

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. Advisory Opinions

- a. Final draft as approved by the Commission to be posted on-line and maintained on the official IEC website. If overruled by a subsequent Opinion, a final decision will be noted as such.
- 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, will be purged following the retention period.

2. Complaints

- a. Final rulings 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, this shall be noted.
- b. Complaints deemed to be frivolous may be maintained for up to one year. Original and supporting documents, and electronic records, regarding frivolous complaints will be purged and no electronic records will be maintained.
- c. This category includes related documentation regarding IEC complaint proceedings for 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 related information. Documents falling into this category shall be retained in electronic form.

3. Letter Ruling Requests

- a. Final draft as approved by the Commission to be posted on-line and maintained on the official IEC website. If overruled by a subsequent Ruling, a final decision will be noted as such.
- 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, will be purged following the retention period.

4. Position Statements
 - a. Final draft as approved by the Commission to be posted and maintained on the official IEC website. If overruled by a subsequent Position Statement, a final decision will be noted as such.
 - b. Supporting documents and related research for position statements are not required to be maintained.

5. Executive Session Recordings
 - a. Retained according to the requirements of the Colorado Open Meetings Law for a period of ninety (90) days after the date of 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. 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. 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 including affidavits, summons and complaints, responses, orders of dismissal, notice and general appeal, laws and regulations applying to a particular case, legal briefs, transcripts of proceedings (if obtained), orders, court decisions and related information shall be retained in hard copy until the case is final. Once the case is final, documents may be maintained in electronic format and hard copies may be destroyed.

8. Administrative Rulemaking
 - a. Final rules to be published on-line on the official IEC website following the Commission voting to adopt. If changes are made to the rules, such changes shall be noted within the body of the rules. Rules will be maintained on the website. Updates to the Rules will be maintained in the body of the Rules.

Effective: January 9, 2015