

COLORADO MUNICIPAL RECORDS RETENTION SCHEDULE

Appendix H — Amendment Schedule (Cont'd)

§ Changed	Date	Description of Change
15.130	5/2013	Added A. <i>Duplicate or Working Copies</i> , changed retention from 6 months after election, except retain one copy permanently [CRS 31-10-616(2)] to 6 months after election [CRS 31-10-616(2)]; added B. <i>Master Copy</i> , and Retention: <i>Permanent</i>
20.010	5/2013	Deleted retention after description; added A. <i>Quasi-Judicial Entities</i> with description and Retention: <i>Permanent</i> ; added B. <i>Other Entities With Advisory Powers and Duties Only</i> and Retention: <i>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 Retention: <i>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 Retention: <i>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 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 to 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
40.200	5/2013	At end of description added Note: <i>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 2 years after disconnection, provided that record of disconnection is retained permanently to 2 years after disconnection; added 1. <i>Disconnection Records</i> and Retention: <i>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 2 years + current after event to 3 years after event
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 7 years, provided that payroll register is retained permanently to 7 years, provided that payroll register is retained for 50 years
Text box	6/2014	At beginning of each schedule in General Description Box, changed <i>Duplicate Copies: Retain duplicated copies that are created for administrative purposes for 1 year, and retain those created for convenience or reference purposes until no longer needed or for 1 year, whichever is first. Duplicate copies should not be retained longer than the record copy to Duplicate Copies: Retain duplicated copies until no longer needed but not longer than the record copy.</i>
40.105	6/2014	Added <i>Donor Records</i>
40.340	6/2014	Added description. Added C. <i>Routine; Retention: until no longer needed</i>
70	6/2014	Changed title from <i>Library and Museum Records</i> to <i>Library, Museum and Other Repository Records</i> . Changed <i>General Description</i>

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<i>§ Changed</i>	<i>Date</i>	<i>Description of Change</i>
70.020	6/2014	Changed title to <i>Museum and Other Repository Records</i> . Changed description.
100.040	6/2014	Changed A. <i>Emergency Operations and Management Plans</i> Retention from <i>Permanent</i> to <i>Until Superseded</i> .
100.080	6/2014	Amended A. <i>Arrest Records</i> by adding <i>may include mug shots and fingerprints</i> at end of description; amended A.1.a. <i>Felony Arrests (Major Felonies and Violent Crimes)</i> by deleting <i>missing persons (excluding runaways)</i> and adding <i>sexual assault on a child</i> and [Reference: <i>CRS 16-5-401</i>]; amended A.1.d. <i>Sexual Assault Arrest Records</i> by adding (<i>excluding sexual assault on a child</i>) to title and changing <i>Retention: 50 years</i> to <i>Retention: 99 years</i> ; deleted A.1.e. <i>Sexual Assault on a Child Arrest Records</i> ; changed name of A.5. by deleting <i>No Criminal Charges Filed</i> ; amended description of B.2. <i>Felony Case Records (Major Felonies and Violent Crimes)</i> by deleting <i>missing persons (excluding runaways)</i> , adding <i>sexual assault on a child</i> and adding [Reference: <i>CRS 16-5-401</i>]; added B.5. <i>Missing Person Records including Runaways</i> and <i>Retention: until located</i> ; renumbered B.5. as B.6. <i>Sex Offender Case Records</i> and added description; renumbered B.6. to B.7., changed title by adding (<i>excluding sexual assault on a child</i>) and added description; deleted B.7. <i>Sexual Assault on a Child Case Records</i> ; amended B.8. title from <i>Traffic Accident Arrest Records – No Criminal Charges Filed</i> to <i>Traffic Accident Case Records</i> ; deleted E. <i>Criminal History Files</i> ; relettered F. through CC as E. through BB; amended I. <i>Intelligence Files (Police)</i> by deleting description and retention, adding 1. <i>Intelligence Files</i> with description and retention, and adding 2. <i>Confidential Information Files</i> with description and retention; amended J. <i>Internal Affairs Investigations and Police Action Reviews</i> by deleting the <i>Note</i> at end of description and adding 1. <i>Unsubstantiated</i> and retention and 2. <i>Substantiated</i> with description and retention; amended Q. <i>Requests for Release of Information</i> retention to read <i>2 years after request is answered</i> .