

## APPENDIX B

### GLOSSARY

**CCR** – Code of Colorado Regulations.

**CDPHE** – Colorado Department of Public Health and Environment.

**CFR** – Code of Federal Regulations.

**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.

**CRS** – Colorado Revised Statutes.

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

**Duplicate Copies** – Non-record copies of documents kept solely for ease of access and reference.

**Format** – The shape, size, style and general makeup of a particular record.

**NERC** – North American Electric Reliability Council.

**Permanent Records** – Records appraised as having sufficient historical or other value to warrant continued preservation by the municipality 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.

**Retention Period** – The minimum length of time that a record must be kept.

**Retention Schedule** – A document approved by the Colorado State Archives providing authority for the minimum retention periods and final disposition of municipal records.

**Series** – Physical or intellectual groupings of records; file units or documents arranged according to a filing system or kept together because they relate to a particular subject or function, result from the same activity, document a specific kind of transaction, take a particular physical form, or have some other relationship arising out of their creation, receipt or use.

**USC** – United States Code.