

Independent Ethics Commission
Records Management/Retention Schedule

This schedule is based in part on the State of Colorado Records Management Manual for State Government Records, Administrative Records. Electronic correspondence, e-mail, will be kept in a manner consistent with this schedule depending on the category it falls into; except where noted documents may be retained in electronic form. Pursuant to this schedule, all documentation detailed herein may be destroyed at the end of the noted retention period.

1. Complaints

- a. Final rulings on Complaints including final decisions, interim rulings, etc. to be posted on-line and maintained on the official IEC website. If any final rulings are subsequently overruled or modified, this shall be noted in the new ruling.
- b. Complaints deemed to be frivolous, including records relating to complaints, may be maintained for up to one year. No electronic records will be maintained.
- c. Complaints deemed non-frivolous, including investigative records, affidavits, complaints, responses, orders of dismissal, notice and general appeal, laws and regulations applying to a particular case, legal briefs, transcripts of proceedings and hearings (if obtained), orders, court decisions and any other related information shall be retained in electronic form.

2. Advisory Opinions

- a. Final draft as approved by the Commission to be posted on-line and maintained on the official IEC website. If any final rulings are subsequently overruled or modified, this shall be noted in the new ruling.
- b. Requests for Advisory Opinion and related documentation, including additional correspondence with the Requester, may be retained for a period of up to one year. Original requests and supporting documents, including electronic records, may be purged following the retention period.

3. Letter Ruling Requests

- a. Final Letter Rulings as approved by the Commission shall be posted on-line and maintained on the official IEC website. If any final rulings are subsequently overruled or modified, this shall be noted in the new ruling.
- b. Requests for Letter Ruling and related documentation, including additional correspondence with the Requester, may be retained for a period of up to one year. Original requests and supporting documents, including electronic records, may be purged following the retention period.

4. Position Statements
 - a. Position Statements approved by the Commission shall be posted and maintained on the official IEC website. If any final Position Statements are subsequently overruled or modified, this shall be noted in the new ruling.
 - b. Supporting documents and related research for position statements are not required to be maintained.

5. Executive Session Recordings
 - a. Pursuant to the Colorado Open meetings requirements, recordings of Executive Sessions shall be kept for a period of ninety days following the Executive Session.

6. Minutes/Agendas
 - a. Meeting agendas will be posted no less than twenty-four (24) hours in advance of a scheduled meeting pursuant to open meetings law. Agendas will be posted on the IEC website; in the event such posting is not possible, physical posting shall be made in the IEC office at 1300 Broadway, Suite 240. Agendas shall be retained electronically. No additional hard copies will be retained.
 - b. Meeting minutes will be posted in final form on-line following the Commission vote to adopt. In the event such posting is not possible, minutes will be physically available in the IEC office within one week of the Commission voting to adopt. The minutes as posted will incorporate any Commission changes and no additional hard copies will be retained.

7. Litigation Case Files
 - a. Documentation regarding judicial proceedings involving the IEC may be maintained in electronic format and hard copies may be destroyed.

8. Administrative Rulemaking
 - a. Final rules shall be published on-line on the official IEC website. The record of the formal rulemaking process shall be maintained electronically.

Effective: January 13, 2015