

## APPENDIX H

### AMENDMENT SCHEDULE

<i>§ Changed</i>	<i>Date</i>	<i>Description of Change</i>
Schedule	4/2011	Review and Recodification of Schedule
05	4/2011	Building and Structure Records
10	4/2011	Cemetery Records
15	4/2011	Election Records
20	4/2011	Entities Appointed by Municipality
25	4/2011	Environmental Records
30	4/2011	Financial Records
35	4/2011	Fleet and Equipment Records
40	4/2011	General Administrative Records
45	4/2011	Government Body Records
50	4/2011	Historic Preservation Records
55	4/2011	Information Technology and Communication Systems Records
60	4/2011	Infrastructure Records
65	4/2011	Land Use and Planning Records
70	4/2011	Library and Museum Records
75	4/2011	Licenses and Permits
80	4/2011	Litigation and Legal Counsel Records
85	4/2011	Municipal Court Records
90	4/2011	Personnel Records
95	4/2011	Property Records
100	4/2011	Public Safety Records
105	4/2011	Risk Management Records
Appx A	4/2011	Non-Records
Appx B	4/2011	Glossary
Appx C	4/2011	Approval Request Form
Appx D	4/2011	Update Request Form
Appx E	4/2011	Methods of Record Destruction
Appx F	4/2011	Frequently Asked Questions
Appx G	4/2011	Guidelines for Long-Term Preservation of Records
Appx H	4/2011	Amendment Schedule
05.060	5/2013	In A. <i>Nonresidential, 1. Approved</i> , changed description; in B. <i>Residential, 1. Approved</i> , added at end of description <i>Note: Under Section 202 of the International Building Code (IBC), "residential" includes hotels and apartments</i>
05.090	5/2013	Deleted Section 05.090, <i>Signs – Construction and Installation</i>
15.030	5/2013	Deleted description, added A. <i>Ballots</i> , with description and <i>Retention: 6 months after election [CRS 31-10-606, CRS 31-10-616(1)]</i> ; added B. <i>Sample Ballots, 1. Master Copy</i> and <i>Retention: Permanent</i> , and <i>2. All Other Sample Ballots</i> , and <i>Retention: 6 months after election [CRS 31-10-606, CRS 31-10-616(1)]</i>

COLORADO MUNICIPAL RECORDS RETENTION SCHEDULE

**Appendix H — Amendment Schedule (Cont'd)**

<i>§ Changed</i>	<i>Date</i>	<i>Description of Change</i>
15.130	5/2013	Added A. <i>Duplicate or Working Copies</i> , changed retention from <i>6 months after election, except retain one copy permanently [CRS 31-10-616(2)]</i> to <i>6 months after election [CRS 31-10-616(2)]</i> ; added B. <i>Master Copy</i> , and <i>Retention: Permanent</i>
20.010	5/2013	Deleted retention after description; added A. <i>Quasi-Judicial Entities</i> with description and <i>Retention: Permanent</i> ; added B. <i>Other Entities With Advisory Powers and Duties Only</i> and <i>Retention: 2 years</i>
30.010.C	5/2013	Changed description
30.080	5/2013	Changed name of A. <i>Budget Document</i> to add <i>Final Version</i> , changed retention from <i>Permanent for final version and 1 year after adoption of the final budget for any preliminary versions</i> to <i>Permanent</i> ; changed description of B. <i>Budget Work Records</i>
30.170.A	5/2013	Changed description
30.190.E	5/2013	Changed name of 1. <i>Applications, Returns and Audits – Taxpayers</i> to <i>Application</i> ; added 2. <i>Audits – Sales Tax</i> and <i>Retention: 7 years</i> ; renumbered 2. <i>Delinquent Sales/Use Tax Notices</i> as 3.; renumbered 3. <i>Motor Vehicle Sales Tax Receipts</i> as 4.; added 5. <i>Sales Tax Return Records</i> and <i>Retention: 4 years after filing of the return or settlement for delinquent taxes, whichever is later</i> ; renumbered 4. <i>Transaction Journal/Log</i> as 6.
40.030	5/2013	Changed description, changed retention from <i>6 years after expiration, fulfillment of all terms of agreement or contract or resolution of any disputes, whichever is later, provided that audit has been completed and agreement or contract no longer has any binding effect; except prior to destruction, evaluate for continuing legal, administrative or historical value</i> to <i>6 years after expiration or cancellation, fulfillment of all terms of agreement or contract or resolution of any disputes, whichever is later, provided that audit has been completed and agreement or contract no longer has any binding effect; except prior to destruction, evaluate for continuing legal, administrative or historical value</i>
40.200	5/2013	At end of description added <i>Note: Supporting documentation includes material such as follow-up correspondence relating to the open records request and does not include the records that are the subject of the open records request</i>
60.080.C	5/2013	Changed retention from <i>2 years after disconnection, provided that record of disconnection is retained permanently</i> to <i>2 years after disconnection</i> ; added 1. <i>Disconnection Records</i> and <i>Retention: Permanent</i>
60.080.F	5/2013	At 6. <i>Water System Inspection and Testing Records, a. Video Inspection Records</i> , changed retention from <i>Until after next video inspection, then evaluate prior to destruction of records to determine ongoing value</i> , to <i>Until superseded, replaced or revised, then evaluate prior to destruction of records to determine ongoing value</i>
60.090.H	5/2013	Under 4. <i>Surface Disposal Site Placement</i> , amended description; changed retention from <i>By person who prepares sludge, for as long as sewage sludge remains on land [40 CFR 503.20]</i> to <i>As long as sewage sludge remains on land [40 CFR 503.20]</i>
75.020.A	5/2013	Under 2. <i>Special Events Licenses</i> changed retention from <i>2 years + current after event</i> to <i>3 years after event</i>
75.020.H	5/2013	Under 1. <i>Confined Space Entry Permits</i> changed description
90.070	5/2013	Changed description
90.140.E	5/2013	Under 4. <i>Year-End</i> , changed retention from <i>7 years, provided that payroll register is retained permanently</i> to <i>7 years, provided that payroll register is retained for 50 years</i>