

**SCHEDULE NO. 45**

**GOVERNING BODY RECORDS**

General Description: Records regarding the composition, operation, proceedings and enactments of the governing body (Board of Trustees, City or Town Council).

*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.*

**45.010 AGENDAS AND SUPPORTING DOCUMENTATION**

Listings showing date, time and locations of official meetings and agenda order of items to be discussed. Supporting documentation includes material such as agenda item summaries and documentation explaining the rationale for staff recommendations, presenting financial or background information or the history of agenda items.

Retention: Permanent

**45.020 APPOINTMENTS**

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

Retention: 2 years after term of appointment ends

**45.030 BYLAWS**

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

Retention: Permanent

**45.040 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 retention periods set forth for comparable records of governing body (i.e., agendas, minutes, notices of meetings, recordings, etc.)

**45.050 GOALS AND WORK PLANS**

Formally adopted strategic plans or policy agendas.

Retention: Permanent

**45.060 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 general improvement district, the Enterprise Board of Directors for a water or wastewater utility enterprise, a Housing Authority, an Urban Renewal Authority, etc.

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

**45.070 LIST OF MEMBERS**

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

Retention: Permanent for cumulative lists; until superseded for lists of current members

**45.080 MEMBER RECORDS**

**A. Conflict of Interest Disclosure Statements**

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

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

**B. Councilmember Files**

Files documenting the service dates of members of the governing body, including appointments to various committees and bodies, resignations, facsimile signature certificates (if any), etc.

Retention: Permanent

**C. Financial Disclosure Statements**

Statements of financial interest filed by members of the governing body.

Retention: 2 years after service ends

**D. Oaths of Office**

Oaths of office taken and subscribed to by elected or appointed officials at the time of assuming office. [CRS 31-4-401]

Retention: 2 years after term expires

**45.090 MINUTES AND SUPPORTING DOCUMENTATION**

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

Retention: Permanent, provided that routine material submitted at meetings may be destroyed after 2 years as long as summary description is included in the minutes [**Important Note:** Minutes of the governing body are considered to be essential municipal records, and the State Archives therefore recommends that the "record" copy be retained in paper format.]

**45.100 NOTES TAKEN AT MEETINGS**

Handwritten or other notes made at meetings to facilitate meeting follow-up or the preparation of meeting minutes.

Retention: Until meeting minutes are approved

**45.110 NOTICES OF MEETINGS**

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

Retention: 2 years

**45.120 ORDINANCES AND SUPPORTING DOCUMENTATION**

Legislative enactments of the governing body adopted to enact a local law, amend the municipal code or take other legislative actions such as annexing property, appropriating funds, vacating streets, etc.; supporting documentation includes agenda item summaries and other documentation explaining the rationale for staff recommendations or presenting financial or background information or the history of the ordinance.

Retention: Permanent

**45.130 PROCLAMATIONS**

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

Retention: Permanent

**45.140 RECORDINGS OF MEETINGS**

Audio or video recordings of official meetings used to prepare minutes or transcripts of the meeting.

**A. Executive Sessions**

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

**B. Open Meetings**

Retention: 6 months after approval of minutes

**C. Study Sessions**

Retention: 6 months after meeting

**45.150 REMOVAL FROM OFFICE – INITIATED BY GOVERNING BODY**

Records of removal of members from office for cause by majority vote of the governing body, including hearing notices, correspondence, transcripts of proceedings, findings and records relating to any follow-up proceedings. [CRS 31-4-307]

Retention: 3 years after removal vote, provided that findings are recorded in the minutes

**45.160 RESOLUTIONS AND SUPPORTING DOCUMENTATION**

Enactments of the governing body which are not legislative in nature and which may be used for various types of approvals, policy statements, statements of position and similar actions; supporting documentation includes agenda item summaries and other documentation explaining the rationale for staff recommendations or presenting financial or background information or the history of the resolution.

Retention: Permanent

**Cross References**

- Correspondence and general documentation – 40.100, Correspondence and General Documentation
- Policies and procedures – 40.220, Policies and Procedures Documentation
- Rules, regulations and standards – 40.310, Rules, Regulations and Standards