appointed entities	4.20.A
Bills allowed	5.10.C	Employees	15.70
Boards and commissions	4.110	Governing body	8.100
Bridge	10.190.A	Resolutions	8.200
Budget	5.100.C	Resubdivisions	11.30
Building		Retention Schedules	7.340
activity	1.210	Retirement	
inspection	1.150	Files	15.180.D
Campaign	3.40	Plans	15.40.B
Cash	5.20.C	Returns – Sales and Use Tax	5.340.I
Reports		Revenue	
Census	11.20.B	Monthly distribution report	5.340.B
Claims	5.240.B	Reports	5.330.G
Comprehensive annual financial	5.40.B	Sharing	5.210.B
Consumer confidence	10.300.C	Rezoning	11.190.B
County treasurer	5.330.E	Ride Along – Police	17.90.Y
Daily	7.330.B	Liability waivers	7.270.D
Departmental	7.330	Right-of-Way	16.60
Employee longevity	15.170.E	Railroad	10.120.A
EEO-4	15.60.A	Vacation	10.260
Expenditure	5.330.G	Rivers	10.310.D
Final project	7.280.A	Road and Bridge Program	5.210.D
Financial	5.330		
Fixed asset – annual	5.180.B		

COLORADO SPECIAL DISTRICTS RECORDS RETENTION SCHEDULE

<i>Records Description</i>	<i>Schedule/Item No</i>	<i>Records Description</i>	<i>Schedule/Item No.</i>
Roadway Projects	7.280.A	Seizure Fund	17.90.Z
Rodeos	7.110	Senior Citizen Programs	7.270.G
Room Reservations	7.270.B	Support groups	7.120
Routes		Seniority Systems	15.170.B
Maps	10.240.A	Service	
Snow	10.190.L	Orders – utility	5.360.J
Truck	10.190.S	Requests	7.80
Routing Documents	Appendix A	Volunteer workers	15.290.B
Rulemaking – State and Federal	7.150.A	Setbacks	11.160
Rules		Settlements – Litigation	13.70
Cemetery	7.320	Severance Tax	5.210.D
General	7.320	Sewer System – See <i>Water and Sewer System</i>	
Policies and procedures	7.260.C	Shutoffs – Utility	10.250.G
Run-Off	11.90	Sidewalk	
Run Sheets – Fire and Rescue	17.70.H	Engineering	10.200
-S-		Improvement districts	5.230
		Layout	10.200
Safety		Sign	
Commercial drivers' license	15.120.A	Codes	11.150
Committee	7.70.A	Construction and installation	1.220
Equipment	6.110	Damage	16.110.B
Fleet	6.110	Permits	1.220
Personnel	15.120	Signalization	10.190.R
Policies	7.260.C	Signature Certificates	
Procedures	7.260.C	Employees – clerk and treasurer	15.240
Training manuals	15.120.H	Mayor	8.210
Vehicles	6.110	Sister City Programs	7.270.I
Salary		Site Plans	11.30
Documentation	15.70	Site Specific Development Plans	11.30
Surveys	15.170.L	Sludge	
Sale of Property	16.150	Application	10.300.L
Sales Tax Collection	5.340.I	Permit reviews	11.70.A
Sample Ballots	3.30	Permits	10.300.L
Sanitation District	7.365	Preparation	10.300.L
Sanitary Surveys – Treatment System	10.300.K	Sites	10.300.L
S.A.R.A. Tier II Reports	17.70.L	Snow Removal	10.190.L
Savings Bonds	5.260.G	Social Security	15.40.B
Schedule		Software	
Building permit fee	5.150	Licenses	6.50.G
Fee	5.150.A	Management	6.50.G
Rate	5.150.A	Manuals	6.50.G
utilities	5.360.H	Site licenses	6.50.G
Records retention	7.340	Soil Condition Reports	1.150.C
Scheduling Notes	7.90.A	Solicitations – Bids	5.300.I
Schematics – System	10.90	Solid Waste Management	10.150
Scrapbooks	9.120	Cash receipts	5.20
Seal – Municipal	9.130	Dump tickets	10.150.A
Security	16.155	Landfill locations	10.150.B
Access system	16.155.A	Special	
Computer	6.50.D	Districts	7.365
Deposit – utilities	5.360.I	Events and use permits	12.30.X
Guard licensing	12.20.D	Events license – alcohol beverages	12.20.A
Videotapes	16.155.C		

COLORADO SPECIAL DISTRICTS RECORDS RETENTION SCHEDULE

<i>Records Description</i>	<i>Schedule/Item No</i>	<i>Records Description</i>	<i>Schedule/Item No.</i>
Uses	11.120	Fire Department	17.75.D
Specifications		Library circulation	7.270.E
Bid	5.300.I	Stocks and Bonds	5.260.H
Job	15.150.E	Storage Tanks – Regulated Substances	11.70.D
Project	7.280.A	Above ground	11.70.D
Specimen Bonds	5.80.A	Underground	11.70.D
Speeches	7.290	inspections	11.70.D
Spoiled Ballots	3.30	leaking	11.70.D
Spreadsheets – Preliminary	5.380	permits	11.70.D, 12.30.BB
Staff Meetings	7.70	Stormwater	
Standard Operating Procedures	7.260.C	Basins	11.90.A
Standards		plans	11.130
Building	7.320, 11.150	Drainage system	11.90.A
Cemetery	7.320	Improvement districts	5.230
Commercial	11.150	Projects	7.280.A
General	7.320	Streams	10.310.D
Land use	11.150	Street	
Mobile homes	7.320	Address assignments	1.240, 10.200
Planning	11.150	Alignment	10.200
Sewer line installation	7.320	Arterial system	10.200.B
Sidewalk construction	7.320	Bridge inspections	10.190.A
Stormwater	7.320	Cleaning	10.190.O
Street construction	7.320	Closings	1.240
Streetscape	7.320	Closures	10.190.F
Standards (cont'd)		Construction – major	10.200
Water	10.310.L	Crosswalks	10.190.D
line installation	7.320	Cut permits	12.30.Y
testing	10.300.A	Dedications	1.240
State		Design	10.200
Archives		Drainage problem history	10.200
approval	Appendix C	Engineering	10.200
compliance certificates	7.340	Grades	10.200
records retention schedules	7.340	High accident locations	10.190.G
Bid list	5.300.J	Highway users tax fund	5.210.D
Highway Department		Improvement districts	5.230
improvement project	10.190.B	Intersection design	10.200
maintenance contract	10.170	Layout	10.200
policy issues	10.170	Lighting	10.190.Q
railroad crossing hearings	10.120.B	Maintenance – major	10.200
signalization	10.190.R	Map – system	10.200
standards	10.120	Master plan	7.380
State		Miles in system	10.200.B
Highway Department		Name assignments	1.240
system	10.170	Street (cont'd)	
Legislation – proposed	7.150.A	Numbering	1.240
lobbying	8.80	Operations	10.190
New hire reporting compliance	15.60.F	Parking	10.190.J
Of the city address	7.290	Permits	12.30
Revenue programs	5.210.D	Planning	10.200
Statements		Problem histories	10.200
Accounts payable	5.10.C	Projects	7.280.A
Bank	5.50.B	Renaming	10.190.I
investments	5.260.A	Right-of-way acquisition	10.200
Issued by municipality	5.20.F	conveyances	16.60.A
Utility billing	5.360.K	Snow removal	10.190.L
Statistics		Speed zones	10.190.M
		State highways – See <i>State – Highway Department</i>	
		Striping	10.190.R

COLORADO SPECIAL DISTRICTS RECORDS RETENTION SCHEDULE

<i>Records Description</i>	<i>Schedule/Item No</i>	<i>Records Description</i>	<i>Schedule/Item No.</i>
Sweeping	10.190.O	Internal	7.70
System	10.200.B	Tax	
Traffic markings	10.190.R	Collection	5.340
Truck routes	10.190.S	Licenses issued to municipality	5.340.F
Vacation	10.260	Payroll	15.170.J
Weather observation	10.190.T	Receipt stubs – assessments	5.230.D
Streetscape		Taxes – See Specific Taxes; ;i.e., <i>Sales Tax</i>	
Plans	11.130	Taxicab Service	10.240
Standards	7.320	Teams – Internal	7.70
Striping – Traffic	10.190.R	Technical Reference Files	7.140.D
Structure		Telephone	
Inspections	1.150	Logs	7.140.B
Municipal	16.30	Messages	Appendix A
Municipal government	7.240	System	
Records	Schedule 1	Emergency 9-1-1	17.60.A
Studies	7.380	encroachments	12.30.H
Feasibility	7.380	municipal buildings	6.160
Land use	7.380, 11.130	Television – See <i>Cable Television Service</i>	
Planning	7.380, 11.130	Temporary Use Permits – NCWCD	10.310.H
Published	7.300	1099 Forms	5.10.G
Study Sessions		Terminology	Appendix B
Recordings		Test Results	
appointed entities	4.105.C	Chemical blood	17.90.H
governing body	8.185.C	Commercial Driver's License	15.120.A
Subdivisions	11.30	Lie detectors	17.90.H
Minor	11.30	Tests – Employment	15.150.D
Regulations	7.320, 11.150	Time Sheets	15.170.M
Standards	7.320	Titles – Vehicle	6.200
Subject Files – General	7.140	Topographic Maps	10.90
Sump Pump Equipment	6.60	Towers – Communication	12.30.D
Supplements – Code	7.60.B	Toxic Sites	11.70.E
Support Groups	7.120	Trade	
Surplus Property	5.180.H	Journals	Appendix A
Surveillance Recordings – See <i>Recordings</i>		Of property	16.150
Surveys		Trademark Records	9.130
Conducted by municipality	7.395	Traffic	
Routine	7.390	Code adopted by reference	7.60.A
Surveying Records		Traffic (cont'd)	
Bench marks	10.200.A	Events – impact	10.190.F
Field survey notes	7.180	Flow	10.190
		Marking	10.190.R
Tabulation	3.140	Operations	10.190
Abstract of election	3.140.A	Rerouting	10.190.F
Test results	3.140.B	Signalization	10.190.R
Tally Lists	3.140.C	Weather observation	10.190.T
Tanks – Storage	11.70.D	Trailer Inspections	1.150.D
Tap – Water and Sewer	10.290.K	Training	
Tape Recordings – See also <i>Recordings</i>		Commercial driver's license	15.120.A
Field contact reports – police	17.90.K	Manuals – health and safety	15.120.H
Governing body	8.220	Materials	7.400
Public relations	7.290	Orientation	
Study sessions	4.105.C	employees	15.270
Task Forces		governing body	8.170

-T-

COLORADO SPECIAL DISTRICTS RECORDS RETENTION SCHEDULE

<i>Records Description</i>	<i>Schedule/Item No</i>	<i>Records Description</i>	<i>Schedule/Item No.</i>
Maps and drawings	7.180	sewer	10.290.K
Projects	7.280.A	water	10.290.K
Water and Sewer System – See also <i>Water</i>		Tests	
Agreements – service	7.20	analytical	10.300.A
Analysis – system	10.290.P	backflow prevention device	10.290.J
Analytical reports	10.300.A	sewage – weekly	10.300.A
Backflow prevention device test	10.290.J	sewer	10.290.J
Bacteriological quality analysis	10.300.A	smoke test	10.290.J
Calibration – equipment	10.300.F	standards – water tests	10.300.A
Capacity – plant	10.300.I	water system	10.290.P
Chemical analysis	10.300.A	X-ray	10.290.J
Chlorination	10.300.A	Treatment	10.300
Compliance – drinking water	10.300.D	chlorination reports	10.300.A
Connections	10.290.E, K	Turbidity reports	10.300.A
Contaminants	10.300.A	Use restrictions	10.290.P
Copper analysis	10.300.A	Valves	10.290.N
Corrective actions	10.300.D	Water storage inspection	10.290.P
Cross-connection control survey	10.290.C	Weather	
Discharge		Modification	10.310.P
inspections	10.300.E	Observation	10.190.T, 10.310.P
monitoring	10.300.E	Sensors	10.310.P
permits	10.300.E	Website Development	6.50.H
Disconnections	10.250.D	Website – GIS	7.180.A
Distribution	10.290.P	Weed	
Domestic septage	10.300.L	Control	11.70.B
Effluent	10.300.L	Violations	11.180.C
Enterprise board	8.70	Weekly Reports	7.330.E
Equipment maintenance	10.300.F	Wells	
Filter plant logs	10.300.I	Gas drilling	11.70.A
Industrial pretreatment permits	10.300.G	Locations – water	10.310.Q
Inspections		Oil drilling	11.70.A
sand trap	10.300.F	Permits	10.310.R
sewer	10.290.J	Water	10.310.F
video	10.290.J, 10.290.P	Wetlands	
water	10.290.P	Fill	11.70.F
Installation	10.250.E	Protection	11.70.F
Lead analysis	10.300.A	Removal	11.70.F
Lines – water, maintenance and repair	10.290.P	Wiring – Computer Systems	6.50
Meters	5.360.F	Withdrawal from Nomination	3.80.C
Odor complaints	10.300.A	Work	
Operational reports	10.300.I	In public way – permits	12.30.T
Operator	15.70	Orders	
Oversizing	7.280.A	equipment	6.220
Plant capacity	10.300.I	property repair	16.180
Pressure measurements – water	10.290.P	vehicles	6.220
Production – water	10.290.P	Papers	
Projects	7.280.A	audit	5.40.C
Radiological analysis	10.300.A	budget	5.100.D
Reports		Permits – public way	12.30.T
distribution and production	10.290.P	Schedules	15.300.A
operations	10.300.B, I	Workers' Compensation	15.310
Samples	10.300.A	Worksheets	
Sand trap inspections	10.300.F	Financial – preliminary	5.380
Sewage – composite samples	10.300.A	General	7.410
Sewer inspection	10.290.J	Short-term value	7.90.D
Sludge application	10.300.L		
Storage – water	10.290.P		
Taps			
outside users	10.290..K		

COLORADO SPECIAL DISTRICTS RECORDS RETENTION SCHEDULE

<i>Records Description</i>	<i>Schedule/Item No</i>	<i>Records Description</i>	<i>Schedule/Item No.</i>
-Y-			
Youth Programs	7.270.G		
Support groups	7.120		
-Z-			
Zones			
Enterprise	11.60.C		
Speed	10.190.M		
Zoning			
Annexations	11.10, 11.190.A		
Certificates	11.190.C		
Districts	11.190.A		
maps	7.180, 11.100		
Initial	11.190.A		
Maps	11.190.A		
Petitions	11.190.A		
Regulations	7.320, 11.150		
Rezoning	11.190.B		