

CITY CLERK'S OFFICE MEMORANDUM
#11-01

February 10, 2011

TO: Honorable Mayor Joyce Downing and City Council Members

FROM: Johanna Small, City Clerk 

SUBJECT: CR-17, Adoption of Colorado Municipal Records Retention Schedule

BACKGROUND:

A records retention schedule is a listing of the organization's records and the minimum length of time the records must be retained. The purpose of records retention schedules are to: 1) ensure that records are retained as long as needed for administrative, legal, and fiscal purposes; 2) ensure that records series with enduring historical and other research value are identified and retained permanently; and 3) encourage and facilitate the systematic disposal of unneeded records.

In Colorado, individual municipal records retention schedules may be prepared by a municipality and submitted to the Colorado State Archives for approval. The process of developing, reviewing and revising a local records retention schedule can be an expensive and time consuming process. The Colorado State Archives offers another option, which is the adoption and use of the Colorado Municipal Records Retention Schedule (CMRRS) by municipalities. The CMRRS originated as a "model" records retention schedule prepared and approved for 11 Weld County municipalities, and has evolved to a statewide document issued by the Colorado State Archives that is currently being used by 168 municipalities throughout Colorado.

The CMRRS is updated on an annual basis by a statewide CMRRS Review Committee comprised of representatives of the Colorado State Archives, individuals appointed by the State Archivist, the Colorado Municipal Clerks' Association Records Management Committee, and ad hoc members with specialized knowledge of municipal records. The CMRRS Review Committee is advisory to the Colorado State Archives and the State Archivist is the final authority for approving any revisions to the CMRRS.

Upon adoption of the CMRRS by the City and final approval by the State Archivist, staff will proceed with implementing the use of the CMRRS. A records retention program will include steps to establish internal processes and central controls to initiate, track, authorize, and document records destruction, monitor compliance, establish internal processes to inform departments about annual revisions to the retention schedules, and establish an effective legal hold process.

Pros

- Comprehensive schedule of records
- Minimizes risk/liability for the City and provides evidence that the organization is disposing of its records in the routine course of business and not in an arbitrary or selective manner
- May reduce storage needs/costs
- Schedules are reviewed/updated annually by committee
- Local exceptions may be requested for differing retention periods due to local Charter or Code provisions, case law, etc.

Cons

- Records series may not be specific to the City of Northglenn
- State Archives is the final authority on amendments to the schedule

Each City department has had an opportunity to review the CMRRS and recommend any local exceptions to the records retention periods. The City Attorney has also been consulted on the adoption of the CMRRS. It is staff's recommendation that the CMRRS be adopted with no local exceptions at this time and that the City Clerk be authorized to submit an authorization request to the State Archivist for final approval.

BUDGET/TIME IMPLICATIONS:

None.

STAFF REFERENCE:

Please contact Johanna Small, City Clerk at jsmall@northglenn.org or 303-450-8757 with any questions or comments.

SPONSORED BY: MAYOR DOWNING

COUNCILMAN'S RESOLUTION

RESOLUTION NO.

No. CR-17
Series of 2011

Series of 2011

A RESOLUTION ADOPTING BY REFERENCE THE COLORADO MODEL MUNICIPAL RECORDS RETENTION SCHEDULE

WHEREAS, the City of Northglenn, Colorado (hereinafter the "City"), wishes to improve its records management practices through the adoption of a records retention schedule; and

WHEREAS, the City recognizes the value of adopting a records retention schedule to provide legal authority for the destruction of nonpermanent municipal records when they are no longer needed and the permanent retention of municipal records that have enduring value; and

WHEREAS, the Colorado Model Records Retention Schedule is available for adoption by Colorado municipalities, with or without local exceptions; and

WHEREAS, local adoption of the Colorado Model Municipal Records Retention Schedule will benefit the City, its residents and taxpayers by providing minimum retention periods for City records; and

WHEREAS, the City wishes to adopt the Colorado Model Municipal Records Retention Schedule as approved by the Colorado State Archives and as it may be subsequently revised and amended from time to time.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF NORTHGLENN, COLORADO, THAT:

Section 1. The Colorado Municipal Records Retention Schedule is hereby adopted by reference by the City of Northglenn as it is currently approved by the Colorado State Archives and as it may be revised and amended by that agency from time to time.

Section 2. The City Clerk is hereby authorized to submit a request to the Colorado State Archives for authorization for the City to follow the Colorado Model Municipal Records Retention Schedule.

DATED, at Northglenn, Colorado, this _____ day of _____, 2011.

JOYCE DOWNING
Mayor

ATTEST:

JOHANNA SMALL, CMC
City Clerk

APPROVED AS TO FORM:

COREY Y. HOFFMANN
City Attorney

SCHEDULE NO. 1

BUILDING AND STRUCTURE RECORDS

General Description: Records generally relating to structures and buildings and the construction permit and inspection functions of the municipality.

*The **minimum** retention periods specified in this schedule 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.)**. **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 municipality. 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

1.20 APPLICATIONS FOR BUILDING PERMITS

Applications received by the municipality for the erection of new structures or modifications to existing structures.

A. Applications for Building Permits Issued

Retention: 180 days after completion <Amended 2/05>

B. Applications for Building Permits Not Issued

Retention: 180 days

1.30 BUILDING AND DEMOLITION PERMITS

A. Building Permits

Permits issued by the municipality to authorize and allow construction-related activities (such as construction, installation of plumbing, electrical or mechanical equipment, etc.) to proceed.

Retention: Permanent

B. Demolition Permits

Permits issued by the municipality to authorize and allow demolition of buildings or structures to proceed.

Retention: 10 years after demolition

COLORADO MUNICIPAL RECORDS RETENTION SCHEDULE

C. Fence Permits

See 12.30.L, *Fence Permits*.

D. Floodplain Building Permits

Permits issued for construction within a floodplain area, including elevation certificates, applications, review records, and related documentation. See also 11.90, *Floodplain Records*.

Retention: 10 years after expiration, revocation or discontinuance of use

1.40 BUILDING AND OTHER UNIFORM CODES

See 7.60.A, *Codes Adopted by Reference*.

1.50 BUILDING BOARD CASE FILES

Records pertaining to cases or appeals heard by bodies such as the Fire Code Board of Appeals, Building Board of Adjustment or Building Board of Appeals, or similar boards charged with interpreting municipal 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 by the 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 12.30.D, *Communication Tower Permits*.

1.80 CONSTRUCTION DRAWINGS AND PLANS

Blueprints and specifications submitted for municipal review as supporting documentation by building contractors or owners when applying for a building permit.¹ <Amended 1/03>

A. Nonresidential

1. Approved

Drawings, plans (final or as-built) or specifications submitted by those applying for a building permit for public buildings, or commercial, industrial or apartment structures. <Amended 2/08>

Retention: Permanent

Duplicate Copies: 1 year <Amended 1/03>

2. Not Approved

Unapproved drawings, plans or specifications submitted by those applying for a building permit. <Amended 2/08>

Retention: 2 years from date of denial <Added 1/03>

¹ Nonresidential structure drawings and plans are recommended for permanent retention because of the greater long-term liability risk for the inspecting municipality and the historical value of some of these documents.

B. Residential

1. Approved

Drawings, plans (final or as-built) or specifications submitted by those applying for a building permit for residential or modular structures. **<Amended 2/08>**

Retention: 180 days after completion of the project or as directed by the adopted Uniform Building Code **<Amended 1/03>**

2. Not Approved

Unapproved drawings, plans (final or as-built) or specifications submitted by those applying for a building permit. **<Amended 2/08>**

Retention: If International Building Code has been adopted, then 180 days after drawings and plans have been submitted **<Amended 4/06>**

1.90 CONTRACTOR'S LICENSES

See 12.20.E, Contractor's Licenses/Registrations.

1.100 DOWNTOWN REDEVELOPMENT PROJECTS

See Schedule 7 Project Files.

1.110 FEES – BUILDING PERMIT

Records relating to the collection of building permit fees, impact fees, parkland fees and other fees collected by the municipality at the time of application for building permits. See 5.20, Accounts Receivable Records; and 5.150, Fee and Rate Schedules.

1.120 FENCE PERMITS

See 12.30.L, Fence Permit.

1.130 GAS AND OIL DRILLING STRUCTURES

See 11.70.A, Environmental Monitoring and Reviews.

1.140 HOUSING REHABILITATION PROJECTS

See 5.220, Grant Records and 7.280, Project Files.

1.150 INSPECTION RECORDS

A. Building and Structure Inspection Reports **<Amended 3/07>**

Records of final on-site inspections done by the municipality or by its agents to determine the compliance of building construction, electrical, plumbing, mechanical and other systems with building, fire, plumbing, mechanical requirements of the municipality, uniform codes and all other adopted model building standards adopted by the municipality; also includes other building and structure inspection reports in general, such as inlet inspections, proof roll inspections. etc. **<Amended 3/07>**

Retention: Permanent

B. Inspection Agencies

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

C. Soil Condition Reports

Records of inspections of soil conditions, including nature, distribution and supporting ability of soils and rocks on building sites prior to issuance of building permits or approval of development proposals.

Retention: 20 years + current

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D. Trailer/Mobile Home Inspection Reports <Amended 1/03>

Records of inspections by the municipality or its agents of mobile home installations, anchoring, utility connections, etc.

Retention: 1 year + current

E. Unsafe Buildings

Documentation of complaints, inspections, notifications corrective actions, closure and boarding, demolition and related actions relating to buildings and structures determined to be unsafe.

Retention: 5 years after final action

1.160 LANDMARK AND HISTORIC DESIGNATIONS

Records relating to local, state or federal historic designations for buildings, structures or districts within the municipality and preservation of historic structures. Includes records relating to approved state tax credits for historic properties, historical structure or district surveys, historical designation applications whether approved or not approved, historic designation research files, drawings, etc. <Amended 3/10>

Retention: Permanent

1.170 MOBILE HOME STANDARDS

See 7.320, *Regulations and Standards*.

1.180 POLICIES AND PROCEDURES

See 7.260, *Policies and Procedures Documentation*.

1.190 REGISTERS AND LEDGERS

Record books, ledgers or computer printouts that are kept to provide a listing of all issued building permits. The permit register may be the only record of the issuance of older building permits.

Retention: 2 years + current, *except* retain permanently if the register or ledger is the only record of building permits issued

1.200 REGULATIONS – BUILDING

See 7.320, *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 1.150, *Inspection Records*; 7.330, *Reports*; and 11.20.B, *Census and Population Records*.

A. Annual Reports and Compilations

Retention: Permanent

B. Monthly Reports

Retention: 1 year + current

1.220 SIGNS – CONSTRUCTION AND INSTALLATION

Records documenting permits for installations of billboards, signs and banners. For sign code, see 7.60, *Code Book Records*; and 7.320, *Regulations and Standards*.

Retention: 2 years + current

COLORADO MUNICIPAL RECORDS RETENTION SCHEDULE

1.230 STANDARDS – BUILDING

See 7.320, Regulations and Standards.

1.240 STREET ADDRESS AND HOUSE NUMBER RECORDS

Records pertaining to street dedications, street closings, the assignment and alteration of street names and house numbers, and similar records providing official control of the naming and numbering of municipal streets and addresses.

Retention: Permanent

1.250 VIOLATIONS – BUILDING CODE

Documentation of cases heard by building review boards related to violations of building and other uniform codes, including hearing records, notices of violations and compliance information. *See also 1.50, Building Board Case Files; and 14.30, Case Files.*

Retention: 20 years + current

SCHEDULE NO. 2

CEMETERY RECORDS

General Description: Records relating to the administration, management and operation of municipally owned cemeteries.

The minimum retention periods specified in this schedule 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.).
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.

2.10 BURIAL RECORDS

Records documenting burials, such as burial permits and stubs, burial permit register, death certificates, deceased persons book, final disposition records, physician's report, and records of interment.

Retention: Permanent

2.20 CEMETERY BOUNDARY AND LOT RECORDS

Records pertaining to the location, layout and ownership of the cemetery and individual cemetery lots or mausoleums, including abandonment records, block books, cemetery maps, foundation order books, indexes (alphabetical and location), plat books, and records of deeds issued and stubs.

Retention: Permanent

2.30 CEMETERY FINANCIAL RECORDS

Records of financial transactions for the cemetery needed to document perpetual care arrangements and lot ownership or burials, including accounts receivable ledger, cashbook and receipts maintained by a self-sufficient cemetery separately from the municipality's financial and accounting systems. See also *Schedule 5 Financial Records* for financial records of the municipality. <Amended 2/08>

Retention: Permanent

2.40 POLICIES AND PROCEDURES

See 7.260, *Policies and Procedures Documentation*.

2.50 REGULATIONS AND STANDARDS

See 7.320, *Regulations and Standards*.

2.60 RULES – CEMETERY

See 7.320, *Regulations and Standards*.

2.70 VANDALISM RECORDS

See 16.110.C, *Damage Records* <Amended 3/09>

SCHEDULE NO. 3

ELECTION RECORDS²

General Description: Records documenting the administration of municipal elections conducted by the municipality and in coordination with the county.

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 until the contest has been finally resolved and all rights to appeal have expired. <Amended 3/07>

The minimum retention periods specified in this schedule 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.). **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 ABSENTEE VOTER RECORDS

Records documenting the casting of and accounting for absentee ballots, including absentee voter affidavits and oaths, applications for absentee ballots, lists prepared by the municipal clerk of electors receiving absentee ballots, absentee ballot return envelopes and receipts of election judges for absentee ballots and ballots cast by absentee voters. See also 3.30, *Ballots*.

Retention: 6 months after election

3.20 BALLOT ISSUE COMMENTS

Written comments received from persons eligible to vote in the municipal election that are to be summarized in the ballot issue notice mailed to registered electors [CRS 1-7-901]. <Amended 2/08>

Retention: 6 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, absentee, defective, spoiled, replacement, or mailed and returned by post office as undeliverable to inactive voters in mail ballot elections.

Retention: 6 months after election or until time has expired for which the ballots would be needed in any contested proceedings, *except* retain one copy of each type of sample ballot permanently in master election file and dispose of other sample ballots immediately after election [CRS 31-10-606, CRS 31-10-616(1)]

² CRS 31-10-616(2) requires the municipal clerk to preserve all election records and forms for at least six months after the election. Typically, a permanent file is retained by the municipal clerk for the preservation of election materials to be retained permanently.

COLORADO MUNICIPAL RECORDS RETENTION SCHEDULE

3.40 CAMPAIGN REPORTS AND STATEMENTS <Amended 12/04>

Affidavits, reports and statements regarding campaign committees, contributions and expenditures, required by the provisions of Colorado law. <Added 12/04>

A. Candidate Affidavits <Added 12/04>

Affidavits required by CRS 1-45-110 to be filed by candidates for municipal office within 10 days of becoming a candidate, certifying that the candidate is familiar with the Fair Campaign Practices Act.

1. Candidate Affidavits – Elected Candidates <Added 12/04>

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

2. Candidate Affidavits – Unsuccessful Candidates <Added 12/04>

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

B. Committee Statements of Organization <Added 12/04>

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

1. Candidate Committee Statements – Elected Candidates <Added 12/04>

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

2. Candidate Committee Statements – Unsuccessful Candidates <Added 12/04>

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

3. Issue Committee Statements <Added 12/04>

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

C. Contribution and Expenditure Reports <Added 12/04>

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.

1. Candidate (Elected) Committee Reports <Added 12/04>

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)]

2. Candidate (Unsuccessful) Committee Reports <Added 12/04>

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)]

3. Independent Expenditure Statements <Added 12/04>

Statements required by CRS 1-45-107 for persons making independent expenditures in support of or in opposition to a candidate or to convey a political message.

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

4. Issue Committee Reports <Added 12/04>

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

A. Certificates of Votes Cast

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

Retention: 6 months after election

B. Certified Statement and Determination of Persons Elected

Certification of the municipal election results prepared by the municipal clerk.

Retention: Permanent

3.55 COORDINATED ELECTION RECORDS <Added 12/04>

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 Municipal Clerk as the official record of the municipality's portion of the election.

A. Abstracts of Votes Cast – County Issued <Added 12/04>

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

Retention: Permanent

B. Ballot Certifications <Added 12/04>

Municipal Clerk's official certification to the County Clerk of the ballot language for any measures appearing on the municipality's portion of coordinated election ballot.

Retention: Permanent

C. Ballot Review Drafts <Added 12/04>

Drafts of ballot language and proposed ballot layout exchanged with County.

Retention: 6 months after election

3.60 ELECTION JUDGES RECORDS

Records pertaining to the election service of election judges.

A. Acceptances to Serve

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

Retention: 6 months after election

B. Expense Statements

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

Retention: Until audited

C. Instructions

Written instructions issued to election judges regarding conduct of election.

Retention: 2 years + current

D. Lists of Election Judges

Listings prepared by the municipal clerk of election judges and alternates names, addresses and telephone numbers.

Retention: 6 months, *except* retain one copy of list for use at next election

E. Oaths – Election Judges

See 3.100, *Oaths and Affidavits*.

3.65 MAIL BALLOT ELECTION RECORDS <Added 12/04>

Records relating to mail ballot elections conducted by the municipality 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, written TABOR comments, and other mail ballot administrative records.

Retention: 25 months after election [CRS 1-7-802]

A. Unused Replacement Ballots <Added 12/04>

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 – ELECTION

Maps showing precinct and ward or district designations and boundaries for municipal elections. See also 7.180, *Maps and Drawings*.

Retention: Permanent³

3.80 NOMINATION RECORDS

Records relating to the submission of nomination petitions for elective municipal office.

A. Objections to Nomination Petitions

Retention: 6 months after election [CRS 31-10-616]

B. Petition for Nomination

See 3.110.F, *Nomination Petitions*.

C. Withdrawal from Nomination

Retention: 6 months after election

³ Election maps have historical value for election analysis, as evidence of evolution and growth of the community and as documentation of precinct and Ward/District boundary changes.

3.90 NOTICES OF ELECTION

Copies of notices required to be posted, published or mailed regarding the municipal 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: 6 months after election, except retain one copy permanently in master election file

3.100 OATHS AND AFFIDAVITS

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

Retention: 6 months after election or until time has expired for which election documentation would be needed in any contested proceedings

3.110 PETITIONS – ELECTION

A. Annexation Election Petitions

Petitions for the conduct of an election to determine whether property should be annexed to the municipality [CRS 31-12-107].

Retention: Permanent

B. Certifications of Petitions

Certifications prepared by the municipal clerk regarding the sufficiency or insufficiency of election petitions.

Retention: Permanent

C. Charter Initiative Petitions

Petitions submitted by citizens to place initiated Charter amendments on a municipal election ballot.

Retention: 3 years after submission, *except* retain one copy of representative pages permanently for historical purposes in master election file *<Amended 2/05>*

D. Initiative Petitions

Petitions submitted by citizens in accordance with legal requirements regarding the placement of citizen-initiated measures on the municipal election ballot.

Retention: 3 years after submission, *except* retain one copy of representative pages for historical purposes in permanent election file [CRS 31-11-117] *<Amended 2/05>*

E. Insufficient Petitions *<Added 4/06>*

These are petitions that have been determined by the City/Town Clerk, or the courts, as being not complete in meeting the municipal 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

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F. Nomination Petitions

Petitions circulated and submitted for the placement of a candidate's name on a municipal election ballot.

1. Elected Candidates

Retention: 2 years after election, *except* retain for 4 years if term of office of elected official is 4 years

2. Unsuccessful Candidates

Retention: 2 years after election <Amended 1/03>

G. Protest Records – Petitions

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

Retention: Follow retention period for the specific type of petition

H. Recall Petitions

Petitions submitted in accordance with legal requirements by citizens demanding the removal of an elected municipal official from office.

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 municipal clerk's certification that the petition is insufficient [CRS 31-11-117] <Amended 4/06>

I. Referendum Petitions

Petitions submitted by citizens in accordance with legal requirements requesting that legislation previously adopted by the governing board be repealed or placed on a municipal election ballot for consideration by the voters.

Retention: 3 years after submission, *except* retain one copy of representative pages for historical purposes in permanent election file [CRS 31-11-117] <Amended 2/05>

3.120 POLLING RECORDS

A. 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: 2 years + current

B. Poll Lists

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

Retention: 6 months after election

C. Poll Site Records

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

Retention: 6 months after election, *except* retain contact information and summary of problems until after the next election

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D. Voter Signature Forms

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

Retention: 45 days after election

3.130 RECEIPTS AND ACCOUNTING FORMS

A. Receipts for Transfer of Election Materials

Documentation for the receipt or transfer of election-related materials between the municipal clerk's office and election judges, including receipts for absentee ballots, ballot boxes (duplicate copy retained by municipal clerk), registration book, etc.

Retention: 6 months after election

B. Statement of Judges

Statement of election judges accounting for ballots voted, spoiled, delivered to voters, unused and returned to municipal clerk, etc.

Retention: 6 months after election

3.135 SURVEILLANCE RECORDINGS – ELECTION AREAS <Added 2/08>

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

Retention: 6 months after election

3.140 TABULATION RECORDS

A. Abstract of Election

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

Retention: 6 months after election

B. Tabulation Test Results

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

Retention: 6 months after election or until such time has expired for which the ballots would be needed in any contested proceedings

C. Tally Lists

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

Retention: 6 months after election

SCHEDULE NO. 4

ENTITIES APPOINTED BY MUNICIPALITY⁴

General Description: Records regarding the composition, operation, proceedings and enactments of the boards, commissions, committees, authorities, task forces and similar bodies appointed by the governing body or municipal officials. 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 municipality of outside groups and entities not appointed by the municipality.

The minimum retention periods specified in this schedule 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.). **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.

4.10 AGENDAS AND SUPPORTING DOCUMENTATION <Amended 3/07>

Listings showing date, time and locations of official meetings and items to be discussed by committee members at regularly scheduled, special, and emergency public meetings. Supporting documentation includes material such as agenda item summaries and other supporting documentation explaining the rationale for staff recommendations, presenting background information or the history of agenda items being presented to the appointed entity for a decision. <Amended 3/07>

Retention: Permanent

Duplicate copies: Until meeting is over <Added 3/07>

4.20 APPOINTMENTS AND RESIGNATIONS

Records of appointments to and resignations from the entity, including applications, recruitment information, etc. <Amended 4/06>

A. Appointed Applicants <Amended 2/08>

Retention: 1 year + current after end of service

B. Unsuccessful Applicants <Added 2/08>

Retention: 1 year + current after conclusion of appointment process

4.30 BUILDING BOARD CASE FILES

See 1.50, *Building Board Case Files*.

⁴ *Note regarding records of other agencies and entities:* Records provided to the municipality for informational purposes by entities that are not a part of the municipal government are in general not to be treated as municipal records for retention purposes. For example, the minutes of the board of directors of an agency not appointed by the municipality would be a record of that entity and would need to be retained by the municipality only until the information is no longer needed for municipal purposes.

COLORADO MUNICIPAL RECORDS RETENTION SCHEDULE

4.40 BYLAWS

Documents adopted by entities to set out guidelines regarding the operation of the entity's governing board.

Retention: Permanent

4.50 GOALS

Formally adopted strategic plans, work plans or policy agendas established by the entity.

Retention: Permanent

4.55 MEMBER LISTS <Added 4/06>

Retention: Retain for 10 years unless needed for historical reasons

4.60 MINUTES AND SUPPORTING DOCUMENTATION

The official record of proceedings of regular, special and emergency meetings and all supporting documentation such as exhibits or other material referenced in the minutes.

Retention: Permanent

4.70 NOTICES – MEETINGS

Documentation of compliance with laws requiring posting and distribution of notices of public meetings.

Retention: 1 year + current

4.80 OATHS OF OFFICE

Oaths taken by appointed officials upon taking office.

Retention: Term of office + 1 year

4.90 PACKETS DISTRIBUTED TO APPOINTED ENTITIES – INFORMATIONAL <Amended 3/09>

Convenience copies of batches of information (if an intact copy of the packet is retained by the municipality for convenient reference] periodically distributed to members of the board, commission or entity for informational purposes, typically including copies of correspondence, minutes for review, agenda material, staff memos, etc. Note: This listing applies to convenience copies of such packets of information that may be retained intact by some municipalities for ready reference. Record copies of material included in this type of information packet, such as agendas and supporting documentation, minutes, correspondence, etc., are retained separately for the different retention periods. <Amended 3/09>

Retention: 3 years + current

4.100 RECOMMENDATIONS

Written recommendations to the governing body or other entities rendered in an advisory or decision-making capacity.

Retention: 2 years + current, *except* retain recommendations that have enduring historical or policy value permanently

4.105 RECORDINGS OF MEETINGS <Amended 3/07>

Audio or video recordings of official meetings typically made for use in preparing the minutes or transcripts of the meeting.

A. Executive Sessions

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

COLORADO MUNICIPAL RECORDS RETENTION SCHEDULE

B. Open Meetings

Retention: 6 months after approval of the minutes

C. Study Sessions <Added 4/06>

Retention: 6 months after meeting

4.110 REPORTS

Written reports regarding the operations or activities of the appointed entity.

A. Annual Reports

Retention: Permanent

B. Monthly Reports

Retention: 1 year + current, provided information is incorporated into annual report

C. Quarterly Reports

Retention: 2 years + current, provided information is incorporated into annual report

SCHEDULE NO. 5

FINANCIAL RECORDS

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

*The **minimum** retention periods specified in this schedule 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.).** **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 municipality, including copies of bills paid, copies of checks, invoices, purchase orders and receiving reports, and correspondence with vendors.

A. Accounts Payable Records in General

Retention: 6 years + current

B. Automatic Clearinghouse (ACH) Forms

Electronic records used to record information relating to the movement of outgoing money between entities.

Retention: 6 years + current <Added 3/10>

C. Balance Sheets

Retention: Until updated

D. Bills Paid

Retention: 6 years + current

1. Invoices and Statements

Retention: 6 years + current

2. Publication of Bills Paid

See 7.10, *Affidavits of Publication.*

3. Reports of Bills Allowed

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

Retention: 6 years + current

E. Charge Slips and Credit Card Statements

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

Retention: 2 years + current

F. Credit Card Records

Records of credit cards issued to the municipality for municipal use.

Retention: 1 year + current after cancellation

G. Expense Records

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

Retention: 2 years, provided audit has been completed

H. Form 1099

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

Retention: 4 years

I. Petty Cash Records

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

Retention: 1 year + current

J. Purchasing Records

See 5.300, *Purchasing Records*.

K. Vendor Files

Files maintained as a unit to track accounts payable activity for specific vendors, including information such as name and address, correspondence, copies of checks, etc. <Amended 3/07>

Retention: 6 years + current

L. W-9 Forms <Added 3/07>

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 <Amended 2/08>

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 municipality, and documentation of billing and collection of monies. See also 2.30, *Cemetery Records*. <Amended 4/06>

A. Accounts Receivable Records in General

Retention: 2 years + current

B. Automatic Clearinghouse (ACH) Forms

Electronic records used to record information relating to the movement of incoming money between entities.

Retention: 2 years + current <Added 3/10>

C. Balance Sheets

Retention: Until updated

D. 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

E. Cash Register Validation Tape

Retention: 1 year + current

F. Fee Receipts

See 5.20.C, *Cash Books, Receipts and Reports*.

G. Invoices and Statements Issued by Municipality

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

Retention: 6 years + current

H. Utility Billing Records

See 5.360, *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 municipality.

A. Agreements – Audit Services

See 7.20, *Agreements and Contracts*.

B. Audit Reports

Annual or special reports prepared by external auditors examining and verifying the municipality's financial activities or the financial activities of a fund, department or other component of the municipal government [CRS 29-1-606].

Retention: Permanent

C. Audit Work Papers

Documentation consisting of routine correspondence with auditors and copies of municipal 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 municipal funds held at banks.

A. Bank Records – In General

Retention: 2 years + current

B. Bank Statements

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

Retention: 6 years + current

C. Check Records

1. Cancelled Checks

Retention: 6 years + current

2. Duplicate Copies of Checks

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

Retention: 1 year + current

3. Register – Check

Chronological listing of check entries.

Retention: 6 years + current

4. Stubs – Check

Retention: 1 year + current

5. Voided Checks <Added 2/05>

Retention: 1 year + current

D. Certificates of Deposit

See 5.260.B, *Certificates of Deposit*.

E. Deposit Pass Books

Records of municipal savings account deposits, withdrawals and balances.

Retention: 6 years + current

F. Deposit Slips

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

Retention: 1 year + current

G. Money Market Certificates

See 5.260.E, *Money Market Certificates*.

H. Reconciliations

Retention: 6 years + current

I. Savings Bond Records

See 5.260.G, *Savings Bond Records*.

J. Trial Balances

Retention: 2 years + current

5.55 BANKRUPTCY AND FORECLOSURE RECORDS <Added 4/06>

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

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

5.60 BIDS

See 5.330.E, *Bids*.

5.70 BILLING RECORDS

See 5.20, *Accounts Receivable Records* and 5.360, *Utility Billing*.

5.80 BOND ISSUE RECORDS

A. Bond Issue Files

Records that document the authorization to finance municipal improvements through bonded indebtedness and implementation of municipal bond issues, including bond anticipation notes, industrial development revenue bonds, 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 municipal indebtedness.

Retention: 2 years after final payment

B. Bond Issue Proceedings Books

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

Retention: Permanent

C. Bonds, Notes and Coupons Paid

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

Retention: 1 year after maturity

D. Bond Registers and Ledgers

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

Retention: Permanent

5.90 BONDS – PUBLIC OFFICIALS

See 15.50, *Bonds*.

5.100 BUDGET RECORDS

A. Budget – Final Adopted

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

Retention: Permanent

Duplicate Copies: Until superseded

B. 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

C. Budget Reports

1. Monthly or Quarterly Reports

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

Retention: 2 years + current

2. Year-End Reports

Summary annual budget reports compiled at year-end.

Retention: 6 years + current

D. Budget Work Papers

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

Retention: 1 year + current

5.110 CEMETERY FINANCIAL RECORDS

See 2.30, Cemetery Financial Records.

5.120 COUNTY REVENUE PROGRAMS

See 5.210, Government Revenue Programs.

5.130 EXPENSE RECORDS

See 5.10.F, Expense Records.

5.140 FEDERAL REVENUE PROGRAMS

See 5.210, Government Revenue Programs.

5.150 FEE AND RATE SCHEDULES AND SUPPORTING DOCUMENTATION <Amended 2/08>

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

A. Fee and Rate Schedules and Supporting Documentation (Except for Utility Rates) <Amended 2/08>

Retention: Retain current and previous schedules and associated supporting documentation

B. Utility Rate Schedules and Supporting Documentation <Amended 2/08>

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 municipality 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 municipality

5.170 FINANCIAL REPORTS

See 5.330, *Reports – Financial*.

5.180 FIXED ASSET RECORDS

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

A. Acquisitions

See 16.10, *Acquisition Records*.

B. Annual Reports

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

Retention: Until superseded

C. Auction Records

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

Retention: 2 years + current

D. Depreciation Detail

Retention: 3 years + current

E. Disposition Records

Records of disposal of municipal 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

F. Fixed Asset Files

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

Retention: 10 years

G. Inventories – Fixed Assets

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

Retention: Until revised

H. 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 16.150, *Sale or Transfer of Property Records*.

Retention: 6 years after final payment

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 municipality 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 [CRS 31-32-101].

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 5.20, *Accounts Receivable Records* and 5.10, *Accounts Payable Records* for fund receipts and expenditures.

A. Fund Establishment

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

Retention: Permanent

B. Trust Fund Records

Documentation of bequests to the municipality.

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 municipalities for specific purposes. See also 5.220, *Grants*.

A. County Bridge and Road

See 5.210.D.3, *Highway Users Tax Fund (HUTF)*.

B. Federal Revenue Programs

1. Community Development Block Grant (CDBG)

See 5.220, *Grant Records*.

2. Federal Excise Tax

Exemption certificates from gasoline vendors issued to the municipality, which are required for allowance of federal tax credits for vendors to bill less the excise tax.

Retention: 6 years + current

3. Revenue Sharing

Documentation and reports of the municipality'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 7.280, *Project Files*.

Retention: 6 years + current

C. Instructions for Completing Government Forms

Retention: Until superseded or obsolete

D. State Revenue Programs

1. Cigarette Tax

Records of allocations to and receipt by the municipality of taxes collected on tobacco sales within the municipality.

Retention: 6 years + current

2. Conservation Trust Fund (Lottery)

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

Retention: 6 years + current

3. Highway Users Tax Fund (HUTF)

Records pertaining to the receipt by the municipality of HUTF funds from the State of Colorado to be allocated for expenditure for the construction, engineering, reconstruction, maintenance, repair, equipment, improvement and administration of the system of streets, public highways or state highways within the municipality.

Retention: Permanent

4. Severance Tax

Records of allocation to and receipt by the municipality of a portion of revenues collected by the State on the basis of residence of severance taxpayer employees.

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 municipality from private and governmental sources or administered by the municipality under a municipal grant program. See also 5.210, *Government Revenue Programs*. **<Amended 2/08>**

A. Audits – Grants

See 5.40, *Audit Records*.

B. Grants From the Municipality **<Added 2/08>**

1. Awarded Grants and Supporting Documentation

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

Retention: 1 year + current after rejection or withdrawal

C. Grants to the Municipality <Amended 2/08>

1. Awarded Grants

Documentation of awarded grants that are accepted by the municipality, 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

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

Retention: 1 year + current after rejection or withdrawal

D. 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

E. Supporting Documentation

Background supplemental information relating to grant applications and administration.

Retention: 3 years after conclusion of the grant

5.230 IMPROVEMENT DISTRICT RECORDS

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

Retention: 6 years + current after improvement district is terminated or all bonds are paid or cancelled, whichever is later <Amended 3/09>

5.240 INSURANCE RECORDS

A. 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.* <Amended 2/08>

Retention: 6 years after expiration

B. Claim Records

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

1. Claim Records

Statements of claims and completed claim forms. See also 13.30, *Claims.*

Retention: 6 years + current

2. Claim Reports

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

Retention: 6 years + current

C. CIRSA⁵ Records

See 5.240.B, *Claim Records*; and 5.240.E, *Insurance Policies*.

D. Employee Insurance Claim Records

Records pertaining to employee claims for medical, dental, long-term disability and other insurance coverage. See also 15.40.D, *Employee Insurance Claims*.

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

E. 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 municipality under the insurance policy.

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

F. Risk Management Policies

See 7.260, *Policies and Procedures Documentation*.

G. Unemployment Insurance

See 15.280, *Unemployment Insurance*.

H. Workers' Compensation

See 15.310, *Workers' Compensation*.

5.250 INVENTORIES

See 5.180, *Fixed Asset Records*.

5.260 INVESTMENT RECORDS

Records documenting various investments made by the municipality.

A. Bank Statements – Investments

See 5.50.B, *Bank Statement*. <Amended 3/09>

B. Certificates of Deposit

Retention: 6 years + current after maturity

C. Certificates of Deposit – Registers

Retention: 6 years after maturity <Amended 1/03>

D. Investment Policies

See 7.260, *Policies and Procedures Documentation*.

E. Money Market Certificates

Retention: 6 years + current after maturity

⁵ Colorado Intergovernmental Risk Sharing Agency.

F. Reports – Investment of Funds

Retention: 10 years, provided audit has been completed

G. Savings Bond Records

Retention: 6 years + current after final payment

H. Stocks and Bonds

Retention: 6 years + current after disposition

I. Treasury Bills and Notes

Retention: 6 years + current after maturity

5.270 LEDGERS AND JOURNALS

A. General Ledger

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

Retention: 30 years + current <Amended 3/09>

B. Journal Entries <Added 3/07>

Retention: 6 years + current

C. Subsidiary Ledgers and Journals

Daily, monthly, quarterly or year-end transaction detail providing backup documentation to General Ledger. <Amended 3/07>

Retention: 2 years + current <Added 3/07>

1. Payroll Register – Year-End

See 15.170.K, Register – Payroll [Year-End].

5.280 LOAN RECORDS

Records of loans entered into by the municipality. See also 5.220, Grant Records.

A. Loans Made by Municipality for Employee or Other Purposes <Added 3/07>

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

1. Approved Loans <Amended 2/08>

Retention: 6 years + current after the loan is paid

2. Rejected Loans <Amended 2/08>

Retention: 1 year + current after rejection or withdrawal

B. 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

C. Routine Loans

Minor loans obtained for purposes other than public improvements.

1. Approved Loans <Amended 2/08>

Retention: 6 years + current after the loan is paid

2. Rejected Loans <Amended 2/08>

Retention: 1 year + current after rejection or withdrawal

5.290 PAYROLL RECORDS

See 15.170, *Payroll Records*.

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.

A. Purchasing Records in General

Retention: 6 years + current

B. Agreements – Procurement

See 7.20, *Agreements and Contracts* and 7.280, *Project Files*.

C. Advertisements for Bids

See 7.10, *Affidavits of Publication*.

D. Auction Records

See 5.180, *Fixed Asset Records*.

E. Bids

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

1. Accepted Bids

Received from successful bidders.

Retention: 6 years + current after acceptance of the bid

2. Rejected/Unsuccessful Bids <Amended 1/03>

Received from unsuccessful bidders.

Retention: 2 years + current after contract is awarded or PO is issued <Amended 2/08>

3. Unsolicited Bids

Received from bidders without solicitation from the municipality.

Retention: 2 years + current

F. Lease-Purchase Records

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

Retention: Term of lease-purchase arrangement + 6 years

G. Procurement and Purchasing Policies

Directives, memoranda or manuals pertaining to policies established by the municipality for the procurement of commodities and services. See also 7.260, *Policies and Procedures Documentation*.

Retention: Permanent

Duplicate Copies: Until superseded

H. Purchasing Control Forms

Purchase orders, purchase requisitions, field purchase orders, vouchers, signature authorizations and other forms documenting the procurement process. <Amended 3/09>

Retention: 6 years + current

I. Solicitations and Specifications

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

Retention: 6 years + current

J. State Bid List

Retention: Until superseded

K. Vendor Lists

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

Retention: Until superseded or obsolete

L. Vendor Prequalification Records <Added 3/09>

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

Retention: 2 years + current

5.310 RATE SCHEDULES

See 5.150, *Fee and Rate Schedules*.

5.315 REBATE PROGRAM RECORDS <Added 3/07>

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

Retention: 1 year + current after the rebate is paid, provided that the records have been audited <Amended 2/08>

5.320 RECEIPTS – FEES PAID

See 5.20, *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 municipal funds, including financial projection reports.

A. Annual Financial Reports

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

Retention: Permanent

B. Audit Reports

See 5.40.B, *Audit Records*.

C. Budget Reports

See 5.100.C, *Budget Reports*.

D. Comprehensive Annual Financial Report (CAFR)

See 5.40.B, *Audit Reports*. <Amended 2/08>

E. County Treasurer's Reports

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

Retention: 10 years + current

F. Payroll Reports

See 15.170.I, *Payroll Reports*.

G. Revenue and Expenditure Reports

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

Retention: 6 years + current

1. Departmental Expenditure Reports

Retention: 1 year + current

2. Financial Reports – Monthly

Retention: 2 years + current

5.340 TAX COLLECTION RECORDS

A. Cigarette Tax

See 5.110.D.1, *Cigarette Tax*.

B. Colorado Department of Revenue Monthly Revenue Distribution Report <Added 2/08>

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

C. Federal Excise Tax

See 5.210.B.2, *Federal Excise Tax*.

D. Franchise Taxes

See 5.190, *Franchise Records*.

E. Highway Users Tax Fund (HUTF)

See 5.110.D.3, *Highway Users Tax Fund (HUTF)*.

F. Licenses Issued to Municipality

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

Retention: 1 year after expiration

G. Property Tax Records

Records pertaining to the municipality'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 municipality.

Retention: Permanent

H. Real Estate Transfer Tax Records <Added 2/05>

See 5.340.I, *Sales and Use Tax Records*.

I. Sales and Use Tax Records

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

1. Applications – Sales Tax

Retention: 2 years + current after business terminates

2. Audits – Sales Tax

Retention: 3 years + current

3. Delinquent Sales/Use Tax Notices

Retention: 5 years + current

4. Master File – Sales Tax

Retention: Until updated

5. Motor Vehicle Sales Tax Receipts

Retention: 1 year + current

6. Register – Sales and Use Tax

See also 5.270, *Ledgers and Journals*.

Retention: Permanent

7. Returns – Sales and Use Tax

Retention: 3 years + current

8. Transaction Journal/Log

Record of sales and use tax daily transactions.

Retention: 2 years + current

J. Severance Tax

See 5.210.D.4, *Severance Tax*.

5.345 TAX REPORTING RECORDS <Added 3/09>

A. Forms 1098 – Mortgage Interest Statements

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

Retention: 3 years + current

B. Forms 1099R – Reports of Distributions

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

Retention: 3 years + current

5.350 TRAVEL EXPENSES

See 5.10.F, *Expense Records*.

5.360 UTILITY BILLING

Records relating to the billing of customers for utility services.

A. Account History Listing

Retention: 2 years + current after account closed

B. Adjustment Records

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

Retention: 2 years

C. Billing Journals

Utility billing journals and registers for water, sewer or electric service. See also 5.270, *Ledgers and Journals*.

Retention: 6 years + current

D. Cash Receipt Journals

Journals and other records relating to the receipt of utility payments. <Added 3/10>

Retention: 2 years + current

E. Initial Status Report

Retention: 1 year + current

F. Meter Records

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

1. Calibration and Testing Records

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

Retention: Life of equipment + 1 year

2. Meter Books

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

Retention: 2 years + current

3. Meter Deposit Receipts

Retention: 1 year + current

4. Meter Installation, Maintenance and Repair

Retention: 2 years

5. Meter Inventory <Added 2/08>

Retention: Until superseded

6. Meter Location Records

Retention: 1 year after removal of meter

7. Meter Orders

Retention: 1 year + current

8. Meter Reading Exception Report

Retention: 1 year + current

9. Meter Reading Sheets

Retention: 2 years + current

G. Nonpayment Billing Notices <Amended 1/03>

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

1. First and Second Notice

Retention: 6 months or until next billing cycle is complete, whichever is later <Amended 2/08>

2. Third Notice

Retention: 1 year

H. Rate Schedules and Supporting Documentation – Utility Billing <Added 2/08>

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

1. Flat Rate Documentation

Retention: until metered rates are established and billed

2. Metered Rate Documentation

Retention: 3 years + current

I. 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

J. Service Orders

1. New Service Orders

Records documenting new utility service.

Retention: 1 year + current

2. Trouble Orders

Records documenting utility service complaints and problems.

Retention: 1 year + current

3. Turn-Off Orders

Records documenting the termination of utility service.

Retention: 2 years + current

K. Statements

Water and sewer billing statements or invoices.

Retention: 2 years + current <Amended 3/10>

5.370 WARRANTS/CHECKS

See 5.10, 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 7.410, Worksheets and Drafts.

Retention: Until no longer needed

SCHEDULE NO. 6

FLEET AND EQUIPMENT RECORDS

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

The **MINIMUM** retention periods specified in this schedule 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.)**. **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 7.20, *Agreements and Contracts*.

6.20 AUCTION RECORDS

See 5.180.C, *Auction Records*.

6.30 BILLS OF SALE

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

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

6.40 COMMUNICATIONS SYSTEM LICENSES

See 9-5.10, *Communication Systems Records*. **<Amended 3/10>**

6.50 COMPUTER SYSTEM RECORDS

See 9-5.20, *Computer System Records*. **<Amended 3/10>**

6.60 EQUIPMENT RECORDS

Records pertaining to major mechanical systems in municipally 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. See also 6.160, *Telephone System – Municipal Buildings*. **<Amended 4/06>**

Retention: Life of equipment + 1 year

6.70 FUEL RECORDS

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

Retention: 2 years

6.80 INSURANCE COVERAGE

See 5.240.E, *Insurance Policies*.

6.90 INVENTORIES – FLEET AND EQUIPMENT

Listings of vehicles, equipment and similar property owned by the municipality. See also 5.180.G, *Inventories*.

Retention: Until revised

6.100 LEASE-PURCHASE RECORDS

See 5.300.F, *Lease-Purchase Records*.

6.110 MAINTENANCE AND SAFETY RECORDS

A. 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 6.180, *Vehicle Histories*.

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

B. Inspection and Maintenance Documentation – Vehicles and Equipment <Amended 3/07>

Records and reports pertaining to maintenance and inspections performed for municipal vehicles and equipment, including those records required by State and federal regulations. <Amended 3/07>

Retention: Until vehicle or equipment is no longer under municipal control + 1 year <Amended 3/07>

C. Work Orders

See 6.220, *Work Orders*.

6.120 MANUALS – VEHICLES 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 municipality. See also 9-5.20, *Computer System Records*. <Amended 3/10>

Retention: Life of equipment + 1 year

6.140 POLICIES AND PROCEDURES

See 7.260, *Policies and Procedures Documentation*.

6.150 PURCHASING RECORDS

See 5.300, *Purchasing Records*.

6.160 TELEPHONE SYSTEM – MUNICIPAL BUILDINGS

See 9-5.10, *Communication Systems Records*. <Amended 3/10>

6.170 UNCLAIMED PERSONAL PROPERTY

See 5.180.E, *Disposition Records*.

6.180 VEHICLE HISTORIES

Records outlining the acquisition and maintenance history of a vehicle, often stored in the vehicle. See also 6.110, *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

6.200 VEHICLE TITLES

Title proving ownership of motor vehicles owned by the municipality.

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*. <Amended 2/08>

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 <Amended 2/08>

SCHEDULE NO. 7

GENERAL ADMINISTRATIVE RECORDS

General Description: General administrative records include those for which the "record" copy is kept by the municipal clerk 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 minimum retention periods specified in this schedule 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.). **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 <Added 4/06>

Records of formal administrative proceedings conducted by municipal 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 (examples: sales tax exemptions, nuisance abatements, minor personnel matters not otherwise covered by the retention manual). See also 3.110.G, *Protest Records – Petitions*.

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

A. Affidavits of Publication – Ordinances <Added 3/09>

Affidavits of publication of ordinances of a general or permanent nature and those imposing any fine, penalty or forfeiture.

Retention: 6 years + current or until the ordinance is repealed or reenacted, whichever is later

B. Other Affidavits of Publication <Added 3/09>

Affidavits of publication other than the above-described affidavits relating to ordinances.

Retention: 6 years + current

7.20 AGREEMENTS AND CONTRACTS

Agreements and contracts of various kinds that document some form of agreement that is enforceable by law between the municipality 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 7.120, *External Groups and Agencies*; and 7.200, *Memberships*.

7.40 AWARDS AND HONORS

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

Retention: Permanent

7.50 CHARTER RECORDS

A. Charter Proceedings

Records relating to the adoption, amendment or repeal of Home Rule Charters or provisions of the Charter. See also 3.110.C, *Charter Initiative Petitions*.

Retention: Permanent

B. Charters – Published

Governing documents for Home Rule Municipalities that are typically published separately or as part of the municipal code book.

Retention: Permanent

Duplicate Copies: Until superseded

7.60 CODE BOOK RECORDS

A. Codes Adopted by Reference

Includes model traffic code, uniform and international building and construction codes, fire codes and supplements to such codes, and other similar codes adopted by ordinance for the municipality.

Retention: Retain 1 copy permanently for historical purposes

Duplicate Copies: Until superseded

B. Codifications/Supplements

All versions of codifications of municipal ordinances typically called the Municipal Code and all supplements containing amendments to the initially adopted Code.

Retention: Permanent

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 municipal 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 municipal issues, etc.

A. Ongoing Committees

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

B. 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 municipality; routine requests for service or information; and petitions with no legal effect that are submitted to the municipality to express the opinions of the signers. See also 8.110, *Minutes and Supporting Documentation*.

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

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 municipality. The term *general documentation* is intended to cover a wide variety of records created in the normal course of business.

A. 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

B. 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 municipality or the community; and other similar records and documentation.

Retention: Permanent

C. 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. <Amended 1/03>

Retention: 1 year + current

D. 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. <Amended 1/03>

Retention: Until material has been read

7.100 ELECTRONIC RECORDS

See 9-5.40, *Electronic Records in General*. <Amended 3/10>

7.110 EVENT RECORDS

Records such pertaining to promotion and organization of special and historic community events or celebrations in which the municipality 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 municipality for courtesy or informational purposes from associations, organizations, groups and agencies that are not part of the municipal organization but which have some form of association or relationship with the municipality. See also 7.200, *Memberships*; and 7.365, *Special District Records*. **<Amended 2/08>**

Retention: Until no longer needed for municipal reference or informational purposes

7.130 FORMS – BLANK

Blank forms are not considered to be records and should be separated from the municipality'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.

A. 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 7.270, *Program Records*; and 7.330, *Reports*.

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

B. 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

C. Policy and Program Development Records

Records with long-term value documenting the formulation and adoption of policies and procedures and the functions of the municipality or its departments. Includes narrative or statistical reports, related correspondence with enduring value on program activities, organizational charts and mission statement studies regarding municipal or department operations, and records related to significant events in which the municipality, departments or individual offices participated. See also 7.270, *Program Records*. <Amended 3/10>

Retention: Permanent

D. Technical or General Reference Files <Amended 2/05>

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 7.120, *External Groups and Agencies*.

Retention: Until no longer needed for reference

7.150 LEGISLATION AND REGULATORY ACTIONS

A. 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

B. Internal

See 8.70, *Governing Body as Another Decision-Making Body*.

7.160 MAILING AND DISTRIBUTION RECORDS

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

A. Certified Mail Return Receipts

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

Retention: 2 years after matter referenced in mailing is concluded

B. Envelopes

Envelopes that contained communications received by the municipality.

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

C. 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

D. 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

E. Record of Mailing

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

Retention: 2 years

F. Undeliverable Mailings

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

Retention: 2 years after matter referenced in mailing is concluded

7.170 MANUALS AND HANDBOOKS

See 6.120, *Manuals –Vehicles and Equipment*; and 7.260, *Policies and Procedures Documentation*.

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 municipal projects; maps and drawings stored and generated by Geographic Information System (GIS) and computer-aided design (CAD) systems; "as built" drawings of municipal facilities; annexation and development plats and plans; various construction drawings and renderings; municipal boundary maps, election precinct and ward or district maps, zoning district maps; USGS topographical maps of the area; and other similar documents. See also 9-5.40, *Electronic Records in General*, for geographic information systems records. <Amended 3/10>

Retention: Permanent

Duplicate Copies: Until superseded or no longer needed for reference

7.190 MAPS – INFORMATIONAL

Maps that are acquired from external sources and are used for municipal reference and informational purposes for the municipality 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 municipality of municipal officials, employees or the municipality as an organization in professional associations and organizations such as the Colorado Municipal League, the Association of Records Managers and Administrators, the U.S. Conference of Mayors, and similar professional or municipal associations and organizations.

Retention: 2 years

7.210 MINUTES

See 4.60, *Minutes and Supporting Documentation*; 7.70, *Committees – Internal*; and 8.110, *Minutes and Supporting Documentation*.

7.220 NEWS CLIPPINGS

See 9.120, *Scrapbooks*.

7.230 NEWS RELEASES

See also 7.290, *Public Relations Records*.

A. Releases – Policy or Historical Value

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

Retention: Permanent

B. 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 <Added 2/08>

Formal requests for records submitted in accordance with state law and supporting documentation relating to the municipality'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 municipality.

Retention: Permanent

7.250 PETITIONS, OBJECTIONS AND REMONSTRANCES

See 7.80, *Complaints, Routine Service Requests and Nonbinding Petitions*; 7.90, *Correspondence and General Documentation*; and 3.110, *Petitions – Election*.

7.260 POLICIES AND PROCEDURES DOCUMENTATION

Written instructions, rules and guidelines in manual form documenting current and past authorized municipal 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 7.140.C, *Policy and Program Development Records*.

A. Clerical Manuals – Routine

Retention: 2 years after superseded or obsolete

B. Manuals from External Sources

Retention: Until superseded or no longer needed

C. 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

COLORADO MUNICIPAL RECORDS RETENTION SCHEDULE

7.270 PROGRAM RECORDS

Records pertaining to ongoing or special events or activities held at municipal facilities and programs provided by the municipality as recreational or cultural amenities for the community. See also 7.140.C, *Policy and Program Development Records*.

A. Activities and Events – Short-Term Agreements, Contracts and Supporting Documentation <Added 3/09>

Contracts, agreements and supporting documentation relating to municipally sponsored entertainment, sporting events, performances, shows, displays of artwork, vendors and concessions, and similar activities and events that have a duration of less than one (1) year. See also 16.135, *Rental Contracts and Agreements – Short-Term*.

Retention: 1 year + current after conclusion of the activity or event, provided that annual municipal audit has been completed

B. Childcare Facility Records <Added 3/09>

Records relating to the clients and personnel of municipally operated childcare facilities at municipal recreation centers or other municipal facilities pursuant to state licensing requirements.

Retention: 3 years + current [CDHS Rule 7.701104(D)]

C. Districts

Records of districts that provide program services to municipal residents, such as recreation districts, library districts, etc. See 7.365, *Special District Records*. <Amended 2/08>

D. Facility and Program Use Records

Records relating to registration and admission to programs sponsored by the municipality, 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. <Amended 2/05>

Retention: 1 year + current

E. Fees and Rates

See 5.20, *Accounts Receivable Records*; and 5.150, *Fee and Rate Schedules and Supporting Documentation*.

F. Liability Waivers

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

Retention: 3 years + current

G. Incident Reports <Added 3/09>

Reports of incidents that may happen during the course of municipally sponsored programs, events, activities, etc., that are exceptions to the normal course of business, such as rescue, accident or injury incident reports.

Retention: 3 years + current

H. Library Records

Records pertaining to the operation of a library by the municipality.

1. Book Requisitions

Retention: 1 year + current

2. Catalogs

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

Retention: Until superseded or obsolete

3. Circulation Statistics

Retention: Permanent

4. Gift Register

Retention: Permanent

5. Interlibrary Loan Transactions/Reciprocal Borrowing Sheets

Retention: 3 years + current

6. Patrons' Registration Forms

Retention: 6 years + current

I. 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 municipality, 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. <Amended 2/08>

Retention: Permanent

J. Support Groups – Municipal Programs

Groups organized in support of municipal programs, such as senior citizen community groups, youth groups, Friends of the Library or Museum, and similar groups. See 7.120, *External Groups and Agencies*.

K. Sister City Program

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

Retention: Permanent

COLORADO MUNICIPAL RECORDS RETENTION SCHEDULE

7.280 PROJECT FILES

A. **Capital Projects** <Amended 2/08>

Records of capital projects, professional services relating to capital improvements and projects relating to the design, engineering, construction, major repair, renovation or demolition of municipally 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, certificates of insurance, project-related permits and licenses issued to the municipality 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 <Amended 2/08>

b. **Performance and Payment Bonds**

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

Retention: 1 year + current after expiration of warranty period or project completion, whichever is later <Amended 3/09>

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. **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*; and 9-5.60, *Projects – Information Technology and Communication Systems*. <Amended 3/10>

7.290 PUBLIC RELATIONS RECORDS

Speeches, addresses, and comments of public officials, remarks made at formal municipal ceremonies by elected municipal officials, state of the city addresses, etc. Includes paper, videotape, motion picture or tape recordings. See also 7.230, *News Releases*.

Retention: Permanent

7.300 PUBLICATIONS

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 municipality 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 municipal 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 municipality in relation to various activities and functions. Examples include building regulations and standards, subdivision and zoning regulations, cemetery rules and regulations, streetscape standards, street and sidewalk construction standards, water and sewer line installation standards, mobile home standards, etc.

Retention: Permanent

Duplicate Copies: Until superseded

7.330 REPORTS

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

A. Annual Reports

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

Retention: Permanent

B. Daily Reports

Reports documenting the daily activities of employees or work units.

Retention: 1 year + current

C. Monthly Reports

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

Retention: 1 year + current

D. Quarterly Reports

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

Retention: 2 years + current

COLORADO MUNICIPAL RECORDS RETENTION SCHEDULE

E. Weekly Reports <Added 3/07>

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

Retention: 1 year + current

7.340 RETENTION SCHEDULES AND COMPLIANCE CERTIFICATES

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

Retention: Permanent

7.350 RULES AND REGULATIONS

See 7.320, *Regulations and Standards*.

7.360 SOFTWARE AND SOFTWARE MANUALS

See 6.50.G, *Software Management*.

7.365 SPECIAL DISTRICT RECORDS <Added 2/08>

Records pertaining to water, sanitation, flood control, urban drainage, metropolitan, airport, library, fire, ambulance and other special districts that provide services within the municipality, 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 municipality no longer has any binding effect, then evaluate for continuing value prior to destruction

7.370 STANDARDS

See 7.320, *Regulations and Standards*.

7.380 STUDIES, PLANS AND REPORTS

Documents prepared by the municipality or by external entities on behalf of the municipality. 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 municipality that are prepared by or on behalf of other entities, and which include information of interest to the municipality, should be evaluated for long-term reference or historical value to the municipality. See also 7.330, *Reports*; and 11.130, *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 municipality for return to the originator.

Retention: 1 year + current

7.395 SURVEYS CONDUCTED BY MUNICIPALITIES <Added 4/06>

A. Compilations

Retention: Permanent

COLORADO MUNICIPAL RECORDS RETENTION SCHEDULE

B. Survey Responses

Retention: 1 year + current after compilation complete

7.400 TRAINING AND CONFERENCE MATERIALS

Records documenting activities of municipal officials or employees at seminars, conferences or other training sessions not sponsored by the municipality, including instructional materials obtained by officials and staff members at conferences, seminars or other types of external training sessions. See also 15.270, *Training Information*.

Retention: 2 years

7.410 WORKSHEETS, DRAFTS AND OTHER PRELIMINARY WORKING MATERIAL

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; draft or working material relating to a matter that is proposed and subsequently denied or withdrawn; 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 5.380, *Worksheets – Financial*. <Amended 3/10>

Retention: Until no longer needed

SCHEDULE NO. 8

GOVERNING BODY RECORDS

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

*The **minimum** retention periods specified in this schedule 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.).** **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 AGENDAS AND SUPPORTING DOCUMENTATION <Amended 3/07>

Listings showing date, time and locations of official meetings and agenda order of items to be discussed by the governing body at regularly scheduled, special and emergency public meetings. Supporting documentation includes material such as agenda item summaries and other supporting documentation explaining the rationale for staff recommendations, presenting financial or background information or the history of agenda items being presented to the governing body for a decision. See also 8.110, Minutes and Supporting Documentation; and 8.170, Packets of Information Distributed to Governing Body. <Amended 3/07>

Retention: Permanent

Duplicate Copies: Until meeting is over

8.20 [RESERVED] <Amended 3/07>

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.

Retention: Permanent

Duplicate Copies: Until superseded

8.45 COMMITTEE RECORDS – GOVERNING BODY <Added 3/07>

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

Retention: Follow Schedule 8 for specific types of records

8.80 LEGISLATIVE LOBBYING RECORDS

Records of official positions taken by the municipality and lobbying efforts with regard to state or federal legislation or ballot measures of interest to the municipality.

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 or as Mayor, dates of service, last known address and similar information.

Retention: Until superseded **<Amended 2/08>**

8.100 MEMBER RECORDS

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 municipality. See also 8.140, *Oaths of Office*

Retention: Permanent

A. Conflict of Interest Disclosure Statements **<Added 12/04>**

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

Retention: 1 year + current after service ends or the conflict of interest no longer exists

B. Financial Disclosure Statements **<Added 12/04>**

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 municipal clerk or a designee and supporting documentation of a substantive nature such as exhibits referenced in the minutes.

Retention: Permanent

A. 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 7.80, *Complaints, Routine Service Requests and Nonbinding Petitions.*

Retention: 1 year + current after meeting provided summary description is included in minutes

8.120 NOTES TAKEN AT MEETINGS

Handwritten or other notes made by municipal clerk 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

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

Retention: 1 year + current after term expires

8.150 ORDINANCES

Legislative enactments of the governing body adopted to enact a local law, amend the municipal code or take other legislative actions such as annexing property, appropriating funds, vacating streets, etc.

Retention: Permanent

8.160 ORIENTATION AND TRAINING INFORMATION

See 8.170, *Packets of Information Distributed to Governing Body.*

8.170 PACKETS OF INFORMATION DISTRIBUTED TO GOVERNING BODY – INFORMATIONAL

<Amended 3/09>

Convenience copies of batches of information [if an intact copy of the packet is retained by the municipality for convenient reference] 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 packets of information that may be retained intact by some municipalities for ready reference. Record copies of material included in this type of information packet, such as agendas and supporting documentation, minutes, correspondence, etc., are retained separately for the retention periods specified in this retention schedule. <Amended 3/09>

Retention: 1 year + current <Amended 3/09>

8.180 PROCLAMATIONS

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

Retention: Permanent

8.185 RECORDINGS OF MEETINGS <Amended 3/07>

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

A. Executive Sessions

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

B. Open Meetings

Retention: 6 months after approval of the minutes

C. Study Sessions <Added 4/06>

Retention: 6 months after the meeting

8.190 REMOVAL FROM OFFICE – INITIATED BY GOVERNING BODY

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

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

8.200 RESOLUTIONS

Enactments of the governing body which are not legislative in nature and which may be used for various types of approvals, policy statements, statements of position and similar actions.

Retention: Permanent

8.210 SIGNATURE CERTIFICATES

Facsimile signature certificates for the Mayor that are filed with the Secretary of State's office for authentication and verification of the signature of the Mayor on municipal documents.

Retention: 1 year after term of office ends

SCHEDULE NO. 9

HISTORICAL RECORDS⁶

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

*The **minimum** retention periods specified in this schedule 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.). 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 <Added 4/06>
 Records relating to archaeological and historical sites within the municipality. See also 1.160, Landmark and Historic Designations. <Amended 3/09>

Retention: Permanent

9.10 COMMUNITY AND MUNICIPAL HISTORIES
 Narrative histories of the municipality, 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 municipal 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 1.160, Landmark and Historic Designations.

9.40 HISTORICAL SOCIETY
 See 7.120, External Groups and Agencies.

9.50 INCORPORATION RECORDS
 Records relating to the designation of the municipality as a municipal corporation.

Retention: Permanent

9.60 LANDMARKS
 See 1.160, Landmark and Historic Designations.

⁶ 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, ordinances and 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.

9.70 LOGO – MUNICIPAL

See 9.130, Seal, Logo and Other Intellectual Property Records.

9.80 NEWS CLIPPINGS

See 9.120, Scrapbooks.

9.90 NEWSPAPERS – LOCAL

Newspapers of the locality or region that have been preserved in the municipal clerk's office for reference or informational purposes.

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

9.100 PHOTOGRAPHIC RECORDS WITH HISTORICAL VALUE <Amended 4/06>

Photographs, negatives, prints, digital images, slides, archival slide shows with sound tracks, videos and motion pictures of historical interest to the municipality. See also Schedule 17 Police Records. <Amended 4/06>

Retention: Permanent

9.110 RECORDS OLDER THAN 1900

Municipal (or other) records of any type in the custody of the municipality that are dated prior to 1900 and that may have historical or archival value. See also 14.40.A, Docket Sheets – Older than 1920.

Retention: Contact Colorado State Archives regarding preservation and disposition

9.120 SCRAPBOOKS

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

Retention: Permanent

9.130 SEAL, LOGO AND OTHER INTELLECTUAL PROPERTY RECORDS <Amended 2/05>

Records relating to municipally owned copyrights, trademarks, service marks, seals, logos, taglines and other similar intellectual property. <Amended 2/05>

Retention: Permanent

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 municipality.

*The **minimum retention periods specified in this schedule 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.).** **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 5.190, *Franchise Records*; 6.40, *Communications System Licenses*; 6.160, *Telephone System – Municipal Buildings*; 12.30.D, *Communication Tower Permits*; 12.30.H, *Encroachment Permits*; and 16.60, *Easements and Rights-of-Way*.

10.20 ELECTRICITY SERVICE

Records relating to the provision of electrical service to the community and its residents. See 5.190, *Franchise Records*; 5.360, *Utility Billing*; and 7.20, *Agreements and Contracts*.

10.30 ENCROACHMENTS – UTILITY LINES

See 12.30.H, *Encroachment Permits*.

10.40 ENTERPRISE BOARD RECORDS

See 8.70, *Governing Body as Another Decision-Making Body*.

10.50 FRANCHISES

See 5.190, *Franchise Records*.

10.60 GAS SERVICE

Records pertaining to the provision of natural gas service to residents of the municipality. See 5.190, *Franchise Records*; 7.20, *Agreements and Contracts*; and 12.30.H, *Encroachment Permits*.

10.70 IMPACT FEES

See 5.20, *Accounts Receivable Records*.

10.80 IMPROVEMENT DISTRICTS

See 5.230, *Improvement District Records*.

10.90 MAPS AND DRAWINGS

Maps, plans and drawings created by the municipality or its contractor(s) for municipal use, including system schematics, "as-built" drawings, topographic and planimetric maps, etc. See also 7.180, *Maps and Drawings*.

Retention: Permanent for final versions

Duplicate Copies: Until no longer needed for reference

10.100 POLICIES AND PROCEDURES

See 7.260, *Policies and Procedures Documentation*.

10.110 PROJECT RECORDS

See 7.280, *Project Files*.

10.120 RAILROAD RECORDS

A. Municipal Operations on Railroad Right-of-Way

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

Retention: Permanent

B. 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

C. Railroad Systems

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

Retention: Permanent

10.130 REGULATIONS

See 7.320, *Regulations and Standards*.

10.140 RIGHTS-OF-WAY AND EASEMENTS

See 16.60, *Easements and Rights-of-Way*.

10.150 SOLID WASTE MANAGEMENT

Records pertaining to landfills operated by the municipality. See also 5.20, *Accounts Receivable* for cash receipts for trash hauling, etc.

A. Dump Tickets <Added 1/03>

Retention: 3 years

B. Landfill Locations

Retention: Permanent

C. Landfill Monitoring – Surrounding Jurisdictions

See 11.70.A, *Environmental Monitoring and Reviews*.

10.160 STANDARDS

See 7.320, *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 municipality. See also 5.210.D.3, *Highway Users Tax Fund (HUTF)*; and 10.190, *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 7.280, *Project Files*; 7.320, *Regulations and Standards*; and 11.90, *Floodplain Records*.

10.190 STREET AND TRAFFIC OPERATIONS RECORDS

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

A. Bridge Inspections

Records of bridge inspections, inventory, changes to bridges and summary reports to the State or other agencies [23 CFR 650.305 and 23 CFR 650.311].

Retention: 2 years after bridge is removed from service

B. Colorado Department of Transportation Projects

Records of roadway and signalization improvement projects on State highways located within the municipality. See also 10.170, *State Highway System Records*.

Retention: 6 years + current after project completion

C. County Road and Bridge Program

See 5.210.D.3, *Highway Users Tax Fund (HUTF)*.

D. Crosswalk Records

Documentation of location and use of crosswalks in the municipality, including striping and related records.

Retention: 2 years after superseded

E. Encroachments

See 12.30.H, *Encroachment Permits*.

F. Event Records – Traffic Impacts

Records documenting preparation for and implementation of traffic changes related to special events such as parades, motorcades and demonstrations, including street closures, traffic rerouting, barricades, signal timing changes and other similar variations.

Retention: 2 years after event

G. High Accident Locations

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

Retention: 6 years + current

H. Highway Users Tax Fund (HUTF)

See 5.210.D.3, *Highway Users Tax Fund (HUTF)*.

I. Naming and Renaming of Streets

Records relating to naming and changes of names of streets and roadways.

Retention: Permanent

J. Parking Files

Records pertaining to the designation and management of parking in the municipality.

Retention: 2 years after superseded

K. Projects

See 7.280, *Project Files*.

L. Snow Removal

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

Retention: 2 years after superseded

M. Speed Zone Records

Records documenting establishment and changes to speed zones in the municipality.

Retention: 2 years after superseded

N. Street and Drainage Problem History Files

See 10.200, *Street Engineering Records*.

O. Street Cleaning Records <Added 3/07>

Retention: 2 years + current

P. Street Cuts

See 12.30.T, *Permits to Work in Public Way*.

Q. Street Lighting Files

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

Retention: 6 years + current

R. Traffic Congestion Monitoring Records <Added 3/09>

Records relating to scheduled or random traffic counts and traffic congestion monitoring, including automated or manual traffic counts and video recordings of traffic flow.

Retention: 6 years + current

S. Traffic Marking, Timing and Signalization Files

Records documenting traffic signal timing, traffic marking and signalization projects. <Amended 3/10>

Retention: 6 years + current

T. Truck Route Designations

Retention: 2 years after superseded

U. Weather Observation Records <Added 2/08>

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 1.240, *Street Address and House Number Assignments*; 7.180, *Maps and Drawings*; 7.280, *Project Files*; and 16.60, *Easements and Rights-of-Way*.

Retention: Permanent

A. Bench Mark Records

Records of bench marks placed by the municipality 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

B. Street System Records

Documentation filed on or before December 31, 1953, with the State department of transportation by the municipality certifying the total mileage of streets in the municipal 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 7.380, *Studies, Plans and Reports*.

10.220 TRAFFIC CODE

See 7.60, *Codes Adopted by Reference*.

10.230 TRAFFIC OPERATIONS RECORDS

See 10.190, *Street and Traffic Operations Records*.

10.240 TRANSPORTATION SYSTEM RECORDS

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

Retention: 6 years + current

A. Route Maps <Added 2/08>

Bus and paratransit transportation system route maps.

Retention: Permanent

Duplicate Copies: Until superseded

10.250 UTILITY FEATURES

A. Annexation Review Records – Utility and Other Infrastructure <Added 2/08>

See 11.15, *Annexation Review Records*.

B. As-Built Drawings <Added 2/08>

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

Retention: Permanent

C. Development Review Records – Utility and Other Infrastructure <Amended 2/08>
 See 11.45, Development Review Records.

D. Disconnection Records

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

Retention: Permanent

E. Installation and Connection

Records documenting installation of municipal utility systems or the connection of properties to municipal water, sewer, power or similar utility systems. See also 10.290.K, Tap and Connection Records.

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

F. Locates

See 16.165, Utility Locate Requests. <Amended 3/07>

G. Locations

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

10.260 VACATIONS – STREET, ALLEY AND RIGHT-OF-WAY

Records pertaining to the vacation by the municipality of previously dedicated streets, alleys and public rights-of-way or easements.

Retention: Permanent

10.270 WATER AND SANITATION DISTRICT RECORDS

See 7.365, Special District Records. <Amended 2/08>

10.280 WATER AND SANITATION RECORDS – GENERAL

Records relating to the provision of drinking water and sanitary sewer services to municipal residents. See 5.190, Franchise Records; 5.360, Utility Billing; 7.180, Maps and Drawings; and 7.280, Project Files.

10.290 WATER AND SEWER DISTRIBUTION AND STORAGE SYSTEM RECORDS

Records relating to the operation of the municipality's water and sewer distribution and storage systems. <Amended 2/08>

A. Agreements – Service

See 7.20, Agreements and Contracts.

B. Backflow Prevention Device Test Records

See 10.290.J, Sewer Inspection and Testing Records. <Amended 2/08>

C. 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 <Amended 2/08>

D. Easements and Rights-of-Way <Added 2/08>

See 16.60, Easements and Rights-of-Way.

E. Emergency Plans <Added 2/08>

See 17.50.A, Emergency Operations and Management Plans.

F. Maps and Drawings <Added 2/08>

See 7.180, Maps and Drawings and Supporting Documentation.

G. Meter Records

See 5.360.F, Meter Records.

H. Oversizing Project Records <Amended 2/08>

See 7.280, Project Files.

I. Projects – Distribution System Improvements

See 7.280, Project Files.

J. Sewer Inspection and Testing Records <Amended 2/08>

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

Retention: 10 years or until superseded, whichever is shorter

1. Sewer Test Records <Amended 2/08>

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

2. Video Inspection Records <Added 2/08>

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

K. Tap and Connection Records

Records regarding the application for and issuance of water and sewer tap permits and connections between specific properties and the municipal utility systems. See also 10.250, Utility Features.

1. Outside Users Tap Records

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

2. Sewer Tap Permits

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

3. Water Tap Permits

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

L. Utility Billing Records <Added 2/08>

See 5.360, *Utility Billing*.

M. Utility Lines

See 10.250, *Utility Features*.

N. Valve Records

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

1. Locations

Retention: Permanent

2. Maintenance and Repair

Retention: 2 years

3. Specifications

Retention: Until valve is permanently removed from service

O. Water Consumption Reports

Compilations of statistics documenting daily water consumption.

1. Annual Reports

Retention: Permanent

2. Information Summarized in Annual Reports

Retention: 1 year + current

P. Water Distribution and Production System Records

1. Analysis of System

Retention: 2 years + current

2. Reports – Distribution and Production Systems

Retention: Permanent

3. Water Conservation Records <Added 2/08>

Records of activities that promote and coordinate the efficient use of water resources within the municipality; 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

4. Water Line Maintenance and Repair Records

Documentation of maintenance and repair of municipally owned water lines.

a. Records Requiring Engineering Stamp

Retention: 2 years after water line permanently removed from service

b. Other Records

Retention: 2 years

5. Water Pressure Measurements

Retention: 6 years + current

6. Water Storage Inspection Reports

Retention: 6 years + current

7. Water System Inspection and Testing Records <Added 2/08>

a. 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

b. Water System Test Records

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

Retention: 10 years after completion of test

8. Water Use Restriction Records <Amended 2/08>

a. Complaints and Supporting Documentation

See 7.80 Complaints, Routine Service Requests and Nonbinding Petitions.

b. Notices of Restrictions

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

Retention: 1 year + current

c. Policies

See 7.260, Policies and Procedures Documentation.

d. Reports and Analyses

See 7.380, Studies, Plans and Reports.

e. Variance Records

Records of variances for individual property owners to the watering restrictions, etc.

Retention: Until expiration of the variance

10.300 WATER AND SEWER TREATMENT SYSTEM RECORDS

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

A. Analytical Reports

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

1. Bacteriological Quality Analysis

Samples collected for laboratory testing for various contaminants that are naturally present in the environment. <Amended 2/08>

Retention: 5 years + current [40 CFR 141.33]

2. 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. <Amended 2/08>

Retention: 10 years + current [40 CFR 141.33] <Amended 2/08>

3. Chlorination Reports <Added 2/08>

Retention: 10 years + current

4. Lead and Copper Analysis

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. <Added 2/08>

Retention: 12 years + current [40 CFR 141.91] <Amended 2/08>

5. Secondary Contaminants

Tests to determine the levels of inorganic and volatile organic contaminants. <Added 2/08>

Retention: 10 years + current [40 CFR 141.33] <Amended 2/08>

6. Sewage Plant Composite Samples

Retention: 5 years + current [40 CFR 141.33]

7. Sewage Tests – Weekly

Retention: 5 years + current [40 CFR 141.33]

8. Water Test Standards

The municipality's standards for water testing. <Added 2/08>

Retention: 5 years + current

9. Water Turbidity Reports

Documentation of analysis of water samples to determine level of cloudiness caused by suspended particles resulting from soil runoff. <Amended 2/08>

Retention: 10 years + current <Amended 2/08>

B. Annual Reports

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

Retention: Permanent

C. Consumer Confidence Report

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

Retention: Permanent⁷

D. Corrective Actions – Noncompliance

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

Retention: 3 years after last action [40 CFR 141.33]

E. Discharge Permits and Monitoring

Documentation of pollution and effluent discharged from the municipal wastewater treatment facilities and reports submitted in conjunction with permit compliance; permits issued under the Clean Water Act to the municipality by the Colorado Department of Health or Environmental Protection Agency/National Pollution Discharge Elimination System (NPDES) for discharge of treated sewage under controlled conditions. *<Amended 2/08>*

1. Inspection Records

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

Retention: Permanent [40 CFR 122.2]

2. Odor Complaints *<Added 2/08>*

Retention: 2 years + current

3. Permits

Retention: Permanent [40 CFR 122.2]

4. Supporting Documentation

Retention: 5 years + current

F. Equipment

1. 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

2. Sand Trap Inspections

Retention: Life of equipment

⁷ 40 CFR 141.155 establishes a minimum retention period of 3 years for this report; however, permanent retention is specified in the Municipal Retention Schedule because of the historical value of this annual report.

G. Industrial Pretreatment Permits

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

Retention: Permanent

H. Operator Records

Records of certifications and training for water and wastewater operating personnel. See 15.70, *Employee Records*.

I. Operational Reports

1. Filter Plant Logs

Daily information regarding plant operations.

Retention: 5 years + current

2. Plant Capacity Records

Retention: 1 year + current

J. Projects – Treatment System Improvements

See 7.280, *Project Files*.

K. Sanitary Surveys of System

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

Retention: 10 years [40 CFR 141.33]

L. Sludge Application Records

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

1. Domestic Septage Application

Retention: 5 years [40 CFR 503.17]

2. Permits

Retention: 6 years after expiration

3. Preparation and Application of Sludge

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

Retention: 5 years [40 CFR 503.17]

4. 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]

M. Variances and Exemptions

Retention: 5 years after expiration [40 CFR 141.33]

N. Water Meter Reading Sheets

See 5.360, *Utility Billing*.

O. Water Quality Studies

See 7.380, *Studies, Plans and Reports*.

10.310 WATER SOURCE OF SUPPLY RECORDS

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

A. Acquisition, Sale and Transfer Records

Records relating to the municipality'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. **<Amended 2/08>**

Retention: Permanent

1. Water Offers **<Added 2/08>**

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

Retention: Until offer is accepted or rejected

B. Ditch Records **<Added 2/08>**

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

Retention: Life of ditch + 1 year

C. Reservoir, Dam and Lake Records

1. Construction and Capacity Records **<Amended 2/08>**

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

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

2. Dam Monitoring and Inspection Records **<Added 2/08>**

Dam safety inspections and monitoring data and reports.

Retention: Life of dam + 1 year

D. River and Stream Records

1. Flow Measurements **<Added 2/08>**

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

Retention: 1 year

2. Hydrologic Data – Rivers and Streams **<Added 2/08>**

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

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

3. Surface Water Rights Records <Added 2/08>

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

Retention: Permanent

E. Studies and Reports

See 7.380, *Studies, Plans and Reports*.

F. Underground Water Rights and Supply

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

Retention: Permanent

G. Water Associations

See 7.120, *External Groups and Agencies*.

H. 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

I. Water Court Records <Added 2/08>

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

J. Water Decree Accounting <Added 2/08>

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

Retention: Permanent

K. Water Modeling and Forecasting Records <Added 2/08>

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

Retention: Permanent

L. Water Policies, Regulations and Standards

Records pertaining to municipal 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 7.320, *Regulations and Standards*; and 7.260, *Policies and Procedures Documentation*.

Retention: Permanent

M. Water Quality Monitoring Records <Added 2/08>

1. Biological Protection Plans

See 7.380, *Studies, Plans and Reports*.

2. Environmental Audits and Biological Assessments

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

Retention: 30 years

3. Water Quality Modeling and Forecasting Records

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

Retention: Permanent

4. Water Quality Studies

See 7.380, *Studies, Plans and Reports*.

N. Water Rental or Leasing Records <Added 2/08>

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

Retention: 6 years + current

O. Water Stock Certificates

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

Retention: Permanent

P. Weather Records <Amended 2/08>

1. Weather Modification Records

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

Retention: Permanent

2. Weather Observation Records

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

Retention: Permanent

3. Weather Sensor Calibration and Testing Records

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

Retention: Life of equipment + 1 year

Q. Well Location Records

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

Retention: Permanent

R. Well Permits

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

Retention: Permanent

SCHEDULE NO. 11

LAND USE AND PLANNING RECORDS

General Description: Records pertaining to annexations, developments, land uses and the municipal planning and land use regulation function.

*The **minimum retention periods specified in this schedule 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.).** **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 ANNEXATION CASE FILES

Records documenting the annexation of areas into the municipal boundaries, including annexation petitions, annexation agreements, copies of annexing and zoning ordinances (original zoning only) for the property, annexation maps, permanent correspondence, etc. See also 3.10.A, *Annexation 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 ANNEXATION REVIEW RECORDS <Added 2/08>

Records pertaining to departmental review of various aspects of proposed annexations; i.e., traffic impacts, infrastructure and utility impacts, financial benefits and impacts, support services impacts, environmental impacts, etc. See also 11.10, *Annexation Case Files*.

Retention: Permanent

Duplicate Copies: Until no longer needed for reference

11.20 CENSUS AND POPULATION RECORDS

A. Census and Population Data (Historical) <Amended 1/03>

Summary population estimates, statistics and supporting documentation pertaining to the ten-year census relating to the municipality and census surveys performed by the municipality.

Retention: Permanent

B. 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, boundary and annexation survey and similar reports. See also 1.210, *Reports – Building Activity*.

Retention: 3 years

C. Population Studies

See 7.380, *Studies, Plans and Reports*.

11.30 DEVELOPMENT CASE FILES

Records pertaining to developments approved by the municipality, including conceptual reviews, master plans, overall development plans, planned unit developments, site plans, site specific development plans, minor subdivisions, replats, resubdivisions, vacations of plats and plans, and similar projects. See also 5.160, *Financial Guarantees*.

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.

11.40 DEVELOPMENT PROPOSALS – NOT APPROVED

Records pertaining to proposed developments not approved by the municipality, including conceptual reviews, master plans, overall development plans, planned unit developments, site plans, replats, resubdivisions and similar projects.

Retention: 1 year + current after disapproval

11.45 DEVELOPMENT REVIEW RECORDS <Added 2/08>

Records relating to municipal department reviews of various aspects of development proposals; i.e., traffic impacts, infrastructure and utility impacts, financial benefits and impacts, support services impacts, environmental impacts, etc. See also 11.40, *Development Review Case Files*.

Retention: Permanent

Duplicate Copies: Until no longer needed for reference

11.50 DOWNTOWN REDEVELOPMENT PROJECTS

See 7.280, *Project Files*.

11.60 ECONOMIC DEVELOPMENT RECORDS

A. Economic Development Incentives

Records relating to economic incentives or waivers provided to companies to locate in the municipality.

Retention: Permanent

B. Economic Development Policies

See 7.260, *Policies and Procedures Documentation*.

C. Enterprise Zone Records

Records documenting the creation and management of enterprise zones by the municipality in conjunction with other municipalities or counties; designation used to encourage business growth by providing tax, permit and regulatory relief to development within the zone.

1. Summary Reports

Retention: Permanent

2. Other Enterprise Zone Records

Retention: 4 years after zone designation expires

D. Studies

See 7.380, *Studies, Plans and Reports*.

11.70 ENVIRONMENTAL RECORDS

A. 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 municipality 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 10.150, *Solid Waste Management*; 10.300, *Water and Sewer Treatment System Records*; and 17.80, *Hazardous Materials*.

Retention: Permanent

B. Nuisance Abatement Records <Amended 2/08>

Records documenting municipal enforcement of local provisions designed to abate nuisances such as overgrown weeds and grass, abandoned vehicles, junk and trash and other nuisances.

Retention: 2 years after last action or final payment

C. Nuisances – General Land Use

Retention: 3 years after file is closed provided no litigation is pending

D. 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.

1. Above Ground Storage Tanks

Retention: 5 years

2. Underground Storage Tanks

Retention: 25 years after tank removed

E. Toxic Sites (Designated) <Added 1/03>

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

Retention: Permanent

F. Wetlands

1. Protection

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

Retention: Permanent

2. Removal and Fill

Retention: 30 years

11.80 FEE RECEIPTS

See 5.20, *Accounts Receivable Records*.

11.90 FLOODPLAIN RECORDS

A. Basin and Floodway Records

Records documenting the existence of designated and recognized stormwater basins and floodways within the municipality, including maps and drawings depicting locations and FEMA flood insurance rate maps. See also 7.180, *Maps and Drawings*.

Retention: Permanent

B. Flooding Records

Records documenting the locations, extent and levels of flooding and subsequent mitigation efforts in the municipality. See also 10.180, *Stormwater Drainage System*.

Retention: Permanent

C. Floodplain Building Permits

Permits issued for construction within a floodplain area, including elevation certificates, applications, review records, and related documentation. See 1.30.D, *Building and Demolition Permits*.

D. Floodplain Regulations

See 7.320, *Regulations and Standards*.

E. Wetlands

See 11.70.F, *Wetlands*.

11.100 MAPS, PLATS AND PLANS

Reproducible linen or Mylar originals [or best copy] of annexations, subdivisions, master plans, planned unit developments, site plans, overall development plans, replats, zoning district plans, etc. See also 7.180, *Maps and Drawings*.

Retention: Permanent

Duplicate Copies: Until no longer needed for reference

11.110 NUISANCES

See 11.70.B, *Nuisance Abatement Records*.

11.120 PERMITTED AND ACCESSORY USES

Records pertaining to conditional uses, special uses, nonconforming uses and accessory uses.

Retention: Permanent

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 municipality, 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 7.380, *Studies, Plans and Reports*.

Retention: Permanent

11.140 REFERRALS FROM OTHER JURISDICTIONS

Advisory deliberations referred to the municipality from the County or other surrounding jurisdictions for review and recommendation.

A. Direct Interest to the Municipality

Retention: 6 years provided it is reviewed before destroying *<Amended 1/03>*

B. Other Referrals

Retention: Until no longer needed for reference

11.150 REGULATIONS AND STANDARDS

Land use and development regulations adopted by the municipality, such as subdivision regulations, floodplain regulations, sign codes, zoning regulations, commercial standards, building regulations and standards, and similar regulations and standards affecting development and land uses within the municipality. See also 7.320, *Regulations and Standards*.

Retention: Permanent

Duplicate Copies: Until superseded

11.155 SPECIAL DISTRICT RECORDS *<Added 2/08>*

See 7.365 *Special District Records* for water, sanitation, flood control, urban drainage, metropolitan, airport, library, fire, ambulance and other special districts that provide services within the municipality, including service area plans, boundary maps, service agreements and supporting documentation.

11.160 VARIANCE AND EXEMPTION CASE FILES

Records pertaining to approval of variances to municipal code requirements, such as setback and parking requirements, requested by property owners and developers due to hardships and circumstances outside of their control.

A. Running with the Land

Retention: Permanent

B. Temporary

Retention: 10 years after expiration, revocation or discontinuance of use

11.170 VESTED PROPERTY RIGHTS

Documentation that is typically recorded to place on public record the vesting of development rights subsequent to approval by the municipality of development proposals. [CRS 24-68-101, et seq.]

Retention: Permanent

11.180 VIOLATIONS – CODE

A. Land Use Violations

Records of violations of land use or related codes. See also 14.30.B, *Code Enforcement Cases*.

Retention: 5 years + current

B. Nuisances

See 11.70.B, Nuisance Abatement Records.

C. Weed and Trash Violations

Records of municipal actions to enforce the municipality's weed and trash removal ordinances. See also 11.70.B, Nuisance Abatement Records.

Retention: 2 years + current

11.190 ZONING RECORDS

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

A. Initial Zoning

Records documenting the zoning of land upon annexation or the initial establishment of zoning districts within the municipality, including correspondence of enduring value, zoning ordinances, zoning maps, zoning petitions and the zoning of annexations. See also 11.10, Annexation 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.

B. Rezoning Case Files

Records documenting a change of zoning from the initial designation, including rezoning petitions, correspondence of enduring value, rezoning ordinances.

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.

C. Zoning Certificates

Documentation issued by the municipality regarding the zoning classification for a parcel of property.

Retention: Permanent

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 activities regulated by the municipality.

*The **minimum** retention periods specified in this schedule 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.).** **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 municipality before a license or permit (such as house moving, tree trimming, street cutting, etc.) can be issued or renewed. <Amended 4/06>

Retention: 6 years + current after expiration

12.15 LICENSES ISSUED TO THE MUNICIPALITY <Added 2/08>

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

A. Project-Related

See 7.280.A, Capital Projects

B. Routine Licenses Not Related to Capital Projects

Retention: 1 year + current after expiration

12.20 LICENSING RECORDS

A. Alcohol Beverage Licenses

Application materials relating to issuance, renewal, transfer, suspension or revocation of licenses for establishments that sell alcohol beverages.

1. License Background Files

Records relating to applications for all types of beer and liquor licenses, including initial municipal and state application forms; change of corporate or trade name form; change of location permit; modification of premises; floor diagram; individual history forms; manager's registration and changes of manager forms; certificates of incorporation or good standing; record of payment of fees; record of posting of premises; neighborhood petitions; boundary maps; ownership records including lists of officers, stockholders and directors, partnership agreements, articles of organization, operating agreements, certificates of authority, and corporate changes; and other background materials.

Retention: 1 year + current after establishment ceases operation or after final denial, expiration, revocation, termination or transfer of the license, *except* that any background materials that will also apply to a transferred license should be retained from the original license file

2. Renewal Applications

Retention: 1 year + current after renewal or transfer of ownership

3. Show Cause Administrative/Hearing Records <Amended 1/03>

Documentation of hearings held by the licensing authority to show cause why a license should not be suspended or revoked including hearing notices, exhibits and hearing findings.

Retention: 1 year + current after establishment ceases to do business or license is transferred

4. Special Events Licenses

Application and supporting documentation for special events licenses.

Retention: 1 year + current after event

5. Temporary Alcohol Beverage Permits <Added 4/06>

Retention: 1 year + current after permit expiration

B. Animal Licenses

Records kept of licenses issued and proof of rabies vaccinations required for the keeping of domestic pet animals by residents.

Retention: 2 years + current after expiration

C. Bicycle Licenses

Records kept of ownership and identification information for bicycles.

Retention: 1 year + current

D. Business Licenses

Contain application, proof of payment, approval forms from regulatory departments and similar documentation of issuance and approval of business licenses of all types, including secondhand dealers, sexually oriented businesses, security guards, transient vendors, amusement devices and places of entertainment, taxi and limousine drivers, vendors and peddlers, etc. <Amended 3/07>

Retention: 1 year + current after expiration, revocation or denial

E. Contractor's Licenses/Registrations <Amended 1/03>

Licenses issued to contractors to authorize them to do business as builders, general contractors, or contractors for installation or work on specific types of systems. Note: Effective January 1, 2008, plumbing contractor registrations are issued by the State of Colorado pursuant to CRS 12-58-105. <Amended 3/09>

Retention: 6 years + current [CRS 13-80-104] <Amended 1/03>

F. License Certificates

Copies of annual license certificates issued by the municipality for the use or display of the licensee.

Retention: 1 year + current

G. Pawnbroker Records

1. License Background Files

Records relating to applications for licenses, record of payment of fees, background investigation material, etc.

Retention: 1 year + current after expiration, revocation, denial or termination of the pawnbroker's license

2. Pawn Records

Records received by the municipality from pawn shops to track the acquisition and sale of property pawned at the pawnshop.

Retention: 1 year + current after transaction

H. Sales Tax Licenses

See 5.340.I, Sales and Use Tax Records.

12.30 PERMIT RECORDS

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

A. Asbestos Removal Permits

Retention: 6 years + current

B. Building Permits

See 1.30, Building and Demolition Permits.

C. Burning Permits

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

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

D. Communication Tower Permits

Retention: 2 years + current after removal of tower

E. Concealed Weapons Permits [CRS 18-12-105.1]

1. Denied Permits

Retention: 1 year + current after final action

2. Issued Permits

Retention: 1 year + current after expiration

F. Confined Space Entry Permits <Added 4/06>

Issued by employer for employees to work in confined spaces.

Retention: 1 year + current

G. Demolition Permits

See 1.30, Building and Demolition Permits.

H. Encroachment Permits

Permits issued by the municipality 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 12.30.T, *Permits to Work in Public Way*.

Retention: Permanent

I. Excavation Permits

Retention: 2 years + current

J. Explosives Permits

Permits for the use and storage of explosives for construction and demolition projects, fireworks, theatrical pyrotechnics, etc.

Retention: 2 years + current

K. Facility Permits

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

Retention: 1 year + current

L. Fence Permits

Retention: 2 years + current

M. Fire Alarm System Permits

Retention: 2 years + current

N. Fireworks Permits

See 12.30.J, *Explosives Permits*.

O. Gas Company Permits

See 12.30.H, *Encroachment Permits*.

P. Home Occupation Permits

Retention: 2 years + current after expiration

Q. Hot Work and Open Flame Work Permits <Added 4/06>

Issued by employer for employees to conduct hot and open flame work.

Retention: 1 year + current

R. Industrial Pretreatment Permits

See 10.300.G, *Industrial Pretreatment Permits*.

S. Parade Permits

Retention: 1 year + current

T. Permits to Work in Public Way

Permits issued for private use or construction on municipal 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 12.30.H, *Encroachment Permits*.

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

U. Sewer Tap Permits

See 10.290.K.2, *Sewer Tap Permits*.

V. Sign Permits

See 1.220, *Signs – Construction and Installation*.

W. Sludge Application Permits

See 10.300.L, *Sludge Application Records*.

X. Special Events and Use Permits

Retention: 1 year + current <Amended 4/06>

Y. Street Cut Permits

Retention: 1 year + current after expiration of warranty period

Z. Telephone Company Permits

See 12.30.H, *Encroachment Permits*.

AA. Tree Removal Permits

Retention: 1 year + current

BB. 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 11.70.D, *Storage Tanks – Regulated Substances*.

1. Denied Permits

Retention: 3 years + current after final action

2. Issued Permits

Retention: Permanent

CC. Use Permits

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

Retention: 1 year + current <Amended 4/06>

DD. Water Tap Permits

See 10.290.K, *Tap and Connection Records*.

12.35 PERMITS ISSUED TO THE MUNICIPALITY <Added 2/08>

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

A. Project-Related

See 7.280.A, Capital Projects.

B. Routine Licenses Not Related to Capital Projects

Retention: 1 year + current after expiration

12.40 REGISTERS – LICENSES AND PERMITS

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

Retention: Permanent

A. Contact Lists – Licensees

Retention: Until superseded

B. Listings of Current Licenses and Permits

Listings of active business licenses.

Retention: Until superseded

SCHEDULE NO. 13

LITIGATION AND LEGAL COUNSEL RECORDS

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

*The **Minimum** retention periods specified in this schedule 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.). 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 7.90, *Correspondence and General Documentation*; and 13.60, *Legal Communications*. <Amended 3/09>

13.20 BILLINGS – LEGAL COUNSEL

See 5.10, *Accounts Payable Records*.

13.30 CLAIMS

Records of notifications of claims regarding potential lawsuits received by the municipality or an authorized representative that are forwarded to legal counsel and/or the municipality's insurance carrier. See also 5.240.B, *Claim Records*.

Retention: 6 years + current after closure of claim

A. Medical Records – Personal Injury Claims <Added 3/07>

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

13.40 CRIMINAL CASE FILES

Files used by municipal prosecutors to conduct trials against persons charged with criminal misdemeanors, including citations, police reports, driving records, complaints, subpoenas, motions, judgments and related records.

Retention: 2 years after case is closed

13.50 GARNISHMENTS

See 15.170.F, *Garnishments*.

13.60 LEGAL COMMUNICATIONS <Amended 3/09>

Communications and legal advisory opinions written by legal counsel to advise the municipality, the governing body and/or the municipal staff regarding the legality or legal consequences of various courses of action and to present the basis and rationale for legal recommendations.

<Amended 3/09>

A. Enduring Long-Term Value <Added 3/09>

Legal counsel communications that have long-term administrative, policy, legal, fiscal, historical, informational, reference or research value.

Retention: Until the matter referenced in the communication is concluded or resolved, then evaluate prior to destruction to determine that there is no further value

B. Routine Value <Added 3/09>

Routine legal counsel communications that contain no long-term significant administrative policy, legal, fiscal, historical, informational, reference or research value.

Retention: 1 year + current, then evaluate prior to destruction to determine that there is no further value

13.70 LITIGATION CASE RECORDS

Civil case files documenting pending and closed cases filed by the municipality and against the municipality, 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 municipality 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 municipality, court proceedings, research files of legal counsel, litigation case files, and Public Utilities Commission hearing files for cases pertinent to the municipality.

Retention: 7 years after case closed, dismissed or date of last action or thereafter until legal counsel determines that there is no further reference or historical value <Amended 3/09>

SCHEDULE NO. 14

MUNICIPAL COURT RECORDS

General Description: Records pertaining to the administration and operations of the municipal court.

The **MINIMUM** retention periods specified in this schedule 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.)**. **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.

14.10 APPEAL RECORDS

Records related to municipal court decisions appealed to higher courts.

A. Appeal Decisions

Rulings of higher court's decision on appeals of municipal court decisions.

1. General Ordinance

Retention: 3 years + current

2. Traffic – Non-OJ/W Liens⁸

Retention: 3 years + current

3. Traffic – With OJ/W Liens

Retention: 3 years + current <Amended 3/10>

B. Appeal Transcripts

Transcripts of municipal court proceedings prepared for appeals of municipal court decisions to higher courts.

Retention: 30 days after all rights of appeal have expired, if not perfected, or 3 years + current upon decision rendered by higher court <Amended 3/10>

14.20 BANK RECORDS – COURT-MAINTAINED ACCOUNTS

See 5.50, Bank Records.

14.25 BONDS AND SUPPORTING DOCUMENTATION – COURT <Added 3/07>

Bonds held for legal proceedings and supporting documentation; includes appeal bonds, cash bonds, personal recognizance bond, surety bonds, etc.

Retention: 3 years + current after final dispensation <Amended 3/10>

⁸ OJ/W means Outstanding Judgment/Warrant.

14.30 CASE FILES

Records containing summonses and complaints issued for appearances in municipal court and supporting documentation such as citations, notices, letters, other court-issued instruments, forms, etc. *<Amended 1/03>*

A. Animal Cases

Retention: 3 years + current after closed

B. Code Enforcement Cases and Other Municipal Ordinance Cases *<Amended 3/10>*

Cases relating to enforcement of Code provisions relating to matters such as sales tax, abatements or fire, safety and building codes.

Retention: 3 years + current after closed

C. Misdemeanor Cases

Retention: 3 years + current after closed

D. Parking Cases

Retention: 1 year + current after closed

E. Traffic Cases *<Amended 3/10>*

1. Non-OJ/W Liens

Retention: 3 years + current after closed

2. With OJ/W Liens and Default Judgments

Retention: 3 years + current after closed

F. Voided Summonses

Retention: 1 year + current

14.35 CORRESPONDENCE AND GENERAL DOCUMENTATION – ROUTINE *<Added 3/10>*

Operation 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. See also 7.90, *Correspondence and General Documentation*.

Retention: 1 year + current

14.40 DOCKET SHEETS

Rosters and listings of court cases to be heard and dates and times set for court appearances.

Retention: 1 year + current *<Amended 3/10>*

A. Older than 1920

Retention: Permanent

14.50 FINES AND CHARGES

Schedules of fines and charges imposed by the municipal court.

Retention: Until superseded, *except* retain one copy for historical purposes

14.60 JUDGES

See 15.70, *Employee Records*.

14.70 JURY RECORDS <Amended 3/10>

Records relating to selection and oversight of jurors, rosters of persons selected to serve on juries, jury summonses and instructions regarding their service on the jury.

Retention: 1 year + current after closed

14.80 PROCEDURES – ROUTINE MUNICIPAL COURT <Amended 3/10>

Records documenting guidelines and implementation of state rules and local variations established to clarify procedures.

Retention: 2 years after superseded or obsolete

14.85 RECORDINGS OF COURT PROCEEDINGS <Added 3/10>

Audio or video recordings made of proceedings before the municipal court.

Retention: 6 months after judgment is entered, provided that all rights of appeal have expired

14.90 REGISTERS AND INDEXES

Alphabetical or numerical indexes or registers of municipal court cases and transactions.

A. Index or Register of Cases

Retention: 3 years + current <Amended 3/10>

B. Index or Register of Deferred Sentences <Amended 3/10>

Retention: 6 months after case closed provided rights of appeal have expired

C. Index or Register of Warrants <Amended 3/10>

Retention: 6 months after case closed provided rights of appeal have expired

D. Registers – Monthly

Retention: 6 months after case closed

14.100 REPORTS

Summary reports from municipal court to the municipality.

A. Annual Reports

Retention: Permanent

B. Monthly Reports

Retention: 1 year + current

14.110 SUBPOENAS

Documents issued to compel an appearance of a defendant or witnesses before the court, or the submission of certified copies of pertinent records.

Retention: Duration of retention of case file

14.120 SUMMONSES AND COMPLAINTS

See 14.30, Case Files.

14.140 WARRANTS

Documents issued by the court ordering the arrest or detainment of an individual.

A. Index of Warrants

See 14.90, Registers and Indexes.

B. Search Warrants <Added 3/10>

Retention: 3 years + current from the filing date and/or closed or recalled, unless placed in the case file or introduced as an exhibit

C. Warrants

Retention: 1 year + current after closed or recalled

SCHEDULE NO. 15

PERSONNEL RECORDS

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

*The **minimum retention periods** specified in this schedule 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.)**. **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 15.60.A, *Affirmative Action Compliance*.

15.20 AGREEMENTS AND CONTRACTS – PERSONNEL

See also 7.20, *Agreements and Contracts*.

A. Collective Bargaining Agreements

See 15.55, *Collective Bargaining Records*. <Amended 3/07>

B. 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 15.190.A, *ADEA and ADA Records*.

15.40 BENEFIT RECORDS <Amended 2/08>

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

A. Group Health Insurance – Continuation of Coverage

Records showing covered employees, their spouses and dependents have received written notice of continuing group health insurance and COBRA⁹ rights, and whether the covered employees, spouses and dependents elected or rejected coverage.

Retention: 3 years + current¹⁰

⁹ COBRA means Consolidated Omnibus Budget Reconciliation Act of 1985.

¹⁰ Retention period not specified in federal law 26 CFR 4980 B (f)(6) or 29 USC 1166.

B. 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 (i.e., as long as anyone is still covered under the plan), plus 1 year after termination of the plan [29 CFR 1627.3]¹² <Amended 3/10>

C. Benefit Reports <Added 2/08>

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

Retention: 3 years + current

D. Employee Insurance Claims <Added 2/08>

See 5.240.D, Employee Insurance Claim Records.

E. 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] <Amended 2/08>

15.50 BONDS – PUBLIC OFFICIALS

Fidelity, surety, blanket or other bonds intended to guarantee honest and faithful performance of officials such as the municipal clerk, financial officer or administrator [CRS 31-4-219, CRS 31-4-401].

Retention: 6 years + current after term expires

15.55 COLLECTIVE BARGAINING RECORDS <Added 3/07>

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.

Retention: 3 years after expiration of the collective bargaining agreement [29 CFR 516.5]

15.60 COMPLIANCE WITH REGULATORY REQUIREMENTS

A. Affirmative Action Compliance

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

1. Affirmative Action Plan

Retention: Permanent

2. 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 years [29 CFR 1602.31]

3. Report EEO-4

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

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

B. Americans with Disabilities Act (ADA) Compliance

See 15.190.A, ADEA and ADA Records.

C. Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA) Compliance

See 15.40.A, Group Health Insurance – Continuation of Coverage.

D. Family and Medical Leave Act (FMLA) Compliance

See 15.190.B, FMLA Records.

E. Occupational Safety and Health Act (OSHA) Compliance

See 15.190.C, OSHA Records.

F. State of Colorado New Hire Reporting Compliance <Added 3/07>

The State of Colorado requires notification for child support purposes when a new employee is hired. Reports are kept for statistical purposes. [General Reference: 42 USC 653A(b)(1)(A)]

Retention: 3 years + current

15.65 DRIVER'S LICENSE VERIFICATIONS <Added 3/07>

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

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, current or last-known address, telephone number and social security number; notices of appointment; tuition reimbursement; classification questionnaires; commendations; disciplinary and personnel actions and supporting documentation relating to the employee, including hiring, evaluation, demotion, promotion and termination of municipal 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*. <Amended 3/10>

Retention: 10 years after retirement or separation, provided that records that are updated periodically may be destroyed when superseded and that records relating to hazardous material exposure are retained 30 years after separation¹¹ <Amended 3/09>

Duplicate Copies: Consult with custodian of record copy of municipal employee records regarding proper transfer or disposal of departmental employee records upon termination of employment <Amended 2/08>

¹¹ 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].

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 <Added 3/07>

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

Retention: 1 year + current

15.90 EXPENSE RECORDS

See 5.10.F, *Expense Records*.

15.100 GARNISHMENTS

See 15.170.F, *Garnishments*.

15.110 GRIEVANCES

Records of personnel grievances filed by employees.

Retention: 3 years + current after settled

15.120 HEALTH AND SAFETY RECORDS

See also 15.190, *Physical and Medical Records*; and 15.310, *Workers' Compensation*.

A. Commercial Drivers' License Records <Added 3/07>

1. Administrative Records <Amended 2/08>

Records relating to administration of the CDL Program, including copies of expired driver's licenses, DOT physicals, program brochures and flyers, etc.

Retention: 5 years [49 CFR 382.401(B)(1)(VI)]

2. Annual Calendar Year Summary <Added 3/07>

Retention: 5 years [49 CFR 382.401(B)(1)(VII)]

3. Collection Process Records <Added 3/07>

Retention: 2 years [49 CFR 382.401(B)(2)]

4. Test Refusal Documentation <Added 3/07>

Retention: 5 years [49 CFR 382.401(B)(1)(III)]

5. Test Result Records – Alcohol and Controlled Substances <Added 3/07>

a. Alcohol Test Results <Added 3/07>

1) Concentration Greater Than 0.02 <Added 3/07>

Retention: 5 years [49 CFR 382.401(B)(1)(I)]

2) Concentration Less Than 0.02 <Added 3/07>

Retention: 1 year [49 CFR 382.401(B)(3)]

b. Controlled Substance Test Results <Added 3/07>

1) Driver Verified Positive Test Results <Added 3/07>

Retention: 5 years [49 CFR 382.401(B)(1)(II)]

2) Negative and Cancelled Test Results <Added 3/07>

Retention: 1 year [49 CFR 382.401(B)(3)]

6. Training and Education Records – Technicians, Supervisors, Drivers <Added 3/07>

Retention: Maintained by employer while individual performs the functions which require the training and for 2 years after the individual ceases to perform those functions [49 CFR 382.401(B)(4)]

B. Drug Testing Records <Added 3/07>

Pre-employment, post-accident and random drug testing records relating to municipal employees (does not include CDL drug testing). <Amended 3/09>

Retention: 10 years after separation from employment

C. 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]

D. HIPAA Authorizations for Release of Information <Added 4/06>

Employee (patient) authorizations for release of protected information.

Retention: 6 years from date of creation of the record

E. 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 that 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 <Amended 4/06>

F. Safety Committee Records

See 7.70, Committees – Internal.

G. Safety Policies and Procedures

See 7.260, Policies and Procedures Documentation.

H. Safety Training Records <Amended 3/09>

1. Training Information <Amended 3/09>

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

Retention: 1 year + current after superseded or after training is no longer administered, whichever is later <Amended 3/09>

COLORADO MUNICIPAL RECORDS RETENTION SCHEDULE

2. **Safety Training – Employee Tests** <Added 3/09>

Written tests administered to current employees to assess knowledge regarding matters such as hazardous chemical exposure safety, lockout and tagout procedures, blood-borne pathogen safety, fire extinguisher and emergency exit safety, forklift safety, laser training, aluminum rim safety, road service safety or other similar types of tests.

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 5.240.D, *Employee Insurance Claim Records*.

15.150 JOB RECORDS

A. **Advertisements of Job Opportunities**

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

Retention: 1 year + current [29 CFR 1627.3]

B. **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]

C. **Applications for Employment – Not Hired**

Applications, resumes and supporting documentation submitted for municipal 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]

1. **Background Investigation Files – Public Safety Applicants Not Hired** <Added 3/07>

Files containing background investigation information for public safety applicants, such as background checks, CVSA narrative psychological reports, reference checks, etc.

Retention: 3 years + current

D. **Examinations**

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

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]

E. Job Descriptions and Specifications

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

Retention: Until superseded

F. Polygraph Records – Job Applicants

Retention: 2 years + current

G. Polygraph Records – Routine (not job-related) <Added 4/06>

Retention: Until administrative need ends

15.160 OATHS OF OFFICE

Oaths of office taken by appointed municipal officials [CRS 31-4-401].

Retention: Term of office + 1 year

15.170 PAYROLL RECORDS

A. Basis of Pay¹²

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]

B. Compensation Plans

1. Pay Plans

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

Retention: Permanent

2. Seniority or Merit Systems

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

C. Credit Union Deduction Requests

Retention: 1 year after superseded¹³

¹² 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].

¹³ 29 CFR 516.6 specifies retention for 2 years.

D. Direct Deposit Reports

Retention: 1 year + current

E. Employee Longevity Records <Added 4/06>

Report related to individual employee.

Retention: 10 years after separation

F. Garnishments

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

Retention: 3 years

G. Leave Records

1. Balance Reports

a. Year-End

Retention: Duration of employee file

b. Other Periodic Reports

Retention: 2 years

2. 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

H. Pay Plans

See 15.170.B.1, Compensation Plans.

I. Payroll Reports

1. End of Pay Period

Retention: 1 year + current

2. FICA Reports – Quarterly

Retention: 6 years + current

3. Quarterly

Retention: 2 years + current

4. Year-End

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

J. Payroll Tax Records

Records of collection, distribution, deposit and transmittal of federal and state income taxes, including employer's quarterly federal tax return (941, 941E) and other similar federal and state forms. *<Amended 3/07>*

Retention: 5 years + current

K. Register – Payroll [Year-End]

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

Retention: Permanent

L. Salary Surveys

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

Retention: 3 years + current

M. 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]

N. 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]

O. 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

P. W-4 Forms

Withholding allowance certificates documenting exemption status of individual municipal employees.

Retention: Throughout employment

15.180 PENSION RECORDS

A. Actuarial Reports

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

Retention: Permanent

B. Pensions Awarded

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

Retention: Permanent

C. Pension Plans

See 15.40.B, *Benefit Plans*.

D. Retirement Files <Added 2/08>

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 15.120, *Health and Safety Records*.

A. 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]

B. 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]

C. Occupational Safety and Health Act (OSHA) Records

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

See 7.260, *Policies and Procedures Documentation*. <Amended 3/07>

A. Recruitment and Interviewing Procedures

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

Retention: 1 year + current

15.210 REGULATORY AGENCY INFORMATION

See 7.150, *Legislation and Regulatory Actions*.

15.220 REPORTS – PERSONNEL

See 15.170, *Payroll Records*; and 15.180, *Pension Records*.

15.230 SAFETY

See 15.120, *Health and Safety Records*.

15.240 SIGNATURE CERTIFICATES

Facsimile signature certificates for the municipal clerk and treasurer that are filed with the Secretary of State's office for authentication and verification of the signature of the official on municipal documents.

Retention: 1 year after end of employment

15.250 SOCIAL SECURITY

See 15.40.B, *Benefit Plans*.

15.260 TEST RECORDS

See 15.150.D, *Examinations*.

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 <Amended 3/07>

A. Recognition Records <Added 3/07>

Records relating to awards and events recognizing uncompensated volunteer service to the municipality.

Retention: 3 years + current

B. Service Records <Added 3/07>

Records documenting work performed for the municipality by individuals without compensation for their services, including applicants, records of background investigations, individual recognition and timesheets.

Retention: 3 years after separation from volunteer service

15.300 WORK SCHEDULES <Amended 3/09>

Records of scheduled work for employees, including shift schedules.

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*. <Amended 2/08>

Retention: 6 years + current

SCHEDULE NO. 16

PROPERTY RECORDS

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

*The **minimum** retention periods specified in this schedule 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.).** **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 municipality, 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 5.180.C, Auction Records.

16.30 BUILDINGS AND STRUCTURES – MUNICIPAL

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

Retention: 6 years after disposition of building or structure

16.40 CEMETERIES

See Schedule 2 Cemetery Records.

16.50 DEEDS AND DEDICATIONS

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

Retention: Permanent

16.60 EASEMENTS AND RIGHTS-OF-WAY

A. 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

B. 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 12.30.H, *Encroachment Permits*.

16.80 FLEET AND EQUIPMENT RECORDS

See *Schedule 6 Fleet and Equipment Records*.

16.90 INVENTORIES

See 5.180.G, *Inventories – Fixed Assets*.

16.100 LEASES

Agreements through which the municipality obtains the right to use property owned by another, or through which the municipality grants the right to use municipal 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 5.300.F, *Lease Purchase Records*; and 16.125, *Rental Agreements – Short-Term*. <Amended 3/09>

Retention: 6 years after termination of lease

16.110 MAINTENANCE, UPKEEP AND DAMAGE RECORDS

Records documenting the minor maintenance, repair and upkeep of municipally owned facilities and property. See also 16.180, *Work Orders – Property*. <Amended 3/09>

A. Chemical Application Records

Records documenting the application of chemicals such as pesticides, herbicides and fertilizers to parks, cemeteries, golf courses and other municipal property. See also 15.120.C, *Hazardous Materials Exposure*. <Amended 3/09>

Retention: 3 years after application

B. Chemical Testing and Treatment Records – Aquatic Facilities <Amended 3/09>

Records, including treatment logs, of chemical treatments for municipal aquatic facilities such as public swimming pools, fountains, spas, hot tubs, etc.

Retention: 3 years + current after treatment [CRS 25-5-803]

C. Damage Records

Records of damage and vandalism to municipal property, including signs, trees, park facilities, aquatic facilities, golf courses, buildings, fences and other municipal property. <Amended 3/09>

Retention: 3 years after date of incident <Amended 3/09>

D. Inspection Records

Records documenting periodic safety, health and environmental review and inspection of buildings, parks, playgrounds, golf courses, swimming pools and other public facilities to check for damage and recommend repairs and maintenance. <Amended 3/09>

Retention: 3 years + current <Amended 3/09>

16.120 PARKS

Historical and informational records regarding each of the municipality's parks, including correspondence, architectural drawings, park histories, photographs, etc. See also *Schedule 2 Cemetery Records*. <Amended 3/09>

Retention: Permanent

16.130 PROJECTS

Construction, renovation or other building projects on municipally owned property. See 7.280.A, *Project Files*.

16.135 RENTAL CONTRACTS AND AGREEMENTS – SHORT-TERM <Added 3/09>

Agreements and contracts relating to short-term rentals with a duration of less than one year of municipal property or facilities such as daily or hourly room rentals, picnic shelter or park facility rentals, golf carts, sports equipment, etc.

Retention: 1 year + current after rental period ends, provided that annual municipal audit has been completed

16.140 RIGHTS-OF-WAY

See 16.60, *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 municipality.

Retention: Permanent

16.155 SECURITY RECORDS <Added 4/06>

A. 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

B. Entry and Exit Log Sheets

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

Retention: 1 year + current

C. Videotapes Related to Security <Added 12/04>

1. Municipal Buildings <Amended 2/08>

Video recordings from security cameras in public areas of municipal 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 and 17.90.EE for video recordings made in secured police areas such as jails, holding areas, booking areas or lock-ups.

Retention: 30 days

16.160 TREES

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

A. Tree Inventory

Retention: Until superseded

B. Tree Removal

See 12.30.AA, *Tree Removal Permits*.

16.165 UTILITY LOCATE REQUESTS <Added 4/06>

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

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 10.260, Vacations – Street, Alley and Right-of-Way.

16.180 WORK ORDERS – PROPERTY

Request and authorization forms for repair or maintenance work on municipally owned facilities, signs, structures, etc. <Amended 2/08>

Retention: 2 years

SCHEDULE NO. 17

PUBLIC SAFETY RECORDS

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

*The **minimum** retention periods specified in this schedule 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.). 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.*

17.05 AMBULANCE LICENSING AND OPERATION RECORDS <Added 3/09>

Records relating to the licensing and operations of ambulance services operated by a municipality. See also 6.40, *Communication System Licenses*; 6.110, *Maintenance and Safety Records*; and 7.365, *Special District Records*, for records relating to ambulance districts associated with the municipality.

A. Ambulance Billing Records

See 5.20, *Accounts Receivable Records*.

B. Ambulance Licensing Records

Records relating to county licensing and level of service certification of ambulance vehicles and operations.

Retention: 1 year + current after license or certification expires

C. Ambulance Run Records

Call sheets, logs or other records of ambulance runs. See also 17.70.B, *Call Sheets – Rescue Units*.

Retention: 5 years + current

D. EMT Certification Records

See 15.70, *Employee Records*.

E. Patient Records

Records relating to the treatment and transport of patients via an ambulance service operated by the municipality.

Retention: 5 years + current

17.10 AGREEMENTS AND CONTRACTS

See 7.20, *Agreements and Contracts*.

17.20 ANIMAL CONTROL

Records relating to the control and protection of animals in the municipality.

A. Animal Licensing

See 12.20.B, *Animal Licenses*.

B. Humane Society

Records documenting the ongoing operational and administrative relationship between the municipality and the local humane society or animal shelter. See 7.20, *Agreements and Contracts*; and 7.120, *External Groups and Agencies*. <Amended 3/09>

C. Impoundment Records

Records pertaining to the impoundment, disposition and care of stray animals. <Amended 3/09>

Retention: 1 year + current

D. Regulations

See 7.320, *Regulations and Standards*.

17.30 CIVIL DEFENSE

See 17.50, *Emergency Planning and Response*.

17.40 DISASTER RESPONSE PLANNING

See 17.50, *Emergency Planning and Response*.

17.50 EMERGENCY PLANNING AND RESPONSE

A. 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 municipality. Includes emergency operations plans, incident response plans, and disaster management and recovery plans. See also 6.60, *Equipment Records*.

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

B. Incident Records – Major Disasters and Emergencies <Amended 3/09>

Documentation of the extent and impacts of major natural or manmade disasters and emergency incidents and actions taken by the municipality 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. A *major disaster or emergency incident* is defined as one that may have historical significance and/or a federal or state disaster declaration; i.e., the 2008 Windsor tornado, the Granby armored bulldozer incident. <Amended 3/09>

Retention: Permanent

C. Mutual Aid Agreements

See 7.20, *Agreements and Contracts*.

17.60 EQUIPMENT – PUBLIC SAFETY

Records pertaining to equipment used by public safety and emergency services departments. See also 6.60, *Equipment Records*.

A. Emergency 9-1-1 <Amended 3/09>

Records relating to emergency 9-1-1 system management.

Retention: 1 year + current after system is superseded

B. Intoxilyzers <Added 3/10>
 Records relating to maintenance and calibration of Intoxilyzers and similar equipment.

Retention: 1 year + current after disposition of equipment

C. Radar Guns and Camera Radar
 Records pertaining to maintenance and calibration of radar guns, camera radar and similar detection systems.

Retention: 1 year + current after disposition of equipment <Amended 3/09>

D. Warning Systems – Emergencies and Disasters
 See 6.60, *Equipment Records*.

17.70 FIRE AND RESCUE ACTIVITY RECORDS

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

A. Burning Permits
 See 12.30.C, *Permit Records*.

B. Call Sheets – Rescue Unit
Retention: 5 years + current

C. Equipment
 See also *Schedule 6 Fleet and Equipment Records*.

1. Fire Hydrant Records
 Documentation of locations, specifications, maintenance, testing and repair of water hydrants in the municipal water system.

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

2. Pumper Tests and Hose Tests
Retention: 1 year after disposal of equipment

D. Fire Code
 See 7.60, *Codes Adopted by Reference*.

E. Fire Code Board of Appeals
 See 1.50, *Building Board Case Files*.

F. Fire Insurance Rate Maps
 See 7.180, *Maps and Drawings*.

G. Fire Protection Districts <Amended 2/08>
 See 7.365, *Special District Records*.

H. Incident Records
1. Fire Call Sheets

Retention: 5 years + current

2. Fire Prevention Schedule
Retention: 1 year + current

3. Incident Investigations

Records pertaining to investigations regarding fires and other incidents. See also 17.80, *Hazardous Materials*.

a. Fatality

Retention: Permanent

b. Nonfatality

Retention: 10 years + current

c. Noncriminal

Retention: 2 years + current

d. Rescue Incident Reports

Retention: Permanent

4. Run Sheets – Fire and Rescue

Retention: Permanent

I. Inspections

1. Business Inspection Records

Records of inspections of commercial establishments.

Retention: Permanent

2. Routine Inspections

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

Retention: 3 years + current

J. Intelligence Files (Arson) <Added 1/03>

Records containing information regarding individuals and groups. <Added 1/03>

1. Multiple Contacts <Added 1/03>

Retention: 5 years <Added 1/03>

2. No Further Contact <Added 1/03>

Retention: 1 year + current <Added 1/03>

K. Requests for Service

Retention: 2 years + current

L. S.A.R.A. Tier II Reports

Supfund Amendments Reauthorization Act reports.

Retention: 1 year + current

M. Training Records

See 15.270, Training Information.

17.75 FIRE DEPARTMENT RECORDS (IF INTERNATIONAL FIRE CODE IS ADOPTED) <Added 12/04>

Municipalities 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 ordinance.

A. Approval and Variance Records <Added 12/04>

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]

B. Fire Records <Added 12/04>

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]

C. Inspection Records <Added 12/04>

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]

D. Statistical Records – Fire Department <Added 12/04>

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.

A. Asbestos Removal Permits

See 12.30.A, Asbestos Removal Permits.

B. Incident Prevention Reports

Retention: 3 years + current

C. Incident Response Planning

See 17.50, Emergency Planning and Response.

D. Investigations

Records of investigations of hazardous materials incidents.

1. Criminal Hazardous Materials Incidents

Retention: Permanent

2. Noncriminal Hazardous Materials Incidents

Retention: 2 years after costs are recovered

3. Registration – Hazardous Materials

Retention: Permanent

4. Underground Storage Tank Inspections

See 11.70.D, *Storage Tanks – Regulated Substances*; and 12.30.B, *Underground Storage Tank Permits*.

E. Toxic Site (Designated) <Added 1/03>

See 11.70.E, *Toxic Sites (Designated)*.

17.90 POLICE RECORDS [GENERAL REFERENCE: CRS 24-72-304]

A. Arrest Records

Records pertaining to arrests, including cards, numerical files and register books.

1. Arrest and Booking Logs

Retention: 5 years + current

2. Adult Offender Arrest Records <Amended 3/07>

a. Felony Arrests (Major Felonies and Violent Crimes) <Added 12/04>

Cases such as arson with fatalities, homicides, kidnapping, deaths related to criminal acts, missing persons (excluding runaways), forgery and officers killed. <Amended 3/07>

Retention: Permanent

b. Felony Arrests (Other) <Added 12/04>

Other felony cases, special investigations related to cases such as aggravated assault, arson without fatalities and similar cases. <Amended 3/07>

Retention: 10 years + current <Amended 4/06>

c. Misdemeanor Arrests <Amended 3/07>

Misdemeanor cases, petty offenses, traffic offenses and similar cases.

Retention: 3 years + current

d. Sexual Assault Arrest Records <Added 2/08>

Retention: 50 years

e. Sexual Assault on a Child Arrest Records <Added 2/08>

Retention: Permanent [CRS 16-5-401]

3. Juvenile Offender Arrest Records [CRS 19-1-304] <Amended 3/07>

Retention: Until 19 years old

4. Traffic Accident Arrest Records – No Criminal Charges Filed <Added 3/07>

a. Fatal Traffic Accidents <Added 3/07>

Retention: 10 years

b. Non-Fatality Traffic Accidents <Added 3/07>

Retention: 3 years

B. Case Records <Amended 3/07>

Case files, incident reports, offense reports, crime stoppers reports, activity summaries, accident reports, fingerprint cards and files, photographic records of suspects and persons convicted of crimes (including photographic prints and negatives), photographic records of crime scenes (including photographic prints and negatives), video and audio recordings of crime scenes and interviews with witnesses or suspects, lie detector test records and other records pertaining to cases handled by the police department. <Amended 3/07>

1. Death Case Records – Noncriminal <Added 3/07>

Retention: 10 years + current

2. Felony Case Records (Major Felonies and Violent Crimes) <Amended 3/07>

Cases such as arson with fatalities, forgery, unrecovered firearms, homicides, kidnapping, deaths, missing persons (excluding runaways) and officers killed. <Amended 3/07>

Retention: Permanent

3. Felony Case Records (Other) <Amended 3/07>

Other felony cases, special investigations related to aggravated assault, arson without fatalities and similar cases. <Amended 3/07>

Retention: 10 years + current [CRS 16-5-401] <Amended 4/06>

4. Misdemeanor Case Records <Amended 3/07>

Misdemeanor cases, petty offenses, traffic offenses and similar cases.

Retention: 3 years + current

5. Sex Offender Case Records <Amended 3/07>

See also 17.70.V, Registered Sex Offenders.

Retention: Permanent

6. Sexual Assault Case Records <Added 3/07>

Retention: 50 years

7. Sexual Assault on a Child Case Records <Added 2/08>

Retention: Permanent [CRS 16-5-401]

8. Traffic Accident Arrest Records – No Criminal Charges Filed <Added 3/07>

a. Fatal Traffic Accidents <Added 3/07>

Retention: 10 years

b. Non-Fatality Traffic Accidents <Added 3/07>

Retention: 3 years

C. Code Enforcement Records <Amended 3/09>

See 17.90.B.4, Misdemeanor Case Records.

D. Community Relations Records <Added 3/07>

Records of outreach and public relations efforts, including routine requests for police department contact, follow-up, services, etc., not involving a police report; neighborhood mediation; police presentations; and similar community outreach efforts.

Retention: 1 year + current after completion

E. Concealed Weapons Permits <Added 3/07>

See 12.30.E, Concealed Weapons Permits.

F. Crime Lab Records <Added 3/07>

1. Crime Lab Reports and Supporting Documentation <Added 3/07>

Reports regarding crime lab work and findings, and supporting documentation such as sketches, etc.

Retention: Life of related police case file

2. Equipment Calibration and Testing Records <Added 3/07>

Records of testing of scales and other equipment used in the crime lab.

Retention: 1 year + current

3. Laboratory Request Forms and Supporting Documentation <Added 3/07>

Forms used to request crime lab work.

Retention: Life of related police case file

4. Logs – Crime Lab <Added 3/07>

Automatic fingerprint identification system (AFIS) fingerprint logs, crime scene processing logs, laboratory fieldwork logs, laboratory work logs, marijuana testing logs, etc.

Retention: Permanent, as documentation of qualifications of crime lab technicians as expert witnesses

5. Vehicle Hold/Release Sheets <Added 3/07>

Record of vehicles impounded for fingerprint or crime scene processing, including record of tow yard holds and releases.

Retention: Life of related police case file

G. Criminal History Files

1. Felonies

Retention: 10 years + current [CRS 16-5-401]

2. Homicides

Retention: Permanent

3. Misdemeanors

Retention: 3 years + current <Amended 3/07>

H. Evidence Records

Records pertaining to the collection and storage of evidence collected at crime scenes and during police investigations. Note: Physical evidence, including DNA evidence, is destroyed in consultation with, and upon written authorization from, the district attorney. Since the retention and destruction of physical evidence related to crimes is determined by the police department in consultation with the district attorney, the retention of such physical evidence is therefore not covered in this Retention Schedule. Note: Retention periods apply provided that offenses are not affected by statute of limitations. *<Amended 3/09>*

1. Chemical Blood Testing Reports *<Added 3/07>*

Reports requested by the police department for chemical blood testing (such as DNA testing) to determine genetic markers, performed by CBI or other agencies.

Retention: Life of related case file or life of the defendant, whichever is later [CRS 18-1-1101, et seq.] *<Amended 3/09>*

2. Evidence and Property Audit Records *<Added 3/07>*

Audit reports detailing the authorized destruction or disposal of property and evidence associated with police cases, including drugs, drug paraphernalia, weapons, currency, explosives, armored or bulletproof clothing, unlawful property, etc.

Retention: Until completion of next succeeding evidence and property audit

3. Handling and Storage of Evidence Records *<Amended 3/07>*

a. Case-Specific Evidence Logs *<Added 3/07>*

Logs documenting the receipt, transfer and release of materials taken into evidence for specific cases, including property reports, release records, evidence tags and similar records.

Retention: Life of related case file or life of the defendant, whichever is later [CRS 18-1-1101, et seq.] *<Amended 3/09>*

b. Evidence Logs Documenting Multiple Cases *<Added 3/07>*

Logs documenting the receipt, transfer and release of materials taken into evidence for multiple cases, including property reports, release records, evidence tags and similar records.

Retention: 7 years + current

4. Lie Detector Test Records *<Added 3/07>*

Computer voice stress analyzer, polygraph and other lie detector test records.

a. Administrative Records *<Added 3/07>*

Records retained by the test administrator to document expertise in the administration of lie detector tests.

Retention: Permanent

b. Test Results *<Added 3/07>*

See 17.90.B, Case Records.

I. Expungement Records *<Added 3/07>*

Records of sealing or expungement of arrest records, retained with the expunged record.

Retention: Until sealed record is destroyed pursuant to the approved records retention schedule

J. False Alarm Records <Added 3/07>

Records of false alarms, warnings issued and user fee assessments; notifications of unreliable alarm systems, etc.

Retention: 1 year + current

K. Field Contact Records

Records of contacts with businesses, complainants, juveniles, victims or witnesses after which no incident report is filed, including written statements.

Retention: 3 years + current

1. Recorded Interviews – Field Contacts

Recorded interviews conducted during field contacts in which no incident report is filed.

Retention: 90 days if transcribed, or life of case file if not transcribed <Amended 3/07>

L. General Orders <Added 3/07>

Directives or standard operating procedures issued by the police chief governing the overall operation and administration of the police department.

Retention: Retain one copy of all versions permanently for historical and reference purposes

M. Intelligence Files (Police) <Added 1/03>

Records containing information regarding individuals and groups. <Added 1/03>

1. Gang Files [Reserved] <Added 3/07>

2. Multiple Contacts <Added 1/03>

Retention: No longer than 5 years [28 CFR 23.20(h)] <Amended 3/07>

3. No Further Contact <Added 1/03>

Retention: 1 year + current <Added 1/03>

N. Internal Affairs Investigations

Records pertaining to internal investigations regarding police conduct or actions, board of inquiry proceedings, and any subsequent disciplinary actions. Note: Substantiated investigations should be transferred to the record copy custodian for personnel records for the municipality to be retained or destroyed according to personnel policy unless there are conflicts with union policy.

Retention: 4 years + current

O. Licenses and Permits

See Schedule 12 Licenses and Permits.

P. Logs

Listings kept to track specific routine daily activities.

1. Arrest Logs

See 17.90.A, Arrest Records.

2. Court Subpoena Logs

Retention: 2 years + current

3. Crime Logs

Logs kept of specified crimes such as auto and auto parts thefts, burglaries, forgery and bad checks, theft and fraud and similar records.

Retention: 3 years + current

4. Criminal History Check Log Sheets <Added 3/07>

Logs retained for NCIC¹⁴ audit containing information regarding criminal history checks conducted by the police department pertinent to possible criminal activity, law enforcement employment, etc.

Retention: 1 year + current [NCIC Policy]

5. Dispatch Logs

Retention: 1 year + current

6. DUI Logs

Retention: 2 years + current

7. Offense Logs

Retention: 3 years + current

8. Routine Activity Logs

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

Retention: 1 year + current

9. Traffic Accident Logs

Retention: 2 years + current

Q. NCIC/CCIC¹⁵ Teletypes <Added 3/07>

Informational teletypes received via NCIC and CCIC for entry to the police department's computer system; follow-up teletypes from other law enforcement departments.

Retention: 30 days

R. Open Records Requests <Added 2/08>

See 7.235, Open Records Requests.

S. Parole Card File

Retention: Until no longer needed

T. Personnel Records

See Schedule 15 Personnel Records.

¹⁴ NCIC means National Crime Information Center.

¹⁵ CCIC means Colorado Crime Information Center.

U. Prisoner Transport Records <Added 4/06>

Retention: 1 year + current

V. Registered Sex Offenders [CRS 18-3-412.5] <Amended 12/04>

See also 17.90.B.5, Sex Offender Case Records.

1. Information Request Forms – Sex Offenders <Added 12/04>

Forms completed by parties interested in inspecting public information regarding sex offenders. General Reference: CRS 16-22-112.

Retention: 1 year + current

2. Sex Offender Registration and Cancellation Forms <Added 12/04>

Notifications completed by convicted sex offenders regarding residence addresses and contact information. General Reference: CRS 16-22-108.

Retention: 5 years after offender leaves jurisdiction

3. Sexually Violent Predators – Public Notifications <Added 12/04>

Notices given by the municipality to the public regarding sexually violent predators in the community. General References: CRS 16-22-108 and CRS 18-3-414.5.

Retention: Permanent

W. Reports <Amended 3/07>

1. Records Checks

Retention: 2 years + current

2. Reports – Departmental

See 7.330, Reports.

3. Uniform Crime Report/NIBRS¹⁶ – Annual

Retention: Permanent

X. Requests for Release of Information <Added 3/07>

Requests for public release of information such as E-911 recordings, reports, incident histories, etc.

Retention: 1 year + current

Y. Ride-Along Program Records

Records of police programs that allow citizens to ride-along with police offers.

1. Approved to Ride-Along

Retention: 3 years + current

¹⁶ NIBRS means National Incident Based Reporting System.

2. Denied Approval to Ride-Along

Retention: 1 year + current <Amended 3/07>

3. Liability Waivers

See 7.270.F, *Liability Waivers*.

Z. Seizure Fund Documentation

Records relating to the fund established for funds accruing to the municipality as a result of court-ordered seizures and disposition of property connected to vice, narcotics and other crimes. <Amended 2/08>

Retention: 7 years + current

AA. Statistical Files

Card or other indexes for collection of data by class of crime, Uniform Crime Reports (UCR), and other statistical information compiled by the police department.

Retention: 5 years + current

BB. Training Records

Records documenting training for police personnel, including K-9 training records, test scores and monthly training reports. See also 15.270, *Training Information*. <Amended 3/10>

Retention: 5 years after employee's termination

CC. Vehicle Impound Records <Added 2/08>

Records documenting the impoundment of licensed and nonlicensed motorized vehicles and sports craft that have been taken into custody by the municipality for violations of Colorado traffic laws, municipal ordinances or other laws that govern their use, operation and ownership.

Retention: 1 year + current after vehicle is released to owner or otherwise disposed of by the municipality

DD. Victim Assistance and Counseling Records <Amended 2/08>

Case records, including contact sheets, relating to victim assistance and advocacy.

Retention: 1 year + current after completion of assistance

EE. Video Recordings – Secured Police Facilities <Added 2/08>

Video recordings made in secured areas of jails, holding areas, booking areas or lock-ups. See 16.155, *Security Records* for surveillance recordings in public areas; and 17.90.B, *Case Records* for video recordings relating to interviews, crime scenes, etc.

Retention: To be determined administratively by the law enforcement agency, provided that any pertinent video recordings are retained until the final resolution of any related potential or pending claim or litigation

FF. Video Recordings – Vehicle Recording Systems <Added 2/08>

Video recordings and logs made from police vehicle recording systems.

Retention: 30 days, except that portions of the recordings relating to specific cases may be captured separately and retained as part of the case record for the life of the case record (See 17.90.B, *Case Records*.)

GG. Weapons and Firearms Records <Added 3/07>

1. Authorizations to Carry <Added 3/07>

Records of types of firearms and weapons carried by officers indicating authorization to carry weapons, that the weapon has been checked, and that the officer qualifies to use it.

Retention: 1 year + current after the weapon is no longer in use

2. Qualification Records <Added 3/07>

Records documenting firearms qualifications for police officers, including individual shooting range score sheets.

Retention: 10 years after separation from employment

3. Weapons Maintenance Records <Added 3/07>

Records relating to in-house and external maintenance work on weapons.

Retention: 2 years + current

17.100 PROCEDURES AND POLICIES

See 7.260, *Policies and Procedures Documentation*.

17.105 RECORDINGS – DISPATCH <Added 3/07>

Audio recordings made to monitor and record law enforcement and other protective services radio transmissions, including police and fire radio transmissions, police emergency 9-1-1 calls and fire dispatch calls. <Amended 3/09>

Retention: 90 days

17.110 SUMMONSES AND COMPLAINTS

Duplicate copy of summonses and complaints. See also *Schedule 14 Municipal Court Records*.

Retention: 1 year + current

17.120 SYSTEMATIC ALIEN VERIFICATION FOR ENTITLEMENTS (SAVE) PROGRAM RECORDS

<Added 3/09>

Records relating to municipal reporting of verifications of the status of U.S. citizenship of applicants for licenses, credentials, rebates and/or benefits issued by the municipality.

A. Annual Reports – State of Colorado

Annual reports made by the municipality to the Colorado Legislative Council of the total number of reports made to the U.S. Immigration and Customs Enforcement Office (ICE) regarding any person arrested that the law enforcement department believes is not legally present in the United States. General references: 6 USC § 112(B)(2); 5 USC § 552A; SB 06-090; CRS 29-29-101, et seq.

Retention: 3 years + current after last contact

B. Reports – ICE

Reports made to the U.S. Immigration and Customs Enforcement Office (ICE) regarding any person arrested that the law enforcement department believes is not legally present in the United States.

Retention: 3 years + current after last contact

17.130 TRAFFIC CODE

See 7.60.A, Codes Adopted by Reference.

17.140 VEHICLES – PUBLIC SAFETY

See Schedule 6 Fleet and Equipment Records.

17.150 VIDEOTAPES *<Amended 3/07>*

See 17.90.B, Case Records; and 16.155.C, Videotapes Related to Security.

APPENDIX A

NON-RECORDS

The following types of administrative materials have no public record retention value and may be disposed of as soon as they have served their purpose at the discretion of the custodian:

1. **Catalogs, trade journals and other printed materials** received from other offices, commercial firms or private institutions, which require no action and are not needed for documentary purposes.
2. **Informational or extra copies** of correspondence, completed forms, bulletins, newsletters, etc., prepared for reference and information distribution.
3. **Letters of transmittal** that do not add any information to the transmitted materials.
4. **Miscellaneous memoranda or notices** that do not relate to the functional responsibility of the municipality, such as notices of community affairs, employee meetings, holidays, etc.
5. **Preliminary drafts** of letters, memoranda, reports, worksheets and informal notes that do not represent significant basic steps in the preparation of record documents.
6. **Routing slips, sheets, post-it notes or memos** used to direct the distribution of documents.
7. **Outdated or superseded stocks of publications** kept for supply and hand-out purposes.
8. **Telephone messages** that convey nonpolicy informational messages.
9. **Library or museum material** acquired for reference or exhibition purposes.
10. **Identical duplicate copies** of records.
11. **Notes, tapes or recordings** that have been transcribed.
12. **Temporary or transitory material** with little or no bearing on decision-making.

APPENDIX B

GLOSSARY

CFR – Code of Federal Regulations.

Closed Record – A file unit or records series containing documents on which action has been completed and to which more documents are not likely to be added.

CRS – Colorado Revised Statutes.

Disposition – Actions taken regarding records no longer needed in current office space, including destruction pursuant to an approved records retention schedule or permanent retention of records in paper or other formats.

Duplicate Copies – Non-record copies of documents kept solely for ease of access and reference.

Format – The shape, size, style and general makeup of a particular record.

Permanent Records – Records appraised as having sufficient historical or other value to warrant continued preservation by the municipality beyond the time they are needed for administrative, legal or fiscal purposes.

Record Copy – The official and "best" copy of a document retained by the official record custodian.

Retention Period – The minimum length of time that a record must be kept.

Retention Schedule – A document approved by the Colorado State Archives providing authority for the minimum retention periods and final disposition of municipal records.

Series – Physical or intellectual groupings of records; file units or documents arranged according to a filing system or kept together because they relate to a particular subject or function, result from the same activity, document a specific kind of transaction, take a particular physical form, or have some other relationship arising out of their creation, receipt or use.

USC – United States Code.

APPENDIX C
APPROVAL REQUEST FORM

NAME OF MUNICIPALITY: _____

CONTACT PERSON/TITLE: _____

MAILING ADDRESS: _____

TELEPHONE: _____ E-MAIL: _____

LOCAL EXCEPTIONS:

(List and provide basis and description of any local exceptions for records retention periods that are specified by local ordinance, Home Rule Charter provision, formal direction of the governing body, etc., that differ from those set out in the Colorado Municipal Records Retention Schedule. Use additional pages if needed.)

THE ABOVE MUNICIPALITY HEREBY REQUESTS APPROVAL FROM THE COLORADO STATE ARCHIVES TO FOLLOW THE COLORADO MUNICIPAL RECORDS RETENTION SCHEDULE DATED _____, 2003, WITH THE LOCAL EXCEPTIONS INDICATED.

SIGNATURE OF AUTHORIZED MUNICIPAL REPRESENTATIVE

DATE OF SUBMITTAL OF REQUEST FOR APPROVAL

MAIL APPROVAL REQUEST FORM TO: MR. TERRY KETELSEN, COLORADO STATE ARCHIVIST, 1313 SHERMAN STREET, ROOM 1B-20, DENVER, CO 80203. FOR FURTHER INFORMATION, CONTACT THE COLORADO STATE ARCHIVES AT (303) 866-2358.

COLORADO STATE ARCHIVES APPROVAL

Approved By: _____

Date of Approval: _____

COLORADO MUNICIPAL RECORDS RETENTION SCHEDULE

Appx-6

Appendix C – Approval Request Form

APPENDIX E

METHODS OF RECORD DESTRUCTION

There are four methods that are generally acceptable for destroying records. However, it is important to note that, when dealing with confidential information such as law enforcement and personnel information, these types of records must be destroyed in a secure manner so as to prevent them from being reconstructed by unauthorized parties.

1. **Shred:** This method is most suited for the security destruction of confidential records such as the ones mentioned above.
2. **Burn:** This method is most likely confined to the rural parts of the state where unregulated burning is still allowed.
3. **Landfill:** This method requires that the records be buried in a trench 3 to 4 feet below the surface of the landfill and immediately covered over to prevent the wind from blowing records about. It is recommended that, when possible, once the records are placed in the trench, they be sprayed with water to facilitate a more rapid decomposition.
4. **Recycle:** This method is desirable for nonconfidential records where possible. It promotes good conservation and reuse of paper resources

APPENDIX F

FREQUENTLY ASKED QUESTIONS

Q: Because we have plenty of storage space, I'm having difficulty convincing others to participate in signing up for approval to destroy records according to the retention schedule. How do I, as town clerk, get them to move forward on this?

A: Contact the State Archivist and ask him for help dealing with those who do not want to participate. He can explain the advantages for adopting the manual and the potential issues that may arise should the community not have an approved records retention policy.

Q: What if we want to keep something longer than the manual specifies?

A: You may, but you place your community at risk of additional litigation costs should the municipality be sued in regard to a matter related to the records that are retained longer than legally needed. Once you become aware of possible litigation, it is too late to get rid of records that you should have destroyed previously since the rule is "if you still have them, they are discoverable."

Q: Do we need a local exception to keep something longer than the manual specifies?

A: A local exception must be approved for you to retain something for a shorter time period than the manual specifies and is not required to keep something longer than the specified retention period. However, it is important to document internally that the municipality's policy is for a longer retention period.

Q: What is the best method of destruction?

A: Refer to Appendix E of this manual for an overview of destruction options. The destruction method depends on the content of the records. Any information with personal identifiers (name, address, social security number or driver's license number, etc.) and any confidential or proprietary information must be rendered completely unreadable. For this reason, cross-cut shredding is preferred over strip shredding. Electronic records must be totally removed (not just "deleted") from any electronic storage media (CDs, PC hard drives, portable devices such as a PDA or Blackberry, etc.) before disposal of the media at auction or recycling.

Q: Why can we not burn records if they are approved for destruction?

A: You may if the burning is allowed in your part of the state. It is important to note that the records need to be totally obliterated if you use this method of destruction.

Q: If we use a commercial paper recycler to shred our records, how can we be sure they actually destroyed the records so that they are no longer legible?

A: Ask the recycler for a written statement of destruction that indicates your specific records were properly destroyed.

Q: If we adopt the retention schedule, will we continue to receive annual authorizations to destroy records from the State Archivist?

A: Annual authorizations and the attached pink records destruction certificate are sent only to those municipalities with individual records retention schedules and not to those municipalities that have adopted the Colorado Municipal Records Retention Schedule. You will need to establish an internal process to initiate and track records destruction.

APPENDIX F — FREQUENTLY ASKED QUESTIONS (Cont'd)

Q: Do I have to document the records I destroy under authority of the retention schedule?

A: You do not need to report the records destruction to the State Archives as was the case with any individual retention schedule your municipality may have had in place in the past. However, it is recommended that you keep a record, such as a form or log, documenting records destruction dates, types of records destroyed, required internal authorizations, and approximate volume of records destroyed to demonstrate compliance with the records retention schedule and destruction of the records in the normal course of business.

Q: How do I go about implementing the retention schedule?

A: In general, once your municipality adopts the retention schedule, it applies to all departments. Implementation may be different for each organization. However, the key is often ongoing communication, training and a clear assignment of responsibilities and authority. To get started, think about: (1) establishing internal processes and central controls to initiate, track, authorize and document records destruction; (2) monitoring compliance if you have a decentralized retention and destruction process; (3) establishing internal processes to inform the organization about annual revisions to the retention schedule; and (4) establishing an effective litigation hold process.

Q: Does the retention schedule cover electronic records?

A: As stated in the introduction and at the beginning of each section, the retention schedule is media neutral and covers all records regardless of the storage format (paper, electronic, microfilm, etc.). Retention and destruction decisions must be based on the content of the records rather than the storage format.

Q: Can other types of organizations adopt the Colorado Municipal Records Retention Schedule?

A: The retention schedule is specifically for Colorado municipalities. Other types of organizations may use it as an informational tool to help establish their own records retention schedules. Keep in mind that legal and practical requirements may be different for other types of organizations.

APPENDIX G

GUIDELINES FOR LONG-TERM PRESERVATION OF RECORDS

"Records" are documents that are set aside as evidence and protected from alteration or change. All records – but not all documents – have content, structure and context. Storing a record is not enough to capture all three of those elements. The key is to adopt policies, procedures and guidelines to ensure that the information contained in the record is **accessible** and **readable** for the entire retention period and that it is viewed and understood in **context**.

How should you retain records with lengthy retention periods? What should you do with the paper after scanning records? How do you ensure future accessibility and readability of records, especially permanent records? These are a few of the most common questions relating to long-term preservation of records. Following is a summary of some of the issues you should consider before making decisions on long-term preservation of records.

Paper and Electronic Preservation

There is no foolproof, single step for permanent preservation of electronic records. In addition, electronic storage media is inherently unstable, and computer hardware and software become obsolete quickly due to technological obsolescence.

For paper records, *preservation* means placing the document into a managed filing system from which it can be retrieved for the duration of the retention period. For electronic records, this means transferring an electronic document from an operational environment into a managed recordkeeping system **and** renewing, copying to new media or transferring to new systems¹ as needed to ensure accessibility and readability in the appropriate context for the entire retention period.

Long-term preservation of archival information in digital format may **not** be practical because of the rapid obsolescence of computer hardware and software. Preservation of records with long retention periods solely in digital format should be considered **only** if:

1. The value of the data and the benefits of digital preservation are clear and substantial.
2. Preservation in a fixed form such as paper or microfilm is not an option because a digital format is needed to support significant business requirements.
3. Conversion of the data to static form will diminish its value or make it unusable.

Cost

The cost for data migration can be more than 2.5 times the original cost of data creation and capture. For permanent electronic records, data migration **must** be a perpetual – and potentially costly – commitment. Managing electronic records by disposing of obsolete records in accordance with the retention schedule is more cost-effective than buying more electronic storage to migrate everything or losing in a legal proceeding due to poor recordkeeping. Some argue that "storage is cheap." They may not realize the potential cost of unmanaged electronic records in lost productivity, future migrations or legal proceedings.

¹ **Media renewal** is copying from one type of storage medium to the same type without any changes to the records. **Media copying** is the copying or reformatting of records from one type of storage medium to another, resulting in minor changes to the records because of the way data is recorded to different media and requiring verification by means of comparing a sampling of the old and newly copied records. **Media transfer** and **migration** refer to a complete change of the file management system upon moving from one software platform or technology to another, requiring bit-by-bit validation of each transferred record.

APPENDIX G — GUIDELINES FOR LONG-TERM PRESERVATION (Cont'd)

Conversion and Migration

Plan to convert electronic documents while newer versions of the software allow backward compatibility; i.e., within several generations of versions.

Any system **must** have the capability of copying, reformatting or transferring records across media and through system technical changes.

Remember that when electronic records are copied or transferred, the content, metadata and audit trails **must** all be preserved.

Plan ahead for what will be involved in converting/migrating specific vital electronic records to new systems or storage media, how the conversion/migration will be tested and when it is to be done. Consider putting together a **written conversion and migration plan** that is reviewed by legal counsel, information technology and official records custodians. Plan on migrating electronic records if:

1. The scheduled destruction date is more than **five years** from the initial installation date or last major upgrade of the hardware or software that is needed to read, process or store the record.
2. The retention period is longer than **10 years** from the date the records were created.
3. The usability will be affected by replacement, upgrades or other changes to the hardware or software before the end of the retention period.

It **may** be cheaper to keep legacy systems running to access and use infrequently referenced records than it is to move (migrate) those records to a new system.

Storage Media

If the retention period is longer than **10 years**, consider the long-term cost and requirements for maintaining the record in electronic format for the entire retention period compared with the cost to keep it in paper or microfilm form.

With reasonable care, good quality **paper** can last for more than 100 years. Absent a disaster, paper deteriorates slowly, leaving time to take action before information is lost. Storage in paper form may sometimes be the cheapest storage solution and may make sense for **low reference records that have retention periods longer than 10 years.**

Microfilm that meets industry standards and has reasonable care can also last more than 100 years. There are warning signs of deterioration and time to recopy before images are lost. Microfilm is eye readable and widely accepted for archival storage of records. It may make sense for **preservation and disaster recovery for low reference records than have retention periods longer than 10 years.**

Without migration, **computer-based records** can be expected to last as little as five years (the average service life of hardware and software required to read and process electronic records) and no more than 20 years. There are no warning signs of impending failure. Digitization of records makes the most sense for **records that are needed frequently, those that are shared by simultaneous users or those requiring ease of access.** An electronic format may **not** be appropriate for the entire retention period and for long-term archival storage unless a paper or microfilm version is also retained for the entire retention period.

Regardless of the storage media used, **verify the accessibility and readability of the content every 5 to 10 years** to ensure that the data has not been compromised.

APPENDIX G — GUIDELINES FOR LONG-TERM PRESERVATION (Cont'd)

Records Destruction

Whether you retain records in paper, microfilm or electronic form, you **must** have the ability to dispose of records at the end of the records retention period.

You **must** also have the ability to place a hold on records destruction in the event of a legal proceeding **regardless of the records storage format**.

Metadata

To ensure the integrity of electronic records, collect and maintain indexing information and the following types of metadata (information about the records):

1. Information about restrictions on accessibility.
2. Information on how long the record must be kept and what triggers its destruction; i.e., end of year.
3. Security and encryption information.
4. Information documenting all actions; i.e., revisions made, audit trails.
5. Information on the software versions and technical platforms used to create and store the record.
6. Hardware and software documentation manuals created and maintained during installation of a system used to create and store the record.

Storage and Formats

To maintain integrity of the record, preservation **must** be in a recordkeeping system that ensures the integrity of the records and the associated metadata through storage on a non-erasable medium or using controls that provide the same level of protection.

Using formats that are widely used makes it more likely that you will be able to access and read the records if the company that owns the patents on the format goes out of business or stops supporting the format. [As of October 2009, the leading formats are .pdf and .tiff.]

Use storage media that is mainstream, widely used and compliant with industry standards. Avoid being on the "leading edge" or using obsolete technologies.

Quality Controls

Always keep the hard copy (paper or microfilm) sources for imaged records **at least** until the images are verified during the quality control process. **Never** just scan and shred.

Disaster Recovery

You **must** be able to guarantee an ability to support full recovery of records in the event of a disaster.

APPENDIX H
AMENDMENT SCHEDULE

<i>§ Changed</i>	<i>Date</i>	<i>Description of Change</i>
1.80	1/03	Under <i>Nonresidential</i> , amended <i>approved drawings</i> and changed retention from 7 years to 1 year; added <i>drawings not approved</i> with retention of 2 years
1.80	1/03	Under <i>Residential</i> , amended <i>approved drawings</i> and changed retention from 90 days to 180 days; added <i>drawings not approved</i> with retention of 2 years
1.150	1/03	Added <i>all other adopted model building standards</i> to <i>Building Inspection Reports</i> ; changed title of <i>Trailer Inspection Reports</i> to <i>Trailer/Mobile Home Inspection Reports</i>
3.40	1/03	Changed retention under <i>Campaign Contribution & Expenditure Reports</i> from all candidates of permanent to <i>defeated candidates, 1 year, and elected candidates 1 year after leaving office</i>
3.110	1/03	Changed retention under <i>Nomination Petitions</i> for <i>unsuccessful candidates</i> from 6 months to 2 years
5.260	1/03	Under <i>Certificates of Deposit – Registers</i> , changed retention from 6 months + current to 6 years after maturity
5.300	1/03	Changed title of <i>Rejected Bids</i> to <i>Rejected/Unsuccessful Bids</i>
5.360	1/03	Changed title of <i>Nondeliverable Billing Notices</i> to <i>Nonpayment Billing Notices</i>
6.50	1/03	Amended <i>Website Development and Evolution</i> retention from <i>Permanent</i> to <i>Under Review</i>
7.90	1/03	Added <i>and includes e-mail</i> to <i>Routine Value</i> and <i>Transitory Value</i>
10.150	1/03	Added <i>Dump Tickets</i> and <i>Retention</i> under <i>Solid Waste Management</i>
11.20	1/03	Changed title of <i>Census and Population Data</i> to <i>Census and Population Data (Historical)</i>
11.70	1/03	Added <i>Toxic Sites (Designated)</i> and <i>Retention</i> under <i>Environmental Records</i>
11.140	1/03	Changed <i>Retention</i> for <i>Direct Interest to the Municipality</i> from <i>Permanent</i> to 6 years provided it is reviewed before destroying
12.20	1/03	Amended title of <i>Show Cause/Hearing Records</i> to <i>Show Cause Administrative/Hearing Records</i>
12.20	1/03	Added <i>security guards</i> under <i>Business Licenses</i>
12.20	1/03	Amended title of <i>Contractor's Licenses</i> to <i>Contractor's Licenses/Registrations</i> ; changed citation for <i>Retention</i> from <i>GRMRC</i> to <i>CRS 13-80-104</i>
13.60	1/03	Added <i>Advisory Opinion and Retention</i> under <i>Legal Opinions</i>
14.30	1/03	Added <i>other court-issued instruments</i> under <i>Case File Records</i>
17.70	1/03	Added INTELLIGENCE FILES (ARSON) and retentions under FIRE AND RESCUE ACTIVITY RECORDS
17.80	1/03	Added TOXIC SITE (DESIGNATED) and retention under HAZARDOUS MATERIALS
17.90	1/03	Added INTELLIGENCE FILES (POLICE) and retention under POLICE RECORDS
3.40	12/04	Changed title of CAMPAIGN CONTRIBUTION AND EXPENDITURE REPORTS to CAMPAIGN REPORTS AND STATEMENTS; added retention for CANDIDATE AFFIDAVITS, COMMITTEE STATEMENTS OF ORGANIZATIONS, and CONTRIBUTION AND EXPENDITURE REPORTS
3.55	12/04	Added Section entitled COORDINATED ELECTION RECORDS
3.65	12/04	Added Section entitled MAIL BALLOT ELECTION RECORDS
7.180	12/04	Added Section entitled GIS RECORDS UNDER MAPS AND DOCUMENTS
8.100	12/04	Added CONFLICT OF INTEREST DISCLOSURE STATEMENTS and FINANCIAL DISCLOSURE STATEMENTS under MEMBER RECORDS
15.120	12/04	Changed retention of MATERIAL SAFETY DATA SHEETS (MSDS) from 30 Years to UNTIL SUPERSEDED <u>OR</u> 1 YEAR + CURRENT AFTER CHEMICAL IS DISPOSED OF OR CONSUMED

COLORADO MUNICIPAL RECORDS RETENTION SCHEDULE

APPENDIX H — AMENDMENT SCHEDULE (Cont'd)

§ Changed	Date	Description of Change
17.75	12/04	Added Section entitled <i>Fire Department Records (If International Fire Code Is Adopted)</i>
17.90	12/04	Added <i>Felony Arrests (Major Felonies and Violent Crimes); Felony Arrests (Others); and Misdemeanors</i> under <i>Adult Offenders</i> under <i>Arrest Records</i>
17.90	12/04	Added <i>Registered Sex Offenders</i> under <i>Police Records</i>
17.150	12/04	Added Section entitled <i>Videotapes</i>
1.20	2/05	Under <i>Applications for Building Permits Issued</i> , changed retention from <i>90 days after completion</i> to <i>180 days after completion</i>
3.110	2/05	Under retention of <i>Charter Initiative Petitions, Initiative Petitions and Referendum Petitions</i> changed retention to delete language stating: <i>and except that unsuccessful petitions may be returned to petition representatives after the municipal clerk's certification that the petition is insufficient</i>
5.50	2/05	Under <i>Check Records</i> , added <i>Voided Checks</i> and retention of <i>1 year + current</i>
5.340	2/05	Added <i>Real Estate Transfer Tax Records</i> cross-reference to <i>Sales and Use Tax Records</i>
7.140	2/05	Changed title of <i>Technical Files</i> to <i>Technical or General Reference Files</i>
7.270	2/05	Under <i>Facility and Program Use Records</i> , added <i>annual or seasonal passes for recreational programs</i>
9.130	2/05	Changed Section title from <i>Seal and Logo of the Municipality</i> to <i>Seal, Logo and Other Intellectual Property Records</i> and amended description to read <i>Records relating to municipally owned copyrights, trademarks, service marks, seals, logos, taglines and other similar intellectual property</i>
12.20	2/05	Under <i>Business Licenses</i> added <i>taxi and limousine drivers</i>
15.70	2/05	Under <i>Employee Records – Active and Terminated</i> , changed retention from <i>50 years after date of hire</i> to <i>10 years after retirement or separation, provided that records relating to hazardous material exposure are retained 30 years after separation</i>
1.80	4/06	Under <i>Construction Drawings and Plans — Residential Not Approved</i> , changed retention from <i>2 years from the date of denial</i> to <i>If International Building Code has been adopted, then 180 days after drawings and plans have been submitted</i>
2.30	4/06	Added cross-reference to <i>Schedule 5 Financial Records</i> under <i>Cemetery Financial Records</i>
3.110	4/06	Added <i>Insufficient Petitions</i> under <i>Petitions – Election</i>
3.110	4/06	Under <i>Petitions – Election – Recall Petitions</i> , changed retention from <i>2 years after election, except retain one copy of representative pages for historical purposes in permanent election file</i> to <i>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 municipal clerk's certification that the petition is insufficient</i>
4.20	4/06	Under <i>Appointments and Resignations</i> , amended language to read <i>Record of appointments to and resignations from the entity, including applications, recruitment information, etc.</i>
4.55	4/06	Added Section entitled <i>Member Lists</i>
4.120	4/06	Added <i>Study Sessions</i> under <i>Tapes of Meetings</i>
5.20	4/06	Added cross-reference to <i>Schedule 2.30 Cemetery Records</i> under <i>Accounts Receivable Records</i>
5.55	4/06	Added Section entitled <i>Bankruptcy and Foreclosure Records</i>
6.50	4/06	Under <i>Computer System Records – Website Development and Evolution</i> , changed retention from <i>Under Review</i> to <i>Recommend that the last 2 iterations of the website be retained if possible</i>
6.60	4/06	Under <i>Equipment Records</i> , added <i>boilers</i> to list of examples
7.05	4/06	Added Section entitled <i>Administrative Proceedings Records</i>
7.395	4/06	Added Section entitled <i>Surveys Conducted by Municipalities</i> with subsections entitled <i>Compilations and Survey Responses</i>
8.10	4/06	Changed title from <i>Agenda Material</i> to <i>Agenda Supporting Documentation</i>
8.170	4/06	Changed title from <i>Packets Distributed to Governing Body</i> to <i>Packets of Information Distributed to Governing Body</i>

COLORADO MUNICIPAL RECORDS RETENTION SCHEDULE

APPENDIX H — AMENDMENT SCHEDULE (Cont'd)

§ Changed	Date	Description of Change
8.220	4/06	Added <i>Study Sessions</i> under <i>Tapes of Meetings</i>
9.05	4/06	Added Section entitled <i>Archaeological and Historical Site Records</i>
9.100	4/06	Changed title from <i>Photographs</i> to <i>Photographic Records with Historical Value</i> and amended description to read <i>Photographs, negatives, prints, digital images, slides, archival slide shows with sound tracks, videos and motion pictures of historical interest to the municipality</i>
10.310	4/06	Under <i>Water Source of Supply Records</i> , changed the description under <i>Irrigation (Ditch Company)</i> to <i>Water stock assessments and seasonal rental of surplus irrigation water</i> , and changed retention from <i>Permanent</i> to <i>6 years + current</i>
12.10	4/06	Under <i>Bonds – Licenses and Permits</i> , added (<i>such as house moving, tree trimming, street cutting, etc.</i>) to description
12.20	4/06	Under <i>Licensing Records</i> , added <i>Temporary Alcohol Beverage Permits under Alcohol Beverage Licenses</i>
12.30	4/06	Added <i>Confined Space Entry Permits</i> and <i>Hot Work and Open Flame Work Permits</i> under <i>Permit Records</i> ; and changed retention under <i>Special Events and Use Permits</i> and under <i>Use Permits</i> from <i>2 years</i> to <i>1 year + current</i>
14.30	4/06	Added <i>Default Judgments</i> under <i>Case Files – Traffic Cases</i>
15.120	4/06	Added <i>HIPAA Authorizations for Release of Information</i> under <i>Health and Safety Records</i>
15.120	4/06	Under <i>Health and Safety Records – Material Safety Data Sheets (MSDS)</i> added to retention 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
15.150	4/06	Added <i>Polygraph Records – Routine (not job-related)</i> under <i>Job Records</i>
15.170	4/06	Added <i>Employee Longevity Reports</i> under <i>Payroll Records</i>
16.155	4/06	Added Section entitled <i>Security Records</i> , with subsections entitled <i>Automated Access System Records and Entry and Exit Log Sheets</i> ; and moved <i>Videotapes Related to Security</i> from 17.150 to 16.155
16.165	4/06	Added Section entitled <i>Utility Locate Requests</i>
17.90	4/06	Under <i>Police Records – Arrest Records – Adult Offenders</i> , changed description under <i>Felony Arrests (Major Felonies and Violent Crimes)</i>
17.90	4/06	Under <i>Police Records – Arrest Records – Adult Offenders, Felony Arrests (Other)</i> , changed retention from <i>5 years + current</i> to <i>10 years + current</i>
17.90	4/06	Under <i>Police Records – Case Files</i> , changed description under <i>Felony Cases (Major Felonies and Violent Crimes)</i>
17.90	4/06	Under <i>Police Records – Case Files – Felony Cases (Other)</i> , changed retention from <i>5 years + current</i> to <i>10 years + current</i>
17.90	4/06	Under <i>Police Records – Evidence Records</i> , deleted <i>Videotapes</i>
17.90	4/06	Under <i>Police Records</i> , added <i>Prisoner Transport Records</i>
17.90	4/06	Under <i>Police Records – Reports – Offense Reports</i> , changed description of <i>Serious Offenses</i>
17.150	4/06	Under <i>Videotapes</i> , moved section entitled <i>Videotapes Related to Security</i> to 16.155
Appx E	4/06	Added <i>Appendix E, Methods of Record Destruction</i>
Appx F	4/06	Relettered <i>Appendix E, Amendment Schedule</i> to <i>Appendix F</i>
Schedule	3/07	Changed title from <i>Colorado Model Municipal Records Retention Schedule</i> to <i>Colorado Municipal Records Retention Schedule</i>
Schedule	3/07	Removed specific references to <i>Guidelines for the Retention of Municipal Records in Colorado (GRMRC)</i>
1.150	3/07	Changed <i>Building Inspection Reports</i> to <i>Building and Structure Inspection Reports</i> ; added to paragraph: <i>Also includes other building and structure inspection reports in general, such as inlet inspections, proof roll inspections, etc.</i>

COLORADO MUNICIPAL RECORDS RETENTION SCHEDULE

APPENDIX H — AMENDMENT SCHEDULE (Cont'd)

<i>§ Changed</i>	<i>Date</i>	<i>Description of Change</i>
Sched. 3	3/07	Amended introductory statement regarding <i>Contested Elections</i> , amending 2nd sentence to read: <i>However, if the election is contested, all election records <u>must</u> be retained until the contest has been finally resolved and all rights to appeal have expired.</i>
4.10	3/07	Amended title to read: <i>Agendas and Supporting Documentation</i> ; added to description: <i>Supporting documentation includes material such as agenda item summaries and other supporting documentation explaining the rationale for staff recommendations, presenting background information or the history of agenda items being presented to the appointed entity for a decision</i> ; added <u><i>Duplicate copies: Until meeting is over</i></u>
4.90	3/07	Amended title to read: <i>Packets Distributed to Appointed Entities – Convenience Copies</i> ; added to beginning of description, <i>Convenience copies of . . .</i> ; added to end of description, <i>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.</i>
4.105	3/07	Changed title and number of 4.120, <i>Tapes of Meetings</i> , to 4.105, <i>Recordings of Meetings</i>
5.10	3/07	<i>Vendor Files</i> , amended description to delete <i>Federal Taxpayer Identification Number</i>
5.10	3/07	Added <i>W-9 Forms</i> under <i>Accounts Payable Records</i>
5.270	3/07	Added <i>Journal Entries with retention of 6 years + current</i>
5.270	3/07	Amended description under <i>Subsidiary Ledgers and Journals</i> ; changed retention by adding <i>+ current</i>
5.280	3/07	Added <i>Loans Made by Municipality for Employee or Other Purposes</i>
5.315	3/07	Added Section entitled <i>Rebate Program Records</i>
6.110	3/07	Changed title from <i>Inspection and Maintenance Documentation – Public Safety</i> to <i>Inspection and Maintenance Documentation – Vehicles and Equipment</i> ; amended description to include records required by state and federal regulations; changed retention from <i>Life of unit</i> to <i>Until vehicle or equipment is no longer under municipal control + 1 year</i>
7.330	3/07	Added <i>Weekly Reports</i> under <i>Reports</i>
8.10	3/07	Changed title from <i>Agenda Supporting Documentation</i> to <i>Agendas and Supporting Documentation</i> ; amended description
8.20	3/07	Deleted <i>Agendas</i> and reserved the section
8.45	3/07	Added section entitled <i>Committee Records– Governing Body</i>
8.170	3/07	Changed title by adding <i>Convenience Copies</i> ; amended description to add note
8.220	3/07	Renumbered to 8.185; Changed title to <i>Recordings of Meetings</i>
10.190	3/07	Added <i>Street Cleaning Records</i>
10.250	3/07	Under <i>Locates</i> , deleted language, inserted reference to <i>Section 16.165, Utility Locate Requests</i>
12.20	3/07	Added vendors and peddlers under <i>Business Licenses</i>
13.30	3/07	Added <i>Medical Records – Personal Injury Claims</i>
14.25	3/07	Added <i>Bonds and Supporting Documentation – Court</i>
15.20	3/07	Under <i>Collective Bargaining Agreements</i> , deleted language, inserted reference to <i>Collective Bargaining Records</i>
15.55	3/07	Added Section entitled <i>Collective Bargaining Records</i>
15.60	3/07	Added <i>State of Colorado New Hire Reporting Compliance</i>
15.65	3/07	Added Section entitled <i>Driver's License Verifications</i>
15.85	3/07	Added Section entitled <i>Employment Verifications</i>
15.120	3/07	Added <i>Commercial Drivers' License Records</i> under <i>Health and Safety Records</i>

COLORADO MUNICIPAL RECORDS RETENTION SCHEDULE

APPENDIX H — AMENDMENT SCHEDULE (Cont'd)

<i>§ Changed</i>	<i>Date</i>	<i>Description of Change</i>
15.120	3/07	Added <i>Drug Testing Records</i> under <i>Health and Safety Records</i>
15.150	3/07	Under <i>Applications for Employment – Not Hired</i> , added <i>Background Investigation Files – Public Safety Employees Not Hired</i>
15.170	3/07	Under <i>Payroll Tax Records</i> description, deleted <i>request for taxpayer identification number and certificate (W-9)</i>
15.200	3/07	Under <i>Policies and Procedures – Personnel</i> , deleted language, inserted reference to <i>Section 7, Policies and Procedures Documentation</i>
15.290	3/07	Under <i>Volunteer Worker Records</i> , replaced language with <i>Recognition Records and Service Records</i> language
17.90	3/07	Under <i>Arrest Records</i> , amended <i>Adult Offender Arrest Records</i> title and <i>Felony Arrest</i> descriptions regarding arson, deaths; deleted aggravated assault, added forgery; changed title of <i>Misdemeanor</i> to <i>Misdemeanor Arrests</i> ; changed title of <i>Juveniles</i> to <i>Juvenile Offender Arrest Records</i> ; added <i>Traffic Accident Arrest Records – No Criminal Charges Filed</i>
17.90	3/07	Changed title of <i>Case Files</i> to <i>Case Records</i> , amended description; added <i>Death Case Records – Noncriminal, Sexual Assault Case Records</i> and <i>Traffic Accident Case Records – No Criminal Charges Filed</i> ; added <i>Records</i> to title, to read <i>Felony Case Records (Major Felonies and Violent Crimes)</i> , added <i>arson with fatalities, forgery and unrecovered firearms</i> , deleted <i>aggravated assault</i> ; added <i>Records</i> to title, to read <i>Felony Case Records (Other)</i> , added <i>aggravated assault and arson without fatalities</i> ; added [CRS 16-5-401] to retention for <i>Felony Case Records (Other)</i> , added <i>Case Records</i> to titles of <i>Misdemeanor</i> and <i>Sex Offender</i>
17.90	3/07	Added <i>Code Enforcement Records</i> , reserved for future use
17.90	3/07	Added <i>Community Relations Records</i>
17.90	3/07	Added <i>Concealed Weapons Permits</i> , with cross-reference to 12.30
17.90	3/07	Added <i>Crime Lab Records</i>
17.90	3/07	Under <i>Criminal History Files</i> , for <i>Felonies</i> , added [CRS 16-5-401] to retention; for <i>Misdemeanors</i> , changed retention from <i>5 years + current</i> to <i>3 years + current</i>
17.90	3/07	Under <i>Evidence Records</i> , amended description to include a note regarding DNA; amended <i>Handling and Storage of Evidence Records</i> ; added <i>Chemical Blood Testing Reports; Evidence and Property Audit Records; and Lie Detector Test Records</i> ; deleted <i>Fingerprint Cards and Files; Mug Shots/Negatives; Photos/Negatives; and Videotapes</i>
17.90	3/07	Added <i>Expungement Records</i>
17.90	3/07	Added <i>False Alarm Records</i>
17.90	3/07	Under <i>Field Contact Records, Recorded Interviews – Field Contacts</i> , added to retention <i>or life of case file if not transcribed</i>
17.90	3/07	Added <i>General Orders</i>
17.90	3/07	Under <i>Intelligence Files (Police)</i> added <i>Gang Files [Reserved]</i> ; under <i>Multiple Contacts</i> , changed retention from <i>5 years</i> to <i>No longer than 5 years</i>
17.90	3/07	Under <i>Logs</i> , added <i>Criminal History Check Log Sheets</i>
17.90	3/07	Added <i>NCIC/CCIC Teletypes</i>
17.90	3/07	Under <i>Reports</i> , deleted <i>Accident Reports, Activity Summaries, Crime Stoppers Reports, Incident Reports</i> and <i>Offense Reports</i>
17.90	3/07	Added <i>Requests for Release of Information</i>
17.90	3/07	Under <i>Ride-Along Program Reports, Denied Approval to Ride-Along</i> , changed retention from <i>Permanent</i> to <i>1 year + current</i>
17.90	3/07	Under <i>Training Records</i> , deleted <i>Shooting range score sheets</i>
17.90	3/07	Added <i>Victim Assistance Records</i>
17.90	3/07	Added <i>Weapons and Firearms Records</i>

COLORADO MUNICIPAL RECORDS RETENTION SCHEDULE

APPENDIX H — AMENDMENT SCHEDULE (Cont'd)

§ Changed	Date	Description of Change
17.105	3/07	Added <i>Section Recordings – Dispatch</i>
17.120	3/07	Deleted Section entitled <i>Tape Recordings – Dispatch</i>
17.150	3/07	Deleted subtopics, added reference <i>See Police Records – Case Records above and 16.155 Videotapes Related to Security</i>
Schedule	2/08	Added letters and numbers to sections and subsections to facilitate references; updated Index and Cross-References to reflect the same
Schedule	2/08	Under <i>General Description</i> of each Schedule, deleted <i>The specific 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.</i> and added in box below the <i>General Description</i> : <i>The retention periods specified in this schedule 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.)</i>
Preface	2/08	Added <i>Trigger Dates</i> and description
1.80	2/08	Under <i>Nonresidential, Approved</i> and <i>Nonresidential</i> , amended descriptions to read <i>Drawings, plans (final or as-built) or specifications . . .</i> under <i>Nonresidential</i> , and <i>Residential, Not Approved</i> , amended descriptions to read <i>Unapproved drawings, plans or specifications submitted by those applying for a building permit</i>
2.30	2/08	Under description, added . . . <i>maintained by a self-sufficient cemetery separately from the municipality's financial and accounting systems. See also Schedule 5 Financial Records for financial records of the municipality</i>
3.20	2/08	At end of description, changed <i>elections</i> to <i>electors</i>
3.135	2/08	Added <i>Surveillance Recordings – Election Areas</i>
4.20	2/08	Added subsection <i>Appointed Applicants</i> , retaining retention of <i>1 year + current after end of service</i>
4.20	2/08	Added subsection <i>Unsuccessful Applicants</i>
5.10	2/08	Under <i>W-9 Forms</i> , changed retention from <i>6 years + current</i> to <i>3 years + current</i>
5.150	2/08	Amended title by adding <i>and Supporting Documentation</i> , amended description, deleted the retention
5.150	2/08	Added subsection entitled <i>Fee and Rate Schedules and Supporting Documentation (except for utility rates)</i> and retention; added section entitled <i>Utility Rate Schedules and Supporting Documentation</i> and reference
5.220	2/08	Under description, added <i>or administered by the municipality under a municipal grant program</i>
5.220	2/08	Added <i>Grants from the Municipality</i> , with subsections entitled <i>Awarded Grants and Supporting Documentation</i> and <i>Rejected Grants and Supporting Documentation</i>
5.220	2/08	Moved original subsections of <i>Awarded Grants</i> and <i>Rejected Grants</i> under new subsection of <i>Grants to the Municipality</i> and changed retention of <i>Rejected Grants</i> from <i>2 years + current after rejection or withdrawal</i> to <i>1 year + current after rejection or withdrawal</i>
5.240	2/08	Under <i>Certificates of Insurance</i> , deleted <i>Major Municipal Projects</i> and <i>Other Certificates of Insurance</i> , keeping the retention as <i>6 years after expiration</i>
5.280	2/08	Under <i>Loans Made by Municipality for Employee or Other Purposes</i> , added paragraph entitled <i>Approved Loans</i> , keeping the retention, and added paragraph entitled <i>Rejected Loans</i>
5.280	2/08	Under <i>Routine Loans</i> , added paragraph entitled <i>Approved Loans</i> , keeping the retention, and added paragraph entitled <i>Rejected Loans</i>
5.315	2/08	Changed retention from <i>6 years + current after the rebate is paid, provided the records have been audited</i> , to <i>1 year + current after the rebate is paid, provided the records have been audited</i>
5.330	2/08	Under <i>Comprehensive Annual Financial Report (CAFR)</i> changed cross-reference from <i>Schedule 15</i> to <i>5.40B, Audit Reports</i>
5.340	2/08	Added subsection titled <i>Colorado Department of Revenue Monthly Revenue Distribution Reports</i>
5.360	2/08	Under <i>Meter Records</i> , added <i>Meter Inventory</i>

COLORADO MUNICIPAL RECORDS RETENTION SCHEDULE

APPENDIX H — AMENDMENT SCHEDULE (Cont'd)

§ Changed	Date	Description of Change
5.360	2/08	Under <i>Nonpayment Billing Notices</i> , added to retention or until next billing cycle is complete, whichever is later
5.360	2/08	Added <i>Rate Schedules and Supporting Documentation – Utility Billing</i>
6.220	2/08	Under <i>Work Orders</i> added cross-reference to description, <i>See also 6.180 Vehicle Histories</i> and added under retention 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
7.120	2/08	Added such as meeting agendas and minutes, studies and reports and other material after <i>Records</i> in description; added and 7.365, <i>Special District Records</i> under cross-reference
7.235	2/08	Added Section entitled <i>Open Records Requests and Supporting Documentation</i>
7.270	2/08	Under <i>Districts</i> amended cross-reference from <i>Schedule 7 External Groups and Agencies</i> to 7.365 <i>Special District Records</i>
7.270	2/08	Amended title from <i>Museum Accession and Donation Records</i> to <i>Museum Records</i> ; added wording under description
7.280	2/08	Amended subsection title from <i>Major Projects</i> to <i>Capital Projects</i> ; amended description; amended retention from <i>Permanent</i> to 6 years +current after replacement, demolition or transfer of the improvement to another entity, <u>except</u> that routine material may be purged when eligible for destruction under this Retention Schedule and <u>except</u> that, prior to description, the records must be evaluated for continuing legal, administrative or historical value; under paragraph entitled <i>Project Bonds</i> , changed retention from 6 years + current after expiration to 6 years + current after expiration or project completion, whichever is later
7.280	2/08	Deleted <i>Minor Projects</i>
7.280	2/08	Added subsection entitled <i>Information Technology Projects [Reserved]</i>
7.280	2/08	Added subsection entitled <i>Noncapital Projects</i>
7.365	2/08	Added Section entitled <i>Special District Records</i>
8.90	2/08	Changed Retention from <i>Permanent</i> to <i>Until superseded</i>
10.190	2/08	Added subsection entitled <i>Weather Observation Records</i>
10.240	2/08	Added subsection entitled <i>Route Maps</i>
10.250	2/08	Added subsections entitled <i>Annexation Review Records – Utility and Other Infrastructure; As-Built Drawings</i> ; and <i>Development Review Records – Utility and Other Infrastructure</i>
10.270	2/08	Deleted description and Retention; added cross-reference to <i>See 7.365 Special District Records</i>
10.290	2/08	Under description added and storage before systems
10.290	2/08	Under paragraph entitled <i>Backflow Prevention Device Test Records</i> , deleted description and retention, added cross-reference to <i>See 10.290.J, Sewer Inspection and Testing Records</i> ;
10.290	2/08	Under <i>Cross-Connection Control Survey Records</i> , amended retention by deleting longer and adding later
10.290	2/08	Added subsections entitled <i>Easements and Rights-of-Way; Emergency Plans</i> ; and <i>Maps and Drawings</i>
10.290	2/08	Changed title of <i>Oversizing Records</i> to <i>Oversizing Project Records</i> , added cross-reference to <i>See 7.280, Project Files</i> and deleted retention
10.290	2/08	Changed title of <i>Sewer Inspection Records</i> to <i>Sewer Inspection and Testing Records</i> , changed paragraph title from <i>Sewer Smoke Test Records</i> to <i>Sewer Test Records</i> , in description, added X-ray and other between smoke and tests, and changed retention from 10 years to 10 years after completion of test
10.290	2/08	Under <i>Sewer Inspection and Testing Records</i> , added paragraph entitled <i>Video Inspection Records</i>
10.290	2/08	Added subsection entitled <i>Utility Billing Records</i>
10.290	2/08	Under <i>Water Distribution and Production System Records</i> , deleted <i>Flow Measurements</i> , added paragraphs entitled <i>Water Conservation Records</i> and <i>Water System Inspection and Testing Records</i>

COLORADO MUNICIPAL RECORDS RETENTION SCHEDULE

APPENDIX H — AMENDMENT SCHEDULE (Cont'd)

§ Changed	Date	Description of Change
10.290	2/08	Under <i>Water Use Restriction Records</i> , added paragraph entitled <i>Complaints and Supporting Documentation</i> , added title of <i>Notices of Restrictions</i> , retaining original description and retention, and added paragraphs entitled <i>Policies, Reports and Analyses</i> and <i>Variance Records</i>
10.300	2/08	Under <i>Analytical Reports</i> , amended description of <i>Bacteriological Quality Analysis</i> to add <i>that are naturally present in the environment</i> ; amended description of <i>Chemical and Radiological Analysis</i> to add <i>to determine the presence of radionuclides from the decay of natural and manmade deposits and the erosion of natural deposits</i> and amended retention from <i>10 years</i> to <i>10 years + current</i> ; added paragraph entitled <i>Chlorination Reports</i> ; added description to <i>Lead and Copper Analysis</i> and changed retention from <i>12 years</i> to <i>12 years + current</i> ; added description to <i>Secondary Contaminants</i> and changed retention from <i>10 years</i> to <i>10 years + current</i> ; added description to <i>Water Test Standards</i> ; amended description of <i>Water Turbidity Reports</i> by adding <i>resulting from soil runoff</i> to description and changing retention from <i>10 years</i> to <i>10 years + current</i>
10.300	2/08	Under <i>Discharge Permits and Monitoring</i> , added paragraph entitled <i>Odor Complaints</i>
10.310	2/08	Under <i>Acquisition, Sale and Transfer Records</i> , added <i>water decrees before and other similar transactions</i> , and added paragraph entitled <i>Water Offers</i>
10.310	2/08	Deleted subsection entitled <i>Irrigation (Ditch) Company Records</i>
10.310	2/08	Added subsection entitled <i>Ditch Records</i>
10.310	2/08	Under <i>Reservoir, Dam and Lake Records</i> , added paragraph entitled <i>Construction and Capacity Records</i> , retaining description, deleting <i>monitoring</i> , adding cross-reference of <i>See also 7.280, Project Files</i> , changing retention from <i>Permanent to Life of reservoir, dam or lake + 1 year</i> ; added paragraph entitled <i>Dam Monitoring and Inspection Records</i>
10.310	2/08	Under <i>River and Stream Records</i> , added paragraphs entitled <i>Flow Measurements, Hydrologic Data – Rivers and Streams, and Surface Water Rights Records</i> , retaining description and retention under <i>Surface Water Rights Records</i>
10.310	2/08	Added subsections titled <i>Water Court Records, Water Decree Accounting, Water Modeling and Forecasting Records, Water Quality Monitoring Records, and Water Rental or Leasing Records</i>
10.310	2/08	Changed title of <i>Weather Data</i> to <i>Weather Records</i> , added paragraphs entitled <i>Weather Modification Records, Weather Observation Records</i> and <i>Weather Sensor Calibration and Testing Records</i> ; retaining original description and retention under <i>Weather Observation Records</i> and adding <i>snow pack</i> after <i>river</i> in description
11.15	2/08	Added <i>Annexation Review Records</i>
11.45	2/08	Added <i>Development Review Records</i>
11.70	2/08	Changed title of subsection from <i>Weed and Grass Control</i> to <i>Nuisance Abatement Records</i> and amended description
11.155	2/08	Added <i>Special District Records</i> and cross-reference
12.15	2/08	Added <i>Licenses Issued to the Municipality</i>
12.35	2/08	Added <i>Permits Issued to the Municipality</i>
15.40	2/08	Changed title from <i>Benefits</i> to <i>Benefits Records</i>
15.40	2/08	Added subsections entitled <i>Benefit Reports</i> and <i>Employee Insurance Claims</i>
15.40	2/08	Under <i>Plan Basis</i> , removed <i>and 29 CFR 2520</i> from the retention
15.70	2/08	Added <i>beneficiary designations</i> before the words <i>selection of benefit plans</i> ; amended <i>duplicate copies</i> to read: <i>Consult with custodian of record copy of municipal employee records regarding proper transfer or disposal of departmental employee records upon termination of employment</i>
15.120	2/08	Under <i>Commercial Drivers' License Records – Administrative Records</i> , added description
15.120	2/08	Under <i>Drug Testing Records</i> added to description (<i>does not include CDL drug testing</i>)
15.180	2/08	Added subsection entitled <i>Retirement Files</i>
15.310	2/08	Added cross-reference after description to read <i>See 5.240, Insurance Policies</i>

COLORADO MUNICIPAL RECORDS RETENTION SCHEDULE

APPENDIX H — AMENDMENT SCHEDULE (Cont'd)

§ Changed	Date	Description of Change
16.155	2/08	Under <i>Videotapes Related to Security</i> , deleted footnote; changed title of <i>Facility Security of Justice Center/Other Municipal Buildings</i> to <i>Municipal Buildings</i> ; amended description to add <i>public areas of after cameras in</i> ; added cross-reference to read <i>See 3.135 for surveillance recordings made in election areas and 17.90 for video recordings made in secured police areas such as jails, holding areas, booking areas or lock-ups</i> ; deleted <i>Security Videos of Detention Center Booking</i>
16.180	2/08	In the description, added <i>signs and etc.</i> , deleted the word <i>or</i> , to read . . . <i>municipally owned facilities, signs, structures, etc.</i>
17.70	2/08	Under <i>Fire Protection Districts</i> , deleted description and retention and added cross-reference to read <i>See 7.365 Special District Records</i>
17.90	2/08	Under <i>Arrest Records, Adult Offender Arrest Records</i> , added <i>Sexual Assault Arrest Records</i> and <i>Sexual Assault on a Child Arrest Records</i>
17.90	2/08	Under <i>Case Records</i> , added <i>Sexual Assault on a Child Case Records</i>
17.90	2/08	Added subsection entitled <i>Open Records Requests</i>
17.90	2/08	Under <i>Seizure Fund Documentation</i> , added description
17.90	2/08	Added subsection entitled <i>Vehicle Impound Records</i>
17.90	2/08	Changed title of <i>Victim Assistance Records</i> to <i>Victim Assistance and Counseling Records</i>
17.90	2/08	Added subsections entitled <i>Video Recordings – Secured Police Facilities</i> ; and <i>Video Recordings – Vehicle Recording Systems</i>
Appx F	2/08	Added <i>Appendix F</i> , entitled <i>Frequently Asked Questions</i>
Appx F	2/08	Relettered <i>Appendix F, Amendment Schedule</i> to <i>Appendix G</i>
1.160	3/09	In description, added: <i>includes records relating to state tax credits for historic properties, historical structure or district surveys, historical designation applications, whether approved or not approved, historic designation research files, drawings, etc.</i>
2.70	3/09	Deleted description and retention; added cross-reference to read <i>See 16.110.C, Damage Records</i>
4.90	3/09	Changed title of <i>Packets Distributed to Appointed Entities – Convenience Copies</i> to <i>Packets Distributed to Appointed Entities – Informational</i> ; in description, added <i>after batches of information the following: [If an intact copy of the packet is retained by the municipality for convenient reference]</i> ; in Note, added <i>packets of after copies of such</i> ; replaced <i>Other</i> with <i>Record</i> in second sentence; replaced <i>agenda item summaries</i> with <i>agendas and supporting documentation</i> ; replaced <i>may also be retained elsewhere as a different record with a different purpose for a different retention period</i> with <i>are retained separately for the retention periods</i> ; under <i>Retention</i> , changed 3 years to 1 year
5.230	3/09	Deleted Paragraphs A, B, C and D; added retention for Section to read: <i>Retention: 6 years + current after improvement district is terminated or all bonds are paid or cancelled, whichever is later</i>
5.260	3/09	Paragraph A, deleted retention, added cross-reference of: <i>See: 5.50.B, Bank Statements</i>
5.270	3/09	Paragraph A, changed retention from <i>Permanent</i> to <i>30 years + current</i>
5.300	3/09	Paragraph H, in description, added <i>signature authorizations after vouchers</i>
5.300	3/09	Added Paragraph L, <i>Vendor Prequalification Records</i>
5.345	3/09	Added Section, <i>Tax Reporting Records</i>
7.10	3/09	Deleted retention; added Paragraphs A, <i>Affidavits of Publication – Ordinances</i> ; and B, <i>Other Affidavits of Publication</i>
7.270	3/09	Added Paragraphs A, <i>Activities and Events – Short-Term Agreements, Contracts and Supporting Documentation</i> , and B, <i>Childcare Facility Records</i> ; relettered Paragraphs A, B, C and D as C, D, E, F; added Paragraph G, <i>Incident Reports</i> ; relettered Paragraphs E and F as H and I; deleted Paragraph G, <i>Other Programs Sponsored by Municipality</i> ; relettered Paragraphs H and I as J and K
7.280	3/09	Subparagraph A.1.b., <i>Performance and Payment Bonds</i> , amended retention by adding <i>after expiration of warranty period of project completion, whichever is later</i>

COLORADO MUNICIPAL RECORDS RETENTION SCHEDULE

APPENDIX H — AMENDMENT SCHEDULE (Cont'd)

§ Changed	Date	Description of Change
8.170	3/09	Changed title of <i>Packets Distributed to Appointed Entities – Convenience Copies</i> to <i>Packets Distributed to Appointed Entities – Informational</i> ; in description, added after <i>batches of information</i> the following: <i>[If an intact copy of the packet is retained by the municipality for convenient reference]</i> ; in Note, added <i>packets of</i> after <i>copies of such</i> ; replaced <i>Other</i> with <i>Record</i> at beginning of second sentence; replaced <i>agenda item summaries</i> with <i>agendas and supporting documentation</i> ; replaced <i>may also be retained elsewhere as a different record with a different purpose for a different retention period with are retained separately for the retention periods</i> ; under <i>Retention</i> , changed 3 years to 1 year + current; deleted <i>Duplicate Copies: 1 year or until no longer needed for reference, whichever is first</i>
9.05	3/09	Added cross-reference after description, to read <i>See also 1.160, Landmark and Historic Designations</i>
10.190	3/09	Added Paragraph R, <i>Traffic Congestion Monitoring Records</i> ; relettered Paragraphs R, S and T as S, T and U
12.20	3/09	In Paragraph E, after description, added <i>Note: Effective January 1, 2008, plumbing contractor registrations are issued by the State of Colorado pursuant to CRS 12-58-105</i>
13.10	3/09	Added <i>and 13.60, Legal Communications</i> at end of cross-reference
13.60	3/09	Changed title of <i>Legal Communications and Opinions</i> to <i>Legal Communications</i> ; in description, replaced <i>Formal opinions</i> with <i>Communications and legal advisory opinions</i> ; after <i>governing body</i> , changed <i>or to and/or</i> ; deleted <i>Retention</i> , replaced Paragraph A, <i>Advisory Opinion</i> with A, <i>Enduring Long-Term Value</i> ; added Paragraph B, <i>Routine Value</i>
13.70	3/09	Deleted Paragraphs A and B, added <i>Retention of 7 years after case closed, dismissed or date of last action, or thereafter until legal counsel determines that there is no further reference or historical value</i> ; deleted Footnote 8 (renumbered remaining Footnotes)
15.70	3/09	In description, after <i>pertaining to age</i> , added <i>current or last known</i> ; in retention, after <i>provided that</i> , added <i>records that are updated periodically may be destroyed when superseded and that</i>
15.120	3/09	Paragraph B, in description, added <i>post accident</i> after <i>Pre-employment</i> ; in Subparagraph H.1, added <i>after superseded or after training is no longer administered, whichever is later</i> to retention; added Subparagraph 2, <i>Safety Training – Employee Tests</i>
15.300	3/09	Added description to read <i>Records of scheduled work for employees, including shift schedules</i> ; Deleted Paragraph A, <i>Employee On-Call Schedule</i> ; retained retention
16.100	3/09	End of cross-reference, added <i>and 16.135, Rental Agreements – Short-Term</i>
16.110	3/09	Deleted <i>Retention: 1 year + current</i> ; in Paragraph A, added <i>cemeteries, golf courses</i> after <i>parks</i> ; added Paragraph B, <i>Chemical Testing and Treatment Records – Aquatic Facilities</i> ; relettered Paragraph B as C, in description, added <i>and vandalism after damage</i> , added <i>aquatic facilities, golf courses</i> , after <i>facilities</i> , replaced <i>and fences</i> with <i>fences and other municipal property</i> , changed retention from <i>3 years after date of last action if not litigated; if litigated, see Schedule 13</i> to <i>3 years after date of incident</i> ; relettered Paragraph C as D, in description, changed <i>periodic inspection of parks and facilities</i> to <i>periodic safety, health and environmental review and inspection of buildings, parks, playgrounds, golf courses, swimming pools and other public facilities</i> , changed retention from <i>2 years</i> to <i>3 years + current</i>
16.120	3/09	Added cross-reference to description to read <i>See also: Schedule 2, Cemetery Records</i>
16.135	3/09	Added title, <i>Rental Contracts and Agreements – Short-Term</i>
17.05	3/09	Added title, <i>Ambulance Licensing and Operation Records</i>
17.20	3/09	Paragraph B, changed cross-reference from <i>See 7.120, External Groups and Agencies</i> , to <i>See 7.20, Agreements and Contracts and 7.120, External Groups and Agencies</i> ; Paragraph C, description, added <i>disposition</i> after <i>impoundment</i>
17.50	3/09	Paragraph B, changed title from <i>Incident Records – Disasters and Emergencies</i> to <i>Incident Records – Major Disasters and Emergencies</i> ; in description, added <i>major</i> after <i>impacts of</i> , added sentence at end to read <i>A major disaster or emergency incident is defined as one that may have historical significance and/or a federal or state disaster declaration; i.e., the 2008 Windsor tornado, the Granby armored bulldozer incident.</i>

COLORADO MUNICIPAL RECORDS RETENTION SCHEDULE

APPENDIX H — AMENDMENT SCHEDULE (Cont'd)

<i>§ Changed</i>	<i>Date</i>	<i>Description of Change</i>
17.60	3/09	Paragraph A, changed title from <i>Emergency 9-1-1 Service</i> to <i>Emergency 9-1-1</i> ; added description to read <i>Records relating to emergency 9-1-1 system management</i> , changed retention from <i>5 years after superseded</i> to <i>1 year + current after system is superseded</i> ; Paragraph B, retention, added + <i>current after 1 year</i>
17.90	3/09	Paragraph C, deleted <i>Reserved</i> , added cross-reference to read <i>See: 17.90.B.4, Misdemeanor Case Records</i> ; Paragraph H, in description, added <i>in consultation with and after is destroyed</i> , Subparagraph 1, added <i>or life of the defendant, whichever is later [CRS 18-1-1101, et seq.]</i> , to retention, in Subparagraph 3, changed retention from <i>Life of case file</i> to <i>Life of related case file or life of the defendant, whichever is later [CRS 18-1-1101, et seq.]</i>
17.105	3/09	In description, added <i>and other protective services after enforcement</i> ; added <i>including police and fire radio transmissions, police emergency 9-1-1 calls and fire dispatch calls after transmissions</i>
17.120	3/09	Added Section, <i>Systematic Alien Verification for Entitlements (SAVE) Program Records</i>
Schedule	3/10	In the box below the General Description, added <i>minimum</i> , to read: <i>The minimum retention periods specified in this schedule . . .</i>
1.160	3/10	Added <i>approved after records relating to</i>
5.10	3/10	Added Paragraph B, <i>Automatic Clearinghouse (ACH) Forms</i> ; relettered Paragraphs B through K as Paragraphs C through L
5.20	3/10	Added Paragraph B, <i>Automatic Clearinghouse (ACH) Forms</i> ; relettered Paragraphs B through G as Paragraphs C through H
5.360	3/10	Under Paragraph D, added description, <i>Journals and other records relating to the receipt of utility payments</i> ; under Paragraph K, changed retention from <i>3 years + current</i> to <i>2 years + current</i>
6.40	3/10	Deleted description and retention, added cross-reference to read <i>See 9-5.10, Communication Systems Records</i>
6.50	3/10	Deleted description, paragraphs, added cross-reference to read <i>See 9-5.20, Computer System Records</i>
6.130	3/10	Changed cross-reference from <i>See also 6.50, Computer System Records</i> , to <i>See also 9-5.20, Computer System Records</i>
6.160	3/10	Deleted description and retention, added cross-reference to read <i>See 9-5.10, Communications Systems Records</i>
7.100	3/10	Deleted paragraphs, added cross-reference to read <i>See 9-5.40, Electronic Records in General</i>
7.140	3/10	Paragraph C, in description, added <i>with long-term value</i> between <i>Records</i> and <i>documenting</i> ; added <i>with enduring value</i> between <i>correspondence</i> and <i>on program activities</i>
7.180	3/10	End of description, added cross-reference to read <i>See also 9-5.40, Electronic Records in General, for geographic information systems records</i> , deleted Paragraph A and all subparagraphs
7.280	3/10	Deleted Paragraph B, renumbered Paragraph C as Paragraph B and added to cross-reference <i>and 9-5.60, Projects – Information Technology and Communication Systems</i>
7.410	3/10	Changed title of <i>Worksheets and Drafts</i> to <i>Worksheets, Drafts and Other Preliminary Working Material</i> , added <i>draft or working material relating to a matter that is proposed and subsequently denied or withdrawn; after version of documents</i>
9-5	3/10	Added <i>Schedule 9-5, Information Technology and Communication Systems Records</i>
10.190	3/10	Changed name of Paragraph S from <i>Traffic Marking and Signalization Files</i> to <i>Traffic Marking, Timing and Signalization Files</i> ; in description, added <i>traffic signal timing after documenting</i>
14.10	3/10	In Subparagraph A.3, changed retention from <i>7 years + current</i> to <i>3 years + current</i> ; in Paragraph B, retention, added <i>if not perfected, or 3 years + current upon decision rendered by higher court</i>
14.25	3/10	Changed retention from <i>2 years + current after final dispensation</i> to <i>3 years + current after final dispensation</i>

COLORADO MUNICIPAL RECORDS RETENTION SCHEDULE

<i>§ Changed</i>	<i>Date</i>	<i>Description of Change</i>
14.30	3/10	Changed name of Paragraph B from <i>Code Enforcement Cases</i> to <i>Code Enforcement Cases and Other Municipal Ordinance Cases</i> , added description, <i>Cases relating to enforcement of code provisions relating to matters such as sales tax, abatements or fire, safety and building codes</i> ; under Paragraph E, deleted Subparagraph 1, renumbered Subparagraph 2 as Subparagraph 1, renumbered Subparagraph 3 as Subparagraph 2, changed name from <i>With OJ/W Liens</i> to <i>With OJ/W Liens and Default Judgments</i> , and changed retention from <i>7 years + current after closed</i> to <i>3 years + current after closed</i>
14.35	3/10	Added Section titled <i>Correspondence and General Documentation – Routine</i>
14.40	3/10	Changed retention from <i>7 years + current</i> to <i>1 year + current</i>
14.70	3/10	Added description, <i>Records relating to selection and oversight of jurors, rosters of persons selected to serve on juries, jury summonses and instructions regarding their service on the jury</i> , changed retention from <i>2 years + current</i> to <i>1 year + current after closed</i> ; deleted Paragraph A
14.80	3/10	Changed title from <i>Procedures</i> to <i>Procedures – Routine Municipal Court</i> , deleted cross-reference at end of description, changed retention from <i>Current plus previous versions</i> to <i>2 years after superseded or obsolete</i>
14.85	3/10	Added Section titled <i>Recordings of Court Proceedings</i>
14.90	3/10	In Paragraph A, changed retention from <i>7 years + current</i> to <i>3 years + current</i> ; changed name of Paragraph B from <i>Index of Deferred Services</i> to <i>Index or Register of Deferred Sentences</i> ; changed name of Paragraph C from <i>Index of Warrants</i> to <i>Index or Register of Warrants</i>
14.130	3/10	Deleted Section
14.140	3/10	Added Paragraph B, <i>Search Warrants</i> , relettered Paragraph B to Paragraph C
15.40	3/10	In Paragraph B, changed retention from <i>Full period that play or system is in effect, plus 1 year after termination of the plan [29 CFR 1627.3]</i> to <i>Full period that play or system is in effect (i.e., as long as anyone is still covered under the plan), plus 1 year after termination of the plan [29 CFR 1627.3]</i>
15.70	3/10	In Description, added <i>and supporting documentation between personnel actions and relating to. . .</i>
17.60	3/10	Added Paragraph B, <i>Intoxilyzers</i> , relettered Paragraphs B and C as Paragraphs C and D
17.90	3/10	In Paragraph BB description, added <i>K-9 training records after including</i>
Appx G	3/10	Added <i>Appendix G</i> , titled <i>Guidelines for Long-Term Preservation of Records</i>
Appx G	3/10	Relettered <i>Appendix G</i> , <i>Amendment Schedule</i> to <i>Appendix H</i>

COLORADO MUNICIPAL RECORDS RETENTION SCHEDULE

<u>Records Descriptions</u>	<u>Schedule/Item No.</u>	<u>Records Descriptions</u>	<u>Schedule/Item No.</u>
-A-		Advertising Circulars	7.90.D
Abandoned		Affidavits	
Cemetery lots	2.20	Absentee voter	3.10
Property	5.180.E	Candidate	3.40.A
Vehicles	11.70.B	Election	3.100
Wells	10.310.Q	Publication	
Abatement of Nuisances	11.70.B	Ordinances	7.10.A
Absentee		Other	7.10.B
Ballots	3.30	Affirmative Action Compliance	15.60.A
Voters	3.10	Age Discrimination in Employment Act	15.190.A
Abstract of Election	3.55.A, 3.140.A	Agencies	
Acceptance to Serve – Election Judges	3.60.A	External	7.120
Access Control – Computer	9-5.20.A	Federal and State	7.150.A
Access Systems	16.155.A	Agenda	
Accession Records – Museum	7.270.I	Appointed entities	4.10
Accessory Uses	11.120	Governing body	8.10
Accidents		Item summaries	8.10
High accident rate locations	10.190.G	Packets – informational	
Incident reports	7.270.G	appointed entities	4.90
Railroad crossings	10.120.B	governing body	8.170
Reports – police	17.90.B	Supporting documentation	
Traffic accident arrest	17.90.A	appointed entities	4.10
Accounting		governing body	8.10
Forms – election	3.130	Agreements	7.20
Water decree	10.310.J	Annexation	11.10
Accounts		Collective bargaining	15.55
Cemetery	2.30	Employment	15.20.B
Payable	5.10	Mutual aid	7.20
Receivable	5.20	Rental	16.135
Utility billing	5.360.A	Short-term	7.270.A
ACH Forms	5.10.A, 5.20.A	Water	10.310.A
Acquisition of Property	16.10	Air Quality	11.70.A
Activity Reports		Airport District	7.365
Building	1.210	Alarm	
Departments	7.330	False	17.90.J
Police	17.90.B	Municipal system	6.60
Actuarial Reports	15.180.A	Permits	12.30.M
ADA Compliance	15.190.A	Alcohol Beverage Licensing	12.20.A
Physical examinations	15.190.C	Alcohol Test Results	
Address		CDLs	15.120.A
Assignments	1.240	Alien Verification Program	17.120
History files	1.10	Alley	
Addresses – State of the City	7.290	Improvement districts	5.230
ADEA Compliance	15.190.A	Vacations	10.260
Administrative		Allotment Contracts – Water	10.310
General	7.140.A, Schedule 7	Aluminum Rim Safety Training	15.120.H
Proceedings	7.05	Ambulance	
Structure of municipality	7.240	Billing	5.20
Advertisements		District	7.365
Bids	7.10	EMT certification	15.70
Job opportunities	15.150.A	Licensing and operations	17.05.B
		Patients	17.05.E
		Runs	17.05.C

COLORADO MUNICIPAL RECORDS RETENTION SCHEDULE

<u>Records Descriptions</u>	<u>Schedule/Item No.</u>	<u>Records Descriptions</u>	<u>Schedule/Item No.</u>
Amendments to Schedule	Appendix H	Aquatic Facilities, Chemicals	16.110.B
Americans With Disabilities Act	15.190.A	Aquifers	10.310.F
Amusement Device Licensing	12.20.D	Archeological Sites	9.05
Analytical Reports – Water and Sewer	10.300.A	Architectural Renderings	7.180
Animal		Parks	16.120
Cases – Municipal Court	14.30.A	Archival Records	Schedule 9
Control	17.20	Arrests	17.90.A
Disposition	17.20.C	Expungement	17.90.I
Licensing	12.20.B	Arson	
Protection	17.20	Arrests	17.90.A
Annexation	11.10	Case files	17.70.J, 17.90.B
Election petitions	3.110.A	Articles – Copies	7.140.D
Maps	7.180, 11.100	Artwork Display Agreements, Contracts	7.270.A
Review	11.15	"As-Built" Drawings	
Zoning	11.190.A	General	7.180
Annual Reports		Infrastructure systems	10.90
Activity	7.330.A	Municipal facilities	7.180
Appointed entities	4.110.A	Utility features	10.250.B
Budget	5.100.C	Utility systems	10.90
Building activity	1.210.A	Asbestos	
Court	14.100.A	Exposure	15.120.C
Financial	5.330.A	Removal permits	12.30.A
Fixed assets	5.180.B	Assault Cases	17.90.A, B
Operations	7.330	Associations	
Payroll	15.170.I	External	7.120
Published – municipality	7.300	Professional	7.200
Water and sewer treatment	10.300.B	Water	7.120
Water consumption	10.290.O	Attorney	Schedule 13
Annuities, Form 1099R	5.345.B	Correspondence	7.90
Apartment Building Plans	1.80.A	Auction	5.180.C
Appeals – Municipal Court Decisions	14.10.A	Audio Recordings. <i>See Recordings</i>	
Applications		Audits	5.40.B
Absentee ballots	3.10, 3.30	Computer	9-5.20.B
Building permits		Environmental	10.310.M
issued	1.20.A	Police property and evidence	17.90.H
not issued	1.20.B	Sales tax	5.340.I
Employment		Work papers	5.40.C
hired individuals	15.150.B	Augmentation Plans	10.310.D
individuals not hired	15.150.C	Authorities	Schedule 4
background investigation files – public		Governing body as	8.70
safety	15.150.C	Automatic Clearinghouse (AHC) Forms	
Jobs	15.150.B	Accounts payable	5.10.B
Sales tax	5.340.I	Accounts receivable	5.20.B
Vacancies – governing body	8.30	Awards	7.40
Appointed Entities	Schedule 4		
Appointments		-B-	
Appointed entities	4.20.A	Background Investigations	15.150.C
member lists	4.55	Backup – Computer	
unsuccessful applicants	4.20.B	Contingency backup	9-5.20.C
Governing body	8.30	Documentation	9-5.20.C
Scheduling	7.90.A		
Appraisals	16.10		
Approval Request Form	Appendix C		

COLORADO MUNICIPAL RECORDS RETENTION SCHEDULE

<u>Records Descriptions</u>	<u>Schedule/Item No.</u>	<u>Records Descriptions</u>	<u>Schedule/Item No.</u>
Balance Sheets		Blood Testing Reports	17.90.H
Accounts payable	5.10.C	Board of Trustees	Schedule 8
Accounts receivable	5.20.C	Boards and Commissions	Schedule 4
Trial	5.50.J	Boilers	6.60
Ballot		Bond Issues	
Box receipts	3.130.A	Bond anticipation notes	5.80.A
Certifications	3.55.B	Bonds – paid	5.80.C
Draft review	3.55.C	Coupons – paid	5.80.C
Issue comments	3.20	Files	5.80.A
Measures – lobbying	8.80	General obligation	5.80.A
Notice	3.90	Industrial development revenue	5.80.A
Ballots	3.30	Ledgers	5.80.D
Mail	3.65	Notes – paid	5.80.C
Unused replacement	3.65.A	Proceedings books	5.80.B
Bank	5.50	Refunding	5.80.A
Court-maintained accounts	5.50	Registers	5.80.D
Statements	5.50.B	Revenue	5.80.A
Bankruptcy	5.55	Special improvement	5.80.A
Banners	1.220	Water	5.80.A
Barricades	10.190.F	Bonds	
Basin		Capital project	7.280.A
Plans	7.380	House moving	12.10
Stormwater	11.90.A	Labor and materials	7.280.A
stormwater plans	11.130	Legal proceedings	14.25
Beer Licenses	12.20.A	Licenses	12.10
Bench Marks – Street	10.200.A	Municipal Court proceedings	14.25
Benefits – Employee	15.40	Payment	7.280.A
Plan selections	15.70	Performance	7.280.A
Plans	15.40.B	Permits	12.10
Form 1099R, report of distributions	5.345.B	Public official	15.50
Reports	15.40.C	Savings	5.260.G
Benefits Programs – SAVE Verifications	17.120	Specimen	5.80.A
Bicycle Licensing	12.20.C	Street cutting	12.10
Bids		Tree trimming	12.10
Accepted	5.300.E	Book Requisitions	7.270.H
Advertisement	7.10	Boundary Maps	
Rejected	5.300.E	Alcohol beverage licensing	12.20.A
Solicitations	5.300.I	Annexations	11.10
Specifications	5.300.I	Cemetery	2.20
State list	5.300.J	Municipal	7.180
Unsolicited	5.300.E	Breathalyzer maintenance, calibration	17.60.B
Billboards	1.220	Bridge	
Billing	5.20	County program	5.210.D
Legal counsel	5.10	Inspections	10.190.A
Utility	5.360	Inventory	10.190.A
Bills		Projects	7.280.A
Of sale	6.30	Brochures – Municipal	7.300
Paid	5.10.D	Budget	
State or Federal	7.150.A	Adopted	5.100.A
Blood-Borne Pathogen		Preliminary	5.100.B
Exposure	15.120.C	Reports	5.100.C
Safety training	15.120.H	Work papers	5.100.D

COLORADO MUNICIPAL RECORDS RETENTION SCHEDULE

<u>Records Descriptions</u>	<u>Schedule/Item No.</u>	<u>Records Descriptions</u>	<u>Schedule/Item No.</u>
Building		Call Sheets	
Activity reports		Ambulance	17.05.C
annual	1.210.A	Rescues	17.70.B
monthly	1.210.B	Camera Radar	17.60.C
Board case files	1.50	Campaign Reports	
Board of Adjustment	1.50, Schedule 4	Candidate affidavits	3.40.A
Board of Appeals	1.50, Schedule 4	Committee statements	3.40.B
Codes	7.60.A	Contribution, expenditure reports	3.40.C
abatement, enforcement	14.30.B	Candidate	
Damage	16.110.C	Affidavits	3.40.A
Historic	1.160	Committees	3.40.B, C
Inspection	1.150	Capital Improvement Projects	7.280.A
Materials – alternative	1.50	Reports	7.380
Municipal	16.30	Cartographic Records	7.180
Permits	1.30.A	Case	
applications	1.20	Files	
issued	1.20.A	Building Board	1.50
not issued	1.20.B	court	14.30
fee collection	5.20.D	police	17.90.B
Plans	1.80	Indexes	14.90.A
Projects – municipal	7.280.A	Registers	14.90.A
Public	1.80.A	Cash Books	5.20.D
Records – general	Schedule 1	Cemetery	2.30
Registers	1.190	Utility billing	5.360.D
Regulations	11.150	Cash Register Validation Tape	5.20.E
Safety, health, environmental inspections	16.110.D	Catalogs	
Security	16.155	Library	7.270.H
Standards	7.320	Trade	Appendix A
Structure inspection	1.150	Vendor	7.140.D
Unsafe	1.150	CCIC Teletypes	17.90.Q
Violations	1.250	CDBG	5.220.C
Burials	2.10	CDOT – See <i>State – Highway Department</i>	
Burning Permits	12.30.C	Celebrations	7.110
Bus Service	10.240	Cell Phones – See <i>Communication Systems</i>	
Route maps	10.240.A	Cemetery	Schedule 2
Business		Chemical application	16.110.A
Fire inspections	17.70.I	Lots – abandoned	2.20
Historical records	9.20	Rules and regulations	7.320
Licensing	12.20.D	Vandalism	16.110.C
Listings	12.40.B	Census	11.20
Bylaws		Data	11.20.A
Appointed entities	4.40	Reports	11.20.B
Governing body	8.40	Ceremonies	7.290
-C-		Proclamations	8.180
Cable Television Service		Certificates	
Encroachments	12.30.H	License issuance	12.20.F
Franchises	5.190	Money market	5.260.E
CAD Drawings	7.180	Of deposit	5.260.B
CAFR	5.40.B	registers	5.260.C
Calendars	7.90.A	Of insurance	5.240.A, 7.280.A
Call Detail	9-5.10.A	Of occupancy	1.60

COLORADO MUNICIPAL RECORDS RETENTION SCHEDULE

<u>Records Descriptions</u>	<u>Schedule/Item No.</u>	<u>Records Descriptions</u>	<u>Schedule/Item No.</u>
Certificates (Cont'd)		Code	
Signature – Mayor	8.210	Adopted by reference	7.60.A
Votes cast	3.50.A	Books	7.60.B
Zoning	11.190.C	Enforcement – Municipal Court	14.30.B
Certifications		Enforcement – Police	17.90.B
Ballots	3.55	International	7.60.A
Election	3.50	Supplements	7.60.B
EMT	15.70	Uniform	7.60.A
Petition	3.110.B	Codification of Ordinances	7.60.B
Certified		Collective Bargaining	15.55
Mail – return receipts	7.160.A	Colorado Department of Transportation –	
Statement – persons elected	3.50.B	See <i>State – Highway Department</i>	
Challenges – Election	3.100	Commendations	15.70
Change Orders	7.280.A	Commercial	
Charge Slips	5.10.E	Building plans	1.80.A
Charity Fund Drives	7.140.B	Driver's license	15.120.A
Charter	7.50	Standards	11.150
Initiative petition	3.110.C	Commissions	Schedule 4
Proceedings	7.50.A	Committees	
Published	7.50.B	Candidate	3.40.B
Charts	7.180	Election	3.40.B
Checks		Governing body	8.45
Cancelled	5.50.C	Internal	
Duplicate copies	5.50.C	ongoing	7.70.A
Register	5.50.C	special	7.70.B
Stubs	5.50.C	Issues	3.40.B
Voided	5.50.C	Communication	
Chemical		Encroachments	12.30.H
Applications	16.110.A	Franchises	5.190
Blood testing reports	17.90.H	Legal	13.60
Exposure	15.120.C	Licenses	9-5.10.D
Material safety data sheets	15.120.E	Project	9-5.60
Testing, aquatic facilities	16.110.B	implemented systems	9-5.60.A
Childcare Facility	7.270.B	systems not implemented	9-5.60.B
Christmas Lighting	7.110	Sites	9-5.10.C
Chronological Reading Files	7.90.C	Systems	9-5.10
Cigarette Tax	5.210.D	management	9-5.10.E
CIRSA	5.240.C	Tower	
Citizenship Verification	15.130	permits	12.30.D
City Council	Schedule 8	sites	9-5.10.C
Civil		User data	9-5.10.F
Actions	13.70	Community	
Defense	17.50.A	Development block grant	5.220.C
Claim	5.240.B	Events	7.110
Employee insurance	15.40.D	General – significant early	9.20
Medical records	13.30.A	Groups – early	9.20
Notices of	13.30	Histories	9.10
Reports	5.240.B	Police relations	17.90.D
Clerical Manuals – Routine	7.260.A	Compensation Plans	15.170.B
COBRA Compliance	15.40.A	Complaints	7.80
		Compliance	
		Certificates – records destruction	7.340
		Regulatory requirements	15.60
		Comprehensive Plan	11.130

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<i>Records Descriptions</i>	<i>Schedule/Item No.</i>	<i>Records Descriptions</i>	<i>Schedule/Item No.</i>
Computer		Contracts (Cont'd)	
Access control	9-5.20.A	Employment	15.20.B
hardware documentation	9-5.20.D	Rental	16.135
Aided design drawings	7.180	Short-term	7.270.A
Audit	9-5.20.B	Contribution and Expenditure Reports	3.40.C
Backup		Controlled Substance Test Results, CDLs	15.120.A
contingency	9-5.20.C	Conversion and Migration Plan	Appendix G
documentation	9-5.20.C	Coordinated Election	
Disaster preparedness, recovery plans	9-5.30	Abstracts of votes	3.55.A
Hardware documentation	9-5.20.D	Ballot certifications	3.55.B
Maintenance	9-5.20.E	Ballot review drafts	3.55.C
Network	9-5.20.S	Copper Content – Drinking Water	10.300.A
Output – preliminary verification	7.410	Copies – "Read Only"	7.90.D
Preliminary working material	7.410	Copyright Records	9.130
Program	9-5.20.F	Correspondence	7.90
Security	9-5.20.A	Attorney	7.90
Software documentation	9-5.20.D	Routine – Court	14.35
System	9-5.20	Corridor Plans	11.130
Test	9-5.20.G	Council	Schedule 8
Usage	9-5.20.K	County	
Concealed Weapons Permits	12.30.E	Maps	7.190
Conceptual Review	11.30	Road and bridge program	5.210.D
Concession Agreements, Contracts	7.270.A	Treasurer's reports	5.330.E
Condemnations	16.10	Court	Schedule 14
Conditional Uses	11.120	Proceedings	13.70
Conference Materials	7.400	recordings	14.85
Videoconference records	9-5.40	Rulings – appeals to higher court	14.10.A
Confiscated Property	5.180.E	Water	10.310.A
Confined Space Entry Permits	12.30.F	Crane Work – Public Way	12.30.T
Conflict of Interest Disclosure Statements	8.100.A	Credit	
Connections – Utility	10.250.E	Card	
Disconnections	10.250.D	records of cards held	5.10.F
Conservancy Districts	10.310.H	statements	5.10.E
Conservation		Union payroll deductions	15.170.C
Trust Fund	5.210.D	Crime Lab	
Water	10.290.P	Equipment calibration, testing	17.90.F
Construction		Logs	17.90.F
Capital Projects	7.280.A	Reports	17.90.F
Drawings and plans		Request forms	17.90.F
nonresidential	1.80.A	Vehicle hold/release sheets	17.90.F
residential	1.80.B	Crime Stoppers	17.90.B
Methods – alternative	1.50	Criminal Case Files	
Municipal projects	7.280.A	Municipal prosecutor	13.40
Projects	7.280.A	Videotapes	17.150
Records – general	Schedule 1	Criminal History	
Standards	7.320	Check log sheets	17.90.P
Consumer Confidence Report	10.300.C	Files	17.90.G
Contested Elections	Schedule 3	Crossings – Railroad	10.120.B
Contractor's Licenses	12.20.E	Crosswalks	10.190.D
Contracts	7.20	Cultural Programs	7.270
Capital project	7.280.A	Custodial Service Requests	7.140.B
Collective bargaining	15.55		

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<i>Records Descriptions</i>	<i>Schedule/Item No.</i>	<i>Records Descriptions</i>	<i>Schedule/Item No.</i>
-D-		Digital Images of Historic Value	9.100
Daily Reports	7.330.B	Direct Deposit Reports	15.170.D
Damage		Directives	7.260
Assessment – major disaster	17.50.B	Disability Payments, Form 1099R	5.345.B
Municipal property	16.110.C	Disaster	
Dams	10.310.C	Data processing preparedness, recovery	9-5.30
Projects	7.280.A	Declaration	17.50.B
Data Files and Datasets, GIS	9-5.40	GIS back-up recovery	7.180.A
Database	9-5.40	Incidents	17.50.B
Death Cases	17.90.A, B	Information technology	9-5.30
Death Certificates	2.10	Major	17.50.B
Deceased Persons Books	2.10	Recovery, preservation of records	Appendix G
Decrees, Water	10.310.J	Response planning	17.50.A
Dedications		Warning systems	6.60
Property acquisition	16.50	Discharge Permits – Wastewater	10.300.E
Water rights	10.310.A	Disciplinary Actions	15.70
Deductions		Internal affairs investigations	17.90.N
Credit union	15.170.C	Disclosure Statements	
Payroll	15.170.A	Conflict of interest	8.100.A
Deeds		Financial	8.100.B
Cemetery	2.20	Disconnection – Utilities	10.250.D
Property acquisition	16.50	Dispatch	
Defective Ballots	3.30	Logs	17.90.P
Deferred		Recordings	17.105
Compensation plans	15.40.B	Disposition of Property	5.180.E
Sentence index	14.90.B	Distribution Lists	7.160.C
Delinquent Sales/Use Tax Notices	5.340.I	District	
Demolition		Boundary maps – election	3.70, 7.180
Capital projects	7.280.A	Election	3.70
Permits	1.30.B	Fire protection	7.365
Work in public way	12.30.T	Historic	1.160
Demonstrations – Traffic Impact	10.190.F	Improvement	5.230
Demotions	15.70	Library	7.365
Deposit		Maps	7.180
Pass book	5.50.E	Recreation	7.365
Receipts – meters	5.360.F	Special	7.365
Security – utility service	5.360.I	Water conservancy	10.310.H
Slips	5.50.F	Ditch	10.310.B
Depreciation – Fixed Assets	5.180.D	DNA Test Results	17.90.H
Descriptions – Job	15.150.E	Docket Sheets	14.40
Design		Older than 1920	14.40.A
Capital projects	7.280.A	Documentation – General	7.90
Drawings	7.180	Routine – Court	14.35
Destruction of Records	Appendix E	Donation Records – Museum	7.270.I
Development	11.30	Downtown Redevelopment Projects	7.280.A
Plats and plans	7.180	Drafts	7.90.D
Proposals – not approved	11.40	General	7.410
Review	11.45	Preliminary	Appendix A
Vested rights	11.170	Drainage	
		Histories – streets	10.200
		Improvements	7.280.A
		System	11.90

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<u>Records Descriptions</u>	<u>Schedule/Item No.</u>	<u>Records Descriptions</u>	<u>Schedule/Item No.</u>
Drawings		Election (Cont'd)	
As-built	10.250.B	Petitions	3.110
Construction		Surveillance recordings	3.135
nonresidential	1.80.A	Tabulation test results	3.140.B
residential	1.80.B	Tally list	3.140.C
Design	7.180	Electrical Code	7.60.A
General	7.180	Electricity Service	
Historic property	1.160	Agreements	7.20
Infrastructure systems	10.90	Billing	5.360
Parks	16.120	Connection	10.250.E
Railroad crossing	10.120.B	Disconnection	10.250.D
Utility location	10.250.G	Franchise	5.190
Utility system	10.90	Meters	5.360.F
Drilling Structures	11.70.A	Electronic	
Drinking Water – See Water and Sewer System		Mail	
Driver Vehicle Inspection Reports	6.110.A	for convenience	9-5.40.A
Driver's License		for recordkeeping	9-5.40.B
Commercial	15.120.A	routine	14.35
Verification	15.65	Records, general	9-5.40
Drug Testing	15.120.A, B	Elevations – Bench Marks	10.200.A
Dump Tickets	10.150.A	Elevators – Municipal	6.60
Duplicate Copies		E-Mail Messages – See <i>Electronic Mail</i>	
Administrative	xvii	Emergency	
Convenience	xvii	Dispatch calls	17.105
-E-		Exit safety tests	15.120.H
Easement		Incidents	17.50.B
Access	16.60.B	IT contact lists, procedures	9-5.30
Construction	16.60.B	9-1-1	17.60.A
Permanent	16.60.A	dispatch calls	17.105
Temporary	16.60.B	Operations	17.50.A
Vacation	10.260	major	17.50.B
Economic Development	11.60	Planning	17.50.A
Incentives	11.60.A	Eminent Domain	16.10
Plans	11.130	Employee	
Policies	7.260.C	Benefits	15.40
EEOC Compliance	15.60.A	Active	15.70
Election	Schedule 3	Driver's license verification	15.65
Abstract	3.55.A, 3.140.A	Insurance claims	5.240.D
Accounting statement	3.130.B	Loans by municipality	5.280.A
Certification	3.50	Longevity report	15.170.E
Contested	Schedule 3	New hire reporting compliance	15.60.F
Coordinated	3.55	Safety training tests	15.120.H
Judges	3.60	Seasonal	15.80
acceptance to serve	3.60.A	Shift schedules	15.300
expense statements	3.60.B	Temporary	15.80
instructions	3.60.C	Terminated	15.70
lists	3.60.D	Verifications	15.85
oaths	3.100	Volunteer	15.290.A
statements	3.130.B	Work schedules	15.300
Mail ballot	3.65	Employment	
Maps	3.70	Applications	15.150.B
Notices	3.90	not hired	15.150.C
		Contracts	15.20.B
		Eligibility verification form I-9	15.130
		Verifications	15.85

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<u>Records Descriptions</u>	<u>Schedule/Item No.</u>	<u>Records Descriptions</u>	<u>Schedule/Item No.</u>
EMT Certification	15.70	Exemptions	11.160
Encroachment Permits	12.30.H	Water and sewer treatment	10.300.M
Utility lines	12.30.H	Exhibits Referenced in Minutes	
Engineering		Appointed entities	4.60
Capital projects	7.280.A	Governing body	8.110
Drawings	7.180	Exit Logs	16.155.B
Street	10.200	Expenditure Reports	
Enterprise		Campaigns	3.40.C
Board	8.70	Departments	5.330.G
Zone	11.60.C	Elections	3.40.C
Entertainment Agreements, Contracts	7.270.A	Expenses	
Entertainment Licensing	12.20.D	Election judges	3.60.B
Entities Appointed by Municipality	Schedule 4	Employees	5.10.G
Entry Logs	16.155.B	Travel	5.10.G
Envelope	7.160.B	Explosives Permits	12.30.J
Absentee ballot return	3.10	Expungement	17.90.I
Environment	11.70	External Groups and Agencies	7.120
Monitoring	11.70.A		
Equal Employment Opportunity (EEO)	15.60.A	-F-	
Equipment	Schedule 6	Facility	
Crime lab	17.90.F	Capital projects	7.280.A
General	6.60	Short-term contracts and agreements	16.135
Inspection, maintenance	6.110.B	Use 7.270.D	
Office	6.130	permits	12.30.K
Public safety	17.60	reservations	7.270.D
Warranties	6.210	Facsimile Transmissions	7.90
Water and sewer system	10.300.F	Logs	7.140.B
Escrow Accounts	5.160	Fair Campaign Practices Reports	3.40
Estimates – Tentative	5.380	Fairs	7.110
Evaluations	15.70	False Alarms	17.90.J
Events	7.110	Family and Medical Leave Act	15.190.B
Short-term agreements, contracts	7.270.A	FCC Licenses	
Traffic impacts	10.190.F	Communications systems	9-5.10.D
Evidence		Radio system	9-5.10.D
Audits	17.90.H	Television system	9-5.10.D
Handling	17.90.H	Federal	
Logs	17.90.H	Bills – proposed	7.150.A
Physical – not covered by Schedule	17.90.H	lobbying	8.80
Property reports	17.90.H	Excise tax	5.210.B
Release	17.90.H	Fee	
Tags	17.90.H	Cash books, receipts, reports	5.20.D
Examinations		Collection	5.20
Employment	15.150.D	GIS records	7.180.A
Polygraph – employment	15.150.F	Impact	5.20
Excavation Permits	12.30.I	Schedules	5.150.A
Excise Tax	5.210.B	Feedlots	11.70.A
Executive Sessions		Felony	
Recordings		Arrests	17.90.A
appointed entities	4.105.A	Cases	17.90.B
governing body	8.185.A		
Exempt Employees	15.170.A		

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<u>Records Descriptions</u>	<u>Schedule/Item No.</u>	<u>Records Descriptions</u>	<u>Schedule/Item No.</u>
Fence		Firearms	
Damage	16.110.C	Authorization to carry	17.90.GG
Permits	12.30.L	Maintenance	17.90.GG
Fertilizer Use	16.110.A	Qualification	17.90.GG
Festivals	7.110	Unrecovered	17.90.B
Fiber Optics	9-5.20.J	Fireworks Permits	12.30.J
FICA Reports – Quarterly	15.170.I	Fixed Assets	5.180
Field		Fleet	Schedule 6
Contact reports – police	17.90.K	Flood Control District	7.365
Purchase orders	5.300.H	Flood Insurance Rate Maps	11.90.A
Survey notes	7.180	Flooding	
Final Disposition – Cemetery	2.10	General	11.90.B
Financial	Schedule 5	Histories	11.90.B
Cemetery	2.30	Floodplains	
Disclosure statements	8.100.B	Basins	11.90.A
Guarantees	5.160	Building permits in	1.30.D
Reports	5.330	General	11.90.A
Finding Aids		Permits – building	1.30.D
Library catalogs	7.270.H	Regulations	7.320, 11.150
Maps and drawings	7.180	Standards	7.320, 11.150
Records	7.310	Floodways	11.90.A
Fines and Charges – Municipal Court	14.50	FMLA Compliance	15.190.B
Fingerprint Cards and Files	17.90.B	Foreclosure	5.55
Fire		Forgery Cases	17.90.A, 17.90.B
Alarm permits	12.30.M	Forklift Safety Testing	15.120.H
Arson intelligence files	17.70.J	Formats for Preservation	Appendix G
Call sheets	17.70.H	Forms	
Code	7.60.A	Blank	7.130
abatement, enforcement	14.30.B	Government	5.210.C
Board of Appeals	1.50	Foundation Order Books	2.20
Dispatch calls	17.105	Fountain Chemical Testing, Treatment	16.110.B
District	7.365	Fourth of July Celebration	7.110
Extinguisher safety tests	15.120.H	Franchises	5.190
Hose tests	17.70.C	Frequently Asked Questions	Appendix F
Hydrants	17.70.C	Fuel	
Incident reports	17.70.H	Oil storage	11.70.D
Inspections	17.70.I	Usage, records	6.70
Insurance rate maps	7.180	Funds	
Investigations	17.70.H	Conservation Trust	5.210.D
Prevention	17.70.H	Establishment	5.200.A
Protection	17.70	Seizure	17.90.Z
districts	7.365	Trust	5.200.B
Pumper tests	17.70.C	-G-	
Run sheets	17.70.H	Gang Files (reserved)	17.90.M
S.A.R.A. Tier II reports	17.70.L	Garnishments	15.170.F
Service requests	17.70.K		
Suppression	17.70.H		
Fire Department (if IFC is Adopted)			
Approval and variance records	17.75.A		
Dispatch calls	17.105		
Fire records	17.75.B		
Inspection records	17.75.C		
Radio transmissions	17.105		
Statistical records	17.75.D		

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<u>Records Descriptions</u>	<u>Schedule/Item No.</u>	<u>Records Descriptions</u>	<u>Schedule/Item No.</u>
Gas		-H-	
Company encroachment permits	12.30.H	Handbooks	
Connections	1.10.A	General	7.260
Drilling permit reviews	11.70.A	Policies and procedures	7.260.C
Service franchise	5.190	Hardware Documentation – Computer	9-5.20.D
Gasoline Storage Tanks	11.70.D	Hazardous Materials	
General		Asbestos removal permits	12.30.A
Documentation	7.90	Exposure	15.120.C
Improvement District Board	8.70	Incident prevention reports	17.80.B
Ledger	5.270.A	Industrial contamination	11.70.A
Orders – police	17.90.L	Investigations	17.80.D
Generator Equipment	6.60	Registration	17.80.D
Geographic Information Systems (GIS)		Safety tests	15.120.H
Datasets	9-5.40	Spills	17.80.D
Maps	7.180	Underground storage tanks	11.70.D
Geothermal System Franchise	5.190	Health	
Gift Register – Library	7.270.H	Insurance – employees	15.40.A
GIS Maps	7.180	Personnel	15.120
GIS	7.180.A	Heating Systems – Municipal	6.60
Back-ups for disaster recovery	7.180.A	Herbicide Use	16.110.A
Glossary	Appendix B	Highway Users Tax Fund (HUTF)	5.210.D
Goals		HIPAA Release of Information Authorization	15.120.D
Appointed entities	4.50	Historic	
Governing body	8.60	Buildings	1.160
Golf Cart Rental	16.135	Designations	1.160
Golf Course		Districts	1.160
Chemical application	16.110.A	Events	7.90.B
Inspections	16.110.D	Historical	
Governing Body	Schedule 8	District surveys	1.160
As other decision-making body	8.70	Records	Schedule 9
Committees	8.45	archeological sites	9.05
Members	8.100	collections	7.270.I
list 8.90		older than 1900	9.110
removal from office	8.190	photographic	9.100
Government		Sites	9.05
Instructions for completing forms	5.210.C	Society	7.120
Revenue programs	5.210	Structure surveys	1.160
Grades – Street	10.200	Histories	
Grant		Community	9.10
Audit	5.40	Departments	9.10
From municipality	5.220.B	Drainage	10.200
Reports	5.220.D	Map	7.180
Supporting documentation	5.220.E	Municipal	9.10
To municipality	5.220.C	Parks	16.120
Grass Control	11.70.B	Home Occupation Permits	12.30.P
Gravel Pit Reclamation	11.70.A	Homicides	17.90.A, B, C
Grievances	15.110	Honors	7.40.A, B, G
Groups – External	7.120	Hot Tubs – Chemical Testing, Treatment	16.110.B
Guarantees – Financial	5.160	Hot Work Permits	12.30.Q
		House	
		Moving permits – public way	12.30.T
		Number assignments	1.240

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<u>Records Descriptions</u>	<u>Schedule/Item No.</u>	<u>Records Descriptions</u>	<u>Schedule/Item No.</u>
Housekeeping Files	7.140.B	Infrastructure	Schedule 10
Housing		Initiative Petitions	3.110.D
Assistance grants	5.220.C	Injury Reports	7.270.G, 15.310
Authority	Schedule 4	Inlet Inspections	1.150.A
governing body as	8.70	INS Form I-9	15.130
Plans	11.130	Inspection	
Rehabilitation projects	7.280.A	Agencies	1.150.B
grants	5.220.C	Building	1.150.A
How to Use Schedule	xvii	Business	17.70.I
Humane Society	7.120	Equipment	6.110.B
HUTF	5.210.D	Fire Department	17.75.C
HVAC Systems	6.60	Fire prevention	17.70.I
		Mobile home	1.150.D
-I-		Municipal property	16.110.D
I-9 Forms	15.130	Sand traps	10.300.F
ICE – See <i>Immigration and Customs Enforcement</i>		Storage tanks	11.70.D
Immigration and Customs Enforcement		Structure	1.150.A
Reports on Alien Verification	17.120	Trailer	1.150.D
Impact Fees – Collection	5.20	Unsafe buildings	1.150.E
Impoundment		Vehicles	6.110
Animals	17.20.C	Water storage	10.290
Vehicles	17.90.CC	Instructional Materials – Published	7.300
Improvement Districts	5.230	Training – External	7.400
Incentives – Economic Development	11.60.A	Instructions	
Incidents		Election judges	3.60.C
Fire	17.70.H	Government forms	5.210.C
Major disaster	17.50.B	Procedures and policies	7.260.C
Reports	17.270.G	Insufficient Petitions	3.110.E
Rescue	17.70.H	Insurance	
Incorporation – Municipality	9.50	Certificates	5.240.A
Independent Expenditure Reports	3.40.C	Claims	5.240.B
Indexes		Contract – Form 1099R	5.345.B
Cemetery	2.20	Employee	15.40.A
Court	14.90	claim records	5.240.D
Records	7.310	Policies	5.240.E
Individual Retirement Accounts (IRAs)	15.40.B	Unemployment	15.280
Reports of distribution	5.345.B	Workers' compensation	15.310
Industrial		Intellectual Property	9.130
Building plans	1.80.A	Intelligence Files	
Contamination	11.70.A	Arson	17.70.J
Development revenue bonds	5.80.A	Police	17.90.M
Pretreatment permits	10.300.G	Intergovernmental Agreements	7.20
Information		Interlibrary Loan	7.270.H
Police – release	17.90.X	Interments	2.10
Requests – routine	7.80	Internal Affairs Investigations	17.90.N
Information Technology		International Codes	7.60.A
Asset inventories	9-5.20.I	International Fire Code	17.75
Disaster preparedness, recovery plans	9-5.30	Intersections – Engineering	10.200
Project	9-5.60	Interviewing Procedures	15.200.A
implemented systems	9-5.60.A	Intoxilyzers	17.60.B
systems not implemented	9-5.60.B		

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<u>Records Descriptions</u>	<u>Schedule/Item No.</u>	<u>Records Descriptions</u>	<u>Schedule/Item No.</u>
Intranet	9-5.80	Juvenile Offenders	17.90.A
Access reports	9-5.80.A		
Use tracking logs	9-5.80.C		
Inventories		-K-	
Bridges	10.190.A	K-9 Training	17.90.BB
Building	5.180.G	Key Distribution	7.140.B
Equipment	6.90	Kidnapping Cases	17.90.A, B
Fleet	6.90		
Fixed assets	5.180.G		
Furniture	5.180.G	-L-	
Property	5.180.G		
Real estate	5.180.G	Lakes	10.310.C
Software	9-5.20.D	Projects	7.280.A
Vehicles	6.90	Land Use Code Violations	11.180.A
Investigations		Land Use Records	Schedule 11
Fire	17.70.H	Landfill	
Hazardous materials	17.80.D	Locations	10.150.B
Internal affairs	17.90.N	Monitoring	11.70.A
Public safety applicants, not hired	15.150.C	Landmark Designations	1.160
Investments	5.260	Laser Safety Training	15.120.H
Policies	7.260	Lawsuits	13.70
Reports	5.260.F	Potential – claims	13.30
Invoices		medical records	13.30.A
Accounts payable	5.10.D	Lead	
Issued by municipality	5.20.G	Content – drinking water	10.300.A
Irrigation Companies	10.310.B	Exposure	15.120.C
Issues Committees	3.40.B, C	Leaflets	7.300
		Lease-Purchase	5.300.F
-J-		Leases	16.100
Job		Leave	15.170.G
Advertisements	15.150.A	FMLA Compliance	15.190.B
Applications	15.150.B	Ledgers	
Descriptions	15.150.E	Bond issue	5.80.D
Examinations	15.150.D	Building permit	1.190
Records – general	15.150	Cemetery	2.30
Specifications	15.150.E	Financial	5.270.A
Journals		General	5.270.A
Cash receipt	5.360.D	Journal entries	5.270.B
Entries	5.270.B	Payroll	15.170.K
Financial	5.270	Subsidiary financial	5.270.C
Subsidiary financial	5.270.C	Legal	
Transaction – sales and use tax	5.340.I	Communications	13.60
Utility billing	5.360.C	enduring, long-term	13.60.A
Judges		routine	13.60.B
Election	3.60	Counsel	Schedule 13
Municipal Court	15.70	Publications	7.10
Junk	11.70.B	Research files	13.70
Jury		Legislation	
Instructions	14.70	External	7.150.A
Panel lists	14.70	Lobbying	8.80
Rosters	14.70	Letters of Credit	5.160
Selection, oversight	14.70		
Summonses	14.70		

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<i>Records Descriptions</i>	<i>Schedule/Item No.</i>	<i>Records Descriptions</i>	<i>Schedule/Item No.</i>
Liability Waivers	7.270.F	Lists (Cont'd)	
Library		License holders	12.40.A
Circulation	7.270.H	Mailing	7.160.C
Districts	7.365	Mayors	8.90
Material	Appendix A	Members of appointed entities	4.55
Patron registration	7.270.H	Permit holders	12.40.B
Records	7.270.H	Polls	3.120.B
Support group	7.120.J	Records	7.310
License Agreements – Railroad	10.120.A	Vendors	5.300.K
Licenses	Schedule 12	Litigation	Schedule 13
Alcohol beverage	12.20.A	Case records	13.70
Ambulance	17.05	Pending	xv
Amusement devices	12.20.D	Loans	
Animal	12.20.B	By municipality	5.280.A
Beer	12.20.A	Employee, other purposes	5.280.A
Bicycle	12.20.C	Public Improvements	5.280.B
Business	12.20.D	Routine	5.280.C
Certificates	12.20.F	Lobbying – Legislative	8.80
Communications systems	9-5.10.D	Locates – Utility Line	16.165
Contact list	12.40.A	Lockout Procedure Safety Tests	15.120.H
Contractor's	12.20.E	Logo – Municipal	9.130
Issued to municipality	12.15	Logs	
capital projects	7.280.A	Facsimile transmissions	7.140.B
routine projects	12.15.B	Police	17.90.P
tax certificates	5.340.F	Telephone	7.140.B
Limousine driver	12.20.D	Long-Term Preservation Guidelines	Appendix G
Liquor	12.20.A	Lots – Cemetery	2.20
List 12.40.B		Ownership	2.20, 2.30
Pawnbroker	12.20.G	Lottery Funds	5.210.D
Places of entertainment	12.20.D		
Radio system	9-5.10.D	-M-	
Sales tax	5.340.I	Mail Ballot Election Records	3.65
SAVE Program verification	17.120	Mailed Ballots	3.30
Secondhand dealers	12.20.D	Mailing	
Security guard	12.20.D	Lists	7.160.C
Sexually oriented businesses	12.20.D	Records	7.160.E
Taxi driver	12.20.D	Undeliverable	7.160.F
Television system	9-5.10.D	Maintenance	
Vendors	12.20.D	Computer system	9-5.20.E
Lie Detector Tests	17.90.B, H	Contract – CDOT	10.170
Liens	5.160	Equipment	6.110.B
Lighting – Street	10.190.Q	Intoxilyzers	17.60.B
Limousine Driver Licenses	12.20.D	Municipal property	16.110.D
Liquor Licenses	12.20.A	Valves – water and sewer	10.290.N
Lists		Vehicles	6.110.B
Absentee voter	3.10	Manholes	10.250.G
Appointed entities	4.55	Manuals	
Business owners contact	12.20	Clerical – routine	7.260.A
Current business licenses	12.40.B	Equipment	6.120
Distribution	7.160.C	External	7.260.B
Election judges	3.60.D	General	7.260
Fixed assets	5.180.F		
Governing body members	8.90		
Jury panel	14.70		

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<i>Records Descriptions</i>	<i>Schedule/Item No.</i>	<i>Records Descriptions</i>	<i>Schedule/Item No.</i>
Manuals (Cont'd)		Members	
Instruction	7.260	Appointed entities list	4.55
Operations	7.260	Governing body lists	8.100 8.90
Policies and procedures	7.260.C	Memberships	7.200
Safety	15.120.H	Memoranda	
Vehicles	6.120	Routine – Court	14.35
Maps		Staff	8.170
Annexation	11.10, 11.100	Memorandum of Understanding	7.20
Cemetery	2.20	Merit Systems	15.170.B
Development	11.100	Metadata Preservation	Appendix G
Election	3.70	Meter	
Fire insurance rate	7.180	Books	5.360.F
Flood insurance rate	11.90.A	Calibration and testing	5.360.F
General	7.170	Deposit receipts	5.360.F
GIS	7.180.A	Installation	5.360.F
Informational	7.190	Inventory	5.360.F
Infrastructure	10.90	Locations	5.360.F
Land use	11.100	Maintenance	5.360.F
Transportation routes	10.240.A	Orders	5.360.F
Utility systems	10.90	Reading	
Master Plans	11.30	exception reports	5.360.F
Material Safety Data Sheets	15.120.E	sheets	5.360.F
Mausoleums – Ownership	2.20	Repair	5.360.F
Mayor		Metropolitan Districts	7.365
Lists	8.90	Migration	Appendix G
Signature certificates	8.210	Mileage Reimbursements	5.10.G
Mechanical		Mined Land Reclamation	11.70.A
Code	7.60.A	Minor Subdivisions	11.30
Systems – municipal	6.60	Minutes	
Media		Appointed entities	4.60
Copying	Appendix G	Boards and commissions	4.60
Long-term preservation	Appendix G	Governing body	8.110
Migration	Appendix G	Misdemeanor	
Renewal	Appendix G	Arrests	17.90.A
Storage	xv	Case Files	14.30.C, 17.90.B
Transfer	Appendix G	Missing Persons Cases	17.90.A, B
Mediator, Arbitrator Records	15.55	Mobile Home	
Medical Records		Inspection reports	1.150.D
Employees	15.190	Standards	7.320
Personal injury claims	13.30.A	Money Market Certificates	5.260.E
Meeting		Monthly Reports	7.330.C
Clerk's Notes – governing body	8.120	Appointed entities	4.110.B
Notices		Budget	5.100.C
appointed entities	4.70	Building activity	1.210.B
governing body	8.130	Court	14.100.B
Notification lists	7.160.D	Financial	5.330.G
Recordings		Revenue distribution	5.340.B
appointed entities	4.105	Monumentation	10.200.A
executive sessions	4.105.A	Mortgage Interest Statements, Form 1098	5.345.A
governing body	8.185	Mosquito Control	11.70.A
open meetings	4.105.B		
study sessions	4.105.C		

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<u>Records Descriptions</u>	<u>Schedule/Item No.</u>	<u>Records Descriptions</u>	<u>Schedule/Item No.</u>
Motion Pictures		Notices	
Historic value	9.100	Election	3.90
Public relations	7.290	Final settlement – projects	7.280.A
Motor Vehicle Sales Tax Receipts	5.340.I	Meetings	
Motorcades – Traffic Impact	10.190.F	appointed entities	4.70
Mug Shots	17.90.B	governing body	8.130
Municipal Court	Schedule 14	To proceed	7.280.A
Appeals	14.10.A	Water and sewer treatment	10.300
Bonds	14.25	Water use restrictions	10.290.P
Case files	14.30	Notification Lists	7.160.D
Docket	14.40	Nuisances – Land Use	11.70.C
older than 1920	14.40.A	Abatement Records	11.70.B
Recordings, audio or video	14.85		
Reports	14.100	-O-	
Museum		Oaths	
Accessions	7.270.I	Appointed entities	4.80
Donations	7.270.I	Election	3.100
Material	Appendix A	Election judges	3.100
Records	7.270.I	Employees	15.160
Support group	7.120.J	Governing body	8.140
Mutual Aid Agreements	7.20	Objections	
Mylars – Maps, Plats, Drawings	11.100	General	7.80
-N-		Nominations	3.80.A
Natural Gas Service Franchises	5.190	Occupation Taxes – Franchisees	5.190
NCIC Teletypes	17.90.Q	Occupational Safety and Health Act	15.190.C
NCWCD	10.310.H	ODPs	11.30
Negatives – Evidence Photographs	17.90.B	Offense Reports	17.90.B
Negotiation Records	15.55	Office Equipment	6.130
Network – Computer	9-5.20.J	Oil Drilling	
New Hire Reporting Compliance	15.60.F	Permit reviews	11.70.A
News		Older Records – Before 1900	9.110
Clippings	9.120	Court Dockets – Before 1920	14.40.A
Releases	7.230	Open Flame Work Permit	12.30.Q
Newsletters – Municipal	7.300	Open Meetings	
Newspapers – Local	9.90	Recordings	
NIBRS Reports	17.90.W	appointed entities	4.105.B
Nominations	3.80	governing body	8.185.B
Petitions	3.110.F	Open Records Requests	7.235
objections	3.80.A	Ordinances	8.150
Withdrawal	3.80.C	Affidavit of publication	7.10.A
Nonconforming Uses	11.120	Codification of	7.60.B
Non-records	Appendix A	Enforcement	14.30.B
Notes		Organization	
Desk	7.90.D	Charts	7.240
Rough	7.410	External	7.120
financial	5.380	Files	7.240
Scheduling and planning	7.90.A	Orientation Information – Governing Body	8.160
Taken at governing body meetings	8.120	OSHA Compliance	15.190.C
Transcribed	Appendix A	Overall Development Plans	11.30

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<u>Records Descriptions</u>	<u>Schedule/Item No.</u>	<u>Records Descriptions</u>	<u>Schedule/Item No.</u>
-P-		Permits	Schedule 12
Packets – Informational		Asbestos removal	12.30.A
Appointed entities	4.90	Building	1.30.A
Governing body	8.170	floodplain	1.30.B
Pager systems	9-5.10	Burial	2.10
Pamphlets	7.300	Burning	12.30.C
Parade		Communication tower	12.30.D
Permits	12.30.S	Concealed weapons	12.30.E
Traffic impacts	10.190.F	Confined space entry	12.30.F
Paratransit Services	10.240	Contact list	12.40.A
Route maps	10.240.A	Demolition	1.30.B
Parking	10.190.J	Discharge	10.300.E
Cases – municipal court	14.30.D	Encroachment	12.30.H
Space assignments	7.140.B	Excavation	12.30.I
Ticket receipts	5.20.D	Explosives	12.30.J
Variances	11.160	Facility use	7.270.D, 12.30.K
Voided summonses	14.30.F	Fence	12.30.L
Parks	16.120	Fire alarm	12.30.M
Damage	16.110.C	Fireworks	12.30.J
Inspections	16.110.D	Floodplain building	1.30.D
Projects	7.280.A	Gas company	12.30.H
Use permits	7.270.D	Home occupation	12.30.P
Short-term rental agreements	16.135	Hot work	12.30.Q
Parole Card File	17.90.S	Industrial pretreatment	10.300.G
Passwords – Computer	9-5.20	Issued to municipality	12.35
Patients – Ambulance	17.05.E	List 12.40.B	
Pawnbroker Licensing	12.20.G	Open flame work	12.30.Q
Pawned Items	12.20.G	Parade	12.30.S
Pay		Park use	7.270.D
Basis of	15.170.A	Project	7.280.A
Estimates – project	7.280.A	Sewer tap	10.290.K
Plans	15.170.B	Sign	1.220
Payment Bonds	7.280.A	Sludge application	10.300.L
Payroll		Special event and use	12.30.X
Records	15.170	Street cuts	12.30.Y
employee longevity	15.170.E	Telephone company	12.30.H
Register – year-end	15.170.K	Tree removal	12.30.AA
Reports	15.170.I	Underground storage tank	12.30.BB
Taxes	15.170.J	Use 12.30.CC	
Peddler Licensing	12.20.D	Water tap	10.290
Pension		Wells	10.310.R
Actuarial reports	15.180.A	Work in public way	12.30.T
Awarded	15.180.B	Permitted Uses	11.120
Boards	Schedule 4	Perpetual Care	2.30
Form 1099R	5.345.B	Personnel	
Plans	15.40.B	Policies	7.260.C
Retirement files	15.180.D	Records – general	Schedule 15
Performance Agreements, Contracts	7.270.A	Pesticide Use	16.110.A
Performance Bonds	7.280.A	Petitions	
Periodicals	7.140.D	Annexation	11.10
		election	3.110.A
		Certification	3.110.B
		Charter initiative	3.110.C
		Election	3.110
		Initiative	3.110.D

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<i>Records Descriptions</i>	<i>Schedule/Item No.</i>	<i>Records Descriptions</i>	<i>Schedule/Item No.</i>
Petitions (Cont'd)		Plant Investment Fee	
Insufficient	3.110.E	Collection	5.20
Nomination	3.110.F	Policy	10.310.L
objections	3.80.A	Plats	11.30
withdrawal	3.80.C	Cemetery	2.20
Nonbinding	7.80	Development	7.180, 11.100
Protests	3.110.G	overall development	11.100
Recall	3.110.H	vacation of	11.30
Referendum	3.110.I	Land use	11.100
Rezoning	11.190.B	Playground Inspections	16.110.D
Zoning	11.190.A	Pleadings	13.70
Petty Cash	5.10.I	Plumbing Code	7.60.A
Photographs		Police	
Aerial	7.180.A	Arrests	17.90.A
Digital	9-5.40	expungement	17.90.I
Evidence	17.90.H	Cases	17.90.B
Historical	9.100	Community relations	17.90.D
Major disaster incident	17.50.B	Crime lab	17.90.F
Parks	16.120	Criminal history files	17.90.G
Police	17.90.B	Dispatch calls	17.105
Scrapbooks	9.120	Evidence	17.90.H
Sister City Program	7.270.K	False alarms	17.90.J
Photomaps	7.180	General orders	17.90.L
Physical Records – Employees	15.190	Grants	5.220.C
Physician's Report	2.10	Intelligence files	17.90.M
Picnic Shelter Rental	16.135	Internal affairs	17.90.N
Pioneer Days Event	7.110	K-9 training	17.90.BB
Planametric Maps	10.90	Logs	17.90.P
Planned Unit Developments	11.30	Radio transmissions	17.105
Planning and Zoning Board	Schedule 4	Reports	17.90.W
Planning Records	Schedule 11	Victim assistance	17.90.DD
Plans		Policies	7.260
Affirmative action	15.60.A	Building	7.260
Basin	7.380, 11.90	Cemetery	7.260
stormwater basin	11.90.A	Development	7.140.C
Benefit	15.40.B	Fire	7.260
Comprehensive	11.130	General	7.260.C
Construction	1.90	Insurance	5.240.E
Corridor	11.130	Investment	7.260
Development	11.30	Personnel	7.260.C
Emergency	17.50.A	Police	7.260
General	7.380	Purchasing	7.260
Housing	11.130	Risk management	7.260
Land use	11.100, 11.130	Safety	7.260
Long range	11.130	Water	10.310.L
Pension	15.40.B	Poll	
Regional	11.130	Books	3.120.A
Stormwater	11.130	Lists	3.120.B
Strategic	11.130	Signature forms	3.120.D
Streetscape	11.130	Sites	3.120.C
Transportation	11.130	Pollution	11.70.A
system	7.380	Polygraph Exam Records	
Urban growth area	11.130	Employment	15.150.F
Utility	11.130	Routine	15.150.G

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<u>Records Descriptions</u>	<u>Schedule/Item No.</u>	<u>Records Descriptions</u>	<u>Schedule/Item No.</u>
Population		Property	Schedule 16
Projections	11.20.A	Acquisition	16.10
Statistics	11.20.A	Auctions	5.180.C
Studies	7.380	Disposal	5.180.E
Power Generators	6.60	Real estate transfer tax records	5.340.H
Precedents		Rights – vested	11.170
Legal	13.70	Sale	16.150
Set 7.90.B		Surplus	5.180.H
Precinct Maps	3.70, 7.180	Taxes	5.340.G
Predators, Sexually Violent	17.90.V	Transfer	16.150
Preliminary Versions	7.410	Unclaimed	5.180.E
Drafts	7.90.D	Unlawful destruction	17.90.H
Working material	7.410	Proposals	
Preservation, Long-Term, Guideline	Appendix G	Bids	5.300.E
Press Releases	7.230	Published	7.300
Printer Output – Preliminary Verification	7.410	Protests – Election Petitions	3.110.G
Prisoner Transport Records	17.90.U	Public	
Procedures	7.260	Buildings – construction drawings	1.80.A
Building	7.260	Improvement Loans	5.280.B
Cemetery	7.260	Relations	7.290
Court	14.80	Safety	Schedule 17
Fire	7.260	Utilities Commission hearing	10.120.B
General	7.260.C	Files	13.70
Interviewing	15.200.A	Works projects	7.280.A
Personnel	7.260.C	Publications	
Police	7.260	Bills paid	7.10
Recruitment	15.200.A	Charter	7.50.B
Safety	15.120	General	7.300
Standard operating	7.260	Legal	7.10
Proclamations	8.180	Other agencies	Appendix A
Professional		Outdated, superseded	Appendix A
Association memberships	7.200	Proof of	7.10
Services agreements	7.20	PUDs	11.30
Profit-Sharing Plans, Form 1099R	5.345.B	Purchase	
Program		Orders	5.300.H
Administration	7.140.A	field	5.300.H
Development	7.140.C	Property	16.10
Records – general	7.270	Requisitions	5.300.H
Use 7.270.D		Purchasing	5.300
Projects		Control forms	5.300.H
See also Specific Types of Projects; i.e., <i>Dam</i>	7.280	Policies	5.300.G
Capital	7.280.A	Solicitations	5.300.I
Control files	7.280.A	Pyrotechnics Permits	12.30.J
Noncapital	7.280.B		
Prominent Individuals	9.20		
Promissory Notes	5.160	Quarterly Reports	7.330.D
Promotions	15.70	Appointed entities	4.110.C
Proof Roll Inspections	1.150	Budget	5.100.C
Proofs of Publication	7.10	Payroll	15.170.I
		Questionnaires – Routine	7.390
		Quiet Title Actions	16.10
		Quit Claim Deeds	16.50

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<i>Records Descriptions</i>	<i>Schedule/Item No.</i>	<i>Records Descriptions</i>	<i>Schedule/Item No.</i>
-R-		Records (Cont'd)	
Rabies Vaccination	17.20	Default retention	xvii
Radar Guns	17.60.C	Destruction	xv, Appendix E
Radiation Exposure	15.120.C	Duplicate copies	xvii
Radio System		Expungement	17.90.I
Licenses – FCC	9-5.10.D	Finding aids	7.310
Transmission	9-5.10	Format	xv
Railroads		Long-term preservation	Appendix G
Crossings	10.120.B	Media	xv
Municipal operations on right-of-way	10.120.A	Open records requests	7.235
Systems	10.120.C	Retention schedules	7.340
Rate Schedules	5.150.A	Recreation	
Utility billing	5.360.H	Districts	7.365
"Read Only" Copies	7.90.D	Passes	7.270.D
Reading Files	7.90.C	Recruitment Procedures	15.200.A
Real Estate Transfer Tax	5.340.H	Redevelopment Projects	7.280.A
Rebate Program	5.315	Reference – Technical and General	7.140.D
Alien verification (SAVE)	17.120	Referendum Petitions	3.110.I
Recall Petitions	3.110.H	Referrals from Other Jurisdictions	11.140
Receipts		Registered Sex Offender Records	17.90.V
Building permit fees	5.20	Registers	
Cemetery	2.30	Bond issue	5.80.D
Election materials	3.130.A	Building permit	1.190
Fees paid	5.20	Burial permit	2.10
General	5.20	Certificate of deposit	5.260.C
Meter deposit	5.360.F	Checks	5.50.C
Reciprocal Borrowing Sheets	7.270.H	Court	14.90.A
Reclamation		monthly	14.90.D
Gravel pit	11.70.A	Licenses	12.40.B
Mined land	11.70.A	Payroll	15.170.K
Recognition, Volunteers	15.290.A	Permits	12.40.B
Recommendations to Governing Body		Property tax	5.340.G
Appointed entities	4.100	Records	7.310
Reconciliations	5.50.H	Sales tax	5.270
Record Copy	xvii	Registration Receipts	5.20.D
Recordings – See also <i>Tape Recordings</i> and <i>Video</i>		Regulations	
Appointed entities	4.105	Animal	7.320
Court proceedings	14.85	Building	7.320, 11.150
Crime scene	17.90.B	Cemetery	7.320
Digital	9-5.40	Development	7.320, 11.150
Dispatch	17.105	General	7.320
E 9-1-1	17.105	Land use	11.150
fire	17.105	Planning	11.150
Governing body	8.185	Railroads	10.120.C
Police field contacts	17.90.K	Stormwater	7.320
Surveillance of election areas	3.135	Water	10.310.L
Vehicle systems	17.90.FF	Zoning	7.320
Records		Regulatory	
Checks	17.90.W	Actions	7.150.A
Compliance certificates	7.340	Compliance	15.60
Computer	6.50	Rehabilitation Projects	7.280.A
		Remonstrances	7.80
		Removal from Governing Body	8.190

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<u>Records Descriptions</u>	<u>Schedule/Item No.</u>	<u>Records Descriptions</u>	<u>Schedule/Item No.</u>
Rental Contracts and Agreements, Short-Term	16.135	Reports (Cont'd)	
Rental Receipts	5.20.D	Quarterly	4.110.C, 7.330.D
Reorganization Studies	7.240	S.A.R.A. Tier II	17.70.L
Repairs – Municipal Property	7.280.A, 16.110.D	Soil condition	1.150.C
Replacement Ballots	3.30	Street system	10.200.B
Unused	3.65.A	Structure inspection	1.150
Replats	11.30	Water	
Reports		consumption	10.290.O
Actuarial	15.180.A	quality	10.300
Analytical – water and sewer	10.300.A	Weekly	7.330.E
Annual	7.330.A	Requests	
activity	7.330.A	For proposals (RFPs)	5.300.I
appointed entities	4.110.A	For quotations (RFQs)	5.300.I
financial	5.330.A	Open records	7.235
operations	7.330.A	Release of police information	17.90.X
published – municipality	7.300	Routine	7.80
water and wastewater treatment	10.300.B	Service – fire	17.70.K
Appointed entities	4.110	Rescues	17.70.B, H
Audit	5.40.B	Incident reports	7.270.G
Bills allowed	5.10.D	Reservation Sheets	7.270.D
Boards and commissions	4.110	Reservoirs	10.310.C
Bridge	10.190.A	Projects	7.280.A
Budget	5.100.C	Residential Building Plans	1.80.B
Building		Resignations	
activity	1.210	Appointed entities	4.20.A
inspection	1.150	Employees	15.70
Campaign	3.40	Governing body	8.100
Cash	5.20.D	Resolutions	8.200
Census	11.20.B	Resubdivisions	11.30
Claims	5.240.B	Retention Schedules	7.340
Comprehensive annual financial	5.40.B	Retirement	
Consumer confidence	10.300.C	Files	15.180.D
County treasurer	5.330.E	Form 1099R	5.345.B
Court		Plans	15.40.B
annual	14.100.A	Returns – Sales and Use Tax	5.340.I
monthly	14.100.B	Revenue	
Daily	7.330.B	Monthly distribution report	5.340.B
Departmental	7.330	Reports	5.330.G
Employee longevity	15.170.E	Sharing	5.210.B
EEO-4	15.60.A	Rezoning	11.190.B
Expenditure	5.330.G	Ride-Along – Police	17.90.Y
Final project	7.280.A	Liability waivers	7.270.F
Financial	5.330	Right-of-Way	16.60
Fixed asset – annual	5.180.B	Railroad	10.120.A
General	7.330	Vacation	10.260
municipal	7.380	Rivers	10.310.D
Incident	17.90.B	Road and Bridge Program	5.210.D
Inspection – vehicles/equipment	6.110.A	Road Service Safety Testing	15.120.H
Investment	5.260.F	Roadway Projects	7.280.A
Monthly	4.110.B, 7.330.C	Rodeos	7.110
Offense	17.90.B	Room Rentals	16.135
Payroll	15.170		
Physician's – cemetery	2.10		
Police	17.90		
Project	7.280.A		
Revenue	5.330.G		

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<u>Records Descriptions</u>	<u>Schedule/Item No.</u>	<u>Records Descriptions</u>	<u>Schedule/Item No.</u>
Room Reservations	7.270.D	Seal – Municipal	9.130
Routes		Search Warrants	14.140.B
Maps	10.240.A	Secondhand Dealers Licensing	12.20.D
Snow	10.190.L	Security	16.155
Truck	10.190.T	Access system	16.155.A
Routing Documents	Appendix A	Computer	9-5.20.A
Rulemaking – State and Federal	7.150.A	Deposit – utilities	5.360.I
Rules		Guard licensing	12.20.D
Cemetery	7.320	Videotapes	16.155.C
General	7.320	Seizure Fund	17.90.Z
Policies and procedures	7.260.C	Senior Citizen Support Groups	7.120.J
Run-Off	11.90	Seniority Systems	15.170.B
Run Sheets – Fire and Rescue	17.70.H	Service	
		Orders – utility	5.360.J
		Requests	7.80
		Volunteer workers	15.290.B
		Setbacks	11.160
		Settlements – Litigation	13.70
		Severance Tax	5.210.D
		Sewer System – See Water and Sewer System	
		Sex Offenders	
		Case files	17.90.B
		Registered	17.90.V
		Sexual Assault	
		Arrests	17.90.A
		Cases	17.90.B
		Sexually Oriented Business Licensing	12.20.D
		Sexually Violent Predators	17.90.V
		Shift Schedules	15.300
		Show Agreements, Contracts	7.270.A
		Show Cause Hearings	12.20.A
		Shutoffs – Utility	10.250.G
		Sidewalk	
		Engineering	10.200
		Improvement districts	5.230
		Layout	10.200
		Sign	
		Codes	11.150
		Construction and installation	1.220
		Damage	16.110.C
		Permits	1.220
		Signalization	10.190.S
		Timing	10.190.S
		Signature Authorizations	5.300.H
		Signature Certificates	
		Employees – clerk and treasurer	15.240
		Mayor	8.210
		Sister City Programs	7.270.K
		Site Plans	11.30
		Site Specific Development Plans	11.30

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COLORADO MUNICIPAL RECORDS RETENTION SCHEDULE

<i>Records Descriptions</i>	<i>Schedule/Item No.</i>	<i>Records Descriptions</i>	<i>Schedule/Item No.</i>
Sludge		State	
Application	10.300.L	Archives	
Permit reviews	11.70.A	approval	Appendix C
Permits	10.300.L	compliance certificates	7.340
Preparation	10.300.L	records retention schedules	7.340
Sites	10.300.L	Bid list	5.300.J
Snow Removal	10.190.L	Highway Department	
Social Security	15.40.B	improvement project	10.190.B
Software Documentation – Computer	9-5.20.D	maintenance contract	10.170
Soil Condition Reports	1.150.C	policy issues	10.170
Solicitations – Bids	5.300.I	railroad crossing hearings	10.120.B
Solid Waste Management	10.150	signalization	10.190.S
Cash receipts	5.20.D	standards	10.120
Dump tickets	10.150.A	system	10.170
Landfill locations	10.150.B	Legislation – proposed	7.150.A
Spas – Chemical Testing, Treatment	16.110.B	lobbying	8.80
Special		New hire reporting compliance	15.60.F
Districts	7.365	Of the city address	7.290
Events and use permits	12.30.X	Revenue programs	5.210.D
Events license – alcohol beverages	12.20.A	Statements	
Uses	11.120	Accounts payable	5.10.D
Specifications		Bank	5.50.B
Bid 5.300.I		Issued by municipality	5.20.G
Job 15.150.E		Utility billing	5.360.K
Project	7.280.A	Statistics	
Specimen Bonds	5.80.A	Fire Department	17.75.D
Speeches	7.290	Library circulation	7.270.H
Speed Zones	10.190.M	Police	17.90.AA
Spoiled Ballots	3.30	Stocks and Bonds	5.260.H
Sporting Event Agreements, Contracts	7.270.A	Storage, Long-Term	Appendix G
Sports Equipment Rental	16.135	Storage Tanks – Regulated Substances	11.70.D
Spreadsheets	9-5.40	Above ground	11.70.D
Preliminary	5.380	Underground	11.70.D
Staff Meetings	7.70	inspections	11.70.D
Standard Operating Procedures	7.260.C	leaking	11.70.D
Standards		permits	11.70.D, 12.30.BB
Building	7.320, 11.150	Stormwater	
Cemetery	7.320	Basins	11.90.A
Commercial	11.150	plans	11.130
General	7.320	Drainage system	11.90.A
Land use	11.150	Improvement districts	5.230
Mobile homes	7.320	Projects	7.280.A
Planning	11.150	Streams	10.310.D
Sewer line installation	7.320	Street	
Sidewalk construction	7.320	Address assignments	1.240, 10.200
Stormwater	7.320	Alignment	10.200
Street construction	7.320	Arterial system	10.200.B
Streetscape	7.320	Bridge inspections	10.190.A
Water	10.310.L	Cleaning	10.190.O
line installation	7.320	Closings	1.240
testing	10.300.A	Closures	10.190.F
		Construction – major	10.200
		Crosswalks	10.190.D
		Cut permits	12.30.Y
		Dedications	1.240

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<u>Records Descriptions</u>	<u>Schedule/Item No.</u>	<u>Records Descriptions</u>	<u>Schedule/Item No.</u>
Street (Cont'd)		Subdivisions	11.30
Design	10.200	Minor	11.30
Drainage problem history	10.200	Regulations	7.320, 11.150
Engineering	10.200	Standards	7.320
Grades	10.200	Subject Files – General	7.140
High accident locations	10.190.G	Subpoenas	14.110
Highway users tax fund	5.210.D	Summonses and Complaints	14.30
Improvement districts	5.230	Juror	14.70.A
Intersection design	10.200	Police copy	17.110
Layout	10.200	Voided	14.30.F
Lighting	10.190.Q	Sump Pump Equipment	6.60
Maintenance – major	10.200	Supplements – Code	7.60.B
Map – system	10.200	Support Groups	7.120.J
Master plan	7.380	Surplus Property	5.180.H
Miles in system	10.200.B	Surveillance Recordings – See <i>Recordings</i>	
Name assignments	1.240	Surveys	
Naming	10.190.I	Conducted by municipality	7.395
Numbering	1.240	Historic structure or district	1.160
Operations	10.190	Routine	7.390
Parking	10.190.J	Surveying Records	
Permits	12.30	Bench marks	10.200.A
Planning	10.200	Field survey notes	7.180
Problem histories	10.200	Systematic Alien Verification for Entitlements	
Projects	7.280.A	Program	17.120
Renaming	10.190.I	Annual reports to State	17.120.A
Right-of-way acquisition	10.200	Reports to ICE	17.120.B
conveyances	16.60.A	Swimming Pools	
Snow removal	10.190.L	Chemicals	16.110.B
Speed zones	10.190.M	Inspections	16.110.D
State highways – See <i>State – Highway</i>			
<i>Department</i>		-T-	
Striping	10.190.S	Tabulation	3.140
Sweeping	10.190.O	Abstract of election	3.140.A
System	10.200.B	Test results	3.140.B
Traffic markings	10.190.S	Tagout Procedure Safety Tests	15.120.H
Truck routes	10.190.T	Tally Lists	3.140.C
Vacation	10.260	Tanks – Storage	11.70.D
Weather observation	10.190.U	Tap – Water and Sewer	10.290.K
Streetscape		Tape Recordings – See also <i>Recordings</i>	
Plans	11.130	Appointed entities	4.105
Standards	7.320	Field contact reports – police	17.90.K
Striping – Traffic	10.190.S	Governing body	8.185
Structure		Municipal court proceedings	14.85
Inspections	1.150	Public relations	7.290
Municipal	16.30	Study sessions	4.105.C
Municipal government	7.240	Task Forces	
Records	Schedule 1	Appointed by municipality	Schedule 4
Studies	7.380	Internal	7.70
Feasibility	7.380		
Land use	7.380, 11.130		
Planning	7.380, 11.130		
Published	7.300		
Study Sessions			
Recordings			
appointed entities	4.105.C		
governing body	8.185.C		

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<u>Records Descriptions</u>	<u>Schedule/Item No.</u>	<u>Records Descriptions</u>	<u>Schedule/Item No.</u>
Tax		Traffic (Cont'd)	
Collection	5.340	Code adopted by reference	7.60.A
Credits – historic properties	1.160	Counts	10.190.R
denied/withdrawn	7.410	Events – impact	10.190.F
Licenses issued to municipality	5.340.F	Fatal accident arrests	17.90.A
Payroll	15.170.J	Flow	10.190
Reporting	5.345	video recordings	10.190.R
Taxes – See Specific Taxes; i.e., <i>Sales Tax</i>		Marking	10.190.S
Taxi Driver License	12.20.D	Monitoring	10.190.R
Taxicab Service	10.240	Non-fatality accident arrests	17.90.A
Teams – Internal	7.70	Operations	10.190
Technical Reference Files	7.140.D	Rerouting	10.190.F
Telephone		Signalization	10.190.S
Call detail	9-5.10.A	Timing	10.190.S
Logs	7.140.B	Weather observation	10.190.U
Messages	Appendix A	Trailer Inspections	1.150.D
System		Training	
Emergency 9-1-1	17.60.A	Commercial driver's license	15.120.A
encroachments	12.30.H	Manuals – health and safety	15.120.H
municipal buildings	9-5.10	Materials	7.400
Usage	9-5.10.A	Orientation	
Television System – See also <i>Cable Television</i>		employees	15.270
<i>Service</i>		governing body	8.170
Licenses	9-5.10.D	Police	17.90.BB
Maintenance, operation	9-5.70.C	K-9 units	17.90.BB
Programming	9-5.70.B	Safety, employee tests	15.120.H
Temporary Alcohol Beverage Permit	12.20.A	Transaction Journal – Sales and Use Tax	5.340.I
Temporary Use Permits – NCWCD	10.310.H	Transcripts – Municipal Court Appeals	14.10.B
1098 Forms, Mortgage Interest Statements	5.345.A	Transient Vendor Licensing	12.20.D
1099 Forms	5.10.H	Transitory Documentation	7.90.D
1099R Forms - Reports of Distributions	5.345.B	Transfer of Property	16.150
Terminology	Appendix B	Transmittal Letters	Appendix A
Test Results		Transportation System	
Chemical blood	17.90.H	Plans	7.380, 11.130
Commercial Driver's License	15.120.A	Route maps	10.240.A
Lie detectors	17.90.H	Services	10.240
Tests		Studies	7.380
Computer system	9-5.20.G	Trash Violations	11.180.C
Employment	15.150.D	Treasury Bills and Notes	5.260.I
Time Sheets	15.170.M	Treatment – Water and Sewer	10.300
Titles – Vehicle	6.200	Trees	
Topographic Maps	10.90	Damage	16.110.C
Towers – Communication	12.30.D	Inventory	16.160.A
sites	9-5.10.C	Removal	16.160.B
Toxic Sites	11.70.E	permits	12.30.AA
Trade		Trial Balances	5.50.J
Journals	Appendix A	Trigger Dates	xviii
Of property	16.150	Truck Route Designations	10.190.T
Trademark Records	9.130	Trust Funds	5.200.B
Traffic		Tuition Reimbursement	15.70
Accident arrests	17.90.A, 17.90.B	Turbidity Reports	10.300.A
Cases – municipal court	14.30.E		

COLORADO MUNICIPAL RECORDS RETENTION SCHEDULE

<u>Records Descriptions</u>	<u>Schedule/Item No.</u>	<u>Records Descriptions</u>	<u>Schedule/Item No.</u>
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Unclaimed Property	5.180.E	Utility Features	
Undeliverable		As-built drawings	10.250.B
Ballots	3.30	Connections	10.250.E
Mailings	7.160.F	Cross-Connections	10.290.C
Underground		Disconnections	10.250.D
Storage tanks		Encroachment permits	12.30.H
inspections	11.70.D	Installation	10.250.E
leaking	11.70.D	Lines	10.250.G
permits	11.70.D, 12.30.BB	Locates	16.165
Utility lines	10.250	Locations	10.250.G
Water rights and supply	10.310.F	Mains	10.250.G
Unemployment Insurance	15.280	Manholes	10.250.G
Uniform		Maps and drawings	10.250.G
Codes	7.60.A	Projects	7.280.A
Crime report (UCR)	17.90.AA	Shut-off locations	10.250.G
Crime report/NIBRS	17.90.W	Valves	
Unsafe Buildings	1.150.E	locations	10.250.G, 10.290.N
Unused Ballots	3.30	specifications	10.290.N
Replacement – mail	3.65.A	Water line maintenance and repair	10.290.P
Update Request Form	Appendix D	Utility Locate Requests	16.165
Urban		Utility Projects	7.280.A
Drainage District	7.365	-V-	
Growth area plans	11.130	Vacancies – Governing Body	8.30
Renewal authority	Schedule 4	Vacations	
governing body as	8.70	Alley	10.260
Use		Easements	10.260
Permits	12.30.CC	Plats	11.30
Tax collection	5.340.I	Rights-of-way	10.260
Uses		Street	10.260
Accessory	11.120	Valves	
Conditional	11.120	Locations	10.250.G, 10.290.N
Nonconforming	11.120	maintenance	10.290.N
Permitted	11.120	requests	16.165
Special	11.120	specifications	10.290.N
Temporary	12.30.CC	Maintenance and repair	10.290.N
USGS		Vandalism – Cemetery	16.110.C
Elevation bench marks	10.200.A	Variances, Fire Department	17.75.A
Topographical maps	7.180	Variances	11.160
Utility Billing	5.360	Water and sewer treatment	10.300.M
Account history	5.360.A	Water use	10.290.P
Adjustment records	5.360.B	Vehicle	Schedule 6
Cash receipt journals	5.360.D	Crime lab hold/release sheets	17.90.F
Journals	5.360.C	Driver inspection reports	6.110.A
Meters	5.360.F	Fire	Schedule 6
Notices, nonpayment	5.360.G	Histories	6.180
Rates	5.360.H	Impound	17.90.CC
Security deposit	5.360.I	Maintenance	6.180
Service orders	5.360.J	documentation	6.110.B
Statements	5.360.K	Police	Schedule 6
Trouble orders	5.360.J	Registrations	6.190
Turn-off orders	5.360.J	Safety	6.110

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<u>Records Descriptions</u>	<u>Schedule/Item No.</u>	<u>Records Descriptions</u>	<u>Schedule/Item No.</u>
Vehicle (Cont'd)		W-9 Forms	5.10.L
Titles	6.200	Wage-Rate Tables	15.170.N
Video recording systems	17.90.FF	Waivers – Liability	7.270.F
Warranties	6.210	Ward Boundary Maps	3.70, 7.180
Vendor		Warning Systems	6.60
Files	5.10.K	Warranties	6.210
Licensing	12.20.D	Warrants	
Lists	5.300.K	Checks	5.10
Prequalification	5.300.L	Court	14.140.C
Short-term agreements, contracts	7.270.A	index	14.90.C
1099 Forms	5.10.H	Search	14.140.B
Ventilation Systems – Municipal	6.60	Warranty Deeds	16.50
Vested Property Rights	11.170	Wastewater – See <i>Water and Sewer System</i>	
Victim Assistance and Counseling	17.90.DD	Watchers – Oaths	3.100
Video – See also <i>Recordings</i>		Water – See also <i>Water and Sewer System</i>	
Crime scene	17.90.B	Acquisition	10.310.A
Criminal cases	17.150	Adjudication	10.310
Detention center booking	17.90.EE	Associations	7.120
Election areas	3.135	Bond Issues	5.80.A
Historical value	9.100	Conservancy districts	10.310.H
Municipal court proceedings	14.85	Conservation	10.310.L
Police		within municipality	10.290.P
cases	17.90.B	Consumer confidence report	10.300.C
secured facilities	17.90.EE	Consumption – water	10.290.O
vehicle recording systems	17.90.FF	Court proceedings	10.310.A
Public relations	7.290	Dams	10.310.C
Recordings of meetings		Decrees	10.310.J
appointed entities	4.105	Dedication of rights	10.310.L
governing body	8.185	District	7.365
Security	16.155.C	Ditch records	10.310.B
Sewer inspection	10.290.J	Enterprise board	8.70
Water inspection	10.290.P	Flow measurements	10.310.D
Video Conference	9-5.40	Irrigation companies	10.310.B
Violations		Lakes	10.310.C
Building code	1.250	Meters	5.360.F
Code	11.180	policies	10.310.L
Land use	11.180.A	Modeling and forecasting	10.310.K
Nuisances – land use	11.70.C	Offers	10.310.A
Trash	11.180.C	Policies	10.310.L
Weed	11.180.C	Pressure	10.290.P
Voice Mail Messages	9-5.40	Projects	7.280.A
Volunteer Workers		Quality	10.300.A
Recognition	15.290.A	monitoring	10.310.M, 11.90.A
Service	15.290.B	Rates	5.360.H
Voted Ballots	3.30	Raw	10.310.L
Voter		Regulations	10.310.L
Registration list	3.120.B	Rental	
Signature forms	3.120.D	offers	10.310.A
Vouchers	5.300	surplus irrigation	10.310.N
		Reservoirs	10.310.C
		Rights	10.310.A
		Rivers	10.310.D
		Sale	10.310.A
		Source of supply	10.310
		Standards	10.310.L
W-2 Forms	15.170.O		
W-4 Forms	15.170.P		

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<i>Records Descriptions</i>	<i>Schedule/Item No.</i>	<i>Records Descriptions</i>	<i>Schedule/Item No.</i>
Water (Cont'd)		Water and Sewer System (Cont'd)	
Stock certificates	10.310.O	Radiological analysis	10.300.A
Storage inspection	10.290.P	Reports	
Streams	10.310.D	distribution and production	10.290.P
Surface rights	10.310.D	operations	10.300.B, I
Transfer	10.310.A	Samples	10.300.A
Underground	10.310.F	Sand trap inspections	10.300.F
Use restrictions	10.290.P	Sewage – composite samples	10.300.A
Water and Sanitation		Sewer inspection	10.290.J
Districts	7.365	Sludge application	10.300.L
General	10.280	Storage – water	10.290.P
Maps and drawings	7.180	Taps	
Projects	7.280.A	outside users	10.290..K
Water and Sewer System – See also <i>Water</i>		sewer	10.290.K
Agreements – service	7.20	water	10.290.K
Analysis – system	10.290.P	Tests	
Analytical reports	10.300.A	analytical	10.300.A
Backflow prevention device test	10.290.J	backflow prevention device	10.290.J
Bacteriological quality analysis	10.300.A	sewage – weekly	10.300.A
Calibration – equipment	10.300.F	sewer	10.290.J
Capacity – plant	10.300.I	smoke test	10.290.J
Chemical analysis	10.300.A	standards – water tests	10.300.A
Chlorination	10.300.A	water system	10.290.P
Compliance – drinking water	10.300.D	X-ray	10.290.J
Connections	10.290.E, K	Treatment	10.300
Contaminants	10.300.A	chlorination reports	10.300.A
Copper analysis	10.300.A	Turbidity reports	10.300.A
Corrective actions	10.300.D	Use restrictions	10.290.P
Cross-connection control survey	10.290.C	Valves	10.290.N
Discharge		Water storage inspection	10.290.P
inspections	10.300.E	Weapons	
monitoring	10.300.E	Authorization to carry	17.90.GG
permits	10.300.E	Concealed	12.30.E
Disconnections	10.250.D	Destruction	17.90.H
Distribution	10.290.P	Maintenance	17.90.GG
Domestic septage	10.300.L	Qualification	17.90.GG
Effluent	10.300.L	Violations case files	17.90.B
Enterprise board	8.70	Weather	
Equipment maintenance	10.300.F	Modification	10.310.P
Filter plant logs	10.300.I	Observation	10.190.U, 10.310.P
Industrial pretreatment permits	10.300.G	Sensors	10.310.P
Inspections		Website	9-5.80
sand trap	10.300.F	Access reports	9-5.80.A
sewer	10.290.J	Development	9-5.80.B
video	10.290.J, 10.290.P	Evolution	9-5.80.B
water	10.290.P	Page design	9-5.80.C
Installation	10.250.E	Use tracking logs	9-5.80.C
Lead analysis	10.300.A	Weed	
Lines – water, maintenance and repair	10.290.P	Control	11.70.B
Meters	5.360.F	Violations	11.180.C
Odor complaints	10.300.A	Weekly Reports	7.330.E
Operational reports	10.300.I	Wells	
Operator	15.70	Gas drilling	11.70.A
Oversizing	7.280.A	Locations – water	10.310.Q
Plant capacity	10.300.I	Oil drilling	11.70.A
Pressure measurements – water	10.290.P	Permits	10.310.R
Production – water	10.290.P	Water	10.310.F
Projects	7.280.A		

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<u>Records Descriptions</u>	<u>Schedule/Item No.</u>
Wetlands	
Fill 11.70.F	
Protection	11.70.F
Removal	11.70.F
Withdrawal from Nomination	3.80.C
Word Processing Files	9-5.40
Work	
In public way – permits	12.30.T
Orders	
equipment	6.220
property repair	16.180
vehicles	6.220
Papers	
audit	5.40.C
budget	5.100.D
Permits – public way	12.30.T
Schedules	15.300
Workers' Compensation	15.310
Working Material, Preliminary	7.410
Worksheets	
Financial – preliminary	5.380
General	7.410
Short-term value	7.90.D
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Youth Program Support Groups	7.120.J
-Z-	
Zones	
Enterprise	11.60.C
Speed	10.190.M
Zoning	
Annexations	11.10, 11.190.A
Board of Adjustment	Schedule 4
Board of Appeals	Schedule 4
Certificates	11.190.C
Districts	11.190.A
maps	7.180, 11.100
Initial	11.190.A
Maps	11.190.A
Petitions	11.190.A
Regulations	7.320, 11.150
Rezoning	11.190.B

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