

RECORDS MANAGEMENT MANUAL

COLORADO SPECIAL DISTRICTS

SCHEDULE NO. 11

DISTRICT BOUNDARY AND PLANNING RECORDS

General Description: Records pertaining to inclusions, exclusions, consolidations and other boundary issues, developments, land uses, etc. *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.).*

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.*

11.10 Inclusion, Exclusion and Consolidation Case Files

Records documenting changes to the special district boundaries, including petitions, agreements, copies of resolutions, maps, permanent correspondence, etc. See also *Schedule 3 Petitions – Inclusion/Exclusion Election Petitions*.

Retention: Permanent, *except* follow Schedule 7 for purging of routine correspondence and documentation such as transmittal memos without substantive content, hearing notices, affidavits of publication, etc.

11.15 Inclusions, Exclusion and Consolidation Review Records

Records pertaining to district review of various aspects of proposed boundary changes; i.e., traffic impacts, infrastructure and utility impacts, financial benefits and impacts, support services impacts, environmental impacts, etc. See also *11.10, Inclusions, Exclusions and Consolidation Case Files*.

Retention: Permanent

Duplicate Copies: Until no longer needed for reference

11.20 Census and Population Records

Census and Population Data (Historical)

Summary population estimates, statistics and supporting documentation pertaining to the ten-year census relating to the district and census surveys performed by the district, if any

Retention: Permanent

Census Forms and Reports

Copies of U.S. Census Bureau forms and voluntary surveys on government employment and local government tax revenues, used to meet the requirements for Federal Revenue Sharing and to make financial information available to the public; annual survey of government employees,

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boundary and inclusion survey and similar reports. See also *Schedule 1 Reports – Building Activity*.

Retention: 3 years

Population Studies

See *Schedule 7 Studies, Plans and Reports*.

11.45 Development Review Records

Records relating to district reviews of various aspects of proposed development within the district (for example, urban renewal projects); i.e., traffic impacts, infrastructure and utility impacts, financial benefits and impacts, support services impacts, environmental impacts, etc.

Retention: Permanent

Duplicate Copies: Until no longer needed for reference

11.70 Environmental Records

Environmental Monitoring and Reviews

Records pertaining to local and regional permit and application reviews, monitoring, inspections, investigations, surveys, screenings, testing and similar activities by the district of land uses and activities that could potentially impact air quality, water supply and the environment, such as feedlot operations, industrial contamination and pollution, mosquito control, gravel pit and mined land reclamation, oil and gas well drilling, sludge application by other jurisdictions, landfill locations, etc. See also *Schedule 10 Solid Waste Management and Water and Sewer Treatment System Records*; *Schedule 17 Hazardous Materials*.

Retention: Permanent

Nuisance Abatement Records

Records documenting district compliance with local ordinances designed to abate nuisances such as overgrown weeds and grass, abandoned vehicles, junk and trash and other nuisances.

Retention: 2 years after action

Storage Tanks – Regulated Substances

Records related to storage and use of regulated substances such as gasoline, crude oil, fuel oil and diesel oil, including applications, permits, inspection reports and related records.

Above Ground Storage Tanks

Retention: 5 years

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Underground Storage Tanks

Retention: 25 years after tank removed

Toxic Sites (Designated)

Records related to the identification and designation of a site that may have toxic materials contaminating it.

Retention: Permanent

Wetlands

Protection

Records relating to protection and management of wetlands on district property or rights-of-way.

Retention: Permanent

Removal and Fill

Retention: 30 years

11.80 Fee Receipts

See *Schedule 5 Accounts Receivable Records*.

11.90 Floodplain Records

Basin and Floodway Records

Records documenting the existence of designated and recognized stormwater basins and floodways within the district, including maps and drawings depicting locations and FEMA flood insurance rate maps. See also *Schedule 7 Maps and Drawings*.

Retention: Permanent

Flooding Records

Records documenting the locations, extent and levels of flooding and subsequent mitigation efforts in the district. See also *Schedule 10 Stormwater Drainage System*.

Retention: Permanent

Floodplain Building Permits

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Permits issued to the District for construction within a floodplain area, including elevation certificates, applications, review records, and related documentation. See *Schedule 1 Building and Demolition Permits*.

Floodplain Regulations

See *Schedule 7 Regulations and Standards*.

Wetlands

See *Schedule 11 Environmental Records*.

11.100 Maps, Plats and Plans

Reproducible linen or Mylar originals [or best copy] of inclusions and exclusions, subdivisions, master plans, planned unit developments, site plans, overall development plans, replats, zoning district plans, etc. See also *Schedule 7 Maps and Drawings*.

Retention: Permanent

Duplicate Copies: Until no longer needed for reference

11.110 Nuisances

See *Schedule 11 Environmental Records*.

11.130 Plans, Studies and Reports

Documents prepared in-house or externally regarding regional and local planning, strategic or long-range planning or growth for the district, such as comprehensive land use plans, urban growth area plans, stormwater basin plans, transportation plans, utility plans, economic development plans, streetscape plans, corridor plans, housing plans, etc. See also *Schedule 7 Studies, Plans and Reports*.

Retention: Permanent

11.140 Referrals from Other Jurisdictions

Advisory deliberations referred to the district from the county or other surrounding jurisdictions for review and recommendation.

Direct Interest to the District

Retention: 6 years provided it is reviewed before destroying

Other Referrals

Retention: Until no longer needed for reference

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11.180 Violations – Covenant Enforcement

Land Use Violations

Records of violations of land use or related codes. See also *Schedule 14 Case Files – Code Enforcement Cases*.

Retention: 5 years + current

Nuisances

See *Schedule 11 Environmental Records*.

Weed and Trash Violations

Records of district actions to enforce the district's weed and trash removal ordinances. See also *Schedule 11 Environmental Records*.

Retention: 2 years + current

11.190 Zoning Records

Records pertaining to the initial zoning or the rezoning of property within the district.

Initial Zoning

Records documenting the zoning of land upon inclusion or the initial establishment of zoning districts within the district, including correspondence of enduring value, zoning ordinances of the county or municipality, zoning maps and zoning petitions. See also *Schedule 11 Inclusion/Exclusion Case Files*.

Retention: Permanent, *except* follow Schedule 7 for purging of routine correspondence and documentation such as transmittal memos without substantive content, hearing notices, affidavits of publication, etc.

Zoning Certificates

Documentation issued by the municipality or county regarding the zoning classification for a parcel of property in the special district.

Retention: Permanent