

COLORADO MUNICIPAL RECORDS RETENTION SCHEDULE

<u>Records Descriptions</u>	<u>Schedule/Item No.</u>	<u>Records Descriptions</u>	<u>Schedule/Item No.</u>
<b>-A-</b>		Advertisements	
Abandoned		Bids	40.020
Cemetery lots	10.020	Job opportunities	90.130.A
Property	30.030.B	Advertising Circulars	40.100.C
Vehicles	65.070.B	Affidavits	
Wells	60.100.J	Candidate	15.040.A
Abatement of Nuisances	40.010	Election	15.140
Enforcement	65.070.B	Publication	
Aboveground Storage Tanks	25.050	ordinances	40.020.A
Absentee		other	40.020.B
Ballots	15.030.A	Affirmative Action Compliance	90.010
Oaths	15.140	Age Discrimination in Employment Act	90.110.B
Voters	15.010	Agencies	
list	15.010	External	40.120
Abstract of Election	15.060.A	Federal and state	40.160
Acceptance to Serve – Election Judges	15.090.A	Agenda	
Access Control – Computer	55.020.A	Entities with advisory powers and duties	20.010.B
Access Systems	105.020.A	Governing body	45.010
Accession Records – Museum	70.020	Item summaries	45.010
Accessory Uses	65.030	appointed entities	20.010.A
Accidents		Quasi-judicial entities	20.010.A
High accident rate locations	60.050.D	Agreements	40.030
Incident reports	40.230.D	Annexation	65.010
Reports – police	100.080.B	Collective bargaining	90.040
Traffic accident		Employment	90.020
arrest	100.080.A	Intergovernmental	40.030
police officer involved	100.080.K	Mutual aid	40.030
Accounting		Short-term	40.230.A
Forms – election	15.170	Water	60.100.A
Water decree	60.100.F	Air Quality	25.010
Accounts		Airline Services	60.060.C
Cemetery	10.030	Airport District	40.320
Payable	30.010	Alarm	
Receivable	30.020	False	100.080.G
Utility billing	30.210.A	Fire	35.010
ACH Forms	30.010.A, 30.020	Installation permits	75.020.F
Acquisition of Property	95.010	System	35.010
Activity Reports		approval	100.050.C
Departments	40.290	Water detection	35.010
Police	100.080.B	Alcohol Beverage Licensing	75.020.A
Actuarial Reports	90.150.A	Alcohol Test Results – CDLs	90.110.A
ADA Compliance	90.110.B	Alien Verification Program	100.070.B
Physical examinations	90.110.B	Alley	
Address		Abandonment	60.070
History files	05.010	Improvement districts	30.130
Street assignments	60.050.F	Vacations	60.070
Addresses – State of the City	40.250.C	Allotment Contracts – Water	60.100
ADEA Compliance	90.110.B	Ambulance	
Administrative		District	40.320
Proceedings	40.010	EMT certification	90.070
Records	Schedule 40	Licensing and operations	100.010.A
		Patients	100.010.B
		Runs	100.010.B
		Amendments to Schedule	Appendix H

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<u>Records Descriptions</u>	<u>Schedule/Item No.</u>	<u>Records Descriptions</u>	<u>Schedule/Item No.</u>
Americans With Disabilities Act	90.110.B	Applications (Cont'd)	
Amusement Device Licensing	75.020.C	Jobs	90.130.B
Analytical Reports		Sales tax	30.190.E
Asphalt	60.050.A	Vacancies – governing body	45.020
Water and sewer	60.090.A	Appointed Entities	Schedule 20
Animal		Appointments	
Cases – Municipal Court	85.030.A	Appointed applicants	20.020.A
Control	100.020	member lists	20.050
Disposition	100.020	unsuccessful applicants	20.020.B
Licensing	75.020.C	Election judges	15.090.A
Protection	100.020	Governing body	45.020
Stray	100.020	Scheduling	40.050
Annexation	65.010	Appraisals	95.010
Approved	65.010.A	Apprenticeship Selection	90.070
Disapproved	65.010.B	Approval Request Form	Appendix C
Election petitions	15.150.A	Aquatic Facilities, Chemicals	95.050.B
Maps	40.180	Aquifers	60.100.E
Review	65.010	Archeological Sites	50.010
Zoning	65.080	Architectural Renderings	40.180
Annual Reports		Parks	95.060
Activity	40.290.A	Archival Records	Schedule 50
Fixed assets	30.030.A	Arrests	100.080.A
Operations	40.290	Expungement	10.0080.A
Payroll	90.140.E	Illegal presence	100.070.A
Published	40.260	Warrants	85.100.B
Water and sewer treatment	60.090.B	Arson	
Water consumption	60.080.E	Arrests	100.080.A
Annuities, Form 1099R	30.200.B	Case files	
Apartment Building Plans	05.060.A	fire	100.050.H
Apparatus Inspections	100.050.B	police	100.080.B
Appeal Proceedings	40.010	Artwork Display Agreements, Contracts	40.230.A
Appeals – Court Decisions	85.010.A	Asbestos Exposure	90.110.B
Evidence	85.050	"As-Built" Drawings	
Transcripts	85.010.B	Construction	05.060
Appendices		Electric service	60.010.D
Amendment Schedule	Appendix H	Facilities	40.180
Approval Request Form	Appendix C	Asphalt Testing	60.050.A
Frequently Asked Questions	Appendix F	Assault Cases	100.080.A, .B
Glossary	Appendix B	Asset Records	30.030
Guidelines for Long-Term Preservation of		Critical asset – electric service	60.010.A
Records	Appendix G	Associations	
Methods of Record Destruction	Appendix E	External	40.120
Non-Records	Appendix A	Water	40.120
Update Request Form	Appendix D	Attorney	Schedule 80
Applications		Correspondence	40.100
Absentee ballots	15.010, 15.030.A	Auction	30.030.B
Building permits		Auctioneer License	75.020.C
issued	05.020.A	Audio Recordings. See <i>Recordings</i>	
not issued	05.020.B	Audits	30.040
Employment		Computer	55.020.B
Fair Credit Reporting Act	90.130.E	Police property and evidence	100.080.F
individuals not hired	90.130.B		
background investigation files – public			
safety	90.130.C		

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<u>Records Descriptions</u>	<u>Schedule/Item No.</u>	<u>Records Descriptions</u>	<u>Schedule/Item No.</u>
Audits (Cont'd)		Benefits Programs – SAVE Verifications	100.070.B
Reports	30.040.A	Bicycle Licensing	75.020.C
Sales tax	30.190.E	Bids	
Work papers	30.040.B	Accepted	30.170.B
Augmentation Plans	60.100.D	Rejected	30.170.B
Authorities	Schedule 20	Solicitations	30.170.A
Governing body as	45.060	Specifications	30.170.A
Automatic Clearinghouse (AHC) Forms		State list	30.170.C
Accounts payable	30.010.A	Unsolicited	30.170.B
Accounts receivable	30.020	Vendor list	30.170.C
Awards	40.040	prequalification	30.170.D
		Billboard permits	75.020.F
<b>-B-</b>		Billing	30.020
Background Investigations	90.130.C	Power system	60.010.F
Backup – Computer		Utility	30.210
Contingency backup	55.020.C	Bills	
Documentation	55.020.C	Of sale	35.010
Balance Sheets		Paid	30.010.A
Accounts payable	30.010.A	State or federal	40.160
Accounts receivable	30.020	Blood-Borne Pathogen	
Trial	30.050.A	Exposure	90.110.B
Ballot		Safety training	90.110.B
Box receipts	15.170	Blood Testing Reports	100.080.F
Certifications	15.060.B	Board of Trustees	Schedule 45
Issue		Boards and Commissions	Schedule 20
comments	15.020	Boilers	35.010
notice		Bond Issues	
duplicate copy	15.130.A	Bond anticipation notes	30.070.A
master copy	15.130.B	Bonds – paid	30.070.C
working copy	15.130.A	Coupons – paid	30.070.C
Measure petitions	15.150	Files	30.070.A
lobbying	40.250.A	General obligation	30.070.A
Ballots	15.030.A	Industrial development revenue	30.070.A
Mail	15.100	Ledgers	30.070.D
Sample	15.030.B	Notes – paid	30.070.C
Bank	30.050	Proceedings books	30.070.B
Court-maintained accounts	30.050	Refunding	30.070.A
Statements	30.050.B	Registers	30.070.D
Bankruptcy	30.060	Revenue	30.070.A
Banner permits	75.020.F	Special improvement	30.070.A
Barricades	60.050.C	Water	30.070.A
Basin		Bonds	
Plans	40.330	Capital project	40.240.B
Stormwater	60.040.A	Labor and materials	40.240.B
Beer Licenses	75.020.A	Legal proceedings	85.020
Benchmarks – Street	60.050.H	Licenses	75.010
Benefits – Employee	90.030	Municipal Court proceedings	85.020
Plan selections	90.070	Payment	40.240.B
Plans	90.030.A	Performance	40.240.B
Form 1099R, report of distributions	30.200.B	Permits	75.010
Reports	90.030.B	Public official	90.040
		Savings	30.140.A
		Specimen	30.070.B

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Boundary Maps	40.180	Business	
Alcohol beverage licensing	75.020.A	Economic development incentive	65.040.A
Annexations	65.010	Historical records	50.030
Cemetery	10.020	Licensing	75.020
Ward	15.110	Medical marijuana	75.020.D
Bridge		Bylaws	
Inspections	60.050.B	Appointed entities	20.030
Inventory	60.050.B	Governing body	45.030
Maintenance	60.050.B		
Projects	40.240.A	<b>-C-</b>	
Brochures	40.260		
Budget		Cable Television Service	
Adoption	30.080	Encroachments	75.020.G
Committee	45.040	Franchises	30.110
Document, final version	30.080.A	Cafeteria Benefits	90.070
Revisions	30.080.A	CAFR	30.040.A
Strategy team	40.080	Calendars	40.050
Work records	30.080.B	Call Detail	55.010.A
Building		Call Sheets	
Activity reports		Ambulance	100.010.B
Board of Adjustment	05.040, Schedule 20	Fire	100.050.G
Board of Appeals	05.040, Schedule 20	Rescues	100.050.G
Certificate of occupancy	05.050	Campaign Reports	
Codes	40.070.A	Candidate affidavits	15.040.A
abatement, enforcement	85.030.B	Committee statements	15.040.A
violation	05.040	Contribution, expenditure reports	15.040.A
Damage	95.050.C	Independent expenditures	15.040.B
Historic	50.040	Issues committee	15.040.C
Inspection	05.070.A	Candidate	
Materials – alternative	05.040	Affidavits	15.040.A
Nonresidential drawings	05.060.A	Committees	05.040.A
Permits	05.030	Nomination	15.120
applications	05.020	Capital Improvement Projects	40.240.A
issued	05.020.A	Reports	40.330
not issued	05.020.B	Carnival License	75.020.C
fee collection	30.020	Cartographic Records	40.180
ledgers	05.080	Case	
registers	05.080	Files	
Plans	05.060	Building Review Board	05.040
public	05.060.A	court	85.030
Projects	40.240.A	hazardous material incident	100.060.A
Records – general	Schedule 05	police	100.080.B
Regulations	40.310	Indexes	85.090.A
Residential drawings	05.060.B	Registers	85.090.A
Review Board case files	05.040	Cash Books	30.020
Safety, health, environmental inspections	95.050.D	Cemetery	10.030
Security	105.020	Cash Register Validation Tape	30.020
Standards	05.070.A	Catalogs	
Structure inspection	05.070.A	Library	70.010.A
Unsafe	05.070.D	Trade	Appendix A
Violations	05.040	Vendor	40.280
Burials	10.010	CCIC Teletypes	100.080.N
Burning Permits	75.020.F	CDBG	30.120.B
Bus Service	60.060.C		
Route maps	60.060.C		

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<u>Records Descriptions</u>	<u>Schedule/Item No.</u>	<u>Records Descriptions</u>	<u>Schedule/Item No.</u>
CDOT – See State – Highway Department		Chemical	
Celebrations	40.110	Applications	95.050.A
Cell Phones – See <i>Communication Systems</i>		Blood testing reports	100.080.F
Cemetery	Schedule 10	Exposure	90.110.B
Chemical application	95.050.A	Inventory forms	25.040
Contractor license	75.020.C	Material safety data sheets	25.020
Rules and regulations	40.310	Testing, aquatic facilities	95.050.B
Vandalism	95.050.C	Childcare Facility Licensing	75.030.A
Census	65.020	Christmas Lighting	40.110
Data	65.020.A	Chronological Reading Files	40.100.B
Reports	65.020.B	Circus License	75.020.C
Ceremonies	40.250.C	Citizenship Verification	90.120
Proclamations	45.130	City Council	Schedule 45
Certificates		Civil	
Death	10.010	Actions	80.040
Election judges	15.190.C	Defense	100.040.A
License issuance	75.020.C	Claim	80.010
Money market	30.140.A	Employee insurance	90.030.C
Of deposit	30.140.A	Insurance	105.010.B
Of insurance	105.010.A	Medical records	80.010.B
project files	40.240	Notifications	80.010.A
Of occupancy	05.050	Reports	105.010.B
fire code official approval	100.050.C	Clerical Manuals – Routine	40.220.A
Retention schedule compliance	40.300	COBRA Compliance	90.070
Signature – Councilmembers	45.080.B	Code	
Vehicle registration	35.010	Adopted by reference	40.070.A
Water stock	60.100.H	Books	40.070.B
Zoning	65.080	Building – compliance	05.040
Certifications		Enforcement	
Ballots	15.060.B	municipal court	85.030.B
Election	15.190	police	100.080.B
EMT	90.070	International	40.070.A
FCRA	90.130.E	Supplements	40.070.B
Petition	15.150	Uniform	40.070.A
Sludge	30.090.J	Codification of Ordinances	40.070.B
Street system	60.050.I	Collective Bargaining	90.050
Certified		Colorado Department of Public Health and Environment	
Bond issue proceedings	30.070.B	Hazardous waste shipment, disposal	25.020.C
Mail – return receipts	40.170.B	S.A.R.A. Tier II, submitting facility	25.040
Change Orders	40.240.A	Storage tanks	25.050
Charge Slips	30.010.A	Colorado Department of Transportation – See State – Highway Department	
Charity Fund Drives	40.140	Commendations	90.070
Charter	40.060	Commercial	
Initiative petition	15.150.B	Building plans	05.060.A
Proceedings	40.060.A	Driver's license	90.110.A
Published	40.060.B	Commissions	Schedule 20
Charts	40.180	Committees	
Checks		Candidate	05.040.A
Cancelled	30.050.A	Employee safety	40.080
Duplicate copies	30.050.A	Governing body	45.040
Register	30.010.A		
Stubs	30.050.A		
Voided	30.050.A		

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<i>Records Descriptions</i>	<i>Schedule/Item No.</i>	<i>Records Descriptions</i>	<i>Schedule/Item No.</i>
Committees (Cont'd)		Computer (Cont'd)	
Internal		Software documentation	55.020.D
ongoing	40.080.A	System	55.020
special	40.080.B	diagrams	55.050
Issues	15.040.C	Test	55.020.G
Communication		Usage	55.020.I
Encroachments	75.020.G	Concealed Weapons Permits	75.020.F
Legal	80.030	Conceptual Review	65.030
Licenses	55.010.C	Concession Agreements, Contracts	40.230.A
Project	55.060	Condemnations	95.010
implemented systems	55.060.A	Conditional Uses	65.030
systems not implemented	55.060.B	Confined Space Entry Permits	75.020.H
Sites	55.010.B	Confiscated Property	30.030.B
Systems	55.010	Conflict of Interest Disclosure Statements	45.080.A
franchises	30.110	Connections – Utility	60.080
management	55.010.D	Disconnections	60.080
Tower		Conservation – Water	60.080.F
permits	75.020.F	Construction	
sites	55.010.B	Capital projects	40.240.A
User data	55.010.E	Certificate of occupancy	05.050
Community		Document review by fire code official	100.050.D
Development block grant	3.120.B	Drawings and plans	
Events	40.110	nonresidential	05.060.A
General – significant early	50.030	residential	05.060.B
Groups – early	50.030	Methods – alternative	05.040
Histories	50.020	Projects	40.240.A
Police relations	100.080.C	Standards	40.310
Compensation Plans	90.140.B	Zone	60.050.K
Complaints	40.090	Consumer	
Elections	15.050	Confidence report	60.090.B
Compliance		Reports, employee	90.130.E
Affirmative action	90.010	Contamination, Toxic Site	25.060
Building code	05.040	Contested Elections	Schedule 15
Certificates – records destruction	40.300	Contractor's Licenses	75.020.B
COBRA	90.070	Cemetery	75.020.C
Drinking water	60.090.C	Sign	75.020.C
EEOC	90.010	Contracts	40.030
FMLA	90.110.B	Capital project	40.240.A
New hire reporting	90.170	Collective bargaining	90.050
OSHA	90.110.B	Employment	90.020
Computer		Short-term	40.230.A
Access control	55.020.A	Contribution and Expenditure Reports	15.040.A
hardware documentation	55.020.D	Controlled Substance Test Results, CDLs	90.110.A
Audit	55.020.B	Conversion and Migration Plan	Appendix G
Backup		Coordinated Election	
contingency	55.020.C	Abstracts of votes	15.060.A
documentation	55.020.C	Ballot certifications	15.060.B
Disaster preparedness, recovery plans	55.030	Copies – "Read Only"	40.100.C
Hardware documentation	55.020.D	Copper Content – Drinking Water	60.090.A
Maintenance	55.020.E	Copyright Records	40.150
Network	55.020.H		
Output – preliminary verification	40.350		
Preliminary working material	40.350		
Program	55.020.F		
Security	55.020.A		

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<i>Records Descriptions</i>	<i>Schedule/Item No.</i>	<i>Records Descriptions</i>	<i>Schedule/Item No.</i>
Correspondence	40.100	Deannexation Election Petitions	15.150
Attorney	40.100	Death Cases	100.080.A, .B
Routine	40.100.B	Death Certificates	10.010
Council	Schedule 45	Deceased Persons Books	10.010
Councilmember files	45.080.B	Decreets, Water	60.100.F
County		Dedications	
Maps	40.190	Property acquisition	95.020
Treasurer's reports	30.190.E	Water rights	60.100.A
Court	Schedule 85	Deductions	
Proceedings	80.040	Credit union	90.140.A
recordings	85.080	Payroll	90.140.A
Rulings – appeals to higher court	85.010	Deeds	
Water	60.100.A	Cemetery	10.020
Crane Work – Public Way	75.020.G	Property acquisition	95.020
Credit		Defective Ballots	15.030.A
Card		Deferred	
records of cards held	30.010.B	Compensation plans	90.030.A
statements	30.010.A	Sentence index	85.090.B
Reporting agencies	90.130.E	Delinquent Sales/Use Tax Notices	30.190.E
Union payroll deductions	90.140.A	Demolition	
Crime Lab		Capital projects	40.240.A
Logs	100.080.D	Permits	05.030
Reports	100.080.D	Work in public way	75.020.G
Request forms	100.080.D	Demonstrations – Traffic Impact	60.050.C
Vehicle hold/release sheets	100.080.D	Demotions	90.070
Crime Stoppers	100.080.B	Deposit	
Criminal Case Files	80.020	Pass book	30.050.B
Criminal History		Receipts – meters	30.210.B
Check log sheets	100.080.M	Security – utility service	30.210.A
Childcare facility licensing	75.030.A	Slips	30.050.A
Files	100.080.E	Depreciation – Asset Inventory	30.030.D
Critical Incident Report – Childcare Facility	75.030.A	Descriptions – Job	90.130.F
Cross-Connection Control	60.080.A	Design	
Crosswalks	60.050.K	Capital projects	40.240.A
Cultural Programs	40.230	Drawings	40.180
Custodial Service Requests	40.140	Destruction of Records	Appendix E
<b>-D-</b>		Development	65.030
Daily Reports	40.290.B	Proposals – not approved	65.030
Damage		Review	65.030
Assessment – major disaster	100.040.B	Vested rights	65.030
Property	95.050.C	Digital Images of Historic Value	50.060
Dams		Direct Deposit Reports	90.140.C
Monitoring, inspection	60.100.B	Directives	40.220
Projects	40.240.A	Disability Payments, Form 1099R	30.200.B
Dance Hall License	75.020.C	Disaster	
Data Files and Datasets, GIS	55.040	Data processing preparedness, recovery	55.030
Data Maps	55.050	Declaration	100.040.B
Database	55.040	Emergency operations	100.040.A
		Incidents	100.040.B
		Information technology	55.030

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Disaster (Cont'd)		Drawings (Cont'd)	
Major	100.040.B	Construction	
Preparedness	55.030	nonresidential	05.060.A
Recovery		residential	05.060.B
plan – IT	55.030	General	40.180
preservation of records	Appendix G	Historic property	50.040
Response planning	100.040.A	Parks	95.060
Warning systems	35.010	Stormwater basin	60.040.A
tests	100.040.A	Drilling Structures	25.010
Discharge Permits – Wastewater	60.090.D	Drinking Water – See <i>Water and Sewer System</i>	
Disciplinary Actions	90.070	Driver Vehicle Inspection Reports	35.030.A
Internal affairs investigations	100.080.K	Driver's License	
Disclosure Statements		Commercial	90.110.A
Conflict of interest	45.080.A	Verification	90.060
Financial	45.080.C	Drug Tests	
Disconnection – Utilities	60.080	CDL	90.110.A
Dispatch		Post-accident	90.110.B
Electric service	60.010.B	Random	90.110.B
Logs	100.080.M	DUI Log	100.080.M
Recordings	100.030.A	Dump Tickets	60.030.A
Disposition of Property	30.030.B	Duplicate Copies	
Distribution Lists	40.170.B	Administrative	xv
District		Convenience	xv
Boundary maps – election	15.110		
Election	15.110	<b>-E-</b>	
Fire protection	40.320	Easement	
Historic	50.040	Abandonment	60.070
Improvement	30.130	Access	95.030.B
Library	40.320	Construction	95.030.B
Museum	40.320	Permanent	95.030.A
Recreation	40.320	Temporary	95.030.A
Special	40.320	Vacation	60.070
Zoning map	40.180	Economic Development	65.040
Ditch	60.100.C	Incentives	65.040.A
DNA Test Results	100.080.F	Policies	40.220.B
Docket Sheets	85.040	EEOC Compliance	90.010
Older than 1920	85.040	Election	Schedule 15
Documentation – General	40.100	Absentee voter	15.010
Routine – Court	40.100.B	Abstract	15.060.A
Donation Records – Museum	70.020	official	15.190.A
Downtown Redevelopment Projects	40.240.A	Accounting form	15.170
Drafts	40.100.C	Ballot issue comments	15.020
General	40.350	Ballots	15.030.A
Preliminary	Appendix A	sample	15.030.B
Drainage		Campaign reports	15.040
Histories – streets	60.050.H	Certification	15.190
Improvements	40.240.A	Complaints	15.050
System	60.040	Contested	Schedule 15
Drawings		Coordinated	15.060
"As-Built"		Equipment records	15.070
construction	05.060	Help America Vote Act	15.050
electric service	60.010.D	History files	15.080
facilities	40.180		

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Election (Cont'd)		Elevators	35.010
Judges	15.090	E-Mail Messages – See <i>Electronic Mail</i>	
absentee ballot receipts	15.010	Emergency	
acceptance to serve	15.090.A	Dispatch calls	100.030.A
appointment records	15.090.A	Incidents	100.040.B
expense statements	15.090.B	response plan	100.040.A
instructions	15.090.C	IT contact lists, procedures	55.030
oaths	15.090.A	Management plan	100.040.A
polling records	15.160	9-1-1	100.030.B
Mail ballot	15.100	dispatch calls	100.030.A
Maps	15.110	Notification forms	90.070
Nominations	15.120	Operations	100.040.A
Notices		electric service plans	60.010.I
duplicate copy	15.130.A	major	100.040.B
master copy	15.130.B	Planning	100.040.A
working copy	15.130.A	Reverse 9-1-1 system	100.030.B
Oaths and affidavits	15.140	S.A.R.A. Tier II	25.040
Petitions	15.150	Eminent Domain	95.010
annexation	65.010	Emission Inspections	25.050
Polling	15.160	Employee	
Surveillance recordings	15.180	Active	90.070
Tabulation	15.190	Benefits	90.030
Unofficial results	15.190.C	cafeteria, flex	90.070
Workers	15.140	Driver's license verification	90.060
Electric Service	60.010	Insurance claims	90.030.C
Billing	30.210	Insurance plans	90.070
Critical asset	60.010.A	Loans by municipality	30.160.A
Dispatch	60.010.B	Medical	90.110.B
Distribution	60.010.J	New hire reporting compliance	90.170
Energy efficiency program	60.010.C	Polygraph	90.160
Engineering	60.010.D	Pre-employment physicals	90.110.B
Franchise	30.110	Random drug tests	90.110.B
Maintenance work order	60.010.E	Safety training tests	90.110.D
Meters	30.210.B	Seasonal	90.080
OASIS	60.010.F	Shift schedules	90.210
Open access same-time information system	60.010.F	Temporary	90.080
Operating procedures	60.010.B	Terminated	90.070
Power system accounting and billing	60.010.F	Training	90.180
Production	60.010.G	Verifications	90.090
Rate schedule	30.210.C	Volunteer	90.200
Regulatory	60.010.H	Work schedules	90.210
SCADA	60.010.F	Employment	
Scheduling	60.010.B	Affirmative action	90.010
Surplus sales	60.010.F	Agreements	90.020
System control and data acquisition	60.010.F	Applications	90.130.B
System planning	60.010.I	Contracts	90.020
Transmission	60.010.J	Eligibility verification form I-9	90.120
Electrical Code	40.070.A	Fair Credit Reporting Act	90.130.E
Electronic		Interviewing procedure	90.130.G
Discovery	55.050	Pre-employment physical	90.110.B
Mail		Reasonable accommodations request	90.010.C
for convenience	55.040.A	Recruitment procedure	90.130.G
for recordkeeping	55.040.B	Verifications	90.090
routine	40.100.B	EMT Certification	90.070
Records, general	55.040	Encroachment Permits	75.020.G
Electronically Stored Information Data Maps	55.050	Utility lines	75.020.G
Elevations – Benchmarks	60.050.H		

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Energy Efficiency Program	60.010.C	Exhibits Referenced in Minutes	
Development	40.230.E	Appointed entities	20.060
Engineering		Governing body	45.080
Capital projects	40.240.A	Exit Logs	105.020.A
Drawings	40.180	Expenditure Reports	
Electric service	60.010.D	Campaigns	15.040.A
Street	60.050.H	Independent	15.040.B
Enterprise		Expenses	
Board	45.060	Election judges	15.090.B
Zone	65.040.B	Employees	30.010.A
Entertainment		Explosives Permits	75.020.F
Agreements, contracts	40.230.A	Expungement	100.080.A
Licensing	75.020.C	External Groups and Agencies	40.120
Entities Appointed by Municipality	Schedule 20		
Entry Logs	105.020.A	<b>-F-</b>	
Envelope	40.170.A	Facility	
Absentee ballot return	15.010	Capital projects	40.240.A
Environmental Impact, Annexation	65.010	Use	40.230.B
Environmental Records	Schedule 25	permits	75.020.F
Equal Employment Opportunity (EEO)	90.010	Facsimile Transmissions	40.100
Equipment	Schedule 35	Logs	40.140
Crime lab	100.080.D	Fair Campaign Practices Reports	15.040.A
Election	15.070	Fair Credit Reporting Act	90.130.E
Electric history	60.010.J	Fairs	40.110
General	35.010	False Alarms	100.080.G
Escrow Accounts	30.100	Family and Medical Leave Act	90.110.B
ESI Data Maps	55.050	FCC Licenses	
Ethics Committee	45.040	Communications systems	55.010.C
Evaluations	90.070	Radio system	55.010.C
Events	40.110	Television system	55.010.C
Short-term agreements, contracts	40.230.A	FCRA, Employee hiring	90.130.E
Traffic impacts	60.050.C	Federal	
Evidence		Bills – proposed	40.160
Audits	100.080.F	lobbying	40.250.A
Court – appeal	85.050	Revenue sharing	65020
Handling	100.080.F	Fee	
Logs	100.080.F	Cash books, receipts, reports	30.020
Physical – not covered by Schedule	100.080.F	Collection	30.020
Property reports	100.080.F	Impact	30.020
Release	100.080.F	Schedules	30.090
Tags	100.080.F	Feedlots	25.010
Examinations		Felony	
Employment	90.130.D	Arrests	100.080.A
Polygraph – employment	90.130.B	Cases	100.080.B
Excavation Permits	75.020.F	FEMA Flood Insurance Rate Map	60.040.A
Executive Session Recordings		Fence	
Appointed entities	20.100.A	Damage	95.050.C
Governing body	45.140.A	Permits	75.020.F
Exempt Employees	90.140.A	Fertilizer Use	95.050.A
Exemptions	65.060	Festivals	40.110
Water and sewer treatment	60.090.I		

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<u>Records Descriptions</u>	<u>Schedule/Item No.</u>	<u>Records Descriptions</u>	<u>Schedule/Item No.</u>
Fiber Optics	55.020.H	Fire Department (Cont'd)	
FICA Reports – Quarterly	90.140.E	S.A.R.A. Tier II reports	100.060.B
Field		submitting facility	25.040
Contact reports – police	100.080.H	Statistical records	100.050.F
Purchase orders	30.170.A	Firearms	
Survey notes	40.180	Authorization to carry	100.080.CC
Final Disposition – Cemetery	10.010	Maintenance	100.080.CC
Finance Committee	45.040	Qualification	100.080.CC
Financial	Schedule 30	Unrecovered	100.080.B
Annexation impact	65.010	Fireworks Permits	75.020.F
Cemetery	10.030	Fixed Assets	30.030.A
Disclosure statements	45.080.C	Fleet	Schedule 35
Finding Aids		Flood Control District	40.320
Library catalogs	70.010.A	Flood Insurance Rate Maps	60.040.A
Maps and drawings	40.180	Flooding	60.040.A
Records	40.270	General	60.040.A
Findings by Appointed Entities	20.090	Histories	60.040.A
Fingerprint Cards and Files	100.080.B	Floodplains	
Fire		Basins	60.040.A
Administrative applications	100.050.A	General	60.040.A
Alarm permits	75.020.F	Floodways	60.040.A
Alarm system approval	100.050.C	FMLA Compliance	90.110.B
Apparatus inspection	100.050.B	Foreclosure	30.060
Arson		Forgery Cases	100.080.A, .B
incident – with or without fatality	100.050.H	Formats for Preservation	Appendix G
intelligence files	100.050.J	Forms – Blank	40.130
Call sheets	100.050.G	Foundation Order Books	10.010
Code	40.070.A	Fountain Chemical Testing, Treatment	95.050.B
abatement, enforcement	85.030.B	Fourth of July Celebration	40.110
Board of Appeals	05.040	Franchises	30.110
Detection system approval	100.050.C	Frequently Asked Questions	Appendix F
Dispatch calls	100.030.A	Fuel	
District	40.320	Oil storage	25.050
Equipment	35.010	Usage, records	35.020
Hydrants	100.050.F	Funds	
Incident case files	100.050.H	Appropriation by ordinance	45.120
Inspections	100.050.I	Bank statements	30.050.B
apparatus	100.050.B	Investment	30.140.B
Investigations	100.050.H	Ledger	30.150.A
Protection	100.050	Petty cash	30.010.D
districts	40.320	Seizure	100.080.T
Pumper tests	100.050.B	Transaction activity	30.050
Records	100.050.F		
Run sheets	100.050.G	<b>-G-</b>	
Service requests	100.050.K	Garnishments	90.140.A
Smoke detector system approval	100.050.C	Gas	
Suppression	100.050.H	Company encroachment permits	75.020.G
Fire Department		Drilling monitoring, review	25.010
Approval records	100.050.C	Service franchise	30.110
Dispatch calls	100.030.A		
Fire records	100.050.F		
Inspection records	100.050.I		
Radio transmissions	100.030.A		

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Gasoline Storage Tanks	25.050	Hazardous Materials (Cont'd)	
General		Safety tests	90.110.D
Documentation	40.100	S.A.R.A. Tier II Report	100.060.B
Improvement District Board	45.060	Spills	100.060.A
Ledger	30.150.A	Transport records	25.020
Orders – police	100.080.I	analysis	25.020.D
Generator Equipment	35.010	disposal manifest	25.020.A
Geographic Information Systems Datasets	55.040	inspections	25.020.B
Geothermal System Franchise	30.110	reports	25.020.C
Gift Register – Library	70.010.B	test results	25.020.D
GIS Datasets	55.040	Underground storage tanks	25.050
Glossary	Appendix B	Waste storage	25.020
Goals		analysis	25.020.D
Appointed entities	20.040	disposal manifest	25.020.A
Governing body	45.050	inspections	25.020.B
Golf Course		reports	25.020.C
Chemical application	95.050.A	test results	25.020.D
Inspections	95.050.D	Health	
Governing Body	Schedule 45	Insurance – employees	90.030.B
As other decision-making body	45.060	Personnel	90.110
Committees	45.040	Heating Systems	35.010
Members	45.080	Help America Vote Act Complaints	15.050
Grades – Street	60.050.H	Herbicide Use	95.050.A
Grant	30.120	HIPAA Release of Information Authorization	90.110.C
Audit	30.040	Historic Preservation	Schedule 50
From municipality	30.120.A	Events	40.100.A
To municipality	30.120.B	Historical	
Grass Control	65.070.B	District surveys	50.040
Gravel Pit Reclamation	25.010	Material	40.260
Grievances	90.100	archeological sites	50.010
Groups – External	40.120	collections	70.020
Guarantees – Financial	30.100	older than 1900	50.070
		photographic	50.060
		Sites	50.010
		Society	40.120
		Structure surveys	50.040
<b>-H-</b>		Histories	
Handbooks		Community	50.020
General	40.220	Drainage	60.050.H
Policies and procedures	40.220.B	Elections	15.080
Hardware Documentation – Computer	55.020.D	Electric equipment	60.010.I
H.A.V.A.	15.050	Municipal	50.020
Hazardous Materials		Parks	95.060
Chemical inventory	100.060.B	Holiday Display Lighting	40.110
S.A.R.A. Tier II	25.040	Home Occupations	
Disposal manifests by generator	25.020.A	Licenses	75.020.C
Enforcement	100.060	Permits	75.020.F
Exposure	90.110.B	Home Rule Status	40.210
Incident case file	100.060.A	Homicides	100.080.A, .B, .E
Incident response	100.060	Honors	40.040
Industrial contamination	25.010	Hot Tubs – Chemical Testing, Treatment	95.050.B
Investigations	100.060.A	Hot Work Permits	75.020.H
Regulation	100.060		

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House		Information Technology	Schedule 55
Moving		Infrastructure	Schedule 60
license	75.020.C	Initiative Petitions	15.150.B
permit	75.020.F	Injury Reports	40.230.G
Number assignments	60.050.F	Workers' compensation	90.220
Housekeeping Files	40.140	Inlet Inspections	05.070.A
Housing		INS Form I-9	90.120
Assistance grants	30.120.B	Inspection	
Authority	Schedule 20	Breathing apparatus	100.050.B
governing body as	45.060	Building	05.070.A
Rehabilitation projects	40.240.A	Childcare facility	75.030.A
grants	30.120.B	Driver vehicle	30.030.A
How to Use Schedule	xv	Equipment	35.010
Humane Society	40.120	Fire apparatus	100.050.B
HVAC Systems	35.010	Fire Department	100.050.I
		Hazardous waste storage, transport	25.020.B
<b>-I-</b>		Mobile home	05.070.C
		Municipal property	95.050.D
I-9 Forms	90.120	Sand traps	60.090.F
ICE – See <i>Immigration and Customs Enforcement</i>		Storage tanks	25.050
Immigration and Customs Enforcement Reports on		Structure	05.070.A
Alien Verification	100.070.B	Trailer	05.070.C
Immigration Status Reporting	100.070	Unsafe buildings	05.070.D
Impact Fees – Collection	30.020	Vehicles	35.030.B
Impoundment		Water storage	60.080
Animals	100.020	Instructional Materials – Published	40.260
Vehicles	100.080.Y	Instructions	
Improvement Districts	30.130	Election judges	15.090.C
Incentives – Economic Development	65.040.A	Procedures and policies	40.220.B
Incidents		Insufficient Petitions	
Fire	100.050.H	Annexation, deannexation	15.150.A
Hazardous materials	100.060.A	Initiative	15.150.B
Major disaster	100.040.B	Recall	15.150.C
Reports	40.230.D	Referendum	15.150.D
Rescue	100.050.H	Insurance	
Incorporation – Municipality	40.210	Certificates	105.010.A
Independent Expenditure Reports	15.040.B	Claims	105.010.B
Indexes		Contract – Form 1099R	30.200.B
Cemetery	10.010	Employee	90.030.A
Court	85.090	active records	90.070
Records	40.270	claim records	90.030.C
Individual Retirement Accounts (IRAs)	90.030.A	termination records	90.070
Reports of distribution	30.200.B	Policies	105.010.C
Industrial		Storage tanks	25.050
Building plans	05.060.A	Title	95.010
Contamination	25.010	Unemployment	90.190
Development revenue bonds	30.070.A	Workers' compensation	90.220
Pretreatment permits	60.090.E	Intellectual Property	40.150
Information		Intelligence Files	
Police – release	100.080.R	Arson	100.050.J
Requests – routine	40.090	Police	100.080.J
		Intergovernmental Agreements	40.030
		Interlibrary Loan	70.010.C
		Interments	10.010

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<u>Records Descriptions</u>	<u>Schedule/Item No.</u>	<u>Records Descriptions</u>	<u>Schedule/Item No.</u>
Internal Affairs Investigations	100.080.K	Jury	
International Codes Adoption	40.070.A	Instructions	85.060
Intersections – Engineering	60.050.H	Panel lists	85.060
Interviewing Procedures	90.130.G	Rosters	85.060
Intranet	55.080	Selection, oversight	85.060
Access reports	55.080.A	Summonses	85.060
Use tracking logs	55.080.D	Juvenile Offenders	100.080.A
Inurnments	10.010		
Inventories		<b>-K-</b>	
Assets	30.030.C	K-9 Training	100.080.W
Bridges	60.050.B	Kidnapping Cases	100.080.A, .B
Building	30.030.C		
Equipment	30.030.C	<b>-L-</b>	
Furniture	30.030.C	Lakes	
Merchandise for sale	30.030.C	Boat permits	75.020.F
Property	30.030.C	Projects	40.240.A
Real estate	30.030.C	Land Use	Schedule 65
Software	55.020.D	Code violations	65.070.A
Vehicles	30.030.C	Landfill	
Investigations		Locations	60.030.B
Fire	100.050.H	Monitoring	25.010
Hazardous materials	100.060.A	Landmark Designations	50.040
Internal affairs	100.080.K	Lawsuits	80.040
Public safety applicants, not hired	90.130.C	Potential – claims	80.010.A
Investments	30.140	medical records	80.010.B
Policies	40.220	Layoffs	90.070
Reports	30.140.B	Lead	
Invoices		Content – drinking water	60.090.A
Accounts payable	30.010.A	Exposure	90.110.B
Issued by municipality	30.020	Leaflets	40.260
Irrigation Companies	60.100.C	Lease Agreements	40.030
Issues Committees	15.040.C	Leases	95.040
		Leave	90.140.D
<b>-J-</b>		FMLA Compliance	90.110.B
Job		Ledgers	
Advertisements	90.130.A	Bond issue	30.070.D
Applications	90.130.B	Building permit	05.080
Descriptions	90.130.F	Cemetery	10.030
Examinations	90.130.D	Financial	30.150.A
Recruitment	90.130	General	30.150.A
Specifications	90.130.F	Journal entries	30.150.B
Journals		Payroll	90.140.G
Accounts receivable	30.020	Subsidiary financial	30.150.C
Entries	30.150.B	Legal	
Financial	30.150	Communications	80.030
Subsidiary financial	30.150.C	enduring, long-term	80.030.A
Transaction – sales and use tax	30.190.E	routine	80.030.B
Utility billing	30.020	Counsel	Schedule 80
Judges		Publications	40.020
Election	15.090	Research files	80.040
Municipal Court	90.070		
Junk	65.070.B		

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<i>Records Descriptions</i>	<i>Schedule/Item No.</i>	<i>Records Descriptions</i>	<i>Schedule/Item No.</i>
Legislation		Lie Detector Tests	100.080.B, .F
External	40.160	Liens	30.100
Lobbying	40.250.A	Light Rail Services	60.060.C
Letters of Credit	30.100	Lighting	
Liability Waivers	40.230.C	Holiday display	40.110
Library	Schedule 70	Medical marijuana	75.020.D
Districts	40.320	Limousine Driver Licenses	75.020.C
Material	Appendix A	Liquor Licenses	75.020.A
Licenses	Schedule 75	Lists	
Alcohol beverage	75.020.A	Absentee voter	15.010
renewal	75.020.A	Active licenses or permits	75.040
Ambulance	100.010	Assets	30.030
Amusement devices	75.020.C	Contact	75.040
Animals	75.020.C	Distribution	40.170.B
Auctioneers	75.020.C	Governing body members	45.070
Beer	75.020.A	Jury panel	85.060
Bicycles	75.020.C	License holders	75.040
Carnivals	75.020.C	Mailing	40.170.B
Cemetery contractors	75.020.C	Mayors	45.070
Certificates	75.020.C	Members of appointed entities	20.050
Childcare facility	75.030.A	Permit holders	75.040
Circuses	75.020.C	Polls	15.160.B
Communications systems	55.010.C	Records	40.270
Contact list	75.040	State bid	30.170.C
Contractor's	75.020.B	Vendors	30.170.C
Dance halls	75.020.C	Litigation	Schedule 80
Home occupations	75.020.C	Pending	xiii
House movers	75.020.C	Loans	
Issued by municipality	75.020.C	By municipality	30.160.A
Issued to municipality	75.030	Employee, other purposes	30.160.A
capital projects	40.240.A	To municipality	30.160.B
state sales tax	75.030.B	Lobbying – Legislative	40.250.A
Limousine drivers	75.020.C	Lobbyist Registrations	40.250.A
Liquor	75.020.A	Locates – Utility Line	60.020
List	75.040	Logo – Municipal	40.150
Massage therapists	75.020.C	Logs	
Medical marijuana	75.020.D	Electric substation, transmission lines	60.010.I
Oil and gas well drilling	75.020.C	Facsimile transmissions	40.140
Pawnbrokers	75.020.E	Licenses and permits	75.040
Peddlers	75.020.C	Police	100.080.M
Pest control	75.020.C	Telephone	40.140
Places of entertainment	75.020.C	Long-Term Preservation Guidelines	Appendix G
Radio system	55.010.C	Lots – Cemetery	10.010
Refuse haulers	75.020.C	Ownership	10.010, 10.030
Sales tax	30.190.E	Sale	10.030
SAVE Program verification	100.070.B		
Secondhand dealers	75.020.C	<b>-M-</b>	
Security guards	75.020.C	Mail Ballot Election Records	15.100
Sexually oriented businesses	75.020.C	Mailed Ballots	15.030.A
Shooting galleries	75.020.C		
Sign contractors	75.020.C		
Slaughterhouses	75.020.C		
Taxi drivers	75.020.C		
Television system	55.010.C		
Theaters	75.020.C		
Tree trimming	75.020.C		
Vendors	75.020.C		

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<i>Records Descriptions</i>	<i>Schedule/Item No.</i>	<i>Records Descriptions</i>	<i>Schedule/Item No.</i>
Mailing		Mediator, Arbitrator Records	90.050
Lists	40.170.B	Medical Marijuana Licensing	75.020.D
Records	40.170.B	Medical Records	
Undeliverable	40.170.D	Employees	90.110.B
Maintenance		Personal injury claims	80.010.B
Computer system	55.020.E	Meeting	
Equipment	35.010	Clerk's Notes – governing body	45.100
Municipal property	95.050.D	Minutes	20.060
Valves – water and sewer	60.080.D	appointed entities	20.050
Vehicles	35.030	Notices	
Work orders – electric	60.010.E	appointed entities	20.070
Manuals		governing body	45.110
Clerical – routine	40.220.A	Notification lists	40.170.C
Equipment	35.010	Recordings	
General	40.220	appointed entities	20.100
Instruction	40.220	governing body	45.140
Operating	35.010	Members	
Operations	40.220	Appointed entities list	20.050
Personnel policy	40.220.B	Governing body	45.080
Policies and procedures	40.220.B	lists	45.070
Safety	90.110.D	Memoranda – Routine	40.100.B
Vehicles	35.010	Memorandum of Understanding	40.030
Maps		Merit Systems	90.140.A
Annexation	65.010	Metadata Preservation	Appendix G
Boundary	40.180	Meter	
alcoholic beverage license	75.020.A	Books	30.210.B
Cemetery	10.020	Locations	30.210.B
Data	55.050	Metropolitan Districts	40.320
Election	15.110	Migration	Appendix G
Electric service	60.010.D	Mileage Reimbursements	30.010.A
Electronically stored information data	55.050	Military Leave	90.130.D
Flood insurance rate	60.040.A	Mined Land Reclamation	25.010
General	40.180	Minor Subdivisions	65.030
Informational	40.190	Minutes	
Topographical	40.180	Appointed entities	20.060
Transportation routes	60.060.C	Boards and commissions	20.060
Work in public way	75.020.G	Governing body	45.080
Zoning	65.080	Misdemeanor	
district	40.180	Arrests	100.080.A
Massage Therapist License	75.020.C	Case Files	85.030.C, 100.080.B
Master Plans	65.030	Missing Persons Cases	100.080.A, .B
Material Safety Data Sheets	25.030	Mobile Home	
Mausoleums – Ownership	10.020	Inspection reports	05.070.C
Mayor Lists	45.070	Standards	40.130
Measuring devices	35.010	Money Market Certificates	30.140.A
Mechanical		Monthly Register – Court	85.090.D
Code	40.070.A	Monthly Reports	40.290.C
Systems	35.010	Revenue distribution	30.190.A
Media		Monumentation	60.050.H
Copying	Appendix G	Mortgage Interest Statements, Form 1098	30.200.A
Long-term preservation	Appendix G	Mosquito Control Program	25.010
Migration	Appendix G		
Renewal	Appendix G		
Storage	xiii		
Transfer	Appendix G		

COLORADO MUNICIPAL RECORDS RETENTION SCHEDULE

<u>Records Descriptions</u>	<u>Schedule/Item No.</u>	<u>Records Descriptions</u>	<u>Schedule/Item No.</u>
Motion Pictures		Notes (Cont'd)	
Historic value	50.060	Taken at governing body meetings	45.100
Public relations	40.250.C	Transcribed	Appendix A
Motor Vehicle Sales Tax Receipts	30.190.E	Notices	
Motorcades – Traffic Impact	60.050.C	Ballot issue	
Mug Shots	100.080.B	duplicate copy	15.130.A
Municipal Court	Schedule 85	master copy	15.130.B
Municipal facilities security records	105.020	working copy	15.130.A
Municipality incorporation	40.210	Election	15.130
Museum		Final settlement – projects	40.240.A
Accessions	70.020	Meetings	
Acquisition	70.020	appointed entities	20.070
District	40.320	governing body	45.110
Donations	70.020	To proceed	40.240.A
Material	Appendix A	Water and sewer treatment	60.090
Records	70.020	Water use restrictions	60.080.F
Mutual Aid Agreements	40.030	Notification Lists	40.170.C
		Nuisance	
<b>-N-</b>		Abandoned vehicle	65.070.B
National Primary Drinking Water Consumer		Abatement	40.010
Confidence Reports	60.090.B	Enforcement	65.070.B
Natural Gas Service Franchises	30.110	Junk	65.070.B
NCIC		Overgrown grass	65.070.B
History check log	100.080.M	Trash	65.070.B
Teletypes	100.080.N	Weeds	65.070.B
Negatives – Evidence Photographs	100.080.B	<b>-O-</b>	
Negotiation Records	90.050	OASIS Electric Service	60.010.F
Neighborhood Watch Program	40.230.E	Oaths	
Network – Computer	55.020.H	Appointed officials	20.080
New Hire Reporting Compliance	90.170	Election	15.140
News		Election judges	15.090.A
Clippings	50.050	Employees	90.070
Releases	40.250.B	Governing body	45.080.D
Scrapbooks	50.080	Objections	
Newsletters	40.260	General	40.090
Newspapers – Local	50.050	Nominations	15.120.A
NIBRS Reports	100.080.X	Occupation Taxes – Franchisees	30.110
No Parking Zone	60.050.K	Occupational Safety and Health Act	90.110.B
Nominations	15.120	ODPs	65.030
Petitions	15.120.B	Offense Reports	100.080.B
objections	15.120.A	Office Equipment	35.010
successful, unsuccessful candidates	15.120.B	Oil and Gas Drilling License	75.020.C
Withdrawal	15.120.B	Oil Drilling Monitoring and Review	25.010
Nonconforming Uses	65.030	Older Records	
Non-Records	Appendix A	Before 1900	50.070
Notes		Building permit registers – Before 1920	05.080
Desk	40.100.C	Court Dockets – Before 1920	85.040
Rough	40.350	On-Line Payments	30.020
Scheduling and planning	40.050	Open Access Same-Time Information System	60.010.F
		Open Flame Work Permit	75.020.H

COLORADO MUNICIPAL RECORDS RETENTION SCHEDULE

<i>Records Descriptions</i>	<i>Schedule/Item No.</i>	<i>Records Descriptions</i>	<i>Schedule/Item No.</i>
Open Meeting Recordings		Payroll	
Appointed entities	20.100.B	Records	90.130
Governing body	45.140.B	Register – year-end	90.140.G
Open Records Requests	40.200	Reports	90.140.E
Ordinances	45.120	Taxes	90.140.F
Affidavit of publication	40.020.A	Peddler Licensing	75.020.C
Codification of	40.070.B	Pension	
Enforcement	85.030.B	Actuarial reports	90.150.A
Supporting documentation	45.120	Awarded	90.150.B
Zoning	65.080	Boards	Schedule 20
Organization		Files	90.150.B
Charts	40.210	Form 1099R	30.200.B
External	40.120	Plans	90.030.A
Files	40.210	employee records	90.070
OSHA Compliance	90.110.B	Retirement files	90.150.B
Overall Development Plans	65.030	Performance	
		Agreements, contracts	40.230.A
		Bonds	40.240.B
<b>-P-</b>		Permits	Schedule 75
Pager systems	55.010	Aboveground storage tank	25.050
Pamphlets	40.260	Alarm system installation	75.020.F
Parade		Alcohol beverage	75.020
Permits	75.020.F	Assemblies	75.020.F
Traffic impacts	60.050.C	Banners	75.020.F
Paratransit Services	60.060.C	Barricade installation	75.020.G
Route maps	60.060.C	Billboards	75.020.F
Parking		Blasting in public way	75.020.G
Cases – municipal court	85.030.D	Boats	75.020.F
License plate recognition data	100.080.L	Building	05.030
Space assignments	40.140	Burial	10.010
Ticket receipts	30.020	Burning	75.020.F
Variances	65.060	Cemetery monument placement	75.020.F
Voided summonses	85.030.F	Communication tower	75.020.F
Zones	60.050.K	Communications in public way	75.020.G
Parks	95.060	Concealed weapons	75.020.F
Damage	95.050.C	Concrete construction	75.020.G
Inspections	95.050.D	Confined space entry	75.020.H
Projects	40.240.A	Contact list	75.040
Use permits	40.230.B	Crane operation	75.020.G
Short-term rental agreements	40.230.A	Demolition	05.030
Parole Card File	100.080.O	Discharge	60.090.D
Passwords – Computer	55.020.A	Encroachment	75.020.G
Patients – Ambulance	100.010.B	Excavation	75.020.F
Pawnbroker Licensing	75.020.E	in public way	75.020.G
Pawned Items	75.020.E	Explosives	75.020.F
Pay		Facility use	40.230.B, 75.020.F
Basis of	90.140.A	Fence installation	75.020.F
Estimates – project	40.240.A	Fire alarm	75.020.F
Plans	90.140.B	Fireworks	75.020.F
Payment Bonds	40.240.B	Flammable liquids storage or sale	75.020.F
		Gas and oil drilling structures	75.020.F
		Grading	75.020.F
		Guard dogs	75.020.F
		Heavy equipment moving	75.020.G
		Home occupation	75.020.F
		Hot work	75.020.H

COLORADO MUNICIPAL RECORDS RETENTION SCHEDULE

<u>Records Descriptions</u>	<u>Schedule/Item No.</u>	<u>Records Descriptions</u>	<u>Schedule/Item No.</u>
Permits (Cont'd)		Petitions (Cont'd)	
House moving	75.020.F	Nomination	15.120.B
Hunting	75.020.F	objections	15.120.A
Industrial pretreatment	60.090.E	successful, unsuccessful candidates	15.120.B
Issued to municipality	75.030	withdrawal	15.120.B
Landscaping	75.020.F	Nonbinding	40.090
List	75.040	Protest hearings	
Loudspeakers	75.020.F	initiative	15.150.B
Odor control	75.020.F	recall	15.150.C
Open flame work	75.020.H	referendum	15.150.D
Open flames in public places	75.020.F	Recall	15.150.C
Parades	75.020.F	Referendum	15.150.D
Park use	40.230.B	Rezoning	65.080
Parking	75.020.F	Zoning	65.080
Planting in right-of-way	75.020.F	Petty Cash	30.010.D
Project	40.240.A	Photographs	
Public way work	75.020.G	Digital	55.040
Pyrotechnical displays	75.020.F	Evidence	100.080.F
Refuse burning	75.020.F	Fire, rescue case	100.050.H
Registers	75.040	Historical	50.060
Remodeling, renovation	05.030	Major disaster incident	100.040.B
Sewer tap	60.080.C	Parks	95.060
Signs	75.020.F	Police	100.080.B
Sludge application	60.090.H	Scrapbooks	50.080
Special event and use	75.020.F	Photomaps	40.180
Spray booths	75.020.F	Physical Records – Employees	90.110.B
Storage tanks	25.050	Physician's Report	10.010
Tents or canopies	75.020.F	Picnic Shelter Rental	40.230.A
Tree removal	75.020.F	Pioneer Days Event	40.110
Tree trimming	75.020.F	Planned Unit Developments	65.030
Trespass on public right-of-way	75.020.G	Planning and Zoning Board	Schedule 20
Underground storage tank	25.050	Planning Records	Schedule 65
Use	75.020.F	Plans	
Utilities in public way	75.020.G	Affirmative action	90.010.A
Water tap	60.080.C	Basin	40.330, 60.040.A
Watering	75.020.F	stormwater basin	60.040.A
Wells	60.100.J	Benefit	90.030.A
Work in public way	75.020.G	Construction	05.060
Permitted Uses	65.030	Development	65.030
Perpetual Care	10.030	Disaster	100.040.A
Personal Injury Claims	80.010.B	Emergency	100.040.A
Personnel	Schedule 90	General	40.330
Policies	40.220.B	Master	65.030
Pest Control License	75.020.C	Pension	90.030.A
Pesticide Use	95.050.A	Site	65.030
Petitions		Transportation system	40.330
Annexation	65.010	Plant Investment Fee Collection	30.020
election	15.150.A	Plats	65.030
Certification	15.150	Cemetery	10.020
Charter initiative	15.150.B	Development	40.180
Deannexation election	15.150.A	vacation of	65.030
Initiative	15.150.B	Playground Inspections	95.050.D
Insufficient		Pleadings	80.040
annexation, deannexation	15.150.A	Plumbing Code	40.070.A
initiative	15.150.B		
recall	15.150.C		
referendum	15.150.D		

COLORADO MUNICIPAL RECORDS RETENTION SCHEDULE

<u>Records Descriptions</u>	<u>Schedule/Item No.</u>	<u>Records Descriptions</u>	<u>Schedule/Item No.</u>
Police		Power Generators	35.010
Action reviews	100.080.K	Precedents	
Arrests	100.080.A	Legal	80.040
expungement	100.080.A	Set	40.100.A
Cases	100.080.B	Precinct Maps	15.110
Community relations	100.080.C	Predators, Sexually Violent	100.080.Q
Crime lab	100.080.D	Preliminary Versions	40.350
Criminal history files	100.080.E	Drafts	40.100.C
Dispatch calls	100.030.A	Working material	40.350
Evidence	100.080.F	Preservation, Long-Term, Guideline	Appendix G
False alarms	100.080.G	Press Releases	40.250.B
Firearms range scores	100.080.W	Printer Output – Preliminary Verification	40.350
General orders	100.080.I	Prisoner Transport Records	100.080.P
Grants	30.120.B	Probation Files	85.070
High-speed camera data	100.080.L	Procedures	40.220
Intelligence files	100.080.J	Building	40.220
Internal affairs	100.080.K	Cemetery	40.220
K-9 training	100.080.W	Fire	40.220
License plate recognition data	100.080.L	Interviewing	90.130.G
Logs	100.080.M	Personnel	40.220.B
Officer-involved accidents	100.080.K	Police	40.220
Radio transmissions	100.030.A	Recruitment	90.130.G
Teletypes	100.080.N	Safety	90.110
Training	100.080.W	Standard operating	40.220.B
Victim assistance	100.080.Z	Proclamations	45.130
Video and audio recordings		Professional Services Agreements	40.030
cases	100.080.B	Profit-Sharing Plans, Form 1099R	30.200.B
officer-carried systems	100.080.BB	Program	
secured facilities	100.080.AA	Development	40.230.E
vehicle recording systems	100.080.BB	Records	40.230
Policies	40.220	Use	40.230.B
Building	40.220	Projects	
Cemetery	40.220	See also Specific Types of Projects; i.e., <i>Dam</i>	40.240
Fire	40.220	Bonds	40.240.B
General	40.220.B	Capital	40.240.A
Insurance	105.010.C	Control files	40.240.C
Investment	40.220	Prominent Individuals	50.030
Personnel	40.220.B	Promissory Notes	30.100
Police	40.220	Promotions	90.070
Purchasing	40.220	Proof Roll Inspections	05.070.A
Risk management	40.220	Proofs of Publication	40.020
Safety	40.220	Property	Schedule 95
Poll		Acquisition	95.010
Books	15.160.A	Auctions	30.030.B
Lists	15.160.B	Disposal	30.030.B
Signature forms	15.160.D	Real estate transfer tax	30.190.D
Sites	15.160.C	Rights – vested	65.030
Pollution	25.010	Sale	95.010
Polygraph		Surplus	30.030.B
Exams, employment	90.130.B	Taxes	30.190.C
Workplace investigations	90.160	Transfer	95.010
Population		Unclaimed	30.030.B
Projections	65.020.A	Unlawful destruction	100.080.F
Statistics	65.020.A		
Studies	40.330		
Pothole Patrol Program	40.230.E		
Power — See <i>Electric System</i>			



COLORADO MUNICIPAL RECORDS RETENTION SCHEDULE

<u>Records Descriptions</u>	<u>Schedule/Item No.</u>	<u>Records Descriptions</u>	<u>Schedule/Item No.</u>
Recycling Centers	60.030	Reports (Cont'd)	
Dump or trip tickets	60.030.A	Bills allowed	30.010.A
Redevelopment Projects	40.240.A	Bridge	60.050.B
Referendum Petitions	15.150.D	Building inspection	05.070.A
Referrals From Other Jurisdictions	65.050	Campaign	15.040
Refuse Hauler License	75.020.C	Cash	30.020
Registered Sex Offender Records	100.080.Q	Census	65.020.B
Registers		Claims	105.010.B
Bond issue	30.070.D	Comprehensive annual financial	30.040.A
Building permit	05.080	Consumer confidence	60.090.B
Burial permit	10.010	County treasurer	30.190.B
Certificate of deposit	30.140.A	Daily	40.290.B
Checks	30.010.A	Departmental	40.290
Court	85.090	EEO-1	90.010.B
monthly	85.090.D	EEO-4	90.010.C
Licenses	75.040	Final project	40.240.A
Payroll	90.140.G	Fixed asset – annual	30.030.A
Permits	75.040	General	40.290
Property tax	30.190.C	municipal	40.330
Records	40.270	Incident	100.080.B
Sales tax	30.190.E	Inspection – vehicles/equipment	35.030.B
Registration Receipts	30.020	Investment	30.140.B
Regulations		Monthly	40.290.C
Animal	100.020	Offense	100.080.B
Building	40.310	Payroll	90.140
Cemetery	40.310	Physician's – cemetery	10.010
General	40.310	Police	100.080
Railroads	60.060.B	Project	40.240.A
Subdivision	40.310	Quarterly	40.290.D
Zoning	40.310	S.A.R.A. Tier II	100.060.B
Regulatory		Soil condition	05.070.B
Actions	40.160	Street system	60.050.I
Proceedings	80.040	Structure inspection	05.070.A
Rehabilitation Projects	40.240.A	Water	
Remonstrances	40.090	consumption	60.080.E
Removal from Governing Body	45.150	quality	60.090
Rental		Weekly	40.290.E
Contracts and agreements, short-term	40.230.A	Requests	
Receipts	30.020	For proposals (RFPs)	30.170.A
Reorganization Studies	40.210	For quotations (RFQs)	30.170.A
Repairs – Property	40.240.A, 95.050.D	Open records	40.200
Replacement Ballots	15.030.A	Release of police information	100.080.R
Replats	65.030	Routine	40.090
Reports		Service – fire	100.050.K
Actuarial	90.150.A	Research Material	40.260
Analytical – water and sewer	60.090.A	Rescues	100.050
Annual	40.290.A	Dispatch calls	100.030.A
activity	40.290.A	Incident reports	40.230.D
operations	40.290.A	Reservation Sheets	40.230.B
published	40.260	Reservoir Projects	40.240.A
water and wastewater treatment	60.090.B	Residential Building Plans	05.060.B
Audit	30.040.A	Resignations	
		Appointed applicants	20.020.A
		Employees	90.070
		Governing body	45.080.B

*COLORADO MUNICIPAL RECORDS RETENTION SCHEDULE*

<u>Records Descriptions</u>	<u>Schedule/Item No.</u>	<u>Records Descriptions</u>	<u>Schedule/Item No.</u>
Resolutions	45.160	Safety (Cont'd)	
Supporting documentation	45.160	Personnel	90.110
Resubdivisions	65.030	Policies	40.220.B
Retention Schedules	40.300	Procedures	40.220.B
Retirement		Training	90.070
Files	90.150.B	manuals	90.110.D
Form 1099R	30.200.B	Vehicles	35.030
Plans	90.030.A	Salary	
Returns – Sales and Use Tax	30.190.E	Documentation	90.070
Revenue		Surveys	90.140.H
Bonds	30.070.A	Sale	
Monthly distribution report	30.190.A	Of cemetery lots	10.030
Sharing	65.020.B	Of property	95.010
Reverse 9-1-1 System	100.030.B	Sales Tax	
Rezoning	65.080	Collection	30.190.E
Ride-Along – Police	100.080.S	Enforcement	85.030.B
Liability waivers	40.230.C	Sample Ballots	15.030.B
Right-of-Way	95.030	Sanitation District	40.320
Abandonment	60.070	Sanitary Surveys – Treatment System	60.090.G
Permits	75.020	S.A.R.A. Tier II Reports	100.060.B
Railroad	60.060.B	SAVE Program	100.070.B
Vacation	60.070	Savings Bonds	30.140.A
Risk Management	Schedule 105	Schedule	
Rivers	60.100.D	Building permit fee	30.090
Roadway Projects	40.240.A	Fee	30.090
Rodeos	40.110	Rate	30.090
Room		utilities	30.210.C
Rentals	40.230.A	Records retention	40.300
Reservations	40.230.B	Scheduling Calendars	40.050
Routes		Schematics – System	60.010.C
Maps	60.060.C	Scrapbooks	50.080
Snow	60.050.K	Seal – Municipal	40.150
Truck	60.050.K	Search Warrants	85.100.A
Routing Documents	Appendix A	Seasonal Employee	90.080
Rulemaking – State and Federal	40.160	Secondhand Dealers License	75.020.C
Rules		Security	105.020
Cemetery	40.310	Access system	105.020.A
General	40.310	Computer	55.020.A
Policies and procedures	40.220.B	Deposit – utilities	30.210.A
Run-Off	60.040	Guard license	75.020.C
Run Sheets – Fire and Rescue	100.050.G	Municipal facilities	105.020
		Public areas	105.020.B
		Recordings and images	105.020.B
		Videotapes	105.020.B
		Seizure Fund	100.080.T
		Seniority Systems	90.140.B
Safety		Service	
Code abatement, enforcement	85.030.B	Orders – utility	30.210.A
Commercial drivers' license	90.110.A	Requests	40.090
Committee	40.080.A	Volunteer workers	90.190
Equipment	35.030	Setbacks	65.060
Fleet	35.030		
Inspection – facilities	95.050.D		

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COLORADO MUNICIPAL RECORDS RETENTION SCHEDULE

<u>Records Descriptions</u>	<u>Schedule/Item No.</u>	<u>Records Descriptions</u>	<u>Schedule/Item No.</u>
Settlements – Litigation	80.040	Special	
Sewer System – See <i>Water and Sewer System</i>		Districts	40.320
Sex Offenders		Events and use permits	75.020.F
Case files	100.080.B	Events license – alcohol beverages	75.020.A
Information request forms	100.080.Q	Uses	65.030
Registered	100.080.Q	Specifications	
Sexual Assault		Bid	30.170.A
Arrests	100.080.A	Job	90.130.F
Cases	100.080.B	Project	40.240.A
Sexually Oriented Business License	75.020.C	Specimen Bonds	30.070.B
Sexually Violent Predators	100.080.Q	Speeches	40.250.C
Shift Schedules	90.210	Speed Zones	60.050.K
Shooting Gallery License	75.020.C	Spoiled Ballots	15.030.A
Show Agreements, Contracts	40.230.A	Sporting Event Agreements, Contracts	40.230.A
Show Cause Hearings	75.020.A	Sports Equipment Rental	40.230.A
Sidewalk		Spreadsheets	
Engineering	60.050.H	Electronic records	55.040
Improvement districts	30.130	Energy efficiency program	60.010.C
Layout	60.050.H	Staff Meetings	40.080
Sign		Standard Operating Procedures	40.220.B
Codes	40.070.A	Standards	40.310
Contractor License	75.020.C	Building	
Damage	95.050.C	inspection	05.070
Permits	75.020.F	regulation	40.310
Signalization	60.050.K	Communication system projects	55.060
Timing	60.050.K	General	40.310
Signature		Information technology projects	55.060
Authorizations	30.170.A	Insurance policies	105.010.C
Certificates, Councilmember	45.080.B	Mobile homes	40.310
Sister City Programs	40.230.E	Sewer line installation	40.310
Site Plans	65.030	Sidewalk construction	40.310
Site Specific Development Plans	65.030	Street construction	40.310
Slaughterhouse License	75.020.C	Streetscape	40.310
Sludge		Water	
Application	60.090.H	line installation	40.310
Monitoring, review	25.010	testing	60.090.A
Permits	60.090.H	State	
Preparation	60.090.H	Archives	
Sites	60.090.H	approval	Appendix C
Snow Route	60.050.K	compliance certificates	40.300
Social Security	90.030.A	records retention schedules	40.300
Software Documentation – Computer	55.020.D	Bid list	30.170.C
Soil Condition Reports	05.070.B	Highway Department signalization	60.050.K
Solicitations – Bids	30.170.A	Legislation – proposed	40.160
Solid Waste Management	60.030	lobbying	40.250.A
Cash receipts	30.020	New hire reporting compliance	90.170
Dump tickets	60.030.A	Of the city address	40.250.C
Landfill locations	60.030.B	Statements	
Spas – Chemical Testing, Treatment	95.050.B	Accounts payable	30.010.A
		Accounts receivable	30.020
		Bank	30.050.B
		Issued by municipality	30.020
		Utility billing	30.210.A

COLORADO MUNICIPAL RECORDS RETENTION SCHEDULE

<u>Records Descriptions</u>	<u>Schedule/Item No.</u>	<u>Records Descriptions</u>	<u>Schedule/Item No.</u>
Statistics		Street (Cont'd)	
Fire Department	100.050.F	Numbering	60.050.F
General activities	40.290.A	Operations	60.050
Information technology	55.060	Parking	60.050.K
Police	100.080.U	Permits	75.020.G
Statutory Status	40.210	Planning	60.050.H
Stocks and Bonds	30.140.A	Problem histories	60.050.H
Storage, Long-Term	Appendix G	Projects	40.240.A
Storage Tanks – Regulated Substances	25.050	Renaming	60.050.E
Aboveground	25.050	Right-of-way conveyance	95.030.A
Permit		Snow route	60.050.K
approved	25.050.A	Speed zones	60.050.K
denied	25.050.B	State highway department signalization	60.050.K
Underground	25.050	Striping	60.050.K
inspections	25.050	Sweeping	60.050.G
leaking	25.050	System	60.050.I
permits	25.050	Traffic markings	60.050.K
Stormwater		Trespass permit	75.020.G
Basins	60.040.A	Truck routes	60.050.K
Drainage system	60.040	Vacation	60.070
Improvement districts	30.130	Weather observation	60.050.L
Proceedings appeal	40.010	Streetscape Standards	40.310
Projects	40.240.A	Striping – Traffic	60.050.K
Weather observation	60.040.B	Structure	
Stray Animals	100.020	Inspections	05.070.A
Streams	60.100.D	Municipal government	40.210
Street		Records	Schedule 05
Abandonment	60.070	Studies	40.330
Address assignments	60.050.F	Electric facilities	60.010.I
Alignment	60.050.H	Feasibility	40.330
Arterial system	60.050.I	Land use	40.330
Asphalt testing	60.050.A	Planning	40.330
Bridge inspections	60.050.B	Study Session Recordings	
Cleaning	60.050.G	Appointed entities	20.100.C
Closings	60.050.F	Governing body	45.140.C
Closures	60.050.C	Subdivisions	65.030
Construction	40.310	Minor	65.030
Crosswalks	60.050.K	Regulations	40.310
Cut permits	75.020.G	Standards	40.310
Design	60.050.H	Subpoenas	85.030
Drainage problem history	60.050.H	Logs	100.080.M
Engineering	60.050.H	Summonses and Complaints	85.030
Grades	60.050.H	Juror	85.060
High accident locations	60.050.D	Police copy	100.080.V
Improvement districts	30.130	Voided	85.030.F
Intersection design	60.050.H	Sump Pump Equipment	35.010
Layout	60.050.H	Supplements – Code	40.070.B
Maintenance – major	40.240.A	Support Groups	40.120
Map – system	60.050.I	Surplus Property	30.030.B
Master plan	40.330	Surveillance Recordings – See <i>Recordings</i>	
Miles in system	60.050.I		
Name assignments	60.050.F		
Naming	60.050.E		

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<u>Records Descriptions</u>	<u>Schedule/Item No.</u>	<u>Records Descriptions</u>	<u>Schedule/Item No.</u>
Surveying Records		Television System – See also <i>Cable Television</i>	
Benchmarks	60.050.H	<i>Service</i>	
Field survey notes	40.180	Licenses	55.010.C
Surveys		Maintenance, operation	55.070.B
Census	60.020.B	Programming	55.070.A
Conducted by municipality	40.340	Temporary	
Cross-connection control	60.080.A	Alcohol beverage permit	75.020.A
Historic structure or district	50.040	Employee	90.080
Water and wastewater systems	60.090.G	Use permits	
System Control and Data Acquisition	60.010.F	Public way	75.020.G
Systematic Alien Verification for Entitlements		Water	60.100.A
Program	100.070.B	Water use permit	60.100.A
Swimming Pools		1098 Forms, Mortgage Interest Statements	30.200.A
Chemicals	95.050.B	1099 Forms	30.010.C
Inspections	95.050.D	1099R Forms – Reports of Distributions	30.200.B
<b>-T-</b>		Terminology	Appendix B
Tabulation	15.190	Test Results	
Official abstract	15.190.A	Chemical blood	100.080.F
Test results	15.190.B	Commercial driver's license	90.110.A
Unofficial results	15.190.C	Lie detectors	100.080.F
Tally Worksheets	15.190.C	Tests	
Tanks – Storage	25.050	Computer system	55.020.G
Tap – Water and Sewer	60.080.C	Employment	90.130.D
Tape Recordings – See also <i>Recordings</i>		Theater License	75.020.C
Appointed entities	20.100	Time Sheets	90.140.I
Field contact reports – police	100.080.H	Title Insurance Policies	95.010
Municipal court proceedings	85.080	Titles – Vehicle	35.010
Public relations	40.250.C	Toolkit	xvi
Task Forces		Tools	35.010
Appointed by municipality	Schedule 20	Topographical Maps	40.180
Internal	40.080	Towers – Communication	
Tax		Permit	75.020.G
Collection	30.190	Sites	55.010.B
Credits – historic properties	50.040	Toxic Sites	25.060
Licenses issued to municipality	75.030.B	Trade	
Payroll	90.140.F	Journals	Appendix A
Reporting	30.200.B	Of property	95.010
Taxes – See Specific Taxes; i.e., <i>Sales Tax</i>		Trademark Records	40.150
Taxi Driver License	75.020.C	Traffic	
Taxicab Service	60.060.C	Accident	
Teams – Internal	40.080	arrests	100.080.A, .B
Telephone		logs	100.080.M
Call detail	55.010.A	Annexation impact	65.010
Logs	40.140	Cases – municipal court	85.030.E
Messages	Appendix A	Code adopted by reference	40.070.A
System		Congestion	60.050.J
emergency 9-1-1	100.030.B	Counts	60.050.J
encroachments	75.020.G	Events – impact	60.050.C
municipal buildings	55.010	Fatal accident arrests	100.080.A
Usage	55.010.A	Flow	60.050
		video recordings	60.050.J

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<u>Records Descriptions</u>	<u>Schedule/Item No.</u>	<u>Records Descriptions</u>	<u>Schedule/Item No.</u>
Traffic (Cont'd)		Truck Route Designations	60.050.K
License plate recognition data	100.080.L	Tuition Reimbursement	90.070
Marking	60.050.K	Turbidity Reports	60.090.A
Monitoring	60.050.J		
Non-fatality accident arrests	100.080.A	<b>-U-</b>	
Operations	60.050		
Police officer-involved accident	100.080.K	Unclaimed Property	30.030.B
Rerouting	60.050.C	Undeliverable	
Signalization	60.050.K	Ballots	15.030.A
Timing	60.050.K	Mailings	40.170.D
Weather observation	60.050.L	Underground	
Trailer Inspections	05.070.C	Storage tanks	
Training		inspections	25.050
Commercial driver's license	90.110.A	leaking	25.050
Employees	90.180	monitoring	25.050
Manuals – health and safety	90.110.D	permits	25.050
Police	100.080.W	Water rights and supply	60.100.E
K-9 units	100.080.W	Unemployment insurance	90.190
Safety	90.110.D	Uniform	
individual	90.070	Codes	40.070.A
Selection	90.070	Crime report/NIBRS	100.080.X
Transaction Journal – Sales and Use Tax	30.190.E	Unsafe Buildings	05.070.D
Transcripts – Municipal Court Appeals	85.010.B	Unused Ballots	15.030.A
Transfer of Property	95.010	Update Request Form	Appendix D
Transient Vendor License	75.020.C	Uranium Mining	25.010
Transitory Documentation	40.100.C	Urban	
Transmission		Drainage District	40.320
Electric distribution	60.010.J	Renewal authority	Schedule 20
Line undergrounding program	40.230.E	governing body as	45.060
Transmittal Letters	Appendix A	Use	
Transport Records, Hazardous Waste	25.020	Fuel	35.020
Transportation System	60.060	Permits	75.020.F
Plans	40.330	Review	65.030
Route maps	60.060.C	Temporary water permit	60.100.A
Services	60.060.C	Tax collection	30.190.E
Studies	40.330	User Records – Library	70.010.E
Trash	65.070.B	Uses	
Treasury Bills and Notes	30.140.A	Accessory	65.030
Treatment – Water and Sewer	60.090	Conditional	65.030
Trees		Nonconforming	65.030
Damage	95.050.C	Permitted	65.030
Inventory	30.030.C	Special	65.030
Removal	75.020.F	USGS	
permits	75.020.F	Elevation benchmarks	60.050.H
Trimming		Topographical maps	40.180
license	75.020.C	Utility	
permit	75.020.F	Annexation impacts	65.010
Trial Balances	30.050.A	"As-built" drawings	60.010.D
Trials – Criminal Case Files	80.020	Connections	60.080
Trigger Dates	xvi	mobile homes	05.070.C
Trip Tickets	60.030.B	Cross-Connections	60.080.A
		Disconnections	60.080

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<u>Records Descriptions</u>	<u>Schedule/Item No.</u>	<u>Records Descriptions</u>	<u>Schedule/Item No.</u>
Utility (Cont'd)		Vendor (Cont'd)	
Encroachment permits	75.020.G	Lists	30.170.C
Locates	60.020	Prequalification	30.170.D
Projects	40.240.A	Short-term agreements, contracts	40.230.A
Valves		1099 Forms	30.010.C
locations	60.080.D	W-9 Forms	30.010.C
specifications	60.080.D	Ventilation Systems	35.010
Water line maintenance and repair	60.080.F	Vested Property Rights	65.030
Utility Billing	30.210	Victim Assistance and Counseling	100.080.Z
Account history	30.210.A	Video – See also <i>Recordings</i>	
Adjustment records	3.210.A	Crime scene	100.080.B
Journals	30.020	Detention center booking	100.080.AA
Meters	30.210.B	Election areas	15.180
Notices, nonpayment	30.210.A	Fire, rescue case	100.050.H
Rates	30.210.C	Historical value	50.060
Security deposit	30.210.A	Municipal court proceedings	85.080
Service orders	30.210.A	Police	
Statements	30.210.A	cases	100.080.B
Trouble orders	30.210.A	officer-carried systems	100.080.BB
Turn-off orders	30.210.A	secured facilities	100.080.AA
		vehicle recording systems	100.080.BB
<b>-V-</b>		Public relations	40.250.C
Vacancies – Governing Body	45.020	Recordings of meetings	
Vacations		appointed entities	20.100
Alley	60.070	governing body	45.140
Easements	60.070	Security	105.020.B
Plats	65.030	Sewer inspection	60.080.B
Rights-of-way	60.070	Water inspection	60.080.F
Street	60.070	Video Conference	55.040
Valves		Violations	
Locations	60.080.D	Building code	05.040
maintenance	60.080.D	Land use	65.070.A
requests	60.020	code	65.070
specifications	60.080.D	Nuisances – land use	65.070.B
Maintenance and repair	60.080.D	Voice Mail Messages	55.040
Vandalism – Cemetery	95.050.C	Volunteer Workers	
Variances	65.060	Recognition	90.200
Water and sewer treatment	60.090.I	Service	90.200
Water use	60.080.F	Voted Ballots	15.030.A
Vehicle	Schedule 35	Voter	
Abandoned	65.070.B	Registration list	15.160.B
Asset inventory	30.030.C	Signature forms	15.160.D
Crime lab hold/release sheets	100.080.D	Vouchers	30.170
Disposition	30.030.B		
Fire	Schedule 35	<b>-W-</b>	
Impound	100.080.Y	W-2 Forms	90.140.K
License plate recognition	100.080.L	W-4 Forms	90.140.L
Police	Schedule 35	W-9 Forms	30.010.C
Sales tax receipt	30.170.E	Wage-Rate Tables	90.140.J
Stolen identification	100.080.L	Waivers – Liability	40.230.C
Video recording systems	100.080.BB	Ward Boundary Maps	15.110
Vendor			
Files	30.010.A		
License	75.020.C		

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<i>Records Descriptions</i>	<i>Schedule/Item No.</i>	<i>Records Descriptions</i>	<i>Schedule/Item No.</i>
Warning Systems	35.010	Water (Cont'd)	
Warranties	35.010	Underground	60.100.E
Warrants		Use restrictions	60.080.F
Arrest	85.100.B	Utility enterprise	45.060
Checks	30.010	Wells	60.100.J
Court	85.100.B	Water and Sanitation	
index	85.090.C	Districts	40.320
Detainment	858.100.B	Projects	40.240.A
Search	85.100.A	Water and Sewer System – See also <i>Water</i>	
Warranty Deeds	95.020	Agreements – service	40.030
Wastewater – See <i>Water and Sewer System</i>		Analysis – system	60.080.F
Watchers – Oaths	15.140	Analytical reports	60.090.A
Water – See also <i>Water and Sewer System</i>		Backflow prevention device test	60.080.B
Acquisition	60.100.A	Bacteriological analysis	60.090.A
Adjudication	60.100	Calibration – equipment	35.010
Allotment contract	60.100.A	Capacity – plant	60.090.F
Associations	40.120	Chemical analysis	60.090.A
Bond Issues	30.070.A	Chlorination	60.090.F
Conservation	60.080.F	Compliance – drinking water	60.090.C
educational efforts	60.080.F	Connections	60.080.C
outreach efforts	60.080.F	Contaminants	60.090.A
within municipality	60.080.F	Copper analysis	60.090.A
Consumer confidence report	60.090.B	Corrective actions	60.090.C
Consumption – water	60.080.E	Cross-connection control survey	60.080.A
Court proceedings	60.100	Discharge	
Dams	60.100.B	inspections	60.090.D
Decrees	60.100.F	monitoring	60.090.D
Dedication of rights	60.100.A	permits	60.090.D
District	40.320	Disconnections	60.080
Ditch records	60.100.C	Distribution	60.080.F
Drinking	60.080, 60.090	Domestic septage	60.090.H
Enterprise board	45.060	Effluent	60.090.H
Flow measurements	60.100.D	Enterprise board	45.060
Irrigation	60.100.G	Equipment maintenance	35.010
Meters	30.210.B	Filter plant logs	60.090.F
Pressure	60.080.F	Industrial pretreatment permits	60.090.E
Projects	40.240.A	Inspections	
Quality	60.090.A	sand trap	60.090.F
Rates	30.210.C	sewer	60.080.B
Raw	60.100	video	60.080.B, .F
Rental		water	60.080.F
offers	60.100.A	Installation standards	40.310
surplus irrigation	60.100.G	Lead analysis	60.090.A
Reservoirs	40.240	Lines – water, maintenance and repair	60.080.F
Rights	60.100.A	Meters	30.210.B
Rivers	60.100.D	Microbiological analysis	60.090.A
Sale	60.100.A	National Primary Drinking Water report	60.090.B
Source of supply	60.100	Odor complaints	60.090.D
Stock certificates	60.100.H	Operational reports	60.090.F
Storage		Operator	90.070
inspection	60.080.F	Oversizing	40.240.A
system	60.100	Plant capacity	60.090.F
Streams	60.100.D	Pressure measurements – water	60.080.F
Surface rights	60.100.D	Production – water	60.080.F
Temporary use permits	60.100.A	Projects	40.240.A
Transfer	60.100.A	Pollutant concentration	60.090.H
		Radiological analysis	60.090.A

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<u>Records Descriptions</u>	<u>Schedule/Item No.</u>	<u>Records Descriptions</u>	<u>Schedule/Item No.</u>
Water and Sewer System (Cont'd)		Wells	
Reports		Gas drilling	25.010
distribution and production	60.080.F	Installation	60.100.J
operations	60.090.F	Locations – water	60.100.J
Samples	60.090.A	Oil drilling	25.010
Sand trap inspections	60.090.F	Permits	60.100.J
Sewage – composite samples	60.090.A	Water	60.100.E
Sewer inspection	60.080.B	abandonment	60.100.J
Sludge		drilling	60.100.J
application	60.090.H	location	60.100.J
disposal site	60.090.H	permit application	60.100.J
Storage – water	60.080.F	Wetlands	
Taps	60.080	Management	60.040.C
inside users	60.080.C	Protection	60.040.C
outside users	60.080.C	Withdrawal From Nomination	15.120.B
sewer	60.080.C	Word Processing Files	55.040
water	60.080.C	Work	
Tests		In public way – permits	75.020.G
analytical	60.090.A	Orders	
backflow prevention device	60.080.B	equipment	35.030.C
sewage – weekly	60.090.A	maintenance	60.010.E
sewer	60.080.B	property repair	95.050.E
smoke test	60.080.B	vehicles	35.030.C
standards – water tests	60.090.A	Papers	
water system	60.080.F	audit	30.040.B
X-ray	60.080.B	budget	30.080.B
Treatment	60.090	Permits – public way	75.020.G
chlorination reports	60.090.A	Plans	
Turbidity analysis	60.090.A	appointed entities	20.040
Use restrictions	60.080.F	governing body	45.050
Valves	60.080.D	Schedules	90.210
Water storage inspection	60.080.F	Workers' Compensation	90.220
Water Utility Enterprise	45.060	Working Material, Preliminary	40.350
Weapons		Workplace Investigations	90.160
Authorization to carry	100.080.CC	Worksheets	
Concealed permits	75.020.F	Financial – preliminary	40.350
Destruction	100.080.F	General	40.350
Maintenance	100.080.CC	Short-term value	40.100.C
Qualification	100.080.CC		
Violations case files	100.080.B	<b>-Z-</b>	
Weather		Zones	
Modification	60.100.I	Enterprise	65.040.B
Observation	60.100.I	Speed	60.050.K
impact on stormwater system	60.040.B	Zoning	
stormwater system	60.040.B	Annexations	65.010, 65.080
street, traffic operations	60.050.L	Board of Adjustment	Schedule 20
Website	55.080	Board of Appeals	Schedule 20
Access reports	55.080.A	Certificates	65.080
Development	55.080.B	District map	40.180
Evolution	55.080.B	Initial	65.080
Page design	55.080.C	Maps	40.180, 65.080
Use tracking logs	55.080.D	Ordinances	65.080
Weed Control	65.070.B	Petitions	65.080
Nuisance	65.070.B	Regulations	40.310
Weekly Reports	40.290.E	Rezoning	65.080
Welfare Check Log	100.080.M		

