

# RECORDS MANAGEMENT MANUAL

## COLORADO SPECIAL DISTRICTS

### SCHEDULE NO. 12

#### LICENSES AND PERMITS

General Description: Records pertaining to the review, investigation, approval, issuance, renewal, denial, suspension or revocation of licenses and permits for regulated activities. *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.*

#### 12.10 Bonds - Licenses And Permits

Bonds required to be filed with the district before a license or permit (such as house moving, tree trimming, street cutting etc.) can be issued or renewed.

Retention: 6 years + current after expiration

#### 12.15 Licenses Issued To The District

*Licenses and supporting documentation for licenses issued to the special district by other entities as evidence that the special district is allowed to undertake some type of activity for which a license is required.*

##### ***Project-Related***

See 7.280.A, *Capital Projects*

##### ***Routine Licenses Not Related to Capital Projects***

Retention: 1 year + current after expiration

#### 12.30 Permit Records

Documentation issued by the district as evidence that the bearer is allowed to undertake some type of activity for which a permit is required.

##### ***Burning Permits***

Permits issued by the district to individuals, or to the district by other agencies, to allow open burning on specified days.

Retention: 1 year + current, unless connected with an investigation

##### ***Communication Tower Permits***

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Retention: 2 years + current after removal of tower

### ***Encroachment Permits***

Permits issued by the district to allow the permanent or long-term location of communication, utility or other installations under or over public rights-of-way or publicly owned property. See also *Permits to Work in Public Way* below.

Retention: Permanent

### ***Excavation Permits***

Retention: 2 years + current

### ***Facility Permits***

Documentation issued by the district to allow access to and use of a district facility.

Retention: 1 year + current

### ***Fence Permits***

Retention: 2 years + current

### ***Fire Alarm System Permits***

Retention: 2 years + current

### ***Industrial Pretreatment Permits***

See *Schedule 10 Water and Sewer Treatment System Records*.

### ***Permits to Work in Public Way***

Permits issued for private use or construction on district right-of-way ("public way") such as streets, sidewalks or adjacent land for demolitions, excavations, street cuts, blasting, crane operations, barricade installations, concrete construction (curb, gutter sidewalks) or the moving of heavy equipment or houses. See also *Encroachment Permits* above.

Retention: 2 years + current after expiration, revocation or discontinuance of use

### ***Sewer Tap Permits***

See *Schedule 10 Water and Sewer Distribution and Storage System Records*.

### ***Sludge Application Permits***

See *Schedule 10 Water and Sewer Treatment System Records*.

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### ***Special Events and Use Permits***

Retention: 1 year + current

### ***Street Cut Permits***

Retention: 1 year + current after expiration of warranty period

### ***Telephone Company Permits***

See *Encroachment Permits* above.

### ***Underground Storage Tank Permits***

Records that document installation, maintenance and removal of underground storage tanks for regulated substances such as gasoline and fuel oil. See also *Schedule 11 Environmental Records – Storage Tanks – Regulated Substances*.

### ***Denied Permits***

Retention: 3 years + current after final action

### ***Issued Permits***

Retention: Permanent

### ***Use Permits***

Permits issued by the district for various special or temporary uses.

Retention: 1 year + current

### ***Water Tap Permits***

See *Schedule 10 Water and Sewer Distribution and Storage System Records*.

## **12.35 Permits Issued To The District**

Permits and supporting documentation for permits issued to the special district by other entities as evidence that the special district is allowed to undertake some type of activity for which a permit is required.

### **Project-Related**

See 7.280.A, Capital Projects.

### **Routine Permits Not Related to Capital Projects**

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Retention: 1 year + current after expiration

### **12.40 Registers - Licenses And Permits**

Records, listings or logs of issuance of licenses or permits by the special district.

Retention: Permanent

#### ***Contact Lists – Licensees***

Retention: Until superseded