

# RECORDS MANAGEMENT MANUAL

## COLORADO SPECIAL DISTRICTS

### SCHEDULE NO. 8

#### GOVERNING BODY RECORDS

General Description: Records regarding the composition, operation, proceedings and enactments of the governing body of the special district. *The specified retention period applies to the information contained within the record, regardless of the physical format of the record (paper, microfilm, computer disk or tape, optical disk, etc.). See Schedule 7 Committees - Internal for records of staff and other internal committees and Schedule 7 External Groups and Agencies for records kept by the district of outside groups and entities not appointed by the district.*

***Duplicate Copies: Provided that no retention period is specified for duplicate copies, retain those that are created for administrative purposes for 1 year, and retain those created for convenience or reference purposes until no longer needed or for 1 year, whichever is first. Duplicate copies should not be retained longer than the record copy.***

#### 8.10 Agenda Supporting Documentation

Material such as agenda item summaries and supporting documentation, memos or other material presented to the governing body relating to decisions to be made at meetings; supporting documentation for minutes. See also *Schedule 8 Minutes and Supporting Documentation and Packets Distributed to Governing Body.*

Retention: Permanent

Duplicate Copies: Until meeting is over

#### 8.20 Agendas

Listings showing date, time and locations of official meetings and items to be discussed by the governing body at regularly scheduled, special and emergency public meetings.

Retention: Permanent

Duplicate Copies: Until meeting is over

#### 8:30 Appointments

Applications and other documentation regarding the filling of interim governing body vacancies by appointment.

Retention: 1 year + current after term of appointment ends

#### 8.40 Bylaws

Documents adopted by the governing body to set out guidelines regarding operation of the governing body.

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Retention: Permanent

Duplicate Copies: Until superseded

### 8.45 Committee Records - Governing Body

Records of ongoing and ad hoc committees made up of only governing body members. Examples of committees include finance or budget committee, ethics committee, legislative affairs committee, etc.

Retention: Follow the retention periods set forth in the schedule for comparable records of the governing body (i.e., agendas, minutes and supporting documentation, notices of meetings, recordings, etc.)

### 8.50 Enterprise Board Records

See *Schedule 8 Governing Body as Another Decision-Making Body*.

### 8.60 Goals

Formally adopted strategic plans or policy agendas set out by the governing body.

Retention: Permanent

### 8.70 Governing Body As Another Decision-Making Body

Records of the governing body constituted and convened as another decision-making body, such as the Board of Directors of a district or the Enterprise Board of Directors for a water or wastewater utility enterprise, etc. See also Schedule 4

Retention: Follow Schedule 8 for specific types of records

### 8.80 Legislative Lobbying Records

Records of official positions taken by the special district and lobbying efforts with regard to state or federal legislation or ballot measures of interest to the district.

Retention: 4 years, *except* that Resolutions adopting legislative positions are permanent.

### 8.90 List of Members

Listings of names of individuals appointed or elected to the governing body, dates of service, last known address and similar information.

Retention: Until superseded

### 8.100 Member Records

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Files documenting the service and tenure of members of the governing body, including appointments to various committees and bodies, resignations and other documentation relating to the member's service to the district. See also Schedule 8 Oaths of Office

Retention: Permanent

### **Conflict of Interest Disclosure Statements**

Statements of perceived conflicts of interest filed by members of the governing body for public inspection.

Retention: 2 years + current after service ends or the conflict of interest no longer exists

### **Financial Disclosure Statements**

Statements of financial interest filed by members of the governing body for public inspection.

Retention: 1 Year + current after service ends

### **8.110 Minutes and Supporting Documentation**

Official record of the proceedings of the governing body prepared by the board secretary and supporting documentation of a substantive nature such as exhibits referenced in the minutes.

Retention: Permanent

### **Routine Supporting Documentation Submitted at Meetings**

Routine letters, nonbinding petitions and other written materials submitted at meetings and referenced in summary form (title, date and brief description) in the minutes. See also Schedule 7 Complaints, Routine Service requests and Nonbinding Petitions.

Retention: 1 years + current after meeting provided summary description is included in minutes

### **8.120 Notes Taken At Meetings**

Handwritten or other notes made at meetings to facilitate the preparaton of meeting minutes.

Retention: Until meeting minutes are approved

### **8.130 Notices of Meetings**

Documentation of compliance with laws requiring posting, mailing, publication or other distribution of public notice of meetings of the governing body.

Retention: 1 year + current

### **8.140 Oaths of Office**

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Oaths of office taken and subscribed to by elected or appointed officials within 30 days of election or appointment. [CRS 32-1-901]

Retention: 1 years + current after term expires.

### 8.160 Orientation And Training Information

See Schedule 8 Packets Distributed to Governing Body.

### 8.170 Packets of Information Distributed To Governing Body - Convenience Copies

Convenience copies of batches of information periodically distributed to members of the governing body for informational purposes, including correspondence, copies of agenda materials and minutes for review, copies of staff memos, etc.

(Note: This listing applies to convenience copies of such information that may be retained intact by some municipalities for ready reference. Other copies of material included in this type of information packet, such as agenda item summaries, minutes, correspondence, etc., may also be retained elsewhere as a different record with a different purpose for a different retention period

Retention: 3 years + current

Duplicate Copies: 1 year or until no longer needed for reference, whichever is first

### 8.180 Proclamations

Documents issued by the district to proclaim support for district, municipal, county or community events, activities, programs or in connection with dedications or other ceremonial occasions, etc.

Retention: Permanent

### 8.200 Resolutions

Enactments of the governing body which may be legislative or non-legislative in nature and which may be used for various types of legislative actions, appropriations, approvals, policy statements, statements of position and similar actions.

Retention: Permanent

### 8.210 Signature Certificates

Facsimile signature certificates that are filed with the Secretary of State's office for authentication and verification of the signature on district documents

Retention: 1 year after term of office ends

### 8.220 Recordings or Meetings

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Audio, video or other recordings of official meetings typically used to prepare minutes or transcripts of the meeting

### **Executive Sessions**

Retention: 90 days after the meeting [CRS 24-6-402(2)(d.5)(II)(E)]

### **Open Meetings**

Retention: 6 months after approval of the minutes

### **Study Sessions**

Retention: 6 months after the meeting