

**SCHEDULE NO. 30**

**FINANCIAL RECORDS**

General Description: Records documenting and ensuring accountability for the receipt and expenditure of public funds.

*No record may be destroyed under this Retention Schedule if it is pertinent to any current, pending or anticipated investigation, audit or legal proceeding. **The minimum retention periods specified in this schedule apply to the information contained within the record copy, regardless of the physical format of the record copy (paper, microfilm, electronic).** Each municipality must decide on the physical format for each type of record, ensuring authenticity, readability and accessibility for the entire retention period. **Duplicate Copies:** Retain duplicated copies until no longer needed but not longer than the record copy. <Amended 5/14>*

**30.010 ACCOUNTS PAYABLE (A/P) RECORDS**

Records documenting outgoing payments.

**A. Accounts Payable Records in General**

A/P records including but not limited to automatic clearinghouse (ACH) forms, A/P balance sheets, copies of bills paid, checks issued (including check registers), invoices and statements, receiving reports, vendor files, expense and reimbursement request documentation, charge slips, credit card statements, and reports to the governing body listing bills to be paid.

Retention: 7 years

**B. Credit Card Records**

Records of credit cards issued for municipal use.

Retention: 2 years after cancellation

**C. Forms 1099 and W-9**

Forms for tracking taxpayer information for vendors when the charges for services equal or exceed \$600 for the year.

Retention: 4 years

**D. Petty Cash Records**

Records of petty cash fund account and requests for petty cash for various purposes.

Retention: 2 years

**30.020 ACCOUNTS RECEIVABLE (A/R) RECORDS**

Records of collection of monies; includes but is not limited to automatic clearinghouse (ACH) forms; on-line payments, cash books, journals, receipts, reports and supporting documentation;

finances, fees and charges receipts, other payments and supporting documentation; accounts receivable balance sheets; cash register validation tapes; statements and invoices issued by the municipality, etc. See also 30.210, *Utility Billing*.

Retention: 3 years

**30.030 ASSET RECORDS**

Inventories and listings to track and control assets.

**A. Annual Fixed Asset Reports**

Worksheets listing fixed assets, purchases and disposition of assets.

Retention: Until superseded

**B. Disposition Records**

Records of disposal of surplus property (except real estate) and unclaimed, abandoned or confiscated property such as bicycles and vehicles by auction, competitive bidding or destruction, including date, department name, description of item, value, disposition, method and reason for disposition, condition, value and approvals.

Retention: 3 years after disposition

**C. Inventories**

Listings of expendable and nonexpendable property and assets, including buildings, real estate, vehicles, furniture, equipment, supplies, merchandise for sale at municipally operated concessions or gift shops and other assets; may include description, cost, date purchased, location, name of vendor and depreciation detail.

Retention: Until superseded

**30.040 AUDIT RECORDS**

Records documenting external and internal audits of the financial position of the municipality.

**A. Audit Reports**

Annual or special reports prepared by external or internal auditors examining and verifying financial activities. [General Reference: CRS 29-1-606]

Retention: Permanent

**B. Audit Work Papers**

Documentation consisting of routine correspondence with auditors and copies of records compiled for the audit.

Retention: 3 years after completion of audit

**30.050 BANK RECORDS**

Records documenting the current status and transaction activity of funds held at banks.

**A. Bank Records – Routine**

Routine banking records, including but not limited to duplicate copies of checks, check stubs, voided checks, deposit slips and trial balances. See also 30.010, *Accounts Payable (A/P) Records* for checks and check registers, and 30.140.A, *Investment Instruments* for CDs, money market certificates, etc.

Retention: 3 years

**B. Bank Statements, Pass Books and Reconciliations**

Monthly statements pass books or reconciliations showing funds on deposit.

Retention: 7 years

**30.060 BANKRUPTCY AND FORECLOSURE RECORDS**

Records documenting bankruptcies and foreclosures in which the municipality has some kind of a financial interest due to liens, unpaid assessments, unpaid fees or bills, etc.

Retention: 7 years after recovery of money owed or when municipality has no further interest in the proceeding

**30.070 BOND ISSUE RECORDS**

**A. Bond Issue Files**

Records that document the authorization to finance improvements through bonded indebtedness, including bond anticipation notes, industrial development revenue bonds, general obligation bonds, revenue and refunding bonds, water bonds and special improvement bonds; includes correspondence, authorizations supporting financial arrangements, bond ratings, contracts or sales agreements, and sample copies or specimens of bonds.

Retention: 2 years after final payment

**B. Bond Issue Proceedings Books**

Certified record of proceedings relating to a bond issue, containing specimen (usually original) documents in book form.

Retention: Permanent

**C. Bonds, Notes and Coupons Paid**

Canceled or redeemed bonds and coupons received from paying agents throughout the lifetime of the bond issue; cancelled upon receipt.

Retention: 1 year after maturity

**D. Bond Registers and Ledgers**

Used to document the redemption of coupons for bonds. Note: Bond registration and redemption transactions may be handled by a bond registration or paying agent.

Retention: Permanent

**30.080 BUDGET RECORDS**

**A. Budget Document – Final Version**

Final financial plan approved by the governing body for expenditures and records of significant interim revisions made after budget adoption.

Retention: Permanent

**B. Budget Work Records**

Departmental budget requests or proposals, reports, budget instructions, worksheets, financial projections, preliminary versions of the budget and similar records used in the budget preparation and decision-making process.

Retention: 2 years

**30.090 FEE AND RATE SCHEDULES AND SUPPORTING DOCUMENTATION**

Fee, charge, fine and rate schedules (not including utility rate schedules) and supporting documentation justifying the determination of amounts; i.e., calculations, methodology for establishing comparisons with other municipalities, projections of revenue based on recommended amounts, etc. See also 30.210.C, *Rate Schedules and Supporting Documentation – Utility Billing*.

Retention: 2 years after revised

**30.100 FINANCIAL GUARANTEES**

Records relating to escrow accounts, letters of credit, liens, promissory notes and other forms of financial guarantee required to ensure performance, payments or the completion of certain specified actions, such as the completion of projects, required improvements or the payment of delinquent bills or assessments.

Retention: 1 year after expiration, completion of guaranteed action or release

**30.110 FRANCHISE RECORDS**

Records pertaining to the award, operation or termination of a license or franchise granting the right or privilege to construct, operate or maintain upon, over, under or across the streets or alleys a street railway, electric light plant or system, gasworks, gas plant or system, geothermal system, solar energy system, communication or cable television system, or other similar services and the collection of franchise fees or occupation taxes from franchise holders. [General Reference: CRS 31-32-101]

Retention: 6 years after expiration of franchise and completion of all terms and conditions of the franchise, *except* retain register or other listings of franchises permanently

**30.120 GRANT RECORDS**

Files pertaining to applications for grants and the administration, monitoring and status of grants.

**A. Grants From Municipality**

**1. Awarded Grants and Supporting Documentation**

Documentation of awarded grants, including grant application, grant contracts and agreements, grant reports and other supporting documentation.

Retention: Duration of grant + 6 years

**2. Rejected Grants and Supporting Documentation**

Documentation of grants that are either rejected by the grantee or not awarded.

Retention: 2 years after rejection or withdrawal

**B. Grants to Municipality**

**1. Awarded Grants**

Documentation of awarded grants, including grant application, grant contracts and agreements, grant reports and other supporting documentation.

Retention: Duration of grant + 6 years unless longer retention period is required by grantor

**2. Rejected Grants**

Documentation of grants applied for and either rejected by the grantor or not accepted.

Retention: 2 years after rejection or withdrawal

**30.130 IMPROVEMENT DISTRICT RECORDS**

Records relating to the creation, assessment and operation of general or special improvement districts established for the purpose of making improvements.

Retention: 7 years after improvement district is terminated or all bonds are paid or cancelled, whichever is later

**30.140 INVESTMENT RECORDS**

Records documenting investments.

**A. Investment Instruments**

Documentation of certificates of deposit, money market certificates, savings bonds, stocks and bonds, treasury bills and notes and other investments made.

Retention: 7 years after maturity, final payment or disposition

**B. Reports – Investment of Funds**

Retention: 7 years, provided that audit has been completed

**30.150 LEDGERS AND JOURNALS**

**A. General Ledger**

Year-end summary of receipts and disbursements by account and fund reflecting general financial condition. May include documentation from subsidiary ledgers to general ledger and accounting adjustments in the form of general entries.

Retention: 30 years

**B. Journal Entries**

Retention: 7 years

**C. Subsidiary Ledgers and Journals**

Daily, monthly, quarterly or year-end transaction detail providing backup documentation to general ledger.

Retention: 3 years

**30.160 LOAN RECORDS**

Records of loans to which the municipality is a party.

**A. Loans Made by Municipality**

Records of loans made to employees or other parties for various purposes; includes loan applications, deeds of trust, promissory notes and other loan paperwork. Examples of loans: employee housing, employee computer purchases, energy assistance housing rehabilitation, etc.

**1. Approved Loans**

Retention: 7 years after loan is paid

**2. Rejected or Withdrawn Loans**

Retention: 2 years after rejection or withdrawal

**B. Loans to the Municipality**

Loans made to finance public improvements or to meet other financial obligations.

**1. Approved Loans**

Retention: 7 years after loan is paid or as specified by lending agency

**2. Rejected or Withdrawn Loans**

Retention: 2 years after rejection or withdrawal

**30.170 PURCHASING RECORDS**

Records pertaining to procurement of services or commodities.

**A. Purchasing Records in General**

Purchasing control forms, such as purchase orders, purchase requisitions, field purchase orders, vouchers, signature authorizations, etc.; and records of issuance of competitive bid specifications and solicitations, such as requests for proposals or quotations; and similar records.

Retention: 7 years

**B. Bids**

Bids, quotes and proposals regarding services and commodities.

**1. Accepted Bids**

Received from successful bidders.

Retention: 7 years after acceptance of bid

**2. Rejected/Unsuccessful Bids**

Received from unsuccessful bidders.

Retention: 3 years after contract is awarded or PO is issued

**3. Unsolicited Bids**

Received from bidders without solicitation.

Retention: 1 year after submission

**C. Vendor Lists**

Listings of vendors, including state bid lists, providing goods and services, usually including names, addresses, phone numbers, description of goods or services provided.

Retention: Until superseded or obsolete

**D. Vendor Prequalification Records**

Records relating to prequalification of vendors eligible to provide goods and services.

Retention: 3 years

**30.180 REBATE PROGRAM RECORDS**

Records relating to rebate programs; includes rebate applications, correspondence, and other supporting documentation.

Retention: 2 years after rebate is paid, provided that records have been audited

**30.190 TAX COLLECTION RECORDS**

**A. Colorado Department of Revenue Monthly Revenue Distribution Report**

Report includes account number, name, jurisdiction, filing period, source, tax, penalty, interest, distribution and Department of Revenue interest/days.

Retention: 2 years after completion of audit

**B. County Treasurer's Reports**

Periodic reports of the County Treasurer regarding taxes collected on behalf of the municipality, interest and fees.

Retention: 3 years

**C. Property Tax Records**

Records pertaining to the property tax assessment, including mill levy certifications to the County, notices of assessed valuation, abstracts of assessment and registers or listings of property tax assessed.

Retention: Permanent

**D. Real Estate Transfer Tax Records**

Retention: Follow sales and use tax records retention schedule

**E. Sales and Use Tax Records**

Records of the collection and administration of sales and use tax.

**1. Application**

Retention: 3 years after taxpayer ceases to file sales and use tax returns, after settlement for delinquent taxes, or after completion of audit, whichever is later

**2. Audits – Sales Tax**

Retention: 7 years

**3. Delinquent Sales/Use Tax Notices**

Retention: 6 years

**4. Motor Vehicle Sales Tax Receipts**

Retention: 3 years

**5. Sales Tax Return Records**

Retention: 4 years after filing of the return or settlement for delinquent taxes, whichever is later

**6. Transaction Journal/Log**

Record of sales and use tax daily transactions.

Retention: 3 years

**30.200 TAX REPORTING RECORDS**

**A. Forms 1098 – Mortgage Interest Statements**

Used to report mortgage interest of \$600 or more received from any individual during the year.

Retention: 3 years

**B. Forms 1099R – Reports of Distributions**

Used to report distributions from pensions, annuities, retirement or profit-sharing plans, IRAs, insurance contracts (survivor income benefit plans, permanent and total disability payments under life insurance contracts), etc., for each person receiving a distribution of \$10 or more.

Retention: 3 years

**30.210 UTILITY BILLING RECORDS**

Records relating to the billing of customers for utility services.

**A. Account Records**

Records of individual customer accounts, including new service orders, trouble orders, billing statements or invoices, adjustments made to accounts, nonpayment billing notices, turn-off orders, security deposit payment and refund records, meter deposit receipts, meter reading exception reports, meter orders and other account records.

Retention: 3 years after account closed or after account is transferred to another customer

**B. Meter Records**

Records relating to installation or removal of utility service meters and meter readings for utility service.

**1. Meter Books, Data or Sheets**

Used to record readings of customer's utility usage for billing purposes and to make data comparisons.

Retention: 3 years [18 CFR 125.3 31; maximum demand and demand meter record cards must be retained for 1 year]

**2. Meter Location Records**

Retention: Until updated

**C. Rate Schedules and Supporting Documentation – Utility Billing**

Fee and rate schedules and supporting documentation justifying the determination of public utility fees and rates; i.e., calculations, methodology for establishing the fee or rate, comparisons with other municipalities, projections of revenue based on recommended fees or rates, etc.

Retention: 6 years after published rate sheets and schedules are superseded or no longer used to charge for utility services [18 CFR 125.3 30]

**Cross References**

- Affidavits of publications – 40.020, Affidavits of Publication
- Agreements and contracts – 40.030, Agreements and Contracts
- Bonds – 90.040, Bonds – Public Officials
- Cemetery financial records – 10.030, Cemetery Financial Records
- Correspondence and general documentation – 40.100, Correspondence and General Documentation
- Employee insurance claims – 90.030.C, Employee Insurance Claim Records
- Insurance records – 105.010, Insurance Records
- Licenses and permits – Schedule 75, Licenses and Permits
- Meter calibration, maintenance and testing – 35.010, Equipment Records – In General
- Payroll records – 90.140, Payroll Records
- Policies and procedures – 40.220, Policies and Procedures Documentation
- Property acquisition and sale – 95.010, Acquisition Records
- Reports – 40.290, Reports
- Rules, regulations and standards – 40.310, Rules, Regulations and Standards
- Worksheets – 40.350, Worksheets, Drafts and Other Preliminary Working Material