MOFFAT COUNTY
RECORDS RETENTION SCHEDULE
2013

State Archives Approval
May 27, 2014

Effective Date: May 27,2014

ACKNOWLEDGEMENTS

In Consultation with Representatives from
Moffat County Departments and Offices.

Thanks to Douglas County for sharing their adopted Retention Schedule.

Moffat County
Records Retention Schedule
TABLE OF CONTENTS

Page No.

Foreword …… ii
1. Assessor Property Records …….. 1-1
2. Board, Commission and Authority Records …….. 2-1
3. Board of County Commissioners Records …… 3-1
4. Building and Structure Regulation Records …….. 4-1
5. Community Justice Records …… 5-1
6. Coroner Records (Reserved) ……. 6-1
7. CSU Extension Records …… 7-1
8. Election and Voter Registration Records …… 8-1
9. Emergency Management Records …….. 9-1
10. Engineering and Storm Water Records (Reserved)…… 10-1
11. Facilities Records …… 11-1
12. Fairgrounds Records …….. 12-1
13. Financial Records …….. 13-1
14. Fleet and Equipment Records (Reserved)…… 14-1
15. General Records ……..... 15-1
16. Historic Preservation Records …… 16-1
17. Social Services Records ……... 17-1
18. Information Technology and Communications Systems Records …… 18-1
19. Legal Counsel Records ……..... 19-1
20. Liquor Licensing Records …… 20-1
21. Motor Vehicle Licensing Records …… 21-1
22. Parks, Open Space, Trails and Building Grounds Records …… 22-1
23. Payroll Records …… 23-1
24. Personnel Records ……..... 24-1
25. Planning, Zoning, and Land Use Records …… 25-1
26. Public Relations, Outreach and Legislative Affairs Records ……..... 26-1
27. Sheriff Department Records …… 27-1
28. Public Trustee Records (Reserved) …… 28-1
29. Recording Records …… 29-1
30. Risk Management Records ……..... 30-1
31. Road and Bridge Records …….. 31-1
32. Surveying Records (Reserved) …….. 32-1
33. Weed and Vector Control Records …… 33-1
34. Landfill, Hazardous & Waste Management Division …… 34-1
Appendices …… A-1
Appendix A – Definitions
Appendix B – Non-Records
Appendix C – Selected Resources and Abbreviations Used
Appendix D – Start Archive Approval

.

FOREWORD

Moffat County

Moffat County ("the County") was formed in 1911. The County is a Statutory County government with a three-member Board of County Commissioners. In addition to the three County Commissioners, the County government has the following elected officials: Assessor, Clerk and Recorder, Treasurer, Coroner, Sheriff and Surveyor. All other County departments report to the Board of County Commissioners.

Because the County is a political subdivision of the State of Colorado, the Colorado State Archives must approve the County's *Records Retention Schedule* before any records can be destroyed under the authority of the schedule.

What is Records Management?

The functions of records management are to:

- Provide access to records as efficiently as possible for any staff member needing information.
- Comply with industry "best practice" and the laws and regulations concerning the retention of records.
- Preserve the County's history.

What is a Record?

Records are documentary information created or received by County employees or officials. They provide a source of information or evidence of the County's activities and official business transactions. They may take the form of:

- Information recorded on paper such as forms, reports and correspondence;
- Information recorded on magnetic or electronic media, such as hard drives, tapes and disks; and
- Information recorded on maps, drawings, photographs, microfilm, and other formats.

County records are created and retained for a wide range of administrative, legal, fiscal or historical purposes.

What is a Records Retention Schedule?

A Records Retention Schedule is at the heart of an effective records and information program. The Records Retention Schedule is a listing that sets forth the organization's policy regarding how long records must be kept to meet both legal and operational requirements. In cases where there are conflicting legal requirements, the longest retention period specified in the law is followed. In addition, records may be listed for a longer retention period than the legal retention requirement if there are longer operational requirements.

The Records Retention Schedule is media neutral, meaning that it applies to all records, regardless of form or physical location. The document does not treat the issue of confidentiality.

"Best practice" is that records should be retained and destroyed in the normal course of business (on a scheduled, routine basis) in accordance with the adopted Records Retention Schedule to improve efficiency, decrease the growing volume of paper and electronic records, minimize the organization's current and future costs for managing records and reduce the risk of retaining records too long or not long enough.

Litigation Holds

Records that may be pertinent to any anticipated, pending or ongoing litigation, claim, complaint procedure or other legal proceeding may not be destroyed even if the record is eligible for destruction under the Records Retention Schedule and even if the record should have been previously destroyed. Consult with the County Attorney if there is any question regarding the destruction of records involving possible legal actions.

Future Revisions

County records may not be destroyed until a retention period is established and approved by the County and the State. Therefore, this Records Retention Schedule should be reviewed and updated periodically to reflect the addition of new records, the removal of records that are no longer created, the renaming of records titles or changes in custodians, or changes in legal requirements.

The County may administratively revise (without approval of the State Archives) the information regarding record copy custodian. However, both the County and the Colorado State Archives must approve any future revisions to records retention periods or the names of records titles, additions to the Records Retention Schedule or deletions from the schedule.

Records Retention Schedule Organization

The Records Retention Schedule is organized in functional categories of records rather than by department (i.e. each section represents a specific “function” of the organization and may reflect records kept by more than one department or work unit).

SECTION 1. ASSESSOR PROPERTY RECORDS

Records relating to property appraisal, valuation and property tax assessment.

General Instructions

- **The minimum retention period applies to the record copy regardless of the storage format for the record (paper, electronic, microfilm, etc.).**
- **Unless otherwise specified in this retention schedule, duplicate copies may be destroyed at the discretion of the duplicate copy custodian provided they have no further administrative or other value. Duplicate copies should not be retained longer than the record copy.**
- **No record that is eligible for destruction under the retention schedule can be destroyed if it is pertinent to any anticipated, current or pending litigation, claim or audit or the subject of a legal hold.**

Record Title	Record Copy Custodian	Record Copy Minimum Retention Period	Regulatory Citation/Notations
1. ADMINISTRATIVE RECORDS:			
A. Abatement or Refund of Taxes Petitions: Petitions submitted by taxpayers to request a reduction in a prior year's tax after the tax warrant is delivered to the Treasurer.	Assessor	2 years + current	**ARL:**[1] 2 years + current ***Note:*** Abatement petitions must be filed within two years of the date the taxes were due.
B. Notices of Valuation (NOV): ▪ Personal Property ▪ Real Property ▪ Special Real and Personal Property	Assessor	6 years + current	**CRS** 39-5-121: No retention period specified **ARL:** 6 years + current
C. Protest Records: ▪ Disposition and Register of Protests ▪ Notices of Determination ▪ Personal Inquiry Record ▪ Personal Property Protest ▪ Real Property Protest ▪ Reports of valuation and protest for the Board Equalization ▪ Special Notices of Determination ▪ Special Real and Personal Property Protest ▪ Statutory newspaper notifications (clippings and receipt of payment) ▪ Written taxpayer protests of valuation	Assessor	6 years + current	**CRS** 39-5-122: No retention period specified **ARL:** 6 years + current

[1] **ARL** refers to *Assessor's Reference Library, Vol. 2, Administrative and Assessment Procedures*, Colorado Department of Local Affairs, Division of Property Taxation, September 2007. This manual provides records retention guidelines (pp. 1.29 - 1.35) to help County Assessors develop a records retention schedule for approval by the State Archivist that provides legal authority for the disposal of non-permanent records.

Record Title	Record Copy Custodian	Record Copy Minimum Retention Period	Regulatory Citation/Notations
D. Real Property Transfer Declarations (Form TD 1000): Provides essential information to alert the appraiser to sales which may not be an indication of the property's actual value and helps ensure fair and uniform assessments for all property for property tax purposes. ***Note:*** These documents are confidential pursuant to State law.	Assessor	6 years + current	**CRS** 39-14-102: No retention period specified; all deeds subject to the documentary fee that are submitted for recordation must be accompanied by a TD 1000 form on which the County Clerk and Recorder enters the date of recordation and reception number of the conveyance document and then sends to the Assessor **ARL:** 6 years + current
2. ADMINISTRATIVE REPORTS:			
A. Abstracts of Assessment: Summaries prepared by the Assessor of assessed value by class and subclass of property.	Assessor	6 years + current	**CRS** 39-5-123: No retention period specified **ARL:** 6 years + current
B. Certifications of Levies and Revenue Reports:	See: Section 13 Financial Records – Treasurer Records – Property Tax Records		
C. Certifications of Valuation to Taxing Entities: Forms used by County Assessor to certify a local taxing entity's values for property taxation purposes.	Assessor	6 years + current	**CRS** 39-5-128: No retention period specified **ARL:** 6 years + current
D. Property Tax Revenue Limit:	See: Section 13 Financial Records – Treasurer Records – Property Tax Records		
E. Public Disclosure Mill Levy Calculations – Law Enforcement Authorities:	See: Section 13 Financial Records – Treasurer Records – Property Tax Records		
F. Special District Records: Records filed with the Assessor regarding Special Districts, including: ▪ Notices of New Special Districts, including legal descriptions and maps ▪ Boundary maps filed annually ▪ Notifications of Special District contact information - annual	Assessor	***New District Notices:*** Permanent ***Boundary Maps Filed Annually:*** Permanent ***Notifications of Contact Information:*** Until superseded	**ARL:** *Notices of New Special Districts or Boundary Changes:* Permanent
G. Tax Rolls:	See: Section 13 Financial Records – Treasurer Records – Property Tax Records		

Record Title	Record Copy Custodian	Record Copy Minimum Retention Period	Regulatory Citation/Notations
3. AGREEMENTS, CONTRACTS AND SUPPORTING DOCUMENTATION:	See: Section 15 General Records – Agreements, Contracts and Supporting Documentation		
4. APPRAISAL RECORDS – PERSONAL PROPERTY:			
A. Declaration Schedules and Attachments: ▪ All personal property ▪ Coal ▪ Earth or stone products ▪ Lessee ▪ Producing mines ▪ Residential ***Note:*** These documents are confidential pursuant to State law.	Assessor	6 years + current	**CRS** 39-5-107: No retention period specified **CRS** 39-5-120: 6 years **ARL:** 6 years + current
B. Movable Equipment Apportionment Lists: Owners must file a statement with the personal property declaration schedule indicating proposed locations for the year, and the Assessor apportions the value and notifies the owner and the other county assessors of the value and apportionment.	Assessor See also: Administrative Records – Movable Equipment Certifications of Ad Valorem Taxation above	6 years + current	**CRS** 39-5-113: No retention period specified **CRS** 39-5-120: 6 years **ARL:** 6 years + current
C. Personal Property Appraisal Records:	Assessor	6 years + current	**ARL:** 6 years + current
D. Taxpayer Extension Requests:	Assessor	1 year + current	**ARL:** 1 year + current
E. Works of Art Statements: Taxpayer statements that a work of art is on display with the State, a political subdivision, a library, an art gallery or a museum and qualifies for a property tax exemption.	Assessor	6 years + current	**CRS** 39-3-123: No retention period specified **ARL:** 6 years + current
5. APPRAISAL RECORDS – REAL PROPERTY:			
A. Agricultural Land Questionnaires and Supporting Documentation: Forms used to help the Assessor classify land as agricultural and entitled to valuation based on earning or productive capacity. ***Note:*** These documents are confidential pursuant to State law.	Assessor	6 years + current	

Record Title	Record Copy Custodian	Record Copy Minimum Retention Period	Regulatory Citation/Notations
B. Appraisal Records: ▪ Agricultural ▪ Commercial ▪ Earth and stone products ▪ Manufactured homes ▪ Residential property	Appraiser	6 years + current	**ARL:** 6 years + current
C. Cost Manuals:	Assessor	Until superseded	**ARL:** Until superseded
D. Income and Expense Interview Forms: Used to collect income and expense data. ***Note:*** These documents are confidential pursuant to State law.	Assessor	6 years + current	**ARL:** 6 years + current
E. Market Data Worksheets: ▪ Master lists ▪ Qualified lists ▪ Qualified/verified lists ▪ Out lists ▪ Market analysis spreadsheets ▪ Sales comparison grids ▪ Scatter diagrams for depreciation ▪ Depreciation tables	Assessor	6 years + current	**ARL:** 6 years + current
F. Master Property Records: ▪ Agriculture ▪ Commercial ▪ Industrial ▪ Natural resources ▪ Producing mines ▪ Residential ▪ Vacant	Assessor	6 years + current	**ARL:** 6 years + current
G. Sales Maps: Maps showing sold properties in the area of the property being appraised used for sales comparisons.	Assessor	6 years + current	**ARL:** 6 years + current
H. Vacant/Subdivision Land Questionnaires: Submitted to provide information regarding vacant lots within a development.	Assessor	6 years + current	
6. BOARD OF EQUALIZATION RECORDS:	See: Section 3 Board of County Commissioners Records – Board of Equalization Records		
7. CORRESPONDENCE AND GENERAL DOCUMENTATION – ASSESSOR: General correspondence and documentation relating to administrative remedies, appraisals of personal and real property, and other property taxation matters.	Assessor See also: Section 15 General Records – Correspondence and General Documentation	6 years + current	**ARL:** 6 years + current

Record Title	Record Copy Custodian	Record Copy Minimum Retention Period	Regulatory Citation/Notations
8. EXEMPT PROPERTIES RECORDS: Applications and supporting documentation for exemption based on charitable, school or religious use of property.	Assessor	6 years + current	**CRS** Title 39, Article 3, Part 1: No retention period specified **ARL:** 6 years + current
9. FINANCIAL RECORDS:	See: Section 13 Financial Records		
10. OWNERSHIP RECORDS:			
A. Address Change Requests: Used to change a mailing address on the Assessor's records.	Assessor	1 year + current	**ARL:** 1 year + current
B. Block and Plat Books:	See: Section 29 Recording Records – Subdivision and Common Interest Community Plats	Permanent	**ARL:** Permanent
C. Equity List Reports: Report on equity interest in lands distributed by the State Board of Land Commissioners, containing the following information: Certificate of purchase number, purchaser and purchaser's address, legal description and number of acres, date sold, purchase price, and principal paid.	Assessor	6 years + current	**ARL:** 6 years + current
D. Mining Claims Ownership Index:	Assessor	Permanent	**ARL:** Permanent
E. Out of State Owners' Lists: The Assessor is required to furnish annually to the State Department of Revenue a list of the names and addresses of all nonresidents of Colorado shown on the Assessor's records as of the previous assessment date to have owned real or personal property within the County.	Assessor	1 year + current	**CRS** 39-5-102(3): No retention period specified **ARL:** 1 year + current
F. Parcel Identification Maps: Assessment maps with parcel numbering provide a physical inventory listing of land within the Assessor's jurisdiction.	Assessor	Until superseded ***Existing Microfiche:*** Permanent	**CRS** 39-5-103.5: No retention period specified **ARL:** Until superseded
11. PAYROLL AND PERSONNEL RECORDS:	See: Section 23 Payroll Records and Section 24 Personnel Records		

Record Title	Record Copy Custodian	Record Copy Minimum Retention Period	Regulatory Citation/Notations
12. PROPERTY RECORDS: Property parcel files; includes photos, property sketches, ownership, valuation information and characteristic data.	Assessor	Permanent	
13. SENIOR CITIZEN AND DISABLED VETERANS EXEMPTION RECORDS:			
A. Annual Reports: Reports filed with the State Property Tax Administrator listing the exemptions allowed for the current year.	Assessor	6 years + current	
B. Appeals to County Board of Equalization:	See: Section 3 Board of County Commissioners Records – Board of Equalization Records		
C. Applications for Tax Exemption and Supporting Documentation:	Assessor	Destroy 6 years + current after removal of exemption	**ARL:** Destroy 6 years + current after year exemption is removed
14. STATE ASSESSED PROPERTIES RECORDS: The State Division of Property Taxation values public utilities and rail transportation companies in Colorado, and the valuations are then apportioned to the counties for collection of the local property tax. These records include Final Notices of Valuation and County Apportionment.	Assessor	6 years + current	**ARL:** 6 years + current

SECTION 2. BOARD, COMMISSION AND AUTHORITY RECORDS

Records relating to the composition, operation, proceedings and enactments of active and inactive appointed boards, commissions, committees, authorities, task forces and similar bodies appointed by the Board of County Commissioners or County officials, including the Board of Adjustment, Building Board of Appeals, CDBG Advisory Board, Cooperative Extension Advisory Committee, Cultural Council, Fair Association Board of Directors, Historic Preservation Board, Juvenile Community Review Board, Open Space Advisory Committee, Parks Advisory Board, Placement Alternatives Commission, Planning Commission, Weed Advisory Commission and other active and inactive appointed boards, commissions, authorities, task forces and similar entities.

General Instructions

- **The minimum retention period applies to the record copy regardless of the storage format for the record (paper, electronic, microfilm, etc.).**
- **Unless otherwise specified in this retention schedule, duplicate copies may be destroyed at the discretion of the duplicate copy custodian provided they have no further administrative or other value. Duplicate copies should not be retained longer than the record copy.**
- **No record that is eligible for destruction under the retention schedule can be destroyed if it is pertinent to any anticipated, current or pending litigation, claim or audit or the subject of a legal hold.**

Record Title	Record Copy Custodian	Record Copy Minimum Retention Period	Regulatory Citation/Notations
1. AGENDAS AND SUPPORTING DOCUMENTATION: Listings showing date, time and locations of official meetings and items to be discussed by members of appointed entities at regularly scheduled, special, and emergency public meetings or at committee meetings of appointed entities. 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**.**	Department Providing Administr ative Support	Permanent ***Duplicate Copies:*** Until meeting is over	**CMRRS** 4.10: Permanent. *Duplicate Copies:* Until meeting is over.
2. APPOINTMENT AND RESIGNATION RECORDS: Records of appointments made by the Board of County Commissioners to, and resignations from, the entity, including applications, recruitment information, etc.	County Administrator's Office See also: Section 2 Board of Commissioners Records – Resolutions	1 year + current after end of service	**CMRRS** 4.20: 1 year + current after end of service

Record Title	Record Copy Custodian	Record Copy Minimum Retention Period	Regulatory Citation/Notations
3. BYLAWS. Documents adopted by the entity to set out guidelines regarding the operation of the entity's governing board.	Department Providing Administrative Support	Permanent	**CMRRS** 4.40: Permanent
4. COMMITTEE RECORDS. Records relating to committees established by appointed entities.	Department Providing Administrative Support	Follow the retention period established for comparable records of the parent entity (i.e. Agendas and Supporting Documentation, Meeting Records, Packets, etc.)	
5. CORRESPONDENCE AND GENERAL DOCUMENTATION. Correspondence and documentation of a general nature.	See: Section 15 General Records – Correspondence and General Documentation		
6. GOALS, PLANS AND POLICY AGENDAS. Formally adopted strategic plans, work plans or policy agendas established by the entity.	Department Providing Administrative Support	Permanent	**CMRRS** 4.50: Permanent
7. MEMBER RECORDS			
A. Lists of Members.	Department Providing Administrative Support	Retain for 10 years unless needed for historical reasons	**CMRRS** 4.55: Retain for 10 years unless needed for historical reasons
B. Oaths of Office. Oaths taken by appointed officials upon taking office.	Department Providing Administrative Support	Term of office + 1 year	**CMRRS** 4.80: Term of office + 1 year
8. MEETING RECORDS			
A. Meeting Notes. Handwritten or other notes used to create minutes.	Department Providing Administrative Support	Until minutes are approved or until notes are transcribed	
B. 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.	Department Providing Administrative Support	Permanent	**CMRRS** 4.60: Permanent
C. Notices of Meetings.	Department Providing Administrative Support See also: Section 15 General Records – Notices of Meetings	1 year + current	

Record Title	Record Copy Custodian	Record Copy Minimum Retention Period	Regulatory Citation/Notations
D. Recordings of Meetings. Audio or video recordings of official meetings typically made for use in preparing the minutes or transcripts of the meeting or for public information.	Department Providing Administrative Support	***Executive Sessions:*** 90 days after meeting ***Open Meetings:*** 6 months after approval of the minutes ***Study Sessions:*** 6 months after meeting	**CMRRS** 4.105: *Executive Sessions:* 90 days after meeting [CRS 24-6-402(2)(d.5)(II)(E)]. *Open Meetings:* 6 months after approval of the minutes. *Study Sessions:* 6 months after meeting.
9. PACKETS DISTRIBUTED TO APPOINTED ENTITIES – CONVENIENCE COPIES. 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.	Department Providing Administrative Support See also Agendas and Supporting Documentation above	3 years + current	**CMRRS** 4.90: 3 years + current ***Note:*** This listing applies to convenience copies of such information that may be retained intact by some offices 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.
10. RECOMMENDATIONS. Written recommendations to the governing body or other entities rendered in an advisory or decision-making capacity.	Department Providing Administrative Support	2 years + current, provided the recommendation is reflected in the entity's meeting minutes and provided recommendations that have enduring historical or policy value are retained permanently	**CMRRS** 4.100: 2 years + current, except retain recommendations that have enduring historical or policy value permanently
11. REPORTS. Written reports regarding the operations or activities of the appointed entity.	Department Providing Administrative Support	***Annual Reports:*** Permanent ***Monthly Reports:*** 1 year + current, provided information is incorporated into annual report ***Quarterly or Weekly Reports:*** 2 years + current, provided information is incorporated into annual report	**CMRRS** 4.110 *Annual Reports:* Permanent. *Monthly Reports:* 1 year + current, provided information is incorporated into annual report. *Quarterly Reports:* 2 years + current, provided information is incorporated into annual report. *Weekly Reports:* 1 year + current, provided information is incorporated into annual report.

SECTION 3
BOARD OF COUNTYCOMMISSIONERS RECORDS

Records relating the operation and enactments of the Board of County Commissioners.

General Instructions

- **The minimum retention period applies to the record copy regardless of the storage format for the record (paper, electronic, microfilm, etc.).**
- **Unless otherwise specified in this retention schedule, duplicate copies may be destroyed at the discretion of the duplicate copy custodian provided they have no further administrative or other value. Duplicate copies should not be retained longer than the record copy.**
- **No record that is eligible for destruction under the retention schedule can be destroyed if it is pertinent to any anticipated, current or pending litigation, claim or audit or the subject of a legal hold.**

Record Title	Record Copy Custodian	Record Copy Minimum Retention Period	Regulatory Citation/Notations
1. AGENDA MATERIAL – BOARD OF COUNTY COMMISSIONERS.			
A. Agenda Packets and Agenda Supporting Documentation – Board of County Commissioners. Board of County Commissioners' agenda packets, including meeting agendas showing date, time and locations of official meetings and agenda order of items to be discussed by the Board at regularly scheduled, special and emergency public meetings; agenda briefing material such as agenda item summaries, presentations 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 Board for a decision. This material, along with the Board proceedings, constitutes the County's legislative history.	***Agendas and Staff Reports:*** Clerk to the Board ***Agenda Background Material (Supporting Documentation):*** Departments Preparing the Agenda Material ***Electronic Presentations for Board Meetings (Including Applicant Information Admitted into Evidence):*** Departments Responsible for the Agenda Item See also: Meeting Records below and Section 15 General Records – Agenda Packets and Supporting Documentation – Board of County Commissioners	***Agendas and Staff Reports:*** Permanent ***Agendas and Staff Reports - Duplicate Copies:*** Until meeting is over ***Agenda Background Material (Supporting Documentation):*** Retain in accordance with the retention schedule for the specific type of record i.e. maps, contracts, etc. ***Electronic Presentations for Board Meetings (Including Applicant Information Admitted into Evidence):*** Permanent	**CMRRS** 8.10: *Agendas and Supporting Documentation:* Permanent. *Duplicate copies:* Until meeting is over **JC**, County Manager: *Agenda Packets:* Permanent

DRAFT

Record Title	Record Copy Custodian	Record Copy Minimum Retention Period	Regulatory Citation/Notations
B. Work Session Files. Batches of information periodically distributed to the Board of County Commissioners for work sessions, including correspondence, copies of agenda materials and minutes for review, copies of staff memos, etc.	County Administrator's Office	2 years then evaluate for continuing value (i.e. controversial meetings) prior to destruction.	**CMRRS** 8.170*: Packets of Information Distributed to Governing Body – Convenience Copies:* 3 years + current; *Duplicate copies:* 1 year or until no longer needed for reference, whichever is first
2. AUDITS.	See: Section 13 Financial Records		
3. BOARD OF COUNTY COMMISSIONERS AS ANOTHER DECISION-MAKING BODY. Records of the Board when it is constituted and convened as another decision-making body i.e. Liquor Licensing Authority, Board of Directors of Woodmoor Mountain General Improvement District (GID), etc.	Clerk to the Board ***See also: Section 20 Liquor Licensing Records for records relating to liquor-licensed establishments***	Follow the retention periods set forth in this retention schedule for comparable records of the Board of County Commissioners (i.e., agenda material, meeting records, ordinances, resolutions, recordings, etc.)	**CMRRS** 8.70: Following this schedule for specific types of records
4. BOARD OF EQUALIZATION RECORDS. Taxpayers may appeal decisions of the Assessor's office to the Board of Equalization (which is the Board of County Commissioners), and decisions of the Board of Equalization may be appealed to the State Board of Assessment Appeals.	Clerk of the Board, County Attorney or Manager's Office		**CRS** 39-8-101 et seq.: No retention period specified for Board of Equalization records
A. Administrative Hearing Records. Records relating to hearings conducted by appointed Hearing Officers and recommendations to the Board of Equalization from the Hearing Officer; includes hearing notices and notifications of the outcome of appeals.	Clerk of the Board, County Attorney or Manager's Office	2 years + current, provided all rights of appeal have expired	**CMRRS** 7.05: *Administrative Proceedings Records:* 2 years + current, provided all rights of appeal have expired
B. Appeal Petitions and Supporting Documentation. Submitted by property owners to request property tax valuation review; supporting documentation includes evidence submitted by the petitioner in support of the petition, letters of agency or appointment of agency forms, etc.	County Administrator's Office or Clerk of the board.	2 years + current	**DC** *Board of Equalization* Schedule 88-123: *Petitions RE Property Valuation:* 2 years + current; *Abatement petitions:* 1 year + current

DRAFT

Record Title	Record Copy Custodian	Record Copy Minimum Retention Period	Regulatory Citation/Notations
C. Hearing Officer Records. Records relating to interviews, selection and contracts with Hearing Officers appointed by the Board of County Commissioners to preside over hearings and make recommendations to the Board of Equalization.	County Administrator's Office, Clerk of the Board or Assessor's Office	3 years + current after expiration of term of office	
D. Property Tax Abatement Records.	Clerk to the Board	3 years + current	***Note:*** Cannot be appealed after 2 years. County Assessor has copy.
5. BOARDS AND COMMISSIONS RECORDS.	See: Section 2 Board, Commission and Authority Records		
6. BONDS – BOARD OF COUNTY COMMISSIONERS. Each County Commissioner is required to execute a surety bond in the amount of $10,000 pursuant to State law.	See: Section 29 Recording Records – Bonds of Elected Officials and Supporting Documentation		
7. CONTRACTS AND AGREEMENTS.	See: Section 15 General Records – Contracts, Agreements and Supporting Documentation		
8. CORRESPONDENCE AND GENERAL DOCUMENTATION. Correspondence and documentation of a general nature.	See: Section 15 General Records – Correspondence and General Documentation		
9. ELECTION RECORDS.	See: Section 8 Election and Voter Registration Records		
10. EXPENSE RECORDS - BOCC.	See: Section 13 Financial Records - Accounts Payable Records – Expense Records		
11. FINANCIAL RECORDS.	See: Section 13 Financial Records		
12. LIQUOR LICENSING AUTHORITY RECORDS.	See: Section 20 Liquor Licensing Records and Board of County Commissioners as Another Decision-Making Body above		
13. MEETING RECORDS.			
A. Agenda Material.	See: Agenda Material above		
B. Electronic Presentations for Board Meetings.	See: Agenda Material above		

DRAFT

Record Title	Record Copy Custodian	Record Copy Minimum Retention Period	Regulatory Citation/Notations
C. Meeting Notes. Handwritten or other notes used to create proceedings.	Clerk to the Board	Until minutes are approved or until notes are transcribed	**CMRRS** 8.120: Until meeting minutes are approved
D. Notices of Meetings.	See: Section 15 General Records – Notices of Meetings and Section 29 Recording Records		
E. Proceedings of the Board of County Commissioners and Supporting Documentation. The official minutes and record of proceedings of regular, special and emergency meetings and all supporting documentation such as exhibits or other material referenced in the minutes.	***Proceedings:*** Clerk to the Board ***Supporting Documentation Not Specific to an Agenda Item:*** Clerk to the Board ***Supporting Documentation Specific to an Agenda Item:*** Departments Responsible for the Agenda Item	Permanent	**CRS** 30-10-319: Proceedings are to be recorded in a "book" **CMRRS** 8.110: Permanent **DC** Board of County Commissioners 86-112 *Proceedings of the Board of County Commissioners:* Permanent
F. Recordings of Board of Commissioners Meetings. Audio or video recordings of official meetings typically made for use in preparing the minutes or transcripts of the meeting or for public information.	Clerk to the Board ***Executive Session Recordings Made Pursuant to State Law:*** County Administrator's Office	***Executive Sessions:*** 90 days after meeting ***Open Meetings:*** 6 months after approval of the minutes	**CMRRS** 8.220, **CRS** 24-6-402(2)(d.5)(II)(E): *Executive Sessions:* At least 90 days after meeting **CMRRS** 8.220: *Open Meetings:* 6 months after approval of the minutes ***Note:*** County Clerk's Office initially suggested a retention of 3 years + current
14. MEMBER RECORDS – BOARD OF COUNTY COMMISSIONERS.			
A. Bonds – Board of County Commissioners.	See: Section 29 Recording Records – Bonds of Elected Officials and Supporting Documentation		
B. Oaths of Office. Oaths taken by elected officials upon taking office.	Clerk to the Board	Permanent (Moffat County Policy)	**CRS** 30-10-301: No retention period specified **CMRRS** 8.140: 1 year + current after term expires
15. ORDINANCES. Legislative enactments of the Board of County Commissioners adopted to enact a local law or take other legislative action.	Clerk to the Board	Permanent	**CRS** 30-15-404 – 30-15-407: Ordinances to be recorded in a "book" and may be printed in "book or pamphlet" form **CMRRS** 8.150: Permanent
16. PAYROLL AND PERSONNEL RECORDS.	See: Section 23 Payroll Records and Section 24 Personnel Records		

DRAFT

Record Title	Record Copy Custodian	Record Copy Minimum Retention Period	Regulatory Citation/Notations
17. PROPERTY TAX ABATEMENT RECORDS.	See: Board of Equalization Records above and Section 1 Assessor Property Taxation Records		
18. RESOLUTIONS. Enactments of the Board of County Commissioners which are not legislative in nature and which may be used for various types of approvals, policy statements, statements of position and similar actions.	Clerk to the Board	Permanent	**CRS** 30-10-319: No retention period specified **CMRRS** 8.200: Permanent
19. SPECIAL AND METROPOLITAN DISTRICT RECORDS.	See: Section 29 Recording Records – Special and Metropolitan District Records		

DRAFT

SECTION 4. BUILDING AND STRUCTURE REGULATION RECORDS

Records relating to structures and buildings and the construction permit and inspection functions of the County.

General Instructions

- **The minimum retention period applies to the record copy regardless of the storage format for the record (paper, electronic, microfilm, etc.).**
- **Unless otherwise specified in this retention schedule, duplicate copies may be destroyed at the discretion of the duplicate copy custodian provided they have no further administrative or other value. Duplicate copies should not be retained longer than the record copy.**
- **No record that is eligible for destruction under the retention schedule can be destroyed if it is pertinent to any anticipated, current or pending litigation, claim or audit or the subject of a legal hold.**

Record Title	Record Copy Custodian	Record Copy Minimum Retention Period	Regulatory Citation/Notations
1. BUILDING BOARD OF APPEALS RECORDS.			
A. Board Case Files. Records pertaining to cases or appeals heard by the board regarding interpretations of code provisions, administrative actions of the building official, compliance with building code requirements, etc.	Building Inspection See also: Investigation Files below	20 years + current	**CRS** 30-28-207: Records of examinations and other official actions to be retained; no retention period specified **CMRRS** 1.50: 20 years
B. Board Operation Records. Agendas, minutes, recordings, etc.	See: Section 2 Board, Commission and Authority Records		
C. Transcripts. Verbatim transcripts of Board proceedings.	Building Inspection	20 years + current	

Record Title	Record Copy Custodian	Record Copy Minimum Retention Period	Regulatory Citation/Notations
2. BUILDING PERMITS AND SUPPORTING DOCUMENTATION. Records relating to building and structure permits, such as building permits, electrical permits, mechanical permits, roofing permits, sign permits, etc. Supporting documentation includes documents submitted by the applicant, soils reports, etc.	Building Inspection		
A. Building Permits and Supporting Documentation. Permits issued by the County to authorize and allow construction-related activities to proceed, including: ▪ Basement finishes ▪ Decks ▪ Electrical systems ▪ Garages, barns, sheds ▪ HVAC (heating, ventilation and air conditioning) systems ▪ New residential and commercial construction ▪ Plumbing systems ▪ Pools and spas ▪ Renovations and remodels ▪ Re-roofs ▪ Residential additions ▪ Tenant finishes ▪ Trailer installations ▪ Other types of building permits	Building Inspection	Permanent	**CRS** 30-28-205: No retention period specified **IRC**104.7 and **IBC**104.7: *Departmental Records:* For the period required for retention of public records **CMRRS** 1.30: Permanent **CMRRS** 1.150 *Soil Condition Reports:* 20 years + current
B. Demolition Permits and Supporting Documentation. Permits issued by the County to authorize and allow permanent demolition of buildings or structures to proceed.	Building Inspection	10 years after demolition	**IRC** 104.7 and **IBC**104.7**:** *Departmental Records:* For the period required for retention of public records **CMRRS** 1.30: 10 years after demolition
C. Driveway Permits and Supporting Documentation. Records of evaluation of driveway access, building site location, building materials and defensible space for wildfire mitigation prior to issuance of a building permit.	Building Inspection	Permanent	**IRC**104.7 and **IBC**104.7: *Departmental Records:* For the period required for retention of public records **CMRRS** 1.30: Permanent
D. Fees – Building Permit. Records relating to the collection of building permit fees, impact fees, parkland fees and other fees collected by the County at the time of application for building permits.	See Schedule 13 Financial Records - Accounts Receivable Records and Fee and Rate Schedules		**IRC** 104.7 and **IBC**104.7**:** *Departmental Records:* For the period required for retention of public records
E. Sign Permits.	See: Section 25 Planning, Zoning and Land Use Records		

Record Title	Record Copy Custodian	Record Copy Minimum Retention Period	Regulatory Citation/Notations
3. CERTIFICATES OF OCCUPANCY AND SUPPORTING DOCUMENTATION. Documents issued by the County after the permitted construction activity is completed as evidence that all minimum requirements have been met before the building or structure can be occupied and used.	Building Inspection	Permanent	**IRC** 104.7 and **IBC**104.7: *Departmental Records:* For the period required for retention of public records **CMRRS** 1.60: Permanent **LC:** Permanent
4. CODES ADOPTED BY REFERENCE. Building codes adopted by reference by the County, including the International Building Code, International Residential Code, International Fire Code, International Plumbing Code, International Fuel Gas Code, National Electrical Code, etc.	Building Inspection	Permanent	**CRS** 30-28-201, **CRS** 30-28-204, **CRS** 30-28-208: No retention period specified **CMRRS** 7.60: Retain 1 copy permanently for historical purposes; *duplicate copies:* Until superseded **LC:** Until superseded
5. CONSTRUCTION DRAWINGS AND PLANS. Blueprints, drawings, plans, specifications or site and plot plans submitted for County review as supporting documentation by building contractors or owners when applying for a building permit.			
A. Nonresidential. Drawings and plans (final or as-built) submitted by those applying for a building permit for public buildings, or commercial, industrial or apartment structures.	Building Inspection	***Permit Approved:*** Permanent ***Permit Not Approved:*** 2 years from the date of denial	**CRS** 30-28-205: No retention period specified **IBC** 106.3.1: One set of construction documents to be retained by the building official **IRC** 106.5 and **IBC**106.5: One set of approved construction documents to be retained by building official for at least 180 days from date of completion of permitted work **CMRRS** 1.80: *Approved:* Permanent. *Not Approved:* 2 years from the date of denial **LC:** Permanent

Record Title	Record Copy Custodian	Record Copy Minimum Retention Period	Regulatory Citation/Notations
B. Residential. Drawings and plans (final or as-built) submitted by those applying for a building permit for residential or modular structures.	Building Inspection	***Permit Approved:*** 180 days after completion of the project or as directed by the adopted Uniform Building Code ***Permit Not Approved:*** 180 days after drawings and plans have been submitted	**IBC** 106.3.1: One set of construction documents to be retained by the building official **IRC** 106.5 and **IBC**106.5: One set of approved construction documents to be retained by building official for at least 180 days from date of completion of permitted work **CMRRS** 1.80: *Approved:* 180 days after completion of the project or as directed by the adopted UBC. *Not Approved:* If IBC has been adopted, then 180 days after drawings and plans have been submitted **LC:** Permanent
6. CONTRACTOR LICENSING AND REGISTRATION RECORDS. Licenses and supporting documentation for licenses issued to contractors to authorize them to do business as builders, general contractors, or contractors for installation or work on specific types of systems. Supporting documentation includes applications, Certificates of Lawful Presence, statements of exemption from State workers' compensation requirements, certificates of insurance,	Building Inspection	6 years + current after license expiration	**CRS** 13-80-104: Actions to be brought within 6 years after substantial completion of the improvement, except that if cause of action arises during 5th or 6th year after substantial completion of the improvement the action is to be brought within 2 years **CMRRS** 12.20: 6 years + current **CRS** 30-11-125: No retention specified **DC** *Amendments to **IRC** and **IBC**:* Licenses expire one year from date of issuance, registrations expire 30 days after State issues license
7. CORRESPONDENCE AND GENERAL DOCUMENTATION. Correspondence and general documentation of a general nature.	See: Section 15 General Records – Correspondence and General Documentation		
8. FINANCIAL RECORDS.	See: Section 13 Financial Records		
9. GRANTS AND SUPPORTING DOCUMENTATION.	See: Section 13 Financial Records		
10. HISTORIC PRESERVATION RECORDS.	See: Section 16 Historic Preservation Records		

Record Title	Record Copy Custodian	Record Copy Minimum Retention Period	Regulatory Citation/Notations
11. INSPECTION RECORDS			
A. Building and Structure Inspection Reports and Supporting Documentation. Records of final on-site inspections done by the County or its agents to determine the compliance of building construction, electrical, plumbing, mechanical and other systems with building, fire, plumbing, mechanical requirements of the County, uniform codes and all other adopted model building standards adopted by the County; also includes other building and structure inspection reports in general, such as inlet inspections, proof roll inspections, etc.	Building Inspection	***Inspections - Passed and Failed:*** Permanent	**IRC** 104.7 and **IBC**104.7: *Departmental Records:* For the period required for retention of public records **CMRRS** 1.150: Permanent ***Note:*** Building Inspection currently retains record of failed inspections indefinitely
B. Drainage, Erosion and Sediment Control (DESC) Building Inspections and Supporting Documentation. Records relating to inspections performed under the Single-Family DESC program.	Building Inspection	Permanent	**IRC** 104.7 and **IBC**104.7**:** *Departmental Records:* For the period required for retention of public records **CMRRS** 1.30: *Floodplain Building Permits:* 10 years after expiration, revocation or discontinuance of use
C. Elevator and Escalator Inspection Records. Records of elevator and escalator inspections by DRCOG within the County's jurisdiction.	Building Inspection Note: DRCOG is responsible for retention	***Copies Retained for Douglas County Reference:*** Until superseded by the next inspection or until no longer needed for reference	**DRCOG:** Elevator and escalator inspections for Douglas County are available to the County via Internet access
D. Temporary Trailer Bonds. Bonds guaranteeing removal from hookups.	Building Inspection	1 year after expiration, completion of removal from hookups or release of the bond by the County	**CMRRS** 5.160: *Financial Guarantees:* 1 year after expiration, completion of guaranteed project (if applicable) or release of the guarantee
12. INVESTIGATION FILES. Documentation of cases related to compliance violations of building and other codes, including complaints, hearing records, notices of violations, stop work orders, photographs, inspections, etc.	Building Inspection See also: Building Board of Appeals Records above	20 years + current	**CRS** 30-28-209: No retention period specified **CMRRS** 1.250: 20 years + current ***Note:*** Some investigations may go to the Building Board of Appeals

Record Title	Record Copy Custodian	Record Copy Minimum Retention Period	Regulatory Citation/Notations
13. PAYROLL AND PERSONNEL RECORDS.	See: Section 23 Payroll Records and Section 24 Personnel Records		
14. REGISTERS AND LEDGERS (1976-1985). Record books, ledgers or computer printouts that are kept to provide a listing of all issued building permits. The permit register may be the only record of the issuance of older building permits.	Building Inspection	Permanent	**CMRRS** 1.190: 2 years + current, except retain permanently if the register or ledger is the only record of building permits issued **LC:** *Alphabetic Books of Building Permits Issued:* Permanent
15. REPORTS – BUILDING ACTIVITY. Summary housing reports and statistical compilations tracking building activity on a monthly or annual basis, including reports compiled for the U.S. Census Bureau, used to monitor growth and track building trends.	Building Inspection	***Annual Reports and Compilations:*** Permanent ***Monthly Reports:*** 1 year + current	**CMRRS** 1.210: *Annual Reports and Compilations:* Permanent. *Monthly Reports:* 1 year + current **LC:** *Report of Monthly Building Permits:* Permanent

SECTION 5. COMMUNITY JUSTICE RECORDS

Records relating to County's pre-trial release and alternative sentencing programs.

General Instructions

- **The minimum retention period applies to the record copy regardless of the storage format for the record (paper, electronic, microfilm, etc.).**
- **Unless otherwise specified in this retention schedule, duplicate copies may be destroyed at the discretion of the duplicate copy custodian provided they have no further administrative or other value. Duplicate copies should not be retained longer than the record copy.**
- **No record that is eligible for destruction under the retention schedule can be destroyed if it is pertinent to any anticipated, current or pending litigation, claim or audit or the subject of a legal hold.**

Record Title	Record Copy Custodian	Record Copy Minimum Retention Period	Regulatory Citation/Notations
1. COMMUNITY SERVICE FILES. Records relating to community service ordered by District and County courts (also known as alternative service/useful public service). Includes contracts with community service clients and follow-up after completion of community service.	Community Justice Services	5 years + current after completion of community service	**CRS** 18-1.3-507, **CRS** 19-2-308, **CRS** 42-4-1701: No retention period specified ***Note:*** Per Community Justice: 5 years + current is the retention period followed by the Court Clerk
2. CORRESPONDENCE AND GENERAL DOCUMENTATION. Correspondence and documentation of a general nature.	See: Section 15 General Records – Correspondence and General Documentation		
3. FINANCIAL RECORDS.	See: Section 13 Financial Records		
4. PAYROLL AND PERSONNEL RECORDS.	See: Section 23 Payroll Records and Section 24 Personnel Records		
5. POST CONVICTION ELECTRONIC MONITORING FILES. Records relating to the alternative sentencing option of electronic monitoring (also known as "home detention"), which allows a defendant to remain gainfully employed while serving a court-ordered sentence. By statute, the defendant is only allowed out of his or her residence for work, court-ordered treatment and medical related matters. Community Justice Services is able to monitor a defendant's alcohol consumption and whereabouts electronically, which holds the defendant accountable for court-ordered conditions of home detentions.	Community Justice Services	5 years + current after completion of electronic monitoring	**CRS** 18-1.3-106(4): No retention period specified ***Note:*** Per Community Justice: 5 years + current is the retention period followed by the Court Clerk

Record Title	Record Copy Custodian	Record Copy Minimum Retention Period	Regulatory Citation/Notations
6. PRE-TRIAL INTAKE FILES. Bond reports on defendants at the time of booking into the detention facility to be used by District or County courts to set appropriate bonds on criminal cases; records of investigations of defendants who fail to appear for their scheduled court dates and arrangements for the defendants to turn themselves in or to be picked up by law enforcement.	Community Justice Services	5 years + current after completion of pre-trial supervision	**CRS** 16-4-102, **CRS** 16-4-103, **CRS** 16-4-104, and **CRS** 16-4-105: No retention period specified. **CRS** 16-4-105(1)(n.5): No release on personal recognizance if the person's criminal record indicates that he or she failed to appear on bond in any case involving a felony or class 1 misdemeanor charge in the preceding 5 years, unless the DA consents ***Note:*** Per Community Justice: 5 years + current is the retention period followed by the Court Clerk
7. PRE-TRIAL RELEASE SUPERVISION FILES. Records relating to supervision of defendants who are released from jail during the pre-trial stage of their criminal case, including reviews and verifications of initial evaluations of a defendant, determinations of the person's risk and needs, bond conditions of release, and reports to District or County courts on defendant's compliance or noncompliance with court-ordered conditions of bond.	Community Justice Services	5 years + current after completion of pre-trial release supervision	**CRS** 16-4-102, **CRS** 16-4-103, **CRS** 16-4-104, and **CRS** 16-4-105: No retention period specified. **CRS** 16-4-105(1)(n.5): No release on personal recognizance if the person's criminal record indicates that he or she failed to appear on bond in any case involving a felony or class 1 misdemeanor charge in the preceding 5 years, unless the DA consents ***Note:*** Per Community Justice: 5 years + current is the retention period followed by the Court Clerk
8. PRE-TRIAL REPORTS TO STATE JUDICIAL DEPARTMENT. Annual reports required by State law on number of interviews conducted with defendants, number and nature of recommendations made, number of defendants under pre-trial release supervision who failed to appear.	Community Justice Services See also: Section 15 General Records – Reports	Permanent	**CRS** 16-4-105(2)(e): No retention period specified

SECTION 6. CORONER RECORDS (RESERVED)

This section is reserved for any future additions to the records retention schedule relating to the records of the County Coroner's Office.

SECTION 7. CSU EXTENSION RECORDS

Records relating to the Colorado State University Extension Office.

General Instructions

- **The minimum retention period applies to the record copy regardless of the storage format for the record (paper, electronic, microfilm, etc.).**
- **Unless otherwise specified in this retention schedule, duplicate copies may be destroyed at the discretion of the duplicate copy custodian provided they have no further administrative or other value. Duplicate copies should not be retained longer than the record copy.**
- **No record that is eligible for destruction under the retention schedule can be destroyed if it is pertinent to any anticipated, current or pending litigation, claim or audit or the subject of a legal hold.**

Record Title	Record Copy Custodian	Record Copy Minimum Retention Period	Regulatory Citation/Notations
1. BROCHURE MASTER FILE. Literature provided by CSU.	CSU Extension	1 year + current	
2. CORRESPONDENCE AND GENERAL DOCUMENTATION. Correspondence and documentation of a general nature.	See: Section 15 General Records – Correspondence and General Documentation		
3. CSU EXTENSION PROGRAM RECORDS - ANNUAL. Records relating to 4-H, Master Gardeners and other programs and projects coordinated by CSU Extension, including annual statistical reports to CSU, enrollment lists of members and leaders, years of participation, history of projects, etc.	CSU Extension	Permanent	**CSU** E-mail 5/18/07: *Files of Historical Significance:* Lists of members and leaders, years of participation, annual reports, etc.: retain indefinitely. ***Note:*** CSU recommends maintaining physical files of historical records due to rapid change in electronic media.
4. FINANCIAL RECORDS. Audit, budget, accounting and financial tracking records.	CSU Extension	***Financial Records Involving County Funding:*** Follow the retention periods set forth in Section 13 Financial Records ***Financial Records Involving CSU Funding and Billings to CSU:*** 10 years	**CSU** E-mail 5/18/07: Retain financial records for 5 years **Dept. 1st Draft Revision**: 10 years
5. HORSE PROJECT RECORDS. Level testing for participation in the County Fair.	CSU Extension	15 years	

Record Title	Record Copy Custodian	Record Copy Minimum Retention Period	Regulatory Citation/Notations
6. PAYROLL AND PERSONNEL RECORDS. Records relating to employees recruited and hired through the County's processes.	See Section 23 Payroll Records and Section 24 Personnel Records		
7. PHOTOGRAPHIC RECORDS. Photographs with enduring historical value.	CSU Extension See also: Section 15 General Records	Permanent	
8. VOLUNTEER RECORDS. Records relating to recruitment, selection, training and service of program volunteers. Includes master gardener contracts.	CSU Extension	3 years after end of volunteer's service or after denial of a volunteer position 5 years after end of 4H volunteer service for individuals with issues	**CSU** E-mail 5/18/07: 3 years after end of involvement or after denial of a volunteer job **Dept. 1st Draft Revision:** Add: 5 years after end of 4H volunteer service for individuals with issues

SECTION 8. ELECTION AND VOTER REGISTRATION RECORDS

Records documenting the registration of voters and the conduct, administration and results of Moffat County elections.

Contested Elections: Destruction of nonpermanent election records is authorized at the end of the specified minimum retention period provided the election is not contested. If the election is contested, all pertinent election records must be retained until the contest has been finally resolved and all rights to appeal have expired.

General Instructions

- **The minimum retention period applies to the record copy regardless of the storage format for the record (paper, electronic, microfilm, etc.).**
- **Unless otherwise specified in this retention schedule, duplicate copies may be destroyed at the discretion of the duplicate copy custodian provided they have no further administrative or other value. Duplicate copies should not be retained longer than the record copy.**
- **No record that is eligible for destruction under the retention schedule can be destroyed if it is pertinent to any anticipated, current or pending litigation, claim or audit or the subject of a legal hold.**

Record Title	Record Copy Custodian	Record Copy Minimum Retention Period	Regulatory Citation/Notations
1. AGREEMENTS, CONTRACTS AND SUPPORTING DOCUMENTATION.	See: Section 15 General Records – Agreements, Contracts and Supporting Documentation		
2. BALLOT ISSUE COMMENTS. Written comments received from persons eligible to vote in the County election that are to be summarized in the ballot issue notice mailed to registered electors pursuant to TABOR.	Elections	25 months after the election or until time has expired for which the record would be needed in any contest proceedings, whichever is later	**CRS** 1-7-901: No retention period specified **CRS** 1-7-802: 25 months after the election or until time has expired for which the record would be needed in any contest proceedings, whichever is later

Record Title	Record Copy Custodian	Record Copy Minimum Retention Period	Regulatory Citation/Notations
3. BALLOTS. The official list showing all candidates, ballot issues and ballot questions upon which an eligible elector is entitled to vote at an election, including ballots that are unused, voted, absentee, early, defective, spoiled, replacement, or mailed and returned by post office as undeliverable in mail ballot elections.	Elections	***Voted Ballots:*** 25 months after the election or until time has expired for which the record would be needed in any contest proceedings, whichever is later ***Unused Ballots:*** After the time for a challenge to the election has passed	**CRS** 1-7-802: 25 months after the election or until time has expired for which the record would be needed in any contest proceedings, whichever is later; *Unvoted ballots:* After the time for a challenge to the election has passed.
4. CAMPAIGN REPORTS AND STATEMENTS – PAPER AND ELECTRONIC.			*Note:* Now filed on-line
A. Candidate Affidavits. Affidavits required by CRS 1-45-110 to be filed by candidates for office within 10 days of becoming a candidate, certifying that the candidate is familiar with the Fair Campaign Practices Act.	Clerk of the Board Elections	***Elected Candidates:*** 1 year after filing of termination report <u>and</u> at least 1 year after the elected candidate leaves office ***Unsuccessful Candidates:*** 1 year after filing of termination report <u>and</u> at least 1 year from date of filing of affidavit	**CMRRS** 3.40, **CRS** 1-45-112(1)(b): *Elected candidates:* 1 year after elected candidate leaves office. *Unsuccessful candidates:* 1 year from date of filing of affidavit 5/12/08: E-mail from Elections Office requested addition of 1 year after filing of termination report
B. Committee Statements of Organization. Statements made regarding the registration of various types of election committees, required by CRS 1-45-108.	Clerk of the Board Elections	***Elected Candidate Committees:*** 1 year after filing of termination report <u>and</u> at least 1 year after elected candidate leaves office ***Unsuccessful Candidate Committees:*** 1 year after filing of termination report <u>and</u> at least 1 year from filing of affidavit ***Issue Committees:*** 1 year after filing of termination report <u>and</u> at least 1 year from date of filing of affidavit	**CMRRS** 3.40, **CRS** 1-45-112(1)(b): *Elected candidates:* 1 year after elected candidate leaves office. *Unsuccessful candidates and Issue Committees:* 1 year from date of filing of affidavit 5/12/08: E-mail from Elections Office requested addition of 1 year after filing of termination report

Record Title	Record Copy Custodian	Record Copy Minimum Retention Period	Regulatory Citation/Notations
C. Complaints and Correspondence Relating to Noncompliance. Complaints received by the County, notifications issued by the County of failure to fully comply with the campaign reporting laws, and notices of complaints filed with the Secretary of State alleging violation of the campaign reporting laws.	Elections	1 year after finally resolved	
D. Contribution and Expenditure Reports. Reports of contributions and expenditures required under the provisions of CRS Title 1, Article 45 for elected and defeated candidates, independent expenditures, and issues committees.	Clerk of the Board Elections	***Elected Candidate Committees:*** 1 year after filing of termination report and at least 1 year after elected candidate leaves office ***Unsuccessful Candidate Committees:*** 1 year after filing of termination report and at least 1 year from date of filing of report ***Independent Expenditures:*** 1 year after filing of termination report and at least 1 year from date of filing of statement ***Issue Committee:*** 1 year after filing of termination report and at least 1 year from date of filing of report	**CMRRS** 3.40, **CRS** 1-45-112(1)(b): *Elected Candidates:* 1 year after elected candidate leaves office. *Unsuccessful Candidates:* 1 year from date of filing of report. *Independent Expenditure Statements:* 1 year from date of filing of statement. *Issue Committees:* 1 year from date of filing of report 5/12/08: E-mail from Elections Office requested addition of 1 year after filing of termination report
5. CANVASS RECORDS.	See: Tabulation and Canvass Records below		
6. CONTESTED ELECTION RECORDS. All election records pertaining to the election that is being contested.	Elections	If the election is contested, retain all pertinent election records for at least 25 months and until the contest has been finally resolved and all rights to appeal have expired	**CRS** 1-10.5-103 *Recounts:* No retention period specified **CRS** 1-7-802: 25 months after the election or until time has expired for which the record would be needed in any contest proceedings, whichever is later

Record Title	Record Copy Custodian	Record Copy Minimum Retention Period	Regulatory Citation/Notations
7. CORRESPONDENCE AND GENERAL DOCUMENTATION. Correspondence and documentation of a general nature.	See: Section 15 General Records – Correspondence and General Documentation		
8. ELECTION FILES. Files containing the permanent records for each County-administered election.	Elections	Permanent	
9. ELECTION JUDGE RECORDS.			
A. Acceptances to Serve. Written acceptance of commitment to serve as election judge, alternate judge or clerk of election.	Elections	25 months after the election or until time has expired for which the record would be needed in any contest proceedings, whichever is later	**CRS** 1-7-802: 25 months after the election or until time has expired for which the record would be needed in any contest proceedings, whichever is later
B. Expense Statements. Statement of expenses of election judges and supporting documentation such as receipts.	Elections	25 months after the election or until time has expired for which the record would be needed in any contest proceedings, whichever is later	**CMRRS** 3.60: Until audited **CRS** 1-7-802: 25 months after the election or until time has expired for which the record would be needed in any contest proceedings, whichever is later
C. Instructions. Written instructions issued to election judges regarding conduct of election.	Elections	25 months after the election or until time has expired for which the record would be needed in any contest proceedings, whichever is later	**CMRRS** 3.60: 2 years + current **CRS** 1-7-802: 25 months after the election or until time has expired for which the record would be needed in any contest proceedings, whichever is later
D. Internet Criminal History Checks.	See: Internet Criminal History Checks below		
E. Lists of Election Judges. Listings prepared by the election official of election judges and alternates names, addresses and telephone numbers.	Elections	***For Specific Elections:*** 25 months after the election or until time has expired for which the record would be needed in any contest proceedings, whichever is later ***Database:*** Until superseded	**CRS** 1-7-802: 25 months after the election or until time has expired for which the record would be needed in any contest proceedings, whichever is later
10. ELECTIONS PANEL RECORDS.	See: Section 2 Board, Commission and Authority Records		

Record Title	Record Copy Custodian	Record Copy Minimum Retention Period	Regulatory Citation/Notations
11. EQUIPMENT RECORDS.			
A. Component and Maintenance Records. Detailed records for each component of any voting system used in County elections, including the manufacturer, make, model, serial number, hardware, software version or release number, date of acquisition, description of services, repairs, maintenance, upkeep and version updates, dates of performance of such services.	Elections	Life of equipment, or 25 months after the election or until time has expired for which the record would be needed in any contest proceedings, whichever is later	8 **CCR** 1505-1 Rule 11: No retention period specified **CRS** 1-7-513: No retention period specified **CRS** 1-7-802: 25 months after the election or until time has expired for which the record would be needed in any contest proceedings, whichever is later
B. Contracts for Election Equipment.	See: Section 15 General Records – Contracts and Agreements		8 **CCR** 1505-1 Rule 11.3: No retention period specified
C. Internet Criminal History Checks – Vendor Employees.	See: Internet Criminal History Checks below		
D. Performance Bonds and Bond Updates. Bonds posted by equipment vendors and proof of posting with Secretary of State.	Elections	Life of equipment	8 **CCR** 1505-1 Rule 11.3: No retention period specified. Bonds are to be updated for each election.
12. FINANCIAL RECORDS.	See: Section 13 Financial Records		
13. FORMS – ELECTION. Election-related forms.	Elections	Until superseded	Currently retained on shared drive
14. INTERNET CRIMINAL HISTORY CHECKS (ICHC). Requested from CBI for all full-time or part-time and permanent or contract County employees who staff the counting center and have access to the electromechanical voting systems or electronic vote tabulating equipment; for election judges if requested by the County Clerk; and for vendors' employees who have access to the electromechanical voting systems or electronic vote tabulating equipment.	Elections	25 months after the last election of the year or until time has expired for which the record would be needed in any contest proceedings, whichever is later	8 **CCR** 1505-1 Rule 11.2. Done once per calendar year prior to first election of the year
15. MAPS – ELECTION. Maps showing precinct and district designations and boundaries for County elections.	Elections	Permanent	**CMRRS** 3.70: Permanent

Record Title	Record Copy Custodian	Record Copy Minimum Retention Period	Regulatory Citation/Notations
16. NOTICES OF ELECTION. Copies of notices required to be posted, published or mailed regarding the election, including the "ballot issue notice" required by Section 20(3)(b) of Article X of the State Constitution containing summaries of comments on ballot issues.	Elections	25 months after the election or until time has expired for which the record would be needed in any contest proceedings, whichever is later	**CRS** 1-7-802: 25 months after the election or until time has expired for which the record would be needed in any contest proceedings, whichever is later
17. OATHS AND AFFIDAVITS. Sworn statements made by electors or election officials, including oaths or affidavits made by electors at the time of registration, judges and clerks of election, by electors requesting absentee ballots, at the time of a challenge of an elector's right to vote, oaths of watchers and substitute watchers and similar documents.	Elections	25 months after the election or until time has expired for which the record would be needed in any contest proceedings, whichever is later	**CRS** 1-7-802: 25 months after the election or until time has expired for which the record would be needed in any contest proceedings, whichever is later
18. PAYROLL AND PERSONNEL RECORDS.	See: Section 23 Payroll Records and Section 24 Personnel Records		
19. PETITION RECORDS – ELECTION.			
A. Candidate Nomination Petitions. Petitions for placement of a candidate's name on a County election ballot.	Elections	***Elected Candidates:*** 2 years after term of office ends, or 25 months after the election or until time has expired for which the record would be needed in any contest proceedings, whichever is later ***Unsuccessful Candidates:*** 25 months after the election or until time has expired for which the record would be needed in any contest proceedings, whichever is later	**CRS** 1-4-801 et seq.: No retention period specified **CMRRS** 3.110: *Elected Candidates:* 2 years after election, except retain for 4 years if term of office of elected official is 4 years; *Unsuccessful Candidates:* 2 years after election **CRS** 1-7-802: 25 months after the election or until time has expired for which the record would be needed in any contest proceedings, whichever is later
B. Certifications of Petitions. Certifications prepared by the election official regarding the sufficiency or insufficiency of election petitions.	Elections	25 months after the election or until time has expired for which the record would be needed in any contest proceedings, whichever is later	**CMRRS** 3.110: Permanent **CRS** 1-7-802: 25 months after the election or until time has expired for which the record would be needed in any contest proceedings, whichever is later

Record Title	Record Copy Custodian	Record Copy Minimum Retention Period	Regulatory Citation/Notations
C. Initiative and Referendum Petitions. Petitions submitted by citizens in accordance with legal requirements regarding the placement of citizen-initiated or citizen-referred measures on the County election ballot.	Elections	***Sufficient Petitions:*** 3 years after submission, except retain one copy of representative pages permanently ***Insufficient Petitions:*** 3 years after all appeals have been closed, except retain one copy of representative pages permanently	**CRS** 1-40-133: *For Secretary of State:* 3 years after submission if retention is no longer necessary **CMRRS** 3.110: *Sufficient Petitions:* 3 years after submission, except retain one copy of representative pages for historical purposes in permanent election file. *Insufficient Petitions:* 2 years after all appeals have been closed except retain one copy of representative pages permanently for historical purposes
D. Protest Records - Petitions. Records relating to protests submitted to the election official regarding the sufficiency of election-related petitions, protest process and hearings and findings of the hearing official regarding the protest.	Elections	3 years after the protest is finally resolved	**CMRRS** 3.110: Follow retention period for the specific type of petition
E. Recall Petitions. Petitions submitted in accordance with legal requirements by citizens demanding the removal of an elected County official from office.	Elections	***Sufficient Petitions:*** 3 years after submission, except retain one copy of representative pages permanently ***Insufficient Petitions:*** 3 years after all appeals have been closed, except retain one copy of representative pages permanently	**CMRRS** 3.110: 3 years after submission, except retain one copy of representative pages for historical purposes in permanent election file, and except that unsuccessful petitions may be returned to petition representatives after the municipal clerk's certification that the petition is insufficient
20. POLICIES AND PROCEDURES – ELECTION.	See Section 15 General Records – Policies and Procedures Documentation		
21. POLLING PLACE RECORDS			
A. Poll Site Records. Documentation of selection of site and arrangements for use as a polling place.	Elections	25 months after the election or until time has expired for which the record would be needed in any contest proceedings, whichever is later	**CRS** 1-7-802: 25 months after the election or until time has expired for which the record would be needed in any contest proceedings, whichever is later

Record Title	Record Copy Custodian	Record Copy Minimum Retention Period	Regulatory Citation/Notations
B. Poll Site Summaries. Summaries of logistical problems experienced at polling sites.	Elections	25 months after the election or until time has expired for which the record would be needed in any contest proceedings, whichever is later	**CRS** 1-7-802: 25 months after the election or until time has expired for which the record would be needed in any contest proceedings, whichever is later
22. RECEIPTS, ACCOUNTING AND TRACKING FORMS. Receipts and accounting or tracking forms documenting the chain of custody for transfers and sealing of election materials; statements accounting for ballots voted, spoiled, delivered to voters, unused and returned to the County; and other similar election receipts, accounting and tracking forms.	Elections	25 months after the election or until time has expired for which the record would be needed in any contest proceedings, whichever is later	**CRS** 1-7-802: 25 months after the election or until time has expired for which the record would be needed in any contest proceedings, whichever is later
23. RESOURCE BINDERS. Reference notebooks retained to provide a convenient reference regarding how an election was conducted and to provide templates for actions, forms, formats, etc.	Elections	25 months after the election or until time has expired for which the record would be needed in any contest proceedings, whichever is later, then evaluate for continuing reference value	**CRS** 1-7-802: 25 months after the election or until time has expired for which the record would be needed in any contest proceedings, whichever is later
24. TABULATION AND CANVASS RECORDS			
A. Abstracts of Election. Summaries of election results recorded with the County Clerk and Recorder.	Elections	Permanent	**Secretary of State Rule** 41.7, **CMRRS** 3.50: Permanent
B. Canvass Records. Certifications of County election results for candidates and issues prepared by the election official.	Elections	***Unofficial Preliminary Certifications of Election Results:*** 25 months after the election or until time has expired for which the record would be needed in any contest proceedings, whichever is later ***Final Certification of Election Results:*** Permanent	**CRS** 1-7-802: 25 months after the election or until time has expired for which the record would be needed in any contest proceedings, whichever is later
C. Internet Criminal History Checks (ICHC).	See: Internet Criminal History Checks above		

Record Title	Record Copy Custodian	Record Copy Minimum Retention Period	Regulatory Citation/Notations
D. Surveillance Video Recordings. Video recordings of secured areas used for elections.	Elections	25 months after the election or until time has expired for which the record would be needed in any contest proceedings, whichever is later	**CRS** 1-7-802: 25 months after the election or until time has expired for which the record would be needed in any contest proceedings, whichever is later
E. Tally Lists. Worksheets included in poll books or prepared by the election official for use of the judges of election to keep track of votes cast at the time ballots are opened and read.	Elections	25 months after the election or until time has expired for which the record would be needed in any contest proceedings, whichever is later	**CRS** 1-7-802: 25 months after the election or until time has expired for which the record would be needed in any contest proceedings, whichever is later
F. Tabulation Test Results. Records of testing of the tabulation equipment prior to and/or after the machine tabulation of ballots.	Elections	25 months after the election or until time has expired for which the record would be needed in any contest proceedings, whichever is later	**CRS** 1-7-802: 25 months after the election or until time has expired for which the record would be needed in any contest proceedings, whichever is later
25. VOTER REGISTRATION RECORDS.			
A. Street Research Forms. Forms used to collect information to enter into the computerized voter registration system.	Elections	Until after the next General Election ***Duplicate Copies:*** Until superseded	
B. Voter Registration Forms. Oaths or affirmations, applications for affidavit registration, federal postcard applications, applications for change of residence or change of name, and other voter registration forms.	Elections	Until after the next General Election	**CRS** 1-2-227: Until after the next General Election
C. Voter Registration Database. Master listing of registered voters in the County containing name, address, other identifying information, precinct number, party affiliation, etc.	Elections	Until superseded	
D. Voter Registration Lists. Lists of voters eligible to vote in a specific election.	Elections	25 months after the election or until time has expired for which the record would be needed in any contest proceedings, whichever is later	**CRS** 1-7-802: 25 months after the election or until time has expired for which the record would be needed in any contest proceedings, whichever is later

Record Title	Record Copy Custodian	Record Copy Minimum Retention Period	Regulatory Citation/Notations
26. VOTING RECORDS.			
A. Absentee Voter Records. Records documenting the casting of and accounting for absentee voter ballots, including absentee voter affidavits and oaths, applications for absentee ballots, and lists prepared by the election official of electors receiving absentee ballots.	Elections See also Return Signature Envelopes below	25 months after the election or until time has expired for which the record would be needed in any contest proceedings, whichever is later	**CRS** 1-7-802: 25 months after the election or until time has expired for which the record would be needed in any contest proceedings, whichever is later
B. Early Voter Forms. Records documenting the casting of and accounting for early voter ballots, including early voter affidavits and oaths, applications for early ballots, lists prepared by the election official of electors receiving early ballots, and voter signature forms signed by voters at the time of early voting to establish identity and request a ballot.	Elections	25 months after the election or until time has expired for which the record would be needed in any contest proceedings, whichever is later	**CRS** 1-7-802: 25 months after the election or until time has expired for which the record would be needed in any contest proceedings, whichever is later
C. Poll Books. A paper or electronic list kept by election judges of eligible or provisional electors to whom ballots are delivered or who are permitted to enter a voting machine for the purpose of casting their votes at an election.	Elections	25 months after the election or until time has expired for which the record would be needed in any contest proceedings, whichever is later	**CRS** 1-7-802: 25 months after the election or until time has expired for which the record would be needed in any contest proceedings, whichever is later
D. Poll Lists. Paper or electronic lists of registered electors for the election provided to election judges for use in verifying voter registrations at polling places.	Elections	25 months after the election or until time has expired for which the record would be needed in any contest proceedings, whichever is later	**CRS** 1-7-802: 25 months after the election or until time has expired for which the record would be needed in any contest proceedings, whichever is later
E. Return Signature Envelopes. Envelopes bearing the voter's signature and identifying information for verification purposes, used by the voter to return ballots in a mail ballot election or to return absentee ballots.	Elections	25 months after the election or until time has expired for which the record would be needed in any contest proceedings, whichever is later	**CRS** 1-7-802: 25 months after the election or until time has expired for which the record would be needed in any contest proceedings, whichever is later

Record Title	Record Copy Custodian	Record Copy Minimum Retention Period	Regulatory Citation/Notations
F. Voter Signature Forms. Records documenting the casting of and accounting for ballots, including voter signature forms signed by voters at the polls to establish identity and request a ballot.	Elections	25 months after the election or until time has expired for which the record would be needed in any contest proceedings, whichever is later	**CRS** 1-7-802: 25 months after the election or until time has expired for which the record would be needed in any contest proceedings, whichever is later

SECTION 9. EMERGENCY MANAGEMENT RECORDS

Records relating to emergency management services of the County.

General Instructions

- **The minimum retention period applies to the record copy regardless of the storage format for the record (paper, electronic, microfilm, etc.).**
- **Unless otherwise specified in this retention schedule, duplicate copies may be destroyed at the discretion of the duplicate copy custodian provided they have no further administrative or other value. Duplicate copies should not be retained longer than the record copy.**
- **No record that is eligible for destruction under the retention schedule can be destroyed if it is pertinent to any anticipated, current or pending litigation, claim or audit or the subject of a legal hold.**

Record Title	Record Copy Custodian	Record Copy Minimum Retention Period	Regulatory Citation/Notations
1. AMBULANCE LICENSING RECORDS. Records relating to licenses and permits issued for providers of ambulance services within the County.			**CRS** 25-3.5-301 - 25-3.5-308, 6 **CCR** 1015-3: No retention period specified for ambulance licensing records
A. Ambulance License Applications and Supporting Documentation – Annual. Application forms, ambulance service's written policy and procedure manual, operational or medical protocols, proof of insurance, or other documentation regarding the service provider's operations.	Emergency Management	3 years + current after expiration of license	**CMRRS** 5.340: 1 year after expiration **JC**: 3 years + current ***Note:*** License is valid for 12 months
B. Ambulance License Inspection Checklists. Checklists of inspections completed annually for motor vehicle condition, pre-inspection, basic life support, advanced life support.	Emergency Management	3 years + current	
C. Complaint Forms. Forms completed for complaints against any ambulance service licensed in the County or allegations of unlicensed ambulance services or vehicles without a valid permit operating within the County.	Emergency Management	3 years + current after complaint is resolved	

Record Title	Record Copy Custodian	Record Copy Minimum Retention Period	Regulatory Citation/Notations
D. Licensing Regulations. Regulations adopted by the County for licensure of ambulance services.	Emergency Management See also: Section 15 General Records – Policies and Procedures Documentation	Permanent	**CMRRS** 7.260: Permanent
2. CONTRACTS, AGREEMENTS AND SUPPORTING DOCUMENTATION.	See Section 15 General Records – Agreements, Contracts and Supporting Documentation		
3. CORRESPONDENCE AND GENERAL DOCUMENTATION. Correspondence and documentation of a general nature.	See: Section 15 General Records – Correspondence and General Documentation		
4. EMERGENCY OPERATIONS RECORDS.			
A. Emergency Operations and Management Plans. Records relating to disaster, emergency and civil defense planning and preparation; implementation and testing of disaster warning systems and response planning; disaster response and emergency planning and preparedness of the County. Includes emergency operations plans, incident response plans, incident management guidelines and standards, disaster management and recovery plans, wildfire management plan, annual wildfire operating plan, etc.	Emergency Management	Permanent	**CRS** 24-32-2107: No retention period specified **JC:** Permanent **CMRRS** 17.50: 1 year + current after superseded, except retain 1 copy for historical purposes
B. Emergency Preparedness Planning, Program, Training and General Information Files. Correspondence, memoranda, reports and other supporting documentation concerning emergency planning, emergency training and training exercises, emergency equipment availability, command systems and structure, and warning systems. Includes "Storm Ready" program files, Neighborhood Emergency Team program files, Regional Emergency Medical and Trauma Advisory Council (RETAC), North Central Region of Homeland Security files, and Interagency Incident Management Team files.	Emergency Management	Permanent	**CRS** 25-3.5-701: No retention period specified **JC:** Permanent **Homeland Security Presidential Directive** 5 & 8

Record Title	Record Copy Custodian	Record Copy Minimum Retention Period	Regulatory Citation/Notations
C. Federal Emergency Management Assistance Program Reimbursement Files. Reimbursement claims submitted to the Federal Emergency Management Agency (FEMA) for emergency management activities, copies of claim vouchers, and copies of payroll registers and other supporting documentation.	Emergency Management	10 years + current	**JC:** 7 years + current ***Note:*** FEMA is now requiring retention of these types of records for 10 years
D. Incident Records – Disasters and Emergencies. Documentation of the extent and impacts of natural or manmade disasters and emergency incidents and actions taken by the County in response to such incidents; includes records such as logs, diaries, damage assessment and response reports, situation and resource allocation reports, incident plans, resource ordering and tracking, financial documentation, photographs, and similar incident-related documentation.	Emergency Management	Permanent	**CMRRS** 17.50: Permanent
E. Incident Reviews. Reviews of assignments for actual incidents.	Emergency Management	3 years + current, then review prior to destruction of the records to determine any continuing value	
5. FINANCIAL RECORDS.	See Section 13 Financial Records		
6. GRANTS AND SUPPORTING DOCUMENTATION.	See Section 13 Financial Records – Grant Records		
7. MAPS AND DRAWINGS – EMERGENCY MANAGEMENT.	See Section 15 General Records – Maps, Drawings and Supporting Documentation		
8. MUTUAL AID AGREEMENTS.	See Section 15 General Records – Agreements, Contracts and Supporting Documentation		
9. PAYROLL AND PERSONNEL RECORDS.	See: Section 23 Payroll Records and Section 24 Personnel Records		
10. REPORTS. Situational reports and briefings regarding emergency management to various entities.	See Section 15 General Records - Reports		

Record Title	Record Copy Custodian	Record Copy Minimum Retention Period	Regulatory Citation/Notations
11. SPECIAL NEEDS REGISTRATIONS. The registry contains information about individuals with special needs who may require assistance in the event of a disaster.	Emergency Management	***Registrations:*** 1 year + current after name is removed from the registry ***Database:*** Until superseded	
12. WEATHER STATION RECORDS. Records relating to remote automated weather (RAW) station reporting needed to determine fire danger.	Emergency Management	***Testing Records:*** Life of equipment + 1 year ***Weather Station Data:*** 3 years + current ***Weather Station Data Compilations:*** Permanent	**CMRRS** 6.60: Life of equipment + 1 year

SECTION 10. ENGINEERING & STORM WATER RECORDS (RESERVED)

This section is reserved for any future additions to the records retention schedule relating to the records of Engineering & Storm Water.

SECTION 11. FACILITIES RECORDS

Records relating to County building and facility maintenance.

General Instructions

- **The minimum retention period applies to the record copy regardless of the storage format for the record (paper, electronic, microfilm, etc.).**
- **Unless otherwise specified in this retention schedule, duplicate copies may be destroyed at the discretion of the duplicate copy custodian provided they have no further administrative or other value. Duplicate copies should not be retained longer than the record copy.**
- **No record that is eligible for destruction under the retention schedule can be destroyed if it is pertinent to any anticipated, current or pending litigation, claim or audit or the subject of a legal hold.**

Record Title	Record Copy Custodian	Record Copy Minimum Retention Period	Regulatory Citation/Notations
1. AGREEMENTS, CONTRACTS AND SUPPORTING DOCUMENTATION.	See: Section 15 General Records – Agreements, Contracts and Supporting Documentation		
2. BUILDING GROUNDS MAINTENANCE RECORDS.	See: Section 22 Parks, Open Space, Trails and Building Grounds Records		
3. CORRESPONDENCE AND GENERAL DOCUMENTATION. Correspondence and documentation of a general nature.	See: Section 15 General Records – Correspondence and General Documentation		
4. DAILY ACTIVITY REPORTS. Record of time worked and facilities activities.	Facilities See also: Section 23 Payroll Records – Time Sheets	5 years + current	**CRS** 8-72-107, **DC** Public Works 91-164 *Time Sheets & Cards (Originals):* 5 years + current
5. FINANCIAL RECORDS.	See: Section 13 Financial Records		
6. HAZARDOUS MATERIALS RECORDS.			
A. Material Safety Data Sheets (MSDS). Employers must have a MSDS on file for each hazardous chemical they receive and use and ensure copies are readily accessible to employees in their work area. Employer must keep records of chemicals used, where they were used and for how long.	Facilities	***MSDS:*** Until superseded or 1 year + current after chemical is disposed of or consumed, provided some other record of the chemical inventory is kept as specified below ***Chemical Inventory Record:*** 30 years	29 **CFR** 1910.1200(g): No specified retention period 29 **CFR** 1910.1020(d)(1)(ii)(B): No specified retention period; however some record of identity [chemical name if known] of substance or agent, where it was used, and when it was used is to be retained 30 years **CMRRS** 15.120: Until superseded or 1 year + current after chemical is disposed of or consumed

Record Title	Record Copy Custodian	Record Copy Minimum Retention Period	Regulatory Citation/Notations
B. Refrigerant Disposal Records. Records relating to disposal of refrigerant used in cooling systems.	Facilities	***Disposal Manifests:*** 3 years, or until receipt of signed copy from designated facility receiving the refrigerant ***Disposal Manifests - Signed Copy from Receiving Facility:*** 3 years from the date refrigerant was accepted by initial transporter ***Biennial and Exception Reports to CDPHE:*** 3 years from due date of report	40 **CFR** 262.40(a): 3 years or until signed copy is received from designated facility which received the waste; this signed copy must be retained for at least 3 years from date waste was accepted by the initial transporter 6 **CCR** 1007-3 §262.40 *Guide to Generator Requirements of the Colorado Hazardous Waste Regulations:* 3 years **ACC**pp56-57: 5 years **PRPA:** 3 years
7. INSPECTION RECORDS.			
A. Annual Service Contracts for Facilities Inspections.	See: Section 15 General Records – Agreements, Contracts and Supporting Documentation		
B. Environmental Workplace Monitoring and Measuring Records. Records of analysis of environmental issues (air quality, noise, etc.) in County workplaces.	Facilities	***Background Data, Laboratory Reports and Worksheets:*** 1 year ***Sampling Plan, Results, Methods, Summary of Background Data and Interpretation of Results:*** 30 years	29 **CFR** 1910.1020(d): 1 year, provided sampling results, sampling plan, description of analytical and mathematical methods used, summary of other background data regarding interpretation of results are retained for 30 years
C. Inspection Reports – Major Mechanical Systems. Reports relating to major systems such as elevators, boilers, etc.	Facilities	1 year + current after equipment or system is removed from service	**LC** *Boiler Inspections:* 2 years + current **CMRRS** 6.60: Life of equipment + 1 year
D. Inspection Reports – Routine.	Facilities	2 years + current after inspection	**CMRRS** 16.110: 2 years
E. Insurance Inspectors' Reports. Records of inspections of condition of property, safety audit reports (dam, boiler, etc.) and other insurance inspection reports.	Facilities	3 years, then evaluate for continuing value	

Record Title	Record Copy Custodian	Record Copy Minimum Retention Period	Regulatory Citation/Notations
8. O & M MANUALS AND DRAWINGS. Records pertaining to mechanical systems in County-owned facilities, including fire and water detection alarm systems; heating, ventilation, air conditioning (HVAC) and similar mechanical systems; disaster warning systems; elevators; sump pumps; power generators; boilers; etc. Includes drawings, diagrams, schematics and supporting documentation; layouts, designs, plans, patterns, configurations, etc.	Facilities	Life of equipment + 1 year	**CMRRS** 6.60: Life of equipment + 1 year
9. PAYROLL AND PERSONNEL RECORDS.	See: Section 23 Payroll Records and Section 24 Personnel Records		
10. PROJECT FILES - FACILITIES. Design and construction project files, including as-built drawings; copies of construction contracts and supporting documentation; copies of invoices, purchase orders, project bonds, project team meeting minutes; etc.	Facilities	6 years + current after replacement, demolition or transfer of the improvement to another entity, <u>except</u> that routine material may be purged when eligible for destruction under this retention schedule and <u>except</u> that the records must be evaluated for continuing legal, administrative or historical value	**CMRRS** 7.280: 6 years + current after replacement, demolition or transfer of the improvement to another entity, except that routine material may be purged when eligible for destruction under this retention schedule and except that, prior to destruction, the records must be evaluated for continuing legal, administrative or historical value
11. PURCHASING RECORDS.	See: Section 13 Financial Records – Purchasing Records		
12. SECURITY RECORDS.			
A. Access Forms and Data. Forms are completed prior to the issuance of a County access badge and data is entered into the computer system.	Facilities	***Access Forms:*** Until entered to the computer system ***Data:*** Until deactivation of the badge	
B. Security Audits – Annual Reports. Reports from contractors on security issues and recommended mitigation.	Facilities	Until completion of the next ensuing security audit	

Record Title	Record Copy Custodian	Record Copy Minimum Retention Period	Regulatory Citation/Notations
C. Surveillance Recordings – Public Areas. Video recordings from security cameras in public areas of County buildings.	Facilities See also: Section 8 Election and Voter Registration Records – Surveillance Recordings	Until the recording is overwritten by the recording system	**CMRRS** 16.155: 30 days
13. WORK ORDERS AND SUPPORTING DOCUMENTATION - FACILITIES. Requests and authorizations for repair or maintenance work on County-owned facilities and buildings.	Facilities	1 year + current	**DC** *Public Works* 91-164: 1 year + current **CMRRS** 16.180: 2 years

SECTION 12. FAIRGROUNDS RECORDS

Records relating to the operations of the County Fairgrounds.

General Instructions

- **The minimum retention period applies to the record copy regardless of the storage format for the record (paper, electronic, microfilm, etc.).**
- **Unless otherwise specified in this retention schedule, duplicate copies may be destroyed at the discretion of the duplicate copy custodian provided they have no further administrative or other value. Duplicate copies should not be retained longer than the record copy.**
- **No record that is eligible for destruction under the retention schedule can be destroyed if it is pertinent to any anticipated, current or pending litigation, claim or audit or the subject of a legal hold.**

Record Title	Record Copy Custodian	Record Copy Minimum Retention Period	Regulatory Citation/Notations
1. AS-BUILT DRAWINGS. Copies of Fairgrounds as-built drawings.	Fairgrounds	Permanent	**CMRRS** 7.180: Permanent
2. CONTRACTS, AGREEMENTS AND SUPPORTING DOCUMENTATION.			
A. Contracts, Agreements and Supporting Documentation for Services.	See: Section 15 General Records – Agreements, Contracts and Supporting Documentation		
B. Rental Contracts and Supporting Documentation. Rental contracts for events at the Fairgrounds. Supporting documentation includes proof of insurance, security and parking plans, fire department permits, and proof of required tax, alcohol beverage and business licenses.	Fairgrounds	3 years + current after conclusion of the event	
3. CORRESPONDENCE AND GENERAL DOCUMENTATION. Correspondence and documentation of a general nature.	See: Section 15 General Records – Correspondence and General Documentation		
4. EVENT FILES.			
A. Event Schedules. Records of Fairgrounds event schedules, including one-time events.	Fairgrounds	5 years + current	7/16/08 E-mail from Fairgrounds: 5 to 7 year retention period

Record Title	Record Copy Custodian	Record Copy Minimum Retention Period	Regulatory Citation/Notations
B. Recurring Events. Records of promotion and organization of recurring events, such as the County Fair.	Fairgrounds	***Routine Event Records:*** 3 years + current after event concludes ***Event Records with Enduring Reference or Historical Value:*** Permanent	**CMRRS** 7.110: *Event Records:* 2 years after event concludes, except retain records documenting significant aspects of the event permanently
5. FACILITIES AND EQUIPMENT RECORDS. Departmental records relating to facility maintenance and equipment. *See also: As-Built Drawings above.*	Fairgrounds See also: Section 11 Facilities Records and Section 14 Fleet and Equipment Records	Until no longer needed for reference	
6. FINANCIAL RECORDS.	See: Section 13 Financial Records		
7. PAYROLL AND PERSONNEL RECORDS.	See: Section 23 Payroll Records and Section 24 Personnel Records		
8. POLICIES AND PROCEDURES DOCUMENTATION.	See: Section 15 General Records – Policies and Procedures Documentation		
9. REPORTS.	See: Section 15 General Records – Reports		
10. RESERVATION DATA. Rental data (electronic) retained in the Fairgrounds Reservation System.	Fairgrounds	3 years + current	

SECTION 13. FINANCIAL RECORDS

Records documenting and ensuring accountability for the receipt and expenditure of public funds.

General Instructions

- **The minimum retention period applies to the record copy regardless of the storage format for the record (paper, electronic, microfilm, etc.).**
- **Unless otherwise specified in this retention schedule, duplicate copies may be destroyed at the discretion of the duplicate copy custodian provided they have no further administrative or other value. Duplicate copies should not be retained longer than the record copy.**
- **No record that is eligible for destruction under the retention schedule can be destroyed if it is pertinent to any anticipated, current or pending litigation, claim or audit or the subject of a legal hold.**

Record Title	Record Copy Custodian	Record Copy Minimum Retention Period	Regulatory Citation/Notations
1. ACCOUNTING RECORDS:			
A. Accounting – Reconciliations (Trial Balances): Reference copies of accounting system reports of the daily balance of all County accounts. Includes: ▪ Cash balance reports	Finance Treasurer	2 years + current	**MC:** [1] 2 years + current **JC:** 6 months + current **Garfield County:** 6 years + current
B. Accounts Payable Records:	See: Accounts Payable Records below		
C. Accounts Receivable Records:	See: Accounts Receivable Records below		
D. Bounty Records:	See: Section 29 Recording Records – Historical Registers, Records and Books		

[1] **MC** refers to 3/30/05 draft of a retention schedule (updated October 2008) prepared by the Morgan County Treasurer for the State Archives compiling information on Treasurer and financial records from various counties.

Record Title	Record Copy Custodian	Record Copy Minimum Retention Period	Regulatory Citation/Notations
E. Ledgers and Journal Entrie:			
1) General Ledger and Journals: Year-end summaries of receipts and disbursements by account and fund reflecting the general financial condition and operation of the County. May also include documentation from subsidiary ledgers to general ledger and accounting adjustments in the form of general entries.	Finance Treasurer	30 years	**MC:** 30 years + current (revised 2008) **CMRRS** 5.270: *General Ledgers:* Permanent ***Note***: 2/22/08: Finance and Treasury review group requested consideration of 30-year instead of permanent retention. E-mail from State Archives 10/8/08 RE opinion of State Auditor: retain G-L for 30 years provided audits are retained permanently
2) Journal Entries and Supporting Detail: Includes analyses, summarizations, distributions, and other computations which support journal vouchers and entries; cash books (general and subsidiary or auxiliary books); daily or other periodic statements of receipts or disbursements of funds.	Finance Treasurer	2 years + current ***Duplicate Copies:*** Until completion of audit	**CMRRS** 5.270: *Subsidiary or Auxiliary Ledgers:* 2 years **MC:** *Subsidiary or Auxiliary Ledgers:* 2 years + current **CMRRS** 5.270: *Journal Entries:* 6 years + current ***Note:*** Finance suggests 3 years + current
2. ACCOUNTS PAYABLE RECORDS: Records that serve as documentation of the payment of bills by the County.			
A. Accounts Payable Monthly Reports (Copies): Listings of bills presented for payment authorization. Publication is required for the following: ▪ Commissioners' Proceedings ▪ Financial statements	Finance Original is recorded with County Clerk & Recorder	***Commissioners' Proceedings:*** 6 years + current ***Published (Copies) and Affidavits of Publication:*** 6 years + current	**CRS** 30-25-111: No retention period specified **CMRRS** 5.10: *Reports of Bills Allowed:* 6 years + current
B. Bills, Invoices and Supporting Documentation: Records of bills paid by the County, including monthly credit and purchasing card statements and supporting documentation.	Finance	6 years + current ***Duplicate Copies:*** 2 years + current	**CMRRS** 5.10: 6 years + current
C. Checks and Supporting Documentation:	See: Treasurer Records below		

Record Title	Record Copy Custodian	Record Copy Minimum Retention Period	Regulatory Citation/Notations
D. Credit Card and Purchasing Card Issuance Records:. Records of credit cards issued to the County and purchasing cards issued by the County.	Finance	2 years + current after cancellation of card	**CMRRS** 5.10: 1 year + current after cancellation
E. Expense Records: Records maintained to document travel, mileage, claims for travel, tuition and other reimbursements and other expenses of employees and officials while on County business, including requests, authorizations, etc.	Finance	6 years + current ***Duplicate Copies:*** 2 years + current	**CMRRS** 5.10: 2 years provided audit has been completed
F. Petty Cash Requests: Records of petty cash fund account and requests for petty cash for various purposes.	All Departments Retaining Petty Cash Records	2 years + current	**CMRRS** 5.10: 1 year + current
G. Vendor Records: Files maintained as a unit to track accounts payable activity for specific vendors, including information such as name and address, correspondence, copies of checks, W-9 and 1099 forms, etc.	Finance See also: Purchasing Records – Vendor Lists below	***Vendor Files:*** 6 years + current after closed ***1099 Forms:*** 4 years ***W-9 Forms:*** 3 years + current	**CMRRS** 5.10: *Vendor Files:* 6 years + current; *Proposed 2008 Revisions: W-9 Forms:* 3 years + current **State of Colorado:** *1099 Training Handout 2004: 1099 Forms:* 3 years after due date of tax return **CMRRS** 5.10: *1099 Forms:* 4 years
3. ACCOUNTS RECEIVABLE RECORDS: Records that serve as the basis for collection of amounts owed by vendors, organizations and citizens having accounts with the County, and documentation of billing and collection of monies.			
A. Cash and Receipt Records and Reports:	See: Treasurer Records – Receipts for Monies Received by the Treasurer below		
B. Deposit Validation Records:	All Departments with Cash Registers	1 year + current after audit	**CMRRS** 5.20: 1 year + current

Record Title	Record Copy Custodian	Record Copy Minimum Retention Period	Regulatory Citation/Notations
C. Government Revenue Sharing Program Records – State: Records of allocation to and receipt by the County of revenues collected and/or allocated by the State for the following programs: ▪ Highway Users Tax Fund ▪ Conservation Trust Fund (Lottery) ▪ Severance tax ▪ Tobacco sales	Finance Treasurer	6 years + current	**CMRRS** 5.210: *Cigarette Tax, Conservation Trust Fund (Lottery), Severance Tax:* 6 years + current; *Highway Users Tax Fund (HUTF):* Permanent
D. Insufficient Funds Checks and Logs: Records of checks received by the Count y that are returned by banks for insufficient funds and logs of insufficient check transactions.	Finance Treasurer	***Logs:*** 2 years + current ***Uncollectable Checks:*** 1 year + current after being written off	**MC:** *Logs:* 2 years + current; *Uncollectable:* 1 year + current after being written off
E. Open Accounts Receivable: Records. Any indexes thereto and summaries of distribution.	Finance Treasurer	1 year + current	**CMRRS** 5.20: 2 years + current **DC** Public Works 91-164 *Receipt Books:* 5 years + current
F. Requests, Vouchers and Supporting Documentation: Original requests, vouchers and supporting documents, including: ▪ Check requests ▪ EFT requests ▪ Receipt acknowledgements	Finance Treasurer	6 years + current	**MC:** 6 years + current **CMRRS** 5.20: *Invoices Issued:* 6 years + current **DC** Public Works 91-164 *Invoices (Duplicate Copy):* 6 years + current
4. AGREEMENTS, CONTRACTS AND SUPPORTING DOCUMENTATION:	See: Section 15 General Records – Agreements, Contracts and Supporting Documentation		
5. ASSESSOR RECORDS:	See: Section 1 Assessor Property Records		
6. AUDIT RECORDS:			
A. Audit Reports:			
1) Comprehensive Annual Financial Reports (CAFRs):	Finance Treasurer	Permanent	**CMRRS** 5.40, **CMRRS** 5.330: Permanent; **DC** Board of County Commissioners 86-112 *Audit Reports:* Permanent ***Note:*** 2/22/08: Finance and Treasury review group requested consideration of 30-year instead of permanent retention. E-mail from State Archives 10/8/08

Record Title	Record Copy Custodian	Record Copy Minimum Retention Period	Regulatory Citation/Notations
			RE opinion of State Auditor: retain audits permanently
2) External Audit Reports and Supporting Documentation: Reports of examinations and audits by accountants and auditors not in the regular employ of the County (such as reports of public accounting firms). Supporting documentation includes copies of audit work papers compiled for the audit.	Finance Treasurer See also: Grant Records below	***Audit Reports:*** Permanent ***Audit Work Papers:*** 6 years + current after completion of audit	**CRS** 30-10-709: Treasurer's books to be audited; no retention period specified **MC, DC** Board of County Commissioners 86-112 *Audit Reports:* Permanent **CMRRS** 5.40: Permanent **CMRRS** 5.40: *Audit Work Papers:* 2 years + current after completion of audit ***Note:*** 2/22/08: Finance and Treasury review group requested consideration of 30-year instead of permanent retention. E-mail from State Archives 10/8/08 RE opinion of State Auditor: retain audits permanently
3) Internal Audit Reports and Supporting Documentation: Reports of examinations and audits by internal staff. Supporting documentation includes copies of audit work papers compiled for the audit.	Finance Treasurer	***Audit Reports:*** 6 years after date of report, then evaluate for continuing value prior to destruction ***Audit Work Papers:*** 6 years + current after completion of audit	**DC** *Board of County Commissioners 86-112: Audit Reports:* Permanent **CMRRS** 5.40: Permanent **CMRRS** 5.40: *Audit Work Papers:* 2 years + current after completion of audit
B. Audit Records – FEMA Disaster Reimbursement Audits: Audits and copies of financial records retained as work papers for FEMA audits in connection with disaster declarations and reimbursements.	Finance	***Audit Reports:*** Permanent ***FEMA Audit Work Papers:*** 6 years from date of submission of final expenditure report or from date of quarterly or annual financial report	***Note:*** Finance indicated during the records inventory that FEMA regulations require retention of these records for 7 to 10 years after the date of the disaster declaration. E-mail from State Archives 10/8/08 RE opinion of State Auditor: retain audits permanently
C. Audit Trail Records: Daily accounting system reports of completed transactions, used for internal audits. Transaction detail should include justification of any revenue in addition to expenditure activity.	All Departments Retaining Audit Trail Records Finance Treasurer	1 year + current	**MC:** 1 year + current

Record Title	Record Copy Custodian	Record Copy Minimum Retention Period	Regulatory Citation/Notations
7. BANK RECORDS.			
A. Bank Statements and Reconciliations: Statements and daily bank reports from depositories showing details of funds received, disbursed, transferred, and balances on deposit.	Finance Sheriff's Office Treasurer	6 years + current	**CRS** 30-10-102: No retention period specified **MC, DC** *Treasurer 95-93:* 6 years + current **CMRRS** 5.50: *Bank Statements:* 6 years + current; *Reconciliations:* 1 year + current
B. Check Records: Records relating to checks issued by the County, including check images, check registers and check stubs.	Finance Sheriff's Office Treasurer	6 years + current ***Treasurer's Duplicate Copies of Checks:*** 6 years + current	**CMRRS** 5.50: 6 years + current
C. Deposit – Electronic Image:	Treasurer	25 months	
D. Electronic Deposit Reports:	Treasurer	Until monthly reconciliation is complete	
E. Trial Balances:	See: Accounting Records above		
8. BANKRUPTCY RECORDS:	See: Treasurer Records below		
9. BOND ISSUE RECORDS: Records relating to bonded indebtedness, including revenue bond issues, special assessment bond issues, general obligation bond issues, private placement bonds, and certificates of participation, lease-purchase and other types of debt transactions.			
A. Bond Issue Files: Usually include correspondence and general documentation, authorizations supporting financial arrangements, bond ratings, contracts or sales agreements, sample copies or specimens of bonds sold as evidence of County indebtedness, official statements, mathematical verifications, continuing disclosures, and certificates of non-default to trustee, etc.	Finance	2 years + current after final payment	**CMRRS** 5.80: 2 years after final payment

Record Title	Record Copy Custodian	Record Copy Minimum Retention Period	Regulatory Citation/Notations
B. Bonds, Notes and Coupons Paid: Original canceled or redeemed bonds and coupons received from paying agents throughout the lifetime of the bond issue; cancelled upon receipt.	Trustee Administering Bond Registration Process	Follow Bond Registration Trustee's Retention Schedule	**CMRRS** 5.80: 1 year after maturity **MC:** 6 years + current after termination of the bond
C. Bond Payment Records: Records of payments toward principal and interest.	Treasurer	2 years after final payment	
D. Bond Proceedings Books: Certified record of proceedings relating to a bond issue, containing specimen (usually original) documents related to the approval process and issuance of bonds typically compiled in book form for presentation to the County by the bond agent or bond counsel.	Finance	30 years after maturity	**CMRRS** 5.80: Permanent ***Note:*** 2/22/08: Finance and Treasury review group requested consideration of 30-year instead of permanent retention
E. Private Activity Bond Issue Files: Private activity bonds are debt instruments that are free from federal taxation and are typically used for affordable housing and industrial development funding; records include annual private activity ceiling allocation letters to County as a local issuing authority from State of Colorado, allocation assignment records, allocation declarations, transfers of allocations, bond issuance reports and all supporting documentation.	Finance See also: Section 25 Planning, Zoning and Land Use Records – Private Activity Bond Issue Files	2 years after final payment of bonds	**CRS** 24-32-1701: No retention periods specified **CMRRS** 5.80: *Bond Issue Files:* 2 years after final payment ***Note:*** County's allocation must be used within 3 years
10. BUDGET RECORDS:			
A. Annual County Budget: ▪ Preliminary proposed budget ▪ Final adopted budget ▪ Amendments	Finance	***Preliminary Budget:*** 1 year after adoption of budget ***Adopted Budget and Amendments:*** Permanent as of 1994	**CMRRS** 5.100: *Adopted Budget:* Permanent; *Preliminary Budget:* 1 year after adoption of budget

Record Title	Record Copy Custodian	Record Copy Minimum Retention Period	Regulatory Citation/Notations
B. Departmental Budget Work Papers and Other Forecasts: Budgets and other forecasts prepared for internal administrative or operating purposes) of estimated future income, receipts and expenditures in connection with financing, construction and operations and acquisitions or disposals of properties or investments by the County, including revisions of such estimates and memoranda showing reasons for revisions; also records showing comparison of actual income and receipts and expenditures with estimates.	All Departments Preparing Budget Requests	***Approved:*** 2 years + current ***Not Approved:*** 1 year + current	**CMRRS** 5.100 *Departmental Budget Work Papers:* 1 year + current
11. CORRESPONDENCE AND GENERAL DOCUMENTATION: Correspondence and documentation of a general nature.	See: Section 15 General Records – Correspondence and General Documentation		
12. FEE SCHEDULES: Fee schedules for fees charged by officers of the State are to be posted.	Departments Collecting Fees	Retain current and previous fee schedules and associated supporting documentation	**CRS** 30-1-108: Fee schedules to be posted **CMRRS** 5.150 (*Proposed 2008 Revisions):* Retain current and previous schedules and associated supporting documentation
13. FINANCIAL GUARANTEES, BONDS AND SUPPORTING DOCUMENTATION: Records relating to the acquisition and release of bonds of elected officials and various forms of financial guarantee required by the County from other parties to ensure performance, payments or the completion of certain specified actions, such as the completion of projects, required improvements or the payment of delinquent bills or assessments. Includes: ▪ Bonds for elected officials ▪ Escrow accounts ▪ Letters of credit ▪ Liens ▪ Promissory notes	All Departments Retaining Financial Guarantees ***Note:*** Treasurer is custodian of bonds for the Clerk and Recorder, and Clerk and Recorder is custodian of bonds for other elected officials. See also: Section 29 Recording Records – Bonds of Elected Officials	1 year after expiration, completion of guaranteed project (if applicable), release of the guarantee or after any legal proceedings involving enforcement of the bond conclude, whichever is later	**CMRRS** 5.160: 1 year after expiration, completion of guaranteed project (if applicable) or release of the guarantee **MC:** *Performance Escrow Files:* 1 year + current after final payment of performance guarantee
14. FIXED ASSET RECORDS:	Finance		
A. Depreciation Detail Records (Electronic):	Finance	6 years + current	**CMRRS** 5.180: 3 years + current

Record Title	Record Copy Custodian	Record Copy Minimum Retention Period	Regulatory Citation/Notations
B. Fixed Asset Records: Fixed asset records of County property (buildings and real estate), vehicles, equipment and furniture. Includes description, cost, date purchased, location, name of vendor and depreciation.	Finance	***Paper Files:*** 6 years + current ***Electronic Tracking by Asset Code and Voucher Number:*** Until superseded	**CMRRS** 5.180: 10 years
C. Inventories – Fixed Assets: Listings of expendable and nonexpendable property of the County, including buildings, real estate, vehicles, furniture, equipment, supplies and other items owned or administered by the County.	All Departments Retaining Fixed Asset Inventories	Until superseded	**CMRRS** 5.180: Until revised
15. FRANCHISE RECORDS:	See: Section 15 General Records – Agreements, Contracts and Supporting Documentation		
16. GRANT RECORDS: Files pertaining to applications for grants and the administration, monitoring and status of grants.			
A. Grants Given by County: Includes applications, grant awards, reports, and other supporting documentation, such as notices and notifications, staff reviews, monitoring reports on use of grant monies, etc.	All Departments Administering County Grant Programs	***Awarded:*** Duration of grant + 6 years ***Rejected or Withdrawn:*** 2 years + current after rejection or withdrawal	
B. Grants Received by County: Includes applications, grant awards, reports, and other supporting documentation, such as applications from those requesting funding from grant monies, notices and notifications, staff reviews, monitoring reports on use of grant monies, etc.	***Administrative Files:*** Departments Administering Grants ***Financial Supporting Documentation:*** Finance	***Federal Grants:*** 6 years from date of submission of final expenditure report or from date of quarterly or annual financial report ***Other Grants:*** Duration of grant + 6 years ***Records Relating to Real Property and Equipment Acquired with Federal Funds:*** 6 years after final disposition ***Rejected or Withdrawn:*** 2 years + current after rejection or withdrawal	2 **CFR** 215.33(b): *Financial Records, supporting documents:* 3 years from date of submission of final expenditure report or from date of quarterly or annual financial report. *Records for real property and equipment acquired with Federal funds:* 3 years after final disposition **CMRRS** 5.220: Duration of grant + 6 years **CMRRS** 5.220: *Unsuccessful Grants:* 2 years + current after rejection or withdrawal

Record Title	Record Copy Custodian	Record Copy Minimum Retention Period	Regulatory Citation/Notations
17. INSURANCE RECORDS:	See: Section 30 Risk Management Records		
18. INVESTMENT RECORDS:			
A. Agreements and Contracts:	See: Section 15 General Records – Agreements, Contracts and Supporting Documentation		
B. Investment Instruments and Supporting Documentation: Includes any investment (internal or external) monthly reports, trade tickets, safekeeping reports, purchase and sale safekeeping confirmations and Treasurer authorization documentation.	Treasurer	6 years + current	**DC** *Treasurer 95-93,* **MC:** *Certificates of Deposit:* 6 years + current **CMRRS** 5.260: *Certificates of Deposit, Money Market Certificates and Treasury Bills and Notes*: 6 years + current after maturity; *Savings Bonds:* 6 years + current after final payment; *Stocks and Bonds*: 6 years + current after disposition
C. Investment Statements and Reports:	Treasurer	6 years + current	**CMRRS** 5.260: *Investment Statements:* 2 years after investment ends; *Investment Reports:* 10 years, provided audit has been completed **MC:** 6 years + current
19. LOCAL IMPROVEMENT DISTRICT RECORDS: Records relating to local improvement districts, including: ▪ Assessment Rolls (Copies) ▪ Financial Supporting Documentation ▪ Notices ▪ Receipts ▪ Releases of liens for paid assessments *Note:* Releases of liens are recorded.	Finance Treasurer See also: Section 25 Planning, Land Use and Zoning – Local Improvement District (LID) Records	1 year after maturity of the debt instruments	**CRS** 30-20-627: Dissolution after payment of debt and bonds **CMRRS** 5.230: *Improvement District Master Files:* Permanent; *Assessment Rolls:* 12 years + current; *Payment Receipt Records:* 6 years + current; *Tax Receipt Stubs:* 10 years + current **LC:** Permanent **MC:** 10 years + current *Note:* Currently managed by an outside agency.
20. MAILROOM RECORDS: Includes monthly mail reports setting forth cost breakdown, postage ledgers and postage meter records, and similar records.	Finance See also: Section 15 General Records – Mailing and Information Distribution Records	2 years + current	**LC:** *Printing, Supply and Mail:* 1 year + current; *Chargeback Ledger:* 6 years + current; *Postage Ledger (includes Postage Meter Tapes):* 6 years + current; *Firm Certified Mailing Book:* 1 year + current

Record Title	Record Copy Custodian	Record Copy Minimum Retention Period	Regulatory Citation/Notations
21. PAYROLL AND PERSONNELRECORDS:	See: Section 23 Payroll Records and Section 24 Personnel Records		
22. PENSION RECORDS:	See: Section 24 Personnel Records - Benefits		
23. PROPERTY TAXATION RECORDS:	See: Treasurer Records below and Section 1 Assessor Property Taxation Records		
24. PURCHASING RECORDS:			
A. Auction Records:	See: Section 14 Fleet and Equipment Records – Ownership Records		
B. Bid Records:			
1) Bids, Proposals and Quotes Includes: ▪ Bid summaries of bids received in response to a specific solicitation ▪ Formal bids received unsolicited or in response to solicitations ▪ Proposals ▪ Vendor Lists ▪ Written quotes	Purchasing	***Awarded:*** 6 years + current after acceptance of bid ***Rejected (Unsuccessful):*** 2 years + current after bid opening ***Unsolicited:*** 2 years + current ***Bid Summaries:*** 6 years + current	**CMRRS** 5.300 *Awarded Bids:* 6 years + current after acceptance of bid. *Rejected Bids:* 2 years + current; *Unsolicited:* 2 years + current
2) Bid Solicitations and Specifications Includes: ▪ Requests for proposals (RFPs) ▪ Requests for quotations (RFQs) ▪ Solicitations by the County for competitive bids, proposals or quotes ▪ Bid specifications	Purchasing	6 years + current ***Departmental Copies:*** 2 years + current	**CMRRS** 5.300: 6 years + current
3) Copy Center Reports: Usage and chargeback reports.	Finance	***Copy Center Usage Reports:*** 2 years + current ***Departmental Copier Chargeback Reports:*** 2 years + current	
C. Purchasing Control Records: Includes: ▪ Purchase orders ▪ Purchase request forms (purchase requisitions) ▪ Supporting documentation	Purchasing	6 years + current ***Duplicate Copies:*** 2 years + current	**CMRRS** 5.300: 6 years + current

Record Title	Record Copy Custodian	Record Copy Minimum Retention Period	Regulatory Citation/Notations
25. REBATE PROGRAMS: Records relating to rebate programs administered by the County; includes: ▪ Correspondence ▪ Rebate applications ▪ Supporting documentation	All Departments Administering Rebate Programs	6 years after rebate is paid	**CMRRS** 5.315: 6 years after rebate is paid
26. REPORTS AND PLANS – FISCAL:			
A. Annual Financial Reports:	See: Audit Records – Audit Reports – Comprehensive Annual Financial Reports (CAFRs) above		
B. Monthly Financial Reports – Treasurer:	See: Treasurer Records below		
27. REVENUE COLLECTION RECORD:	See: Treasurer Records below		
28. SALES TAX RECORDS:			
A. Sales Tax Reports and Forecasts: County reports forecasting future sales tax revenues and trends. ***Note:*** State of Colorado collects sales tax for the County and maintains the sales and use tax returns. The County downloads sales and use tax information from the State system.	Finance	***Sales Tax Reports:*** 6 years + current ***Forecasts:*** 2 years + current	***Sales Tax Reports:*** 6 years + current ***Forecasts:*** 2 years + current
29. TREASURER RECORDS: Records relating to the billing, collecting and disbursing of all real and personal property taxes for the County, school district, municipalities and special districts that levy in the County.			
A. Accounting Records:	See: Accounting Records, Accounts Payable Records and Accounts Receivable Records above		
B. Apportionment Records, Includes: ▪ Apportionment sheets for County funds ▪ Apportionment of general school funds, towns and all special districts	Treasurer	6 years + current	**MC, DC** *Treasurer 95-93:* 6 years + current
C. Bank Records:	See: Bank Records above		

Record Title	Record Copy Custodian	Record Copy Minimum Retention Period	Regulatory Citation/Notations
D. Bankruptcy Records:			
1) Bankruptcy Case Logs: Logs containing summary information on bankruptcy court cases in which the County has filed claims for payment of taxes.	Treasurer	3 years + current	**MC:** 1 year + current
2) Bankruptcy Files and Indexes: Records documenting County claims for unpaid taxes against the assets of individuals and corporations involved in bankruptcy proceedings. Includes: ▪ Bankruptcy claims (copies) presented to Bankruptcy Court ▪ Payment schedules ▪ Spreadsheets	Treasurer	***Bankruptcy Files:*** 3 years + current after case is discharged or dismissed ***Bankruptcy File Indexes:*** Permanent	**MC, DC** *Treasurer 95-93:* 3 years + current after case is discharged or dismissed **MC:** *Bankruptcy File Indexes:* Permanent
E. Bond Registers – General Obligation Bonds:	See: Bond Issue Records above		
F. Cash and Receipt Records and Reports:	See: Receipts for Monies Received by the Treasurer below		
G. Checks – All County Funds and Supporting Documentation: County checks and stubs that have been paid and cancelled by the Treasurer's office. Supporting documentation includes: ▪ Check and order registers ▪ Commissioners' Proceedings ▪ Monthly check reports, summaries of check transactions processed by the Treasurer	Finance Treasurer See also: Bank Records above	6 years + current ***Duplicate Check Stubs:*** 6 years + current	**CRS** 30-10-711, **CRS** 30-10-718: **CRS** 30-25-110: No retention period specified **DC** *Board of County Commissioners 86-112: Warrants:* 6 years + current; *Duplicates:* 1 year + current **MC:** 6 years + current **DC** *Board of County Commissioners 86-112: Warrants – Stubs:* 6 years + current; *Unused and Unnumbered Blank Warrants:* 1 year + current **MC:** *Monthly Warrant Reports Files:* 1 year + current **MC:** *Warrant Registers:* Permanent
H. Correspondence – Treasurer:	See: Section 15 General Records – Correspondence and General Documentation		

Record Title	Record Copy Custodian	Record Copy Minimum Retention Period	Regulatory Citation/Notations
I. Delinquent Tax Records:	See also: Section 1 Assessor Property Taxation Records		
1) Affidavits of Posting and Publication – Delinquent Taxes:	Treasurer	Permanent (recorded with the Clerk and Recorder)	**CRS** 39-11-102: No retention period specified **CRS** 39-11-103: Affidavits of posting to be recorded with Clerk and Recorder for permanent retention **MC, DC** *Treasurer 95-93:* 10 years + current
2) Mobile Home Distraint and Tax Lien Sale Files. Includes: ▪ Correspondence concerning redemptions ▪ Distraint warrants (copies) issued by the Treasurer for taxes due ▪ Notices of service by the Sheriff ▪ Certificates of Mobile Home Sale for Delinquent Taxes ▪ Other related records	Treasurer	Permanent	**MC:** 4 years + current ***Note:*** 9/8/08 e-mail from Maureen Waller: revise to 6 years + current Submitted to State Archives for retention of 6 years + current. Per phone conversation with Maureen Waller, department intends to retain permanently per CRS 39-11-114
3) Personal Property Tax Files: Includes: ▪ Certificates of Sale of Personal Property ▪ Correspondence with auctioneers and collection agencies ▪ Distraint warrants (copies) issued by the Treasurer for personal property taxes due ▪ Investigation reports ▪ Notices of sale of personal property ▪ Notices of service by the Sheriff ▪ Proofs of publication of notices ▪ Property inventories	Treasurer	1 year + current	**MC:** *Accounts Distrained and Sold:* 2 years + current; *All Others:* 1 year + current

Record Title	Record Copy Custodian	Record Copy Minimum Retention Period	Regulatory Citation/Notations
4) Redemption Certificates: Issued by the Treasurer for redemption of tax lien sale certificates.	Treasurer	6 years + current	**CRS** 39-12-105: No retention period specified **DC** *Treasurer 95-93:* 10 years + current, provided that the permanent recording entry be adequate to permit establishing redemption action, if and when necessary **MC:** 10 years + current ***Note:*** Real property tax liens may be redeemed at any time until a Treasurer's Deed is issued or until 15 years from the date of sale, whichever comes first. After 15 years, the tax lien is cancelled (CRS 39-11-148).
5) Tax Deed Proceedings: Files containing documents and records pertaining to applications for Treasurer's tax deeds (not including Tax Lien Sale Certificates of Purchase or Treasurer's Tax Deed Notices).	Treasurer	6 years + current ***Note:*** Tax Deeds are recorded	**CRS** 39-11-120, **CRS** 39-11-129: No retention period specified **CRS** 39-11-142: After holding tax certificates for 5 years, County may apply for tax deeds **CRS** 39-12-101: No recovery action may be brought within 5 years after tax deed issued **DC** *Treasurer 95-93: Requests for Tax Deeds:* 6 years + current **MC:** 5 years + current **JC:** Permanent ***Note:*** Tax deeds may be legally issued 3 years from the date of tax lien sale.
6) Tax Lien Sale Record Books and Indexes: Listings and indexes of liens sold at the annual tax lien sale, showing names, addresses, legal descriptions, amounts sold at sale, purchasers, redemptions, and tax deeds issued.	Treasurer	Permanent	**CRS** 39-11-114: Permanent **MC, DC** *Treasurer 95-93:* Permanent

Record Title	Record Copy Custodian	Record Copy Minimum Retention Period	Regulatory Citation/Notations
7) Unredeemed Certificates of Purchase and Assignments of Certificates of Purchase: Issued by the Treasurer to purchasers and assignees at the annual tax lien sale.	Treasurer	***Paid and Cancelled:*** 6 years + current from date of redemption or issuance of tax deed, whichever is later ***Unpaid and Uncollected:*** 15 years + current ***Outstanding Certificates Struck from Tax Roll:*** 30 years + current	**CRS** 39-11-117, **CRS** 39-11-118: No retention period specified **CRS** 39-11-142: After holding certificates of sale for 30 years, County may cancel (void) certificates **DC** *Treasurer 95-93: Paid and Cancelled:* 6 years + current; *Struck from Roll:* 30 years + current **MC:** 6 years + current from date of redemption or issuance of tax deed, or 30 years + current for outstanding certificates struck off tax rolls **JC:** *Outstanding Certificates Struck from Tax Rolls:* Permanent
J. Investment Records.	See: Investment Records above		
K. Property Tax Records.			
1) Assessment Rolls, Adjustments, and Tax Dollar Warrants. Annual listings of all property subject to taxation certified by the Assessor, showing owners and descriptions and the property taxes due and paid on each property assessed. Includes assessment rolls for: ▪ Cities and towns ▪ County Funds ▪ Drainage districts ▪ Special improvement districts ▪ Taxing districts	Treasurer See also: Section 1 Assessor Property Records – Administrative Reports	6 years + current	**MC, DC** *Treasurer 95-93:* Permanent
2) Board of Equalization Records:	See: Section 3 Board of County Commissioners Records – Board of Equalization		
3) Certificates of Property Taxes Due: Certifications of property taxes due on specified tax accounts.	Treasurer	10 years + current	**MC, DC** *Treasurer 95-93:* 10 years + current

Record Title	Record Copy Custodian	Record Copy Minimum Retention Period	Regulatory Citation/Notations
4) Certifications of Levies and Revenue Reports: Report from the Board of County Commissioners to the Assessor and other entities certifying tax levies for all towns, cities, school districts and special districts within the County.	Finance	6 years + current	**ARL:** 6 years + current ***Note:*** 10/2/08: Moved to this Section from Section 1 Assessor Property Records per e-mail from Maureen Waller
5) Delinquent Tax Records:	See: Delinquent Tax Records above		
6) Mass Payment Records: Correspondence, reports and supporting documentation submitted with tax payments covering multiple tax schedules.	Treasurer	1 year + current	**DC** *Treasurer 95-93:* 3 years + current **MC:** *Electronic Payments:* 3 years + current; *Non-Electronic Payments:* 1 year + current
7) Mobile Home Authentications: Copies of certifications that mobile home taxes have been paid that are used for movement permits and title applications.	Treasurer	10 years + current	**MC:** 1 year + current
8) Property Tax Revenue Limit: Taxing entities are allowed to increase their property tax revenue from the previous year by a maximum of 5.5%. Form is used for notification by the Division of Local Government (DOLA) of its calculation of the 5.5% property tax revenue limitation.	Finance	6 years + current	**ARL:** 6 years + current ***Note:*** 10/2/08: Moved to this Section from Section 1 Assessor Property Records per e-mail from Maureen Waller
9) Public Disclosure Mill Levy Calculations – Law Enforcement Authorities: Annually, the Assessor certifies to each law enforcement authority in the County the total assessed value of all taxable property within the territorial limits of the authority and the mill levy that will generate the same property tax revenue as was generated in the previous year.	Finance	6 years + current	**ARL:** 6 years + current ***Note:*** 10/2/08: Moved to this Section from Section 1 Assessor Property Records per e-mail from Maureen Waller

Record Title	Record Copy Custodian	Record Copy Minimum Retention Period	Regulatory Citation/Notations
10) Tax Abatements Orders, Files and Worksheets: Orders and other records of property taxes abated and/or refunded; files and reports listing summary information concerning tax abatements.	Treasurer See also: Section 1 Assessor Property Taxation Records	***Abatement Orders and Supporting Documentation:*** 6 years + current ***Abatement Files and Worksheets:*** 6 years + current	**DC** *Treasurer 95-93:* 6 years + current **MC:** *Abatement Files and Worksheets:* 6 years + current; *Abatement Orders:* Permanent
11) Tax Deferral Records: Copies of tax deferrals and supporting documentation, including correspondence.	Treasurer	1 year + current	**MC:** 1 year + current
12) Tax Distribution Records: Records showing property tax amounts distributed to taxing authorities, including school districts.	Treasurer	6 years + current	**MC: Jefferson and Garfield Counties:** Permanent; **Boulder County:** 3 years + current
13) Tax Levy Rates: Listings of mill levies from taxing authorities used to calculate annual property taxes.	Treasurer	6 years + current	**MC, DC** *Treasurer 95-93:* 6 years + current
14) Tax Rolls. Assessment rolls of all taxable property within the County.	Treasurer	Permanent	**CRS** 39-5-123, **CRS** 39-5-129: No retention period specified **ARL:** Permanent ***Note:*** 10/2/08: Moved to this Section from Section 1 Assessor Property Records per e-mail from Maureen Waller
L. Receipts for Monies Received by the Treasurer:			
1) Cash and Receipt Records and Reports: Records of cash receipts and disbursements, cash balances and bank account balances; copies of receipts for all monies received other than property taxes and Specific Ownership Taxes, including State Treasurer receipts; daily cash summary reports; and deposit registers showing the amounts deposited daily into each County account.	Treasurer See also: Treasurer Records – Receipts below	***Treasurer's Cash Receipts Summary Records:*** 6 years + current ***Cash Receipts:*** 6 years + current ***Daily Cash Summary Reports:*** 6 years + current ***Deposit Registers:*** 6 years + current	**CRS** 30-10-717: Treasurer to maintain cash book; no retention period specified **DC** *Treasurer 95-93: Cash Books/Daily Sheets:* 6 years + current, *Daily Fee Books:* 2 years + current **MC:** *Summary Cash Record Books:* Permanent; *Cash Receipts:* 6 years + current; *Daily Cash Summary Reports:* 6 years + current; *Deposit Registers:* 7 years + current **CMRRS** 5.20: *Cash Books, Receipts and Reports:* 2 years + current

Record Title	Record Copy Custodian	Record Copy Minimum Retention Period	Regulatory Citation/Notations
2) Receipts – Paid Property Taxes (Except Delinquent): Copies of receipts for property taxes paid. Includes tax receipts for: ▪ Real estate ▪ Personal property ▪ Special assessments	Treasurer	6 years + current from date of payment	**DC** *Treasurer 95-93:* 10 years + current, provided information is permanently recorded on tax roll and no lien is attached (any lien on delinquent taxes is perpetual until tax is paid) **MC:** 10 years + current from date of payment
3) Specific Ownership Tax:	Treasurer	1 year + current	**DC** *Treasurer 95-93:* 1 year + current
M. Reports – Treasurer:			
1) Monthly Reports to Board of County Commissioners and Statements of Cash Receipts and Disbursements: Reports summarizing fees payments collected for the month.	Treasurer	6 years + current	**CRS** 30-1-114, **CRS** 30-10-321, **CRS** 39-11-147: Treasurer to make monthly reports of fees and payments to Board of County Commissioners; no retention period specified
2) Treasurer/Assessor Reports of Valuation changes: Summarizes all changes to the tax roll by taxing district. Includes abatements, BAA's, Assessor memos, Treasurer's memos and cancelled taxes.	Treasurer	6 years + current ***Note:*** Provided to the Colorado Division of Property Taxation annually	**MC, DC** *Treasurer 95-93:* 6 years + current
30. WORKSHEETS – FINANCIAL: Documents such as rough notes, calculations or drafts assembled or created and used to prepare or analyze other documents; spreadsheets, worksheets, preparatory notes, tentative financial estimates and projections.	All Departments Creating Financial Worksheets	***Worksheets in General:*** Until no longer needed ***Worksheets with a Specific Fiscal Purpose (such as Human Services Monthly Worksheets):*** 2 years + current after completion of State audit	**CMRRS** 5.380: Until no longer needed ***Note:*** Finance suggests 2 years + current, then evaluate for continuing value and a longer retention purpose for worksheets with a specific purpose

SECTION 14. FLEET AND EQUIPMENT RECORDS (RESERVED)

This section is reserved for any future additions to the records retention schedule relating to the records of Fleet and Equipment.

SECTION 15. GENERAL RECORDS

General records common to the County Departments.

General Instructions

- **The minimum retention period applies to the record copy regardless of the storage format for the record (paper, electronic, microfilm, etc.).**
- **Unless otherwise specified in this retention schedule, duplicate copies may be destroyed at the discretion of the duplicate copy custodian provided they have no further administrative or other value. Duplicate copies should not be retained longer than the record copy.**
- **No record that is eligible for destruction under the retention schedule can be destroyed if it is pertinent to any anticipated, current or pending litigation, claim or audit or the subject of a legal hold.**

Record Title	Record Copy Custodian	Record Copy Minimum Retention Period	Regulatory Citation/Notations
1. AFFIDAVITS OF PUBLICATION. Proofs of publications of notices, announcements, etc. in newspapers or other print media.	All Departments Responsible for Publication	6 years + current, unless another retention period is specified by law or is set forth elsewhere in the records retention schedule	**CMRRS** 7.10: 6 years + current
2. AGENDA PACKETS AND AGENDA SUPPORTING DOCUMENTATION – BOARD OF COUNTY COMMISSIONERS. Board of County Commissioners' agenda packets, including meeting agendas showing date, time and locations of official meetings and agenda order of items to be discussed by the Board at regularly scheduled, special and emergency public meetings and agenda briefing material such as agenda item summaries, presentations 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 Board for a decision. This material, along with the Board proceedings, constitutes the County's legislative history.	***Agendas and Staff Reports:*** Clerk to the Board ***Agenda Background Material (Supporting Documentation):*** All Departments Preparing the Agenda Material ***Electronic Presentations for Board Meetings (Including Applicant Information Admitted into Evidence):*** Departments Responsible for the Agenda Item See also: Section 3 Board of County Commissioners Records	***Agendas and Staff Reports:*** Permanent ***Agendas and Staff Reports - Duplicate Copies:*** Until meeting is over ***Agenda Background Material (Supporting Documentation):*** Retain in accordance with the County's retention schedule for the specific type of record i.e. maps, contracts, etc. ***Electronic Presentations for Board Meetings (Including Applicant Information Admitted into Evidence):*** Permanent	**CMRRS** 8.10: *Agendas and Supporting Documentation:* Permanent. *Duplicate copies:* Until meeting is over **JC**, County Manager: *Agenda Packets:* Permanent
3. AGENDA PACKETS AND SUPPORTING DOCUMENTATION – BOARDS, COMMISSIONS AND AUTHORITIES.	See: Section 2 Board, Commission and Authority Records		

Record Title	Record Copy Custodian	Record Copy Minimum Retention Period	Regulatory Citation/Notations
4. AGREEMENTS, CONTRACTS AND SUPPORTING DOCUMENTATION.			
A. Agreements and Contracts. Agreements and contracts of various kinds that document some form of agreement that is enforceable by law between the County and other parties, including but not limited to intergovernmental agreements, memoranda of understanding, franchise agreements, lease agreements, professional services agreements, change orders, letters of intent, amendments and revisions, and essential supporting documentation.	County Attorney	6 years + current after expiration or fulfillment of all terms of the agreement or contract, whichever is later, provided that audit has been completed and that the agreement or contract no longer has any binding effect, except that prior to destruction, evaluate for continuing legal, administrative or historical value ***Duplicate Copies:*** Until no longer needed for reference	**CMRRS** 7.20: 6 years + current after expiration or fulfillment of all terms of the agreement or contract, whichever is later, provided that audit has been completed and that the agreement or contract no longer has any binding effect, except that prior to destruction, evaluate for continuing legal, administrative or historical value **DC** *Board of County Commissioners 86-112*: Duration of contract as determined by any terms limiting action thereunder + 6 years after cause accrues
B. Easement, Right-of-Way and License Agreements.	See: See Section 3 Board of County Commissioners Records		
C. Purchase Orders.	See: Section 13 Financial Records – Purchasing Records		
5. ASSOCIATED ORGANIZATION RECORDS.			
A. Courtesy Records from External Sources. Provided to County as a courtesy or in its capacity as a participating member of an external association, organization, or group Note: The external source is the office of record for such records.	All Departments Receiving Such Records	Until no longer needed for County reference or informational purposes	**CMRRS** 7.120: Until no longer needed for reference or information purposes
B. Membership Records. Records relating to memberships of County, officials and staff in external associations, groups and organizations.	All Departments Retaining Membership Records	2 years	**CMRRS** 7.200: 2 years

Record Title	Record Copy Custodian	Record Copy Minimum Retention Period	Regulatory Citation/Notations
6. CALENDARS AND SCHEDULING RECORDS. Electronic and paper records kept to document and facilitate the routine planning and scheduling of meetings, appointments and similar activities; includes calendars, appointment books, telephone messages, notes, diaries and similar records with routine content.	All Departments Creating Such Records	Destroy at option	**CMRRS** 7.90: 1 year
7. COMMITTEE RECORDS.			
A. Board of County Commissioners Committees.	See: Section 3 Board of County Commissioners Records		
B. External Committees. Records of committees outside of the County organization in which the County has representation or an interest.	All Departments Receiving Such Records	Until no longer needed for County reference or informational purposes	**CMRRS** 7.120: Until no longer needed for reference or informational purposes
C. Internal Committees. Records of committees, task forces or other types of groups composed of members of the staff and/or other County entities that meet on an ongoing basis or that are set up for specific purposes. Examples include: ▪ Staff meetings ▪ Employee safety committees ▪ Task Teams			
1) Ongoing Internal Committees.	All Departments Participating in Ongoing Committees	Until no longer needed for reference	**CMRRS** 7.70: 2 years + current, provided records have no enduring value
2) Special Internal Committees.	All Departments Participating in Special Committees	Until work of committee concludes, provided records have been evaluated to determine that they have no further value	**CMRRS** 7:70: Until work of committee concludes, provided records have no enduring value
8. CONTRACTS AND SUPPORTING DOCUMENTATION.	See: Agreements, Contracts and Supporting Documentation above		

Record Title	Record Copy Custodian	Record Copy Minimum Retention Period	Regulatory Citation/Notations
9. CORRESPONDENCE AND GENERAL DOCUMENTATION.			
A. Chronological ("Chron" or Reader) Files. Convenience copies of materials that are kept elsewhere, retained in a chronological (month and year) fashion for short term ease of reference.	All Departments Retaining Chronological Files	1 year + current, or destroy at option if there is no further reference or informational value	**CMRRS** 7.90: 1 year + current
B. Correspondence and General Documentation. Includes general administrative records.			
1) Enduring Long-Term. Documentation or general correspondence with enduring and long-term administrative, policy, legal, fiscal, historical or research value; records that relate to policy issues and actions or activities in which an important precedent is set; records of historic events relating to the County or the community; and other similar records and documentation.	All Departments	Permanent	**CMRRS** 7.90: Permanent
2) Routine. Operating correspondence and documentation that is routine and contains no significant long term administrative, legal, fiscal, historical, informational or statistical value. Includes routine letters or memoranda sent and received, reading or chronological files that are kept solely for convenience and contain duplicates of memos or letters that are also filed elsewhere, transmittal documents, etc.	All Departments	1 year + current after the matter is resolved ***Duplicate Copies:*** 1 year + current	**CMRRS** 7.90: 1 year + current

Record Title	Record Copy Custodian	Record Copy Minimum Retention Period	Regulatory Citation/Notations
3) **Transitory or Ephemeral.** General correspondence or documentation of extremely short-term value, including advertisements, drafts and worksheets, desk notes, copies of materials circulated for informational "read only" purposes, other records with preliminary or short-term informational value.	All Departments	Until material has been read	**CMRRS** 7.90: Until material has been read
C. **Electronic Mail Messages and Computer-Maintained Records.**	See: Section 18 Information Technology and Communications Systems Records - Electronic Records in General – Electronic Mail Records		
D. **Forms – Blank.** Blank forms are not considered to be records and should be separated from the County's records. However, a master forms file may be maintained to track the evolution of the form and instructions regarding use of the form.	All Departments	Until superseded	**CMRRS** 7.130: Until superseded, except retain 1 copy permanently if a master forms file is maintained
E. **Worksheets, Drafts and Notes.** Documents such as rough notes, calculations or drafts assembled or created and used to prepare or analyze other documents; records of a preliminary or working nature which do not represent significant steps in the preparation of the final version of documents; includes informal notes, preliminary drafts of letters, memoranda, reports, computer or printer output used to verify information entered into a computer and not considered to be a final copy.	All Departments Creating Such Records	Destroy immediately after subject transaction has been completed	**CMRRS** 7.410: Until no longer needed for reference
10. FINANCIAL RECORDS.	See: Section 13 Financial Records		

Record Title	Record Copy Custodian	Record Copy Minimum Retention Period	Regulatory Citation/Notations
11. HISTORICAL AND ORGANIZATIONAL RECORDS.			
A. Awards and Honors Received by County. Awards and honors received by the County government, departments or programs from various public or private sources.	All Departments Receiving Such Records	Destroy at option	**CMRRS** 7.40: Permanent
B. Organization Files. Records that contain organization charts, reorganization studies, mission or purpose statements and similar information that illustrates or provides a detailed description of the arrangement and administrative structure of the County government at different points in time.	All Departments Creating Such Records	Until superseded	**CMRRS** 7.240: Permanent
C. Photographic Records.	See: Photographic Records below		
D. Publications – County.	See: Publications below		
E. Records Older than 1900. County (or other) records of any type in the custody of the County that are dated prior to 1900 and that may have historical or archival value; includes local or regional newspapers older than 1900.	All Departments with Records Older than 1900	Permanent	**CMRRS** 9.10: Permanent
F. Scrapbooks – County. Chronological record of the County or individual departments which may include photographs, newspaper clippings and other items pertaining to the County's activities and actions and the reactions of citizens.	All Departments Creating Scrapbooks	Permanent	**CMRRS** 9.120: Permanent
12. INTELLECTUAL PROPERTY RECORDS. Records relating to County-owned copyrights, trademarks, service marks, seals, logos, taglines and other similar intellectual property.	All Departments Responsible for the Intellectual Property	Permanent	**CMRRS** 9.130: Permanent

Record Title	Record Copy Custodian	Record Copy Minimum Retention Period	Regulatory Citation/Notations
13. MAILING AND INFORMATION DISTRIBUTION RECORDS.			
A. Certified Mail Return Receipts. Receipts returned by the post office to document that the recipient received a mailing sent by the County.	All Departments Creating Such Records	2 years after matter referenced in mailing is concluded	**CMRRS** 7.160: 2 years after matter referenced in mailing is concluded
B. Envelopes. Envelopes that contained communications received by the County.	All Departments	Dispose of immediately, unless needed as documentation of mailing and receipt dates	**CMRRS** 7.160: Dispose of immediately, unless needed in rare circumstances as documentation of mailing and receipt dates
C. Mailing and Distribution Lists. Lists of names and addresses compiled for various mailings, such as billings, notifications, community outreach and other administrative purposes.	All Departments Creating Such Records	Until superseded or obsolete	**CMRRS** 7.160: Until superseded or obsolete
D. Record of Mailing. Documentation of mailing dates, content of mailings and addressees for mailing sent by the County for various purposes.	All Departments Creating Such Records	Dispose of immediately, unless needed as documentation of mailing and receipt dates	**CMRRS** 7.160: 2 years
E. Undeliverable Mailings. Mailings (excluding mailed ballots) sent by the County that are returned as undeliverable.	All Departments Receiving Undeliverable Mailings	Dispose of immediately, unless needed as documentation of mailing and receipt dates	**CMRRS** 7.160: 2 years after matter referenced in mailing is concluded
14. MAPS, DRAWINGS AND SUPPORTING DOCUMENTATION.			
A. Informational Reference Maps and Drawings. Acquired from external sources and used for County reference and informational purposes, such as municipal or school district maps.	All Departments Receiving or Creating Such Records	Until superseded or no longer needed for reference	**CMRRS** 7.190: Until superseded or no longer needed for reference

Record Title	Record Copy Custodian	Record Copy Minimum Retention Period	Regulatory Citation/Notations
B. Maps, Plats, Plans and Drawings in General and Supporting Documentation. Wide range of maps, drawings, architectural, cartographic and engineering records and supporting documentation (such as finding aids), including the following examples: ▪ Aerial maps and photographs ▪ Architectural and engineering drawings needed to plan and build static structures, such as buildings, bridges and streets ▪ "As built" drawings of facilities ▪ Boundary maps ▪ Construction drawings and renderings ▪ Design and construction drawings for major projects ▪ Development plats and plans ▪ Election maps ▪ Geographic Information System (GIS) and computer-aided design (CAD) generated maps and drawings ▪ USGS topographical maps of the area ▪ Zoning district maps	All Departments Receiving or Creating Such Records Note: Specific types of maps and drawings are also referenced in other sections of the records retention schedule	***Final Version:*** Permanent ***Preliminary or Draft Versions:*** 1 year after final version is completed ***Reference, Convenience or Working Copies:*** Until superseded or no longer needed for reference ***Finding Aids:*** Permanent	**CMRRS** 7.180 *Final:* Permanent; *Preliminary:* 1 year after final version is completed; *Reference, convenience or working copies:* Until superseded or no longer needed for reference
15. MINUTES – COUNTY ENTITIES.	See: Committee Records above, Section 2 Board, Commission and Authority Records and Section 3 Board of County Commissioners		
16. NOTICES OF MEETINGS. Documentation of compliance with laws requiring posting and distribution of notices of public meetings.	***County Meetings:*** All Department Providing Staff Support for meetings ***Non-County Meetings:*** Recording	1 year + current	**CMRRS** 8.130: 1 year + current
17. PAYROLL AND PERSONNEL RECORDS – DEPARTMENTAL.	See: Section 23 Payroll Records and Section 24 Personnel Records – Employee Records		
18. PHOTOGRAPHIC RECORDS.			
A. Model and Photographic Releases.	All Departments Creating Such Records	Until County no longer has a proprietary interest in the subject of the release	

Record Title	Record Copy Custodian	Record Copy Minimum Retention Period	Regulatory Citation/Notations
B. Photographic Records and Supporting Documentation. Supporting documentation includes finding aids, such as indexes, identifying information, etc. Examples include: ▪ Digital images ▪ Motion pictures ▪ Negatives ▪ Photographs ▪ Prints ▪ Slides and slide shows (archival) with audio tracks ▪ Videos (VHS, DVD or other formats)	All Departments	***Enduring Historical Value:*** Permanent ***Routine Administrative Value:*** Retain in accordance with the County's retention schedule for the specific type of record i.e. project photos, inspection photos, etc. ***Transitory Value:*** Destroy at option	**CMRRS** 9.100: Permanent
19. POLICIES AND PROCEDURES DOCUMENTATION.			
A. Policy Development Records. Records documenting the rationale for and adoption of County policies.	All Departments Creating Such Records	***Significant and Enduring Historical and Research Value to the County :*** Permanent ***Routine Administrative Value:*** Until superseded, provided records are review for continuing reference value prior to destruction	**CMRRS** 7.140: Permanent
B. Procedures, Operating Instructions and Policies - Adopted. Documentation with reference or legal value, including policy manuals and standard operating procedures, that would be useful in establishing past policies or procedures in liability cases, personnel disputes and other circumstances. Includes department memos, directives, handbooks, manuals, etc.	All Departments Creating Such Records	***Significant and Enduring Historical and Research Value to the County :*** Permanent ***Routine Administrative Value:*** Until superseded, provided records are review for continuing reference value prior to destruction ***Duplicate Copies:*** Until superseded	**CMRRS** 7.260: Permanent

Record Title	Record Copy Custodian	Record Copy Minimum Retention Period	Regulatory Citation/Notations
C. Rules, Regulations and Standards - Adopted. Documentation of rules, regulations, standards and similar guidelines and requirements adopted by the County in relation to various activities and functions. Examples include: ▪ Building regulations and standards ▪ Infrastructure construction standards ▪ Inspection standards ▪ Subdivision and zoning regulations	All Departments Creating Such Records	***Significant and Enduring Historical and Research Value to the County :*** Permanent ***Routine Administrative Value:*** Until superseded, provided records are review for continuing reference value prior to destruction ***Duplicate Copies:*** Until superseded	**CMRRS** 7.320: Permanent
20. PROGRAM DEVELOPMENT RECORDS. Files containing historical information documenting the creation, evolution and abolishment of County programs.	All Departments Creating Such Records	***Significant and Enduring Historical and Research Value to the County :*** Permanent ***Routine Administrative Value:*** Until superseded, provided records are review for continuing reference value prior to destruction	**CMRRS** 7.140: Permanent
21. PROJECT MANAGEMENT RECORDS.			
A. Capital Projects.	See: ▪ Section 10 Engineering and Storm Water Records ▪ Section 11 Facilities Records ▪ Section 22 Parks, Open Space, Trails and Recreation Records ▪ Section 31 Road and Bridge Records		
B. Proposed Project Files – Projects Not Undertaken.	All Departments Managing the Project	Destroy at option after completely accounting for expenses incurred, provided records are evaluated prior to destruction	

Record Title	Record Copy Custodian	Record Copy Minimum Retention Period	Regulatory Citation/Notations
22. PUBLICATIONS.			
A. External Publications. Publications of outside entities that are used for reference and informational purposes. Examples: Colorado Revised Statutes, vendor catalogs, books, professional association publications, etc.	See: Appendix B Non-Records		
B. Internal Publications – County Issued. Documents printed, published via the Internet or otherwise produced and distributed for wide internal or external reference and use, including brochures, pamphlets, leaflets, directories, instructional materials and other informational resources.	All Departments Creating Such Records See also: Reports, Plans and Studies below	***Significant and Enduring Historical and Research Value to the County :*** Permanent ***Routine Administrative Value:*** Until superseded, provided records are review for continuing reference value prior to destruction ***Transitory Value:*** Until superseded or no longer needed for reference ***Duplicate Copies:*** Until superseded or no longer needed for reference	**CMRRS** 7.300: *Publications with enduring value:* Permanent
23. PURCHASING RECORDS.	See: Section 13 Financial Records – Purchasing Records		
24. RECORDS MANAGEMENT DOCUMENTATION.			
A. Records Finding Aids. File plans, manual or automated indexes, lists, registers and other tools for locating records and information.	All Departments Creating Such Records	Life of the record for which the finding aid is designed to facilitate use and retrieval	**CMRRS** 7.310: Life of the record for which the finding aid is designed to facilitate use and retrieval
B. Records Retention Schedules, Certificates of Compliance. Approved schedules for County offices listing the minimum records retention periods and certificates of compliance completed for submission to the State Archives to document the authorized destruction of non-permanent records within the normal course of business.	County Administrator's Office	Permanent ***Duplicate Copies:*** Until superseded	**CMRRS** 7.340: Permanent

Record Title	Record Copy Custodian	Record Copy Minimum Retention Period	Regulatory Citation/Notations
25. REGULATIONS.	See: Policies and Procedures Documentation above		
26. REPORTS, STUDIES AND PLANS.			
A. Annual Reports. Summary annual reports of individual departments or the County as a whole on primary program activities and accomplishments for the previous year; may include statistics, narrative reports, graphs, and diagrams.	All Departments Creating Such Records	Permanent	**CMRRS** 7.330: Permanent
B. Plans, Reports and Studies – Internal.	All Departments Creating Such Records	***Significant and Enduring Historical and Research Value to the County :*** Permanent ***Routine Administrative Value:*** Until superseded, provided records are review for continuing reference value prior to destruction ***Transitory Value:*** Until superseded or no longer needed for reference ***Duplicate Copies:*** Until superseded or no longer needed for reference	**CMRRS** 7.380: Permanent
C. Plans, Reports and Studies – External Sources. Routine documents from external sources used for reference.	All Departments Receiving Such Records	***Significant and Enduring Historical and Research Value to the County :*** Permanent ***Routine Administrative Value:*** Until superseded, provided records are review for continuing reference value prior to destruction ***Transitory Value:*** Until superseded or no longer needed for reference ***Duplicate Copies:*** Until superseded or no longer needed for reference	

Record Title	Record Copy Custodian	Record Copy Minimum Retention Period	Regulatory Citation/Notations
D. Quarterly, Monthly, Weekly or Other Periodic Reports. Activity and statistical reports of County offices on program activities and accomplishments.	All Departments Creating Such Records	2 years after date of report, unless another retention period is specified for a specific type of report elsewhere in the records retention schedule	**CMRRS** 7.330: 1 year + current
E. Strategic Plans. "Big picture" strategic plans.	All Departments Creating Such Records	***Significant and Enduring Historical and Research Value to the County :*** Permanent ***Routine Administrative Value:*** Until superseded, provided records are review for continuing reference value prior to destruction ***Duplicate Copies:*** Until superseded or no longer needed for reference	**CMRRS** 11.130: Permanent
F. Surveys. Done by County departments, including those done on-line.	All Departments Administering Surveys	***Compilations:*** At discretion of the department ***Survey Responses:*** 1 year + current after completion of compilation	**CMRRS** 7.395: *Compilations:* Permanent; *Survey Responses:* 1 year + current after compilation complete
G. Work Plans. Departmental, work units, etc.	All Departments Creating Such Records	Until completion of subsequent work plan	
27. SOFTWARE AND SOFTWARE MANUALS.	See: Section 18 Information Technology and Communications Systems Records		

SECTION 16. HISTORIC PRESERVATION RECORDS

Records relating to the County's historic preservation program.

General Instructions

- **The minimum retention period applies to the record copy regardless of the storage format for the record (paper, electronic, microfilm, etc.).**
- **Unless otherwise specified in this retention schedule, duplicate copies may be destroyed at the discretion of the duplicate copy custodian provided they have no further administrative or other value. Duplicate copies should not be retained longer than the record copy.**
- **No record that is eligible for destruction under the retention schedule can be destroyed if it is pertinent to any anticipated, current or pending litigation, claim or audit or the subject of a legal hold.**

Record Title	Record Copy Custodian	Record Copy Minimum Retention Period	Regulatory Citation/Notations
1. CORRESPONDENCE AND GENERAL DOCUMENTATION. Correspondence and documentation of a general nature.	See: Section 15 General Records – Correspondence and General Documentation		
2. EVENTS AND ACTIVITIES. Records relating to programs, events and activities of the historic preservation program.	See: Section 15 General Records – Correspondence and General Documentation and Program Development Records		
3. FINANCIAL RECORDS.	See: Section 13 Financial Records		
4. HISTORIC PRESERVATION BOARD RECORDS. Agendas, minutes, recordings, committee records, etc.	See: Section 2 Board, Commission and Authority Records		
5. INVENTORY OF HISTORIC RESOURCES. Inventories and surveys of historic resources and properties within the County.	Historic Preservation	Permanent	
6. LANDMARK AND HISTORIC DESIGNATIONS AND SUPPORTING DOCUMENTATION. Records relating to local, state or federal historic designations for buildings, structures or districts within the County and preservation of historic structures. Supporting documentation includes applications for designation; committee reviews; staff reports; copies of Board of County Commissioners Resolutions, notifications; photographs and historic property surveys, etc.	Historic Preservation	Permanent	**CMRRS** 1.160: Permanent

SECTION 17. SOCIAL SERVICES RECORDS

Records relating to the provision of social services for families, vulnerable adults and children by the County.

General Instructions

- **The minimum retention period applies to the record copy regardless of the storage format for the record (paper, electronic, microfilm, etc.).**
- **Unless otherwise specified in this retention schedule, duplicate copies may be destroyed at the discretion of the duplicate copy custodian provided they have no further administrative or other value. Duplicate copies should not be retained longer than the record copy.**
- **No record that is eligible for destruction under the retention schedule can be destroyed if it is pertinent to any anticipated, current or pending litigation, claim or audit or the subject of a legal hold.**

Record Title	Record Copy Custodian	Record Copy Minimum Retention Period	Regulatory Citation/Notations
1. AGREEMENTS, CONTRACTS AND SUPPORTING DOCUMENTATION.	See: Section 15 General Records – Agreements, Contracts and Supporting Documentation		
2. CASE RECORDS. Includes applications, proof of identity, verifications, income supporting documentation, claims and supporting documentation, and other records of human services provided by the County.			*General References*[1]
A. Adult Protection Services Client Case Records	Social Services	3 + current after case is closed	Volume 30; 30.260
B. Child Care Assistance Client Case Records. Applications and supporting documentation relating to child care assistance.	Social Services	3 years + current after case is closed	

[1] 45 **CFR** 74.53, 45 **CFR** 92.42 and 45 **CFR** 3016.42: Financial and programmatic records, supporting documents, statistical records and other records of grantees or sub-grantees to be retained for 3 years after date of submission of final expenditure report. *State of Colorado Department of Social Services Memo 1993:* 3 years + current after case becomes inactive. 45 **CFR** 205.60 *Assistance Programs*: No retention period specified for records regarding applications, determination of eligibility, provision of financial assistance, applications denied, terminated or modified benefits. CRS 26-2-101et seq.: No retention period specified for records.

Record Title	Record Copy Custodian	Record Copy Minimum Retention Period	Regulatory Citation/Notations
C. Child Support Enforcement Case Records. Records relating to establishment, modification and enforcement of child support obligations pursuant to the state IV D plan.	Social Services	3 years + current after case is closed	**CRS** 26-13-101 et seq., 9 **CCR** 2504-1: No retention period specified
D. Child Welfare Services Records.	Social Services		
1) Adoption Client Case Records. Records relating to placement of a child with an adoptive family after termination of parental rights, including evaluations, social history and medical information, birth family information, consent forms for out-of-state travel and medical care, adoption placement agreements, information sharing forms, etc.	Social Services	Permanent	**CRS** 19-5-305, 12 **CCR** 2509-4 §7.306: No retention period specified
2) Child Welfare Client Case Records. Records relating to child welfare assistance.	Social Services	5 years + current after case is closed	**CRS** 18-6-401.1: *Limitation for Commencing Proceedings for Child Abuse:* 5 years after the commission of the offense 12 **CCR** 2509-1 §7.002.1 and §7.301: No retention period specified **Social Security Act** Title IV–D *Child Care and Establishment of Paternity:* No retention period specified
3) Foster Care Client Case Records. Records relating to placement of a child in foster care.	Social Services	5 years + current after case is closed	**CRS** 18-6-401.1: *Limitation for Commencing Proceedings for Child Abuse:* 5 years after the commission of the offense **Social Security Act** Title IV-E *Foster Care and Adoption Assistance Program:* No retention period specified
E. Financial Assistance Client Case Records. Includes, but is not limited to, applications and supporting documentation for Colorado Works and Old Age Pension.	Social Services	3 years + current after case is closed	

Record Title	Record Copy Custodian	Record Copy Minimum Retention Period	Regulatory Citation/Notations
F. Food Assistance Client Case Records. Applications and supporting documentation relating to eligibility for food assistance.	Social Services	3 years + current after case is closed	
G. General Emergency Assistance Client Case Records. Applications and supporting documentation relating to eligibility for general emergency assistance and **The Emergency Food Assistance Program "TEFAP"** food distribution.	Social Services	3 years + current after case is closed or services received	
H. Low Income Energy Assistance Program (LEAP) Client Case Records. Applications and supporting documentation relating to assistance to low-income households with winter heating costs; supporting documentation includes proof of income, copies of heating bills and rent receipts, proof of identification and signed affidavits of proof of citizenship.	Social Services	3 years + current after conclusion of the annual assistance program	***Note:*** An annual application is required
I. Medical Assistance Client Case Records. Includes, but is not limited to, applications and supporting documentation for all categories of Medicaid	Social Services	3 years + current after case is closed	
J. Youth Initiative Client Case Records. Program referral forms for Project "Wrap-Around" and applications and supporting documentation for other youth initiative assistance programs.	Reserved for Future Use		
3. CASE RECORDS - INVESTIGATIONS.	Social Services		
A. Investigations claims and Founded Referrals.			
1) Colorado Works Investigations -Valid Claim activated; Founded Referrals with Intentional Program Violations.	Social Services	***First and Second Offense:*** 3 years following recovery of overpayment; write off. ***Third Offense:*** Permanent	Retention periods based on State rules: "The penalty shall be in effect for 12 months upon the first occasion of any such offense; 24 months upon the second occasion of any such offense and permanently upon the third such offense."
2) Food Assistance Investigations - Founded	Social Services	***First and Second Offense:*** 10 years after	Retention periods based on State rules: "Individuals who receive multiple benefits due

Record Title	Record Copy Custodian	Record Copy Minimum Retention Period	Regulatory Citation/Notations
Referrals Based on Misrepresentation of Identity or Residence.		determination ***Third Offense:*** Permanent	to misrepresenting their identity or residence shall be ineligible to participate in the Food Stamp Program for a 10-year period. Attempting to receive or receipt of more than one original allotment of benefits during an issuance period (calendar month) is considered as receipt of multiple benefits. A permanent disqualification for a third offense would override the disqualification period for multiple benefits."
3) Food Assistance Investigations valid claim activated ; Founded Referrals with Intentional Program Violations.nce	Social Services	***First and Second Offense:*** 3 years following recovery of overpayment; write off; or 1st & 2nd offense ***Third Offense:*** Permanent	Retention periods based on State rules: "Individuals who . . . have been found to have committed an intentional program violation . . . shall be ineligible to participate in the food stamp program for 12 months for the first intentional program violation, 24 months for the second intentional program violation and permanently for the third intentional program violation/fraud."

Record Title	Record Copy Custodian	Record Copy Minimum Retention Period	Regulatory Citation/Notations
B. Investigations of Founded Referrals with Felony Fraud Charges.	Social Services	***Felony Fraud Charges with Conviction:*** 3 years after case conviction or 3 years after restitution is paid off, whichever is later ***Felony Fraud Charges with No Conviction:*** 3 years after charges filed	
C. Investigations of Unfounded Referrals.	Social Services	3 years after determination	
4. CORRESPONDENCE AND GENERAL DOCUMENTATION. Correspondence and documentation of a general nature.	See: Section 15 General Records – Correspondence and General Documentation		
5. FINANCIAL RECORDS.	See: Section 13 Financial Records		
6. GRANT RECORDS.	See: Section 13 Financial Records – Grants and Supporting Documentation		
7. LONG RANGE PLANS – HUMAN SERVICES.	See: Section 15 General Records – Reports, Studies and Plans – Strategic Plans		
8. PAYROLL AND PERSONNEL RECORDS.	See: Section 23 Payroll Records and Section 24 Personnel Records		
9. PROGRAM DEVELOPMENT RECORDS.	See: Section 15 General Records – Program Development Records		
10. PUBLICATIONS.	See: Section 15 General Records – Publications		
11. REPORTS.	See: Section 15 General Records – Reports, Studies and Plans		
12. VOLUNTEER RECORDS.			
A. Transportation Database. Tracking of trips by clients, monthly logs of volunteers and reimbursement to volunteers.	Human Services	3 years + current after audit	
B. Volunteer Worker Records.	See: Section 24 Personnel Records – Employee Records – Volunteer Worker Records		

SECTION 18. INFORMATION TECHNOLOGY AND COMMUNICATION SYSTEMS RECORDS

Records relating to the County's information technology and communications systems operations.

General Instructions

- **The minimum retention period applies to the record copy regardless of the storage format for the record (paper, electronic, microfilm, etc.).**
- **Unless otherwise specified in this retention schedule, duplicate copies may be destroyed at the discretion of the duplicate copy custodian provided they have no further administrative or other value. Duplicate copies should not be retained longer than the record copy.**
- **No record that is eligible for destruction under the retention schedule can be destroyed if it is pertinent to any anticipated, current or pending litigation, claim or audit or the subject of a legal hold.**

Record Title	Record Copy Custodian	Record Copy Minimum Retention Period	Regulatory Citation/Notations
1. AGREEMENTS AND CONTRACTS.	See: Section 15 General Records – Agreements, Contracts and Supporting Documentation		
2. COMMUNICATION SYSTEMS RECORDS.			
A. Communications Sites Records. Records of sites used for installation of communications system infrastructure such as communications towers.	Information Technology Facilities	Until site is no longer under County jurisdiction or no longer serves a communications system purpose	**LC:** Permanent ***Note:*** Sheriff's Office also retains this type of record.
B. FCC Licenses and Supporting Documentation - Wireless.	Information Technology	1 year after expiration of license	**CMRRS** 6.40: 1 year after expiration of license ***Note:*** Sheriff's Office also retains this type of record.
C. Telephone and Pager System Records.			
1) Call Detail Records (CDR). Records of outgoing calls.	Information Technology	Until system capacity is exceeded	***Note:*** Retention capability depends on system capacity of 1,500,000 rows maximum
2) Cell Phone Reports (Electronic). Reports from cell phone providers.	Information Technology	1 year + current	

Record Title	Record Copy Custodian	Record Copy Minimum Retention Period	Regulatory Citation/Notations
3) Communication Systems User Data (Electronic). Includes: ▪ Cap codes ▪ Electronic records of users ▪ Extension and pager numbers ▪ Service providers ▪ VOIP user records ▪ Other user information	Information Technology	Until superseded	
4) System Management Records. Relating to creation, modification and disposition of communications systems, including: ▪ Equipment records ▪ FCC records ▪ Maintenance contracts (copies) ▪ Repair order forms ▪ Service orders ▪ System planning records ▪ Other management records	Information Technology	Life of system + 1 year	
5) Telephone Usage Reports. Generated on demand.	All Departments Requesting Reports	Until system capacity is exceeded	**FC** 3.90: 6 years + current ***Note:*** Retention capability depends on system capacity of 1,500,000 rows maximum
6) Voice Mail Messages (Sound Files). Incoming telephone calls recorded on voice mail systems or answering machines.	All Departments Retaining Voice Mail Messages as Records	Based on content, retain for the retention period for the specific type of record i.e. electronic records (including voice mail messages) have the same retention periods as paper or microfilm records with the same content	***Note:*** System has limited capacity and messages should be saved to the appropriate media if retained as records
3. COMPUTER SYSTEM RECORDS.			
A. Change Control Board (CCB) Records. An IT staff group that manages configuration and code changes to IT systems to ensure that diligence is done before changes are made.			
1) Board Operations Records. Agendas, meeting minutes, etc.	See: Section 15 General Records – Ongoing Committee Records		

Record Title	Record Copy Custodian	Record Copy Minimum Retention Period	Regulatory Citation/Notations
2) **Requests and Supporting Documentation.** Formal requests for changes made to the CCB for review and approval and any supporting documentation to help the CCB make a decision.	Information Technology See also: Computer Hardware and Software Documentation below	Until the information technology asset that is the subject of the requested change is no longer used or needed to retrieve or store data	
B. Computer Audit Reports. Completed to determine compliance with County policies relating to software and electronic records management.	Information Technology	Until subsequent audit is completed	
C. Computer Backup Records. Relating to backups made for disaster recovery purposes.			
1) **Computer Backup Indexes.**	Information Technology	Life of computer backup tape	**CMRRS** 6.50: 1 year after superseded or obsolete **FC**: Life of computer backup tape
2) **Computer Backup Tapes – County-Wide Computer Systems.** Includes backups for Content Management System (CMS), File Server (Shared Drives), Oracle and Recovery Manager (R-Man).	Information Technology	Retention period is set administratively and documented in accordance with administrative policy	**JC:** *Daily backup tapes:* 1 week; *Weekly backup tapes:* 1 month; *Monthly backup tapes:* 3 years; *Yearly backup tapes (last monthly backup for each year):* 5 years
3) **Departmental Backups.** Disaster backups created by County departments on CDs or other removable storage media, hard drives, etc.	All Departments Creating Backups	Until superseded by another tested backup ***Note:*** Disaster backups are typically not appropriate for record keeping purposes. No electronic storage media is considered to be "permanent" storage	

Record Title	Record Copy Custodian	Record Copy Minimum Retention Period	Regulatory Citation/Notations
D. Computer Hardware and Software Records.			
1) Access Control Records. Records required to establish and maintain computer security, including: ▪ Access requests, authorizations ▪ Encryption keys ▪ Journals ▪ Password documentation ▪ Reports ▪ System access logs ▪ Other access control records	Information Technology	***System Access Logs:*** 6 months ***All Other Access Control Records:*** Until system capacity is exceeded	**Oregon** *University Archives Retention Schedule: System Access Logs:* 3 years + current; Other records: 3 years after superseded or obsolete **Virginia** *General Schedule No. 110:* Delete when no longer administratively useful
2) Computer Hardware and Software Documentation. Written documentation necessary to operate computer equipment or programs and to access or retrieve stored information or data. Documentation may be in paper or electronic formats and may include: ▪ Application Bluebooks ▪ Flowcharts ▪ Hardware specifications ▪ Maintenance requirements ▪ Operation and user manuals ▪ System change records ▪ Other similar documentation	Information Technology See also: Change Control Board records above	Until computer equipment or software is no longer used or needed to retrieve or store data	**JC:** Until computer equipment or software is no longer used or needed to retrieve or store data **SRM** 5-8: Until program is discontinued + 1 year
3) Custom Software Records. Records relating to ownership of rights to custom software.	Information Technology	Until custom software is no longer used or needed to retrieve or store data	
4) "Gold Copy" of Software and Supporting Documentation. Official copy of software in authorized County use; **s**upporting documentation may include: ▪ License agreements ▪ Proofs of purchase ▪ Software documentation (See also Computer Hardware and Software Documentation above) ▪ Other supporting documentation	Information Technology	Until software is no longer used or needed to retrieve or store data	**CMRRS** 6.50: Until superseded or no longer needed to retrieve or read data and information that is stored electronically **JC:** Until software is no longer used or needed to retrieve or store data ***Note:*** Some software is received electronically rather than on a CD

Record Title	Record Copy Custodian	Record Copy Minimum Retention Period	Regulatory Citation/Notations
5) Information Technology Asset Inventories. Listings of enterprise-wide computer assets supported by IT Department.	Information Technology	Until superseded	**CMRRS** 6.90: Until revised
6) Maintenance Records – Computer System. Paper and electronic documentation of maintenance of County computer systems and components needed to ensure compliance with warranties or service contracts, schedule regular maintenance and diagnose system or component problems. Includes: ▪ Component maintenance records ▪ Computer equipment inventories ▪ Failure logs ▪ Hardware performance reports ▪ Invoices (copies) ▪ Maintenance contracts (copies) ▪ Warranties ▪ Other maintenance records	Information Technology	Life of system or component + 1 year	**CMRRS** 6.50: Life of system or component + 1 year **SRM** 5-3: 1 year after disposal of equipment
E. Network and Fiber Optics System Records.			
1) As-Built Drawings and Schematics. Documentation of the wiring of County's computer network system(s), including blueprints, diagrams and drawings of layout and installations of fiber optics, computer networks, cables, computer equipment connections and similar documentation.	Information Technology	Retain current and previous versions	**CMRRS** 6.50: Current and previous versions
2) Inventory Data. Fiber cable installation and change data.	Information Technology	Until superseded	
F. Source Codes. Automated program codes which generate the machine-language instructions used to operate an automated information system.	Information Technology	Until product is no longer used or needed to retrieve or store data	

Record Title	Record Copy Custodian	Record Copy Minimum Retention Period	Regulatory Citation/Notations
G. System Logs. System-created or vendor originated logs documenting various aspects of information technology systems operations.	Information Technology	Until system capacity is exceeded	
H. Website Records.	See: Website Records below		
4. CORRESPONDENCE AND GENERAL DOCUMENTATION. Correspondence and documentation of a general nature.	See: Section 15 General Records – Correspondence and General Documentation		
5. DISASTER PREPAREDNESS AND RECOVERY PLANS – IT. Documents the protection and reestablishment of data processing services and equipment in case of a disaster; includes: ▪ Checklists ▪ Emergency contact information ▪ Procedures	Information Technology	Until superseded by revised plan	
6. ELECTRONIC RECORDS IN GENERAL.			
A. Databases and Spreadsheets. There are two types: *Administrative databases or spreadsheets* are used for internal tracking, report preparation or other administrative purposes. *Functional databases or spreadsheets* contain information that relates to the primary function of the work unit	All Departments Creating Databases and Spreadsheets	***Administrative:*** Delete or destroy entire file or individual records when no longer administratively useful ***Functional:*** Based on content, retain for the retention period for the specific type of record i.e. electronic records have the same retention periods as paper or microfilm records with the same content	**Virginia** *General Schedule No. 110: Administrative:* Delete or destroy entire file or individual records when no longer administratively useful; *Functional:* Retain in accordance with related general schedule
B. Electronic Mail Records.			
1) Electronic Mail Audit Logs. Transfer and delivery system logs.	Information Technology	Until system capacity is exceeded	
2) Electronic Mail Messages and Attachments.	See: Electronic Records Retained for Record Keeping Purposes below		

Record Title	Record Copy Custodian	Record Copy Minimum Retention Period	Regulatory Citation/Notations
C. Electronic Records (Copies) Retained Solely for Convenience.	All Departments Retaining Convenience Copies of Electronic Records	Until no longer needed, provided that the definitive copy of the record is retained for the applicable retention period	
D. Electronic Records Retained for Disaster Backup Purposes.	See: Computer Backup Records above		
E. Electronic Records Retained for Record Keeping Purposes. Computer-generated and maintained records in electronic formats retained for record keeping purposes, including the following examples: ▪ Digital recordings – audio and video ▪ E-mail messages and attachments ▪ Imaged records ▪ Recorded videoconferences ▪ Other records retained in electronic format	All Departments Retaining Electronic Records for Record Keeping Purposes See also: Databases and Spreadsheets above and Communications Systems - Voice Mail Messages above	Based on content, retain for the retention period for the specific type of record i.e. electronic records have the same retention periods as paper or microfilm records with the same content ***Note:*** No electronic storage media is considered to be "permanent" storage	**CMRRS** 7.100: Follow the retention schedule for the specific type of record
F. Word Processing Files – Record Copies. Electronic files intended to serve as the record copy of correspondence, publications or other forms of text-based documents.	All Departments Retaining Word Processing Files as Records	Based on content, retain for the retention period for the specific type of record i.e. electronic records have the same retention periods as paper or microfilm records with the same content	
G. Word Processing Files – Used Solely to Create Hard Copy. Electronic files used solely to create hard copy of text-based documents.	All Departments	Until no longer administratively useful	
7. FINANCIAL RECORDS.	See: Section 13 Financial Records		

Record Title	Record Copy Custodian	Record Copy Minimum Retention Period	Regulatory Citation/Notations
8. GEOGRAPHIC INFORMATION SYSTEM (GIS) RECORDS.	See also: Computer System Records above		
A. GIS Datasets, Data Files and Supporting Documentation – Permanent. Datasets (data files) are part of the GIS database. A data layer refers to a conceptual grouping of data that share common characteristics, such as a layer composed of base or thematic data, e.g. roads (base) or wildlife habitat (thematic). GIS data combines and links graphic representations of features or events found on the earth with corresponding tabular (attribute) data.	GIS	Until superseded	**CMRRS** 7.180: Until superseded
B. Hardware and Software Records.	See: Computer System Records above		
C. Historical Snapshots – GIS. ***Note:*** *The frequency of historical snapshots is set by administrative policy*	GIS	***Annual Historical Snapshots – Selected Assessor Layers:*** Permanent ***Historical Snapshots – Data Required by Statute:*** Permanent	**CMRRS:** *Daily back-ups:* 2 weeks; *Monthly back-ups:* 1 year; *Replicate copies:* Until superseded by new version of backup; *Historical snapshots:* Permanent
D. Maps – Generated from GIS. ***Note:*** *The frequency of historical snapshots is set by administrative policy*	***"Record" Version of GIS-Produced Maps and Electronic Version Provided by GIS:*** Requesting Department See also: Historical Snapshots above and Section 15 General Records – Maps and Drawings	***Record Version of GIS-Produced Maps and Electronic Version Provided by GIS:*** Based on content, retain for the retention period for the specific type of record i.e. electronic records have the same retention periods as paper or microfilm records with the same content ***Preliminary Versions:*** Until superseded by final version	

Record Title	Record Copy Custodian	Record Copy Minimum Retention Period	Regulatory Citation/Notations
E. Processing Files. System logs and other processing files (electronic or printed on demand), including work files, test files, input/source files, intermediate input/output files, valid transaction files, documentation of users and operations, and audit trail files.	GIS	Follow system schedule	**CMRRS** 7.180: Follow system schedule
F. Source Data - Electronic. Includes data received from third parties or other external data sources.	GIS	Until uploaded to GIS system, provided source of data is noted in documentation, subject to any applicable licensing agreements or constraints, then until superseded	**CMRRS** 7.180: Until uploaded to GIS system
G. System Documentation.	See: Computer System Records above		
9. PAYROLL AND PERSONNEL RECORDS.	See: Section 23 Payroll Records and Section 24 Personnel Records		
10. POLICIES AND PROCEDURES DOCUMENTATION.	See: Section 15 General Records – Policies and Procedures Documentation		
11. PROJECT RECORDS – INFORMATION TECHNOLOGY AND COMMUNICATION SYSTEMS. Project records relating to the development, design, installation, upgrade and replacement of communications, computer and information systems technology; includes correspondence, drawings, copies of contracts and supporting documentation, copies of invoices and purchase orders, project bonds, project team meeting records, etc. Project files may include: ▪ Analyses, assessments, evaluations, reports and studies ▪ Contracts (copies), proposals, purchase orders (copies), vendor literature ▪ Correspondence, meeting records, notes ▪ Project charters, plans, planning and development records, user requirements, specifications, standards, architecture and design ▪ Quality assurance testing reports, statistics and coverage requirements, issues logs ▪ Other project records and documentation	Information Technology	***Implemented Systems:*** 6 years + current after replacement of the information system or communications infrastructure, except prior to destruction, evaluate for continuing legal, administrative or historical value ***Systems Not Implemented:*** 3 years + current	**CMRRS** 7.280 (2008 Proposed Revision) *Capital Projects:* 6 years + current after replacement, demolition or transfer of the improvement to another entity, except that routine material may be purged when eligible for destruction under this retention schedule and except that, prior to destruction, the records must be evaluated for continuing legal, administrative or historical value **CMRRS** 7.280: *Non-Capital Projects:* 2 years after project completion provided there is no legal or administrative value
12. PURCHASING RECORDS.	See: Section 13 Financial Records		
13. STANDARDS – INFORMATION	See: Section 15 General		

Record Title	Record Copy Custodian	Record Copy Minimum Retention Period	Regulatory Citation/Notations
TECHNOLOGIES.	Records – Standards and Regulations		
14. STRATEGIC TECHNOLOGY PLANS.	See: Section 15 General Records – Plans, Studies and Reports		
15. TELEVISION SYSTEM RECORDS.	See: Section 26 Public Relations, Outreach and Legislative Affairs Records		
16. TRAINING RECORDS - IT. Records relating to classroom and web-based training for Enterprise applications.	Information Technology	2 years + current or until no longer needed for reference	
17. VOICE MAIL MESSAGES.	See: Communications System Records – Voice Mail Messages above		
18. WEBSITE RECORDS.			
A. WebSense Logs. Tracks websites visited by internal sources.	Information Technology	1 year + current	***Note***: Added per e-mail from Maureen Waller 9/8/08
B. Website Access Summaries. Tracks hits to County's website.	Information Technology	1 year + current	
C. Website Backups.	See: Computer Backup Records above		
D. Website Development and Evolution Records. Documentation of development and changes to the County's website.	Information Technology	6 roll-backs of all County Web pages, or as otherwise set administratively to reflect Web content Management system capabilities and documented in accordance with administrative policy	**CMRRS** 6.50: *Website Development and Evolution:* Recommend that the last 2 iterations of the website be retained if possible **Virginia** *General Schedule No. 110:* Retain superseded pages for 10 years; *Informational only:* 2 years ***Note:*** The County currently retains 6 roll-backs of all County Web pages
E. Website Page Design Records.	See: Section 26 Public Relations, Outreach and Legislative Affairs Records		

SECTION 19. LEGAL COUNSEL RECORDS

Records relating to litigation, potential litigation, claims, non-judicial proceedings and other activities of legal counsel.

General Instructions

- **The minimum retention period applies to the record copy regardless of the storage format for the record (paper, electronic, microfilm, etc.).**
- **Unless otherwise specified in this retention schedule, duplicate copies may be destroyed at the discretion of the duplicate copy custodian provided they have no further administrative or other value. Duplicate copies should not be retained longer than the record copy.**
- **No record that is eligible for destruction under the retention schedule can be destroyed if it is pertinent to any anticipated, current or pending litigation, claim or audit or the subject of a legal hold.**

Record Title	Record Copy Custodian	Record Copy Minimum Retention Period	Regulatory Citation/Notations
1. ADMINISTRATIVE HEARING RECORDS.	See: Non-judicial Proceedings below		
2. AGREEMENTS AND SUPPORTING DOCUMENTATION.	See: Section 15 General Records – Agreements, Contracts and Supporting Documentation		
3. BOARD OF COUNTY COMMISSIONERS RECORDS.	See: Section 3 Board of County Commissioners Records		
4. CONTRACTS AND SUPPORTING DOCUMENTATION.	See: Section 15 General Records – Agreements, Contracts and Supporting Documentation		
5. CORRESPONDENCE AND GENERAL DOCUMENTATION. Correspondence and documentation of a general nature.	See: Section 15 General Records – Correspondence and General Documentation		

Record Title	Record Copy Custodian	Record Copy Minimum Retention Period	Regulatory Citation/Notations
6. COURT FILES. Civil case files documenting pending and closed cases filed by the County and against the County, including legal documents, notes, reports, background material, settlement records and other documentation created in handling of claims and legal disputes and civil actions between the County and other parties. These records will include documentation such as complaints, summonses, investigations, reports, attorney's notes, photographs, orders and judgments, dispositions, pleadings and related records. Litigation records include any court decisions affecting the County, court proceedings, research files of legal counsel, litigation case files, and hearing files for cases pertinent to the County, including mental health commitment case files.	County Attorney See also: Pending Lawsuits below	***Court Files – Court Rulings (Major):*** 6 years + current after decision, expiration of appeals or expiration of time for filing of appeals, except evaluate prior to destruction to determine any continuing value ***Court Files – Court Rulings (Minor; excludes property):*** 3 years + current after expiration of appeals or expiration of time for filing of appeals, except evaluate prior to destruction to determine any continuing value	**CMRRS** 13.70 *Major:* Permanent **CMRRS** 13.70 *Minor:* 7 years after case closed, dismissed or date of last action unless there is historical value **LC** *County Attorney: Litigation Records:* 10 years + current **ACC** p52 *Legal Files and Papers:* As determined by General Counsel on a case by case basis ***Note:*** Court rulings are available on-line
7. CRIMINAL CASE FILES – ZONING VIOLATIONS. Files used by County prosecutors to conduct trials against persons charged with zoning misdemeanors, including citations, police reports, complaints, subpoenas, motions, judgments and related records.	County Attorney	3 years + current after case concludes, then evaluate for continuing value prior to destruction	**CMRRS** 13.40: 2 years after case is closed
8. FINANCIAL RECORDS.	See: Section 13 Financial Records		
9. GARNISHMENTS.	See: Section 23 Payroll Records		
10. NON-JUDICIAL PROCEEDINGS. Records of external and internal proceedings before various regulatory bodies or entities (examples: Administrative Hearings, EEOC, Worker's Comp hearings, PUC, Air Quality Control Commission, State Board of Assessment Appeals, Unemployment, etc.), arbitration and mediation on behalf of County, such as arbitration for property tax assessments.	County Attorney	At least 3 years + current after all rights of appeal have expired, then evaluate to determine whether the records have any continuing value; destroy thereafter at option of County Attorney	**CMRRS** 7.05 *Administrative Proceedings Records:* 2 years + current, provided all rights of appeal have expired **FC** 9.50 *Major Proceedings:* Permanent. *Minor Proceedings:* For the period of time retained by the body conducting the hearing or proceeding

Record Title	Record Copy Custodian	Record Copy Minimum Retention Period	Regulatory Citation/Notations
11. PENDING LAWSUITS.			
A. Claim Files. Records of notifications received by the County of contract or tort claims and potential lawsuits.	***Major Claims That Proceed to Lawsuits:*** County Attorney ***Minor Claims Settled Without Proceeding to Lawsuit:*** Risk Management See also: Section 30 Risk Management Records – Claim and Litigation Records	***Major Claims That Proceed to Lawsuits:*** 6 years + current after the claim is withdrawn, after the conclusion of any proceedings relating to the claim or after conclusion of any lawsuit, whichever is later, then evaluate for continuing value prior to destruction of the records ***Minor Claims Settled Without Proceeding to Lawsuit:*** 3 years + current after settlement	**CMRRS** 13.30, **FC** 9.10: 6 years + current after closure of claim ***Note:*** Under the Governmental Immunity Act claimants have two years to file with the court.
B. Risk Management Records.	See: Section 30 Risk Management Records		
12. PROPERTY CONDEMNATION CASE FILES. Files relating to land and property condemned by the County, including: ▪ Correspondence ▪ Legal descriptions of property ▪ Plats ▪ Tax proration requests (copies) ▪ Tax statements ▪ Other related records	County Attorney	10 years + current after file is closed	**MC:** 10 years + current

SECTION 20. LIQUOR LICENSING RECORDS

Records relating to the issuance, renewal, transfer, suspension or revocation of licenses for establishments that sell alcohol beverages under County jurisdiction.

General Instructions

- **The minimum retention period applies to the record copy regardless of the storage format for the record (paper, electronic, microfilm, etc.).**
- **Unless otherwise specified in this retention schedule, duplicate copies may be destroyed at the discretion of the duplicate copy custodian provided they have no further administrative or other value. Duplicate copies should not be retained longer than the record copy.**
- **No record that is eligible for destruction under the retention schedule can be destroyed if it is pertinent to any anticipated, current or pending litigation, claim or audit or the subject of a legal hold.**

Record Title	Record Copy Custodian	Record Copy Minimum Retention Period	Regulatory Citation/Notations
1. ALCOHOL BEVERAGE LICENSING RECORDS.			
A. Alcohol Beverage Licensing Files. Records relating to applications for all types of beer and liquor licenses, including: ▪ Boundary maps ▪ Certificates of incorporation or good standing ▪ Change of corporate or trade name forms ▪ Change of location permits ▪ County/State application forms ▪ Floor diagram ▪ Individual history forms ▪ Manager's registration and change of manager forms ▪ Modification of premises ▪ Neighborhood petitions ▪ Ownership records including lists of officers, stockholders and directors, partnership agreements, articles of organization, operating agreements, certificates of authority, and corporate changes ▪ Record of payment of fees ▪ Record of posting of premises ▪ Other application and background materials	Clerk to the Board	6 years after establishment ceases operation or after final denial, expiration, revocation, termination or transfer of the license, except that any background materials that will also apply to a transferred license should be retained from the original license file	**CMRRS** 12.20: 1 year + current after establishment ceases operation or after final denial, expiration, revocation, termination or transfer of the license, except that any background materials that will also apply to a transferred license should be retained from the original license file
B. Renewal Records – Alcohol Beverage Licenses. Applications and supporting documentation relating to annual renewal of an alcohol beverage license.	Clerk to the Board	Current operations kept indefinitely after renewal or transfer of ownership	**CMRRS** 12.20: 1 year + current after renewal or transfer of ownership

Record Title	Record Copy Custodian	Record Copy Minimum Retention Period	Regulatory Citation/Notations
C. Special Events Licenses. Application materials and supporting documentation for special events alcohol beverage licenses.	Clerk to the Board	6 years after event	**CMRRS** 12.20: 1 year + current after event
D. Temporary Alcohol Beverage Permits. Application materials and supporting documentation relating to issuance of temporary alcohol beverage permits.	Clerk to the Board	2 years + current after permit expiration	**CMRRS** 12.20: 1 year + current after permit expiration
2. CORRESPONDENCE AND GENERAL DOCUMENTATION. Correspondence and documentation of a general nature.	See: Section 15 General Records – Correspondence and General Documentation		
3. LIQUOR LICENSING AUTHORITY RECORDS.	See: Section 3 Board of County Commissioners Records for agendas, minutes, recordings and other records for the Board sitting as another decision-making body		**Note:** The Board of County Commissioners serves as the Liquor Licensing Authority for Douglas County
4. LISTINGS OF LICENSEES – ALCOHOL BEVERAGES.	Clerk to the Board	Until superseded	
5. VIOLATION RECORDS. Documentation and background material for administrative hearings and hearings held by the liquor licensing authority (the Board of County Commissioners) to show cause why an alcohol beverage license should not be suspended or revoked, including hearing notices, exhibits and hearing findings.	Clerk to the Board	***Violation Records:*** 1 year + current after establishment ceases to do business or license is transferred ***Violations Spreadsheet:*** Until superseded	**CMRRS** 12.20: 1 year + current after establishment ceases to do business or license is transferred

SECTION 21. MOTOR VEHICLE LICENSING RECORDS

Records relating to motor vehicle licensing handled by the County Clerk and Recorder pursuant to CRS Title 42.

General Instructions

- **The minimum retention period applies to the record copy regardless of the storage format for the record (paper, electronic, microfilm, etc.).**
- **Unless otherwise specified in this retention schedule, duplicate copies may be destroyed at the discretion of the duplicate copy custodian provided they have no further administrative or other value. Duplicate copies should not be retained longer than the record copy.**
- **No record that is eligible for destruction under the retention schedule can be destroyed if it is pertinent to any anticipated, current or pending litigation, claim or audit or the subject of a legal hold.**

Record Title	Record Copy Custodian	Record Copy Minimum Retention Period	Regulatory Citation/Notations
1. AGREEMENTS, CONTRACTS AND SUPPORTING DOCUMENTATION.	See: Section 15 General Records – Agreements, Contracts and Supporting Documentation		
2. CERTIFICATES OF TITLE ON MOTOR VEHICLES.			
A. Applications for Title on Motor Vehicles.	Motor Vehicle Division	5 years + current	**MC** *Clerk & Recorder:* 5 years + current
B. Title Complete Cards	Motor Vehicle Division	Permanent	**MC** *Clerk & Recorder*
C. Applications for Duplicate Certificate of Title. Duplicate Title Request and Receipt forms completed and submitted to the County when the original title has been lost or destroyed and a duplicate title is needed.	Motor Vehicle Division	1 year + current	**MC** *Clerk & Recorder:* 1 year + current
D. Applications for Title for a Motor Vehicle (Trailer Affidavits).	Motor Vehicle Division	1 year + current	**MC** *Clerk & Recorder:* 1 year + current
3. CHATTEL MORTGAGE RECORDS – MOTOR VEHICLES.	Motor Vehicle Division See also: Security Agreements below		

DRAFT

Record Title	Record Copy Custodian	Record Copy Minimum Retention Period	Regulatory Citation/Notations
A. Chattel Mortgages – Motor Vehicles. Chattel mortgages relating to motor vehicles, including those securing US Department of Agriculture loans.	Motor Vehicle Division	Prior to October 1, 2009: 9 years unless extended. On or after October 1, 2009: 11 years unless extended	**CRS** 42-6-127
B. Indexes – Motor Vehicle Chattel Mortgages.	Motor Vehicle Division	Prior to October 1, 2009: 9 years unless extended. On or after October 1, 2009: 11 years unless extended	**CRS** 42-6-127
4. CORRESPONDENCE AND GENERAL DOCUMENTATION. Correspondence and documentation of a general nature.	*See: Section 15 General Records – Correspondence and General Documentation*		
5. PERSONS WITH DISABILITIES APPLICATIONS. Applications and supporting documentation for parking privileges for the disabled.	Motor Vehicle Division	1 year + current	Precedence set by Historical Archives Requirements
6. FINANCIAL RECORDS.	See: Section 13 Financial Records		
7. LOCK BOX RECORDS. Records of trial run and production run of records processed by the bank and Colorado.gov.	Motor Vehicle Division	3 months	Precedence set by Historical Archives Requirements
8. LOST AND STOLEN PLATE AFFIDAVITS. Affidavits completed by license holders to request a new plate or tab when the issued plate or tab is lost or stolen.	Motor Vehicle Division	1 year + current	**CRS** 43-34-205

DRAFT

Record Title	Record Copy Custodian	Record Copy Minimum Retention Period	Regulatory Citation/Notations
9. MILITARY EXEMPTION APPLICATIONS. Applications and supporting documentation relating to military exemption from specific ownership tax.	Motor Vehicle Division	1 year + current	Precedence set by Historical Archives Requirements
10. MOTOR VEHICLE LICENSING PROCESSING RECORDS.			
A. Batching Records. County's copy of paper and electronic information sent periodically to the State Motor Vehicle Division.	Motor Vehicle Division	1 year + current	Precedence set by Historical Archives Requirements 3 months.
B. Data Files. Motor vehicle licensing records i.e. paper and electronic records are batched and sent periodically to the State Motor Vehicle Division, and the State returns a microfilm record to the County.	Motor Vehicle Division	***Electronic:*** 18 months ***Microfilm from State Motor Vehicle Division:*** 10 years	Precedence set by Historical Archives Requirements
C. End-of-Day (EOD) and End-of-Month (EOM) CDs. Retained for disaster backup purposes.	Motor Vehicle Division	1 year + current, or until microfilm is received from the State Motor Vehicle Division, whichever is later	Precedence set by Historical Archives Requirements
11. PAYROLL AND PERSONNEL RECORDS.	See: Section 23 Payroll Records and Section 24 Personnel Records		
12. PLATE INVENTORY RECORDS. Records of disposal of old tabs and license plates.	Motor Vehicle Division	1 year + current after completion of disposal	Precedence set by Historical Archives Requirements
13. REFUND RECORDS. Records relating to the processing and issuance of refunds.	Motor Vehicle Division	1 year + current	
14. SECURITY AGREEMENTS. Filed by lien holders as security for motor vehicle liens.			
A. Manufactured and Mobile Homes.	Motor Vehicle Division	30 years, or the duration of financing, whichever is later	Precedence set by Historical Archives Requirements
	Recording Department	Permanent See Section 3 (A)	**CRS** 42-6-127

DRAFT

Record Title	Record Copy Custodian	Record Copy Minimum Retention Period	Regulatory Citation/Notations
15. SPECIAL MOBILE MACHINERY (SMM) REGISTRATION APPLICATIONS AND SUPPORTING DOCUMENTATION. Registration of driven equipment, such as truck cranes, wheel loaders, motor scrapers, truck scrapers, truck-mounted tree spades, backhoe, sweepers, etc. or pulled equipment such as asphalt and/or tar kettles, portable scissors lifts, portable concrete mixers, portable air compressors, portable conveyers, etc.	Motor Vehicle Division	1 year + current	***Note:*** E-mail from Motor Vehicle Division 8/13/08: changed from 3 months to 1 year + current
16. SPECIALIZED PLATE APPLICATION RECORDS. Applications and supporting documentation for personalized plates, personalized plate conversions, farm plates, Purple Heart plates, National Guard plates, former Prisoner of War plates and special alumni plates.	Motor Vehicle Division	1 year + current	***Note:*** Some specialized plate applications must be submitted to the State Motor Vehicle Division

DRAFT

SECTION 22. PARKS, OPEN SPACE, TRAILS AND BUILDING GROUNDS RECORDS

Records relating to County-managed and maintained parks, open space, trails and building grounds.

General Instructions

- **The minimum retention period applies to the record copy regardless of the storage format for the record (paper, electronic, microfilm, etc.).**
- **Unless otherwise specified in this retention schedule, duplicate copies may be destroyed at the discretion of the duplicate copy custodian provided they have no further administrative or other value. Duplicate copies should not be retained longer than the record copy.**
- **No record that is eligible for destruction under the retention schedule can be destroyed if it is pertinent to any anticipated, current or pending litigation, claim or audit or the subject of a legal hold.**

Record Title	Record Copy Custodian	Record Copy Minimum Retention Period	Regulatory Citation/Notations
1. AS-BUILT DRAWINGS AND SUPPORTING DOCUMENTATION. As-built drawings and supporting documentation for parks, infrastructure improvements, trails and trailheads, etc.	Parks, Trails & Building Grounds	Permanent	**CMRRS** 7.180: Permanent **JC:** Permanent
2. BUILDING GROUNDS MAINTENANCE RECORDS.	See: Daily Activity Reports and Maintenance Records below		
3. CONTRACTS, AGREEMENTS AND SUPPORTING DOCUMENTATION.	See: Section 15 General Records – Agreements, Contracts and Supporting Documentation		
4. CORRESPONDENCE AND GENERAL DOCUMENTATION. Correspondence and documentation of a general nature.	See: Section 15 General Records – Correspondence and General Documentation		
5. DAILY ACTIVITY REPORTS. Record of time worked and maintenance activities for parks, open space, trails and building grounds, such as snow removal, game cancellation, event staffing, maintenance work, etc.	Parks, Trails & Building Grounds Open Space & Natural Resources	5 years + current	**CRS** 8-72-107, **DC** Public Works 91-164 *Time Sheets & Cards (Originals):* 5 years + current
6. FINANCIAL RECORDS.	See: Section 13 Financial Records		
7. GRANT RECORDS.	See: Section 13 Financial Records		

Record Title	Record Copy Custodian	Record Copy Minimum Retention Period	Regulatory Citation/Notations
8. MAINTENANCE RECORDS – PARKS, OPEN SPACE, TRAILS AND BUILDING GROUNDS.			
A. Chemical Applications. Records documenting the application of chemicals such as pesticides, herbicides and fertilizers to County properties.	Parks, Trails & Building Grounds Open Space & Natural Resources	3 years after pesticide application	**CRS** 35-10-111, **CMRRS** 16.110: *Chemical Application Records:* 3 years after application
B. Chemical Inventory. Record of the identity (chemical name if known) of the substance or agent, where it was used, and when it was used.	Parks, Trails & Building Grounds Open Space & Natural Resources	At least 30 years	**CMRRS** 15.120 *MSDS:* Until superseded or 1 year + current after chemical is disposed of or consumed, provided that the employer retains some record of the identity (chemical name if known) of the substance or agent, where it was used, and when it was used, for at least 30 years **LC:** Permanent
C. Chemical Labels and Material Safety Data Sheets (MSDS). Employers must have a MSDS on file for each hazardous chemical they receive and use and ensure copies are readily accessible to employees in their work area. Employer must keep records of chemicals used, where they were used and for how long [29 CFR 1910.1200].	Parks, Trails & Building Grounds Open Space & Natural Resources	Until superseded or 1 year + current after chemical is disposed of or consumed, provided that the County retains some record of the identity (chemical name if known) of the substance or agent, where it was used, and when it was used, for at least 30 years [See: Chemical Inventory above]	**CMRRS** 15.120 *MSDS:* Until superseded or 1 year + current after chemical is disposed of or consumed, provided that the employer retains some record of the identity (chemical name if known) of the substance or agent, where it was used, and when it was used, for at least 30 years
D. Daily Activity Reports.	See: Daily Activity Reports above		
E. Fish Stocking Reports.	See: Daily Activity Reports above		
F. Fleet and Equipment Records.	See: Section 14 Fleet and Equipment Records and Section 24 Personnel Records for CDL Records		
G. Inspection Records. Inspection forms and supporting documentation for periodic safety and condition inspections of parks, playgrounds, open space, trails and building grounds.	Parks, Trails & Building Grounds	3 years + current	**JC:** 3 years + current

Record Title	Record Copy Custodian	Record Copy Minimum Retention Period	Regulatory Citation/Notations
H. Pesticide Applicator Records.			
1) Public Applicator Registrations and Supporting Documentation. Applicator and supervisor registrations with the State Department of Agriculture to apply restricted-used pesticides, and supporting documentation for the registration.	Parks, Trails & Building Grounds	3 years + current after expiration of registration	**CRS** 35-10-109: No retention period specified
2) Study Guides. Pesticide application guides issued by the State.	Parks, Trails & Building Grounds	3 years + current after superseded	
9. OPEN SPACE RECORDS.			
A. Daily Activity Reports.	See: Daily Activity Reports above		
B. Habitat Conservation Plans. Plans for wildlife and natural habitat conservation in County open space and natural areas.	Open Space & Natural Resources	Permanent	**CMRRS** 11.130: Permanent
C. Habitat Monitoring Reports. Periodic reports relating to condition of wildlife and natural habitat in County open space and natural areas.	Open Space & Natural Resources	3 years + current	
D. Maintenance Records.	See: Daily Activity Reports and Maintenance Records above		
E. Open Space Advisory Commission Operation Records.	See: Section 2 Board, Commission and Authority Records		
F. Open Space (History) Files. Historical and informational records regarding each of the County-managed open space areas, including correspondence, architectural drawings, open space histories, photographs, open space acquisition or transfer records, accident and vandalism reports, etc.	Open Space & Natural Resources	***Records with Enduring Value:*** Permanent ***Routine Nonpermanent Records:*** Destroy in accordance with the County's records retention schedule for the specific type of record (Examples: bids, routine correspondence, copies of contracts and agreements, vandalism reports, etc.)	

Record Title	Record Copy Custodian	Record Copy Minimum Retention Period	Regulatory Citation/Notations
G. Open Space Management Plans. County plans for management of open space areas, including access and use plans, management of wildlife and natural habitat, etc.	Open Space & Natural Resources	Permanent	**CMRRS** 11.130: Permanent
H. Open Space Master Plans. Long term strategic plans relating to County open space, constituting an element of the Comprehensive Plan.	Open Space & Natural Resources See also: Section 25 Planning, Zoning and Land Use Records	Permanent	**CMRRS** 11.130: Permanent
I. Weed Management Records.	See: Section 34 Weed and Vector Control Records		
10. PARK RECORDS.			
A. Daily Activity Reports.	See: Daily Activity Reports above		
B. Development Review Files - Parks. Reviews and departmental recommendations relating to development plans, provided to Planning in connection with development reviews.	Parks, Trails & Building Grounds	Permanent	
C. Historic Property Records. Records relating to archaeological and historical sites on County-owned parks or open space property.	Parks, Trails & Building Grounds See also: Section 16 Historic Preservation Records	Permanent	**CMRRS**: 9.05: *Archaeological and Historical Site Records:* Permanent
D. Maintenance Records.	See: Daily Activity Reports and Maintenance Records above		
E. Park Advisory Board Operation Records.	See: Section 2 Board, Commission and Authority Records		
F. Park (History) Files. Historical and informational records regarding each of the County-managed parks, including correspondence, architectural drawings, park histories, photographs, park acquisition or transfer records, accident and vandalism reports, etc.	Parks, Trails & Building Grounds	***Records with Enduring Value:*** Permanent ***Routine Nonpermanent Records:*** Destroy in accordance with the County's records retention schedule for the specific type of record (Examples: bids, routine correspondence, copies of contracts and agreements, vandalism reports, etc.)	**CMRRS** 16.120: Permanent

Record Title	Record Copy Custodian	Record Copy Minimum Retention Period	Regulatory Citation/Notations
G. Park Improvements Inventories. Inventories of improvements that have been made to County parks.	Parks, Trails & Building Grounds	Until superseded	
H. Park Master Plans. Long term strategic plans relating to location and development of County parks.	Parks, Trails & Building Grounds	Permanent	**CMRRS** 11.130: Permanent
I. Plan Sets (Copy). Departmental copies of plan sets for construction of infrastructure such as wells, utilities and playground improvements in County parks, open space and trails.	Parks, Trails & Building Grounds	Permanent	
11. PARK RANGER RECORDS. Records relating to the patrol function of the County's Park Rangers at parks, open space and trails.			
A. Incident Reports and Supporting Documentation. Reports relating to vandalism, vehicle accidents, emergency medical incidents and other types of incidents. Supporting documentation includes medical information, ongoing investigation documentation, photos, copies of summonses issued by Sheriff's Office, etc.	Open Space & Natural Resources	***Incidents Involving Felony Charges:*** 10 years + current ***Incidents Involving Misdemeanor Charges:*** 3 years + current after case file is closed	**CRS** 16-5-401, **CMRRS** 17.90: *Felony Case Records (Other):* 10 years + current **CMRRS** 17.90: *Traffic Accident Arrest Records – No Criminal Charges Filed : Fatal:* 10 years; *Non-Fatality:* 3 years; *Misdemeanor Case Records:* 3 years + current **LC, JC:** 3 years + current
B. Statistical Reports. Periodic reports prepared to track Ranger activities.	Open Space & Natural Resources	5 years + current	**CMRRS** 17.90: *Police Statistical Files:* 5 years + current
12. PAYROLL AND PERSONNEL RECORDS.	See: Section 23 Payroll Records Section 24 Personnel Records		
13. PERMITS, RESERVATIONS AND SUPPORTING DOCUMENTATION.			
A. Reservations. Records relating to reservations made for the use of parks and open space for permitted activities and events.	Open Space & Natural Resources	1 year + current after conclusion of activity or event	**CMRRS** 7.220: *Facility and Program Use Records (including park and facility use):* 1 year + current

Record Title	Record Copy Custodian	Record Copy Minimum Retention Period	Regulatory Citation/Notations
B. Special Events Permits and Supporting Documentation. Permits for special events on County open space; supporting documentation includes applications, proof of insurance coverage, etc.	Open Space & Natural Resources	1 year + current after conclusion of special event	**CMRRS** 12.30: *Special Event Permits:* 1 year + current **CMRRS** 7.220: *Facility and Program Use Records (including park and facility use):* 1 year + current
14. POLICIES AND PROCEDURES DOCUMENTATION.	See: Section 15 General Records – Policies and Procedures Documentation		
15. PROJECT FILES. Design and construction project files, including as-built drawings; copies of construction contracts and supporting documentation; copies of invoices, purchase orders, project bonds, project team meeting minutes; etc.	Parks, Trails & Building Grounds Open Space & Natural Resources	6 years + current after replacement, demolition or transfer of the improvement to another entity, except that routine material may be purged when eligible for destruction under this retention schedule and except that the records must be evaluated for continuing legal, administrative or historical value	**CMRRS 7.280:** 6 years + current after replacement, demolition or transfer of the improvement to another entity, except that routine material may be purged when eligible for destruction under this retention schedule and except that, prior to destruction, the records must be evaluated for continuing legal, administrative or historical value
16. PROPERTY RECORDS – PARKS, TRAILS AND OPEN SPACE.			
A. Acquisition and Property Transfer Records. Records relating to the acquisition or transfer of property for County parks, trails and open space purposes.	Parks, Trails & Building Grounds Open Space & Natural Resources	Permanent	**CMRRS** 16.10: Permanent
B. Conservation Easements and Supporting Documentation. Conservation easements held by the County are on private property and are done to restrict land uses.	Parks, Trails & Building Grounds Open Space & Natural Resources	Permanent	***Note:*** Conservation Easements are recorded
C. Deeds and Easements and Supporting Documentation. Records of deeds and easements on property managed by the department.	Parks, Trails & Building Grounds Open Space & Natural Resources	Permanent	**CMRRS** 16.50: Permanent
D. Lease Agreements and Supporting Documentation.	See: Section 15 General Records – Contracts, Agreements and Supporting Documentation		
17. PUBLICATIONS.	See: Section 15 General Records – Publications		

Record Title	Record Copy Custodian	Record Copy Minimum Retention Period	Regulatory Citation/Notations
18. TRAIL RECORDS.			
A. Daily Activity Reports.	See: Daily Activity Reports above		
B. Maintenance Records.	See: Daily Activity Reports and Maintenance Records above		
C. Trail (History) Files. Historical and informational records regarding each of the County-managed regional trail systems, including correspondence with enduring value, architectural drawings, trail histories, photographs, trail acquisition records, etc.	Parks, Trails & Building Grounds Open Space & Natural Resources	***Records with Enduring Value:*** Permanent ***Routine Nonpermanent Records:*** Destroy in accordance with the County's records retention schedule for the specific type of record (Examples: bids, routine correspondence, copies of contracts and agreements, vandalism reports, etc.)	
19. WAIVERS AND RELEASE FORMS.	See: Section 15 General Records – Program Records		

SECTION 23. PAYROLL RECORDS

Records relating to payroll for County employees.

General Instructions

- **The minimum retention period applies to the record copy regardless of the storage format for the record (paper, electronic, microfilm, etc.).**
- **Unless otherwise specified in this retention schedule, duplicate copies may be destroyed at the discretion of the duplicate copy custodian provided they have no further administrative or other value. Duplicate copies should not be retained longer than the record copy.**
- **No record that is eligible for destruction under the retention schedule can be destroyed if it is pertinent to any anticipated, current or pending litigation, claim or audit or the subject of a legal hold.**

Record Title	Record Copy Custodian	Record Copy Minimum Retention Period	Regulatory Citation/Notations
1. CORRESPONDENCE AND GENERAL DOCUMENTATION. Correspondence and documentation of a general nature.	See: Section 15 General Records – Correspondence and General Documentation		
2. DIRECT DEPOSIT AUTHORIZATIONS. Employee authorizations for the County to directly deposit employee pay into bank accounts.	Payroll	Until employee is separated from employment	
3. FINANCIAL RECORDS.	See: Section 13 Financial Records		
4. GARNISHMENTS.	See: Payroll Basis Records below		
5. LEAVE RECORDS.			
A. Balance Reports.			
1) Year-End.	Payroll	10 years + current after separation from employment	**CMRRS** 15.170: 10 years + current after separation from employment (duration of employee file)
2) Other Periodic Reports.	Payroll	2 years	**CMRRS** 15.170: 2 years
B. Leave Requests.	See: Section 24 Personnel Records – Leave Records		
6. PAY PLAN RECORDS.	See: Section 24 Personnel Records – Pay Records		
7. PAYROLL ACCOUNTING RECORDS.	See: Section 13 Financial Records		

Record Title	Record Copy Custodian	Record Copy Minimum Retention Period	Regulatory Citation/Notations
8. PAYROLL BASIS RECORDS.[1] Age records; basis on which wages are paid; earnings per week; FMLA non-exempt employee payroll records; ADEA payroll records; payroll records for FLSA exempt employees and non-exempt employees; payroll records for Title VII and ADA; records relating to additions to or deductions from payrolls, such as garnishments; applications and authorizations for changes in wage and salary rates, summaries and reports of changes in payrolls, and similar records; assignments, attachments to employees' salaries, including files of notices; etc.	Payroll	4 years + current	**IRS Website**: 4 years + current *Records relating to additions to or deductions from payrolls:* 29 **CFR** 516.2: 3 years 29 **CFR** 516.6(c): 2 years *Garnishments, Assignments, Attachments to employees' salaries, including files of notices, etc.:* 29 **CFR** 516.2(10), **CMRRS** 15.170: 3 years 29 **CFR** 516.5: 3 years **CMRRS** 15.170: *Garnishments:* 3 years *See footnote for other references*[2]
9. PAYROLL EMPLOYEE FILES. Individual employee payroll files, including W-4 Forms, copy of Social Security card, copies of Human Resources employee forms, etc.	Payroll	4 years + current after separation from employment	
10. PAYROLL REGISTERS. Documentation of the earnings, voluntary and required deductions and withholdings of County employees.			
A. Pay Period.	Payroll	1 year + current, provided year-end payroll register is retained permanently	**CMRRS** 15.170 *End of Pay Period:* 1 year + current
B. Year-End.	Payroll	50 years	**CMRRS** 15.170: Permanent **DC** Board of County Commissioners 86-112 *Payroll Register:* Permanent ***Note:*** County would like to establish a retention period that is less than permanent and requests consideration of 50 years

[1] The basis on which wages are paid must be documented in sufficient detail to permit calculation for each pay period including benefits and prerequisites. The records may include payment of wages, wage rates, job evaluations, merit and incentive programs and seniority systems. The basic reason for these records is to give the Wage-Hour Division an indication on whether or not sex discrimination exists.

[2] Age Records - 29 **CFR** 516.2 *FLSA*, 29 **CFR** 1627.3 *ADEA*: 3 years; Basis on Which Wages Are Paid – 29 **CFR** 1620.32 *Equal Pay Act*, 29 **CFR** 516.6 *FLSA*: 2 years; Earnings Per Week – 29 **CFR** 1627.3 *ADEA*, 29 **CFR** 516.2 *FLSA*: 3 years; FMLA Non-Exempt Employee Payroll Records – 29 **CFR** 825.500, 29 **CFR** 825.110 *FMLA*, 29 **CFR** 516.2 *FLSA*: 3 years; Payroll Records ADEA – 29 **CFR** 1627.3: 3 years; Payroll Records FLSA Exempt Employees – 29 **CFR** 516.3 *FLSA*: 3 years; Payroll Records FLSA Non-Exempt Employees – 29 **CFR** 516.3 *FLSA*: 3 years; Payroll Records Title VII and ADA – 29 **CFR** 1602.14 *Title VII and ADA*: 1 year from date record made or personnel action taken, whichever is later.

Record Title	Record Copy Custodian	Record Copy Minimum Retention Period	Regulatory Citation/Notations
11. PAYROLL TAX RECORDS. Records of collection, distribution, deposit and transmittal of federal and state income taxes, including employer's FICA quarterly federal tax return (941, 941E) and other similar federal and state forms.	Payroll	5 years + current	**CMRRS** 15.170: 5 years + current
12. PERSONNEL RECORDS.	See: Section 24 Personnel Records		
13. SALARY INFORMATION PUBLICATIONS. Twice yearly proof of publication of County salary information.	Payroll	6 years + current	**CMRRS** 7.10: 6 years + current
14. STATE OF COLORADO NEW HIRE REPORTS. The State of Colorado requires notification for child support purposes when a new employee is hired.	Payroll	3 years + current	42 **USC** 653A(b)(1)(A): No retention period specified **CMRRS** 15.60: 3 years + current
15. TIME SHEETS. Records showing hours worked, description of work and accounts to be charged when used as a basis for payment of salaries and wages.	Payroll ***Note:*** Public Works divisions have daily work reports, which include records of time worked	5 years + current ***Duplicate Copies:*** 2 years + current	29 **CFR** 516.6(a)(1) *FLSA,* **CRS** 8-72-107(1), **CMRRS** 15.170: 5 years + current
16. WAGE-RATE TABLES.	See: Section 24 Personnel Records – Pay Records		
17. W-2 FORMS. Annual wage and tax statements documenting individual employee earnings and withholdings for state and federal income taxes and social security tax.	Payroll	4 years + current	**CMRRS** 15.170: 4 years + current
18. W-4 FORMS.	See: Payroll Employee Files above		

SECTION 24. PERSONNEL RECORDS

Records relating to the hiring, employment, benefits, compensation, retirement and termination of County employees.

General Instructions

- **The minimum retention period applies to the record copy regardless of the storage format for the record (paper, electronic, microfilm, etc.).**
- **Unless otherwise specified in this retention schedule, duplicate copies may be destroyed at the discretion of the duplicate copy custodian provided they have no further administrative or other value. Duplicate copies should not be retained longer than the record copy.**
- **No record that is eligible for destruction under the retention schedule can be destroyed if it is pertinent to any anticipated, current or pending litigation, claim or audit or the subject of a legal hold.**

Record Title	Record Copy Custodian	Record Copy Minimum Retention Period	Regulatory Citation/Notations
1. AFFIRMATIVE ACTION RECORDS.			
A. Affirmative Action Applicant Flow Records. Applicant's name, date of application, race, sex, referral source, job applied for, interview information, disposition of application.	Human Resources	1 year + current from the date the record was made or the personnel action was taken, whichever is later	41 **CFR** 60-250.80, 41 **CFR** 60-741.80: 1 year from date record made or personnel action taken, whichever is later
B. Affirmative Action Plans. Affirmative action plans prepared for the County.	Human Resources	Permanent ***Duplicate Copies:*** 1 year + current	**CMRRS** 15.60: Permanent
C. Discrimination Charges or Enforcement Actions. Personnel records relevant to charge, including records relating to charging party and to all other employees holding positions similar or sought after, such as application forms, test papers or performance documentation.	Human Resources	Until final disposition of charge or action and with authorization of legal counsel (2 years minimum)	29 **CFR** 516.6 *Basic Employment and Earning Records:* At least 2 years 29 **CFR** 1602.14, 29 **CFR** 1602.31, 29 **CFR** 1627.3(b): Until final disposition of the charge or action 41 **CFR** 60-250.80, 41 **CFR** 60-741.80: Until final disposition of the complaint, compliance evaluation or action

Record Title	Record Copy Custodian	Record Copy Minimum Retention Period	Regulatory Citation/Notations
D. Form EEO-4. Records submitted to the Equal Employment Opportunity Commission (EEOC) documenting compliance with EEOC requirements by organizations with 15 or more employees.	Human Resources	3 years	29 **CFR** 1602.30-32, **CMRRS** 15.60: 3 years
E. Requests for Reasonable Accommodation. Disabled job applicants and employees requests for reasonable accommodations.	Human Resources	1 year + current from the date the record was made or the personnel action was taken, whichever is later	29 **CFR** 1602.14, 41 **CFR** 60-250.80, 41 **CFR** 60-741.80: 1 year from date record made or personnel action taken, whichever is later 29 **CFR** 1602.31, **CMRRS** 15.60: 2 years 29 **CFR** 1627.3: 1 year from date of personnel action
2. AGREEMENTS AND CONTRACTS – EMPLOYMENT. Individual employment contracts or agreements, or where not in writing, a written memorandum summarizing the terms.	Human Resources	3 years after expiration	29 **CFR** 516.5, **CMRRS** 15.20: 3 years after expiration
3. BENEFIT RECORDS.			
A. Benefit Plan Basis. Records providing the basis for all required plan descriptions and reports necessary to certify the information, including vouchers, worksheets, receipts, application resolutions, etc.	Human Resources	Not less than 6 years after filing date of documents	29 **USC** 1027, 29 **CFR** 2520, **CMRRS** 15.40: Not less than 6 years after filing date of documents
B. Benefit Plan Enrollment Records. Records of employee selection of benefit plans.	Human Resources	10 years + current after separation from employment	**CMRRS** 15.70: 10 years + current after separation from employment
C. Benefit Plans. Documentation relating to employee health, dental, vision and other insurance plans; Social Security, pension, deferred compensation, IRAs, money purchase plans, retirement and similar plans; including benefit plan description and/or summary benefit plan descriptions and plan amendments.	Human Resources	Full period that plan or system is in effect, plus 1 year after termination of the plan	29 **CFR** 1627.3(b), **CMRRS** 15.40: Full period that plan or system is in effect, plus 1 year after termination of the plan

Record Title	Record Copy Custodian	Record Copy Minimum Retention Period	Regulatory Citation/Notations
D. COBRA Notices – Continuing Group Health Insurance Coverage. Notices to covered employees, spouses and dependents of continuing group health insurance and COBRA rights, and records relating to whether employee, spouses and dependents elected or rejected continuing coverage.	Human Resources	3 years + current after separation from employment	26 **CFR** 54.4980 B-5: Retention not specified **CMRRS** 15.40: 3 years + current **MSEC**: "While COBRA does not explain how long records must be kept, private employers subject to ERISA can look to general ERISA recordkeeping for some guidance. ERISA generally requires 6 years record retention."
E. Filings with Taxing Authorities to Qualify Employee Benefit Plans.	Human Resources	5 years after discontinuance of plan	
F. Insurance Claim Records – Employees. Records pertaining to employee claims for medical, dental, long-term disability and other insurance coverage.	Human Resources	3 years + current after incident is closed and all rights of appeal have expired	**CMRRS** 5.240: 3 years + current after incident is closed and all rights of appeal have expired
G. Pension Plan Records.			
1) Actuarial Reports. Actuarial reports regarding County pension plans.	Human Resources	Permanent	**CMRRS** 15.180: Permanent
2) Awarded Pension Records. Records of pensions awarded, including applications, determination letters, and actuarial calculations for the pension.	Human Resources	10 years after pension benefits are no longer paid or after eligibility for pension benefits ceases, whichever is later	**CMRRS** 15.180: Permanent
H. Retirement Files. Records containing calculations and supporting documentation regarding retirement eligibility, retirement amounts, and other information pertaining to current and potential future pensions.	Human Resources	10 years after retirement benefits are no longer paid or after eligibility for retirement benefits ceases, whichever is later	**CMRRS** 15.180 (2008 Revision): 10 years after retirement benefits are no longer paid or after eligibility for retirement benefits ceases, whichever is later

Record Title	Record Copy Custodian	Record Copy Minimum Retention Period	Regulatory Citation/Notations
4. COMMERCIAL DRIVER'S LICENSE (CDL) RECORDS.[1] Records relating to Commercial Driver's Licenses issued to County employees.			
A. Administrative Records.	Human Resources	5 years	49 **CFR** 382.401(b)(1)(vi): 5 years
B. Annual Calendar Year Summary.	Human Resources	5 years	49 **CFR** 382.401(b)(1)(vii): 5 years
C. Collection Process Records.	Human Resources	2 years	49 **CFR** 382.401(b)(2): 2 years
D. Test Result Records – Alcohol and Controlled Substances.			
1) Alcohol Test Results.			
a. Concentration Greater than 0.02.	Human Resources	5 years	49 **CFR** 382.401(b)(1)(i): 5 years
b. Concentration Less than 0.02.	Human Resources	1 year	49 **CFR** 382.401(b)(3): 1 year
2) Controlled Substances Test Results.			
a. Driver Verified Positive Test Results.	Human Resources	5 years	49 **CFR** 382.401(b)(1)(ii): 5 years
b. Negative and Cancelled Test Results.	Human Resources	1 year	49 **CFR** 382.401(b)(3): 1 year
E. Test Refusal Documentation.	Human Resources	5 years	49 **CFR** 382.401(b)(1)(iii): 5 years
F. Training and Education Records. Technicians, supervisors, drivers.	Human Resources	Maintained by employer while individual performs the functions which require the training and for 2 years after the individual ceases to perform those functions	49 **CFR** 382.401(b)(4): Maintained by employer while individual performs the functions which require the training and for 2 years after ceasing to perform those functions

[1] 49 **CFR** 382.401(d): The required records shall be made available for inspection at the employer's principal place of business within two business days after a request has been made by an authorized representative of the Federal Motor Carrier Safety Administration. If these records are stored electronically, they must be easily accessible, legible, and formatted and stored in an organized manner or they must be converted to printed format in a rapid and readily auditable manner.

Record Title	Record Copy Custodian	Record Copy Minimum Retention Period	Regulatory Citation/Notations
5. CORRESPONDENCE AND GENERAL DOCUMENTATION. Correspondence and documentation of a general nature.	See: Section 15 General Records – Correspondence and General Documentation		
6. EMPLOYEE RECORDS.			
A. Awards – Employees. Records of service awards presented to employees by the County.	Human Resources	1 year + current	
B. Court-Ordered Worker Records. Records of community service workers ordered by the courts to perform work for the County as an alternative sentence; includes time sheets, record of work performed, and correspondence.	All Departments	3 years + current after separation from employment	
C. Employee Files. Employee information, name, address, birth date, application and supporting documentation, occupation, rate of pay, compensation earned weekly, length of service and other pertinent data, promotion records, demotion records, termination records, performance evaluations, new employee checklist, personnel action forms, position requisition forms, position information questionnaires (PIQ), position assessments, reference checks, etc.	Human Resources ***Note:*** The Sheriff's Office maintains its own personnel records, and this retention schedule does not apply to that department.	***Master HR Files:*** 10 years + current after separation from employment ***Departmental Employee Files:*** Consult with Human Resources regarding transfer or disposal of departmental employee records upon termination of employment ***Note:*** The above retention periods do not apply to the Sheriff's Office.	29 **CFR** 516.6(a): At least 2 years; 29 **CFR** 1602.14: 1 year from date of involuntary termination 29 **CFR** 1602.31: 2 years from date of involuntary termination; 2 years from date of making of record or personnel action involved, whichever is later; 29 **CFR** 1602.14, 29 **CFR** 1627.3(b) 1 year from date record made or personnel action taken, whichever is later 29 **CFR** 1620.32: At least 2 years; 29 **CFR** 1627.3(a): 3 years 29 **CFR** 1627.3(b): 1 year from date of personnel action; 41 **CFR** 60-250.80, 41 **CFR** 60-741.80: 1 year from date of making of the record or the personnel action involved, whichever occurs later **CMRRS** 15.70: 10 years + current after separation, provided medical records are retained for 30 years + current after separation

Record Title	Record Copy Custodian	Record Copy Minimum Retention Period	Regulatory Citation/Notations
			from employment **DC** Board of County Commissioners 86-112: Permanent
D. Employee Medical Records.	See: Medical Records below		
E. Employment Verifications. Records of verification of employment in response to external requests i.e., verifications of employment status needed for loans, child support, job applications, etc.	Human Resources	1 year + current	**CMRRS** 15.85: 1 year + current
F. Fair Credit Reporting Release of Information Forms.	Human Resources	3 years + current	16 **CFR** (Appendix to Part 600): Employees may bring claims up to 2 years after violation of the Act
G. FLSA Exempt Employee Records.	See: Section 23 Payroll Records – Payroll Basis Records		
H. FMLA Leave Records.			
1) Exempt Employees.	Human Resources	3 years	29 **CFR** 825.110, 29 **CFR** 825.206: Retention not specified 29 **CFR** 825.500: 3 years
2) Non Exempt Employees.	Human Resources	3 years	29 **CFR** 516.6: 2 years 29 **CFR** 825.110: Retention not specified 29 **CFR** 825.500: 3 years
I. INS Forms I-9. Employment Eligibility Verification Forms for employees hired after 11/6/86.	Human Resources	3 years from date of hire, or 1 year after separation, whichever is later (minimum of 3 years)	8 **CFR** 274a.2, **CMRRS** 15.130: 3 years from date of hire or 1 year after separation whichever is later (minimum of 3 years)
J. Non-Hired Applicant Records.	See: Recruitment Files below		
K. State of Colorado New Hire Reports.	See: Section 23 Payroll Records – State of Colorado New Hire Reports		
L. Temporary or Seasonal Worker Records. Records documenting work performed for the County by temporary or seasonal workers, including interns (not including payroll or fiscal records).	Human Resources	3 years + current after separation from employment	29 **CFR** 1602.14 *Applications:* 1 year from date record was made or personnel action was taken, whichever is later

Record Title	Record Copy Custodian	Record Copy Minimum Retention Period	Regulatory Citation/Notations
			CMRRS 15.80: 3 years after termination, except for payroll and fiscal records
M. Training Records.	See: Training Records below		

Record Title	Record Copy Custodian	Record Copy Minimum Retention Period	Regulatory Citation/Notations
N. Veterans – Military Leave of Absence.	Human Resources	5 years + current after military leave commences	38 **USC** 4311-4313: Not specified. Service limit/eligibility for reemployment up to 5 years
O. Volunteer Worker Records. Records documenting work performed for the County by individuals without compensation for their services, including applicants, records of background investigations, individual recognition and timesheets.	All Departments with Volunteer Workers	3 years after separation from volunteer service	**CMRRS** 15.290: 3 years after separation from volunteer service
7. FINANCIAL RECORDS.	See: Section 13 Financial Records		
8. LEAVE REQUESTS. Applications submitted by employees for sick, vacation, compensatory, personal business, family and medical leave, long-term leave and other leave time.	***Long Term Leave and Misc. Leaves of Absence:*** Human Resources ***Vacation, Sick Leave and Compensatory Leave:*** All Departments Creating These Records See also: Section 23 Payroll Records – Leave Records	1 year + current	**CMRRS** 15.170: 1 year + current
9. MEDICAL RECORDS – EMPLOYEES. ***Note:*** Federal law requires employee medical records to be retained separately from employee files.			
A. ADEA or ADA Medical Exams. Medical exams required under the Age Discrimination in Employment Act (ADEA) or the Americans with Disabilities Act (ADA) in connection with any personnel action.	Human Resources	1 year, or until final disposition regarding the personnel action	29 **CFR** 1627.3(b)(1)(3): 1 year or until final disposition under any enforcement action
B. Drug and Alcohol Abuse Testing.			
1) Commercial Driver's License (CDL) Records.	See: Commercial Driver's License Records above		

Record Title	Record Copy Custodian	Record Copy Minimum Retention Period	Regulatory Citation/Notations
2) County Policy Drug Testing. Part of "shadow" medical files separate from employee records – includes post accident, pre-employment (for those hired), probable cause, random, etc. and does not include CDL testing.	Human Resources	10 years + current after separation from employment	**CMRRS** 15.120: 10 years + current after separation from employment
C. Employee Medical Records Files in General. Includes baseline medical assessments for new employees (if required), hazardous or toxic substance exposure records, radiation exposure records and similar employee medical records.	Human Resources	30 years + current after separation from employment	*Employee Medical Records:* 29 **CFR** 1910.1020(d)(1)(i): Duration of employment + 30 years *Hazardous or Toxic Substance Exposure:* 29 **CFR** 1910.1020(d)(1)(ii): At least 30 years *Radiation Exposure Records:* 29 **CFR** 1910.1096(n): No retention period specified 29 **CFR** 1910.1020(d)(1)(i) *Significant Adverse Reactions to Hazardous Materials Exposure:* 15 **USC** 2622: 30 years **CMRRS** 15.190, 29 **CFR** 1910.1020 *Medical Exams Required by OSHA:* Duration of employment + 30 years, unless a specific OSHA standard provides a different time period **CMRRS** 15.120: 30 years after separation
D. Environmental Workplace Monitoring and Measuring Records.	See: Section 11 Facilities Records		
E. FMLA Physical and Medical Records. Records required to be retained under Family and Medical Leave Act (FMLA); includes an FMLA leave request relating to medical certifications, recertification or medical histories of employees or employees' family members.[2]	Human Resources	No less than 3 years	29 **CFR** 825.500(b): No less than 3 years

[2] These records shall be maintained in separate files/records and be treated as confidential medical records, except that supervisors and managers may be informed regarding necessary restrictions and accommodations, not the nature of the condition, first aid and safety personnel may be informed (when appropriate) if the employee may/might require emergency treatment, and government officials investigating compliance with FMLA shall be provided relevant information.

Record Title	Record Copy Custodian	Record Copy Minimum Retention Period	Regulatory Citation/Notations
F. HIPAA Authorizations for Release of Information. Employee (patient) authorizations for release of protected health information.	Human Resources	6 years from the date of creation of the record	**CMRRS** 15.120, 45 **CFR** 164.530(j): 6 years from the date of creation
G. Respirator Fit Tests.	Departments Using Respirators	Until the next fit test is administered	29 **CFR** 1910.34(m)(1)(2): Until the next fit test is administered
H. Spirometry Testing Records. Annual lung tests for those who use respirators.	Departments Using Respirators	30 years + current after separation from employment	29 **CFR** 1910.34(m)(1): Retain in accordance with 29 **CFR** 1910.1020 (which is duration of employment + 30 years)
10. PAY AND SALARY RECORDS.	See also: Section 23 Payroll Records		
A. Pay Plans. Written plans outlining job titles and pay scales for County employees.	Human Resources	Permanent	**CMRRS** 15.170: Permanent
B. Salary Surveys. Studies and surveys conducted by the County or its agents to gather comparative salary information for positions in comparable organizations.	Human Resources	3 years + current, or until next salary survey is completed, whichever is longer	**CMRRS** 15.170: 3 years + current
C. Wage-Rate Tables. All tables or schedules (from their last effective date) of the employer which provide the piece rates or other rates used in computing straight-time earnings, wages, or salary, or overtime pay computation.	Human Resources	3 years	29 **CFR** 516.6(2) Wage Rates, **CMRRS** 15.170: 2 years, however, Department of Labor may request records back 3 years
11. PERSONNEL POLICIES, RULES AND PROCEDURES.			
A. Employee Handbooks.	Human Resources	Permanent ***Duplicate Copies:*** Until superseded	
B. Personnel Policies, Rules and Procedures - In General. Documentation, including written materials such as personnel policy manuals that would be useful in establishing past policies or procedures in personnel disputes and other circumstances.	Human Resources	Permanent ***Duplicate Copies:*** Until superseded	**CMRRS** 7.260: Permanent

Record Title	Record Copy Custodian	Record Copy Minimum Retention Period	Regulatory Citation/Notations
12. RECRUITMENT RECORDS.			
A. Advertisements. Advertisements for job openings, promotions, training programs or overtime work; job announcements posted internally.	Human Resources	1 year + current from date of related personnel action	29 **CFR** 1627.3(b): 1 year from date of personnel action 41 **CFR** 60-741.80, 41 **CFR** 60-250.80: 1 year from date of making of the record or the personnel action involved, whichever occurs later **CMRRS** 15.150: 1 year + current
B. Applicant Records.			
1) Applicants Hired.	See: Employee Records above		
2) Applicants Not Hired. Applications and supporting documentation, exams, waivers for job applicants not hired.	Human Resources	2 years + current from the date of the making of the record or the personnel action involved, whichever occurs later	29 **CFR** 1602.14 *Applications:* 1 year from date of personnel action 29 **CFR** 1627.3: 1 year + current from the date the record was made or the personnel action was taken, whichever is later 29 **CFR** 1602.31: 2 years from the date the record was made or the personnel action was taken, whichever is later **CMRRS** 15.150 *Applications:* 2 years from the date of the making of the record or the personnel action involved, whichever occurs later
C. Interviewing Records. Master lists of interview questions asked at hiring interviews.	All Interviewing Departments Human Resources (when HR participates in the interview process)	1 year + current from the date of the making of the record or the personnel action involved, whichever occurs later	41 **CFR** 60-250.80, 41 **CFR** 60-741.80 *Interview Notes:* 1 year from date of making of the record or personnel action involved, which occurs later **CMRRS** 15.200: 1 year + current
D. Job Descriptions and Specifications. Written descriptions of duties performed, qualifications and physical requirements for County positions.	Human Resources	2 years ***Duplicate Copies:*** Until superseded	29 **CFR** 1620.32: At least 2 years **CMRRS** 15.150: Until superseded

Record Title	Record Copy Custodian	Record Copy Minimum Retention Period	Regulatory Citation/Notations

Record Title	Record Copy Custodian	Record Copy Minimum Retention Period	Regulatory Citation/Notations
E. Test and Examination Records. Aptitude or other tests administered in connection with screening applicants for County employment.	Human Resources	2 years + current from making of the record or the personnel action involved, whichever is later	29 **CFR** 1602.31, **CMRRS** 15.150: 2 years + current from the date of making of the record or the personnel action involved, whichever is later 29 **CFR** 1607.4: Retention not specified 29 **CFR** 1627.3(b): 1 year from date of personnel action 41 **CFR** 60-250.80: 1 year from date of making of the record or personnel action involved, whichever occurs first
13. REPORTS - PERSONNEL.	See: Section 15 General Records - Reports		
14. SAFETY RECORDS.			
A. Employee Right to Know Forms. Hazardous materials orientation training.	All Departments with Hazardous Materials	30 years + current after separation from employment	
B. Material Safety Data Sheets (MSDS).	See: Section 11 Facilities Records		
15. TRAINING RECORDS.			
A. Orientation Training Acknowledgement Forms. Completed during orientation session for new hires.	Human Resources	10 years + current after separation from employment	**CMRRS** 15.270: 1 year + current
B. Technical Training Files. Records relating to technical training and credentials of County employees i.e. forklift training, operator credentials, etc.	All Departments Creating Such Records	10 years + current after separation from employment	
C. Training and Conference Material. Material from external training sessions and conferences.	All Departments Creating Such Records	Destroy at option	**CMRRS** 7.400: 2 years
D. Training Database. Records relating to classes, training attended for individual employees (documentation for vouchers submitted for reimbursement).	Human Resources	Until superseded	

Record Title	Record Copy Custodian	Record Copy Minimum Retention Period	Regulatory Citation/Notations
E. Tuition Reimbursement Records. Applications and supporting documentation for tuition reimbursement for employees.	Human Resources	1 year + current after audit	
16. UNEMPLOYMENT INSURANCE RECORDS.			
A. Colorado Unemployment Tax Records.	See: Section 23 Payroll Records		
B. Unemployment Insurance Claims and Supporting Documentation.	Human Resources	5 years + current	**CMRRS** 15.280: 6 years + current
17. WORKER'S COMPENSATION RECORDS.	See: Section 30 Risk Management Records		

SECTION 25. PLANNING, ZONING AND LAND USE RECORDS

Records relating to County planning, land use and zoning.

General Instructions

- **The minimum retention period applies to the record copy regardless of the storage format for the record (paper, electronic, microfilm, etc.).**
- **Unless otherwise specified in this retention schedule, duplicate copies may be destroyed at the discretion of the duplicate copy custodian provided they have no further administrative or other value. Duplicate copies should not be retained longer than the record copy.**
- **No record that is eligible for destruction under the retention schedule can be destroyed if it is pertinent to any anticipated, current or pending litigation, claim or audit or the subject of a legal hold.**

Record Title	Record Copy Custodian	Record Copy Minimum Retention Period	Regulatory Citation/Notations
1. AGREEMENTS, CONTRACTS AND SUPPORTING DOCUMENTATION.	See: Section 15 General Records – Agreements, Contracts and Supporting Documentation		
2. ANNEXATION PROJECT FILES. Records documenting the annexation of areas into municipal boundaries.	Planning	Transfer annexation project file to the municipality at the time of annexation of the property	**CMRRS** 11.10: Permanent
3. BOARD OF ADJUSTMENT RECORDS.			
A. Appeal Records. Records pertaining to consideration of appeals regarding errors in any order, requirement, decision or refusal made by an administrative official or agency based on or made in the enforcement of the zoning resolution; requests for special exceptions or for interpretation of the zoning map; or variances to County requirements due to hardships or difficulties created by exceptional topographic conditions or other extraordinary and exceptional situations or conditions.	Planning	***Variances and Exemptions Running with the Land:*** Permanent ***Temporary Variances and Exemptions:*** 10 years after expiration, revocation or discontinuance of use	**CRS** 30-28-117: Minutes and "records of examinations and other official actions" to be filed as public records in the office of the board **CMRRS** 11.160 Variance and Exemption Case Files – Running with the Land: Permanent; Temporary: 10 years after expiration, revocation or discontinuance of use **LC:** Permanent
B. Board Operation Records. Agendas, minutes, recordings, etc.	See: Section 2 Board, Commission and Authority Records		

Record Title	Record Copy Custodian	Record Copy Minimum Retention Period	Regulatory Citation/Notations
4. BUILDING REGULATION RECORDS.	See: Section 4 Building and Structure Regulation Records		
5. COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) RECORDS.			
A. Applicant Records. Applicant records for CDBG funding during the program year; includes applications, supporting documentation such as staff reviews, CDBG Commission reviews, written comments, environmental reviews, copies of invoices, records of disbursement of funding, monitoring reports, close-out reports, etc.	Planning	***Successful and Unsuccessful Applications:*** 3 years from date of submission of final expenditure report for the program year	2 **CFR** 215.33(b): *Financial Records, supporting documents:* 3 years from date of submission of final expenditure report or from date of quarterly or annual financial report. *Records for real property and equipment acquired with Federal funds:* 3 years after final disposition
B. CDBG Commission Operation Records. Agendas, minutes, recordings, etc.	See: Section 2 Board, Commission and Authority Records		
C. Grant Applications and Supporting Documentation.	See: Section 13 Financial Records – Grants		
D. Program Files – CDBG. Grant contracts and supporting documentation for each CDBG program year, including plans and reports.	Planning	5 years from date of submission of final expenditure report for the program year	
6. CONTRACTS AND AGREEMENTS.	See: Section 15 General Records – Contracts and Agreements and Supporting Documentation		
7. CORRESPONDENCE AND GENERAL DOCUMENTATION. Correspondence and documentation of a general nature.	See: Section 15 General Records – Correspondence and General Documentation		
8. DEMOGRAPHIC RECORDS.			
A. Census and Population Data (Historical). Summary population estimates, statistics and supporting documentation pertaining to the ten-year census relating to the County and census surveys performed by the County.	Planning	Permanent	**CMRRS** 11.20: Permanent

Record Title	Record Copy Custodian	Record Copy Minimum Retention Period	Regulatory Citation/Notations
B. Census Forms and Reports. Copies of U.S. Census Bureau forms and voluntary surveys on government employment and local government tax revenues, used to meet the requirements for Federal Revenue Sharing and to make financial information available to the public; annual survey of government employees, boundary and annexation survey and similar reports.	Planning	3 years	**CMRRS** 11.20: 3 years
C. Demographic, Population and Development Reports. Reports containing data and information published in past years that provide "snapshots" of past conditions; periodic compilations of data and statistics from county, state, and federal sources relating to population, housing, economic indicators, and reference materials.	Planning	***Annual Demographic Reports for Census Purposes:*** Permanent ***Other Demographic Reports:*** Until overwritten ***Website Version:*** Until superseded	
9. DEVELOPMENT RECORDS. Records relating to pre-submittal reviews, preliminary and final plats, amended plans and plats, sketch plans, minor developments, site plans, service plan reviews, uses by special review, and supporting documentation, including County departmental reviews of various aspects of the development, referral comments from other jurisdictions, geologic hazards records, etc.	Planning See also: Special District Records and Zoning Records below	***Pre-Submittal Review Records***: 3 years + current ***Approved and Disapproved Development Project Files:*** Permanent, provided that non-permanent and non-record material is to be purged from the permanent file at the time the file is closed in accordance with the records retention schedule ***Plats:*** Permanent *(Recorded original is on file with the County Clerk and Recorder, and Planning does not retain a copy)* ***Site Plans and Other Unrecorded Plans, Maps and Drawings:*** Permanent	**DC** *Planning Dept 88-34 Planning Files:* Permanent **CRS** 24-68-104: Property rights remain vested for a period of 3 years i.e. right to undertake and complete the development and use of property under the terms and conditions of a site specific development plan **CMRRS** 11.30 *Development Records:* Permanent **CMRRS** 11.100 *Plats:* Permanent **CMRRS** 11.40 *Development Proposals Not Approved:* 1 year + current after disapproval **CMRRS** 11.170 *Vested Property Rights Records*: Permanent
10. ECONOMIC DEVELOPMENT RECORDS	See: Section 26 Public Relations, Outreach and Legislative Affairs Records		

Record Title	Record Copy Custodian	Record Copy Minimum Retention Period	Regulatory Citation/Notations
11. FINANCIAL RECORDS.	See: Section 13 Financial Records		
12. HISTORIC PRESERVATION RECORDS.	See: Section 16 Historic Preservation Records		
13. PAYROLL AND PERSONNEL RECORDS.	See: Section 23 Payroll Records and Section 24 Personnel Records		
14. PERMITS.			
A. Home Occupation Permits and Supporting Documentation. Permits for operating a home occupation within the County.	Planning	2 years + current after expiration	**CMRRS** 12.30: 2 years + current after expiration 12/23/08: E-mail from Maureen Waller change from permanent to 2 years + current after expiration
B. Sign Permits and Supporting Documentation. Records documenting permits for construction and installation of billboards, signs and banners	Planning	Permanent	**IRC** 104.7 and **IBC**104.7**:** *Departmental Records:* For the period required for retention of public records **CMRRS** 1.220: 2 years + current 7/17/08 E-mail from Planning: requested indefinite retention
15. PLANNING COMMISSION RECORDS			
A. Commission Case Files.	See: Development Records above		
B. Commission Operation Records. Agendas, minutes, recordings, etc.	See: Section 2 Board, Commission and Authority Records		
16. PLANS, STUDIES, REPORTS AND SUPPORTING DOCUMENTATION - PLANNING. Documents prepared in-house or externally regarding regional and local planning, strategic or long-range planning or growth, such as comprehensive master plans, sub-area plans, urban growth area plans, storm water basin plans, transportation plans, utility plans, economic development plans, streetscape plans, corridor plans, housing plans, etc. Supporting documentation includes surveys or studies that feed into the plan, plan certifications, records regarding approvals, etc.	Planning	Permanent	**CMRRS** 11.130: Permanent

Record Title	Record Copy Custodian	Record Copy Minimum Retention Period	Regulatory Citation/Notations
17. PRIVATE ACTIVITY BOND ISSUE FILES. Private activity bonds are debt instruments that are free from federal taxation and are typically used for affordable housing and industrial development funding; records include annual private activity ceiling allocation letters to County as a local issuing authority from State of Colorado, allocation assignment records, allocation declarations, transfers of allocations, bond issuance reports and all supporting documentation.	Planning	2 years after final payment of bonds	**CRS** 24-32-1701: No retention periods specified **CMRRS** 5.80: *Bond Issue Files:* 2 years after final payment ***Note:*** County's allocation must be used within 3 years
18. REFERRALS FROM OTHER JURISDICTIONS. Advisory deliberations referred to the County from other jurisdictions for review and recommendation.	Planning	Permanent	**CMRRS** 11.140: *Direct Interest:* 6 years provided it is reviewed before destroying; *Other Referrals:* Until no longer needed for reference
19. SPECIAL DISTRICT RECORDS. Records relating to creation of special district, including applications and supporting documentation, service plans, notices and notifications, Planning Commission actions, court proceedings, election results, etc.	Planning	Permanent	**CRS** 32-1-101 *et seq.*: No retention periods specified
20. STANDARDS, GUIDELINES, POLICIES AND PROCEDURES.	See: Section 15 General Records – Policies and Procedures Documentation		
21. STREET ADDRESSING RECORDS. Records pertaining to the assignment and alteration of street names and house numbers, and similar records providing official control of the naming and numbering of streets and addresses in accordance with the provisions of the Addressing and Street Naming Manual.	Planning	Permanent	**CMRRS** 1.240: Permanent
22. WATER RESOURCE STRATEGIC PLANNING RECORDS. Water team records, including meeting minutes and agenda material, water court filings in which the County has an interest, and records relating to water resource strategic planning for the County.	Planning	Permanent	
23. ZONING RECORDS.			
A. Permitted and Accessory Use Records. Records pertaining to permits for conditional uses, special uses, nonconforming uses and accessory uses.	Planning	Permanent	**CMRRS** 11.120: Permanent

Record Title	Record Copy Custodian	Record Copy Minimum Retention Period	Regulatory Citation/Notations
B. Rezoning Records. Records relating to the initial zoning and any subsequent rezoning of property within the County's jurisdiction.	Planning	Permanent	**CRS** 30-28-116: No retention periods specified **CMRRS** 11.190: Permanent **LC:** Permanent
C. Zoning Plans, Zone District Maps and Supporting Documentation. Adopted zoning plans and zone district maps for unincorporated Douglas County; supporting documentation includes records of approvals, certifications, zoning regulations, etc.	Planning	Permanent	**CRS** 30-28-111: No retention periods specified
D. Zoning Violation Records. Records relating to complaints and investigations regarding violations of the County's zoning requirements; supporting documentation includes photos, inspection reports, annual follow-ups, etc.	Planning	6 months after closure, <u>except</u> retain permanently if there is a court record	**CRS** 30-28-114: No retention periods specified in connection with enforcement of the zoning requirements **CMRRS** 11.180: *Land Use Violations:* 5 years + current 12/23/08: E-mail from Maureen Waller change retention period to 6 months after closure except retain permanently if there is a court record

SECTION 26. PUBLIC RELATIONS, OUTREACH AND LEGISLATIVE AFFAIRS RECORDS

Records relating to public relations, public outreach efforts and legislative affairs.

General Instructions

- **The minimum retention period applies to the record copy regardless of the storage format for the record (paper, electronic, microfilm, etc.).**
- **Unless otherwise specified in this retention schedule, duplicate copies may be destroyed at the discretion of the duplicate copy custodian provided they have no further administrative or other value. Duplicate copies should not be retained longer than the record copy.**
- **No record that is eligible for destruction under the retention schedule can be destroyed if it is pertinent to any anticipated, current or pending litigation, claim or audit or the subject of a legal hold.**

Record Title	Record Copy Custodian	Record Copy Minimum Retention Period	Regulatory Citation/Notations
1. AWARD AND RECOGNITION PROGRAM RECORDS. Records relating to various County awards and recognition programs (not including employee awards and recognition) such as youth awards, service awards, etc.	County Administrator's Office	2 years + current , then evaluate for continuing value prior to destruction	
2. COMPLAINTS AND NON-BINDING PETITIONS. Communications of various types that convey objections, dissatisfaction or disagreement with actions or positions taken or not taken by the County; and petitions with no legal effect that are submitted to the County to express the opinions of the signers.	County Administrator's Office and All Other Departments Creating Such Records	1 year + current after final response or action by the County	**CMRRS** 7.80: 1 year + current after response or action by the municipality
3. CORRESPONDENCE AND GENERAL DOCUMENTATION. Correspondence and documentation of a general nature.	See: Section 15 General Records – Correspondence and General Documentation		
4. ECONOMIC DEVELOPMENT OUTREACH RECORDS.			
A. Economic Development Outreach Session Records. Meeting notes, memos, and working information relating to economic development outreach sessions.	Economic Development	1 year + current after the outreach effort, provided the records are reviewed for continuing administrative, historical or reference value prior to destruction	

Record Title	Record Copy Custodian	Record Copy Minimum Retention Period	Regulatory Citation/Notations
B. Economic Development Project Records. Records of networking and economic "gardening" efforts with existing businesses, work on economic and business-related public policy issues, networking with economic development and Chamber of Commerce groups, community development ombudsman and liaison efforts, etc.	Economic Development	2 years after project completion, provided the records are reviewed for continuing administrative, historical or reference value prior to destruction	**CMRRS** 7.280: 2 years after project completion, provided there is no legal or administrative value
5. FINANCIAL RECORDS.	See: Section 13 Financial Records		
6. LEGISLATIVE AFFAIRS RECORDS.			
A. Legislation and Regulatory Action Review Material. Records such as review copies of proposed or adopted state or federal bills, legislation or regulations; notices of proposed rulemaking by federal or state agencies; etc.	All Reviewing Departments	Until no longer needed for reference	**CMRRS** 7.150: Until no longer needed for reference
B. Lobbying Correspondence. County correspondence with County lobbyists or Colorado Counties, Inc. relating to the County's position on legislative matters and letters of support sent for certain issues.	All Departments Directly Involved in Lobbying	4 years, then evaluate prior to destruction to determine any continuing administrative or reference value	**CMRRS** 8.80: 4 years, then evaluate prior to destruction for continuing value
7. PUBLIC RELATIONS RECORDS.			
A. Advertisements. Advertising and supporting documentation relating to boards and commissions vacancies, meetings, outreach activities, events and other advertised matters.	Public Affairs ***Note:*** Human Resources retains ads relating to job vacancies	3 years + current, then retain until no longer needed for reference	
B. Citizen Outreach Records. Records relating to outreach efforts by County departments.	All Departments Involved in Citizen Outreach Efforts	1 year + current after the conclusion of the matter that is the subject of the outreach effort, provided the records are reviewed for continuing administrative, historical or reference value prior to destruction	

Record Title	Record Copy Custodian	Record Copy Minimum Retention Period	Regulatory Citation/Notations
C. News Releases. Prepared statements or announcements issued to the news media announcing County events, new programs, program changes or termination, shifts in policy and changes in officials or senior administrative personnel.	Public Affairs ***Note:*** Departments may issue some routine news releases	***Enduring Value:*** Permanent ***Routine:*** 3 years + current	**CMRRS** 7.230: *Routine:* 3 years + current. *Enduring value:* Permanent
D. Photographic Records.	See: Section 15 General Records – Photographic Records		
E. Publications – County.	See: Section 15 General Records - Publications		
F. Speeches and Addresses. Public remarks made at formal County ceremonies by elected officials, state of the County video and website addresses, etc. Includes paper, videotape, motion picture or tape recordings, and talking points.	Public Affairs	Permanent	**CMRRS** 7.290: Permanent
G. Surveys and Questionnaires – County Originated. Records relating to surveys and questionnaires originated by the County to gather citizen opinion and views.	All Departments Conducting Surveys	***Survey Results and Compilations:*** Permanent ***Survey Responses:*** 1 year + current after compilation complete	**CMRRS** 7.395: *Compilations:* Permanent. *Survey Responses:* 1 year + current after compilation complete
H. Town Meeting Records. Agendas, meeting notes, issues papers, frequently asked questions (FAQs), sign-up sheets, and similar records relating to town meetings organized by the County.	Public Affairs	2 years after town meeting, provided the records are reviewed for continuing administrative, historical or reference value prior to destruction	**CMRRS** 7.110: 2 years after event concludes, except retain records documenting significant aspects of the event permanently
I. Website Design Records.	See: Section 18 Information Technology Records		
8. TELEVISION SYSTEM RECORDS.			
A. License Agreements to Operate.	See: Section 15 General Records – Agreements, Contracts and Supporting Documentation		
B. Programming Records. Scheduling and programming records relating to the content broadcast on Douglas County Television (DC8).	Douglas County Television	1 year + current, then retain until no longer needed for reference	**CMRRS** 7.140: 1 year + current or until no longer needed for reference

Record Title	Record Copy Custodian	Record Copy Minimum Retention Period	Regulatory Citation/Notations
C. Television System Records. Records relating to the operation and maintenance of the Douglas County Television system.	Douglas County Television	Life of television system + 1 year	**CMRRS** 6.60: Life of system + 1 year
9. WEBSITE RECORDS.	See also: Section 18 Information Technology Records – Website Records		
A. Website Page Design Records. Style guide for Web page design.	Public Affairs	Until superseded or until no longer needed for reference	

Department of Personnel & Administration
COLORADO STATE ARCHIVES
RECORDS RETENTION AND DISPOSITION REQUEST

ARCHIVES NO.
14-01

To: Moffat County Sheriff's Office **800 West First Street #100** **Craig, CO 81625** **Attn: Timothy Jantz, Sheriff**	From: STATE ARCHIVIST State Archives and Public Records 1313 Sherman Street, Room 1B20 Denver, Colorado 80203 Telephone (303) 866-2055 FAX: (303) 866-2257 Web Site www.archives.state.co.us

Recommended Action:

☒ Establish a Records Retention and Disposition Schedule ☐ Revise Agency Records Retention and Disposition ☐ One-Time Records Disposition Action

AUTHORIZATION IS REQUESTED FOR RECOMMENDED ACTION SPECIFICALLY NOTED PER THE LISTINGS ATTACHED HERETO AND MADE A PART HEREOF. I HEREBY CERTIFY THAT I AM THE LEGAL RECORDS CUSTODIAN OR THE AUTHORIZED RECORDS OFFICER IN MATTERS PERTAINING TO THE DISPOSITION AND PRESERVATION OF PUBLIC RECORDS IN MY AGENCY.

March 6, 2013	per letter from Timothy Jantz	Sheriff
Date	Signature of Agency Official	Title

AUTHORIZATION

Pursuant to the provisions of CRS 24-80-103, as amended, Public Records Retention and Disposition Action is Authorized as follows.

☒ By Agency ☐ By State Archives

PERMANENT RECORD ITEM(S) 1 - 5 NON-PERMANENT RECORD ITEM(S) 1 - 30

Destruction Options:
☒ Shred ☒ Landfill ☒ Paper Recycle ☐ Other

x _____ Signature of State Archivist

July 3, 2013
Approved Date

x _____ for John W. Suthers
Signature of Attorney General

July 30, 2013
Approved Date

State Auditor
By: Justin Smith
ENDORSED: 7/9/2013
Date

AGENCY AUDITED TO:
12/31/2011
Date

NO RECORD SHALL BE DESTROYED UNDER THIS SCHEDULE AUTHORITY SO LONG AS IT PERTAINS TO ANY PENDING LEGAL CASE, CLAIM ACTION OR AUDIT.

SECTION 27 SHERIFF DEPARTMENT RECORDS

Records relating to Moffat County Sheriff's Department.

General Instructions

- **The minimum retention period applies to the record copy regardless of the storage format for the record (paper, electronic, microfilm, etc.).**
- **Unless otherwise specified in this retention schedule, duplicate copies may be destroyed at the discretion of the duplicate copy custodian provided they have no further administrative or other value. Duplicate copies should not be retained longer than the record copy.**
- **No record that is eligible for destruction under the retention schedule can be destroyed if it is pertinent to any anticipated, current or pending litigation, claim or audit or the subject of a legal hold.**

Record Title	Record Copy Custodian	Record Copy Minimum Retention Period	Action Authorized
1. JAIL REGISTER	County Sheriff	Permanent	Permanent Retention 01/01/1911
2. FINGERPRINT CARDS WITH CHARGES	County Sheriff	Permanent	Permanent Retention 01/01/1911
3. CASE REPORTS: HOMICIDES, SUSPICIOUS DEATHS, SEX OFFENDER, OPEN MISSING PERSONS, FORGERIES, KIDNAPPING, OFFICERS KILLED, ARSON DEATHS, UNRECOVERED FIREARMS, TREASON	County Sheriff	Permanent	Permanent Retention 01/01/1911
4. SEXUALLY VIOLENT PREDATOR PUBLIC NOTIFICATIONS	County Sheriff	Permanent	Permanent Retention 01/01/1911
5. SEX OFFENDER REGISTRATIONS	County Sheriff	Permanent	Permanent Retention 01/01/1991

NO RECORD SHALL BE DESTROYED UNDER THIS SCHEDULE AUTHORITY SO LONG AS IT PERTAINS TO ANY PENDING LEGAL CASE, CLAIM, ACTION OR AUDIT

DRAFT

Moffat County – Records Retention Schedule

Record Title	Record Copy Custodian	Record Copy Minimum Retention Period	Action Authorized
1. ANIMAL IMPOUNDS	County Sheriff	1 year + current	Destroy: 01/01/1980-12/31/2011
2. BACKGROUND INVESTIGATIONS			
A. NOT HIRED	County Sheriff	2 years + current	Destroy: 01/01/1980-12/31/2010
B. HIRED	County Sheriff	Transfer to Personnel File	Transfer: Subject to Reservation Indicated
3. BANK RECORDS	County Sheriff	6 years + current	Destroy: 01/01/1911-12/31/2006
4. BILLINGS FOR COURTESY HOLDS (ICE & DOC).	County Sheriff	3 years + current	Destroy: 01/01/1911-12/31/2009
5. CASE REPORTS/INCIDENT REPORTS: FELONY CASES, SPRECIAL INVESTIGATIONS RELATED TO AGGRAVATED ASSULT, ARSON WITHOUT FATALITIES AND SIMILAR CASES	County Sheriff	10 years + current	Destroy: 01/01/1911-12/31/2002
6. CASE REPORTS: MISDEMEANOR	County Sheriff	3 years + current	Destroy: 01/01/1911-12/31/2009
7. CASH & DEPOSIT LEDGERS (DUPLICATE COPIES)	County Sheriff	1 year + current	Destroy: 01/01/1911-12/31/2011
8. CBI INFORMATION: PROTECTION ORDERS, WARRANTS, ETC.	County Sheriff	Until no longer needed	Destroy: Subject to Reservation Indicated
9. CIVIL TRIP TICKETS/RETURNS	County Sheriff	3 years + current	Destroy: 01/01/1911-12/31/2009
10. COMMISSARY RECORDS	County Sheriff	6 months	Destroy: Subject to Reservation Indicated
11. CONCEALED WEAPONS PERMITS	County Sheriff	2 years after expiration, revocation, denial or termination of permitted use	Destroy: Subject to Reservation Indicated
12. DAILY JAIL LOGS	County Sheriff	1 year + current	Destroy: 01/01/1911 – 12/31/2011
13. DEPUTY WORK SCHEDULES	County Sheriff	2 years = current	Destroy: 01/01/2000 – 12/31/2010
14. EMPLOYEE TRAINING RECORDS	County Sheriff	5 years + current	Destroy: 01/01/2000 – 12/31/2007
15. FIREARM RECORDS			
A. QUALIFICATIONS/AUTHORIZATIONS TO CARRY	County Sheriff	3 years after separation from employment	Destroy: Subject to Reservation Indicated
B. WEAPONS MAINTENANCE	County Sheriff	2 years + current	Destroy: 01/01/1980 – 12/31/2010

NO RECORD SHALL BE DESTROYED UNDER THIS SCHEDULE AUTHORITY SO LONG AS IT PERTAINS TO ANY PENDING LEGAL CASE, CLAIM, ACTION OR AUDIT

DRAFT

Moffat County – Records Retention Schedule

Record Title	Record Copy Custodian	Record Copy Minimum Retention Period	Action Authorized
16. GRANT RECORDS			
A. ACCEPTED	County Sheriff	Duration of grant + 6 years	Destroy: Subject to Reservation Indicated
B. REJECTED	County Sheriff	2 years after rejection or withdrawal	Destroy: Subject to Reservation Indicated
17. INMATE MEDICAL FILES	County Sheriff	10 years after separation	Destroy: Subject to Reservation Indicated
18. INMATE PHONE LOGS	County Sheriff	1 year + current	Destroy: 01-01-1911-12/31/2011
19. INTERNAL AFFAIRS INVESTIGATIONS	County Sheriff	10 years after separation	Destroy: Subject to Reservation Indicated
20. JAIL JACKETS			
A. COUNTY PRISIONERS	County Sheriff	10 years + current	Destroy: 01-01-1911-12/31/2002
B. COURTESY HOLD: ICE/DOC	County Sheriff	2 years + current	Destroy: 01-01-2000-12/31/2010
21. NCIC/CCIC TELETYPES	County Sheriff	30 days	Destroy: Subject to Reservation Indicated
22. PERSONNEL FILES	County Sheriff	10 years after separation	Destroy: Subject to Reservation Indicated
23. POD SEARCHES	County Sheriff	2 years + current	Destroy: 01/01/1911-12/31/2010
24. RECORDS REQUEST FORMS	County Sheriff	2 years after request is answered	Destroy: Subject to Reservation Indicated
25. SHERIFF SALES	County Sheriff	7 years after closure	Destroy: Subject to Reservation Indicated
26. TRAFFIC CITATIONS/OTHER CIATATIONS	County Sheriff	1 year + current	Destroy: Subject to Reservation Indicated
27. VEHICLE IMPOUNDS	County Sheriff	2 years after vehicle is released to owner or otherwise disposed of	Destroy: Subject to Reservation Indicated
28. VISITOR LOGS	County Sheriff	1 year + current	Destroy: 01/01/1911-12/31/2010
NO RECORD SHALL BE DESTROYED UNDER THIS SCHEDULE AUTHORITY SO LONG AS IT PERTAINS TO ANY PENDING LEGAL CASE, CLAIM, ACTION OR AUDIT			

DRAFT

SECTION 28. PUBLIC TRUSTEE RECORDS (RESERVED)

This section is reserved for any future additions to the records retention schedule relating to the records of the Public Trustee's Office.

SECTION 29. RECORDING RECORDS

Records relating to the filing and recording of documents with the County Clerk and Recorder.

General Instructions

- **The minimum retention period applies to the record copy regardless of the storage format for the record (paper, electronic, microfilm, etc.).**
- **Unless otherwise specified in this retention schedule, duplicate copies may be destroyed at the discretion of the duplicate copy custodian provided they have no further administrative or other value. Duplicate copies should not be retained longer than the record copy.**
- **No record that is eligible for destruction under the retention schedule can be destroyed if it is pertinent to any anticipated, current or pending litigation, claim or audit or the subject of a legal hold.**

Record Title	Record Copy Custodian	Record Copy Minimum Retention Period	Regulatory Citation/Notations
1. AGREEMENTS, CONTRACTS AND SUPPORTING DOCUMENTATION.	See: Section 15 General Records – Agreements, Contracts and Supporting Documentation		
2. BANKRUPTCY POSTINGS. Public notices from Bankruptcy Court sent to the County Clerk and Recorder.	Recording	1 year + current	***Note:*** Currently retained indefinitely
3. BONDS OF ELECTED OFFICIALS AND SUPPORTING DOCUMENTATION. Records relating to the acquisition and release of bonds of elected officials, including the Treasurer, Coroner, Deputy Coroner, Sheriff and Board of County Commissioners.	Recording ***Note:*** Treasurer is custodian of bonds for the Clerk and Recorder, and Clerk and Recorder is custodian of bonds for other elected officials. See also: Section 13 Financial Records - Financial Guarantees, Bonds and Supporting Documentation	1 year + current after service ends or after any legal proceedings involving enforcement of the bond conclude, whichever is later	**CRS** 24-13-107, **CRS** 30-10-311 – 30-10-318: No retention period specified; bond is to be recorded by the County Clerk and Recorder **CMRRS** 5.160: 1 year after expiration, completion of guaranteed project (if applicable) or release of the guarantee
4. CORRESPONDENCE AND GENERAL DOCUMENTATION. Correspondence and documentation of a general nature.	See: Section 15 General Records – Correspondence and General Documentation		
5. FINANCIAL RECORDS.	See: Section 13 Financial Records		

DRAFT

Record Title	Record Copy Custodian	Record Copy Minimum Retention Period	Regulatory Citation/Notations
6. HISTORICAL REGISTERS, RECORDS AND BOOKS. These include originals of: Brand Records (1873-1885), Farm and Ranch Names, Bond and Coupon Register, Fee Books, Day Books, Road Warrant Registers, Court Orders, Witness Certificates, Cash Books, Motor Vehicle Chattels, Chattel Indexes, Reception Books, Marriage Licenses, Irrigation Ditch Book, Wolf Scalp Register, Estray Books, Soldiers Discharge Book, Notary Records, Excelsior Journal (public assistance loans by County), Pauper Record (financial assistance for the poor), original maps of towns, grantee/grantor books (to 1990s), ditch and road plats, etc.	Recording See also: Recorded Instruments and Indexes below	Permanent	
7. "KILL" SHEETS. Forms completed to show why a reception number was not used in the public records so that there are no breaks in the number sequences.	Recording	Permanent	
8. MARRIAGE LICENSE RECORDS.			
A. Applications for Marriage Licenses and Supporting Documentation. Marriage license applications and supporting documentation such as affidavits relating to underage marriage, no social security number, marriage by proxy, etc.	Recording	Permanent	**LC:** Permanent ***Note:*** On-line applicants are required to appear in person to finalize the application process.
B. Marriage Certificates.	See: Recorded Instruments below		
9. NOTICES OF NON-COUNTY MEETINGS. Public notices of non-County meetings sent to Recording for public notification and posting.	Recording See also: Section 15 General Records – Notices of County Meetings	1 year + current	**CMRRS** 8.130: 1 year + current
10. PAYROLL AND PERSONNEL RECORDS.	See: Section 23 Payroll Records and Section 24 Personnel Records.		
11. PUBLIC NOTICES.	See: Notices of Non-County Meetings above; Special and Metropolitan District Records – Public Meeting Notices below; and Section 15 General Records – Notices of County Meetings		

DRAFT

Record Title	Record Copy Custodian	Record Copy Minimum Retention Period	Regulatory Citation/Notations
12. RECORDED INSTRUMENTS AND INDEXES.	See also: Electronic Filing System Records above		
A. Indexes of Recorded Instruments and Releases. Paper and electronic finding aids for the retrieval of recorded information, including grantor/grantee indexes and indexes of releases.	Recording	Permanent	**CRS** 30-10-408: County Clerk and Recorder to "keep" a grantor index and grantee index; a general index of releases may be maintained **DC** *Clerk & Recorder 91-270:* Permanent
B. Reception Books. Paper or electronic books containing a record of time of reception of a recorded instrument, names of grantors and grantees, to whom delivered and fees received.	Recording See also: Historical Records above	Permanent	**CRS** 30-10-409: County Clerk and Recorder to "keep" a reception book **DC** *Clerk & Recorder 91-270:* Permanent
C. Recorded Instruments. Documents received and recorded by the County Clerk & Recorder to place them on public record, including deeds of trust, deeds, real estate instruments, military discharge papers, marriage certificates, title applications, federal tax liens, Uniform Commercial Code (UCC) filings[1], redemption certificates recorded for the County Treasurer, foreclosure records recorded for the Public Trustee, Board of County Commissioners Resolutions, and other types of recorded instruments.	Recording	***Recorded Instruments:*** Permanent ***Off-Site Database Backup:*** Retain current and previous versions at a minimum and until a subsequent backup has been tested ***Backup CDs***: Until superseded and until the subsequent backup has been tested ***Microfilm of Recorded Instruments (Prior to 1994):*** Permanent	**CRS** 30-10-406: County Clerk to "safely keep and preserve all the documents received for recording or filing" **CRS** 30-10-407: At least two microfilms or two optical imaging database records to be made of each recorded document to be kept in separate buildings; optical imaging system to "produce permanent records which do not permit additions, deletions or other changes to the original documents" **DC** *Clerk & Recorder 91-270,* **LC**: Permanent
D. Unclaimed Recorded Instruments. Recorded instruments returned by the postal service or left at the County Clerk's Office and which are unclaimed or undeliverable.	Recording	Permanent	**LC:** 2 years + current ***Note:*** 9/8/08 e-mail from Maureen Waller: Recording wants to retain permanently
13. SEARCH FORMS. Forms requesting searches of recorded instruments (non-public documents such as discharge forms, marriage license applications, death certificates, etc.) at the County Clerk's Office.	Recording	***DD-214 Search Forms:*** 5 years + current ***Other Search Forms:*** 2 years + current	Researched 5 **USC** 552(b)(6), 32 **CFR** Part 45, **CRS** 24-72-204: No retention period specified for DD-214 Search Forms ***Note:*** Federal Statute of Limitations: 5 years
14. SPECIAL AND METROPOLITAN			

[1] UCC filings are filings for assets within a specific piece of real estate that has been mortgaged.

DRAFT

Record Title	Record Copy Custodian	Record Copy Minimum Retention Period	Regulatory Citation/Notations
DISTRICT RECORDS.			
A. Public Meeting Notices. Courtesy copies of notices of public meetings of Metropolitan Districts.	Recording	1 year + current	
B. Reports to State. Reports to the State Department of Local Affairs from the County Clerk relating to the organization, dissolution or boundary changes of special districts.	Recording	Permanent	**CRS** 32-1-105: No retention period specified
C. Service Plans – Special and Metropolitan Districts. District plans submitted to the County for date stamping and official acceptance.	Recording	Permanent	**CRS** 32-1-107: Retention period not specified
15. SUBDIVISION AND COMMON INTEREST COMMUNITY PLATS, MAPS AND INDEXES. Mylar originals, electronically submitted original plats and indexes of all recorded subdivision plats and all common interest community plats or maps recorded with the County Clerk and Recorder. Supporting documentation such as covenants and agreements are recorded separately. (See: Recorded Instruments above)	Recording	Permanent	**CRS** 30-10-410: Clerk and recorder to "maintain" file and indexes of all recorded subdivision plats and common interest community plats or maps ***Note:*** CRS 38-50-101 allows electronic submission of certain plats for recording
16. SURVEYING RECORDS FILED WITH COUNTY CLERK AND RECORDER.			
A. Colorado Land Survey Monument Records. Descriptions originating with filings by public surveyors with the Colorado Board of Professional Engineers and Surveyors regarding the establishment, restoration and rehabilitation of public land survey monuments.	Recording	Permanent	**CRS** 38-53-104: Requires the filing of monument records with the State Board; no retention period specified for the State Board or the County Clerk and Recorder
B. Land Survey Plats. Surveys, field notes, calculations, plats, maps and other records pertaining to work done by the County Surveyor that is authorized and financed by the Board of County Commissioners.	Recording	Permanent	**CRS** 30-10-903: Filed in the office of the County Surveyor or in the office of the County Clerk and Recorder if there is no office for the County Surveyor in the County; no retention period specified

DRAFT

Record Title	Record Copy Custodian	Record Copy Minimum Retention Period	Regulatory Citation/Notations
17. TRADE NAME REGISTRATIONS. Trade name registration records provided by the Colorado Department of Revenue.	Recording	Permanent	**CRS** 30-10-420: Trade name registration records provided by Department of Revenue to be "maintained" by County Clerk and Recorder; retention period not specified

DRAFT

SECTION 30. RISK MANAGEMENT RECORDS

Records relating to insurance, bonds, claims and County risk management activities.

General Instructions

- **The minimum retention period applies to the record copy regardless of the storage format for the record (paper, electronic, microfilm, etc.).**
- **Unless otherwise specified in this retention schedule, duplicate copies may be destroyed at the discretion of the duplicate copy custodian provided they have no further administrative or other value. Duplicate copies should not be retained longer than the record copy.**
- **No record that is eligible for destruction under the retention schedule can be destroyed if it is pertinent to any anticipated, current or pending litigation, claim or audit or the subject of a legal hold.**

Record Title	Record Copy Custodian	Record Copy Minimum Retention Period	Regulatory Citation/Notations
1. BONDS AND SUPPORTING DOCUMENTATION.	See: Insurance Records below		
2. CLAIM AND LITIGATION RECORDS.			
A. Claim Files. Claims and supporting documentation, including notices of claim, reports, statements of witnesses, and other documents necessary to the support or reject individual claims; settlement documents and demands for payment; etc.	***Major Claims That Proceed to Lawsuits:*** County Attorney ***Minor Claims Settled Without Proceeding to Lawsuit:*** Risk Management See also: Section 19 Legal Counsel Records – Pending Lawsuits	***Major Claims That Proceed to Lawsuits:*** 6 years + current after lawsuit is resolved, claim file is closed and time for filing of appeals has expired, then evaluate for continuing value prior to destruction of the records ***Minor Claims Settled Without Proceeding to Lawsuit:*** 3 years + current after settlement	**CMRRS** 5.240: 6 years + current ***Note:*** County Attorney also retains records relating to lawsuits
B. Claim History – Property and Liability Claims. Spreadsheet showing annual claim history.	Risk Management	6 years + current	
C. Liability Incident/Accident Reports. Examples include: ▪ Fiduciary ▪ Emergency medical malpractice ▪ Auto ▪ Excess liability	Risk Management	Permanent	

Record Title	Record Copy Custodian	Record Copy Minimum Retention Period	Regulatory Citation/Notations
3. CORRESPONDENCE AND GENERAL DOCUMENTATION. Correspondence and documentation of a general nature.	See: Section 15 General Records – Correspondence and General Documentation		
4. DRIVER'S LICENSE VERIFICATION RECORDS. Records of periodic verifications that employees have the appropriate valid drivers' licenses.	Risk Management	Until completion of subsequent verification, or until separation from employment, whichever comes first	**CMRRS** 15.65: Until completion of subsequent verification, or until separation from employment, whichever comes first
5. FINANCIAL RECORDS.	See: Section 13 Financial Records		
6. INSURANCE RECORDS.			
A. Bonds of Elected Officials.	See: Section 13 Financial Records – Financial Guarantees, Bonds and Supporting Documentation and Section 29 Recording Records – Bonds		
B. Certificates of Insurance and Bonds. Current proof of insurance and bonds for work done by contractors.	Risk Management	7 years + current after completion of contract	**CMRRS** 5.240: *Major Projects:* 10 years after substantial completion. *Other:* 6 years after expiration **JC**: 7 years + current after completion of contract
C. Insurance Policies and Supporting Documentation. Evidence of insurance coverage, including policies, applications, premiums paid, and endorsements.	Risk Management	***Claims Made Policies:*** 7 years after expiration of policy, or after all claims made under the policy are settled, whichever is later ***Occurrence Policies:*** 6 years after expiration of policy	**CMRRS** 5.240: 6 years after expiration of policy, or after all claims made under the policy are settled, whichever is later **DC** *Board of County Commissioners* 86-112: Duration of policy as determined by any terms limiting action thereunder + 6 years after cause accrues
D. Unemployment Insurance Records.	See: Section 24 Personnel Records – Unemployment Insurance Records		
E. Worker's Compensation Records.	See: Worker's Compensation Records below		

Record Title	Record Copy Custodian	Record Copy Minimum Retention Period	Regulatory Citation/Notations
7. REPORTS – RISK MANAGEMENT.			
A. Insurance Inspectors' Reports.	See: Section 11Facilities Records – Inspection Records		
B. Loss Reports and Supporting Documentation. Records of amounts recovered from insurance companies in connection with losses and of claims against insurance companies, including reports of losses and supporting papers.	Risk Management	6 years + current	**CMRRS** 5.240 *Claim Reports:* 6 years + current
8. WORKER'S COMPENSATION RECORDS.			
A. Worker's Compensation Claims and Supporting Documentation. Case files for Worker's Compensation claims containing correspondence, injury reports, medical reports, Worker's Compensation insurance claims, hearing documentation, and record of payments made to claimants or their dependents for job-related injuries or illness. ***Note:*** Worker's Compensation is handled by a third party administrator, which will transfer the records to the County upon termination of the contract for administration.	Risk Management	***Lost Time - Settled Full and Final:*** 5 years + current from date of settlement ***Lost Time - Not Settled Full and Final:*** 15 years + current after date of last payment or termination of employee, whichever is longer ***Medical Only:*** 6 years + current from last date of treatment or termination of employee, whichever is longer	**CRS** 8-43-203(c): State retains claim records 7 years + current after closed – employer retention period not specified **CMRRS** 15.310: 6 years + current **JC:** *Lost time, not settled full and final:* 15 years + current after date of last payment or termination of employee, whichever is longer; *Medical only:* 6 years + current from last date of treatment or termination of employee, whichever is longer*; Lost Time, settled full and final:* 5 years + current from date of settlement ***Note:*** Claims can reopened at any time within 7 years.
B. Worker's Compensation Insurance Policies. Insurance policies providing Worker's Compensation coverage.	Risk Management	7 years + current after all claims covered by the policy are resolved	
C. Workers' Compensation Loss Reports. Reports from third party administrator providing history of Worker's Compensation claims and settlements.	Risk Management	Until superseded, or until no longer needed for reference	

SECTION 31. ROAD AND BRIDGE RECORDS

Records relating to road and bridge management.

General Instructions

- **The minimum retention period applies to the record copy regardless of the storage format for the record (paper, electronic, microfilm, etc.).**
- **Unless otherwise specified in this retention schedule, duplicate copies may be destroyed at the discretion of the duplicate copy custodian provided they have no further administrative or other value. Duplicate copies should not be retained longer than the record copy.**
- **No record that is eligible for destruction under the retention schedule can be destroyed if it is pertinent to any anticipated, current or pending litigation, claim or audit or the subject of a legal hold.**

Record Title	Record Copy Custodian	Record Copy Minimum Retention Period	Regulatory Citation/Notations
1) AGREEMENTS, CONTRACTS AND SUPPORTING DOCUMENTATION Agreements and Contracts of various kinds that document some kinds that Document some form of agreement that is enforceable by law between the County and other parties, including but not limited to intergovernmental agreements, memoranda of understanding, franchise agreements, lease agreements, change orders, letter of intent, amendments and revisions and essential supporting documentation.	Road and Bridge: Sand & Gravel leases. Originals retained for administrative purposes. County Attorney: Original of other Agreements and Contracts sent to County Attorney. Copy retained in Road & Bridge for fulfillment of terms	6 years + current after expiration or fulfillment of all terms of the agreement or contract, whichever is later, provided that an audit has been completed and the agreement or contract no longer has any binding effect. Prior to destruction, evaluate for continuing legal, administrative or historical value. Duplicate Copies: Until no longer needed for reference.	CMRRS 7.20: 6 years + current after expiration or fulfillment of all terms of the agreement or contract, whichever is later, provided that an audit has been completed and the agreement or contract no longer has any binding effect. Prior to destruction, evaluate for continuing legal, administrative or historical value.
2) CAPITAL IMPROVEMENT PROGRAM CONSTRUCTION PROJECTS Files with Enduring Value: Addenda to RFPS Appraisals As-built plans/construction plans Bid Tabulations Contracts/Professional service agreements Construction schedules Copies of legal notices Correspondence and supporting documentation Deeds/Easements Design Information Engineer's estimate Environmental/geotechnical	Road & Bridge	Permanent (Material with Enduring Value) 2 years + current (Material with routine value)	

Record Title	Record Copy Custodian	Record Copy Minimum Retention Period	Regulatory Citation/Notations
Financial Information Inspection/Testing reports Intergovernmental agreements Plan Holder List Project photos Public Notifications Request for proposals Specifications Title commitments Other similar records Files of routine value: Procurement and related financial information, correspondence, project accounting Temporary access permits			
3) COMMERICAL DRIVER'S LICENSE RECORDS (CDL)	Records relating to Commercial Driver's Licenses issued to County employees.		
1) Administrative Records	Road & Bridge	5 years	49 CFR 382.401 (b)(1)(vi) 5 years
2) Annual Calendar Year Summary	Road & Bridge	5 years	49 CFR 382.401 (b)(1)(vi) 5 years
3) Collection Process Records	Road & Bridge	2 years	49 CFR 382.401(b)(2):
4) Test Result Records – Alcohol and Controlled Substances.			
a) Alcohol Test Results – Concentration Greater than 0.02	Road & Bridge	5 years	49 CFR 382.401(b)(1)(i): 5 years
b) Alcohol Test Results – Concentration less than 0.02	Road & Bridge	1 year	49 CFR 382.401(b)(3): 1 year
c) Controlled Substances Test Results – Driver Verified Positive Test Results	Road & Bridge	5 years	49 CFR 382.401(b)(1)(ii): 5 years
d) Controlled Substances Test Results – Negative and Cancelled Test Results	Road & Bridge	1 year	49 CFR 382.401(b)(3): 1 year
5) Test Refusal Documentation	Road & Bridge	5 years	49 CFR 382.401(b)(1)(iii): 5 years

Record Title	Record Copy Custodian	Record Copy Minimum Retention Period	Regulatory Citation/Notations
4) CORRESPONDENCE AND GENERAL DOCUMENTATION. Correspondence and documentation of a general nature. Includes general administrative records.	See Section 15: General Records-Correspondence and General Documentation		
5) DAILY WORK REPORTS Daily record (daily time sheets) of work done by the County i.e. location, worker, task, etc.	Road and Bridge	5 years + current	CRS 8-72-107 MC Road and Bridge-Original 20 years
6) FINANCIAL RECORDS Records documenting and ensuring accountability for the receipt and expenditure of public funds.	See Section 13: Financial Records		
7) FLEET AND EQUIPMENT RECORDS.			
1) Fuel Underground Storage Tank Records			
a) Closure Records Records of permanent closure, including excavation zone assessments	Road and Bridge	At least 3 years after permanent closure or change-in-service	40 CFR 280.74, 7 CCR 1101-14 § 2-5-5: Closure Records: Excavation zone assessment records: At least 3 years after completion of permanent closure or change-in-service.
b) Release Detection System Records. Records of release and detection system.	Road and Bridge	Results of Sampling, Testing or Monitoring – 1 year Schedules of Calibration and Maintenance: 5 years from date of installation Written Documentation of Calibration,	40 CFR 280.34 Reporting and Recordkeeping: No retention period specified 40 CFR 280.45, 7 CCR 1101-14 § 2-4-6: Release Detection Records-Written Results of Sampling, Testing or Monitoring: At least 1 year; Written documentation of calibration,

Record Title	Record Copy Custodian	Record Copy Minimum Retention Period	Regulatory Citation/Notations
		Maintenance and Repair: At least 1 year after completion of servicing work	maintenance and repair: At least 1 year after completion of servicing work; Schedules of calibration and maintenance: 5 years from date of installation 40 CFR 280.111 Recordkeeping – Financial Responsibility: No retention period specified 7 CCR 1101-14 §§ 2-2-7 and 2-3-5: No retention period specified CMRRS 11.70 Underground Storage Tanks: 25 years after tanks is removed
2) Fuel Usage Records Records of fuel use at County gas pumps.	Road and Bridge	1 year + current	CMRRS 6.70: 2 years LC Gas Pump Usage Report: 1 year + current
3) Oil Disposal Records	Road and Bridge	Disposal Manifests: 3 years, or until receipt of signed copy from designated facility receiving the waste Signed Copy from Receiving Facility: 3 years from the date waste was accepted by initial transporter	40 CFR 262.40(a): 3 years or until signed copy is received from designated facility which received the waste; this signed copy must be retained for at least 3 years from date waste was accepted by the initial transporter 6 CCR 1007.3 Part 279 Disposal of Oil: No retention period specified 7 CCR 1101-14 §§ 2-2-7 and 2-3-5: No retention period specified ACC pp56-57: 5 years
4) Inventories – Vehicles and Equipment Listings of vehicles, equipment, parts and similar property owned by County	Road and Bridge	Until superseded	CMRRS 6.90: Until revised

Record Title	Record Copy Custodian	Record Copy Minimum Retention Period	Regulatory Citation/Notations
5) Maintenance and Inspection Records – Vehicles and Equipment			
a) Driver Vehicle Inspection Reports Vehicle inspection reports and documentation of corrective actions taken by motor carriers or their agents with regard to defects or deficiencies noted during the inspection prior to operation of a motor vehicle.	Road and Bridge	3 months	CMRRS 6.110, 49 CFR 396.11 and 49 396.13: 3 months
b) General Inspection and Maintenance Documentation Of Vehicles and Equipment: Records and reports pertaining to maintenance and inspections performed for County vehicles and equipment, including those records required by State and Federal regulations**.**	Road and Bridge	Until vehicle or equipment is no longer under County control + 1 year	CMRRS 6.110: Until vehicle or equipment is no longer under municipal control + 1 year
c) Maintenance Histories-Vehicles and Equipment: Records and reports pertaining to maintenance and inspections performed for County vehicles and equipment, including those records required by State and Federal regulations.	Road and Bridge	Life of vehicle and equipment + 1 year	29 CFR 1910.68: Inspection records to be kept for heavy equipment (no specified retention) CMRRS 6.180: Life of vehicle + 1 year
d) O&M Manuals-Vehicles and Equipment: O & M Manuals – Vehicles and Equipment	Road and Bridge	Life of vehicle and equipment + 1 year	CMRRS 6.120: Life of unit + 1 year
e) Warranties-Vehicles and Equipment	Road and Bridge	Life of vehicle and equipment or expiration of warranty + 1 year, whichever is later	CMRRS 6.210: Life of vehicle and equipment or expiration of warranty + 1 year, whichever is later

Record Title	Record Copy Custodian	Record Copy Minimum Retention Period	Regulatory Citation/Notations
f) Work Orders – Vehicles and Equipment:	Road and Bridge	Life of vehicle and equipment or expiration of warranty + 1 year, whichever is later	CMRRS 6.210: Life of vehicle and equipment or expiration of warranty + 1 year, whichever is later
8) HIGHWAY USERS TAX FUND (HUTF) REPORTS Annual reporting to State of Colorado on Street Inventory for County	Road and Bridge	Permanent	Permanent
9) PAYROLL AND PERSONNEL RECORDS Records relating to Payroll and Personnel for County Employees	See: Section 23 Payroll Records and Section 24 Personnel Records		
10) PERMITS AND SUPPORTING DOCUMENTATION			
1) Right-of-Way Access Permits: Permission and authority to construct an access in the right-of-way of a county road	Road and Bridge	Permanent	Permanent
2) Utilities Installation Permits: Permission and authority to place construct and maintain a utility across, within or within the right-of-way of a county road.	Road and Bridge	Permanent	Permanent
3) Transport Permits/Oil & Gas Rig Movement Permits: Oversize/Overweight Moving Permits on a County road	Road and Bridge	3 years + current after expiration of permit	3 years + current after expiration of permit
4) County Road Snow Plowing Request: Requests for County to provide snow removal.	Road and Bridge	Permanent	Permanent
5) Road Maintenance Permit for Private Entities: Request for private company to perform maintenance on a county road.	Road and Bridge	3 years + current after expiration of permit	3 years + current after expiration of permit.

Record Title	Record Copy Custodian	Record Copy Minimum Retention Period	Regulatory Citation/Notations
11) PROJECT FILES: Design and construction project files, including as-built drawings, engineering reports	Road and Bridge	Permanent	Permanent
12) PURCHASING RECORDS:			
1) Bid Proposals and Quotes Includes: Bid summaries of bids received in response to a specific solicitation. Formal bids received unsolicited or in response to solicitations. Proposals, Vendor Lists, Written Quotes	Road and Bridge	Awarded: 6 years + current after acceptance of bid Rejected (Unsuccessful): 2 years + current after bid opening Unsolicited: 2 years + current Bid Summaries: 6 years + current	CMRRS 5.300 Awarded Bids: 6 years + current after acceptance of bid. Rejected Bids: 2 years + current. Unsolicited: 2 years + current.
2) Bid Solicitations and Specifications	Road and Bridge	6 years + current	CMRRS 5.300: 6 years + current
13) ROAD NAME FILES: Reports, records, correspondence relating to County roads.	Road and Bridge	Permanent	Permanent
14) STANDARDS, POLICIES & PROCEDURES DOCUMENTATION	See: Section 15 General Records – Policies and Procedures		
15) STORM WATER PROJECTS: Annual Reports Construction site storm water runoff control Correspondence and supporting documentation Financial Information Illicit discharge, detection and elimination Post construction storm water management Storm Water applications and permits	Road & Bridge	Permanent (Material with Enduring Value)	Permanent

Record Title	Record Copy Custodian	Record Copy Minimum Retention Period	Regulatory Citation/Notations
16) TRAFFIC CONTROL AND MANAGEMENT RECORDS			
1) Accident Reports: Reports generated by State Patrol	Road and Bridge	9 years + current	CMRRS 10.190
2) Complaints and Requests: Road complaints and requests – Documented	Road and Bridge	5 years + current after response or action by County	CMRRS 7.80
3) Maintenance Records	Road and Bridge	6 years + current	CRS 8-72-107
4) Traffic Counts	Road and Bridge	5 years + current	5 years + current
5) Traffic Files	Road and Bridge	Permanent (Materials with Enduring Value) 2 years + current (Materials with Routine Value)	Permanent

SECTION 32. SURVEYING RECORDS (RESERVED)

This section is reserved for any future additions to the records retention schedule relating to the records of the County Surveyor's Office.

See: Section 29 Recording Records for Colorado Land Survey Monument Records and Land Survey Plats filed with the County Clerk and Recorder.

SECTION 33. WEED AND VECTOR CONTROL RECORDS

Records relating to County control and mitigation of noxious weeds and mosquitoes.

General Instructions

- **The minimum retention period applies to the record copy regardless of the storage format for the record (paper, electronic, microfilm, etc.).**
- **Unless otherwise specified in this retention schedule, duplicate copies may be destroyed at the discretion of the duplicate copy custodian provided they have no further administrative or other value. Duplicate copies should not be retained longer than the record copy.**
- **No record that is eligible for destruction under the retention schedule can be destroyed if it is pertinent to any anticipated, current or pending litigation, claim or audit or the subject of a legal hold.**

Record Title	Record Copy Custodian	Record Copy Minimum Retention Period	Regulatory Citation/Notations
1. CONTRACTS AND AGREEMENTS.	See: Section 15 General Records – Agreements, Contracts and Supporting Documentation		
2. CORRESPONDENCE AND GENERAL DOCUMENTATION. Correspondence and documentation of a general nature.	See: Section 15 General Records – Correspondence and General Documentation		
3. DAILY TIME SHEETS – WEED MANAGEMENT. Daily record (time/activity sheets) of work done by the County i.e. location of spraying or mowing, chemical or biological method applied, applicator's name, etc.	Weed Management	5 years + current	7 **CFR** 110.3: 2 years after restricted use pesticide application **CRS** 8-72-107, **DC** Public Works 91-164 *Time Sheets & Cards (Originals):* 5 years + current **CRS** 35-10-111: 3 years after date of pesticide application
4. FINANCIAL RECORDS.	See: Section 13 Financial Records		
5. PAYROLL AND PERSONNEL RECORDS.	See: Section 23 Payroll Records and Section 24 Personnel Records		
6. PESTICIDE HANDLING AND APPLICATION RECORDS.			
A. Chemical and Container Disposal Records. Records relating to the disposal of unused chemicals and empty containers.	Weed Management	6 years + current	**LC:** 6 years + current

Record Title	Record Copy Custodian	Record Copy Minimum Retention Period	Regulatory Citation/Notations
B. Chemical Inventory. Record of the identity (chemical name if known) of the substance or agent, where it was used, and when it was used.	Weed Management	At least 30 years	**CMRRS** 15.120 *MSDS:* Until superseded or 1 year + current after chemical is disposed of or consumed, provided that the employer retains some record of the identity (chemical name if known) of the substance or agent, where it was used, and when it was used, for at least 30 years **LC:** Permanent
C. Chemical Labels and Material Safety Data Sheets (MSDS). Employers must have a MSDS on file for each hazardous chemical they receive and use and ensure copies are readily accessible to employees in their work area. Employer must keep records of chemicals used, where they were used and for how long [29 CFR 1910.1200].	Weed Management	Until superseded or 1 year + current after chemical is disposed of or consumed, provided that the County retains some record of the identity (chemical name if known) of the substance or agent, where it was used, and when it was used, for at least 30 years [See: Chemical Inventory above]	**CMRRS** 15.120 *MSDS:* Until superseded or 1 year + current after chemical is disposed of or consumed, provided that the employer retains some record of the identity (chemical name if known) of the substance or agent, where it was used, and when it was used, for at least 30 years
D. Chemical Sales Records - Restricted Use Pesticide Distribution and Sales Records. Receipts, reports and agreements for all pesticides sold or distributed by the department.	Weed Management	24 months after date of transaction	8 **CCR** 1203-1 Part 13: Records must be available for 24 months after date of transaction **Kansas:** 5 calendar years
E. Pesticide Application Records. Documentation of all chemical application work done on County roads and open spaces, such as medians, rights-of-way, etc. pursuant to State law.			
1) Chemical Sensitivity Notices. Notices that must be sent to those on the chemically sensitive registry before spraying is done.	Weed Management	3 years + current	**CRS** 35-10-112(1)(c)(I): No retention period specified
2) Chemically Sensitive Registry. Registry of pesticide-sensitive persons in Douglas County provided by the State.	Weed Management See also: Chemical Sensitivity Notices below	3 years + current after superseded	**CRS** 35-10-112(1)a): Updated annually

Record Title	Record Copy Custodian	Record Copy Minimum Retention Period	Regulatory Citation/Notations
3) **Contractor Daily Work Reports.** Daily spraying work reports submitted to the County by contractors to meet State requirements.	Weed Management	5 years + current	7 **CFR** 110.3: 2 years after restricted use pesticide application **CRS** 35-10-111: 3 years after date of pesticide application **Kansas:** 5 calendar years **LC:** Permanent
4) **County Daily Time Sheets.**	See: Daily Time Sheets above		
5) **Spraying Notices.** Display advertisements and other public notices of area and spot spraying to be conducted in the County.	Weed Management	5 years + current	
F. **Pesticide Applicator Records.**			
1) **Public Applicator Registrations and Supporting Documentation.** Applicator and supervisor registrations with the State Department of Agriculture to apply restricted-used pesticides, and supporting documentation for the registration.	Weed Management	3 years + current after expiration of registration	**CRS** 35-10-109: No retention period specified
2) **Study Guides.** Pesticide application guides issued by the State.	Weed Management	3 years + current after superseded	
7. **PUBLICATIONS.** Educational brochures, informational flyers and other publications detailing biological and other control methods for noxious weeds and mosquito mitigation program.	Weed Management See also: Section 15 General Records - Publications	Permanent	**CMRRS** 7.300: Permanent
8. **WEED ADVISORY COMMISSION RECORDS.**	See: Section 2 Board, Commission and Authority Records		***Note:*** Created pursuant to CRS 35-5.5-107.
9. **WEED CONTROL PROGRAM RECORDS.**			*General Reference:* **CRS** 35-5.5-101 et seq. Colorado Noxious Weed Act
A. **Biological Control Measures.** Daily time sheets relating to biological control measures applied.	See: Daily Time Sheets above		

Record Title	Record Copy Custodian	Record Copy Minimum Retention Period	Regulatory Citation/Notations
B. Development Review Records – Weed Control. Reviews and departmental recommendations relating to development plans, provided to Planning in connection with development reviews.	Weed Management	Permanent	
C. Education Program Records. Records of efforts made to educate and inform the public about noxious weeds, revegetation options, etc.	Weed Management	Permanent	
D. Incentive Program Records.			
1) Herbicide Giveaway Program Records. Records of noxious weed management incentive program, including records of herbicide given to property owners who participate in weed control classes and training (chemical receipt forms), notices sent and published, training sign-in sheets, and other documentation, mailing lists, etc.	Weed Management	6 years + current	8 **CCR** 1203-1 Part 13: Records must be available for 24 months after date of transaction **LC:** *Cost Share Applications and All Supporting Documentation:* 6 years + current **Note:** Program has been discontinued per e-mail from Weed Management 8/14/08. Retention schedule listing applies to records of previous program.
2) Weed Control Assisted Herbicidal Treatment. Records relating to weed control incentive program that provides assisted herbicidal treatment, including waivers, records of treatment received, number, etc.	Weed Management	Permanent	
E. Mowing Records. Records (daily time/activity sheets) of mowing on County rights-of-way and open space.	See: Daily Time Sheets above		
F. Pesticide Application Records.	See: Pesticide Handling and Application Records above		
G. Video Mapping – Weed Control. Electronic records of video mapping of infestation areas.	Weed Management	Until superseded	
H. Weed Control, Inspection and Enforcement on Private Property.			

Record Title	Record Copy Custodian	Record Copy Minimum Retention Period	Regulatory Citation/Notations
1) Enforcement and Assessment Records (Copies). Departmental records relating to the enforcement of noxious weed control on private property, the completion of work by the County when the property owner does not complete the work ordered by the County, and the assessment of the money owed the County by the property owner.	Weed Management See also: Pesticide Application Records above and Mowing Records below	6 years after tax lien is released	**CRS** 35-5.5-108(5)(a)(I)-(II): No retention period specified **CRS** 35-5.5-108.5(4)(c)(9)(a)(I) - (II): No retention period specified **LC:** *Enforcement Tax Rolls:* 6 years + current; *Treasurer's Collection – Weed Abatement:* 1 year + current
2) Individual Weed Management Plans (IWMP) and Supporting Documentation. Completed forms and supporting documentation required for properties being developed or redeveloped; identifies weeds to be managed on specific properties, degree of infestation, planned control methods and target dates to reach weed control goals. Supporting documentation includes parcel maps.	Weed Management	Permanent	**CRS** 35-5.5-109(4)(II): No retention period specified
3) Infestation and Treatment Lists. Listing of landowners whose property has been found to contain noxious weeds. Also includes records of corrective treatments applied by the landowner or County. Contains name of landowner, legal description of property, type of infestation, treatment and dates.	Weed Management	Permanent	**Kansas:** Permanent

Record Title	Record Copy Custodian	Record Copy Minimum Retention Period	Regulatory Citation/Notations
4) Infestation Notices and Supporting Documentation. Legal notices sent to landowners by the County informing them of infestation, explaining the process of eradication and requiring them to take steps towards eradication; supporting documentation including weed complaints and protests, right of entry.	Weed Management	6 years + current after eradication of the infestation	**Kansas:** 5 calendar years **LC:** 6 years + current
5) Inspection Records. Landowner requests for inspection, complaints and supporting documentation, and records of County inspections to make determinations regarding infestations and recommended measures.	Weed Management	6 years + current after completion of inspection	**CRS** 35-5.5-109(1)(a): *Landowner Requests for Inspection:* No retention period specified
I. Undesirable Plant Management Plans. Plans identifying noxious weeds and County plans for noxious weed control.	Weed Management	Permanent	**CRS** 35-5.5-105: No retention period specified
10. VECTOR CONTROL RECORDS. Records relating to the County's mosquito mitigation program.			
A. Chemical Application Records – Mosquito Control. Records (daily time/activity sheets) relating to larvaciding and use of granulars on public property for mosquito control.	See: Daily Time Sheets above		
B. GPS Tracking Records. Electronic data from GPS tracking system relating to locations for application of larvacide for mosquito control.	Weed Management	Until superseded	
C. Vector Control and Mitigation Records. County records (daily time/activity sheets) of mosquito trapping, counting and testing done in conjunction with Tri-County Health Department and Colorado Department of Public Health and Environment for West Nile Virus tracking.	See: Daily Time Sheets above		

SECTION 34. LANDFILL RECORDS

Records relating to landfill management.

General Instructions

- **The minimum retention period applies to the record copy regardless of the storage format for the record (paper, electronic, microfilm, etc.).**
- **Unless otherwise specified in this retention schedule, duplicate copies may be destroyed at the discretion of the duplicate copy custodian provided they have no further administrative or other value. Duplicate copies should not be retained longer than the record copy.**
- **No record that is eligible for destruction under the retention schedule can be destroyed if it is pertinent to any anticipated, current or pending litigation, claim or audit or the subject of a legal hold.**

Record Title	Record Copy Custodian	Record Copy Minimum Retention Period	Regulatory Citation/Notations
1. AGREEMENTS, CONTRACTS AND SUPPORTING DOCUMENTATION: Agreements and Contracts of various kinds that document some form of agreement that is enforceable by law between the County and other parties, including but not limited to intergovernmental agreements, memoranda of understanding, franchise agreements, lease agreements, change orders, letter of intent, amendments and revisions and essential supporting documentation.	County Attorney: Original of other Agreements and Contracts sent to County Attorney. Copy retained in Road & Bridge for fulfillment of terms Copy retained by Landfill/Road & Bridge for Fulfillment of Terms	6 years + current after expiration or fulfillment of all terms of the agreement or contract, whichever is later, provided that an audit has been completed and the agreement or contract no longer has any binding effect. Prior to destruction, evaluate for continuing legal, administrative or historical value. Duplicate Copies: Until no longer needed for reference.	CMRRS 7.20: 6 years + current after expiration or fulfillment of all terms of the agreement or contract, whichever is later, provided that an audit has been completed and the agreement or contract no longer has any binding effect. Prior to destruction, evaluate for continuing legal, administrative or historical value.
2. CAPITAL IMPROVEMENT PROGRAM CONSTRUCTION PROJECTS: Files with Enduring Value: Addenda to RFPS Appraisals As-built plans/construction plans Bid Tabulations Contracts/Professional service agreements Construction schedules	Landfill/Road & Bridge	Permanent (Material with Enduring Value) 2 years + current (Material with routine value)	Permanent (Material with Enduring Value) 2 years + current (Material with routine value)

Record Title	Record Copy Custodian	Record Copy Minimum Retention Period	Regulatory Citation/Notations
Copies of legal notices Correspondence and supporting documentation Deeds/Easements Design Information Engineer's estimate Environmental/geotechnical Financial Information Inspection/Testing reports Intergovernmental agreements Plan Holder List Project photos Public Notifications Request for proposals Specifications Title commitments Other similar records Files of routine value: Procurement and related financial information, correspondence, project accounting Temporary access permits			
3. CERTIFICATE OF DESIGNATION; Includes general correspondence with County governments, Conditional Use Permit Applications and correspondence, Certificate of Designation Application and Certificate Documents	Landfill/Road & Bridge	Permanent	Permanent
4. COMMERICAL DRIVER'S LICENSE RECORDS (CDL): Records relating to Commercial Driver's Licenses issued to County employees	See: Section 31, CDL Records.		
5. COMPLIANCE AND ENFORCEMENT DOCUMENTATION			
1) Technical Compliance and Enforcement: **I**ncludes inspection reports, correspondence between CDHPE and Facility related to compliance matters	Landfill/Road and Bridge	10 years after trigger date	10 years after trigger date

Record Title	Record Copy Custodian	Record Copy Minimum Retention Period	Regulatory Citation/Notations
2) Hazardous waste treatment and storage permits: Includes inspection reports, correspondence relating to hazardous waste treatment and storage permits.	Landfill/Road and Bridge	30 years after trigger date	30 years after trigger date
3) Supporting permit information Includes: Application and supporting information, permit modifications, final corrective measure determinations, closure plans and their modifications, and post-closure plans or order and modifications.	Landfill/Road and Bridge	5 years after trigger date	5 years after trigger date
4) Hazardous waste disposal permits: Includes application and supporting information, permit modifications, final corrective measure determinations, closure plans and their modifications, and post-closure plans or order and modifications.	Landfill/Road and Bridge	30 years post-closure	30 years post-closure
5) Site characterization reports, remediation reports, monitoring data and final corrective measure determination.	Landfill/Road and Bridge	30 years after trigger date	30 years after trigger date
6) Financial Assurance: Includes all correspondence, reports and related information related to financial assurance.	Finance Department Landfill/Road & Bridge	30 years post-closure	30 years post-closure
7) Information required by other programs: Includes copies of permits or correspondence related to permits issued by agencies such as Water Quality Division, Air Quality Division, Division of Minerals & Geology, etc.	Finance Department Landfill/Road & Bridge	30 years post-closure	30 years post-closure
8) Corrective Action Plans Includes information relative to requiring a correction action.	Landfill/Road & Bridge	30 years post-closure	30 years post-closure
9) Periodic Report Includes reports such as annual tire facility reports or other similar information.	Landfill/Road & Bridge	30 years post-closure	30 years post-closure

Record Title	Record Copy Custodian	Record Copy Minimum Retention Period	Regulatory Citation/Notations
10) Design and Operations Plan: Original engineering and design information for facility Certificate of Designation review and related correspondence. Includes related changes to the original design and operation plan.	Landfill/Road & Bridge	30 years post-closure	30 years post-closure
11) Construction AQ/AC Reports: Includes construction documentation and related correspondence including information on liner construction documentation and as-built drawings.	Landfill/Road & Bridge	30 years post-closure	30 years post-closure
12) Closure and Post-Closure Plans: Includes final closure plan and post-closure plan information and related correspondence.	Landfill/Road & Bridge	Permanent	Permanent
13) Monitoring: Includes plans, data, required reports and related correspondence related to Gas Monitoring, Leachate Monitoring, Ground Water Monitoring, Statistical Analysis Data and Plans, Remediation Data & Plans	Landfill/Road & Bridge	30 years post-closure	30 years post-closure
14) Sub Title D: Contains all documentation regarding Sub Title D, including State Implementation Plan (SIP) and related correspondence.	Landfill/Road & Bridge	Permanent	Permanent
6. CORRESPONDENCE AND GENERAL DOCUMENTATION: Correspondence and documentation of a general nature. Includes general administrative records.	See: Section 15 General Records – Correspondence and General Documentation		
7. DAILY WORK REPORTS: Daily record (daily time sheets) of work done by the County i.e. location, worker, task, etc.	See: Section 31 Road and Bridge		
8. FINANCIAL RECORDS: Records documenting and ensuring accountability for the receipt and expenditure of public funds.	See: Section 13 Financial Records		

Record Title	Record Copy Custodian	Record Copy Minimum Retention Period	Regulatory Citation/Notations
9. FLEET AND EQUIPMENT RECORDS	See: Section 31 Road and Bridge		
10. LEGAL: Includes letters notifying parties of potential liability and demanding certain types of information, Administrative Orders for work or access	County Attorney Landfill/Road and Bridge	30 years after trigger date	30 years after trigger date
11. PAYROLL AND PERSONNEL RECORDS: Records relating to Payroll and Personnel for County Employees	See: Section 23 Payroll Records and Section 24 Personnel Records		
12. CORRESPONDENCE AND GENERAL DOCUMENTATION. Correspondence and documentation of a general nature. Includes general administrative records.	See Section 15: General Records-Correspondence and General Documentation		
13. PERMITS AND SUPPORTING DOCUMENTATION			
14. PURCHASING RECORDS:			
1) Bid Proposals and Quotes Includes: Bid summaries of bids received in response to a specific solicitation. Formal bids received unsolicited or in response to solicitations. Proposals, Vendor Lists, Written Quotes	Landfill/Road and Bridge	Awarded: 6 years + current after acceptance of bid Rejected (Unsuccessful): 2 years + current after bid opening Unsolicited: 2 years + current Bid Summaries: 6 years + current	CMRRS 5.300 Awarded Bids: 6 years + current after acceptance of bid. Rejected Bids: 2 years + current. Unsolicited: 2 years + current.
2) Bid Solicitations and Specifications	Landfill/Road and Bridge	6 years + current	CMRRS 5.300: 6 years + current

Record Title	Record Copy Custodian	Record Copy Minimum Retention Period	Regulatory Citation/Notations
3) Bid Documents/RFP(s): Includes Final Design for Construction Documents, Information for Bidders & Addenda, Procurement and Award Information	Landfill/Road & Bridge	30 years after trigger date	30 years after trigger date
9. SITE ACQUISITION/ACCESS: Includes documents related to any long term planning for facility such as acquisition of sites and access to sites. Includes agreements with Private Landowners, Federal and State Agencies along with property appraisals, site access, litigation documents and title documents/insurance.	Landfill/Road & Bridge	30 years after trigger date	30 years after trigger date
10. STANDARDS, POLICIES AND PROCEDURES DOCUMENTATION: Standards, Policies and Procedures relating to Road & Bridge	See: Section 15 General Records – Policies and Procedures		
11. TIRES: Includes correspondence, work plans, etc. related to tire piles and disposal of tire piles.	Landfill/Road & Bridge	30 years after trigger date	30 year after trigger date

APPENDIX A: DEFINITIONS

ADMINISTRATIVE COPY – A duplicate copy created and retained for a specific administrative purpose.

CLOSED RECORD – A file unit or records series containing documents on which action has been completed and to which more documents are not likely to be added.

CONVENIENCE COPY – A duplicate copy kept solely for ease of reference.

DESTROY AT OPTION – Review annually then destroy at the discretion of the record custodian.

DISPOSITION – Actions taken regarding records no longer needed in current office space, including destruction completed pursuant to an approved records retention schedule or permanent retention of records in paper or other formats.

DUPLICATE COPY – Non-record exact copy of a document kept solely for ease of access and reference.

ENDURING VALUE - Describes records containing enduring administrative, policy, legal, fiscal, historical or research value i.e. evidence of organization and function and information pertaining to people, property, corporate bodies.

FORMAT – The storage medium (paper, microfilm, electronic) or the shape, size, style and general makeup of a particular record.

NON-RECORDS – See Appendix B for examples.

PERMANENT RECORDS – Records appraised as having sufficient historical or other value to warrant continued preservation by County beyond the time they are needed for administrative, legal or fiscal purposes.

RECORD COPY – The official and “best” copy of a document retained by the official record custodian.

RECORD COPY CUSTODIAN – Party responsible for maintaining the official County record.

RETENTION PERIOD – Minimum time period for which a record must be retained to meet legal and operational requirements.

RETENTION SCHEDULE - A document approved by the Colorado State Archives providing authority for the minimum retention periods and final disposition of County records.

ROUTINE VALUE - Routine material must be retained for a short period of time until legal and fiscal responsibility and administrative necessity are discharged.

TRANSITORY VALUE – Describes records that have ephemeral value – may include non-records.

APPENDIX B: NON-RECORDS

The following types of materials have no public record retention value and may be disposed of as soon as they have served their purpose at the discretion of the custodian:

1. Catalogs, trade journals, and other printed materials received from other offices, commercial firms, or private institutions, which require no action and are not needed for documentary purposes.
2. Informational or extra copies of correspondence, completed forms, bulletins, newsletters, etc. prepared for reference and information distribution.
3. Letters of transmittal (internal and external) that do not add any information to the transmitted materials.
4. Miscellaneous memoranda or notices that do not relate to the functional responsibility of County such as notices of community affairs, employee meetings, holidays, etc.
5. Preliminary drafts of letters, memoranda, reports, worksheets, and informal notes that do not represent significant basic steps in the preparation of record documents.
6. Routing slips, sheets, post-it notes or memos used to direct the distribution of documents.
7. Outdated or superseded stocks of publications kept for supply and handout purposes.
8. Telephone messages that convey non-policy informational messages.
9. Identical duplicate copies of records.
10. Notes, tapes or recordings that have been transcribed.
11. Temporary or transitory material with little or no bearing on decision-making.
12. E-mail messages with ephemeral value.

APPENDIX C: SELECTED RESOURCES AND ABBREVIATIONS USED

ACC - Association of Corporate Counsel, *Records Retention*, July 2003

ARL - Assessor's Reference Library, Vol. 2, *Administrative and Assessment Procedures*, Colorado Department of Local Affairs, Division of Property Taxation, September 2007.

CCR – Code of Colorado Regulations

CDPHE - Colorado Department of Public Health and Environment

CFR - Code of Federal Regulations

CMRRS - Colorado State Archives, Colorado Municipal Records Retention Schedule, Revised 2007

CRS - Colorado Revised Statutes

DC – Douglas County, Records Retention Schedules (in effect prior to adoption of the 2008 records retention schedule).

FC - City of Fort Collins, General Records Retention Schedule, 2004

IBC – International Building Code

IFC - International Fire Code

JC – Jefferson County, Records Retention Schedule, 2006

LC – Larimer County, Records Retention Schedule, 2006

MC – Morgan County, Records Retention Schedule (In Section 13, **MC** refers to 3/30/05 Morgan County draft of Treasurer's/Public Trustee retention schedules as updated October 2008)

MSEC - Mountain States Employers Council, Record Retention: Guide to Federal Employment Law, 2002

PRPA – Platte River Power Authority, Records Retention Schedule, 2006

SRM – Colorado State Archives, State of Colorado Records Management Manual, Revised 2007

USC - United States Code

Department of Personnel & Administration
COLORADO STATE ARCHIVES
RECORDS RETENTION AND DISPOSITION REQUEST

ARCHIVES NO.
14-30

To:

Moffat County
221 W. Victory Way
Craig, CO 81625

Attn: Mindy Curtis

From:
STATE ARCHIVIST
State Archives and Public Records
1313 Sherman Street, Room 1B20
Denver, Colorado 80203
Telephone (303) 866-4900
FAX: (303) 866-2257
Web Site: www.colorado.gov/dpa/doit/archives/

Recommended Action:

☒ Establish a Records Retention and Disposition Schedule
☒ Revise Agency Records Retention and Disposition
☐ One-Time Records Disposition Action

AUTHORIZATION IS REQUESTED FOR RECOMMENDED ACTION SPECIFICALLY NOTED PER THE LISTINGS ATTACHED HERETO AND MADE A PART HEREOF. I HEREBY CERTIFY THAT I AM THE LEGAL RECORDS CUSTODIAN OR THE AUTHORIZED RECORDS OFFICER IN MATTERS PERTAINING TO THE DISPOSITION AND PRESERVATION OF PUBLIC RECORDS IN MY AGENCY.

December 17, 2013	X **per email from Mindy Curtis**	Finance Director
Date	Signature of Agency Official	Title

AUTHORIZATION

Pursuant to the provisions of CRS 24-80-103, as amended, Public Records Retention and Disposition Action is Authorized as follows.

☒ By Agency ☐ By State Archives

PERMANENT RECORD ITEM(S)

PAGE(S) 1-160

NON-PERMANENT RECORD ITEM(S)

PAGE(S) 1-160

Destruction Options:
☒ Shred or ☐ Burn ☐ Landfill ☒ Pulp Mill
☒ Paper Recycle ☐ Other

X _____
Signature of State Archivist

2/6/2014
Approved Date

X _____ for John W. Suthers
Signature of Assistant Attorney General for the Attorney General

5/27/2014
Approved Date

NO RECORD SHALL BE DESTROYED UNDER THIS SCHEDULE AUTHORITY SO LONG AS IT PERTAINS TO ANY PENDING LEGAL CASE, CLAIM ACTION OR AUDIT.

State Auditor
BY: Justin Smith
ENDORSED: 2/26/2014
Date
AGENCY AUDITED TO: 12/31/2012
Date

SA-2 (REV 2/08)