COLORADO COUNTY CLERK ASSOCIATION
RECORDS RETENTION SCHEDULE
SECTION 2. BOARD OF COUNTY COMMISSIONERS (BOCC) RECORDS

Records relating to 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.

Record Title	Description	Record Custodian / Preservation / Destruction Requirement	Minimum Retention Period	Regulatory Citation / Statutes / Rules / 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	***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	***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.	JC, *Agenda Packets:* Permanent

	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.		***Electronic Presentations for Board Meetings (Including Applicant Information Admitted into Evidence):*** Permanent	
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.		1 year + current, then evaluate for continuing value (i.e., controversial meetings) prior to destruction.	
2. AUDITS.				
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	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.)	
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.			**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 to the Board	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	Clerk to the Board	2 years + current	**DC** *Board of Equalization* Schedule 88-123: *Petitions RE Property Valuation:* 2 years + current; *Abatement petitions:* 1 year + current

	appointment of agency forms, etc.			
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.	Clerk to the Board	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.**				
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.			
7. **CONTRACTS AND AGREEMENTS.**				
8. **CORRESPONDENCE AND GENERAL DOCUMENTATION.**	Correspondence and documentation of a general nature.			
9. **DETERMINATIONS:** - **NON-TAXABLE** - **TAX EXEMPT**	Determinations are provided through the Department of Property Taxation for BOE or Abatement	Clerk to the Board, Assessor Office, etc.	7 years	
10. **ELECTION RECORDS.**				
11. **EXPENSE RECORDS - BOCC.**				
12. **FINANCIAL RECORDS.**				
13. **LIQUOR LICENSING AUTHORITY RECORDS.**				
14. **MEETING RECORDS.**				
A. **Agenda Material.**				
B. **Electronic Presentations for Board Meetings.**				

C. **Meeting Notes.**	Handwritten or other notes used to create proceedings.	Clerk to the Board	Until minute are approved or until notes are transcribed	
D. **Notices of Meetings.**				
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" **DC** Board of County Commissioners 86-112 *Proceedings of the Board of County Commissioners:* Permanent **CRS 30-10-405:** Records of such proceedings shall be kept in a visual text format that may be transmitted electronically.
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	***Note:*** County Clerk's Office initially suggested a retention of 3 years + current
15. **MEMBER RECORDS – BOARD OF COUNTY COMMISSIONERS.**				
A. **Bonds – Board of County Commissioners.**				
B. **Oaths of Office.**	Oaths taken by elected officials upon taking office.	Clerk to the Board	1 year + current after term of office ends	**CRS 30-10-301**: No retention period specified
16. **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
17. **PAYROLL AND PERSONNEL RECORDS.**				

18. **PROPERTY TAX ABATEMENT RECORDS.**				
19. **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
20. **SPECIAL AND METROPOLITAN DISTRICT RECORDS.**				

COLORADO COUNTY CLERK ASSOCIATION
RECORDS RETENTION SCHEDULE
SECTION 3. ELECTION AND VOTER REGISTRATION RECORDS

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

General Instructions:

- The minimum retention period applies to the record copy regardless of the storage format of 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.
- Records:
  - Custodian: Unless otherwise specified, the record custodian is the County Clerk and Recorder.
  - Preservation: Original records are preserved for the minimum retention period or may be destroyed after a verified microfilm or digital image is created.
  - Destruction Method: Records are destroyed confidentially through paper recycle, pulp mill vat, deep trench burial, burning, or shredding.

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.

Record Title	Description	Record Custodian / Preservation / Destruction Requirement	Minimum Retention Period	Regulatory Citation / Statutes / Rules / Notations
1. **AGREEMENTS, CONTRACTS AND SUPPORTING DOCUMENTATION.**	Inter-Government Agreements, equipment contracts, vendor agreements, etc.	See: Section 1. General Records – Agreements, Contracts and Supporting Documentation as a cross reference		
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.	County Clerk	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

3. BALLOTS / BALLOT STUBS.	The official ballot 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, rejected, replacement, provisional or mailed and returned by post office as undeliverable in mail ballot elections, V-VPAT records, and including ballot stubs.	County Clerk	***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** 1-7-801,1-7-802,and1-8-310
4. CAMPAIGN REPORTS AND STATEMENTS – PAPER AND ELECTRONIC.		County Clerk	***Note:*** Beginning December 16, 2009, all reports filed with Secretary of State. County Clerk remains the custodian of effective filings filed in the County Clerk's office prior to December 16, 2009.	**CRS** 1-45-109(10)(a)
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.	Secretary of State: after December 15, 2009. County Clerk: on or before December 15, 2009.	***Elected Candidates:*** 1 year after filing of termination report and at least 1 year after the elected candidate leaves office ***Unsuccessful Candidates:*** 1 year after filing of termination report or defeat and at least 1 year from date of filing of affidavit	**CRS** 1-45-112(1)(b) **CRS** 1-45-109(10)(a)
B. Committee Statements of Organization.	Statements made regarding the registration of various types of election committees, required by CRS 1-45-108.	Secretary of State: after December 15, 2009. County Clerk: on or before December 15, 2009.	***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 or defeat and at least 1 year from filing of affidavit ***Issue Committees:*** 1 year after filing of termination report and at least 1 year from date of filing of affidavit	**CRS** 1-45-112(1)(b) **CRS** 1-45-109(10)(a) Constitution, Article 28, Section 2

C. **Complaints and Correspondence Relating to Noncompliance.**	Complaints received by the County, notifications issued for 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.	Secretary of State: after December 15, 2009. County Clerk: on or before December 15, 2009.	1 year after final resolution	**CRS** 1-45-112(1)(b) **CRS** 1-45-109(10)(d)
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.	Secretary of State: after December 15, 2009. County Clerk: on or before December 15, 2009.	***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 ***Unsuccessful Candidate Without Committee:*** 1 year after filing of termination report or defeat (if no outstanding expenditures) and at least 1 year from filing of affidavit	**CRS** 1-45-112(1)(b) **CRS** 1-45-109(10)(d)
5. **CANVASS RECORDS & ABSTRACT OF VOTES**				
A. **Abstracts of Election.**	Official election results recorded with the County Clerk and Recorder -	County Clerk	Permanent	**Secretary of State Rule** 41.7
B. **Canvass Records.**	Statements of ballots Ballot logs	County Clerk	***Unofficial Preliminary 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
C. **Certificates of Election**	Official election results certified to each district	County Clerk	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

D. **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.	County Clerk	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
E. **Tabulation Test Results.**	Records of testing of the tabulation equipment prior to and/or after the machine tabulation of ballots.	County Clerk	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
6. **CONTESTED ELECTION RECORDS – RECOUNTS.**	All election records pertaining to the election that is being contested.	County Clerk	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 **Note:** Amended Abstract of Votes/Certificates are permanent records.	**CRS** 1-10.5-103 *Recounts:* No retention period specified **CRS** 1-7-802:
7. **CORRESPONDENCE AND GENERAL DOCUMENTATION.**	Correspondence and documentation of a general nature.	See: Section 1. General Records – Correspondence and General Documentation as a cross reference	**Note:** Unless correspondence sets policy and may be considered permanent, records are subject to 25 month retention schedule	**CRS** 1-7-802
8. **ELECTION FILES.**	Files containing the records for each County-administered election.	County Clerk	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
A. **Candidate Acceptance /Withdrawals**		County Clerk	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
B. **Designation by Assembly**		County Clerk	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
C. **Candidate Petitions**		See: No. 19 Petition Records – Elections as a cross reference	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
D. **Other (certifications, address sign-offs, candidate fingerprint records, etc.)**	Includes addressing records certified by district(s), sheriff & coroner fingerprints or receipts and results reports, etc.	County Clerk	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

9. ELECTION JUDGE RECORDS.				
A. Acceptances to Serve.	Written acceptance of commitment to serve as election judge, alternate judge or clerk of election.	County Clerk	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
B. Expense Statements.	Statement of expenses of election judges and supporting documentation such as receipts.	County Clerk	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
C. Instructions.	Written instructions issued to election judges regarding conduct of election.	County Clerk	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
D. Internet Criminal History Checks.		See: No. 14, Internet Criminal History Checks below as a cross reference, and review with Human Resources Department		
E. Lists of Election Judges.	Listings prepared by the election official of election judges and alternates names, addresses and telephone numbers, Political Party Caucus Lists.	County Clerk	***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
F. Receipts, Accounting Forms, etc.	Receipts, ballot box receipts, supplies, statement of ballots from precincts, accounting forms, etc.	County Clerk	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
G. Judges Oaths & Statements	Receipts for ballot boxes and supplies, statement of ballots from precincts, etc.	See: No. 17, Oaths & Affidavits as a cross reference		
10. ELECTIONS COMMISSIONS / PANEL RECORDS.	Documents associated with Elections Commissions / Panel responsibilities; i.e., grievances, supporting documentation, etc.	See: Section 2. Board, Commission and Authority Records as a cross reference		

11. EQUIPMENT RECORDS.				
A. Component and Maintenance Records, Conditions for Use, etc.	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.	County Clerk	Life of equipment	**CRS** 1-7-513: No retention period specified **CRS** 1-7-802: **Secretary of State Rule** 11, 36, 37
B. Contracts for Election Equipment.		See: Section 1. General Records – Contracts and Agreements for a cross reference		**Secretary of State Rules** 11, 36, 37
C. Internet Criminal History Checks – Vendor Employees.		See: No. 14, Internet Criminal History Checks for a cross reference		
D. Performance Bonds and Bond Updates.	Bonds posted by equipment vendors and proof of posting with Secretary of State.	Secretary of State	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 **Note:** Bonds are to be updated for each election. Secretary of State Retention Responsibility	**Secretary of State Rule** 11.3; No retention period specified. **CRS** 1-7-802
E. Election Specific Equipment Logs / Inventory	Detailed record of equipment logs / inventory use for specific election, including seal #s, etc.	County Clerk	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
12. FINANCIAL RECORDS.		See: Finance Department as a cross reference		
13. FORMS – ELECTION.	Election-related forms. Forms retained on SOS Web Page	Secretary of State Responsibility, Use until superseded		
14. INTERNET CRIMINAL HISTORY CHECKS (ICHC).	Requested from CBI for all full-time, part-time, permanent or contract County employees who 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 electro-mechanical voting systems or electronic vote tabulating equipment.	County Clerk	25 months after the <u>last election</u> of the year or until time has expired for which the record would be needed in any contest proceedings, whichever is later **Note:** Filed once per calendar year prior to first election of the year.	**CRS** 1-7-802 **Secretary of State Rule** 11.2.

15. MAPS-ELECTION.	Maps showing precinct and district designations and boundaries for County elections.	County Clerk Geographical Information Systems (GIS) Secretary of State (SOS) Board of County Commissioners (BOCC)	Until superseded and at least 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.	**CRS** 1-5-103(3) **CRS** 1-7-802
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.	County Clerk	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
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.	County Clerk	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
18. PAYROLL AND PERSONNEL RECORDS.		See: Payroll Department and/or Human Resources as a cross reference		
19. PETITION RECORDS – ELECTION.				
A. Candidate Nomination Petitions.	Petitions for placement of a candidate's name on a County election ballot.	County Clerk	***Elected 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 ***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 **CRS** 1-4-604 **CRS** 1-7-802
B. Certifications of Petitions.	Certifications prepared by the election official regarding the sufficiency or insufficiency of election petitions.	County Clerk	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

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.	County Clerk	***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 ***Home Rule Charter:*** Refer to County Home Rule Charter.	**CRS** 1-40-133 **For Secretary of State:** 3 years after submission if retention is no longer necessary **CRS** 31-11-117
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.	County Clerk	***Secretary of State:*** Three years after submission if retention is no longer necessary ***Home Rule Charter:*** Refer to county charter **Other:** District Court	**CRS** 1-40-133
E. **Recall Petitions.**	Petitions submitted in accordance with legal requirements by citizens demanding the removal of an elected County official from office.	County Clerk	***Sufficient Petitions:*** Three years after submission, except retain one copy of representative pages permanently ***Insufficient Petitions:*** Three years after all appeals have been closed, except retain one coy of representative pages permanently ***Home Rule Charter:*** Refer to County Home Rule Charter.	**CRS** 1-4, Part 9
20. **POLICIES, PROCEDURES AND RESOURCE BINDERS FOR ELECTIONS.**	Reference notebooks retained to provide a convenient reference regarding how an election was conducted and to provide templates for actions, forms, formats, etc.	County Clerk	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
21. **POLLING PLACE RECORDS**				
A. **Poll Site Records.**	Documentation of selection of site and arrangements for use as a polling place.	County Clerk	25 months after the election or until time has expired for which the record would be needed in any contest proceedings, whichever is later Board of County Commissioner Record - Permanent	**CRS** 1-7-802 **CRS** 1-5-101

B. Poll Site Summaries, ADA Summaries.	Summaries of logistical problems experienced at polling sites.	County Clerk	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
22. RECEIPTS, ACCOUNTING AND TRACKING FORMS, LOGS.	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.	County Clerk	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
23. VIDEO SURVEILLANCE RECORDINGS.	Video recordings of secured areas used for elections.	County Clerk	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 **Secretary of State Rule** 43.8.4.1(f)
24. VOTER REGISTRATION RECORDS.				
A. 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, Voter Information Cards, confirmation cards returned by voter, certificates of registration, reinstatement and emergency registration, and any other papers provided for by Title 1, Part 2.	County Clerk	Records shall be retained in perpetuity in digital format by the SCORE voter registration database (on or before April 2, 2008) Pre-SCORE (prior to April 1, 2008), registration forms are permanent records / microfilm / CD's May destroy originals after scanned or microfilm image is verified.	**CRS** 1-2-227: Until after the next General Election **Secretary of State Rule** 2.13
B. Voter Registration Database.	Master listing of registered voters in the County containing name, address, other identifying information, precinct number, party affiliation, etc.	Secretary of State	Until superseded	**Help America Vote Act**
C. Voter Registration Lists.	Lists of voters eligible to vote in a specific election, caucus lists, cancelled voter lists.	County Clerk	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. 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. Mail-in voter ballots, including mail-in voter affidavits and oaths, applications for mail-in ballots, and lists prepared by the election official of electors receiving mail-in ballots.	County Clerk See: Return Signature Envelopes 25(f) as a cross reference.	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 **CRS** 1-8-104 through 108
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.	County Clerk	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 **CRS** 1-7-109
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.	County Clerk	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
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.	County Clerk	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
E. Provisional Envelopes / Affidavits	Completed affidavit containing voter registration forms: Two Types: a) Affidavits resulting in registration for future elections (permanent) b) Affidavits ineligible for registration due to out-of-county/state addresses (25 mos.)	County Clerk	Records shall be retained in perpetuity in digital format by the SCORE voter registration database (on or before April 1, 2008) Pre-SCORE (prior to April 1, 2008), registration forms are permanent records / microfilm / CD's	**CRS** 1-2-227: Until after the next General Election **Secretary of State Rule** 2.13

			Envelopes used for registration: a) Affidavits resulting in registration for future elections are permanent, b) Affidavits ineligible for registration due to out-of-county/state addresses may be destroyed after 25 months, etc. Ineligible affidavits with out-of-state addresses and copies of affidavits forward to the proper Colorado county may be destroyed after 25 months.	
F. Return Signature Envelopes, Undeliverable Envelopes; Provisional Affidavits/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.	County Clerk	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 **CRS** 1-7.5-107 **CRS** 1-8-114
G. Voter Signature Forms signed and unsigned	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.	County Clerk	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 **CRS** 1-7-110

COLORADO COUNTY CLERK ASSOCIATION
RECORDS RETENTION SCHEDULE
SECTION 4. LIQUOR LICENSE 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:

Record Title	Description	Record Custodian / Preservation / Destruction Requirement	Minimum Retention Period	Regulatory Citation / Statutes / Rules / Notations
I. ALCOHOL BEVERAGE LICENSING RECORDS.				
A. **Alcohol Beverage Licensing files.**	Records relating to applications for all types of beer and liquor license, 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	Clerk to the Board Other appropriate staff	5 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	**CMRRS** 12.20

	• 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			
B. Renewal Records – Alcohol Beverage Licenses.	Applications and supporting documentation relating to annual renewal of an alcohol beverage license.	Clerk to the Board Other appropriate staff	Current operations kept indefinitely after renewal or transfer of ownership	**CMRRS** 12.20
C. Special Events Licenses.	Application materials and supporting documentation for special events alcohol beverage licenses.	Clerk to the Board Other appropriate staff	5 years + current after event	**CMRRS** 12:20
D. Temporary Alcohol Beverage Permits.	Application materials and supporting documentation relating to issuance of temporary alcohol beverage permits.	Clerk to the Board Other appropriate staff	1 year + current after permit expiration	**CMRRS** 12:20
2. CORRESPONDENCE AND GENERAL DOCUMENTATION.	Correspondence and documentation of a general nature.	Clerk to the Board Other appropriate staff	Goes into file of operation	
3. LIQUOR LICENSING AUTHORITY RECORDS.		Clerk to the Board Other appropriate staff		**Note:** The Board of County commissioners serves as the Liquor Licensing Authority for County
4. LISTINGS OF LICENSEES – ALCOHOL BEVERAGES.		Clerk to the Board Other appropriate staff	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 Other appropriate staff	Violation Records: 2 year + current in working file then archive for 10 years after establishment ceases to do business or license is transferred Violations Spreadsheet: Until superseded Investigations: Current + 1 year in working file, archive 5 years Any rulings, Court Order Action (COA) or Licensing Board positions are kept permanently.	**CMRRS** 12:20

COLORADO COUNTY CLERK ASSOCIATION
RECORDS RETENTION SCHEDULE
SECTION 5. MOTOR VEHICLE AND 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 of 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.

Record Title	Description	Record Custodian / Preservation / Destruction Requirement	Minimum Retention Period	Regulatory Citation / Statutes / Rules / Notations
1. CERTIFICATES OF TITLE ON MOTOR VEHICLES.				
A. Applications for Title on Motor Vehicles.		State Motor Vehicle Division	5 years + current (Retained by State) Exception: Unresolved title application documents which have been sent to the state for microfilm/imaging may be shredded 13 months after initial receipt of the title and notification to the customer	

B. **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.	Sate Motor Vehicle Division	1 year + current	
C. **Applications for Title for a Motor Vehicle (Trailer Affidavits).**		State Motor Vehicle Division	1 year + current	
2. **CHATTEL MORTGAGE RECORDS – MOTOR VEHICLES.**		Motor Vehicle Division See: No. 13 Security Agreements as a cross reference		
A. **Chattel Mortgages – Motor Vehicles.**	Chattel mortgages relating to motor vehicles.	County Motor Vehicle Division	Prior to October 1, 2009: 8 years + current unless extended. On or after October 1, 2009: 10 years + current unless extended.	**CRS** 42-6-127
B. **Indexes – Motor Vehicles Chattel Mortgages.**		County Motor Vehicle Division May be retained in electronic format	Prior to October 1, 2009: 8 years + current unless extended. On or after October 1, 2009: 10 years + current unless extended.	**CRS** 42-6-127
C. **Indexes – Manufactured and Mobile Homes**		County Motor Vehicle Division	30 years, or the duration of financing, + one year, whichever is later	Precedence set by Historical Archives Requirements
3. **CORRESPONDENCE AND GENERAL DOCUMENTATION**	Correspondence and documentation of a general nature.		1 year + current	Precedence set by Historical State Archive Requirements
4. **HANDICAP PLACARD APPLICATIONS.**	Applications and supporting documentation for parking privileges for the disabled.	County Motor Vehicle Division	1 year + current	Precedence set by Historical Archives Requirements
5. **FARM PLATE AFFIDAVITS.**	Affidavit stating qualifications for issuance of farm plates.	County Motor Vehicle Division	1 year + current	Precedence set by Historical Archives Requirements
6. **FINANCIAL RECORDS.**		Review with Finance Department		Governed by each County
7. **LOCK BOX RECORDS.**	Records of trial run and production run of records processed by the bank and Colorado.gov.	County Motor Vehicle Division	3 months	Precedence set by Historical Archives Requirements
8. **LOST AND STOLEN PLACE AFFIDAVITS.**	Affidavits completed by license holders to request a new plate or tab when the issued plate or tab is lost or stolen.	County Motor Vehicle Division	1 year + current	**CRS** 43-34-205
9. **MILITARY EXEMPTION APPLICATIONS.**	Applications and supporting documentation relating to military exemption from specific ownership tax.	County 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.	County motor Vehicle Division	3 months	Precedence set by Historical Archives Requirements

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.	County Motor Vehicle Division	Electronic: 18 months Microfilm from State Motor Vehicle Division: 10 years July 1, 2009: last date state provided microfiche	Precedence set by Historical Archives Requirements
C. **End-of-Day (EOD) and End-of-Month (EOM) CDs**	Retained for **DISASTER BACKUP** purposes.	County Motor Vehicle Division	1 year + current	Precedence set by Historical Archives Requirements
11. **PLATE AND TAB INVENTORY RECORDS.**	Records of disposal of old tabs and license plates.	County Motor Vehicle Division	1 year + current after completion of disposal	Precedence set by Historical Archives Requirements
12. **RECORDS DISPOSITION FILES RECORDS MANAGEMENT FILES**		County Motor Vehicle Division	Permanent	State Archives
13. **REFUND RECORDS.**	Records relating to the processing and issuance of refunds.	County Motor Vehicle Division	1 year + current	Precedence set by Historical Archives Requirements
14. **SECURITY AGREEMENTS.**	Filed by lien holders as security for motor vehicle liens.			
A. **Manufactured and Mobile Homes.**		County Motor Vehicle Division	30 years, or the duration of financing, + one year, whichever is later	
B. **Motor Vehicles.**		County Motor Vehicle Division	Prior to October 1, 2009: 8 years + current unless extended. On or after October 1, 2009: 10 years + current unless extended.	**CRS** 42-6-127
C. **Indexes – Manufactured and Mobile Homes**		See: No. 2, C. Chattel Mortgage Records, Indexes – Manufactured and Mobile Homes	30 years, or the duration of financing, + one year, whichever is later	
15. **SPECIAL MOBILE MACHINERY (SMM) REGISTRATION APPLICATIONS AND SUPPORTING DOCUMENTATION; SMM 2% RENTAL**	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.	County Motor Vehicle Division	1 year + current **Note:** Per Motor Vehicle Division 8/13/08; changed from 3 months to 1 year + current.	
16. **SPECIALIZED PLATE APPLICATION RECORDS.**	Submitted to State: Applications and supporting documentation for personalized plates, personalized plate conversions, Purple Heart plates, National Guard plates, former Prisoner of War plates. Reviewed and returned to customer: Special alumni plate authorizations, honorable discharge, etc.	County Motor Vehicle Division	No retention time frame. **Note:** Some specialized plate applications must be submitted to the State Motor Vehicle Division	

COLORADO COUNTY CLERK ASSOCIATION

RECORDS RETENTION SCHEDULE

SECTION 6. 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.

Record Title	Description	Record Custodian / Preservation / Destruction Requirement	Minimum Retention Period	Regulatory Citation / Statutes / Rules / Notation
1. AGREEMENTS, CONTRACTS AND SUPPORTING DOCUMENTATION.				
2. BANKRUPTCY POSTINGS.	Public notices from Bankruptcy Court sent to the County Clerk and Recorder.	Recording	1 year + current	
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.	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
4. CORRESPONDENCE AND GENERAL DOCUMENTATION.	Correspondence, documentation of a general nature.			
5. FINANCIAL RECORDS.				

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	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	Permanent ***Note:*** On-line applicants are required to appear in person to finalize the application process.
B. **Marriage Certificates.**				
9. **NOTICES OF NON-COUNTY MEETINGS.**	Public notices of non-County meetings sent to Recording for public notification and posting.	Recording	1 year + current	
10. **PAYROLL AND PERSONNEL RECORDS.**				
11. **PUBLIC NOTICES.**				

12. RECORDED INSTRUMENTS AND INDEXES.				
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
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	Permanent	**CRS** 30-10-409: County Clerk and Recorder to "keep" a reception book
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"
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	
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	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

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

14. SPECIAL AND METROPOLITAN 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

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

COLORADO COUNTY CLERK ASSOCIATION
RECORDS RETENTION SCHEDULE
SECTION 7. VITAL RECORDS

Records documenting vital events within a county or counties.

General Instructions:

- The minimum retention period applies to the record copy regardless of the storage format of 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.
- Records:
  - Custodian: unless otherwise specified, the record custodian is the appointed vital registrar for the county or counties.
  - Preservation: original records are preserved for the minimum retention period or may be destroyed after a verified microfilm or digital image is created.
  - Destruction Method: records are destroyed confidentially through paper recycle, pulp mill vat, deep trench burial, burning, or shredding.

Record Title	Description	Record custodian / Preservation / Destruction Requirement	Minimum Retention Period	Regulatory Citation / Statutes / Rules / Notations
1. BIRTH RECORDS				
A. **Birth Certificates**	Finalized record of birth	Original sent to State Office, copy retained in local record	Permanent	**CRS** 25-2-117(3) 5 CCR 1006-1 Section 10
B. **Paternity Statements**	Completed / filed statements	Original sent to State Office, copy retained in local record	Permanent	**CRS** 25-2-117(3) 5 CCR 1006-1 Section 10
C. **Home Birth Documentation**	Packet containing forms, utility bills, etc.	Original sent to State Office, copy retained in local record	Permanent	**CRS** 25-2-117(3) 5 CCR 1006-1 Section 10
D. **Birth Certificate Applications**	Includes copy of ID and supporting eligibility documentation	Originals destroyed after retention period	Current year + 2	**CRS** 25-2-117(3)

				5 CCR 1006-1 Section 10
2. DEATH RECORDS				
A. Death Certificates	Final Record of Death	Original sent to State Office, copy retained in local record	Permanent	**CRS** Title 25, Article 2 5 CCR 1006-1 Section 10
B. Disposition Permits	Authorization for disposition	Originals retained	Current + 1 year	**CRS** Title 25, Article 2 5 CCR 1006-1 Section 10
C. Fetal Death Certificates	Fetal Death Record (>20 weeks gestation)	Original sent to State Office, copy retained in local record	Permanent	**CRS** Title 25, Article 2 5 CCR 1006-1 Section 10
D. Disinterment / Reinterment Permits	Authorization for Relocation of Remains	Original sent to State Office, copy retained in local record	Permanent	**CRS** Title 25, Article 2 5 CCR 1006-1 Section 10
E. Death Certificate Applications	Includes copy of ID and supporting eligibility documentation	Originals destroyed after retention period	Current year + 2	**CRS** Title 25, Article 2 5 CCR 1006-1 Section 10
3. SECURITY DOCUMENTATION				
A. Security Paper Log	Security Paper Tracking	Originals destroyed after retention period	Current year + 2	**CRS** Title 25, Article 2 5 CCR 1006-1 Section 10
B. Voided Certificates	Log with voided seals	Originals destroyed after retention period	Current year + 2	**CRS** Title 25, Article 2 5 CCR 1006-1 Section 10