

# State of Colorado



## DPA

**John Hickenlooper**  
*Governor*

**Kathy Nesbitt**  
*Executive Director*

**Jennifer Okes**  
*Deputy Executive Director*

**Terry Ketelsen**  
*State Archivist*

**Department of Personnel  
& Administration**  
**Colorado State Archives**  
1313 Sherman Street, Room 1B-20  
Denver, CO 80203  
Phone (303) 866-2358  
Fax (303) 866-2257  
Email: [Archives@state.co.us](mailto:Archives@state.co.us)  
[www.colorado.gov/dpa/doit/archives/](http://www.colorado.gov/dpa/doit/archives/)

March 2011

### **To All Colorado Municipalities:**

A comprehensive ten-year review of the *Colorado Municipal Records Retention Schedule* was completed by the Colorado State Archives in conjunction with a statewide review group in 2010-2011 to accomplish the following goals and objectives:

- (1) to make the document easier to update, more user friendly and more stable by renumbering in a manner that will allow the periodic addition of new schedules and listings without having to renumber;
- (2) simplify and streamline language;
- (3) consolidate listings wherever possible;
- (4) review all legal cites and make updates where needed;
- (5) Add a number of new schedules and listings;
- (6) review and update retention periods, especially those calling for permanent retention;
- (7) eliminate references in retention periods to "+ current";
- (8) Abolish all footnotes and Move all cross references to the end of each schedule; and
- (9) reduce future review and publication costs.

Because of the comprehensive changes made during the 2010-2011 update, each adopting municipality should review the revised Document to identify changes that need to be made to any previously established local exceptions and to identify any new local exceptions that may be necessary.

We understand that such changes may be uncomfortable for some users in the short term. However, we are confident that in the long run the document will be easier to use and update and will serve Colorado municipalities effectively for many years to come.

If you have any questions, please contact the Colorado State Archives at 303-866-2072.

Terry Ketelsen, Colorado State Archivist