

RECORDS MANAGEMENT MANUAL

COLORADO SPECIAL DISTRICTS

SCHEDULE NO. 1

BUILDING AND STRUCTURE RECORDS

General Description: Records generally relating to structures and buildings. *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.*

1.10 Address History Files

Records maintained as address history files to provide a chronological record and running history of building-related activities for each address located within the special district. These files may include records listed elsewhere in the retention schedules, such as building and demolition permits, gas connection records, certificates of occupancy, building inspection reports, unsafe building actions, variances granted, zoning certificates and utility taps.

Retention: Permanent files, *except* follow retention schedules for purging of nonpermanent records

1.40 Building and Other Uniform Codes

See Schedule 7 Code Book Records.

1.50 Fire Code Board Case Files

Records pertaining to cases or appeals heard by bodies such as the Fire Code Board of Appeals or similar boards charged with interpreting code provisions relating to issues such as alternate building materials or methods of construction, and with review and decision-making authority regarding building, construction or similar matters.

Retention: 20 years

1.60 Certificates of Occupancy

Documents issued to the special district by the county or municipality after the permitted construction activity is completed as evidence that all minimum requirements have been met before the building or structure can be occupied and used.

Retention: Permanent

1.70 Communication Tower Structures

See Schedule 12 Permit Records.

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1.90 Contractor's Licenses

See *Schedule 12 Licensing Records*.

1.140 Housing Rehabilitation Projects

See *Schedule 5 Grant Records* and *Schedule 7 Project Files*.

1.150 Inspection Records

Fire Code Inspection Reports

Records of final on-site inspections done by the special district or by its agents to determine the compliance of building construction, electrical, plumbing, mechanical and other systems with requirements of the special district, uniform codes and all other adopted fire code standards adopted by the special district.

Retention: Permanent

Inspection Agencies

See *Schedule 7* for applicable records, such as *Agreements and Contracts*.

1.160 Landmark and Historic Designations

Records relating to local, state or federal historic designations for buildings, structures or districts within the special district and preservation of historic structures.

Retention: Permanent

1.170 Mobile Home Standards

See *Schedule 7 Regulations and Standards*.

1.180 Policies and Procedures

See *Schedule 7 Policies and Procedures Documentation*.

1.200 Regulations – Building

See *Schedule 7 Regulations and Standards*.

1.210 Reports – Building Activity

Summary housing reports and statistical compilations tracking building activity on a monthly or annual basis, including reports compiled for the U.S. Census Bureau, used to monitor growth and track building trends. See also *Schedule 1 Inspection Records*; *Schedule 7 Reports*; and *Schedule 11 Census and Population Records*.

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Annual Reports and Compilations

Retention: Permanent

Monthly Reports

Retention: 1 year + current

1.230 Standards – Building

See Schedule 7 Regulations and Standards.

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SCHEDULE NO. 2

Reserved

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SCHEDULE NO. 3

ELECTION RECORDS²¹

General Description: Records documenting the administration of special district elections conducted by the district and in coordination with the county. *The specified retention periods apply to the information contained within the record, regardless of the physical format of the record (paper, microfilm, computer disk or tape, optical disk, etc.).*

Contested Elections: Destruction of nonpermanent election records is authorized at the end of the specified minimum retention period provided there was no contested election. However, *if the election is contested*, all election records must be retained for 25 months or until the contest has been finally resolved and all rights to appeal have expired, whichever is longer.

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.*

3.10 Mail-in (formerly Absentee) Voter Records

Records documenting the casting of and accounting for mail-in ballots, including mail-in voter affidavits and oaths, applications for mail-in ballots, lists prepared by the designated election official of electors receiving mail-in ballots, mail-in ballot return envelopes and receipts of election judges for mail-in ballots and ballots cast by absentee voters. See also *Schedule 3 Ballots*.

Retention: 25 months after election

3.20 Ballot Issue Comments

Written comments received from persons eligible to vote in the special district election that are to be summarized in the ballot issue notice mailed to registered electors [CRS 1-7-901].

Retention: 25 months after election

3.30 Ballots

The official list showing all candidates, ballot issues and ballot questions upon which an eligible elector is entitled to vote at an election, including ballots that are unused, voted, mail-in, defective, spoiled, replacement, or mailed and returned by post office as undeliverable to inactive voters in mail ballot elections.

Retention: 25 months after election or until time has expired for which the ballots would be needed in any contested proceedings, *except* retain one copy of ballot permanently in master election file.

¹ CRS 1-7-802 requires the designated election official to preserve all election records and forms for at least twenty-five months after the election. Typically, a permanent file is retained by the designated election official for the preservation of election materials to be retained permanently

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3.40 Campaign Reports And Statements

Affidavits, reports and statements regarding campaign committees, contributions and expenditures, required by the provisions of Colorado law.

Candidate Affidavits

Affidavits required by CRS 1-45-110 to be filed by candidates for special district office, certifying that the candidate is familiar with the Fair Campaign Practices Act.

Candidate Affidavits – Elected Candidates

Retention: 1 year after elected candidate leaves office [CRS 1-45-112(1)(b)]

Candidate Affidavits – Unsuccessful Candidates

Retention: 1 year from date of filing of affidavit [CRS 1-45-112(1)(b)]

Committee Statements of Organization

Statements made regarding the registration of various types of election committees, required by CRS 1-45-108.

Candidate Committee Statements – Elected Candidates

Retention: 1 year after elected candidate leaves office [CRS 1-45-112(b)]

Candidate Committee Statements – Unsuccessful Candidates

Retention: 1 year from filing of statement [CRS 1-45-112(1)(b)]

Issue Committee Statements

Retention: 1 year from date of filing of statement [CRS 1-45-112(1)(b)]

Contribution and Expenditure Reports

Reports of contributions and expenditures required under the provisions of CRS Title 1, Article 45 for elected and defeated candidates, independent expenditures, and issues committees.

Candidate (Elected) Committee Reports

Reports of candidates and organized candidate committees required by CRS 1-45-108.

Retention: 1 year after elected candidate leaves office [CRS 1-45-112(1)(b)]

Candidate (Unsuccessful) Committee Reports

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Reports of candidates and organized candidate committees required by CRS 1-45-108.

Retention: 1 year from date of filing of report [CRS 1-45-112(1)(b)]

Issue Committee Reports

Reports of committees organized in support of or in opposition to election issues, required by CRS 1-45-108.

Retention: 1 year from date of filing of report [CRS 1-45-112(1)(b)]

3.50 Certifications of Election

Certificates of Votes Cast

Certificates of election judges showing the votes cast for candidate by office.

Retention: 25 months after election

Certified Statement and Determination of Persons Elected

Certification of the special district election results prepared by the designated election official.

Retention: Permanent

3.55 Coordinated Election Records

Records generated with regard to the conduct and results of coordinated elections held in conjunction with the County. Note: Most records pertaining to coordinated elections are the responsibility of the County Clerk. Some coordinated election records are retained by the Designated Election Official as the official record of the district's portion of the election.

Abstracts of Votes Cast – County Issued

County's abstract of votes cast (certification of election results) relating to special district issues that were on the coordinated election ballot.

Retention: Permanent

Ballot Certifications

Designated election official's official certification to the county clerk of the ballot language for any measures appearing on the special district's portion of coordinated election ballot.

Retention: Permanent

Ballot Review Drafts

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Drafts of ballot language and proposed ballot layout exchanged with special district.

Retention: 25 months after election

3.60 Election Judges Records

Records pertaining to the election service of election judges.

Acceptances to Serve

Written acceptance of commitment to serve as election judge, alternate judge, or designated election official.

Retention: 25 months after election

Expense Statements

Statement of expenses of election judges and supporting documentation such as receipts.

Retention: Until audited

Instructions

Written instructions issued to election judges regarding conduct of election.

Retention: 25 months + current

Lists of Election Judges

Listings prepared by the designated election official of election judges and alternates names, addresses and telephone numbers.

Retention: 25 months, *except* retain one copy of list for use at next election

Oaths – Election Judges

See *Schedule 3 Oaths and Affidavits*.

3.65 Mail Ballot Election Records

Records relating to mail ballot elections conducted by the special district pursuant to State law, including affidavits of voters requesting replacement ballots, ballots (cast, duplicated, rejected, undeliverable, unused), paper or electronic poll books, mail ballot return verification envelopes, mail ballot processing logs, electronic or hard copy voter registration lists and property owner lists, written TABOR comments, and other mail ballot administrative records.

Retention: 25 months after election

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Unused Replacement Ballots

Ballots that were available but were not used for voters who did not receive a mail ballot for some reason, who had moved without changing voter registration address, etc.

Retention: After challenge period for the election has passed [CRS 1-7-802]

3.70 Maps – Election²

Maps showing a district designations and boundaries for special district elections. See also *Schedule 7 Maps and Drawings*.

Retention: Permanent

3.80 Nomination Records

Records relating to the submission of self nomination and acceptance forms or letters for special district office.[CRS31-1-804.3]

Protest to Self nomination and acceptance form or letter

Retention: 25 months after election

Self Nomination and Acceptance Form or Letter

Elected Candidates

Retention: 25 months after election, except retain for 4 years if term of office of elected official is 4 years

Unsuccessful Candidates

Retention: 25 months after election

Withdrawal from Nomination

Retention: 25 months after election

3.90 Notices of Election

Copies of notices required to be posted, published or mailed regarding the special district election, including the "ballot issue notice" required by Section 20(3)(b) of Article X of the State Constitution containing summaries of comments on ballot issues.

Retention: 25 months after election, except retain one copy permanently in master election file

² Election maps have historical value for election analysis, as evidence of evolution and growth of the district and as documentation of District boundary changes.

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3.100 Oaths and Affidavits

Sworn statements made by electors or election officials, including oaths or affidavits made by judges, by electors requesting mail-in ballots, at the time of a challenge of an elector's right to vote, oaths of watchers and substitute watchers and similar documents.

Retention: 25 months after election or until time has expired for which election documentation would be needed in any contested proceedings

3.110 Petitions – Election

Inclusion/Exclusion Election Petitions

Petitions for the conduct of an election to determine whether property should be included into or excluded from the district [CRS 32-1-401 and 32-1-501].

Retention: Permanent

Certifications of Petitions

Certifications regarding the sufficiency or insufficiency of election petitions.

Retention: Permanent

Insufficient Petitions

These are petitions that have been determined by the special district, or the courts, as being not complete in meeting the district and/or statutory requirements for submitting petitions.

Retention: 2 years after all appeals have been closed *except* retain one copy of representative pages permanently for historical purposes.

Protest Records – Petitions

Records relating to protests submitted to the district, protest process and hearings and findings of the district regarding the protest.

Retention: Follow retention period for the specific type of petition

Recall Petitions

Petitions submitted in accordance with legal requirements by citizens demanding the removal of an elected district official from office. [CRS32-1-906]

Retention: 3 years after submission, *except* retain one copy of representative pages for historical purposes in permanent election file, and *except* that unsuccessful petitions may be returned to petition representatives after the special district certification that the petition is insufficient.

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3.120 Polling Records

Poll Books

A list kept by election judges of eligible electors to whom ballots are delivered or who are permitted to enter a voting machine for the purpose of casting their votes at an election.

Retention: 25 months + current

Registered Voter Lists

Lists of registered electors for the election provided to election judges for use in verifying voter registrations at polling places.

Retention: 25 months after election

Poll Site Records

Documentation of selection of site and arrangements for use as a polling place.

Retention: 25 months after election, *except* retain contact information and summary of problems until after the next election

Property Owners Lists

Lists of owners of property in the district provide to election judges for use in verifying elector eligibility.

Retention: 25 months after election

Voter Self-affidavit Signature Forms

Forms signed by voters at the polls to establish identity and request a ballot.

Retention: 25 months after election

3.130 Receipts and Accounting Forms

Receipts for Transfer of Election Materials

Documentation for the receipt or transfer of election-related materials between the designated election official and election judges, including receipts for mail-in ballots, ballot boxes, registration book, etc.

Retention: 25 months after election

Statement of Judges

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Statement of election judges accounting for ballots voted, spoiled, delivered to voters, unused and returned to the designated election official.

Retention: 25 months after election

3.135 Surveillance Recordings – Election Areas

Video or audio recordings of election operations in secured areas, such as ballot receipt, tabulation, handling and processing areas.

Retention: 25 months after election

3.140 Tabulation Records

Abstract of Election

Summary of election results posted in a conspicuous location by the judges of election.

Retention: 25 months after election

Tally Lists

Worksheets included in poll books or prepared by the designated election official for use of the judges of election to keep track of votes cast at the time ballots are opened and read.

Retention: 25 months after election

Tabulation Test Results

Records of testing of the tabulation equipment prior to and/or after the machine tabulation of ballots.

Retention: 25 months after election or until such time has expired for which the ballots would be needed in any contested proceedings

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SCHEDULE NO. 4

Reserved

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SCHEDULE NO. 5

FINANCIAL RECORDS

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

5.10 Accounts Payable Records

Records that serve as the basis for payment of bills by the special district, including copies of bills paid, copies of checks, invoices, purchase orders and receiving reports, and correspondence with vendors.

Accounts Payable Records in General

Retention: 6 years + current

Balance Sheets

Retention: Until updated

Bills Paid

Retention: 6 years + current

Invoices and Statements

Retention: 6 years + current

Publication of Bills Paid

See *Schedule 7 Affidavits of Publication.*

Reports of Bills Allowed

Listings of bills presented to the governing body or other authority for payment authorization.

Retention: 6 years + current

Charge Slips and Credit Card Statements

Documentation of charges for items such as printing and meals or credit card transactions.

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Retention: 2 years + current

Credit Card Records

Records of credit cards issued to the special district for district use.

Retention: 1 year + current after cancellation

Expense Records

Records maintained to document travel, mileage, claims for reimbursement and other expenses of district officials while on district business, including requests, authorizations, reimbursements and other similar transactions.

Retention: 2 years, provided audit has been completed

Form 1099

Sent to vendors such as contractors when the vendor's charges for services exceed \$600 for the year.

Retention: 4 years

Petty Cash Records

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

Retention: 1 year + current

Purchasing Records

See *Schedule 5 Purchasing Records*.

Vendor Files

Files maintained as a unit to track accounts payable activity for specific vendors, including information such as Federal Taxpayer Identification Number, name and address, correspondence, copies of checks, etc.

Retention: 6 years + current

W-9 Forms

Forms used to record information, including taxpayer identification number, for vendors, contractors, and service providers paid more than \$600 per year.

Retention: 3 years + current

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5.20 Accounts Receivable Records

Records that serve as the basis for collection of amounts owed by vendors, organizations and citizens having accounts with the special district, and documentation of billing and collection of monies.

Accounts Receivable Records in General

Retention: 2 years + current

Balance Sheets

Retention: Until updated

Cash Books, Receipts and Reports

Cash book showing receipts, cash account pre-edit listing, daily cash reports and other documentation of receipt of monies for fees, parking tickets, rentals, registrations, etc.

Retention: 2 years + current

Cash Register Validation Tape

Retention: 1 year + current

Fee Receipts

See *Cash Books, Receipts and Reports* above.

Invoices and Statements Issued by the Special District

Billings by the district to outside companies or institutions for damages, supplies, services or repairs, etc.

Retention: 6 years + current

Utility Billing Records

See *Schedule 5 Utility Billing*.

5.30 Agreements And Contracts - Financial

See *Schedule 7 Agreements and Contracts*.

5.40 Audit Records

Records documenting external audits of the financial position of the district.

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Agreements – Audit Services

See *Schedule 7 Agreements and Contracts*.

Audit Reports

Annual or special reports prepared by external auditors examining and verifying the special district's financial activities or the financial activities of a fund, department or other component of the district government.

Retention: Permanent

Audit Work Papers

Documentation consisting of routine correspondence with auditors and copies of district records compiled for use by auditors in performing an audit.

Retention: 2 years + current after completion of audit

5.50 Bank Records

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

Bank Records – In General

Retention: 2 years + current

Bank Statements

Monthly statements showing the amount of money on deposit to the credit of the district.

Retention: 6 years + current

Check Records

Cancelled Checks

Retention: 6 years + current

Duplicate Copies of Checks

Carbon copies or photocopies of checks issued and maintained solely as a quick reference source.

Retention: 1 year + current

Register – Check

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Chronological listing of check entries.

Retention: 6 years + current

Stubs – Check

Retention: 1 year + current

Voided Checks

Retention: 1 year + current

Certificates of Deposit

See *Schedule 5 Investment Records*.

Deposit Pass Books

Records of district savings account deposits, withdrawals and balances.

Retention: 6 years + current

Deposit Slips

Bank cashiers' slips showing amount and date of deposit of monies into district accounts.

Retention: 1 year + current

Money Market Certificates

See *Schedule 5 Investment Records*.

Reconciliations

Retention: 6 years + current

Savings Bond Records

See *Schedule 5 Investment Records*.

Trial Balances

Retention: 2 years + current

5.55 Bankruptcy And Foreclosure Records

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

Retention: 6 years + current after the district recovers money owed or has no further interest in the proceeding.

5.60 Bids

See *Schedule 5 Purchasing Records*.

5.70 Billing Records

See *Schedule 5 Accounts Receivable Records and Utility Billing*.

5.80 Bond Issue Records

Bond Issue Files

Records that document the authorization to finance improvements through bonded indebtedness and implementation of bond issues, including bond anticipation notes, general obligation bonds, revenue and refunding bonds, water bonds and special improvement bonds; usually include correspondence and general documentation, authorizations supporting financial arrangements, bond ratings, contracts or sales agreements, and sample copies or specimens of bonds sold as evidence of district indebtedness.

Retention: 2 years after final payment

Bond Issue Proceedings Books

Certified record of proceedings relating to a bond issue, containing specimen (usually original) documents related to the approval process and issuance of bonds typically compiled in book form for presentation to the special district by the bond agent or bond counsel.

Retention: Permanent

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

Bond Registers and Ledgers

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

Retention: Permanent

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5.90 Bonds - Public Officials

See *Schedule 15 Bonds*.

5.100 Budget Records

Budget – Final Adopted

Final financial plan for the budget period established by the special district as approved by the governing body for the allocation and budgeting of all expenditures of the district.

Retention: Permanent

Duplicate Copies: Until superseded

Budget – Preliminary

Draft version of the budget presented for public inspection and review prior to consideration of the budget by the governing body.

Retention: 1 year after adoption of final budget

Duplicate Copies: Until final budget is adopted

Budget Reports

Monthly or Quarterly Reports

Periodic reports regarding the status of receipts and disbursements in comparison to the adopted budget.

Retention: 2 years + current

Year-End Reports

Summary annual budget reports compiled at year-end.

Retention: 6 years + current

Budget Work Papers

Papers used to assist in the preparation and review and decision-making processes for district budget requests, including reports, budget instructions, worksheets, spending plans, budget proposals, financial forecasting reports and similar records.

Retention: 1 year + current

5.120 County Revenue Programs

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See *Schedule 5 Government Revenue Programs*.

5.130 Expense Records

See *Schedule 5 Accounts Payable Records*.

5.140 Federal Revenue Programs

See *Schedule 5 Government Revenue Programs*.

5.150 Fee and Rate Schedules and Supporting Documentation

Fee and rate schedules and supporting documentation justifying the determination of special district fees and rates; i.e., calculations, methodology for establishing the fee or rate, comparisons with other districts, projections of revenue based on recommended fees or rates, etc. See also 5.20, *Accounts Receivable Records* for fee collection records.

Fee and Rate Schedules and Supporting Documentation (Except for Utility Rates)

Retention: Retain current and previous schedules and associated supporting documentation

Utility Rate Schedules and Supporting Documentation

See 5.360.H, Rate Schedules and Supporting Documentation – Utility Billing.

5.160 Financial Guarantees

Records relating to the acquisition and release of various forms of financial guarantee -- including escrow accounts, letters of credit, liens, promissory notes — required by the district from other parties 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 project (if applicable) or release of the guarantee by the special district

5.170 Financial Reports

See *Schedule 5 Reports – Financial*.

5.180 Fixed Asset Records

Inventories and listings kept to track and control the fixed assets of the district, including buildings, real estate, office equipment, tools, machinery and other equipment.

Acquisitions

See *Schedule 16 Acquisition Records*.

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Annual Reports

Worksheets compiled for annual reports listing totals of all fixed assets, purchases and disposition of assets.

Retention: Until superseded

Auction Records

Summary reports and other records of district property sold at public auction.

Retention: 2 years + current

Depreciation Detail

Retention: 3 years + current

Disposition Records

Records of disposal of district property (nonreal estate) and unclaimed, abandoned or confiscated property such as bicycles and vehicles by 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 + current after disposition of property

Fixed Asset Files

Listings of all special district property (buildings and real estate), vehicles, equipment and furniture. Includes description, cost, date purchased, location, name of vendor and depreciation.

Retention: 10 years

Inventories – Fixed Assets

Listings of expendable and nonexpendable property of the district, including buildings, real estate, vehicles, furniture, equipment, supplies and other items owned or administered by the special district.

Retention: Until revised

Surplus Property Records

Documentation of the sale of surplus real property, including invitations, bids, acceptances, lists of materials, evidence of sales and related correspondence. See also *Schedule 16 Sale or Transfer of Property Records*.

Retention: 6 years after final payment

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5.190 Franchise Records

Records pertaining to the award, operation or termination of a license or franchise granting to any person or entity the right or privilege to erect, construct, operate or maintain upon, over or across the streets or alleys of the district a street railway, electric light plant or system, gasworks, gas plant or system, geothermal system, solar system, or telegraph or telephone system, or other similar services and the collection of franchise fees or occupation taxes from franchise holders

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

5.200 Fund Records

See also *Schedule 5 Accounts Receivable Records* and *Accounts Payable Records* for fund receipts and expenditures.

Fund Establishment

Records pertaining to the creation and purposes of special funds that are separate from the General Fund.

Retention: Permanent

Trust Fund Records

Documentation of bequests to the special district.

Retention: 2 years after trust fund closed

5.210 Government Revenue Programs

Records pertaining to governmental programs allocating state or federal revenue sharing funds to special district for specific purposes. See also *Schedule 5 Grants*.

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: 1 year + current after completion of audit

Revenue Sharing

Documentation and reports of the district's receipt and reallocation of federal revenue sharing funds, including public notices, expenditure records and reports, project records, financial and payroll records, etc. See also *Schedule 7 Project Files*.

Retention: 6 years + current

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Instructions for Completing Government Forms

Retention: Until superseded or obsolete

State Revenue Programs

Conservation Trust Fund (Lottery)

Records of allocations to and receipt by the district of lottery funds.

Retention: 6 years + current

Specific Ownership Tax

Retention: 6 years + current

5.220 Grant Records

Files pertaining to applications for grants and the administration, monitoring and status of grants received by the district from private and governmental sources. See also 5.210, *Government Revenue Programs*.

Audits – Grants

See 5.40, Audit Records.

Grants From the Special District

1. Awarded Grants and Supporting Documentation

Documentation of awarded grants from the special district, including records of grant application, performance under the grant, grant contracts and agreements, annual and final performance reports.

Retention: Duration of grant + 6 years

2. Rejected Grants and Supporting Documentation

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

Retention: 1 year + current after rejection or withdrawal

Grants to the Special District

1. Awarded Grants

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Documentation of awarded grants that are accepted by the district, including records of grant application, performance under the grant, grant contracts and agreements, annual and final performance reports.

Retention: Duration of grant + 6 years

Rejected Grants

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

Retention: 1 year + current after rejection or withdrawal

Reports – Grant-Funded Programs

Periodic reports on the administrative and fiscal operations of federal- or state-funded programs compiled on a monthly, quarterly or semi-annual basis.

Retention: 3 years after completion of all applicable audits

Supporting Documentation

Background supplemental information relating to grant applications and administration.

Retention: 3 years after conclusion of the grant

5.240 Insurance Records

Certificates of Insurance

Documentation provided by insurance providers as proof of insurance coverage for specific purposes. See also 7.280.A, *Project Records* for Certificates of Insurance relating to Capital Projects.

Retention: 6 years after expiration

Major Special District Projects

Retention: 10 years after substantial completion

Other Certificates of Insurance

Retention: 6 years after expiration

Claim Records

Records of claims for damages made by the special district against other parties and made by other parties against the district.

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Claim Records

Statements of claims and completed claim forms. See also *Schedule 13 Claims*.

Retention: 6 years + current

Claim Reports

Summary reports regarding handling and disposition of claims made against the special district and/or its insurance company by other parties.

Retention: 6 years + current

Public Entity Risk Management Pool Records

See *Claim Records* above and *Insurance Policies* below.

Employee Insurance Claim Records

Records pertaining to employee claims for medical, dental, long-term disability and other insurance coverage. See also *Schedule 15 Benefits*.

Retention: 3 years + current after incident is closed and all rights of appeal have expired

Insurance Policies

Documents issued by the insurance company to outline liability, theft, fire, accident, property damage and other coverage and risk control standards for the special district under the insurance policy.

Retention: 6 years after expiration of policy, or after all claims made under the policy are settled, whichever is later

Risk Management Policies

See *Schedule 7 Policies and Procedures Documentation*.

Unemployment Insurance

See *Schedule 15 Unemployment Insurance*.

Workers' Compensation

See *Schedule 15 Workers' Compensation*.

5.250 Inventories

See *Schedule 5 Fixed Asset Records*.

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5.260 Investment Records

Records documenting various investments made by the special district.

Bank Statements – Investments

Retention: 2 years after investment ends

Certificates of Deposit

Retention: 6 years + current after maturity

Certificates of Deposit – Registers

Retention: 6 years after maturity

Investment Policies

See *Schedule 7 Policies and Procedures Documentation*.

Money Market Certificates

Retention: 6 years + current after maturity

Reports – Investment of Funds

Retention: 10 years, provided audit has been completed

Savings Bond Records

Retention: 6 years + current after final payment

Stocks and Bonds

Retention: 6 years + current after disposition

Treasury Bills and Notes

Retention: 6 years + current after maturity

5.270 Ledgers And Journals

General Ledger

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

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Retention: Permanent

Journal Entries

Retention: 6 years + current

Subsidiary Ledgers and Journals

Daily, monthly or quarterly transaction detail showing receipts and expenditures such as depositor payment amount, date, payee, purpose, fund credited or debited, and check number; provides backup documentation to General Ledger.

In General

Retention: 2 years + current

Payroll Register – Year-End

See *Schedule 15 Payroll Records*.

5.280 Loan Records

Records of loans entered into by the special district. See also *Schedule 5 Grant Records*.

Approved Loans

Retention: 6 years + current after the loan is paid

Rejected Loans

Retention: 1 year + current after rejection or withdrawal

Public Improvement Loans

Significant loans obtained to finance public improvements.

Retention: Follow retention period specified for type of project records (see *Schedule 7 Project Records*) if a specific retention period is not specified by the loaning agency

Routine Loans

Minor loans obtained for purposes other than public improvements.

Retention: 6 years + current after payment and cancellation

5.290 Payroll Records

See *Schedule 15 Payroll Records*.

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5.300 Purchasing Records

Records pertaining to procurement of services or commodities, including purchase requisitions, purchase orders, vouchers, field orders, work orders, invoices and supporting documentation for purchases.

Purchasing Records in General

Retention: 6 years + current

Agreements – Procurement

See *Schedule 7 Agreements and Contracts and Project Files*.

Advertisements for Bids

See *Schedule 7 Affidavits of Publication*.

Auction Records

See *Schedule 5 Fixed Asset Records*.

Bids

Bids, quotes and proposals regarding services and commodities received by the district in response to solicitations.

Accepted Bids

Received from successful bidders.

Retention: 6 years + current after acceptance of the bid

Rejected/Unsuccessful Bids

Received from unsuccessful bidders.

Retention: 2 years + current after contract is awarded or PO is issued

Unsolicited Bids

Received from bidders without solicitation from the district.

Retention: 2 years + current

Lease-Purchase Records

Records pertaining to the acquisition of property by lease-purchase transactions.

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Retention: Term of lease-purchase arrangement + 6 years

Procurement and Purchasing Policies

Directives, memoranda or manuals pertaining to policies established by the district for the procurement of commodities and services. See also *Schedule 7 Policies and Procedures Documentation*.

Retention: Permanent

Duplicate Copies: Until superseded

Purchasing Control Forms

Purchase orders, purchase requisitions, field purchase orders, vouchers and other forms documenting the procurement process.

Retention: 6 years + current

Solicitations and Specifications

Requests for proposals (RFPs), requests for quotations (RFQs), and other solicitations by the district for competitive bids, proposals or quotes for the provision of services or commodities; includes bid specifications.

Retention: 6 years + current

State Bid List

Retention: Until superseded

Vendor Lists

Listings of vendors providing goods and services to the special district, usually including names, addresses, phone numbers, description of goods or services provided.

Retention: Until superseded or obsolete

5.310 Rate Schedules

See *Schedule 5 Fee and Rate Schedules*.

5.315 Rebate Program Records

Records relating to rebate programs administered by special districts; includes rebate applications, correspondence, and other supporting documentation.

Retention: 1 year + current after the rebate is paid, provided that the records have been audited

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5.320 Receipts - Fees Paid

See *Schedule 5 Accounts Receivable Records*.

5.330 Reports - Financial

Reports created for internal use to document the status of funds, bank accounts, investments and other accounting of district funds, including financial projection reports.

Annual Financial Reports

Statistical reports on the financial affairs of the district or specific departments, including a statement on the value of all district owned property and an accounting of all income and expenditures in relationship to the final budget.

Retention: Permanent

Audit Reports

See *Schedule 5 Audit Records*.

Budget Reports

See *Schedule 5 Budget Records*.

Comprehensive Annual Financial Report (CAFR)

See 5.40.B, Audit Reports.

County Treasurer's Reports

Periodic reports of the County Treasurer regarding the distributions of taxes collected on behalf of the special district, including information regarding taxes collected, interest and fees.

Retention: 10 years + current

Payroll Reports

See *Schedule 15 Payroll Records*.

Revenue and Expenditure Reports

Reports including information regarding cost analysis, itemized expenditures and revenue sharing.

Retention: 6 years + current

Departmental Expenditure Reports

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Retention: 1 year + current

Financial Reports – Monthly

Retention: 2 years + current

5.340 Tax Collection Records

Licenses Issued to Special District

License certificates which are typically posted in the district office that are issued by other agencies to the district, including State sales tax license, withholding tax registration, State certificate of exemption, etc.

Retention: 1 year after expiration

Property Tax Records

Records pertaining to the district's property tax assessment, including mill levy certifications to the County, notices of assessed valuation received from the County, abstracts of assessment and registers or listings of property tax assessed on parcels of land in the district.

Retention: Permanent

Sales and Use Tax Records

Records pertaining to the collection and refund of sales and use tax, including sales tax collection reports.

Applications – Sales Tax

Retention: 2 years + current after business terminates

Audits – Sales Tax

Retention: 3 years + current

Delinquent Sales/Use Tax Notices

Retention: 5 years + current

Master File – Sales Tax

Retention: Until updated

Motor Vehicle Sales Tax Receipts

Retention: 1 year + current

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Register – Sales and Use Tax

See also *Schedule 5 Ledgers and Journals*.

Retention: Permanent

Returns – Sales and Use Tax

Retention: 3 years + current

Transaction Journal/Log

Record of sales and use tax daily transactions.

Retention: 2 years + current

Specific Ownership Tax Records

Retention: See Schedule 5 Government Revenue Programs

5.350 Travel Expenses

See *Schedule 5 Accounts Payable Records*.

5.360 Utility Billing

Records relating to the billing of customers for utility services.

Account History Listing

Retention: 2 years + current after account closed

Adjustment Records

Records documenting account adjustments to customer accounts for water, sewer, power or other utility services provided by the district.

Retention: 2 years

Billing Journals

Utility billing journals and registers for water, sewer or electric service. See also *Schedule 5 Ledgers and Journals*.

Retention: 6 years + current

Cash Receipt Journals

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Retention: 2 years + current

Initial Status Report

Retention: 1 year + current

Meter Records

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

Calibration and Testing Records

Documentation of testing and calibration of district operated water and power meters for accuracy.

Retention: Life of equipment + 1 year

Meter Books

Used to record readings of customer's utility usage for billing purposes.

Retention: 2 years + current

Meter Deposit Receipts

Retention: 1 year + current

Meter Installation, Maintenance and Repair

Retention: 2 years

Meter Inventory

Retention: Until superseded

Meter Location Records

Retention: 1 year after removal of meter

Meter Orders

Retention: 1 year + current

Meter Reading Exception Report

Retention: 1 year + current

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Meter Reading Sheets

Retention: 2 years + current

Nonpayment Billing Notices

Records of notices sent to utility customers regarding nonpayment of utility billings and termination of service.

Initial Notices

Retention: 6 months

Final Notice

Retention: 1 year

Security Deposit Records

Records documenting customer payment of a security deposit to receive water, sewer, power or other utility services.

Retention: 2 years after refund or last action

Service Orders

New Service Orders

Records documenting new utility service.

Retention: 1 year + current

Trouble Orders

Records documenting utility service complaints and problems.

Retention: 1 year + current

Turn-Off Orders

Records documenting the termination of utility service.

Retention: 2 years + current

Statements

Water and sewer billing statements or invoices.

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Retention: 3 years + current

Utility Rate Schedules and Supporting Documentation

See 5.360.H, Rate Schedules and Supporting Documentation – Utility Billing.

Utility Rate Schedules and Supporting Documentation

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

1. Flat Rate Documentation

Retention: Until metered rates are established and billed

2. Metered Rate Documentation

Retention: 3 years + current

5.370 Warrants/Checks

See *Schedule 5 Accounts Payable*.

5.380 Worksheets - Financial

Documents such as rough notes, calculations or drafts assembled or created and used to prepare or analyze other documents; spreadsheets, worksheets, preparatory notes, tentative financial estimates and projections, and other documentation of a preliminary or deliberative and transitory nature. See also *Schedule 7 Worksheets and Drafts*.

Retention: Until no longer needed

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SCHEDULE NO. 6

FLEET AND EQUIPMENT RECORDS

General Description: Records documenting the acquisition and operation of district owned or leased vehicles and equipment. *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.*

6.10 Agreements - Acquisition, Lease, Maintenance And Service

See Schedule 7 Agreements and Contracts.

6.20 Auction Records

See Schedule 5 Fixed Asset Records.

6.30 Bills Of Sale

Bills of sale documenting acquisition or disposition of vehicles or equipment by the special district.

Retention: Until after audit of records pertaining to disposition of vehicle or equipment

6.40 Communication Systems Licenses

Licenses issued by the Federal Communications Commission (FCC) or other agencies for radio system and other communication system operations of the special district, and supporting documentation.

Retention: 1 year after expiration of license

6.50 Computer System Records

Records pertaining to the installation and operation of computer systems and software used by the district.

Computer Backup Documentation

Documentation related to regular computer records backups.

Retention: 1 year after superseded or obsolete

Computer System Maintenance Records

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Documentation of maintenance of district computer systems.

Retention: Life of system or component + 1 year

Computer System Program Records

Documentation pertaining to development, installation, modification, troubleshooting, operation and removal of software from district computer systems; records required to plan, develop, operate, maintain and use electronic records; system specifications, file specifications, codebooks, record layouts, user guides and output specifications.

Retention: Until superseded or no longer needed to retrieve or read data and information that is stored electronically

Computer System Security

Records documenting security of the district's computer systems, including employee access requests, passwords, access authorizations and similar documentation.

Retention: 3 years after superseded

Computer System Wiring

Documentation of the wiring of the district's computer network system, including blueprints, diagrams and drawings of layout and installations of fiber optics, computer networks, cables, computer equipment connections and similar documentation.

Retention: Current and previous versions

Electronic Mail

See *Schedule 7 Electronic Records*.

Software Management

Documentation of the use of software in district information systems, including records of software purchases, inventories, software and site licensing, copyright compliance and upgrades.

Retention: 2 years after disposal or upgrade of software

Website Development and Evolution

Documentation of development and changes to the district's website.

Retention: Recommend that the last two iterations of the website be retained if possible.

6.60 Equipment Records

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Records pertaining to major mechanical systems in district owned facilities, including fire and water detection alarm systems; heating, ventilation, air conditioning (HVAC) and similar mechanical systems; disaster warning systems; elevators; sump pumps; power generators; boilers etc.

Retention: Life of equipment + 1 year

6.70 Fuel Records

Records pertaining to fuel usage by district vehicles and equipment, including periodic fuel usage reports.

Retention: 2 years

6.80 Insurance Coverage

See *Schedule 5 Insurance*.

6.90 Inventories - Fleet And Equipment

Listings of vehicles, equipment and similar property owned by the special district. See also *Schedule 5 Fixed Asset Records – Inventories*.

Retention: Until revised

6.100 Lease-Purchase Records

See *Schedule 5 Purchasing Records*.

6.110 Maintenance And Safety Records

Driver Vehicle Inspection Reports

Vehicle inspection reports and documentation of corrective actions taken by motor carriers or their agents with regard to defects or deficiencies noted during the inspection prior to operation of a motor vehicle. Note: A legible copy of the last vehicle inspection report is to be carried in the vehicle. See also *Schedule 6 Vehicle Histories*.

Retention: 3 months [49 CFR 396.11 and 49 396.13]

Inspection and Maintenance Documentation – Public Safety

Records and reports pertaining to maintenance and inspections performed for public safety vehicles and equipment.

Retention: Life of unit + 1 year

Work Orders

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See *Schedule 6 Work Orders*.

6.120 Manuals - Vehicle And Equipment

Manuals provided by the vendor regarding specifications and proper installation, operation and maintenance of vehicles or equipment.

Retention: Life of unit + 1 year

6.130 Office Equipment Records

Records pertaining to the acquisition, installation and operation of office equipment used by the district. See also *Schedule 6 Computer System Records*.

Retention: Life of equipment + 1 year

6.140 Policies And Procedures

See *Schedule 7 Policies and Procedures Documentation*.

6.150 Purchasing Records

See *Schedule 5 Purchasing Records*.

6.160 Telephone System - District Buildings

Information pertaining to the acquisition, installation and operation of the internal telephone system used at the district building and other district facilities.

Retention: Life of system + 1 year

6.170 Unclaimed Personal Property

See *Schedule 5 Fixed Asset Records – Disposition Records*.

6.180 Vehicle Histories

Records outlining the acquisition and maintenance history of a vehicle, often stored in the vehicle. See also *Schedule 6 Maintenance and Safety Records*.

Retention: Life of vehicle + 1 year

6.190 Vehicle Registration Certificates

Documentation issued by the County motor vehicle department providing information regarding vehicle licensing and ownership, ownership taxes paid and vehicle identification number.

Retention: Until superseded or disposition of vehicle

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6.200 Vehicle Titles

Title proving ownership of motor vehicles owned by the special district.

Retention: Transfer to new owner upon disposition of vehicle

6.210 Warranties

Records of manufacturer's warranties and guarantees relating to operation or replacement of vehicles, equipment or components.

Retention: Life of equipment or expiration of warranty + 1 year, whichever is later

6.220 Work Orders

Documentation of requests and authorizations for work performed with regard to vehicles and equipment. See also 6.180, *Vehicle Histories*.

Retention: 1 year + current unless the work order provides the only available vehicle history, in which case it should be retained for the life of the vehicle or equipment + 1 year

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SCHEDULE NO. 7

GENERAL ADMINISTRATIVE RECORDS

General Description: General administrative records include those for which the "record" copy is kept by the district or another office and for which duplicate copies are widely distributed throughout the organization for reference or informational purposes. This schedule also addresses records that are typically kept by any number of departments in an organization, such as project records. *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.*

7.05 Administrative Proceedings Records

Records of formal administrative proceedings conducted by district staff (possibly subject to appeal to the governing body or the courts) in accordance with law to make administrative rulings or determinations regarding a variety of matters. *See also 3.110 Petitions - Election - Protest Records.*

Retention: 2 years + current provided all rights of appeal have expired.

7.10 Affidavits Of Publication

Proof of publication provided by newspapers regarding publication of public hearing notices, bid solicitations, bond redemption notices, payment of bills, etc. Affidavits of publication are also sometimes known as "legals" or "proofs."

Retention: 6 years + current, unless it provides the only existing copy of a permanent document.

7.20 Agreements And Contracts

Agreements and contracts of various kinds that document some form of agreement that is enforceable by law between the special district and other parties, including but not limited to intergovernmental agreements, memoranda of understanding, franchise agreements, lease agreements, professional services agreements, etc. *Note: See other Schedules for various types of agreements and contracts.*

Retention: 6 years + current after expiration or fulfillment of all terms of the agreement or contract, whichever is later, provided that audit has been completed and that the agreement or contract no longer has any binding effect; *except* prior to destruction, evaluate for continuing legal, administrative or historical value

7.30 Associations And Organizations

See Schedule 7 External Groups and Agencies and Memberships.

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7.40 Awards And Honors

Awards and honors received by the special district, departments or district programs from various public or private sources.

Retention: Permanent

7.50 Service Plan/Statement of Purposes Records

Service Plan Proceedings

Records relating to the adoption, modification or repeal of the district Service Plan or provisions of the Service Plan. See also *Schedule 3 Petitions – Election*.

Retention: Permanent

7.60 Code Book Records

Codes Adopted by Reference

Includes, model traffic code, uniform building and construction codes, fire codes and supplements to such codes, and other similar codes adopted by resolution of the special district.

Retention: Retain 1 copy permanently for historical purposes

Duplicate Copies: Until superseded

7.70 Committees - Internal

Records of committees, task forces or other types of groups composed of members of the staff and/or other district entities that meet on an ongoing basis or that are set up for specific purposes. Examples include staff meetings, employee safety committees, teams established to work on district issues, etc.

Ongoing Committees

Retention: 2 years + current, provided records have no enduring value

Special Committees

Retention: Until work of committee concludes, provided records have no enduring value

7.80 Complaints, Routine Service Requests And Nonbinding Petitions

Communications of various types that convey objections, dissatisfaction or disagreement with actions or positions taken or not taken by the district; routine requests for service or information; and petitions with no legal effect that are submitted to the district to express the opinions of the signers. See also *Schedule 8 Minutes and Supporting Documentation*.

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Retention: 1 year + current after response or action by the district

7.90 Correspondence And General Documentation

Correspondence is a written communication that is sent to or received by 1 or more individuals via the U.S. mail, private courier, facsimile transmission or electronic mail (see *Schedule 7 Electronic Mail*), including letters, postcards, memoranda, notes, telecommunications and any other form of addressed, written communications that are sent or received by the district. The term *general documentation* is intended to cover a wide variety of records created in the normal course of business.

Calendars and Notes

Records kept to document and facilitate the routine planning and scheduling of meetings, appointments and similar activities; includes calendars, appointment books, telephone messages, notes, diaries and similar records with routine content.

Retention: 1 year

Enduring Long-Term Value

Documentation or correspondence with enduring and long-term administrative, policy, legal, fiscal, historical or research value; records that relate to policy issues and actions or activities in which an important precedent is set; records of historic events relating to the special district or the community; and other similar records and documentation.

Retention: Permanent

Routine Value

Operating documentation that is routine and contains no significant administrative, legal, fiscal, historical, informational or statistical value. Includes routine letters or memoranda sent and received, reading or chronological files that are kept solely for convenience and contain duplicates of memos or letters that are also filed elsewhere, routine requests for information, transmittal documents, etc., and includes e-mail.

Retention: 1 year + current

Transitory Value

General documentation of extremely short-term value, including advertisements, drafts and worksheets, desk notes, copies of materials circulated for informational "read only" purposes, other records with preliminary or short-term informational value, and includes e-mail.

Retention: Until material has been read

7.100 Electronic Records

Computer-Maintained Records

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Records manipulated and stored using computer technologies.

Retention: Follow the retention schedule for the specific type of record

Electronic Mail

Electronic mail is an electronic message that is transmitted between 2 or more computers or electronic terminals, whether or not the message is converted to hard copy format after receipt and whether or not the message is viewed upon transmission or stored for later retrieval, including electronic messages that are transmitted through a local, regional or global computer network [CRS 24-72-204.5].

Retention: Follow the retention schedule for the specific type of record

7.110 Event Records

Records pertaining to promotion and organization of special and historic community events or celebrations in which the district has a role, such as festivals, fairs, rodeos, 4th of July celebrations, pioneer days, Christmas lighting, etc.

Retention: 2 years after event concludes, *except* retain records documenting significant aspects of the event permanently

7.120 External Groups And Agencies

Records such as meeting agendas and minutes, studies and reports and other material provided to the district for courtesy or informational purposes from associations, organizations, groups and agencies that are not part of the special district organization but which have some form of association or relationship with the special district. See also 7.200, *Memberships* and 7.365, *Special District Records*.

Retention: Until no longer needed for special district reference or informational purposes

7.130 Forms - Blank

Blank forms are not considered to be records and should be separated from the district's records. However, a master forms file may be maintained to track the evolution of the form and instructions regarding use of the form.

Retention: Until superseded, *except* retain 1 copy permanently if a master forms file is maintained

Duplicate Copies: Until superseded

7.140 General Subject Files

Files containing correspondence, reports, technical papers, studies, reference materials and other records related or received in the general administration of a program or in the daily management of departments or offices.

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General Administrative Records

Records of a general administrative nature that are created or received in the course of administering programs, including daily, weekly or monthly activity reports which are summarized in an annual report. See also *Schedule 7 Program Records and Reports*.

Retention: 1 year + current or until no longer needed for reference

Housekeeping Files

Records of a general housekeeping nature that are maintained by an office and that do not relate directly to the primary program responsibility of the office. Includes records such as charity fund drives, office parties, custodial service requests, parking space assignments, telephone and fax logs, and distribution of keys.

Retention: Until no longer needed for reference

Policy and Program Development Records

Records documenting the formulation and adoption of policies and procedures and the functions of the district or its departments. Includes narrative or statistical reports, related correspondence on program activities, organizational charts and mission statement studies regarding district or department operations, and records related to significant events in which the special district, departments or individual offices participated. See also *Schedule 7 Program Records*.

Retention: Permanent

Technical or General Reference Files

Non-record copies of articles, periodicals, reports, studies, vendor catalogs and similar materials that are needed for reference and information but are not considered to be part of the office's records. See also *Schedule 7 External Groups and Agencies*.

Retention: Until no longer needed for reference

7.150 Legislation And Regulatory Actions

External

Records such as review copies of proposed or adopted state or federal bills, legislation or regulations; notices of proposed rulemaking by federal or state agencies.

Retention: Until no longer needed for reference

Internal

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

7.160 Mailing And Distribution Records

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Documentation of transactions with the U.S. Postal Service or private carriers.

Certified Mail Return Receipts

Receipts returned by the post office to document that the recipient received a mailing sent by the special district.

Retention: 2 years after matter referenced in mailing is concluded

Envelopes

Envelopes that contained communications received by the district.

Retention: Dispose of immediately, unless needed in rare circumstances as documentation of mailing and receipt dates

Mailing and Distribution Lists

Lists of names and addresses compiled for various mailings, such as billings, notifications, community outreach and other administrative purposes.

Retention: Until superseded or obsolete

Meeting Notification Lists

Listings kept of persons who, within the previous 2 years, have requested advance notification of all meetings or meetings with specific content [CRS 24-6-402(7)].

Retention: Until updated

Record of Mailing

Documentation of mailing dates, content of mailings and addressees for mailing sent by the special district for various purposes.

Retention: 2 years

Undeliverable Mailings

Mailings (excluding mailed ballots) sent by the special district that were returned as undeliverable.

Retention: 2 years after matter referenced in mailing is concluded

7.170 Manuals And Handbooks

See *Schedule 6 Manuals – Vehicles and Equipment* and *Schedule 7 Policies and Procedures Documentation*.

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7.180 Maps And Drawings

Wide range of maps, drawings, architectural, cartographic and engineering records, including maps, charts, photomaps, field survey notes, map history case files and map and drawing finding aids; graphic representations at reduced scale of selected physical and cultural features of the surface of the earth; architectural and engineering drawings depicting concepts and precise measurements needed to plan and build static structures, such as buildings, bridges and streets; design and construction drawings for major special district projects; maps and drawings stored and generated by Geographic Information System (GIS) and computer-aided design (CAD) systems; "as built" drawings of district facilities; inclusion and development plats and plans; various construction drawings and renderings; special district boundary maps, election district maps, USGS topographical maps of the area; and other similar documents.

Retention: Permanent

Duplicate Copies: Until superseded or no longer needed for reference

GIS Records

Geospatial data that is used to describe a particular location, area or feature. Records include software, input (including electronic source data and data from source documents), data in electronic format, output to paper, disk, tape or other storage medium generated by the system, and documentation needed to facilitate human understanding of the system.

Back-ups and Historical Snapshots – GIS

Back-up records retained for disaster recovery purposes and historical snapshots (electronic format) retained for historical and reference purposes containing all GIS data layers and associated attribute files, GIS user production areas, the operating system and other miscellaneous software.

Back-ups for Disaster Recovery Purposes

Daily Back-up

Retention: 2 weeks

Monthly Back-up

Retention: 1 year

Replicate Copies

Copies retained on other work unit servers, in offsite data warehouse, on "read-only" district system, or elsewhere, either onsite or offsite.

Retention: Until superseded by new version of back-up

Historical Snapshots

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Retention: Permanent

Data Documentation and Metadata

Records created during development or modification of an automated system, which are necessary to access, retrieve, manipulate and interpret data in that system and records that explain the meaning, purpose, structure, logical relationships and origin of the data elements. Data documentation includes data dictionaries (containing information about data layers, format and other documentation), file layouts, code books or tables, definition files and information regarding the retention period for the data and associated data documentation as well as information regarding the frequency of historical snapshots of the data and data documentation. Data documentation includes metadata (data about the data), i.e. the description of the data resources, its characteristics, location, usage, etc. Metadata is used to identify, describe and define user data.

Condensed (Temporary) Metadata

Temporary generic information that provides a dataset list (Word document) and basic information about datasets, pending the storage of "real" metadata with datasets on the GIS; includes dataset name, definitions and descriptions, data locations, significant items in attribute (tabular) data, etc.

Retention: Until superseded by metadata stored on GIS

Data Documentation and Metadata – Nonpermanent GIS Records

See also *Datasets and Data Files – Temporary*. Note: Obsolete temporary datasets are to be purged from the system prior to each annual GIS snapshot.

Retention: 1 year after superseded, or until deletion of database

Data Documentation and Metadata – Permanent GIS Records

This retention schedule applies only to documentation relating to databases containing permanent information. Important Note: Permanent data and its associated metadata and data documentation is retained permanently only in its most updated form unless the dataset is to be captured at specific points in time via a historical snapshot. See also *Datasets and Data Files*.

Retention: Until superseded

Datasets and Data Files – Permanent

A *dataset* is group of related records that are organized and treated as a unit or any set of data that has a common theme or similar attributes. The term is used interchangeably with the term *data file*. Datasets are part of the GIS database. A data layer refers to a conceptual grouping of data that share common characteristics, such as a layer composed of base or thematic data, e.g. roads (base) or wildlife habitat (thematic). Geographic data combines and links graphic representations of features or events found on the earth with corresponding tabular (attribute) data. Important Note: Permanent data is retained permanently only in its most updated form unless the dataset is to be captured at specific points in time via a historical snapshot.

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Aerial Photograph and Image Datasets

Photographs and digital images of the earth that have been taken from airborne vehicles to evaluate, measure or map selected features of the landscape.

Retention: Until superseded

Base Datasets

Core data working files that are sets of information providing a background orientation for another layer of primary focus. Examples: ground and water features (roads, streams, lakes, canals, railroads, etc.) and parcels, addresses, quarter sections, etc.

Retention: Until superseded

Building and Structure Datasets

Building footprints, public buildings, building inspection zones, building permits, etc.

Retention: Until superseded

Business Information Datasets

Business locations, licensed establishments, etc.

Retention: Until superseded

Census Datasets

Census block groups, census tract boundaries, census update boundaries, etc.

Retention: Until superseded

Communication System Datasets

Fiber optic network installations.

Retention: Until superseded

Emergency Dispatch Datasets

Emergency telephone dataset used for emergency services dispatch.

Retention: Until superseded

Engineering Datasets

Street standards and facilities, etc.

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Retention: Until superseded

Environmental Datasets

Geologic data, soils data, radon data, etc.

Retention: Until superseded

Facilities Datasets

Community facilities locations, district buildings and facilities, natural areas, parks, protective services facilities, public art locations, school locations, trails, pedestrian and bicycle trails, etc.

Retention: Until superseded

Jurisdictional Boundary Datasets

Special District limits, election boundary maps, boundary maps of political subdivisions and taxing districts, enterprise zones, historic districts, protective services patrol and enforcement areas, school district boundaries, urban growth area maps, zip code boundaries, other special district, etc.

Boundaries – Special District Jurisdictional Units

Retention: Until superseded

Boundaries – Other Jurisdictions

Retention: Until superseded

Land Use and Planning Datasets

Inclusions and exclusions, pending and approved developments, neighborhood planning areas, habitat data, current and proposed land uses, corridor study data, airport impact data, comprehensive plan (Structure Plan) data, transit routes, travel corridors, vacant land inventories, current and proposed zoning, zoning violations, etc.

Retention: Until superseded

Stormwater and Flooding Datasets

Base flood elevations, storm drainage basins, floodplains and floodways, historic flooding data, facility inventories, monitoring system data, etc.

Retention: Until superseded

Transportation System Datasets

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Alley and street system data, bicycle and bus routing data, master street plan, street maintenance data, traffic flow data, etc.

Retention: Until superseded

Datasets and Data Files – Temporary

Assessor Datasets

GIS data layers containing property or land ownership information obtained from the County Assessor.

Retention: Until superseded

Symbol Datasets

Special District logo, highway marker symbols, parking lot symbols and similar mapping symbols used for printing purposes.

Retention: Until superseded

Temporary Data – In General

Datasets or data subsets created for one-time or short-term use or for the creation of various versions of mapping products.

Retention: 30 days after use, unless the customer requests that the temporary dataset be retained for possible future use. Note: Temporary datasets will appear on periodic computer back-up tapes, and those that are obsolete should be purged from the system before capturing the annual historical snapshot of GIS.

Fee Collections

Records of orders and receipts for payment from external customers for mapping products.

Retention: 2 years + current

Finding Aids

See *Data Documentation and Metadata*.

Policy Documentation - GIS

Records of GIS policies including those covering access and security, systems development, data retention and disposition, data distribution, rules governing issuance of data, and data ownership, etc.

Retention: Permanent

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Processing Files

System logs and other processing files (electronic or printed on demand), including work files, test files, input/source files, intermediate input/output files, valid transaction files, documentation of users and operations, and audit trail files.

Retention: Follow system schedule

Source Documents – GIS

Raw data or documents or "source records" containing images and/or data provided to GIS in hard copy, microform or electronic format. Note: Metadata should include information regarding the source of the data.

Externally Acquired Source Material

GIS input and auto cad system input regarding plats and subdivisions, field book information, legal descriptions, images of plats, data and other source material acquired from other agencies and organizations.

Retention: Until uploaded to GIS, provided source of data is noted in data documentation

Internally Acquired Source Material

Replicate Source Data – District Departments

Retention: Until uploaded to GIS

Surveying Source Data

Special District surveyor's reports and field notes from property surveys used to identify monuments, landmarks, buildings, etc. Engineering control and survey point data. Legal descriptions developed from surveys and surveying data returned from field instruments including horizontal angles, slope distance, horizontal distance, zenith angles, sun observations, drawings, etc.

Retention: Until data is transferred to GIS

Standards

Requirements that are intended to make hardware, software and data compatible and that cover data capture, accuracy, sources, base categories, output, and data element dictionaries.

Retention: Life of GIS

Website Records

Annual snapshot of GIS web page (electronic format).

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Retention: Permanent

7.190 Maps - Informational

Maps that are acquired from external sources and are used for district reference and informational purposes for the district or the public, such as county maps.

Retention: Until superseded or no longer needed for reference

7.200 Memberships

Records of memberships that are paid for by the district for district officials, employees or the district as an organization in professional associations and organizations such as the Special District Association of Colorado, the Association of Records Managers and Administrators, the Colorado State Fire Chiefs Association, and similar professional or county/municipal/special district associations and organizations.

Retention: 2 years

7.210 Minutes

See *Schedule 4 Minutes and Supporting Documentation*; *Schedule 7 Committees – Internal*; and *Schedule 8 Minutes and Supporting Documentation*.

7.220 News Clippings

See *Schedule 9 Scrapbooks*.

7.230 News Releases

See also *Schedule 7 Public Relations Records*.

Releases – Policy or Historical Value

Prepared statements or announcements issued to the news media announcing district events, new programs, program changes or termination, major shifts in policy and changes in officials or senior administrative personnel.

Retention: Permanent

Releases – Routine

Prepared statements or announcements of minor or routine events, activities, etc.

Retention: 3 years + current

7.235 Open Records Requests and Supporting Documentation

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Formal requests for records submitted in accordance with state law and supporting documentation relating to the special districts's response to or denial of the request.

Retention: 1 year + current after request is answered

7.240 Organization Files

Records that contain organization charts, reorganization studies and similar information that illustrates or provides a detailed description of the arrangement and administrative structure of the special district.

Retention: Permanent

7.250 Petitions, Objections And Remonstrances

See *Schedule 7 Complaints, Routine Service Requests and Nonbinding Petitions; Schedule 7 Correspondence and General Documentation; and Schedule 3 Petitions – Election.*

7.260 Policies And Procedures Documentation

Written instructions, rules and guidelines in manual form documenting current and past authorized district policies and procedures, including departmental or organization-wide directives, policy or operations manuals, instruction manuals, handbooks and memoranda setting out responsibilities and guidelines or outlining policies and procedures. See also *Schedule 7 General Subject Files – Policy and Program Development Records.*

Clerical Manuals – Routine

Retention: 2 years after superseded or obsolete

Manuals from External Sources

Retention: Until superseded or no longer needed

Policies and Procedures Documentation – In General

Documentation, including written materials such as personnel policy manuals and standard operating procedures, that would be useful in establishing past policies or procedures in liability cases, personnel disputes and other circumstances.

Retention: Permanent

Duplicate Copies: Until superseded

7.270 Program Records

Records pertaining to ongoing or special events or activities held at district facilities and programs provided by the district as recreational or cultural amenities for the community. See also *Schedule 7 General Subject Files – Policy and Program Development Records.*

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Districts

Records of other districts that provide program services to district residents, such as recreation districts, library districts, etc. See 7.365 *Special District Records*.

Facility and Program Use Records

Records relating to registration and admission to programs sponsored by the special district, room and facility reservation sheets, permits for facility or park usage, annual or seasonal passes for recreational programs, program and event descriptions, documentation of public use of facilities for which formal registrations or permits are required, etc.

Retention: 1 year + current

Fees and Rates

See *Schedule 5 Accounts Receivable Records and Fee and Rate Schedules*.

Liability Waivers

Forms signed by program participants to release the district from any liability related to various activities.

Retention: 3 years + current

Library Records

Records pertaining to the operation of a library as a special district.

Book Requisitions

Retention: 1 year + current

Catalogs

Finding aids in card or computer form that provide patrons with access to library holdings.

Retention: Until superseded or obsolete

Circulation Statistics

Retention: Permanent

Gift Register

Retention: Permanent

Interlibrary Loan Transactions/Reciprocal Borrowing Sheets

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Retention: 3 years + current

Patrons' Registration Forms

Retention: 6 years + current

Museum Records

Records documenting the acquisition and ownership of museum materials in museums, local history collections, and similar collections or repositories owned and operated by the special district, including: raw (untouched) image files of museum artifacts; temporary custody forms documenting chain of custody of materials held for review pending a decision on permanent acquisition; contracts of gift or deeds of gift forms documenting permanent acquisitions; incoming loan and outgoing loan forms documenting the chain of custody of materials loaned to the museum or loaned by the museum to other repositories; and deaccession records documenting the removal of materials from the collection.

Retention: Permanent

Other Programs Sponsored by Special District

Documentation needed for reference in developing future programs, including program flyers, press releases, etc. Examples of district programs include recreation, senior citizen and youth programs. See *Schedule 7 General Subject Files – Policy and Program Development Records*.

Support Groups – Special District Programs

Groups organized in support of district programs, such as senior citizen community groups, youth groups, Friends of the Library or Museum, and similar groups. See *Schedule 7 External Groups and Agencies*.

Sister City Program

Records of participation of the district in sister programs with cities/districts in other countries, including documentation of selection of sister cities, administration of the program, exchange visits, photographs and related documentation.

Retention: Permanent

7.280 Project Files

Capital Projects

Records of capital projects, professional services relating to capital improvements and projects relating to the design, engineering, construction, major repair, renovation or demolition of district owned structures, buildings, facilities, bridges, streets and roadways, utility system features, public works, parks, stormwater and storm drainage facilities, dams and reservoirs, other water projects, fiber optics and communications structures and other infrastructure. Project files may include documentation such as final project reports, specifications and contract documents,

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certificates of insurance, project-related permits and licenses issued to the special district by other entities, notices to proceed and of final settlement, project pay estimates, change orders and correspondence and general documentation.

Retention: 6 years + current after replacement, demolition or transfer of the improvement to another entity, except that routine material may be purged when eligible for destruction under this Retention Schedule and except that, prior to destruction, the records must be evaluated for continuing legal, administrative or historical value [CRS 24-16-105]

1. **Project Bonds**

a. Labor and Materials Bonds

Surety or other types of bonds received from contractors to guarantee payment by the contractor to workers, subcontractors and suppliers.

Retention: 6 years + current after expiration or project completion, whichever is later

b. **Performance and Payment Bonds**

Surety or other types of bonds received from contractors to guarantee performance and payments for district projects.

Retention: 1 year + current after project completion

2. **Project Control Files**

Contain routine memoranda, preliminary reports, and other general documentation and records documenting assignments and the progress of projects. Note: Does not include final reports, which are to be retained as part of the project file (see above).

Retention: 1 year after project is closed

B. **Information Technology Projects [Reserved]**

C. **Noncapital Projects**

Records relating to other types of "projects" that do not relate to capital improvements; i.e., these would typically be working files documenting an activity, plan, program, assignment, new undertaking, etc. See 7.140, *General Subject Files*.

Major Projects

Records of *major* projects, goods and services acquired relating to capital improvements and permanent assets of the special district; design, engineering, construction, repair and/or major maintenance of district owned buildings, facilities, roadways, utilities, public works and other infrastructure valued at over \$_____ ***[threshold to be determined by each individual district]***. Project files may include documentation such as final project reports, specifications and

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contract documents, notices to proceed and of final settlement, project pay estimates, change orders and correspondence and general documentation.

Retention: Permanent

Minor Projects

Records of *minor* projects, goods and services acquired relating to capital improvements, design, engineering, construction, repair and/or maintenance of district owned buildings, facilities, roadways, utilities, public works and other infrastructure under \$_____ in value [***threshold to be determined by each individual district***]. Project files may include documentation such as final project reports, specifications and contract documents, notices to proceed and of final settlement, project pay estimates, change orders and correspondence and general documentation.

Retention: 2 years after project completion, provided there is no legal or administrative value

Project Bonds

Labor and Materials Bonds

Surety or other types of bonds received from contractors to guarantee payment by the contractor to workers, subcontractors and suppliers.

Retention: 6 years + current

Performance and Payment Bonds

Surety or other types of bonds received from contractors to guarantee performance and payments for district projects.

Retention: 1 year + current after project completion

Project Control Files

Contain routine memoranda, preliminary reports, and other general documentation and records documenting assignments and the progress of projects. Note: Does not include *final* reports, which are to be retained as part of the project file (see above).

Retention: 1 year after project is closed

7.290 Public Relations Records

Speeches, addresses, and comments of public officials, remarks made at formal district ceremonies by elected district officials, etc. Includes paper, videotape, motion picture or tape recordings. See also *Schedule 7 News Releases*.

Retention: Permanent

7.300 Publications

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Documents printed or otherwise produced for wide internal or external distribution, including annual reports, brochures, pamphlets, leaflets, studies, proposals, newsletters, instructional materials, and similar materials printed by or for the district or any of its departments, and made available to the public. See also *Appendix A Non-Records* relating to publications of other agencies or entities that are not considered to be district records for retention purposes.

Retention: Permanent

7.310 Records Finding Aids

Manual or automated indexes, lists, registers, and other finding aids designed to make it easier to locate pertinent files or information.

Retention: Life of the record for which the finding aid is designed to facilitate use and retrieval

7.320 Regulations And Standards

Documentation of rules, regulations, standards and similar guidelines and requirements adopted by the special district in relation to various activities and functions. Examples may include building regulations and standards, cemetery rules and regulations, streetscape standards, street and sidewalk construction standards, water and sewer line installation standards, etc.

Retention: Permanent

Duplicate Copies: Until superseded

7.330 Reports

Written reports regarding the operations or activities of the special district or its individual employees, departments or service areas, prepared for use in compiling other reports, planning and budgeting, monitoring work progress, etc.

Annual Reports

Summary annual reports of individual departments or the district as a whole on primary program activities and accomplishments for the previous year; may include statistics, narrative reports, graphs, and diagrams.

Retention: Permanent

Daily Reports

Reports documenting the daily activities of employees or work units.

Retention: 1 year + current

Monthly or Weekly Reports

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Reports of staff or departments on program activities and accomplishments for the previous month/week.

Retention: 1 year + current

Quarterly Reports

Reports of staff or departments on program activities and accomplishments for the previous three months.

Retention: 2 years + current

7.340 Retention Schedules And Compliance Certificates

Authorizations for the retention or disposition of records issued for the special district and/or its' departments by the Colorado State Archives and certificates of compliance completed to track the authorized destruction of special district records.

Retention: Permanent

7.350 Rules And Regulations

See *Schedule 7 Regulations and Standards*.

7.360 Software And Software Manuals

See *Schedule 6 Computer System Records*.

7.365 Special District Records

Records pertaining to water, sanitation, flood control, urban drainage, metropolitan, airport, library, fire, ambulance and other special districts that provide services within the special district, including service area plans, boundary maps, service agreements, intergovernmental agreements, memoranda of understanding, other agreements and contracts, and supporting documentation.

Retention: 6 years + current after the district's agreement with the special district no longer has any binding effect, then evaluate for continuing value prior to destruction

7.370 Standards

See *Schedule 7 Regulations and Standards*.

7.380 Studies, Plans And Reports

Documents prepared by the district or by external entities on behalf of the district. Examples include feasibility studies, planning and land use studies, basin plans, capital projects reports, transportation system plans, master street plans and similar documents that have long-term reference or historical value. Studies, plans and reports retained by the district that are prepared

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by or on behalf of other entities, and which include information of interest to the district, should be evaluated for long-term reference or historical value to the special district. See also *Schedule 7 Reports* and *Schedule 11 Plans, Studies and Reports*.

Retention: Permanent

7.390 Surveys And Questionnaires

Copies of completed miscellaneous surveys, questionnaires and similar instruments that are routine and are received and completed by the special district for return to the originator.

Retention: 1 year + current

7.395 Surveys Conducted By Special Districts

Compilations

Retention: Permanent

Survey Responses

Retention: 1 year + current after compilation complete

7.400 Training And Conference Materials

Records documenting activities of district officials or employees at seminars, conferences or other training sessions not sponsored by the district, including instructional materials obtained by officials and staff members at conferences, seminars or other types of external training sessions. See also *Schedule 15 Training Information*.

Retention: 2 years

7.410 Worksheets And Drafts

Documents such as rough notes, calculations or drafts assembled or created and used to prepare or analyze other documents; records of a preliminary or working nature which do not represent significant steps in the preparation of the final version of documents; includes informal notes, preliminary drafts of letters, memoranda, reports, computer or printer output used to verify information entered into a computer and not considered to be a final copy, etc. See also *Schedule 5 Worksheets – Financial*.

Retention: Until no longer needed

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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 preparation 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

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SCHEDULE NO. 9

HISTORICAL RECORDS³

General Description: Records that have historical importance as documentation and evidence of the origins and evolution 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.).*

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.*

9.05 Archaeological And Historical Site Records

Records relating to archaeological and historical sites within the district.

Retention: Permanent

9.10 Community And Special District Histories

Narrative histories of the special district, departments and community prepared for reference and informational purposes.

Retention: Permanent

9.20 Community Records

Significant historical records (often fragmentary) of early community groups, businesses and prominent individuals typically found in the district clerk's office or local history collections.

Retention: Permanent Note: Contact State Archives for assistance in records appraisal.

9.30 Historic Buildings And Districts

See *Schedule 1 Landmark and Historic Designations.*

9.40 Historical Society

See *Schedule 7 External Groups and Agencies.*

³ The following types of records are usually considered to have permanent archival value: annual reports, audit reports, brochures, court dockets older than 1920, directives, handbooks, histories, indexes, interviews, legal opinions, minutes, resolutions, organizational charts, photographs, policy manuals, procedure manuals, publications, regulations, research reports, rules, speeches, special studies, statistical summaries, records older than 1900. Many of these records are listed in other schedules for permanent retention.

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9.50 Organization Records

Records relating to the organization of the district.

Retention: Permanent

9.60 Landmarks

See *Schedule 1 Landmark and Historic Designations*.

9.70 Logo - Special District

See *Schedule 9 Seal and Logo of the district*.

9.80 News Clippings

See *Schedule 9 Scrapbooks*.

9.90 Newspapers - Local

Newspapers of the locality or region that have been preserved in the special district office for reference or informational purposes.

Retention: Not considered to be a district record; however, older collections of local newspapers may have historical interest to the Colorado Historical Society, local historical society or other historic preservation groups. Contact the Colorado State Archives regarding disposition of these newspapers.

9.100 Photographic Records With Historical Value

Photographs, negatives, prints, digital images, slides, archival slide shows with sound tracks, videos, motion pictures of historical interest to the special district.

Retention: Permanent

9.110 Records Older Than 1900

Records of any type in the custody of the district that are dated prior to 1900 and that may have historical or archival value.

Retention: Contact Colorado State Archives regarding preservation and disposition

9.120 Scrapbooks

Chronological record of the special district or individual district departments which may include photographs, newspaper clippings and other items pertaining to the district's activities and actions and the reactions of citizens.

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Retention: Permanent

9.130 Seal, Logo And Other Intellectual Property Records

Records relating to special district's owned copyrights, trademarks, service marks, seals, logos, taglines and other similar intellectual property.

Retention: Permanent

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SCHEDULE NO. 10

INFRASTRUCTURE RECORDS

General Description: Records pertaining to the provision of basic infrastructure and underlying public works services and systems that provide the foundation for 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.).*

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.*

10.10 Communications Systems

Records pertaining to community-wide communications systems, including cable television and telephone service. See *Schedule 5 Franchise Records; Schedule 6 Communications System Licenses and Telephone System – Buildings; Schedule 12 Permit Records – Communication Tower Permits and Encroachment Permits; and Schedule 16 Easements and Rights-of-Way.*

10.20 Electricity Service

Records relating to the provision of electrical service to the community and its residents. See *Schedule 5 Franchise Records and Utility Billing; and Schedule 7 Agreements and Contracts.*

10.30 Encroachments - Utility Lines

See *Schedule 12 Permit Records – Encroachment Permits.*

10.40 Enterprise Board Records

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

10.50 Franchises

See *Schedule 5 Franchise Records.*

10.60 Gas Service

Records pertaining to the provision of natural gas service to residents of the special district. See *Schedule 5 Franchise Records; Schedule 7 Agreements and Contracts; and Schedule 12 Permits – Encroachment Permits.*

10.90 Maps And Drawings

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Maps, plans and drawings created by the district or its contractor(s) for district use, including system schematics, "as-built" drawings, topographic and planimetric maps, etc. See also *Schedule 7 Maps and Drawings*.

Retention: Permanent for final versions

Duplicate Copies: Until no longer needed for reference

10.100 Policies And Procedures

See *Schedule 7 Policies and Procedures Documentation*.

10.110 Project Records

See *Schedule 7 Project Files*.

10.120 Railroad Records

Special District Operations on Railroad Right-of-Way

Records of license agreements, right-of-way agreements or other transactions for the district's use of the railroad right-of-way for utility line installation or other purposes.

Retention: Permanent

Railroad Crossings

Crossing plans and drawings, PUC/CDOT public hearings and rulings, reports and studies, accident records, corrective actions in relation to State inspection reports and similar documentation.

Retention: Permanent

Railroad Systems

Records pertaining to railroad systems, routes, regulations and rights-of-way for railways operating within the district.

Retention: Permanent

10.130 Regulations

See *Schedule 7 Regulations and Standards*.

10.140 Rights-Of-Way And Easements

See *Schedule 16 Easements and Rights-of-Way*.

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10.150 Solid Waste Management

Records pertaining to landfills operated by the district. See also *Schedule 5 Accounts Receivable* for cash receipts for trash hauling etc.

Dump Tickets

Retention: 3 years

Landfill Locations

Retention: Permanent

Landfill Monitoring – Surrounding Jurisdictions

See *Schedule 11 Environmental Records*.

10.160 Standards

See *Schedule 7 Regulations and Standards*.

10.170 State Highway System Records

Records regarding street maintenance contract with Colorado Department of Transportation and other standards and policy issues relating to State highways within the district. See also *Schedule 5 Government Revenue Programs* and *Schedule 10 Street and Traffic Operations Records*.

Retention: Permanent

10.180 Stormwater Drainage System

Records relating to the management of stormwater run-off and drainage, flooding and storm drainage basins. See *Schedule 7 Project Files* and *Regulations and Standards* and *Schedule 11 Floodplain Records*.

10.190 Street And Traffic Operations Records

Records documenting the ongoing street system and traffic flow operations of the district.

Colorado Department of Transportation Projects

Records of roadway and signalization improvement projects on State highways located within the district. See also *Schedule 10 State Highway System Records*.

Retention: 6 years + current after project completion

Encroachments

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See *Schedule 12 Permit Records*.

High Accident Locations

Records documenting accidents at locations that have a relatively high accident rate.

Retention: 6 years + current

Projects

See *Schedule 7 Project Files*.

Snow Removal

Records relating to the designation of snow routes, snow removal policies, and snow and ice removal programs.

Retention: 2 years after superseded

Street Cuts

See *Schedule 12 Permit Records – Permits to Work in Public Way*.

Street Lighting Files

Records relating to street lighting improvements, maintenance and repairs on district streets and roadways.

Retention: 6 years + current

Street and Drainage Problem History Files

See *Schedule 10 Street Engineering Records*.

Street Cleaning Records

Retention: 2 years + current

Traffic Marking and Signalization Files

Records documenting traffic marking and signalization projects.

Retention: 6 years + current

Truck Route Designations

Retention: 2 years after superseded

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Weather Observation Records

Data and reports relating to weather conditions impacting street and traffic operations.

Retention: Permanent

10.200 Street Engineering Records

Records documenting the layout and planning of streets, intersections and sidewalks, street address assignments, establishment of grades, major street construction and maintenance, street and intersection design and alignment, right-of-way acquisition, street and drainage problem histories and similar records of long-term significance. See also *Schedule 1 Street Address and House Number Assignments*; *Schedule 7 Maps and Drawings* and *Project Files*; and *Schedule 16 Easements and Rights-of-Way*.

Retention: Permanent

Bench Mark Records

Records of bench marks placed by the district or the U.S. Geological Survey to denote elevations above sea level, including record books, maps, cards and other documentation that sets out locations and monument numbers, elevation, description and related data.

Retention: Permanent

Street System Records

Documentation filed on or before December 31, 1953, with the State department of transportation by the district certifying the total mileage of streets in the district street system, certification of adoption and a map of the arterial street system, and documentation of subsequent changes in total mileage and arterial mileage shown in an annual report [CRS 43-2-125 and 43-2-132].

Retention: Permanent

10.210 Studies And Reports

See *Schedule 7 Studies, Plans and Reports*.

10.230 Traffic Operations Records

See *Schedule 10 Street and Traffic Operations Records*.

10.240 Transportation System Records

Records pertaining to the operation of district or privately owned transportation systems that serve district residents, such as taxicab service, bus system and paratransit service, etc.

Retention: 6 years + current

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Route Maps

Bus and paratransit transportation system route maps.

Retention: Permanent

Duplicate Copies: Until superseded

10.250 Utility Features

Inclusion/Exclusion Review Records – Utility and Other Infrastructure

See 11.15, Inclusion/Exclusion Review Records.

As-Built Drawings

Final versions of as-built drawings for sewer, water and plant lines and facilities. See also *7.180, Maps and Drawings*.

Retention: Permanent

Development Review Records – Utility and Other Infrastructure

See 11.45, Development Review Records.

Disconnection Records

Records documenting the disconnection of properties from district water, sewer, power or similar utility systems.

Retention: Permanent

Installation and Connection

Records documenting installation of district utility systems or the connection of properties to water, sewer, power or similar utility systems. See also *Water and Sewer Distribution and Storage System Records – Tap and Connection Records*.

Retention: 2 years after disconnection, provided record of disconnection is retained permanently

Locates

Documentation of request and district action to locate underground lines in vicinity of a construction site.

Retention: 2 years

Locations

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Drawings, maps, charts, indexes, plats and other documentation showing the location of utility features such as manholes, valves, shutoffs, lines and mains etc.

Retention: Permanent

Duplicate Copies: Until superseded

10.290 Water And Sewer Distribution And Storage System Records

Records relating to the operation of the district's water and sewer distribution and storage systems.

Agreements – Service

See *Schedule 7 Agreements and Contracts*.

Backflow Prevention Device Test Records

Documentation of test results on backflow prevention devices designed to protect the district water system from pollution related to substances backing into water lines.

Retention: 10 years

Cross-Connection Control Survey Records

Documentation of monitoring of potential or actual water system health hazards from pollution entering water pipes from other pipes, including address, description of protection, corrections made etc.

Retention: 1 year after disconnection or 10 years, whichever is later

Easements and Rights-of-Way

See 16.60, Easements and Rights-of-Way.

Emergency Plans

See 17.50.A, Emergency Operations and Management Plans.

Maps and Drawings

See 7.180, Maps and Drawings and Supporting Documentation.

Meter Records

See *Schedule 5 Utility Billing*.

Oversizing Project Records

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See 7.280, Project Files.

Projects – Distribution System Improvements

See *Schedule 7 Project Files*.

Sewer Inspection and Testing Records

Records of inspections to locate problems and defects so that corrective measures can be taken.

Retention: 10 years or until superseded, whichever is shorter

Sewer Smoke Test Records

Documentation of smoke tests undertaken to verify hookup to main sewer lines, check condition of pipes or determine effectiveness of backflow prevention devices.

Retention: 10 years

Sewer Test Records

Documentation of smoke, X-ray and other tests undertaken to verify hookup to main sewer lines, check condition of pipes or determine effectiveness of backflow prevention devices.

Retention: 10 years after completion of test

Video Inspection Records

Records of video inspections to locate problems and defects so that corrective measures can be taken.

Retention: Until after the next video inspection, then evaluate prior to destruction of the records to determine ongoing value

Tap and Connection Records

Records regarding the application for and issuance of water and sewer tap permits and connections between specific properties and the district utility systems. See also *Schedule 10 Utility Features*.

Outside Users Tap Records

Retention: 2 years after disconnection, provided record of disconnection is retained permanently

Sewer Tap Permits

Retention: 2 years after disconnection, provided record of disconnection is retained permanently

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Water Tap Permits

Retention: 2 years after disconnection, provided record of disconnection is retained permanently

Utility Billing Records

See 5.360, Utility Billing.

Utility Lines

See *Schedule 10 Utility Features*.

Valve Records

Records documenting installation, locations and maintenance of valves in the district water and sewer systems.

Locations

Retention: Permanent

Maintenance and Repair

Retention: 2 years

Specifications

Retention: Until valve is permanently removed from service

Water Consumption Reports

Compilations of statistics documenting daily water consumption.

Annual Reports

Retention: Permanent

Information Summarized in Annual Reports

Retention: 1 year + current

Water Distribution and Production System Records

Analysis of System

Retention: 2 years + current

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Flow Measurements

Data regarding water flows collected from recording stations in streams or wells.

Retention: 1 year

Reports – Distribution and Production Systems

Retention: Permanent

Water Conservation Records

Records of activities that promote and coordinate the efficient use of water resources within the special district; i.e., educational and outreach efforts, reports, etc. See also 12.290.P.8, *Water Use Restriction Records*.

Retention: 5 years + current, then evaluate for continuing value prior to destruction of records

Water Line Maintenance and Repair Records

Documentation of maintenance and repair of district owned water lines.

Records Requiring Engineering Stamp

Retention: 2 years after water line permanently removed from service

Other Records

Retention: 2 years

Water Pressure Measurements

Retention: 6 years + current

Water Storage Inspection Reports

Retention: 6 years + current

Water System Inspection and Testing Records

Video Inspection Records

Records of video inspections to locate problems and defects so that corrective measures can be taken.

Retention: Until after the next video inspection, then evaluate prior to destruction of records to determine ongoing value

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Water System Test Records

Documentation of tests undertaken to verify connections, check condition of pipes, etc.

Retention: 10 years after completion of test

Water Use Restriction Records

Complaints and Supporting Documentation

See 7.80 Complaints, Routine Service Requests and Nonbinding Petitions.

Notices of Restrictions

Notices of water use restrictions imposed by the special district because of restrictions on water supply.

Retention: 1 year + current

10.300 Water And Sewer Treatment System Records

Records relating to the treatment of water or sewage at district owned and operated facilities.

Analytical Reports

Records relating to analysis of samples taken from various locations throughout the system and from raw and processed sources of supply.

Bacteriological Quality Analysis

Samples collected for laboratory testing for various contaminants that are naturally present in the environment.

Retention: 5 years + current [40 CFR 141.33]

Chemical and Radiological Analysis

Verifications of water quality at various sampling points to determine the presence of radionuclides from the decay of natural and manmade deposits and the erosion of natural deposits.

Retention: 10 years + current [40 CFR 141.33]

Chlorination Reports

Retention: 10 years + current

Lead and Copper Analysis

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Tests to determine the levels of lead and copper resulting from the corrosion of household plumbing systems, the erosion of natural deposits and leaching from wood preservatives.

Retention: 12 years + current [40 CFR 141.91]

Secondary Contaminants

Tests to determine the levels of inorganic and volatile organic contaminants.

Retention: 10 years + current [40 CFR 141.33]

Sewage Plant Composite Samples

Retention: 5 years + current [40 CFR 141.33]

Sewage Tests – Weekly

Retention: 5 years + current [40 CFR 141.33]

Water Test Standards

The district's standards for water testing.

Retention: 5 years + current

Water Turbidity Reports

Documentation of analysis of water samples to determine level of cloudiness caused by suspended particles resulting from soil runoff.

Retention: 10 years + current

Annual Reports

Reports created on annual basis documenting water and wastewater treatment operations.

Retention: Permanent

Consumer Confidence Report

Annual report delivered to consumers as required by the National Primary Drinking Water Regulations.

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Retention: Permanent⁴

Corrective Actions – Noncompliance

Documentation of actions taken by the district to correct violations of primary drinking water regulations.

Discharge Permits and Monitoring

Documentation of pollution and effluent discharged from the special district wastewater treatment facilities and reports submitted in conjunction with permit compliance; permits issued under the Clean Water Act to the special district by the Colorado Department of Public Health & Environment or Environmental Protection Agency/National Pollution Discharge Elimination System (NPDES) for discharge of treated sewage under controlled conditions.

Inspection Records

Documentation of annual inspections of wastewater treatment operations to monitor compliance with NPDES permit conditions.

Retention: Permanent [40 CFR 122.2]

Odor Complaints

Retention: 2 years + current

Permits

Retention: Permanent [40 CFR 122.2]

Supporting Documentation

Retention: 5 years + current

Equipment

Maintenance and Calibration Records

Documentation of maintenance and calibration of equipment and instruments used in testing and monitoring of water and wastewater treatment operations.

Retention: Life of equipment

⁴ 40 CFR 141.155 establishes a minimum retention period of 3 years for this report; however, permanent retention is specified in the model retention schedule because of the historical value of this annual report.

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Sand Trap Inspections

Retention: Life of equipment

Industrial Pretreatment Permits

Permits and permit modifications issued by the district to private industries allowing the discharge of specific pollutants under controlled conditions.

Retention: Permanent

Operator Records

Records of certifications and training for water and wastewater operating personnel. See *Schedule 15 Employee Records*.

Operational Reports

Filter Plant Logs

Daily information regarding plant operations.

Retention: 5 years + current

Plant Capacity Records

Retention: 1 year + current

Projects – Treatment System Improvements

See *Schedule 7 Project Files*.

Sanitary Surveys of System

Written reports, summaries and communications by the district, its agents or State and Federal agencies.

Retention: 10 years [40 CFR 141.33]

Sludge Application Records

Documentation of placement of approved sites and the surface application of sewage sludge to approved sites.

Domestic Septage Application

Retention: 5 years [40 CFR 503.17]

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Permits

Retention: 6 years after expiration

Preparation and Application of Sludge

Records relating to preparation of sewage sludge and the application by the district of sewage sludge to approved sites.

Retention: 5 years [40 CFR 503.17]

Surface Disposal Site Placement

Retention: By person who prepares the sludge, for as long as sewage sludge remains on the land [40 CFR 503.20]

Variances and Exemptions

Retention: 5 years after expiration [40 CFR 141.33]

Water Meter Reading Sheets

See *Schedule 5 Utility Billing*.

Water Quality Studies

See *Schedule 7 Studies, Plans and Reports*.

10.310 Water Source Of Supply Records

Records pertaining to source of supply of raw (untreated) water for the district, including records relating to adjudication, acquisition, dedication and transfer of water shares and water resources and records relating to the district's water storage system.

Acquisition, Sale and Transfer Records

Records relating to the district's acquisition, sale or transfer of water rights, including water acquisition agreements, dedication of water rights by developers to meet development requirements, court proceedings, water decrees and other similar transactions.

Retention: Permanent

Water Offers

Records relating to water offers made to the special district and offers from the special district relating to the rental or purchase of water from others.

Retention: Until offer is accepted or rejected

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Ditch Records

Records relating to gauging station and visual monitoring of ditch flows and conditions.

Retention: Life of ditch + 1 year

Irrigation (Ditch) Company Records

Water stock assessments and seasonal rental of surplus irrigation water.

Retention: 6 years + current

Reservoir, Dam and Lake Records

Records relating to the construction, repair and maintenance, monitoring and capacity of district owned and controlled water storage reservoirs, dams and lakes.

Retention: Permanent

Construction and Capacity Records

Records relating to the construction, repair and maintenance and capacity of district owned and controlled water storage reservoirs, dams and lakes. See also 7.280, *Project Files*.

Retention: Life of reservoir, dam or lake + 1 year

Dam Monitoring and Inspection Records

Dam safety inspections and monitoring data and reports.

Retention: Life of dam + 1 year

River and Stream Records

Augmentation plans, river flow observations, adjudication of priorities of use and similar records relating to surface water rights.

Retention: Permanent

Flow Measurements

Data reported to the State Engineer's Office regarding water flows, collected from recording stations in streams or wells.

Retention: 1 year

Hydrologic Data – Rivers and Streams

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Raw data collected from field gauging stations established to monitor river and stream flows diverted by special districts.

Retention: 5 years + current, provided that data is compiled into a report that is retained permanently

Surface Water Rights Records

Augmentation plans, river flow observations, adjudication of priorities of use and similar records relating to surface water rights.

Retention: Permanent

Studies and Reports

See *Schedule 7 Studies, Plans and Reports*.

Underground Water Rights and Supply

Records relating to underground aquifers, water wells and similar records.

Retention: Permanent

Water Associations

See *Schedule 7 External Groups and Agencies*.

Water Conservancy Districts

Records relating to temporary use permits and cancellations and permanent allotment contracts for the use of water through agencies such as the Northern Colorado Water Conservancy District (NCWCD).

Retention: Permanent

Water Court Records

See 10.310.A, Acquisition, Sale and Transfer Records.

Water Decree Accounting

Records retained as required by the State Engineer or Water Court to track the use of water under a decree.

Retention: Permanent

Water Modeling and Forecasting Records

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Records relating to projections of future water needs and supplies for the special district.

Retention: Permanent

Water Policies, Regulations and Standards

Records pertaining to district policies, standards and regulations regarding issues such as the dedication of water rights or cash in-lieu-of water rights, water metering, rate adjustments, plant investment fees, water quality, raw water rental, water conservation, etc. See also *Schedule 7 Regulations and Standards* and *Policies and Procedures Documentation*.

Retention: Permanent

Water Quality Monitoring Records

Biological Protection Plans

See 7.380, Studies, Plans and Reports.

Environmental Audits and Biological Assessments

Records of environmental and biological audits, assessments and studies relating to water quality monitoring of the special district's watershed.

Retention: 30 years

Water Quality Modeling and Forecasting Records

Analyses of future water quality issues and projections of possible water quality scenarios.

Retention: Permanent

Water Quality Studies

See 7.380, Studies, Plans and Reports.

Water Rental or Leasing Records

Records relating to water stock assessments and seasonal rental of surplus irrigation water by the special district.

Retention: 6 years + current

Water Stock Certificates

Documents issued to the district by water companies as proof of an ownership interest in the company.

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Retention: Permanent

Weather Records

Weather Modification Records

Records of cloud seeding projects conducted by the special district or its agents.

Retention: Permanent

Weather Observation Records

Reports on weather, river, snow pack and climatological observations affecting water supply.

Retention: Permanent

Weather Sensor Calibration and Testing Records

Documentation of testing and calibration of district weather sensors to ensure accuracy

Retention: Life of equipment + 1 year

Well Location Records

Records pertaining to adjudication, installation, testing and use of water wells and abandonment of water wells.

Retention: Permanent

Well Permits

Records pertaining to the application and approval process for permits for drilling and use of water wells for district water supply uses.

Retention: Permanent

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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

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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

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SCHEDULE NO. 13

LITIGATION AND LEGAL COUNSEL RECORDS

General Description: Records pertaining to claims, lawsuits and advice received from the special district's legal counsel. *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.*

13.10 Attorney Correspondence

See Schedule 7 Correspondence and General Documentation.

13.20 Billings – Legal Counsel

See Schedule 5 Accounts Payable Records.

13.30 Medical Records – Personal Injury Claims

Medical records that provide supporting documentation needed for resolution of personal injury claims.

Retention: Until claim is resolved, then evaluate for continuing value prior to destruction

13.50 Garnishments

See Schedule 15 Payroll Records.

13.60 Legal Opinions

Formal opinions written by legal counsel to advise the district, the governing body or district staff regarding the legality or legal consequences of various courses of action and to present the basis and rationale for legal recommendations.

Retention: Permanent

Advisory Opinion

Formal opinions written by legal counsel to advise the district, the governing body or district staff regarding the possible legal consequences of various courses of action. <Added 1/03>

Retention: 6 years

13.70 Litigation Case Records

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Civil case files documenting pending and closed cases filed by the district and against the special district, including legal documents, notes, reports, background material, settlement records and other documentation created in handling of claims and legal disputes and civil actions between the district and other parties. These records will include documentation such as complaints, summonses, investigations, reports, attorney's notes, photographs, orders and judgments, dispositions, pleadings and related records. Litigation records include any court decisions affecting the district, court proceedings, research files of legal counsel, litigation case files, and Public Utilities Commission hearing files for cases pertinent to the special district.

Major Litigation

Documentation of civil suits by the district against another party or in defense of the district and/or its employees against suits filed by another party. Records of litigation that sets legal precedents, that has widespread importance or long-term major significance to the district and how it operates, that has historical interest or that is perceived by the district or legal counsel to have enduring reference value.

Retention: Permanent

Minor Litigation

Documentation of civil suits of a minor nature by the district against another party or in defense of the special district and/or its employees against suits filed by another party; records of litigation with relatively short-term reference value.

Retention: 7 years after case closed, dismissed or date of last action unless there is historical value

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SCHEDULE 14.

Reserved

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SCHEDULE NO. 15

PERSONNEL RECORDS

General Description: Records relating to the hiring, employment, safety, benefits, compensation, retirement and termination of district employees. *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.*

15.10 Affirmative Action Records

See Schedule 15 Compliance with Regulatory Requirements.

15.20 Agreements And Contracts - Personnel

Agreements resulting from collective bargaining negotiations and supporting documentation such as general correspondence; records relating to the selection of negotiators, mediators and arbitrators; negotiation session agendas, notes, recordings and summaries, etc.

Collective Bargaining Agreements and Agreements

Retention: 3 years after expiration [29 CFR 516.5]

Employment Contracts

Individual employment contracts or where contracts or agreements are not in writing, a written memorandum summarizing the terms.

Retention: 3 years after expiration [29 CFR 516.5]

15.30 Americans With Disability Act Records

See Schedule 15 Compliance with Regulatory Requirements.

15.40 Benefits Records

Records pertaining to fringe benefits, insurance coverage and benefit plans for employees.

Group Health Insurance – Continuation of Coverage

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Records showing that covered employees, their spouses and dependents have received written notice of continuing group health insurance and COBRA⁵ rights, and whether the covered employees, spouses and dependents elected or rejected coverage.

Retention: 3 years + current⁶

Records pertaining to fringe benefits, insurance coverage and benefit plans for employees.

Retention: 3 years + current

Benefit Plans

Documentation relating to employee health, dental, vision and other insurance plans; Social Security, pension, deferred compensation, Individual Retirement Accounts, money purchase plans, retirement and similar plans; including a benefit plan description and/or a summary benefit plan description.

Retention: Full period that plan or system is in effect, plus 1 year after termination of the plan [29 CFR 1627.3]⁷

Benefit Reports

Reports detailing the status of employee benefits, such as the amount of flex time remaining.

Retention: 3 years + current

Employee Insurance Claims

See 5.240.D, Employee Insurance Claim Records.

Plan Basis

Records providing the basis for all required plan descriptions and reports necessary to certify the information, including vouchers, worksheets, receipts, applicable resolutions.

Retention: Not less than 6 years after filing date of documents [29 USC 1027 and 29 CFR 2520]

15.50 Bonds - Public Officials

Fidelity, surety, blanket or other bonds intended to guarantee honest and faithful performance of officials such as district board members or the treasurer [CRS 32-1-901, CRS 32-1-902].

Retention: 6 years + current after term expires

⁵ COBRA means Consolidated Omnibus Budget Reconciliation Act of 1985.

⁶ Retention period not specified in federal law 26 CFR 4980 B (f)(6) or 29 USC 1166

⁷ GRMRC F-19 and P-17 specify permanent retention for pension plans

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15.60 Compliance With Regulatory Requirements

Affirmative Action Compliance

Records relating to the special district's compliance with Title VII of the Civil Rights Act [29 CFR 1602].

Affirmative Action Plan

Retention: Permanent

Affirmative Action Records

Records of requests for job applicant's reasonable accommodation applications, hiring, promotion, demotion, transfer, layoff, termination, rates of pay, selections for training or apprenticeship.

Retention: 2 years⁸ [29 CFR 1602.31]

Report EEO-4

Records submitted to the Equal Employment Opportunity Commission (EEOC) documenting compliance with EEOC requirements by special districts with 15 or more employees.

Retention: 3 years [29 CFR 1602.30; 29 CFR 1602.32]

Americans with Disabilities Act (ADA) Compliance

See *Schedule 15 Physical and Medical Records*.

Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA) Compliance

See *Schedule 15 Benefits – Group Health Insurance – Continuation of Coverage*.

Family and Medical Leave Act (FMLA) Compliance

See *Schedule 15 Physical and Medical Records*.

Occupational Safety and Health Act (OSHA) Compliance

See *Schedule 15 Physical and Medical Records*.

15.65 Driver's License Verifications

Records of periodic checks by the municipality that employees have the appropriate valid drivers' licenses

⁸ GRMRC P-4 specifies 5 years + current; 29 CFR 1602.14 specifies 1 year

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Retention: Until completion of subsequent verification, or until separation from employment, whichever comes first

15.70 Employee Records - Active And Terminated

Documentation of an individual employee's work history, including information regarding active and terminated employees maintained because of the employer-employee relationship, such as records pertaining to age, address, telephone number and social security number; notices of appointment; tuition reimbursement; classification questionnaires; commendations; disciplinary and personnel actions relating to the employee, including hiring, evaluation, demotion, promotion and termination of special district employees; letters of commendation; letters of resignation; emergency notification forms; oaths of office; job-related training documentation; beneficiary designations; performance evaluations; salary documentation; beneficiary designations; selection of benefit plans, etc. [CRS 24-72-202(4.5)]. See also other employee and personnel records listed elsewhere in *Schedule 15*.

Retention: 10 years after retirement or separation, provided that records relating to hazardous material exposure are retained 30 years after separation.⁹

Duplicate Copies: Consult with custodian of record copy of special district employee records regarding proper transfer or disposal of departmental employee records upon termination of employment

15.80 Employee Records - Temporary And Seasonal

Records and documentation relating to employment of temporary and seasonal employees, except for payroll and fiscal information.

Retention: 3 years after termination, *except* payroll and fiscal records

15.85 Employment Verifications

Records of verification of employment in response to external requests (i.e., verifications for employment status needed for loans, child support, job applications, etc.).

Retention: 1 years + current

15.90 Expense Records

See *Schedule 5 Accounts Payable Records*.

⁹ Research notations: *Age records*, 3 years [29 CFR 516.2, 41 CFR 50.201, and 29 CFR 1627.3]; *demotion records*, 1 year [29 CFR 1627.3 and 29 CFR 16902.14]; *hiring records*, 3 years [29 CFR 1602.14 and 29 CFR 1627.3]; *promotion records*, 1 year from date record made or personnel action taken, whichever is later [29 CFR 1602.14]; *termination records*, 1 year from date record made or personnel action taken, whichever is later [29 CFR 1602.14]; *involuntary terminations*, 2 years from date of termination, or in cases of charges of discrimination retain until final disposition of charge or action [29 CFR 1602.31].

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15.100 Garnishments

See *Schedule 15 Payroll Records*.

15.110 Grievances

Records of personnel grievances filed by employees.

Retention: 3 years + current after settled]

15.120 Health And Safety Records

See also *Schedule 15 Physical and Medical Records* and *Workers' Compensation*.

Hazardous Materials Exposure

Records of any personal or environmental monitoring of exposure to hazardous materials, lead and asbestos, chemicals, toxic substances, noise, dust, heat, cold, repetitive motion, blood-borne pathogens, biological agents, bacteria, virus, fungus, radiation, or other dangerous work-related conditions.

Retention: 30 years after separation [29 CFR 1910.1020 and 15 USC 2622]

HIPPA Authorizations for Release of Information

Employee (patient) authorizations for release of protected information.

Retention: 6 years from date of creation of the record

Material Safety Data Sheets (MSDS)

Employers must have a MSDS on file for each hazardous chemical they receive and use and ensure copies are readily accessible to employees in their work area. Employer must keep records of chemicals used, where they were used and for how long [29 CFR 1910.1200].

Retention: Until superseded or 1 year + current after chemical is disposed of or consumed, provided the employer retains some record of the identity (chemical name if known) of the substance or agent, where it was used, and when it was used for at least 30 years.

Safety Committee Records

See *Schedule 7 Committees – Internal*.

Safety Policies and Procedures

See *Schedule 7 Policies and Procedures Documentation*.

Safety Training Information

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Manuals, handbooks and similar documentation of safety training provided to employees.

Retention: 1 year + current

15.130 I-9 Forms

Record of verification of citizenship and eligibility to work in the United States, including verification documentation that establishes identity and eligibility (Immigration and Naturalization Services Form I-9, Employment Eligibility Verification Form); applies to all employees hired after November 6, 1986.

Retention: 3 years from date of hire or 1 year after separation, whichever is later [8 CFR 274a.2]

15.140 Insurance - Employee

See *Schedule 15 Benefits* and *Schedule 5 Insurance Records*.

15.150 Job Records

Advertisements of Job Opportunities

Advertisements and announcements regarding job openings, promotions, training programs or overtime work.

Retention: 1 year + current [29 CFR 1627.3]

Applications for Employment and Supporting Documentation

Applications, resumes and supporting documentation and other replies to job advertisements, including applications for temporary positions.

Retention: 2 years from the date record was made or human resource action was taken, whichever is later 29 CFR 1627.4, 29 CFR 1602.14

Applications for Employment – Not Hired

Applications, resumes and supporting documentation submitted for special district employment by individuals not hired.

Retention: 2 years from the date of the making of the record or the personnel action involved, whichever occurs later [29 CFR 1602.31]

Examinations

Tests administered by the special district in connection with screening job applicants to determine aptitude or skills.

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Retention: 2 years + current from the date of making record or action, whichever occurs last [29 CFR 1602.31, 29 CFR 1627.3 and 29 CFR 1607.4]

Job Descriptions and Specifications

Written descriptions of duties performed, qualifications and physical requirements for district positions.

Retention: Until superseded

Polygraph Records – Job Applicants

Retention: 2 years + current

Polygraph Records - Routine (Not Job Related)

Retention: Until administrative need ends

15.160 Oaths Of Office

Oaths of office taken by elected or appointed district officials [CRS 32-1-901].

Retention: Term of office + 1 year

15.170 Payroll Records

Basis of Pay¹⁰

Records pertaining to additions or deductions from wages paid; the basis on which wages are paid; earnings per week; records containing employee's name, address, date of birth, occupation, rate of pay and compensation earned per week; includes payroll records pertaining to both FLSA-Exempt and FLSA-Non-Exempt Employees.

Note: The basis on which wages are paid must be documented in sufficient detail to permit calculation for each pay period including benefits and prerequisites. The records may include payment of wages, wage rates, job evaluations, merit and incentive programs and seniority systems. The basic reason for these records is to give the Wage-Hour Division an indication on whether or not sex discrimination exists.

Retention: 3 years [29 CFR 516.5]

Compensation Plans

¹⁰ Research notations: *Additions or Deductions from Wages Paid*, 3 years [29 CFR 516.5]; *Age Discrimination in Employment Act Records*, 3 years [29 CFR 1627.3]; *Basis on Which Wages Are Paid*, 2 years [29 CFR 1620.32 and 29 CFR 516.6]; *Earnings Per Week*, 3 years [29 CFR 1627.3 and 29 CFR 516.5]; *FLSA-Exempt Employees*, 3 years [29 CFR 516.5]; *FLSA-Non Exempt Employees*, 3 years [29 CFR 516.5]; *Title VII and Americans with Disabilities Act*, 1 year from date record made or personnel action taken, whichever is later [29 CFR 1602.14].

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Pay Plans

Written plans outlining job titles and pay scales for district employees.

Retention: Permanent

Seniority or Merit Systems

Retention: For the full period the plan or system is in effect plus 1 year [29 CFR 1627.3]

Credit Union Deduction Requests

Retention: 1 year after superseded¹¹

Direct Deposit Reports

Retention: 1 year + current

Employee Longevity Reports

Report related to individual employee.

Retention: 10 years after separation

Garnishments

Documentation of requests and court orders served on the special district to withhold the wages of employees for garnishments, tax levies, support payments and other reasons.

Retention: 3 years

Leave Records

Balance Reports

Year-End

Retention: Duration of employee file

Other Periodic Reports

Retention: 2 years

¹¹ 29 CFR 516.6 specifies retention for 2 years.

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Leave Requests

Applications submitted by employees for sick, vacation, compensatory, personal business, family and medical leave, long-term leave and other leave time.

Retention: 1 year + current

Pay Plans

See *Compensation Plans* above.

Payroll Reports

Employee Longevity Reports

Retention: Permanent

End of Pay Period

Retention: 1 year + current

FICA Reports – Quarterly

Retention: 6 years + current

Quarterly

Retention: 2 years + current

Year-End

Retention: 6 years + current provided Payroll Register is retained permanently

Payroll Tax Records

Records of collection, distribution, deposit and transmittal of federal and state income taxes, including federal miscellaneous income statements (1099), request for taxpayer identification number and certificate (W-9), employer's quarterly federal tax return (941, 941E) and other similar federal and state forms.

Retention: 5 years + current

Register – Payroll [Year-End]

Documentation of the earnings, voluntary and required deductions and withholdings of district employees.

Retention: Permanent

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Salary Surveys

Studies and surveys conducted by the district or its agents to gather comparative salary information for district positions in comparable organizations.

Retention: 3 years + current

Time Worked Records

All basic time and earnings cards or sheets and work production sheets of individuals where all or part of the employee's earnings are determined.

Retention: 5 years + current [CRS 8-72-107]¹²

Wage-Rate Tables

All tables or schedules (from their last effective date) of the employer which provide the piece rates or other rates used in computing straight-time earnings, wages, or salary, or overtime pay computation.

Retention: 2 years; however the Department of Labor may request records back 3 years [29 CFR 516.6]

W-2 Forms

Annual wage and tax statements documenting individual employee earnings and withholdings for state and federal income taxes and social security tax.

Retention: 4 years + current

W-4 Forms

Withholding allowance certificates documenting exemption status of individual district employees.

Retention: Throughout employment

15.180 Pension Records

Actuarial Reports

Reports by actuaries concerning the financial soundness of a pension plan.

Retention: Permanent

Pensions Awarded

¹² GRMRC P-16, 29 CFR 1602.31 and 29 CFR 516.6 specify retention for 2 years. The model retention schedule follows state law.

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Records of applications for pensions, determinations regarding award of pensions and actuarial calculations for the pension.

Retention: Permanent

Pension Plans

See *Schedule 15 Benefits – Benefit Plans*.

Retirement Files

Records containing calculations and supporting documentation regarding retirement eligibility, retirement amounts and other information pertaining to current and potential future pensions.

Retention: 10 years after retirement benefits are no longer paid or after eligibility for retirement benefits ceases, whichever is later

15.190 Physical And Medical Records

Records documenting an individual employee's work-related medical history [29 CFR 1630.14].

Note: These records are not personnel records and must be kept physically separate from employee personnel records in a separate location as required by the Americans with Disabilities Act. See also Schedule 15 Health and Safety Records.

Age Discrimination in Employment Act (ADEA) and Americans with Disabilities Act (ADA) Records

Records required to be retained under Age Discrimination in Employment Act (ADEA) and Americans with Disabilities Act (ADA) containing results of physical examinations considered in connection with personnel actions.

Retention: 1 year [29 CFR 1627.3]

Family and Medical Leave Act (FMLA) Records

Records required to be retained under Family and Medical Leave Act (FMLA); includes an FMLA leave request relating to medical certifications, recertification or medical histories of employees or employees' family members. These records shall be maintained in separate files/records and be treated as confidential medical records, except that supervisors and managers may be informed regarding necessary restrictions and accommodations, not the nature of the condition, first aid and safety personnel may be informed (when appropriate) if the employee may/might require emergency treatment, and government officials investigating compliance with FMLA shall be provided relevant information.

Retention: 3 years [29 CFR 825.500]

Occupational Safety and Health Act (OSHA) Records

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Records required under Occupational Safety and Health Act (OSHA), including complete and accurate records of all medical examinations required by OSHA law. Note: These records may be retained by the medical provider.

Retention: Duration of employment + 30 years, unless a specific OSHA standard provides a different time period [29 CFR 1910.1020]

15.200 Policies And Procedures - Personnel

Handbooks, manuals, directives and other written statements or summaries of policies and procedures governing personnel and human resource matters pertaining to employment with the special district. See also *Schedule 7 Policies and Procedures Documentation*.

Retention: Until updated, *except* retain permanently all documentation that would be useful in establishing past policies or procedures in settling personnel disputes

Recruitment and Interviewing Procedures

Guidelines for recruitment and interviewing processes for hiring of district employees.

Retention: 1 year + current

15.210 Regulatory Agency Information

See *Schedule 7 Legislation and Regulatory Actions*.

15.220 Reports - Personnel

See *Schedule 15 Pension Records and Payroll Records*.

15.230 Safety

See *Schedule 15 Health and Safety Records*.

15.240 Signature Certificates

Facsimile signature certificates of any authorized district officer that are filed with the Secretary of State's office for authentication and verification of the signature of the official on district documents.[CRS 11-55-103]

Retention: 1 year after end of employment or board service

15.250 Social Security

See *Schedule 15 Benefits – Benefit Plans*.

15.260 Test Records

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See *Schedule 15 Job Records*.

15.270 Training Information

Information presented to orient new employees regarding policies and procedures.

Retention: 1 year + current

15.280 Unemployment Insurance

Reports and claim records for unemployment insurance payments.

Retention: 6 years + current

15.290 Volunteer Worker Records

Records documenting work performed for the district by citizens without compensation for their services.

Retention: 3 years after separation

15.300 Work Schedules

Employee On-Call Schedule

Retention: 2 years + current

15.310 Workers' Compensation

Injury reports and supplemental reports and claim records for workers' compensation. See also *5.240.E, Insurance Policies*.

Retention: 6 years + current

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SCHEDULE NO. 16

PROPERTY RECORDS

General Description: Records of real property considered for acquisition or owned, sold or vacated by 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.).*

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.*

16.10 Acquisition Records

Records documenting the acquisition and ownership of real property by the district, including appraisals, quiet title actions, condemnations and eminent domain actions, purchase of property and similar actions to acquire land or real property.

Retention: Permanent

16.20 Auction Records

See *Schedule 5 Fixed Asset Records.*

16.30 Buildings And Structures - Special District

Records relating to acquisition, construction and sale of buildings and structures owned by the special district.

Retention: 6 years after disposition of building or structure

16.50 Deeds And Dedications

Conveyances of property or property rights to or from the special district, including warranty deeds, dedication deeds and similar documents.

Retention: Permanent

16.60 Easements And Rights-Of-Way

Permanent Easements and Rights-of-Way

Conveyances of rights to place utilities or other infrastructure or to cross under or over property owned by another property owner.

Retention: Permanent

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Temporary Access and Construction Easements

Documentation of temporary easements allowing access and entrance to, and work on, property or streets not owned by the easement holder.

Retention: 2 years after easement expires

16.70 Encroachments

See *Schedule 12 Encroachment Permits*.

16.80 Fleet And Equipment Records

See *Schedule 6 Fleet and Equipment Records*.

16.90 Inventories

See *Schedule 5 Fixed Asset Records*.

16.100 Leases

Agreements through which the special district obtains the right to use property owned by another, or through which the district grants the right to use district property to another party, for a specified period of time in exchange for the payment of rental; includes leases, subleases, assignments of leases, rental rates, terms of property use, etc. See also *Schedule 5 Purchasing Records – Lease Purchase Records*.

Retention: 6 years after termination of lease

16.110 Maintenance, Upkeep And Damage Records

Records documenting the minor maintenance, repair and upkeep of district owned facilities and property. See also *Schedule 16 Work Orders – Property*.

Retention: 1 year + current

Chemical Application Records

Records documenting the application of chemicals such as pesticides, herbicides and fertilizers to parks and other district property. See also *Schedule 15 Health and Safety Records – Hazardous Materials Exposure*.

Retention: 3 years after application

Damage Records

Records of damage to district property, including signs, trees, park facilities, buildings and fences.

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Retention: 3 years after date of last action if not litigated; if litigated see Schedule 13

Inspection Records

Records documenting periodic inspection of parks and facilities to check for damage and recommend repairs and maintenance.

Retention: 2 years

16.120 Parks

Historical and informational records regarding each of the district's parks, including correspondence, architectural drawings, park histories, photographs, etc.

Retention: Permanent

16.130 Projects

Construction, renovation or other building projects on district owned property. See *Schedule 7 Project Files*.

16.140 Rights-Of-Way

See *Schedule 16 Easements and Rights-of-Way*.

16.150 Sale Or Transfer Of Property Records

Records pertaining to transactions for the sale or trade of land, buildings or other real property owned by the special district.

Retention: Permanent

16.155 Security Records

Automated Access System Records

Records generated by automated systems to show entry and exit from secured areas by authorized persons using an electronic badge or similar system to gain entry or exit.

Retention: 1 year + current

Entry and Exit Log Sheets

Retained to document entry and exit to and from secured areas.

Retention: 1 year + current

Videotapes Related to Security

Facility Security of District Buildings

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Video recordings from security cameras in public areas of district buildings. Security setups vary and recordings may be continuous, stop-frame or random use. In addition to visual feed, videos also show date and time indexing information. See 3.135 for surveillance recordings made in election areas.

Retention: 30 days

16.160 trees

Records pertaining to the planting, removal, care and inventory of trees on district owned property.

Tree Inventory

Retention: Until superseded

16.165 Utility Locate Requests

Records of utility and infrastructure locate requests processed by the district.

Retention: 90 days after locate is completed or determined to be the responsibility of another jurisdiction.

16.170 Vacations - Easements And Rights-Of-Way

See *Schedule 10 Vacations – Street, Alley and Right-of-Way*.

16.180 Work Orders - Property

Request and authorization forms for repair or maintenance work on district owned facilities, signs, structures, etc.

Retention: 2 years

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SCHEDULE NO. 17

PUBLIC SAFETY RECORDS

General Description: Records relating to the enforcement and protective service functions of the 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.).*

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.*

17.10 Agreements And Contracts

See *Schedule 7 Agreements and Contracts.*

17.30 Civil Defense

See *Schedule 17 Emergency Planning and Response.*

17.40 Disaster Response Planning

See *Schedule 17 Emergency Planning and Response.*

17.50 Emergency Planning And Response

Emergency Operations and Management Plans

Records relating to disaster, emergency and civil defense planning and preparation; implementation and testing of disaster warning systems and response planning; disaster response and emergency planning and preparedness of the district. Includes emergency operations plans, incident response plans, and disaster management and recovery plans. See also *Schedule 6 Equipment Records.*

Retention: 1 year + current after superseded, *except* retain 1 copy for historical purposes

Incident Records – Disasters and Emergencies

Documentation of the extent and impacts of natural or manmade disasters and emergency incidents and actions taken by the district in response to such incidents; includes records such as logs, diaries, damage assessment and response reports, situation and resource allocation reports, incident plans, resource ordering and tracking, financial documentation, photographs, and similar incident-related documentation.

Retention: Permanent

Mutual Aid Agreements

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See *Schedule 7 Agreements and Contracts*.

17.60 Equipment - Public Safety

Records pertaining to equipment used by emergency services districts. See also *Schedule 6 Equipment Records*.

Emergency 9-1-1 Service

Retention: 5 years after superseded

Warning Systems – Emergencies and Disasters

See *Schedule 6 Equipment Records*.

17.70 Fire And Rescue Activity Records

Records pertaining to fire suppression and prevention and emergency rescue functions.

Burning Permits

See *Schedule 12 Permit Records*.

Call Sheets – Rescue Unit

Retention: 5 years + current

Equipment

See also *Schedule 6*.

Fire Hydrant Records

Documentation of locations, specifications, maintenance, testing and repair of water hydrants in the district or special district water system.

Retention: 1 year after hydrant is replaced or removed from service

Pumper Tests and Hose Tests

Retention: 1 year after disposal of equipment

Fire Code

See *Schedule 7 Code Book Records*.

Fire Code Board of Appeals

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See *Schedule 1 Building Board Case Files*.

Fire Insurance Rate Maps

See *Schedule 7 Maps and Drawings*.

Incident Records

Fire Call Sheets

Retention: 5 years + current

Fire Prevention Schedule

Retention: 1 year + current

Incident Investigations

Records pertaining to investigations regarding fires and other incidents. See also *Schedule 17 Hazardous Materials*.

Fatality

Retention: Permanent

Nonfatality

Retention: 10 years + current

Noncriminal

Retention: 2 years + current

Rescue Incident Reports

Retention: Permanent

Run Sheets – Fire and Rescue

Retention: Permanent

Inspections

Business and School Inspection Records

Records of inspections of commercial establishments and schools.

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Retention: Permanent

Intelligence Files (Arson)

Records containing information regarding individuals and groups.

Multiple Contacts

Retention: 5 years

No Further Contact

Retention: 1 year + current

Routine Inspections

Records of routine fire prevention and other related inspections performed by the fire district.

Retention: 3 years + current]

Requests for Service

Retention: 2 years + current

S.A.R.A. Tier II Reports

Superfund Amendments Reauthorization Act reports.

Retention: 1 year + current

Training Records

See *Schedule 15 Training Information*.

17.75 Fire District Records (If International Fire Code Is Adopted)

Special districts that adopt the International Fire Code (IFC) should follow the records retention provisions set out in the IFC as follows, unless a local exception is adopted by resolution.

Approval and Variance Records

Retention: Not less than 5 years or for as long as the structure or activity to which such records relate remains in existence, unless otherwise provided by other regulations [IFC §104.6.1]

Fire Records

Retention: Not less than 5 years or for as long as the structure or activity to which such records relate remains in existence, unless otherwise provided by other regulations [IFC §104.6.3]

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Inspection Records

Retention: Not less than 5 years or for as long as the structure or activity to which such records relate remains in existence, unless otherwise provided by other regulations [IFC §104.6.2]

Statistical Records – Fire Department

Statistics regarding the extent of fires and the damage caused by fires.

Retention: Not less than 5 years or for as long as the structure or activity to which such records relate remains in existence, unless otherwise provided by other regulations [IFC §104.6.3]

17.80 Hazardous Materials

Records relating to hazardous materials regulation, prevention, safety and incident response and investigation.

Asbestos Removal Permits

See *Schedule 12 Permit Records*.

Incident Prevention Reports

Retention: 3 years + current

Incident Response Planning

See *Schedule 17 Emergency Planning and Response*.

Investigations

Records of investigations of hazardous materials incidents.

Criminal Hazardous Materials Incidents

Retention: Permanent

Noncriminal Hazardous Materials Incidents

Retention: 2 years after costs are recovered

Registration – Hazardous Materials

Retention: Permanent

Underground Storage Tank Inspections

See *Schedule 11 Environmental Records* and *Schedule 12 Permit Records*.

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Toxic Site (Designated)

See *Schedule 11 Environmental Records*.

17.90 Emergency Services Records

Logs

Listings kept to track specific routine daily activities.

Dispatch Logs

Retention: 1 year + current

Routine Activity Logs

Documentation of routine home and welfare checks, alarm checks, and similar activities.

Retention: 1 year + current

Traffic Accident Logs

Retention: 2 years + current

Open Records Requests

See 7.235, Open Records Requests.

Reports

Activity Summaries

Routine reports and documentation regarding daily activities and assignments, dispatch logs, field activity, fire fighter or EMT activity, ride-along records, roll call records and work schedules.

Retention: 1 year + current]

Records Checks

Retention: 2 years + current

Reports – Departmental

See *Schedule 7 Reports*.

Ride-Along Program Records

RECORDS MANAGEMENT MANUAL

COLORADO SPECIAL DISTRICTS

Records of programs that allow citizens to ride-along with fire fighters or EMS providers.

Approved to Ride-Along

Retention: 3 years + current

Denied Approval to Ride-Along

Retention: Permanent

Liability Waivers

See *Schedule 7 Program Records*

Training Records

Records documenting training for fire and EMS personnel, test scores and training reports. See also *Schedule 15 Training Records*.

Retention: 5 years after employee's termination²⁴

17.100 Procedures And Policies

See *Schedule 7 Policies and Procedures Documentation*.

17.120 Tape Recordings - Dispatch

Audio tapes recorded to monitor radio transmissions.

Retention: 90 days