

## APPENDIX A

### NON-RECORDS

The following types of administrative 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** that do not add any information to the transmitted materials.
4. **Miscellaneous memoranda or notices** that do not relate to the functional responsibility of the municipality, 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 **Outdated or superseded stocks of publications** kept for supply and hand-out purposes.
8. **Telephone messages** that convey nonpolicy informational messages.
9. **Library or museum material** acquired for reference or exhibition purposes.
10. **Identical duplicate copies** of records.
11. **Notes, tapes or recordings** that have been transcribed.
12. **Temporary or transitory material** with little or no bearing on decision-making.
13. **Training material** from conferences, workshops or other types of external training opportunities.
14. **Unused blank forms** that are obsolete.

## 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.

**APPENDIX C**

**APPROVAL REQUEST FORM**

Name of Municipality: \_\_\_\_\_

Contact Person/Title: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

LOCAL EXCEPTIONS:

*(List and provide basis and description of any local exceptions for records retention periods that are specified by local ordinance, Home Rule Charter provision, formal direction of the governing body, etc., that differ from those set out in the Colorado Municipal Records Retention Schedule. Use additional pages if needed.)*

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THE ABOVE MUNICIPALITY HEREBY REQUESTS APPROVAL FROM THE COLORADO STATE ARCHIVES TO FOLLOW THE COLORADO MUNICIPAL RECORDS RETENTION SCHEDULE IN EFFECT ON \_\_\_\_\_, WITH THE LOCAL EXCEPTIONS INDICATED.

\_\_\_\_\_  
SIGNATURE OF AUTHORIZED MUNICIPAL REPRESENTATIVE

\_\_\_\_\_  
DATE OF SUBMITTAL OF REQUEST FOR APPROVAL

MAIL APPROVAL REQUEST FORM TO: COLORADO STATE ARCHIVIST, 1313 SHERMAN STREET, ROOM 1B-20, DENVER, CO 80203. FOR FURTHER INFORMATION, CONTACT THE COLORADO STATE ARCHIVES AT 303-866-2550.

COLORADO STATE ARCHIVES APPROVAL

Approved By: \_\_\_\_\_

Date of Approval: \_\_\_\_\_

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| <b>APPENDIX D</b><br><b>UPDATE REQUEST FORM</b> |
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TO REQUEST OR SUGGEST A CHANGE TO THE *COLORADO MUNICIPAL RECORDS RETENTION SCHEDULE*:

1. COMPLETE THE REQUIRED INFORMATION ON A COPY OF THIS FORM.
2. MAIL COMPLETED UPDATE REQUEST FORM TO: COLORADO STATE ARCHIVIST, 1313 SHERMAN STREET, ROOM 1B-20, DENVER, CO 80203. FOR FURTHER INFORMATION, CONTACT THE COLORADO STATE ARCHIVES AT 303-866-2550.

CHANGE REQUESTED BY:

NAME OF MUNICIPALITY: \_\_\_\_\_

CONTACT PERSON/TITLE: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

| REQUESTED CHANGE | REASON FOR REQUESTED CHANGE | ADDITIONAL COMMENTS |
|------------------|-----------------------------|---------------------|
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Note: Attach additional pages if needed.

## APPENDIX E

### METHODS OF RECORD DESTRUCTION

There are four methods that are generally acceptable for destroying records. However, it is important to note that, when dealing with confidential information such as law enforcement and personnel information, these types of records must be destroyed in a secure manner so as to prevent them from being reconstructed by unauthorized parties.

1. **Shred:** This method is most suited for the security destruction of confidential records such as the ones mentioned above.
2. **Burn:** This method is most likely confined to the rural parts of the state where unregulated burning is still allowed.
3. **Landfill:** This method requires that the records be buried in a trench 3 to 4 feet below the surface of the landfill and immediately covered over to prevent the wind from blowing records about. It is recommended that, when possible, once the records are placed in the trench, they be sprayed with water to facilitate a more rapid decomposition.
4. **Recycle:** This method is desirable for nonconfidential records where possible. It promotes good conservation and reuse of paper resources.

Remember to check whether the records you want to destroy are the subject of a legal hold order!

Municipalities should keep a record of the records destroyed, regardless of whether destruction is coordinated at a centralized or decentralized level, to be able to show that destruction took place in the normal course of business. A log or form used to keep track of records destruction should include the following information at a minimum:

1. Date of destruction.
2. Destruction method.
3. Volume of records destroyed, usually in estimated cubic feet.
4. Records descriptions, such as the types and date ranges of the records destroyed [for instance: Election records (2005) or project files (1979—1980)] or a listing of the specific file folder titles, depending on the level of tracking the municipality wants to do.
5. Who authorized, supervised and/or accomplished the records destruction.
6. Retention Schedule reference numbers.

## APPENDIX F

### FREQUENTLY ASKED QUESTIONS

**Q: Because we have plenty of storage space, I'm having difficulty convincing others to participate in signing up for approval to destroy records according to the retention schedule. How do I, as town clerk, get them to move forward on this?**

A: Contact the State Archivist and ask him for help dealing with those who do not want to participate. He can explain the advantages for adopting the manual and the potential issues that may arise should the community not have an approved records retention policy.

**Q: What if we want to keep something longer than the manual specifies?**

A: You may, but you place your community at risk of additional litigation costs should the municipality be sued in regard to a matter related to the records that are retained longer than legally needed. Once you become aware of possible litigation, it is too late to get rid of records that you should have destroyed previously since the rule is "if you still have them, they are discoverable."

**Q: Do we need a local exception to keep something longer than the manual specifies?**

A: A local exception must be approved for you to retain something for a shorter time period than the manual specifies and is not required to keep something longer than the specified retention period. However, it is important to document internally that the municipality's policy is for a longer retention period.

**Q: What is the best method of destruction?**

A: Refer to Appendix E of this manual for an overview of destruction options. The destruction method depends on the content of the records. Any information with personal identifiers (name, address, social security number or driver's license number, etc.) and any confidential or proprietary information must be rendered completely unreadable. For this reason, cross-cut shredding is preferred over strip shredding. Electronic records must be totally removed (not just "deleted") from any electronic storage media (CDs, PC hard drives, portable devices such as a PDA or Blackberry, etc.) before disposal of the media at auction or recycling.

**Q: Why can we not burn records if they are approved for destruction?**

A: You may if the burning is allowed in your part of the state. It is important to note that the records need to be totally obliterated if you use this method of destruction.

**Q: If we use a commercial paper recycler to shred our records, how can we be sure they actually destroyed the records so that they are no longer legible?**

A: Ask the recycler for a written statement of destruction that indicates your specific records were properly destroyed.

**Q: If we adopt the retention schedule, will we continue to receive annual authorizations to destroy records from the State Archivist?**

A: Annual authorizations and the attached pink records destruction certificate are sent only to those municipalities with individual records retention schedules and not to those municipalities that have adopted the Colorado Municipal Records Retention Schedule. You will need to establish an internal process to initiate and track records destruction.

**APPENDIX F — FREQUENTLY ASKED QUESTIONS (Cont'd)**

**Q: Do I have to document the records I destroy under authority of the retention schedule?**

A: You do not need to report the records destruction to the State Archives as was the case with any individual retention schedule your municipality may have had in place in the past. However, it is recommended that you keep a record, such as a form or log, documenting records destruction dates, types of records destroyed, required internal authorizations, and approximate volume of records destroyed to demonstrate compliance with the records retention schedule and destruction of the records in the normal course of business.

**Q: How do I go about implementing the retention schedule?**

A: In general, once your municipality adopts the retention schedule, it applies to all departments. Implementation may be different for each organization. However, the key is often ongoing communication, training and a clear assignment of responsibilities and authority. To get started, think about: (1) establishing internal processes and central controls to initiate, track, authorize and document records destruction; (2) monitoring compliance if you have a decentralized retention and destruction process; (3) establishing internal processes to inform the organization about annual revisions to the retention schedule; and (4) establishing an effective litigation hold process.

**Q: Does the retention schedule cover electronic records?**

A: As stated in the introduction and at the beginning of each section, the retention schedule is media neutral and covers all records regardless of the storage format (paper, electronic, microfilm, etc.). Retention and destruction decisions must be based on the content of the records rather than the storage format.

**Q: Can other types of organizations adopt the Colorado Municipal Records Retention Schedule?**

A: The retention schedule is specifically for Colorado municipalities. Other types of organizations may use it as an informational tool to help establish their own records retention schedules. Keep in mind that legal and practical requirements may be different for other types of organizations.

**Q: Can I destroy paper records after they are scanned?**

A: The answer is "yes," with some conditions. Under the Colorado Uniform Electronic Transactions Act, electronic records are as good as paper records in court and as evidence of transactions. However, before you destroy the paper, you need to make sure that the electronic records will be readable and accessible for the entire retention period and that they will be accepted as authentic records in lieu of the originals. To do this, you must establish and follow a migration plan and craft and follow policies and procedures demonstrating that the electronic recordkeeping system preserves the integrity of records. The CMRRS applies to the record copy, whether it is in paper or electronic format. You must decide the appropriate format. See also *Appendix G, Guidelines for Long-Term Preservation of Records*.

**Q: What about retention of municipal records that are hosted by third-party providers?**

A: This is an emerging issue for records managers. In general, you should ensure that the contract between the municipality and the third-party host covers (at a minimum): (1) how you will get the records back if the host goes out of business or the contract is terminated; (2) how the information is secured to prevent identity theft or breaches of privacy; (3) how information eligible for destruction under the Records Retention Schedule is to be removed; and (4) who has (and does not have) access to the records.

**Q: Where can I get more help with records management questions?**

A: The 2010 Colorado Municipal Clerks Association (CMCA) publication titled *Managing Municipal Records in Colorado: A RIM-ERM Toolkit* is a good source of information. It is available through CMCA. (Contact information is listed on the CMCA website at [www.cmca.gen.co.us](http://www.cmca.gen.co.us).)

## APPENDIX G

### GUIDELINES FOR LONG-TERM PRESERVATION OF RECORDS

"Records" are documents that are set aside as evidence and protected from alteration or change. All records – but not all documents – have content, structure and context. Storing a record is not enough to capture all three of those elements. The key is to adopt policies, procedures and guidelines to ensure that the information contained in the record is **accessible** and **readable** for the entire retention period and that it is viewed and understood in **context**.

How should you retain records with lengthy retention periods? What should you do with the paper after scanning records? How do you ensure future accessibility and readability of records, especially permanent records? These are a few of the most common questions relating to long-term preservation of records. Following is a summary of some of the issues you should consider before making decisions on long-term preservation of records.

#### **Paper and Electronic Preservation**

There is no foolproof, single step for permanent preservation of electronic records. In addition, electronic storage media is inherently unstable, and computer hardware and software become obsolete quickly due to technological obsolescence.

For paper records, *preservation* means placing the document into a managed filing system from which it can be retrieved for the duration of the retention period. For electronic records, this means transferring an electronic document from an operational environment into a managed recordkeeping system **and** renewing, copying to new media or transferring to new systems<sup>1</sup> as needed to ensure accessibility and readability in the appropriate context for the entire retention period.

Long-term preservation of archival information in digital format may **not** be practical because of the rapid obsolescence of computer hardware and software. Preservation of records with long retention periods solely in digital format should be considered **only** if:

1. The value of the data and the benefits of digital preservation are clear and substantial.
2. Preservation in a fixed form such as paper or microfilm is not an option because a digital format is needed to support significant business requirements.
3. Conversion of the data to static form will diminish its value or make it unusable.
4. The information is born digital.

#### **Cost**

The cost for data migration can be more than 2.5 times the original cost of data creation and capture. For permanent electronic records, data migration **must** be a perpetual – and potentially costly – commitment. Managing electronic records by disposing of obsolete records in accordance with the retention schedule is more cost-effective than buying more electronic storage to migrate everything or losing in a legal proceeding due to poor recordkeeping. Some argue that "storage is cheap." They may not realize the potential cost of unmanaged electronic records in lost productivity, future migrations or legal proceedings.

<sup>1</sup> **Media renewal** is copying from one type of storage medium to the same type without any changes to the records. **Media copying** is the copying or reformatting of records from one type of storage medium to another, resulting in minor changes to the records because of the way data is recorded to different media and requiring verification by means of comparing a sampling of the old and newly copied records. **Media transfer** and **migration** refer to a complete change of the file management system upon moving from one software platform or technology to another, requiring bit-by-bit validation of each transferred record.

## APPENDIX G — GUIDELINES FOR LONG-TERM PRESERVATION (Cont'd)

### Conversion and Migration

Plan to convert electronic documents while newer versions of the software allow backward compatibility; i.e., within several generations of versions.

Any system **must** have the capability of copying, reformatting or transferring records across media and through system technical changes.

Remember that when electronic records are copied or transferred, the content, metadata and audit trails **must** all be preserved.

Plan ahead for what will be involved in converting/migrating specific vital electronic records to new systems or storage media, how the conversion/migration will be tested and when it is to be done. Consider putting together a **written conversion and migration plan** that is reviewed by legal counsel, information technology and official records custodians. Plan on migrating electronic records if:

1. The scheduled destruction date is more than **five years** from the initial installation date or last major upgrade of the hardware or software that is needed to read, process or store the record.
2. The retention period is longer than **10 years** from the date the records were created.
3. The usability will be affected by replacement, upgrades or other changes to the hardware or software before the end of the retention period.

It **may** be cheaper to keep legacy systems running to access and use infrequently referenced records than it is to move (migrate) those records to a new system.

### Storage Media

If the retention period is longer than **10 years**, consider the long-term cost and requirements for maintaining the record in electronic format for the entire retention period compared with the cost to keep it in paper or microfilm form.

With reasonable care, good quality **paper** can last for more than 100 years. Absent a disaster, paper deteriorates slowly, leaving time to take action before information is lost. Storage in paper form may sometimes be the cheapest storage solution and may make sense for **low reference records that have retention periods longer than 10 years.**

**Microfilm** that meets industry standards and has reasonable care can also last more than 100 years. There are warning signs of deterioration and time to recopy before images are lost. Microfilm is eye readable and widely accepted for archival storage of records. It may make sense for **preservation and disaster recovery for low reference records than have retention periods longer than 10 years.**

Without migration, **computer-based records** can be expected to last as little as five years (the average service life of hardware and software required to read and process electronic records) and no more than 20 years. There are no warning signs of impending failure. Digitization of records makes the most sense for **records that are needed frequently, those that are shared by simultaneous users or those requiring ease of access.** An electronic format may **not** be appropriate for the entire retention period and for long-term archival storage unless a paper or microfilm version is also retained for the entire retention period.

Regardless of the storage media used, **verify the accessibility and readability of the content every 5 to 10 years** to ensure that the data has not been compromised.

## APPENDIX G — GUIDELINES FOR LONG-TERM PRESERVATION (Cont'd)

### **Records Destruction**

Whether you retain records in paper, microfilm or electronic form, you **must** have the ability to dispose of records at the end of the records retention period.

You **must** also have the ability to place a hold on records destruction in the event of a legal proceeding **regardless of the records storage format**.

### **Metadata**

To ensure the integrity of electronic records, collect and maintain indexing information and the following types of metadata (information about the records):

1. Information about restrictions on accessibility.
2. Information on how long the record must be kept and what triggers its destruction; i.e., end of year.
3. Security and encryption information.
4. Information documenting all actions; i.e., revisions made, audit trails.
5. Information on the software versions and technical platforms used to create and store the record.
6. Hardware and software documentation manuals created and maintained during installation of a system used to create and store the record.

### **Storage and Formats**

To maintain integrity of the record, preservation **must** be in a recordkeeping system that ensures the integrity of the records and the associated metadata through storage on a non-erasable medium or using controls that provide the same level of protection.

Using formats that are widely used makes it more likely that you will be able to access and read the records if the company that owns the patents on the format goes out of business or stops supporting the format. [As of October 2009, the leading formats are .pdf and .tiff.]

Use storage media that is mainstream, widely used and compliant with industry standards. Avoid being on the "leading edge" or using obsolete technologies.

### **Quality Controls**

Always keep the hard copy (paper or microfilm) sources for imaged records **at least** until the images are verified during the quality control process. **Never** just scan and shred.

### **Disaster Recovery**

You **must** be able to guarantee an ability to support full recovery of records in the event of a disaster.

### **Guideline for What to Keep on Paper**

Individual municipalities must determine which version is the "record" to be retained for the entire duration of the retention period and which versions are "convenience copies" that are to be kept until no longer needed for the purpose for which they were created. In many cases, an electronic version may serve as the "record copy." In a few cases, retention of a paper version as the "record copy" is recommended for long-term preservation. This guideline may change over time as standards for long-term preservation of

**APPENDIX G — GUIDELINES FOR LONG-TERM PRESERVATION (Cont'd)**

electronic records are developed and widely accepted. The "record copy" of many records may be retained in either paper or electronic format, and electronic format is always acceptable for convenience copies. In many cases, electronic-only storage for the "record copy" is suitable as long as accepted standards and best practices are followed to ensure adequate system and procedural documentation, frequent assessments of electronically stored records and the storage media, and periodic and scheduled media renewal, copying, transfer and/or migration.

"Convenience" copies of the following essential and historical records may be stored in either paper or electronic format for frequent reference and information-sharing purposes. However, due to the inherent fragility of electronic records, technological obsolescence issues and the ongoing importance of certain records, the State Archives recommends that the "record copy" of the following types of essential or historical records should be retained in protected storage in paper format to ensure continued accessibility and readability for the foreseeable future:

1. Records documenting the legal status of the municipality, including incorporation papers and current and previous city or town charters.
2. Minutes of the governing body.
3. Records relating to the municipality's water rights.
4. Historical records (if any) older than 1900.

Questions? Contact the Colorado State Archivist at 303-866-2550.

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>   |

COLORADO MUNICIPAL RECORDS RETENTION SCHEDULE

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

| <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> . |