

## **PREFACE**

The *Colorado Municipal Records Retention Schedule* was originally prepared by a municipal records management consultant on behalf of 11 Weld County municipalities. It is intended to provide a comprehensive records retention schedule for most records that are typically kept by any small, growing Colorado municipality and is being expanded over time to cover specialized records retained by larger municipalities. The document may list records that an individual municipality does not currently have but that it may have in the future. The municipality should, however, request approval to follow the entire *Colorado Municipal Records Retention Schedule* so that provisions are in place for future growth in records holdings.

The *Colorado Municipal Records Retention Schedule* should be reviewed and updated periodically to ensure that appropriate updates are made. An *Update Request Form* is included in *Appendix D*.

**Subsequent to approval, the records retention schedule will apply to the record copy, regardless of how it is stored (electronic, microfilm, digital image, paper, audio or video recording, etc.).**

**If the record copy of a permanent record is stored in electronic format, carefully determine that the storage system is nonproprietary and whether there is a capability to migrate these records to the next generation of technology.**

Each municipality that receives approval to follow the *Colorado Municipal Records Retention Schedule* should add notations regarding any local provisions affecting the retention periods of its records. To request approval to follow the *Colorado Municipal Records Retention Schedule*, complete the approval request form included in *Appendix C – Approval Request Form*.

### **IMPORTANT:**

***THIS DOCUMENT DOES NOT PROVIDE LEGAL AUTHORITY OR AUTHORIZATION FOR DESTRUCTION OF MUNICIPAL RECORDS BY ANY MUNICIPALITY UNTIL IT IS APPROVED FOR USE FOR THAT MUNICIPALITY BY THE COLORADO STATE ARCHIVES.***

***NO RECORD SHOULD BE DESTROYED IF IT IS PERTINENT TO ANY CURRENT, PENDING OR ANTICIPATED AUDIT, INVESTIGATION OR LEGAL PROCEEDING.***