

RESOLUTION NO. 38, SERIES OF 2021

RESOLUTION ADOPTING THE FREMONT COUNTY RECORDS RETENTION POLICY AND SCHEDULES

WHEREAS, pursuant to C.R.S. §6-17-101, et seq., §30-11-103, and §30-11-107, the Board of County Commissioners has established the Fremont County Records Retention Policy and Schedules and desires to adopt the same; and

WHEREAS, the Board of County Commissioners finds it to be in the best interest of the citizens of Fremont County, Fremont County elected officials and employees to adopt and implement the Fremont County Records Retention Policy and Schedules; and

WHEREAS, the Fremont County Records Retention Policy and Schedules is intended to be a “living” document that is periodically updated, corrected, changed and modified; and

WHEREAS, all employees of Fremont County and members of the public are invited to provide continuing input for improvements and changes to the Policy and Schedules to enable the County’s records retention practices to be effective and useful; and

WHEREAS, the Board of County Commissioners has determined the Fremont County Records Retention Policy and Schedules should be provided in electronic format to all County Departments and available upon request as a public record; and

WHEREAS, the Board of County Commissioners has determined that the Fremont County Records Retention Policy and Schedules should become effective immediately.

NOW, THEREFORE, BE IT RESOLVED:

1. The Board of County Commissioners of Fremont County hereby adopts the Fremont County Records Retention Policy and Schedules, effective immediately.
2. A copy of this Resolution shall be included as part of the Policy and Schedules.
3. All departments shall receive a copy of the policy by electronic method.

Commissioner Grantham moved adoption of the foregoing Resolution, seconded by Commissioner Bell and approved by roll call vote as follows:

Debbie Bell	<input checked="" type="radio"/> Aye	<input type="radio"/> Nay	<input type="radio"/> Abstain	<input type="radio"/> Absent
Kevin J. Grantham	<input checked="" type="radio"/> Aye	<input type="radio"/> Nay	<input type="radio"/> Abstain	<input type="radio"/> Absent
Dwayne McFall	<input checked="" type="radio"/> Aye	<input type="radio"/> Nay	<input type="radio"/> Abstain	<input type="radio"/> Absent

Date: October 12th, 2021



BOARD OF COUNTY COMMISSIONERS
OF FREMONT COUNTY

ATTEST:

By: [Signature]
Chairman

By: [Signature]
Clerk to the Board

**(ATTACH A COMPLETE COPY OF FREMONT COUNTY RECORDS RETENTION
POLICY AND SCHEDULES TO THIS RESOLUTION)**

Fremont County
Records Retention Policy and Schedules

Approved by the Board of County Commissioners
October 12, 2021
Resolution No. 38, series of 2021

What is a Record?

“Record” means any letter, word, sound, number, or its equivalent, set down by handwriting, typewriting, printing, Photostating, photocopying, photographing, magnetic impulse, mechanical, or electronic recording of other forms of data compilation. Unless otherwise specified, reproductions are records. (C.R.S. § 6-17-103)

“Maintained” as used throughout this Records Retention Schedule shall mean the maintenance, care, and keeping of records in a manner allowing the records to be easily and readily located and retrieved.

Records provide an important source of information and evidence of the County’s activities and official business transactions. County records are created and retained by employees and officials for a wide range of administrative, legal, fiscal or historical purposes. Examples of records include papers, forms, reports, correspondence including e-mail and text messages, hard drives, tapes, disks, removable drives, maps, drawings, photographs, microfilm and other formats.

What is a Records Retention Schedule?

A Records Retention Schedule (“Schedule”) is a policy document detailing the length of time county records must be maintained for legal, operational, and historical purposes.

Records should be maintained in accordance with the Schedule, except in the following circumstances:

1. If specific statutory or regulatory authority requires a longer or shorter retention schedule, the time period in the specific legal authority shall control over the Schedule;
2. If county operational requirements require a longer retention period, Records may be maintained for a longer retention period regardless of whether statutory or regulatory authority provides for a shorter retention period;
3. If records have historical significance for Fremont County, they should be maintained permanently or transferred to an active entity maintaining historical county records for public benefit.
4. If the Schedule does not contain a retention period for a record, it may be destroyed after 3 years unless law or regulation establishes a specified procedure. C.R.S. § 6-17-104.

“Records Retention Disposition Authorization” and “Certificate of Disposal” from the State Archives –

The State Archives sends out an annual authorization to destroy records for another year for specific records and departments/offices. You should refer to your records retention schedule to know what records you can destroy. Once you have

completed the destruction of records, fill out the pink certificate of disposal and return it to the State Archives.

Records Destruction -

Records can be destroyed by shredding, recycling, or pulp mill. Records confidential in nature should be destroyed either by shredding or they can be destroyed professionally by a company who can certify they were securely destroyed.

The Records Retention Schedule is media neutral and applies to all records, regardless of form or physical location.

The Schedule does not address the issue of whether a record is subject to confidentiality requirements.

Best practice is records should be retained and destroyed in the normal course of business (on a scheduled, routine basis).

Litigation Holds

Records relevant to any anticipated, pending or ongoing litigation, claim, complaint procedure or other legal proceeding may not be destroyed even if the record is eligible for destruction under the Records Retention Schedule and even if the record should have been previously destroyed. Consult with the County Attorney if there is any question regarding the destruction of records involving possible legal actions.

Future Revisions

County records may not be destroyed until a retention period is established and approved by the County. Therefore, this Records Retention Policy and Schedules should be reviewed and updated periodically to reflect the addition of new records, the removal of records no longer created, the renaming of records' titles or changes in custodians or legal requirements.

FREMONT COUNTY RECORDS
RETENTION SCHEDULES

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Summary

The retention period specified in these schedules applies to the information contained within the record, regardless of the physical format of the record (paper, microfilm, compact disk, USB, scanned, hard drive, etc.).

- The minimum retention period applies to the record copy regardless of the storage format for the record (paper, electronic, microfilm, etc.).
- Unless otherwise specified in this retention schedule, duplicate copies may be destroyed at the discretion of the duplicate copy custodian provided they have no further administrative or other value. Duplicate copies should not be retained longer than the record copy.
- No record is eligible for destruction under the retention schedule if it is relevant to any anticipated, current or pending litigation, claim, audit or the subject of a legal hold.

DUPLICATE COPIES CREATED FOR ADMINISTRATIVE PURPOSES

Retain for 1 year and then destroy.

DUPLICATE COPIES CREATED FOR CONVENIENCE OR REFERENCE

Retain until no longer needed for reference or 1 year, whichever is first, and then destroy.

Duplicate copies should not be retained longer than the original record.

AIRPORT	
RECORD TITLE	MINIMUM RETENTION PERIOD
ADMINISTRATIVE RECORDS ---	
Advertising and Marketing Files News releases, samples of printed material relating to advertising and marketing of the airport	6 years + current
Annual Hangar Lease Invoices	6 years + current
Annual Invoices Annual invoices sent to hangar tenants and monthly invoices sent to businesses	6 years + current
Airport Leases Original leases of ground for privately owned buildings and leases of space in airport owned buildings	6 years after date of expiration of the lease term including any extensions of the term.
Insurance Policies Insurance policies covering airport owned property and buildings required in tenant leases	6 years after expiration of the policy.
Airport Minimum Standard Document Airport Policies and Procedures Manual Documentation for policies and standards established by the Airport Advisory Commission and Airport Management Documents, including minimum standards for conducting business, general rules and regulations, policy manual	Living-Permanent
Aircraft Incident and Accident Files Accident reports, maps of accident locations and correspondence with the National Transportation Safety Board, Federal Aviation Administration and insurance companies concerning any aircraft accident or other incident at the airport	Permanent
Vehicle Purchases Purchasing and general information on ownership of vehicle or equipment	Life of vehicle + 1 year
PHYSICAL PLANT RECORDS ---	
Airport Master Plan Long term expansion plan for the airport	Permanent
Maps and Building Plans Maps of the airport and construction drawings of airport buildings, water and sewer facilities, and utility lines. Correspondence, specifications, plans, and copies of easements for land developments near the Airport. Development plans and aviation easements reviewed for building height restrictions, noise abatement procedures and overhead aircraft restrictions	Permanent

<p>Federal Aviation Administration Airport Improvement Projects Files for construction projects funded by the Federal Aviation Administration, including applications, invoices, reports and supporting documentation</p>	Permanent
<p>Airfield Repair and Maintenance Files Work orders, duplicate plans and maps, and other support documentation for repair and general maintenance of airfield, runways, taxiways, navigation aids, lighting, and signage</p>	10 years + current
<p>Federal Aviation Administration Airport Inspection Letters Copies of annual inspection reports of Airport by the Federal Aviation administration</p>	10 years + current
<p>Storm Water Management Plan Purchasing, maintenance, permit, and discharge monitoring records of the airport's storm water management system</p>	Current plan + previous plan
<p>Spill Prevention Control Countermeasures Plan Plan to prevent and /or mitigate damage from fuel or oil spills</p>	Current plan + previous plan

ASSESSOR RECORDS

*Colorado Assessor's Reference Library (ARL),
Volume 2, Addendum 1C, Records Retention*

RECORD TITLE	MINIMUM RETENTION PERIOD
ADMINISTRATIVE RECORDS ---	
Assessor's Reference Library Legal Reference Manual; Vol.1 Administrative & Assessment Procedures Manual; Vol.2 Land Valuation Manual; Vol.3 Personal Property Valuation Manual; Vol.5	Until superseded. Retain previous Volume 5 for three years.
Correspondence & General Permanent Documentation Administrative, policy, legal, fiscal, historical, or research of enduring value documentation containing one or more of these values shall be retained permanently in original and/or microfilm form (i.e., all evidence of organization and function and information pertaining to people, property, corporate bodies, problems, solutions, conditions, etc.)	Permanent
Notices of Actual Value (NOV) Special Real & Personal Property Personal Property Real Property Real Property Transfer Declaration Producing Mines Special Producing Mines Oil and Gas Leaseholds and Land Special Oil and Gas Leaseholds and Land	6 years + Current
ADMINISTRATIVE REPORT ---	
Abstract of Assessment Summaries prepared by the Assessor of assessed value by class and subclass of property	6 years + Current
Certification of Levies and Revenue Reports	6 years + Current
Certification of Valuation to Taxing Entities Forms used by County Assessor to certify a local taxing entity's values for property taxation purposes	6 years + Current
Property Tax Revenue Limit	6 years + Current
Public Disclosure Mill Levy Calculations	6 years + Current
Notice of New Special District or Boundary Change Records filed with the Assessor regarding Special Districts, including:	Permanent

Notices of New Special Districts, including legal descriptions and maps, boundary maps filed annually and notifications of Special District contact information (annual)	
Tax Roll	Permanent
APPRAISAL REPORTS/RECORDS ---	
Real Property Agricultural, Coal, Commercial, Earth and Stone Products, Manufactured Home, Residential Property, Supplemental Property	6 years + current
Personal Property Appraisals Rotary Drill Rig Log and Apportionments, Mobile Equipment Apportionment List, Personal Property Appraisal Record, Extension Request	6 years + current
Taxpayer	1 year + current
Declaration Schedules and Attachments All personal property, Coal, Commercial, Earth or stone products, Producing mines, Oil and Gas, Residential property, Manufactured home, Supplemental property <i>Note:</i> These documents are confidential pursuant to State law.	6 years + current
Agricultural Land Questionnaires and Supporting Documentation Forms used to help the Assessor classify land as agricultural and entitled to valuation based on earning or productive capacity <i>Note:</i> These documents are confidential pursuant to State law	6 years + current or permanent
Cost Manuals	Until Superseded
Income and Expense Used to collect income and expense data: Interview forms and Approach form <i>Note:</i> These documents are confidential pursuant to State law	6 Years + Current
Market Data Worksheets Master lists, Qualified lists, Qualified/verified lists, Market analysis spreadsheets, Sales comparison grids, Scatter diagrams for depreciation, Depreciation tables	6 Years + Current
Master Property Records Agriculture, Commercial, Industrial, Natural Resources, Oil and Gas, Producing mines, Residential, Vacant	6 Years + Current
EXEMPTIONS ---	
Application for Exemption Charitable/School Purposes, Religious Purposes	Permanent
Exempt Property Reports	Permanent
General Correspondence for Exempt Properties	Permanent
Master List (Printed by DPT for County)	Permanent

OWNERSHIP RECORDS ---	
Address Change Requests	1 year + current
Aerial Photographs	Until superseded
Block & Plat Books	Permanent
Equity List Report	6 years + current
Index to Ownership of Mining Claims	Permanent
Index to Ownership of Wells	1 year + current
Out of State Ownership List	1 year + current
Parcel Identification Maps	Until superseded
Real Property Transfer Declarations	6 Years + Current
Sales Maps	6 years + current
Sales Verification Forms	6 years + current
Sheep Owners & License Fee List	1 year + current
PROTESTS ---	
Abatement or Refund of Taxes Petitions Petitions submitted by taxpayers to request in a prior year's after warrant is delivered to the Treasurer	2 years + Current
Board of Assessment Appeals Court Decisions and Orders Reports of Valuation and Protests for the CBOE	6 years + current
CBOE Reports of Valuation and Protest for the CBOE Notice from CBOE to Property Owner regarding change in value or classification Statutory newspaper notifications (clippings and receipts of payment)	6 years + current
Notice of Determinations Notice of Determinations Special Notice of Determinations Oil and Gas Leaseholds and Lands Determinations Special Oil and Gas Leaseholds and Land Determinations Producing Mine Determinations Special Producing Mine Determinations	6 years + Current
Protest Records Special Real & Personal Property Real Property Personal Property Special Notice of Valuation	6 years + Current

Notice of Determination Personal Inquiry Record Disposition & Register of Protests Producing Mine Protests Special Producing Mine Protests Oil and Gas Leaseholds and Land Protests Special Oil and Gas Leaseholds and Land Protests Reports of Valuation and Protest for the Board of Equalization Statutory Newspaper Notifications Written Taxpayer Protest of Valuation	
State Assessed Final Notice of Valuation & County Apportionment	6 years + Current
PROPERTY RECORDS ---	
Property parcel files; includes photos, property sketches, ownership, valuation information and characteristic data	Permanent
State Assessed Properties Records The State Division of Property Taxation values public utilities and rail transportation companies in Colorado, and the valuations are then apportioned to the counties for collection of the local property tax, including Final Notices of Valuation and County Apportionment	6 years + current
SENIOR CITIZEN AND DISABLED VETERANS EXEMPTION RECORDS ---	
Annual Reports Reports filed with the State Property Tax Administrator listing the exemptions allowed for the current year	6 years + current
Disabled Veterans Application Exemption and Supporting Documentation	6 years + current
Senior Applications for Tax Exemption and Supporting Documentation	6 years + current after year exemption removed

BOARD, COMMISSION AND AUTHORITY RECORDS

Colorado County Clerk Association

Section #2

Records regarding the composition, operation, proceedings and enactments of boards, commissions, committees, authorities, task forces and similar bodies appointed by the Board of County Commissioners.

RECORD TITLE	MINIMUM RETENTION PERIOD
<p>Agendas and Supporting Documentation Listings showing date, time and locations of official meetings and items to be discussed. Supporting documentation includes material such as agenda item summaries and 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.</p>	Permanent
<p>Appointments and Resignations Records of appointments made by the Board of County Commissioners to and resignations from, the entity, including applicants, recruitment information, etc. Records of unsuccessful applicants</p>	<p>2 years after end of service</p> <p>2 years after conclusion of appointment process</p>
<p>Bylaws Documents adopted by the entity to set out guidelines regarding the operation of the entity's governing board</p>	Permanent
<p>Goals, Plans and Policy Agendas Formally adopted strategic plans, work plans or policy agendas established by the entity</p>	Permanent
<p>Member Lists</p>	Permanent
<p>Oaths of Office Oaths taken by appointment upon taking office</p>	Term of office + 1 year
<p>Meeting Notes Handwritten or other notes used to create minutes</p>	Until minutes are approved
<p>Minutes and Supporting Documentation Official record of regular, special and emergency proceedings of the governing body and supporting documentation such as exhibits referenced in the minutes</p>	Permanent
<p>Notices of Meetings Documentation of compliance with laws requiring posting, mailing, publication or other distribution of public notice of meetings</p>	2 years
<p>Recordings of Meetings</p>	90 days after meeting

<p>Audio or video recordings of official meetings used to prepare minutes or transcripts of the meeting</p> <p><i>Executive Sessions:</i></p> <p><i>Open Meetings :</i></p> <p><i>Study Sessions:</i></p>	<p>6 months after approval of minutes</p> <p>6 months after meeting</p>
<p>Packets Distributed to Appointed Entities – Convenience Copies</p> <p>Convenience copies of batches of information 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.</p>	<p>4 years</p>
<p>Recommendations, Findings and Supporting Documentation</p> <p>Written findings or recommendations to the county, decision-making capacity; supporting documentation includes agenda item summaries and other documentation explaining the rationale for staff recommendations or presenting background information or the history of the recommendation</p>	<p>3 years if included in meeting minutes; otherwise permanent</p>
<p>Reports</p> <p>Written reports regarding the operations or activities of the appointed entity</p> <p><i>Annual Reports:</i></p> <p><i>Monthly Reports:</i></p> <p><i>Quarterly or Weekly Reports:</i></p>	<p>Permanent</p> <p>2 years provided information is incorporated into annual report</p>

BOARD OF COUNTY COMMISSIONER RECORDS*Colorado County Clerk Association**Section #2*

Records regarding the composition, operation, proceedings and enactments of the Board of County Commissioners

RECORD TITLE	MINIMUM RETENTION PERIOD
Agendas Listings showing date, time and locations of official meetings and items to be discussed by the Board at regularly scheduled, special and emergency public meetings	Permanent
Appointments Applications and other documentation regarding the filling of interim Board vacancies by appointment	1 year + current after term of appointment ends
Goals and Work Plans Formally adopted strategic plans or policy agendas	Permanent
Legislative Lobbying Records Records of official positions taken by the county and lobbying efforts with regard to state or federal legislation or ballot measures of interest to the district	4 years, <i>except</i> Resolutions adopting legislative positions are permanent
List of Members Listings of names of individuals appointed or elected to the Board, dates of service, last known address and similar information	Until superseded
Member Records Files documenting the service and tenure of members of the Board, including appointments to various committees and bodies, resignations and other documentation relating to the member's service to the County	Permanent
Conflict of Interest Disclosure Statements Statements of perceived conflicts of interest filed by members of the Board for public inspection	2 years + current after service ends or the conflict of interest no longer exists
Work Session Files Information distributed to the Board of County Commissioners for work sessions, including copies of agenda materials, copies of staff memos, etc.	1 year + current
Proceedings of the Board of County Commissioners and Supporting Documentation The official minutes and record of proceedings of regular, special and emergency meetings and all supporting documentation such as exhibits or other material referenced in the minutes	Permanent
Notices of Meetings Documentation of compliance with laws requiring posting and distribution of notices of public meetings	1 year + current

<p>Resolutions and Supporting Documentation Enactments of the governing body which are not legislative in nature and which may be used for various types of approvals, policy statements, statements of position and similar actions; supporting documentation includes agenda item summaries and other documentation explaining the rationale for staff recommendations or presenting financial or background information or the history of the resolution</p>	<p>Permanent</p>
<p>Ordinances and Supporting Documentation Legislative enactments of the governing body adopted to enact a local law, amend the county codes or regulations or take other legislative actions such as, appropriating funds, vacating streets, etc.; supporting documentation includes agenda item summaries and other documentation explaining the rationale for staff recommendations or presenting financial or background information or the history of the ordinance</p>	<p>Permanent</p>
<p>Proclamations Documents issued by the Board of County Commissioners to proclaim support for municipal or community events, activities, programs or in connection with dedications or other ceremonial occasions, etc.</p>	<p>Permanent</p>
<p>Recordings of Board of Commissioners Meetings Audio or video recordings of official meetings typically made for use in preparing the minutes or transcripts of the meeting or for public information <i>Executive Session:</i> <i>Open Meetings:</i></p>	<p>90 days after meeting 6 months after approval of the minutes</p>
<p>Commissioners' Correspondence and Subject Files Correspondence, memoranda, briefing papers, reports, newspaper clippings, publications, and other documentation received and sent by the Board of County Commissioners, arranged by subject <i>Enduring Long-Term Value</i> -- Documentation or correspondence, including e-mail messages, with lasting long-term administrative, policy, legal, fiscal, historical or research value; records relating to policy issues and actions or activities in which an important precedent is set; records of historic events; and other similar records and documentation <i>Routine Value</i> - Routing operating documentation or correspondence with limited administrative, legal, fiscal, historical, informational or statistical value. Includes routine e-mail messages, letters or memoranda, reading or chronological files that contain duplicates of memos or letters</p>	<p>Permanent 2 years</p>

also filed elsewhere, routine requests for information, transmittal documents, etc.	
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**BOARD OF COUNTY COMMISSIONERS
AS ANOTHER DECISION-MAKING BODY**

Records of the Board when it is constituted and convened as another decision-making body

RECORD TITLE

MINIMUM
RETENTION
PERIOD

LIQUOR LICENSING AUTHORITY

Colorado County Clerk Association

Section 4

Alcohol Beverage Licensing Files

Records relating to applications for all types of beer and liquor licenses, including: Boundary maps, Certificates of incorporation or good standing, Change of location permits, County/State application forms, Floor diagram, Individual history forms, Manager's registration and change of manager forms, Modification of premises, Neighborhood petitions, Ownership records including lists of officers, stockholders and directors, partnership agreements, articles of organization, operating agreements, certificates of authority, and corporate changes, Record of payment of fees, Record of posting of premises, other application and background materials

1 year + current after establishment ceases or after final denial, revocation, termination or transfer of license except any background materials which apply to a transferred license (is retained from original file)

Renewal Records – Alcohol Beverage Licenses

Applications and supporting documentation relating to annual renewal of an alcohol beverage license

1 year + current after renewal or transfer of ownership

Special Events Licenses

Application materials and supporting documentation for special events alcohol beverage licenses

1 year + current after event

Temporary Alcohol Beverage Permits

Application materials and supporting documentation relating to permit after issuance of temporary alcohol beverage permits

1 year + current

Violation Records

Documentation and background material for administrative hearings after and hearings held by the liquor licensing authority (the Board of County Commissioners) to show cause why an alcohol beverage license should not be suspended or revoked, including hearing notices, exhibits and hearing findings

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

BOARD OF EQUALIZATION

Colorado County Clerk Association

Section 2

Administrative Hearing Records

2 years + current, provided all rights of appeal have expired

Records relating to hearings conducted Board of Equalization; includes hearing notices and notifications of the outcome of appeals	
Appeal Petitions and Supporting Documentation Submitted by property owners to request property tax valuation review; supporting documentation includes evidence submitted by the petitioner in support of the petition, letters of agency or appointment of agency forms, etc.	2 years + current
Property Tax Abatement Records	3 years + current

Registers and Ledgers Books, ledgers or printouts kept to list all issued building permits.	Permanent
Building Activity Reports Summary reports and statistical tracking of activity on a monthly or annual basis.	Permanent, if annually compiled 1 year + current, if monthly compiled
INSPECTION REPORT RECORDS ---	
Trailer/Mobile Home Inspection Reports Records of inspections by the county or its agents of mobile home installations, anchoring, utility connections, etc.	Permanent while structure exists, 2 years after demolition or removal.
Unsafe Buildings Documentation of complaints, inspections, notifications of corrective actions, closure and boarding demolition and related actions relating to buildings and structures determined to be unsafe	5 years after final action
Landmark and Historic Designations Records relating to local, state or federal historic designations for buildings, structures or districts within the county and preservation of historic structures	Permanent
Annual Reports and Compilations	Permanent
Construction and Installation Records documenting permits for installations of billboards, signs and banners	2 years + current
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 county streets and addresses	Permanent
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	6 years following complete resolution of violation.

CLERK AND RECORDER RECORDS
Colorado County Clerk Association
Reference State of Colorado Statutes and Regulations

ELECTION JUDGE RECORDS ---

Minimum Retention for all Election Judge records

Acceptances to Serve

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

Expense Statements

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

Instructions

Written instructions issued to election judges regarding conduct of election.

List of Election Judges

Listings prepared by the election official of election judges and alternates names, addresses and telephone numbers, Political Party

Caucus Lists

Receipts, Accounting, Forms, etc.

Receipts, ballot box receipts, supplies, statement of ballots from Precincts, accounting forms, etc.

Judges Oaths & Statements

Receipts for ballot boxes and supplies, statement of ballots from precincts, etc.

25 months after the election or until time has expired for which the record would be needed in any contest proceedings, whichever is later

EQUIPMENT RECORDS ---

Component and Maintenance Records, Conditions for Use, etc.

Detailed records for each component of any voting system used in County elections, including the manufacturer, make, model, serial number, hardware, software version or release number, date of acquisition, description of services, repairs, maintenance, upkeep and which version updates, dates of performance of such services

Life of equipment or 25 months after the election or until time has expired for the record would be needed in any contest proceedings, whichever is later

Contracts for Election Equipment

Permanent record though BoCC Agenda Records

Election Specific Equipment Logs / Inventory

Detailed record of equipment logs / inventory use for specific election, including seal numbers, etc.	25 months after the election or until time has expired for which the record would be needed in any contest proceedings, whichever is later
Internet Criminal History Checks (ICHC) Requested from CBI for all full-time, part-time, permanent or contract County employees who have access to the electromechanical voting systems or electronic vote tabulating equipment; for election judges if requested by the County Clerk; and for vendors' employees who have access to the electromechanical voting systems or electronic vote tabulating equipment <i>Note: Filed once per calendar year prior to first election of the year</i>	25 months after the election or until time has expired for which the record would be needed in any proceedings, whichever is later
Maps and/or Legal Descriptions – Election Maps and legal descriptions showing precinct and district and designations and boundaries for County elections <i>Note: BoCC – permanent through Resolution(s) with legal descriptions</i>	Until superseded. At least 25 months after the last election of the year or until time has expired for which the record would be needed in any contest proceedings, whichever is later
Notice of Election Copies of notices required to be posted, published or mailed regarding the election, including the “ballot issue notice” required by Section 20(3)(b) of Article X of the State Constitution which containing summaries of comments on ballot issues	25 months after the election or until time has expired for which the record would be needed in any proceedings, whichever is later
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	25 months after the election or until time has expired for which the record would be needed in any proceedings, whichever is later
Petition Records – Election Petitions for placement of a candidate's name on a County election ballot <i>Elected Candidates</i> <i>Unsuccessful Candidates</i>	25 months after the election or until time has expired for which the record would be needed in any proceedings, whichever is later
Certifications of Petitions Certifications prepared by the election official regarding	

the sufficiency or insufficiency of election petitions	25 months after the election or until time has expired for which the record would be needed in any proceedings, whichever is later
<p>Recall Petitions Petitions submitted in accordance with legal requirements by citizens demanding the removal of an elected County official from office</p> <p><i>Sufficient Petitions:</i></p> <p><i>Insufficient Petitions:</i></p>	<p>3 years after submission, except retain one copy of representative pages permanently</p> <p>3 years after all appeals have been closed, except retain one copy of representative pages permanently</p>
<p>Policies, Procedures and Resource Binders for Elections Reference notebooks retained to provide a convenient reference regarding how an election was conducted and to provide templates for actions, forms, formats, etc.</p>	25 months after the election or until time has expired for which the record would be needed in any proceedings, whichever is later then evaluate for continuing reference value
POLLING PLACE RECORDS ---	
<p>Poll Site Records Documentation of selection of site and arrangements for use as a polling place</p>	<p>25 months after the election or until time has expired for which the record would be needed in any proceedings, whichever is later</p> <p>Selection of the site is permanent through the BoCC Record</p>
<p>Poll Site Summaries, ADA Summaries Summaries of logistical problems experienced at polling sites</p>	25 months after the election or until time has expired for which the record would be needed in any

	proceedings, whichever is later
<p>Receipts, Accounting and Tracking Forms, Logs Receipts and accounting or tracking forms documenting the chain of custody for transfers and sealing of election materials; statements accounting for ballots voted, spoiled, delivered to voters, unused and returned to the County; and other similar election receipts, accounting and tracking forms</p>	25 months after the election or until time has expired for which the record would be needed in any proceedings, whichever is later
<p>Video Surveillance Recordings Video recordings of secured areas used for elections</p>	25 months after the election or until time has expired for which the record would be needed in any proceedings, whichever is later
VOTER REGISTRATION RECORDS ---	
<p>Voter Registration Forms Oaths or affirmations, applications for affidavit registration, federal postcard applications, applications for change of residence or change of name, and other voter registration forms, SCORE Voter Information Cards, confirmation cards returned by voter, registration certificates of registration, reinstatement and emergency registration, and any other papers provided for by Title 1, Part 2</p>	<p>Records shall be retained in digital format by the voter database (on or before April 2, 2008)</p> <p>Pre-SCORE (prior to April 1, 2008), registration forms are permanent records / microfilm / CD's</p> <p>May destroy originals after scanned or microfilm image is verified</p>
<p>Voter Registration Lists Lists of voters eligible to vote in a specific election, caucus lists, cancelled voter lists</p>	25 months after the election or until time has expired for which the record would be needed in any proceedings, whichever is later

RECORDING RECORDS --- Section #6	
Bankruptcy Postings Public notices from Bankruptcy Court sent to the County Clerk and Recorder	2 years after completion of posting period.
Bonds of Elected Officials and Supporting Documentation Records relating to the acquisition and release of bonds of elected officials, including the Treasurer, Coroner, Deputy Coroner, Sheriff and Board of County Commissioners <i>Note:</i> Treasurer is custodian of bonds for the Clerk and Recorder, and Clerk and Recorder is custodian of bonds for other elected officials	2 years after service ends
Ditch Plat Files and Maps Maps of ditches and reservoirs, statements of claims to water rights and surveys of ditch and reservoir locations	Permanent
Historical Registers, Records and Books These include originals of: Brand Records, Bond and Coupon Register, Fee Books, Road Warrant Registers, Court Orders, Cash Books, Motor Vehicle Chattels, Chattel Indexes, Reception Books, Marriage Licenses, Irrigation Ditch Book, grantee/grantor books (to 1985), water plats, etc.	Permanent
“Kill” Sheets Forms completed to show why a reception number was not used the public records so that there are no breaks in the number sequences	Permanent
MARRIAGE LICENSE RECORDS ---	
Applications for Marriage Licenses and Supporting Documentation Marriage license applications and supporting documentation such as affidavits relating to underage marriage, no social security number, marriage by proxy, etc. Certificates attached to license	Permanent
RECORDED INSTRUMENTS AND INDEXES ---	
Indexes of Recorded Instruments and Releases Paper and electronic finding aids for the retrieval of recorded information, including grantor/grantee indexes and indexes of releases	Permanent
Reception Books Paper or electronic books containing a record of time of reception of a recorded instrument, names of grantors and grantees, to whom delivered and fees received	Permanent, hard copy indices may be destroyed 3 years after duplication by electronic books or records.
Recorded Instruments	

<p>Documents received and recorded by the County Clerk & Recorder to place them on public record, including deeds of trust, deeds, real estate instruments, military discharge papers, marriage certificates, title applications, federal tax liens, Uniform Commercial Code (UCC) filings¹, redemption certificates recorded for the County Treasurer, foreclosure records recorded for the Public Trustee, Board of County Commissioners Resolutions, and other types of Recorded instruments. Board of County Commissioners Resolutions, and other types of recorded instruments</p> <p>Recorded Instruments:</p> <p>Off-Site Database Backup:</p> <p>Backup CDs:</p> <p>Microfilm of Recorded Instruments 1985-1997:</p>	<p>Permanent</p> <p>Retain current and previous versions at a minimum and until a subsequent backup has been tested</p> <p>Until superseded and until the subsequent backup has been tested</p> <p>Permanent</p>
<p>Unclaimed Recorded Instruments Recorded instruments returned by the postal service or left at the County Clerk’s Office and which are unclaimed or undeliverable</p>	<p>10 years</p>
<p>SPECIAL AND METROPOLITAN DISTRICT RECORDS ---</p>	
<p>Public Meeting Notices Courtesy copies of notices of public meetings of Special Districts</p>	<p>2 years</p>
<p>Reports to State Reports to the State Department of Local Affairs from the County Clerk relating to the organization, dissolution or boundary changes of special districts</p>	<p>Permanent</p>
<p>Service Plans District plans submitted to the County for date stamping and official acceptance</p>	<p>Permanent</p>
<p>Subdivision and Common Interest Community Plats, Maps and Indexes Mylar originals, electronically submitted original plats and indexes of all recorded subdivision plats and all common interest community plats or maps recorded with the County</p>	<p>Permanent</p>

Clerk and Recorder. Supporting documentation such as covenants and agreements are recorded separately	
SURVEYING RECORDS FILED WITH COUNTY CLERK AND RECORDER ---	
Colorado Land Survey Monument Records Descriptions originating with filings by public surveyors with the Colorado Board of Professional Engineers and Surveyors regarding the establishment, restoration and rehabilitation of public land survey monuments	Permanent
Land Survey Plats Surveys, field notes, calculations, plats, maps and other records pertaining to work done by the County Surveyor that is authorized and financed by the Board of County Commissioners	Permanent
Trade Name Registrations Trade name registration records provided by the Colorado Department of Revenue	Permanent

CORONER RECORDS

Reserved

This section is reserved for any future additions to the records retention schedule relating to the records of the County Coroner's Office.

COUNTY ADMINISTRATOR RECORDS

RECORD TITLE	MINIMUM RETENTION PERIOD
<p>County Administrator and Division Directors' Administrative Subject Files Correspondence, memoranda, notes, minutes of meetings, reports, and related documentation that is filed together, usually by name or subject, and contains the following:</p> <p>Documentation on the establishment or implementation of Policies and procedures; development of county programs, services and facilities; organizational structure of the county and other issues of potential long-term significance</p> <p>Documentation of routine transactions or administration of the office</p> <p>Published materials received for informational purposes only</p>	<p>Permanent</p> <p>2 years + current</p> <p>Until no longer needed</p>

COUNTY ATTORNEY RECORDS

RECORD TITLE	MINIMUM RETENTION PERIOD
<p>Claims</p> <p>Claim Notifications Records of notifications of claims regarding potential lawsuits forwarded to legal counsel and/or the insurance carrier</p> <p>Medical Records – Personal Injury Claims Medical records that provide supporting documentation needed for resolution of personal injury claims</p>	<p>7 years after closure of claim</p> <p>7 years after claim is resolved</p>
<p>Legal Communications Communications and legal advisory opinions written by legal counsel to give advice regarding the legality or legal consequences of various courses of action and to present the basis and rationale for legal recommendations</p> <p>Enduring Long-Term Value Legal counsel communications that have long-term administrative, policy, legal, fiscal, historical, informational, reference or research value</p> <p>Routine Value Routine legal counsel communications that contain no long-term significant administrative policy, legal, fiscal, historical, informational, reference or research value</p>	<p>Permanent</p> <p>7 years</p>
<p>Litigation Case Records Civil case files documenting pending and closed cases, including legal documents, notes, reports, background material, settlement records and other documentation created in handling of claims, legal disputes, civil actions and regulatory proceedings. These records include complaints, summonses, investigations, reports, attorney's notes, photographs, orders and judgments, dispositions, pleadings, court decisions, court proceedings and research material</p> <p>Major Litigation Documentation of civil suits by the county against another party or in defense of the county and/or its employees against suits filed by another party. Records of litigation that sets legal</p>	<p>Permanent</p>

<p>precedents, that has widespread importance or long-term major significance to the county and how it operates, that has historical interest or that is perceived by the county or legal counsel to have enduring reference value</p> <p>Minor Litigation Documentation of civil suits of a minor nature by the county against another party or in defense of the county and/or its employees against suits filed by another party; records of litigation with relatively short-term reference value</p>	<p>7 years after case closed, dismissed or date of last action unless there is historical value</p>
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CSU EXTENSION RECORDS

RECORD TITLE	MINIMUM RETENTION PERIOD
Brochure Master File Literature provided by CSU	1 year + current
CSU Extension Program Records - Annual Records relating to 4-H, Master Gardeners and other programs and projects coordinated by CSU Extension, including annual statistical reports to CSU, enrollment lists of members and leaders, years of participation, history of projects, etc.	Permanent
Financial Records Involving CSU Funding Funding and Billings to CSU	10 years
Photographic Records Photographs with enduring historical value	Permanent
Volunteer Records Records relating to recruitment, selection, training and service of program volunteers. Includes master gardener contracts	3 years after end of volunteer service or after denial of a volunteer position 5 years after end of 4-H volunteer service for individuals with issues

COUNTY PROPERTY RECORDS

General Description: Records of real property considered for acquisition or owned, sold or vacated by the county. The specified retention period applies to the information contained within the record, regardless of the physical format of the record (paper, microfilm, compact disk, USB, scanned, etc.).

RECORD TITLE	MINIMUM RETENTION PERIOD
<p>Acquisition Records Records documenting the acquisition and ownership of real property by the county, including appraisals, quiet title actions, condemnations and eminent domain actions, purchase of property and similar actions to acquire land or real property</p>	Permanent
<p>Building and Structures-County Records relating to acquisition, construction and sale of buildings and structures owned by the county</p>	6 years after disposition of building or structure
<p>Deeds and Dedications Conveyances of property or property rights to or from the county, including warranty deeds, dedication deeds and similar documents</p>	Permanent. Recorded documents may be maintained in the records of the Clerk and Recorder

ENVIRONMENTAL RECORDS

RECORD TITLE	MINIMUM RETENTION PERIOD
<p>Chemical Application Records Records documenting the application of chemicals such as pesticides, herbicides and fertilizers to parks and other county property</p>	3 years after application
<p>Environmental Monitoring and Review Records pertaining to monitoring, inspections, investigations, surveys, screenings, testing and similar activities relating to land uses and activities which could potentially impact air quality, water supply and the environment, such as feedlot operations, industrial contamination and pollution, mosquito control programs, gravel pit and mined land reclamation, oil and gas well drilling, sludge application by other jurisdictions, landfills of other jurisdictions, uranium mining, etc. MSHA Inspections, Reports, etc.</p>	Permanent
Hazardous Waste Storage and Transport Records	
<p>Disposal Manifests Retained by Hazardous Waste Generator</p>	3 years from date waste was accepted by initial transporter
<p>Inspections</p>	5 years from date of inspection
<p>Reports Reports, including CDPHE-EPA biennial report form 8700-13A for off-site shipments of hazardous wastes, and reports of on-site treatment, storage or disposal of hazardous wastes</p>	3 years from due date of report
<p>Test Results and Waste Analyses</p>	3 years from date waste was last sent to on-site or off-site treatment, storage and disposal
<p>Safety Data Sheets (SDS) Employers must have a SDS on file for each hazardous chemical they receive and use and ensure copies are readily chemical accessible to employees in their work area. Employer must keep records of chemicals used, where they were used and for how long</p>	Until superseded or 2 years after disposed of or consumed, provided that employer retains some record of identity (chemical name if known) of substance or agent, where it was used, and when it was used, for at least 30 years

<p>S.A.R.A. Tier II Reports – Submitting Facility's Copy S.A.R.A Title III (EPCRA) Tier II emergency and hazardous chemical inventory forms submitted annually, or within 90 days of exceeding the EPCRA threshold, to the Colorado Department of Public Health and Environment (CDPHE) and the local fire department by municipal facilities that use or store chemicals requiring a material safety data sheet in volumes exceeding the threshold amount. This report serves as a record of chemicals used, where they were used and how long they were used. Note: S.A.R.A. refers to the Superfund Amendments Reauthorization Act.</p>	<p>30 years</p>
<p>Storage Tanks – Regulated Substances Records related to aboveground and underground storage of regulated substances such as gasoline, crude oil, fuel oil and diesel oil, including permits, applications, site information, emission inspections, monitoring, spills and cleanups, testing, upgrade installations, reports of financial condition required by CDPHE, proof of insurance coverage and financial responsibility, revocations, etc.</p> <p><i>Approved Permits and Supporting Documentation:</i> 6 years after removal of tank</p> <p><i>Denied Permits and Supporting Documentation:</i> 3 years after denial</p>	
<p>Toxic Sites Records related to the identification and designation of sites that may have toxic contamination including county-operated and closed landfills.</p>	<p>Permanent</p>
<p>Well Location Records Records pertaining to adjudication, installation, testing and use of water wells and abandonment of water wells</p>	<p>Permanent</p>
<p>Well Permits Records pertaining to the application and approval process for permits for drilling and use of water wells for district water supply uses</p>	<p>Permanent</p>

FINANCIAL RECORDS	
RECORD TITLE	MINIMUM RETENTION PERIOD
ACCOUNTING ---	
Accounting Journal Entry Supporting Documentation Supporting documentation for journal entries or adjusting journal entries when the entry is made directly by the Finance Department	6 years + current
Accounts Payable Vouchers, Invoices, Bills, etc.	6 years + current
Accounting System Reports Copies of any accounting system report used for daily or other periodic balancing, or for reference	6 year + current
Finance Department's System Reports Copies of any Finance Department's system report used for daily or other periodic balancing, or for reference	6 year + current
General Ledger and Journals Year-end summary of receipts and disbursements by account and fund reflecting the general financial condition and operation of the county. May also include documentation from subsidiary ledgers to general ledger and accounting adjustments in the form of general entries	30 years + current
AUDIT RECORDS ---	
Records documenting external and internal audits of the financial position of the County.	
Audit Reports and Supporting Documentation Reports of examinations and audits. Supporting documentation includes copies of records compiled for the audit	6 years after completion of audit
Comprehensive Annual Financial Reports (CAFRs) Annual or special reports prepared by external or internal auditors examining and verifying financial activities. C.R.S. §29-1-606	Permanent
FEMA Disaster Reimbursement Audits Audits and copies of financial records retained as work papers for FEMA audits in connection with disaster declarations and reimbursements	Permanent
FEMA Audit Work Papers	6 years from date of submission of final expenditure report or from date of quarterly or annual financial report

BOND ISSUE AND CERTIFICATES OF PARTICIPATION RECORDS ---	
<p>Bond Issue and Certificates of Participation Files Records that document the authorization to finance improvements through bonded indebtedness or certificates of participation, including bond anticipation notes, industrial development revenue bonds, general obligation bonds, revenue and refunding bonds, water bonds and special improvement bonds; includes correspondence, authorizations supporting financial arrangements, bond ratings, contracts or sales agreements, and sample copies or specimens of bonds</p>	6 years after final payment
<p>Bond Payment Records Records of payments toward principal and interest</p>	6 years after final payment
<p>Bond Proceedings Books Certified record of proceedings relating to a bond issue, containing specimen (usually original) documents compiled in book form</p>	Permanent
<p>Private Activity Bond Issue Files Private activity bonds are debt instruments that are free from federal taxation and are typically used for affordable housing and industrial development funding; records include annual private activity ceiling allocation letters to County as a local issuing authority from State of Colorado, allocation assignment records, allocation declarations, transfers of allocations, bond issuance reports and all supporting documentation</p>	6 years after final payment
BUDGET ---	
<p>Adopted Budget and Amendments: Final financial plan approved by the governing body for expenditures and records of significant interim revisions made after budget adoption</p>	Permanent
<p>County Budget Monitoring Files Files containing expenditure and revenue reports, memoranda, copies of adjusting journal entries or budget transfers, and other supporting documentation used by agencies to monitor the expenditure of the budgeted funds</p>	6 years + current
<p>County Budget Preparation Files Files containing budget worksheets, expense and revenue estimates, proposed budgets, justifications, and memoranda or other documentation relating to budget formulation by departments</p>	6 years + current
GRANT RECORDS ---	
Includes applications, grant awards, reports, and other supporting documentation, such as applications from those requesting funding from grant monies, notices and notifications, staff reviews, monitoring reports on use of grant monies, etc.	

Federal Grants:	6 years from date of submission of final expenditure report or from date of quarterly or annual financial report; electronic files may be maintained indefinitely
Other Grants:	Duration of grant + 6 years; electronic files may be maintained indefinitely
Records Relating to Real Property and Equipment Acquired with Federal Funds:	6 years after final disposition
Rejected or Withdrawn:	6 years + current after rejection or withdrawal
LOAN RECORDS ---	
Records of loans to which the County is a party.	
Loans Made by County Records of loans made to employees or other parties for various purposes; includes loan applications, deeds of trust, promissory notes and other loan paperwork. Examples of loans: employee housing, employee computer purchases, energy assistance housing rehabilitation, etc.	
Approved Loans:	7 years after loan is paid
Rejected or Withdrawn Loans:	2 years after rejection or withdrawal
Loans to the County Loans made to finance public improvements or to meet other financial obligations	
Approved Loans:	7 years after loan is paid or as specified by lending agency
Rejected or Withdrawn Loans:	2 years after rejection or withdrawal
MILL AND TAX LEVIES ---	
Certifications of Levies and Revenue Reports. Report from the Board of County Commissioners to the Assessor and other entities certifying tax levies for all towns, cities, school districts and special districts within the County	6 years + current
Property Tax Revenue Limit Taxing entities are allowed to increase their property tax revenue from the previous year by a maximum of 5.5%. Form is used for notification by the Division of Local	6 years + current

Government (DOLA) of its calculation of the 5.5% property tax revenue limitation	
Public Disclosure Mill Levy Calculations County the total assessed value of all taxable property within the territorial limits of the authority and the mill levy that will generate the same property tax revenue as was generated in the previous year	6 years + current
PAYROLL RECORDS ---	
Payroll Basis Records Records pertaining to additions to or deductions from wages paid, including bank and/or credit union deduction requests; 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	6 years + current
Electronic Funds Transfer (EFT) Authorizations Authorizations to deposit employee payroll earnings into employee bank accounts through direct deposit. Information includes employee name, name of financial institutions, copy of deposit slip, and other related information	6 years + current
Garnishments Record of garnishments or levies for debts owned by the employee	6 years + current
Income Tax Exemptions and Withholdings Certificates Form which records the number of exemptions an employee claims against his payment of income tax and any additional withholding from his paycheck, such as IRS Form W-4 and similar tax exemption forms	6 years after form is superseded or until termination of employee
Leave Requests Applications submitted by employees for sick, vacation, compensatory, personal business, family and medical leave, long-term leave, military leave and other leave time	6 years + current
Payroll Reports Display of earnings, deductions, taxes, net income, and warrant or direct deposit information. These documents are prepared and used for payroll disbursement	
End of Pay Period:	6 years + current
FICA Reports– Quarterly:	6 years + current
Quarterly:	6 years + current
Year-End:	6 years + current, provided payroll register is retained permanently

<p>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 payroll tax records state forms</p>	<p>6 years + current, after due date of tax return to which relate or date paid, whichever is later</p>
<p>Register – Payroll [Year-End] Documentation of the earnings, voluntary and required deductions and withholdings of employees</p>	<p>50 years</p>
<p>Taxable Wage Earning Reports Returns on income taxes such as IRS Form W-2 and reports of withheld federal taxes, such as IRS Form W-3, with related records, including reports relating to income and social security taxes</p>	<p>6 years + current</p>
<p>Time and Attendance Reports Employee time sheets, including flextime attendance reports, supplemental time and attendance records, such as sign-in/sign-out sheets and work reports, including shift schedules</p>	<p>6 years + current</p>
<p>PURCHASING ---</p>	
<p>Agreements, Contracts and Supporting Documentation Inter-Government Agreements, equipment contracts, vendor agreements, etc.</p>	<p>As long as the contract is in effect + 3 years after</p>
<p>Bid Documentation, Purchase Requisitions, Purchase Orders, And Vouchers Duplicate copies of bid specifications, requests for proposal, bid submissions, purchase requisitions, purchase orders, and claim vouchers retained by the County making a purchase requisition or request for payment</p>	<p>1 year + current</p>
<p>Procurement Card Payments Supporting Documentation Files Original documentation including copies of credit card company reports, transaction review sheets, log sheets, log sheets showing charges, receipts from card holders, and recaps of reimbursed charges <i>Files for procurement cards used by elected officials:</i> <i>Files for procurement cards used by non-elected county employees:</i></p>	<p>6 years + current after the record is created or 1 year after the end of the elected official's term in office, whichever is longer 6 years + current</p>

GENERAL RECORDS
General Records Common to County Departments

RECORD TITLE	MINIMUM RETENTION PERIOD
<p>Administrative Proceedings Records Records of formal administrative proceedings conducted by County 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</p>	2 years + current provided all rights of appeal have expired
<p>Affidavits of Publication Proofs of publications of notices, announcements, etc. in newspapers or other print media</p>	6 years + current
<p>Agreements and Contracts Agreements and contracts of various kinds documenting some form of agreement enforceable by law between the County and other parties, including but not limited to intergovernmental agreements, memoranda of understanding, franchise agreements, lease agreements, professional service agreements, change orders, letters of intent, amendments and revisions, and essential supporting documentation</p>	6 years + current after expiration or fulfillment of all terms, whichever is later, provided an audit has been completed and the agreement or contract no longer has any binding effect
<p>Awards and Honors Awards and honors received by the county, departments or district programs from various public or private sources</p>	Permanent
<p>Event Records Records pertaining to promotion and organization of special event and historic community events or celebrations in which the County has a role, such as festivals, fairs, rodeos, 4th of July celebrations, pioneer days, Christmas lighting, etc.</p>	2 years after event concludes; retain records documenting significant aspects of the event permanently
<p>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 county projects; maps and drawings stored and generated by Geographic Information System (GIS) and computer-aided design (CAD)</p>	Permanent

systems; "as built" drawings of district facilities; inclusion and development plats and plans; various construction drawings and renderings; county boundary maps, election district maps, USGS topographical maps of the area; and other similar documents	
Open Records Requests and Supporting Documentation Formal requests for records submitted in accordance with state law and supporting documentation relating to the county's response to or denial of the request	1 year + current after request is answered
Organization Files Records containing organization charts, reorganization studies and similar information providing a detailed description of the arrangement and administrative structure of the county	Permanent
Public Relations Records Speeches, addresses, and comments of public officials, remarks made at formal County ceremonies by elected officials, etc. Includes paper, videotape, motion picture or tape recordings	Permanent
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 district or any of its departments, and made available to the public	Permanent
See also Appendix A: Non-Records relating to publications of other agencies or entities which are not considered to be County records for retention purposes.	
Records Finding Aids Manual or automated indexes, lists, registers, and other finding aids designed to make it easier to locate pertinent files or information	Life of the record for which the finding aid is designed to facilitate use and retrieval
Regulations and Standards Documentation of rules, regulations, standards and similar guidelines and requirements adopted by the county in relation to various activities and functions. Examples may include building regulations and standards, cemetery rules and regulations, streetscape standards, street and sidewalk construction standards, water and sewer line installation standards, etc.	Permanent
Studies, Plans and Reports Documents prepared by the County or by external entities on behalf of the County. Examples include feasibility studies, planning and land use studies, basin plans, capital projects reports, transportation system plans, master street plans and similar documents having long-term reference or historical value. Studies, plans and reports retained by the County prepared by or on behalf of other entities and which include	Permanent

information of interest to the district, should be evaluated for long-term reference or historical value to the county	
Surveys and Questionnaires Copies of completed routine miscellaneous surveys, questionnaires and similar instruments received and completed by the county for return to the originator	1 year + current
Surveys Conducted By Counties <i>Compilations:</i>	Permanent
<i>Survey Responses:</i>	1 year + current after compilation complete
Training and Conference Materials Records documenting activities of county officials or employees at seminars, conferences or other training sessions not sponsored by the county, including instructional materials obtained by officials and staff members at conferences, seminars or other types of external training sessions	2 years
Worksheets and Drafts Documents such as rough notes, calculations or drafts assembled or created and used to prepare or analyze other documents; records of a preliminary or working nature which do not represent significant steps in the preparation of the final version of documents; includes informal notes, preliminary drafts of letters, memoranda, reports, computer or printer output used to verify information entered into a computer and not considered to be a final copy, etc.	Until no longer needed
ASSOCIATED ORGANIZATION RECORDS ---	
Courtesy Records from External Sources Provided to County as a courtesy or in its capacity as a participating member of an external association, organization, County or Group Note: The external source is the office of record for such records.	Until no longer needed for reference or informational purpose
Membership Records Records of memberships paid for by the County for officials, employees or the County as an organization in professional associations and organizations such as Colorado Counties, Inc., the Association of Records Managers and Administrators, the Colorado State Fire Chiefs Association, Associations for various elected officials, and similar professional or county/municipal/special district associations and organizations	2 years
COMMITTEE RECORDS ---	

<p>External Committees Records of committees outside of the County organization in which the County has representation or an interest</p>	<p>Until no longer needed for County reference or informational purpose</p>
<p>Internal Committees Records of committees, task forces or other types of groups composed of members of the staff and/or other County entities who meet on an ongoing basis or are set up for specific purposes; such as staff meetings, safety committees, task teams</p>	<p>Until no longer needed for reference or until work of committee concludes provided records have been evaluated to determine that they have no further value</p>
<p>CORRESPONDENCE AND GENERAL DOCUMENTATION ---</p>	
<p><i>Correspondence</i> 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, including letters, postcards, memoranda, notes, telecommunications and any other form of addressed, written communications that are sent or received by the district. The term <i>general documentation</i> is intended to cover a wide variety of records created in the normal course of business.</p>	
<p>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</p>	<p>1 year</p>
<p>Enduring Long-Term Documentation or general 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 County or the community; and other similar records and documentation</p>	<p>Permanent</p>
<p>Routine Routine operating correspondence and documentation containing no significant long term administrative, legal, fiscal, historical, informational or statistical value. Includes routine letters or memoranda sent and received, reading or chronological files kept solely for convenience and contain duplicates of memos or letters filed elsewhere</p>	<p>1 year after matter is resolved + current</p>
<p>Transitory General correspondence or 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</p>	<p>Until material has been read</p>
<p>Forms – Blank</p>	<p>Until superseded</p>

<p>Blank forms are not considered to be records and should be separated from the County's records. However, a master forms file may be maintained to track the evolution of the form and instructions regarding use of the form</p>	
<p>Worksheets, Drafts and Notes Documents such as rough notes, calculations or drafts assembled or created and used to prepare or analyze other documents; records of a subject preliminary or working nature which do not represent significant steps in the preparation of the final version of documents; includes informal notes, preliminary drafts of letters, memoranda, reports, computer or printer output used to verify information entered into a computer and not considered to be a final copy</p>	<p>Destroy immediately after transaction has been completed</p>
<p>ELECTRONIC RECORDS IN GENERAL ---</p>	
<p>Computer generated and maintained records and associated metadata in electronic formats retained for recordkeeping purposes, including the following examples: digital recordings, audio recordings, videotape, e-mail messages and attachments, instant messages, word processing documents, spreadsheets, databases, calendars, telephone logs, videoconferences, digital photographs, geographic information systems, datasets, contact manager information, Internet usage files and all other electronic information maintained created, received or maintained by Fremont County on computer systems.</p> <p>Electronic mail is an electronic message transmitted between 2 or more computers or electronic terminals, whether or not the message is converted to hard copy format after receipt and whether or not the message is viewed upon transmission or stored for later retrieval, including electronic messages transmitted through a local, regional or global computer network [CRS 24-72-204.5].</p> <p>* In connection with any litigation involving Fremont County, Fremont County's legal obligation to preserve relevant documents and data until such time the County Attorney advises differently.</p>	
<p>Electronic Records (Copies) Retained Solely for Convenience</p>	<p>Until no longer needed, provided definitive or record copy of record is retained for applicable retention period</p>
<p>Electronic Records Retained for Recordkeeping Purposes Electronic records have same retention periods as paper or microfilm records with same content</p>	<p>Based on content, retain for retention period for specific type of record</p>
<p>GENERAL SUBJECT FILES ---</p>	
<p>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.</p>	

<p>General Administrative Records Records of a general administrative nature created or received in the course of administering programs, including daily, weekly or monthly activity reports which are summarized in an annual report</p>	<p>1 year + current or until no longer needed for reference</p>
<p>Housekeeping Files Records of a general housekeeping nature maintained by an office but 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</p>	<p>Until no longer needed for reference</p>
<p>Policy and Program Development Records Records documenting the formulation and adoption of policies and procedures and the functions of the County or its departments. Includes narrative or statistical reports, related correspondence on program activities, organizational charts and mission statement studies regarding County or department operations and records related to significant events in which the county, departments or individual offices participated</p>	<p>Permanent</p>
<p>Technical or General Reference Files Non-record copies of articles, periodicals, reports, studies, vendor catalogs and similar materials needed for reference and information but are not considered to be part of the office's records</p>	<p>Until no longer needed for reference</p>
<p>HISTORICAL AND ORGANIZATIONAL RECORDS ---</p>	
<p>Archaeological and Historical Site Records Records relating to archaeological and historical sites within the County</p>	<p>Permanent</p>
<p>Awards and Honors Received by County Awards and honors received by the County government, departments or programs from various public or private sources</p>	<p>Destroy at option</p>
<p>Community and County Histories Narrative histories of the county, departments and community prepared for reference and informational purposes</p>	<p>Permanent</p>
<p>Inventory of Historic Resources. Inventories and surveys of historic resources and properties within the County</p>	<p>Permanent</p>
<p>Landmark and Historic Designations and Supporting Documentation Records relating to local, state or federal historic designations for buildings, structures or districts within the County and preservation of historic structures. Supporting documentation includes applications for designation; committee reviews; staff reports; copies of Board of County Commissioners</p>	<p>Permanent</p>

Resolutions, notifications; photographs and historic property surveys, etc.	
Organization Files Records containing organization charts, reorganization studies, mission or purpose statements and similar information illustrating or providing a detailed description of the arrangement and administrative structure of the County government at different points in time	Until superseded
Photographic Records with Historical Value Photographs, negatives, prints, digital images, slides, archival slide shows with sound tracks, videos, motion pictures of historical interest to the County	Permanent
Records Older than 1900 County (or other) records of any type in the custody of the County and are dated prior to 1900 and may have historical or archival value; includes local or regional newspapers older than 1900	Permanent
Scrapbooks – County Chronological record of the County or individual departments which may include photographs, newspaper clippings and other items pertaining to the County's activities and actions and the reactions of citizens	Permanent
Seal, Logo And Other Intellectual Property Records Records relating to county's owned copyrights, trademarks, service marks, seals, logos, taglines and other similar intellectual property	Permanent
MAILING AND INFORMATION DISTRIBUTION RECORDS ---	
Documentation of transactions with the U.S. Postal Service or private carriers.	
Certified Mail Return Receipts Receipts returned by the post office to document the recipient received a mailing sent by the County	2 years after matter referenced in mailing is concluded
Envelopes Envelopes containing communications received by the County	Dispose immediately, unless needed as documentation of mailing and receipt dates
Mailing and Distribution Lists Lists of names and addresses compiled for various mailings, such as billings, notifications, community outreach and other administrative purposes	Until superseded or obsolete
Record of Mailing Documentation of mailing dates, content of mailings and addressees for mailing sent by the County for various purposes	2 years
Undeliverable Mailings Mailings (excluding mailed ballots) sent by the County that are returned as undeliverable	2 years after matter referenced in mailing is concluded

POLICIES AND PROCEDURES DOCUMENTATION ---	
Written instructions, rules and guidelines in manual form documenting current and past authorized district policies and procedures, including departmental or organization-wide directives, policy or operations manuals, instruction manuals, handbooks and memoranda setting out responsibilities and guidelines or outlining policies and procedures.	
Clerical Manuals – Routine	2 years after superseded or obsolete
Manuals from External Sources	Until superseded or no longer needed
Policies and Procedures Documentation – In General Documentation, including written materials such as personnel policy manuals and standard operating procedures, that would be useful in establishing past policies or procedures in liability cases, personnel disputes and other circumstances	Permanent
Procedures, Operating Instructions and Policies - Adopted Documentation with reference or legal value, including policy manuals and standard operating procedures useful in establishing past policies or procedures in liability cases, personnel disputes and other circumstances. Includes department memos, directives, handbooks, manuals, etc. <i>Significant and Enduring Historical and Research Value to the County:</i> <i>Routine Administrative Value:</i>	Permanent Until superseded, provided records are review for continuing reference value prior to destruction
Rules, Regulations and Standards - Adopted Documentation of rules, regulations, standards and similar guidelines and requirements adopted by the County in relation to various activities and functions. Examples include: <ul style="list-style-type: none"> - Building regulations and standards - Infrastructure construction standards - Inspection standards - Subdivision and zoning regulations <i>Significant and Enduring Historical and Research Value to the County:</i> <i>Routine Administrative Value:</i>	Permanent Until superseded, provided records are review for continuing reference value prior to destruction
Travel and Training Expense Records Duplicate copies of travel advance requests, travel claim vouchers, training class registration payments, and any supporting documentation relating to the advancement	1 year + current

and reimbursement of travel funds or payment of training class expenses, retained by the agency requesting payments for travel	
Vehicle Fuel Logs Logs or other periodic records of fuel consumption for County owned vehicles	1 year + current
Vehicle Mileage Logs Logs or other periodic records of mileage and use of County owned vehicles	1 year + current
REPORTS ---	
Written reports regarding the operations or activities of the county or its individual employees, departments or service areas, prepared for use in compiling other reports, planning and budgeting, monitoring work progress, etc.	
Annual Reports Summary annual reports of individual departments or the district as a whole on primary program activities and accomplishments for the previous year; may include statistics, narrative reports, graphs, and diagrams	Permanent
Daily Reports Reports documenting the daily activities of employees or work units	1 year + current
Monthly or Weekly Reports Reports of staff or departments on program activities and accomplishments for the previous month/week	1 year + current
Quarterly Reports Reports of staff or departments on program activities and accomplishments for the previous three months	2 years + current

GEOGRAPHIC INFORMATION SYSTEM (GIS) RECORDS

RECORD TITLE	MINIMUM RETENTION PERIOD
<p>GIS Datasets, Data Files and Supporting Documentation – Permanent Datasets (data files) are part of the GIS database. A data layer refers to a conceptual grouping of data that share common characteristics, such as a layer composed of base or thematic data, e.g. roads (base) or wildlife habitat (thematic). GIS data combines and links graphic representations of features or events found on the earth with corresponding tabular (attribute) data</p>	Until superseded
<p>Historical Snapshots – GIS</p>	Permanent
<p>Maps – Generated from GIS Record Version of GIS-Produced Maps and Electronic Version Provided by GIS</p>	Permanent
<p>Processing Files System logs and other processing files (electronic or printed on demand), including work files, test files, input/source files, is intermediate input/output files, valid transaction files, documentation of users and operations, and audit trail files</p>	Until the information is no longer used or needed to retrieve or store data
<p>Source Data - Electronic Includes data received from third parties or other external GIS data sources</p>	Until uploaded to system, provided source of data is noted in documentation, subject to any applicable licensing agreements or constraints, then until superseded

HUMAN RESOURCE RECORDS	
RECORD TITLE	MINIMUM RETENTION PERIOD
Affirmative Action Plan --- Records relating to compliance with federal affirmative action requirements.	
Report EEO-1 Employer information reports made by counties with more than 100 employees	Copy of most current report must be available
Report EEO-4 Records submitted to the Equal Employment Opportunity Commission (EEOC) documenting compliance with EEOC requirements by counties with 15 or more employees	3 years
Requests for Reasonable Accommodations Requests for reasonable accommodations in hiring or employment	2 years after employee making request leaves employment
Agreements and Contracts – Employment Individual employment contracts or where contracts or agreements are not in writing, a written memorandum summarizing the terms	3 years after expiration, or life of Official Personnel File
BENEFIT RECORDS --- Records pertaining to fringe benefits, insurance coverage and benefit plans for employees.	
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 of plan benefit	Full period the plan or system is in effect + 1 year after termination of employment
Benefit Reports Reports detailing the status of employee benefits, such as the amount of flex time remaining	3 years
Employee Insurance Claim Records Reports pertaining to employee claims for medical, dental, long-term is disability and other insurance coverage	3 years after claim closed and all rights of appeal have expired
Plan Basis Records providing the basis for all required plan descriptions and reports necessary to certify the information, including vouchers, worksheets, receipts, applicable resolutions	Not less than 6 years after filing of documents
Driver's License Verifications Records of periodic checks verifying employees have the appropriate valid drivers' licenses	Until superseded
Employee Records – Active and Terminated Documentation of an individual employee's work history 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, including hiring, evaluation, demotion, promotion, layoff, selection for training or apprenticeships, transfer, resignation and termination or involuntary termination; delegations of authority and work assignments; emergency notification forms; oaths of office; job-related training documentation; individual safety training records, performance evaluations; salary documentation; beneficiary designations; selection of benefit plans; records relating to COBRA continuation of health insurance coverage; etc.	10 years after retirement or separation
Medical Records Related to Hazardous Material Exposure	30 years after separation
Employee Records – Temporary and Seasonal Records and documentation relating to employment of temporary and seasonal employees, <i>except</i> for payroll and fiscal information	3 years after termination, <i>except</i> payroll and fiscal records
Employment Verifications Records of verification of employment in response to external requests (i.e., verifications of employment status needed for loans, child support, job applications, etc.)	10 years after retirement or separation
Grievances Records of personnel grievances filed by employees	3 years after settled
HEALTH, MEDICAL AND SAFETY RECORDS --- <i>Note: Medical records are to be retained separately in accordance with federal law.</i>	
Commercial Drivers' License Records ---	
Administrative Records Records relating to administration of the CDL Program, including copies of expired driver's licenses, DOT physicals, program brochures and flyers, etc.	10 years after retirement or separation
Test Result Records – Alcohol and Controlled Substances ---	
Alcohol Test Results <i>Concentration Greater Than 0.02</i> <i>Concentration Less Than 0.02</i>	5 years 1 year
Controlled Substance Test Results <i>Driver Verified Positive Test Results</i> <i>Negative and Cancelled Test Results</i>	5 years 1 year
Employee Medical Records in General Confidential employee medical records, including: pre-employment physicals; postemployment offer medical examinations and inquiries; job-related medical examinations <i>except</i> and inquiries consistent with business necessity;	10 years after retirement or separation

voluntary medical histories obtained as part of an employee health program; pre-employment, post-accident and random drug testing records(not including CDL testing); medical records connected to personnel actions and covered under the requirements of ADA, ADEA, FMLA or OSHA; hazardous materials exposure records, such as records from 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 cases conditions	30 years after separation from employment – Hazardous Exposure
HIPAA Authorizations for Release of Information Employee (patient) authorizations for release of protected health and medical information	10 years after retirement or separation
Safety Training Records Manuals, handbooks and similar documentation of safety training provided to employees	2 years after superseded or after training is no longer administered, whichever is later
I-9 Forms Record of verification of citizenship and eligibility to work in the United States, including verification documentation establishing identity and eligibility (Homeland Security Form I-9, Employment Eligibility Verification Form); applies to all employees hired after November 6, 1986.	3 years from date of hire, rehire or 1 year after separation, whichever is later(minimum of 3 years)
JOB RECRUITMENT RECORDS ---	
Advertisements of Job Opportunities Advertisements and announcements regarding job openings, promotions, training programs or overtime work	1 year
Applications for Employment and Supporting Documentation Applications, resumes and supporting documentation, including polygraph exams, and other replies to job advertisements, including applications for temporary positions and applications from individuals not hired	10 years after retirement or separation
Background Investigation Files – Public Safety Applicants Not Hired Files containing background investigation information for public safety applicants, such as background checks, CVSA narrative psychological reports, reference checks, etc.	1 year + current
Examinations and Tests Tests administered to screen job applicants to determine aptitude or skills	1 year + current
Job Descriptions and Specifications Written descriptions of duties performed, qualifications and physical requirements for positions	Until superseded
Recruitment and Interviewing Procedures	1 year

Guidelines for recruitment and interviewing processes for hiring of employees	
Training Information Information presented to employees regarding policies and procedures. General and technical aspects of their jobs, and other matters, including class rosters, flyers and other supporting information	10 years after retirement or separation
Unemployment Insurance Reports and claim records for unemployment insurance payments	6 years
Volunteer Worker Records Records documenting work performed by individuals without compensation for their services, including applications, records of background investigations, individual recognition and timesheets	3 years after separation
Workers' Compensation Injury reports and supplemental reports and claim records for workers' compensation. See also <i>Health, Medical and Safety Records</i>	6 years after case is closed
PAY PLANS – WAGES ---	
Compensation or Pay Plans Written plans outlining job titles and pay scales for employees	Permanent
Salary Surveys Studies and surveys conducted to gather comparative salary information for positions in comparable organizations	3 years

HUMAN SERVICES RECORDS

CASE RECORDS ---

Includes applications, proof of identity, verifications, income supporting documentation, claims and supporting documentation, and other records of human services provided by the County.

RECORD TITLE	MINIMUM RETENTION PERIOD
Adult Protection Services Client Case Records Records relating to protection services in connection with reports of abuse of at-risk adults, age 18 and older, who are unable to protect themselves due to age or disability and have no one to advocate on their behalf.	5 years + current after is closed
Adoption Client Case Records Records relating to placement of a child with an adoptive family after termination of parental rights, including evaluations, social history and medical information, birth family information, consent forms for out-of-state travel and medical care, adoption placement agreements, information sharing forms, etc.	Permanent
Child Care Assistance Client Case Records Applications and supporting documentation relating to child care assistance	3 years + current after case is closed
Child Support Enforcement Case Records Records relating to establishment, modification and enforcement of child support obligations pursuant to the state IV-D plan	3 years + current after case is closed
Child Welfare Client Case Records Records relating to child welfare assistance	5 years + current after case is closed
Foster Care Client Case Records Records relating to placement of a child in foster care	5 years + current after case is closed
Financial Assistance Client Case Records Includes, but is not limited to, applications and supporting documentation for Colorado Works and Old Age Pension	3 years + current after case is closed, unless there is an open claim
Food Assistance Client Case Records Applications and supporting documentation relating to eligibility for food assistance	3 years + current after case is closed, unless there is an open claim
General Emergency Assistance Client Case Records Applications and supporting documentation relating to eligibility for general emergency assistance	5 years + current after case is closed

<p>Low Income Energy Assistance Program (LEAP) Client Case Records Applications and supporting documentation relating to assistance to low-income households with winter heating costs; supporting documentation includes proof of income, copies of heating bills and rent receipts, proof of identification and signed affidavits of proof of citizenship</p>	<p>3 years + current after conclusion of the annual assistance program</p>
<p>Medical Assistance Client Case Records Includes, but is not limited to, applications and supporting documentation for all categories of Family Medicaid, Children’s Health Plan Plus, all children waivers and all Adult Medicaid</p>	<p>3 years + current after case is closed, unless there is an open claim</p>
<p>Single Entry Point Client Case Records Records relating to SEP</p>	<p>3 years + current after case is closed</p>
<p>CASE RECORDS – INVESTIGATIONS ---</p>	
<p>Investigations of Founded Referrals with Intentional Program Violations</p>	<p>Permanent</p>
<p>Investigations of Unfounded Referrals</p>	<p>3 years after determination + current</p>

INFORMATION TECHNOLOGY

COMMUNICATION SYSTEMS RECORDS

Records relating to telephone, radio transmission, pager and other communication systems.

RECORD TITLE	MINIMUM RETENTION PERIOD
<p>Communication Sites Records Records of sites used for installation of communication system infrastructure such as communication towers</p>	Until site is removed from County jurisdiction or no longer serves a communication system purpose
<p>Licenses – Communication Systems Licenses issued by the Federal Communications Commission (FCC) or other agencies for television or radio system and other communication system operations and supporting documentation</p>	1 year after expiration of license
<p>System Management Records – Communication Systems Relating to creation, modification and disposition of communication systems, including: acquisition and installation records, equipment records, FCC records, maintenance contracts (copies), repair order forms, service orders, system planning records, etc.</p>	Life of system + 1 year
<p>User Data – Communication Systems Includes the following types of electronic data: cap codes, electronic records of users, extension and pager numbers, service providers, VOIP user records, etc.</p>	Until superseded
<p>COMPUTER SYSTEM RECORDS --- Records pertaining to the installation and operation of computer systems and software.</p>	
<p>Access Control and Security Records Records required to establish and maintain computer security, including: access requests, authorizations, encryption keys, journals, password documentation, reports, system access logs and other access control records</p>	6 months
<p>Computer Audit Reports Completed to determine compliance with policies relating to software and electronic records management</p>	Until subsequent audit is completed
<p>Computer Backup Records Computer Backup Documentation Documentation related to how and when regular computer records backups are completed such as an IT Procedure Manual</p>	1 year after superseded or obsolete

<p>Computer Contingency Backups Records recorded on electronic media consisting of copies of programs or instructions necessary to retrieve copied information and data identical in physical format to a master file or database and retained in case the master file or database is damaged or inadvertently erased</p>	<p>Retain off-site until replaced or superseded</p>
<p>Computer Hardware and Software Documentation Written documentation necessary to operate computer equipment or programs and to access or retrieve stored information or data. Documentation may be in paper or electronic formats and may include: application bluebooks, flowcharts, hardware specifications, maintenance requirements, operation and user manuals, system change records, license agreements (copies), “gold” copies of software, records of rights to use customized software, source codes, etc.</p>	<p>Until computer Equipment or software is no longer used or needed to retrieve or store data</p>
<p>Computer System Maintenance Records Documentation of maintenance of computer systems and components needed to ensure compliance with warranties or service contracts, schedule regular maintenance and diagnose system or component problems. Includes: component maintenance records, computer equipment inventories, failure logs, hardware performance reports, invoices (copies), maintenance contracts (copies), warranties, etc.</p>	<p>Life of system or component + 1 year</p>
<p>Computer System Program Records Documentation pertaining to development, installation, modification, troubleshooting, operation and removal of software from computer systems; records required to plan, develop, operate, maintain and use electronic records; and technical specifications, file specifications, code and information that books, record layouts, flowcharts, job control language, operating instructions, user guides, system overviews, output specifications, migration plans and other records pertaining to systems operations</p>	<p>Until superseded or no longer needed to retrieve or read data which is stored electronically</p>
<p>Computer System Test Records Electronic files or reports created in the monitoring and testing of system quality and performance, as well as related documents for the electronic files/records</p>	<p>Delete or destroy when no longer administratively useful</p>
<p>Network and Fiber Optics Records Documentation of the wiring of the computer network system, including blueprints, diagrams and drawings of layout and installations of fiber optics, computer networks, cables, computer equipment connections and similar documentation</p>	<p>Until superseded</p>
<p>System Usage Records Electronic files created to monitor system usage, including log-in files, audit trail files, cost back files used to assess charges for system use, system-created or vendor-originated logs</p>	<p>3 years</p>

documenting various aspects of information technology systems operations	
Disaster Preparedness and Recovery Plans – IT Documents the protection and reestablishment of data processing services and equipment in case of a disaster; includes: checklists, emergency contact information and procedures	Until superseded
Electronically Stored Information (ESI) Data Maps Diagrams of computer systems and associated narrative information explaining the locations and context of the information stored within the computer systems, used for electronic discovery purposes	Until superseded
Project Records – Information Technology and Communication Systems Project records relating to the planning, development, design, selection, acquisition, installation, modification, conversion, upgrade and replacement of communications, computer and information systems technology; project files may include: analyses, assessments, evaluations, reports and studies; copies of contracts, proposals, invoices, project bonds, purchase orders and vendor literature; correspondence and project notes; project charters, plans, planning and development records, project team and vendor meeting records; user requirements, specifications, drawings, standards, architecture and design; quality assurance testing reports, statistics and coverage requirements; issues logs; and other project records and documentation.	
<i>Implemented Systems</i>	6 years after replacement of information system or communication infrastructure; <i>except</i> prior to destruction, evaluate for continuing legal, administrative or historical value
<i>Systems not Implemented</i>	3 years
ELECTRONIC MAIL	
Electronic Mail Incoming and outgoing messages received electronically which are not saved or deleted by the recipient	3 years

PLANNING, ZONING AND LAND USE RECORDS

RECORD TITLE	MINIMUM RETENTION PERIOD
Annexation Files	Transfer file to municipality at time of annexation of the property
Census and Population Records Census and Population Data (Historical) Summary population estimates, statistics and supporting documentation pertaining to the ten-year census relating to the district and census surveys performed by the district, if any	Permanent
Census Forms and Reports Copies of U.S. Census Bureau forms and voluntary surveys on government employment and local government tax revenues, used to meet the requirements for Federal Revenue Sharing and to make financial information available to the public; annual survey of government employees, boundary and including survey and similar reports	3 years
Development Records and Planning Commission Records Records relating to pre-submittal reviews, preliminary and final plats, amended plans and plats, sketch plans, minor developments, site plans, service plan reviews, uses by special review, and supporting documentation	Permanent
Environmental Records Environmental Monitoring and Reviews Records pertaining to local and regional permit and application reviews, monitoring, inspections, investigations, surveys, screenings, testing and similar activities by the district of land uses and activities that could potentially impact air quality, water supply and the environment, such as feedlot operations, industrial contamination and pollution, mosquito control, gravel pit and mined land reclamation, oil and gas well drilling, sludge application by other jurisdictions, landfill locations, etc.	Permanent
Floodplain Records Basin and Floodway Records Records documenting the existence of designated and recognized storm water basins and floodways within the district, including maps and drawings depicting locations and FEMA flood insurance rate maps	Permanent
Flooding Records Records documenting the locations, extent and levels of flooding and subsequent mitigation efforts in the district	Permanent

<p>Inclusion, Exclusion and Consolidation Case Files Records documenting changes to the county boundaries, including petitions, agreements, copies of resolutions, maps, routine permanent correspondence, etc.</p>	<p>Permanent, <i>except</i> for purging of correspondence and documentation such as transmittal memos without substantive content, hearing notices, affidavits of publication, etc.</p>
<p>Inclusions, Exclusion and Consolidation Review Records Records pertaining to district review of various aspects of proposed boundary changes; i.e., traffic impacts, infrastructure and utility impacts, financial benefits and impacts, support services impacts, environmental impacts, etc.</p>	<p>Permanent</p>
<p>Maps, Plats and Plans Reproducible linen or Mylar originals [or best copy] of inclusions and exclusions, subdivisions, master plans, planned unit developments, site plans, overall development plans, replats, zoning district plans, etc.</p>	<p>Permanent</p>
<p>Nuisance Abatement Records Records documenting district compliance with of local ordinances designed to abate nuisances such as overgrown weeds and grass, abandoned vehicles, junk and trash and other nuisances</p>	<p>7 years after action is closed</p>
<p>Permits Home occupation permits, sign permits and supporting documentation</p>	<p>Permanent</p>
<p>Plans, Studies, Reports and Supporting Documentation Documents prepared in-house or externally regarding planning, strategic or long range planning or growth, such as master plans, sub-divisions, urban growth, storm water, etc</p>	<p>Permanent</p>
<p>Removal and Fill</p>	<p>30 years</p>
<p>Referral from other Jurisdictions</p>	<p>Permanent</p>
<p>Special District Records Records relating to creation of special districts, including application, service plans, notices, Planning Commission action, court proceedings and election results</p>	<p>Permanent</p>
<p>Street Addressing Records</p>	<p>Permanent</p>
<p>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</p> <p><i>Above Ground Storage Tanks:</i></p> <p><i>Underground Storage Tanks:</i></p>	<p>5 years</p>

<p>Toxic Sites (Designated): Records related to the identification and designation of a site that may have toxic materials contaminating it</p>	<p>25 years after tank removed</p> <p>Permanent</p>
<p>Violations – Covenant Enforcement Land Use Violations: Records of violations of land use or related codes</p> <p>Nuisances:</p>	<p>5 years + current</p> <p>7 years after action is closed</p>
<p>Weed and Trash Violations Records of district actions to enforce the district's weed and trash removal ordinances</p>	<p>2 years + current</p>
<p>Wetlands Protection Records relating to protection and management of wetlands on district property or rights-of-way</p>	<p>Permanent</p>
<p>Zoning Records documenting the zoning of land upon inclusion or the initial establishment of zoning districts within the district, including for purging of correspondence of enduring value, zoning ordinances of the county, zoning maps and zoning petitions</p>	<p>Permanent, <i>except</i> routine correspondence and documentation such as transmittal memos without substantive content, hearing notices, affidavits of publication, etc.</p>
<p>Zoning Certificates Documentation issued by the county regarding the zoning classification for a parcel of property in the county</p>	<p>Permanent</p>
<p>Zoning Records Permitted and Accessory Use Records, Rezoning Records, Zoning Plans, District Maps, Zoning Violations Records</p>	<p>Permanent</p>

PUBLIC HEALTH
Colorado County Clerk Association
Section #7

RECORD TITLE	MINIMUM RETENTION PERIOD
Vital Records	
Birth Certificates, Death Certificates, Fetal Death Certificates, Paternity Statements, Disinterment/Reinternment Permits, Home Birth Documentation	Permanent
Logs of Security Paper – bulk range of numbers	Permanent, 2012 forward
Applications (all)	2 years + current
Logs of Security Paper Use (daily use) – only until 3 years of all security paper logging has been in COVIS	2 years + current
Number/Barcode Section of Voided Security paper – effective March 2013, if logged in COVIS, hard copy need not be kept; not logged in COVIS, kept until older than 3 years	Older than 3 years, destroy
Disposition Permits Visitor Logs	1 year + current
Death Certificate Logs (after faxing or emailing)	3 months
Drop to Paper Worksheets	6 months
Redline records For examples: death records for 2015 deaths must be destroyed on or soon after June 30, 2016, and so on	June 30 th each year

PUBLIC TRUSTEE RECORDS
Colorado Public Trustee Records Retention Schedule
Schedule #4

ADMINISTRATIVE RECORDS

RECORD TITLE	MINIMUM RETENTION PERIOD
Budget Work Records	2 years
Certificate of Appointment/Performance Bonds	6 years after expiration
Correspondence and General Documentation ~ Administrative, Policy, Legal, Fiscal, Historical, or Research of Enduring Value Documents with lasting value or pertain to issues having importance to future generation	Permanent
Correspondence and General Documentation - Routine Correspondence and General Documentation Operating documentation that contains no administrative, legal, fiscal, historical, informational, or statistical value	2 years
Inventories	Until superseded
Job Procedures	
<i>Clerical or Routine Manuals:</i>	2 years after superseded
<i>Policies and procedures:</i>	Until superseded
Legal Opinions	
<i>Enduring Long-Term Value:</i>	Permanent
<i>Routine Value:</i>	2 years then evaluate prior to destruction
Master Copies (Forms, Letters)	Until superseded unless master forms file is maintained then retain one copy permanently

FINANCIAL RECORDS

Accounting Records	
<i>Accounts Payable Records:</i>	7 years
<i>Credit Card Records:</i>	2 years after cancellation
<i>Form 1099 and W-9:</i>	

	4 years
Bank Records – Routine Certificates of Deposit, deposit receipts and slips, check stubs, cancelled checks or copies	3 years
Bank Records Bank statements, pass books, reconciliations	7 years
Operating Summaries Tabulations of Foreclosures, Releases of Deeds of Trust, Expenditures, and Commissioners' Reports	Permanent
FORECLOSURE RECORDS	
Continuance Books	1 year + current
Foreclosure Ledgers	7 years after recovery of money or no further interest
Foreclosure Packets or Files A packet or file containing all the documentation surrounding a foreclosure sale, including Deeds of Trust, Evidences of Debt, Letters, Bills, Court Communications, Correspondence, Certificates of Purchase, Notices of Election and Demand, Withdrawals of Notices of Election and Demand, Certificates of Redemption, Proofs of Publication, Mailing Lists, Written Bids, Public Trustee's Deeds, and all other documents or records that may be pertinent to the foreclosure	7 years after recovery of money or no further interest
Record Books A record of all foreclosures filed with the Public Trustee showing all the information surrounding each foreclosure. Also includes copies of Notices of Election and Demand, Mailing Lists, and printed Notices of Sale	7 years if all required information is recorded with Clerk, otherwise Permanent
RELEASE OF DEED OF TRUST RECORDS	
Indemnifications Resolutions of Indemnification and Affidavits related to Releases submitted with no evidence of debt	7 years or until claim made against Public Trustee has been resolved
Lost Instrument Bonds Lost Instrument Bonds issued by an insurance company indemnifying the Public Trustee for executing a Release submitted with no evidence of debt	7 years or until claim made against Public Trustee has been resolved
Return Release Forms	1 year + current

RISK MANAGEMENT RECORDS

RECORD TITLE	MINIMUM RETENTION PERIOD
<p>Certificates of Insurance Documentation provided by insurance providers as proof of insurance coverage for specific purposes</p>	6 years after Expiration or completion of work or action, whichever is later
<p>Claim Records Records of claims for damages by or against the county</p>	6 years after closure of claim
<p>Claim Records Statements of claims and completed claim forms</p>	6 years after closure of claim
<p>Claim Reports Summary reports regarding losses and handling and disposition of claims</p>	6 years
<p>Insurance Policies Documents issued by the insurance company to outline liability, theft, fire, accident, property damage and other coverage and risk control standards</p>	6 years after expiration of policy or after all claims made under policy are settled, whichever is later
<p>Security Records – Automated or Manual Access Control 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, or records generated manually to document entry and exit to and from secured areas (i.e., entry and exit log sheets, etc.)</p>	2 years
<p>Recordings and Images Related to Security – Public Areas Video or audio recordings, biometric data or images from security or surveillance cameras, scanning systems or audio recording systems in public areas of county buildings or grounds. Security setups vary and recordings may be continuous, stop-frame or random use. Recordings or images may capture date and time indexing information</p>	30 days

**DEPARTMENT OF
TRANSPORTATION (ROAD AND
BRIDGE) RECORDS**

RECORD TITLE	MINIMUM RETENTION PERIOD
Colorado Department of Transportation (CDOT) Permits and Supporting Documentation	Permanent
Construction Projects Including the following material with enduring value: Access Permits, As-built plans/construction plans, Bid tabulations, Construction Contracts, Construction Schedules, Copies of Legal Notices, Design information, Drainage reports, Drawings/Plans Engineer's estimate, Environmental/Geotechnical, Final Drainage Reports, Financial Information (enduring value), Grading/Excavation Reports, Inspection/testing Reports and documentation, Intergovernmental Agreements (IGA), Permanent Access Permits, Permit Records, Project Photos, Public Notifications, Specifications, and other similar records	Permanent if it has enduring value; 2 + current for routine value
Daily Work Reports Daily record (time/activity sheets) of work done by the County i.e. location, worker, work done, etc.	5 years + current
DOT Works Files Assigned PW files, including the following material with enduring value: Congressional bills, correspondence and supporting documentation with enduring value, Regional Transportation Authority, Transportation Commission Minutes, Other similar records	Permanent
Driveway access and Street Cut Permits (Department of Transportation specific) Database or workbooks are linked to scanned copies back to 2010	Permanent
Highway Users Tax Fund (HUTF) Reports Annual reports to State of Colorado regarding allocation of HUTF funds for the construction, engineering, reconstruction, maintenance, repair, equipment, improvement and administration of the system of streets, public highways or state highways within the County	Permanent
Leases Agreements through which the county obtains the right to use property owned by another, or through which the county grants the right to use county property to another party,	6 years after termination of lease

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.	
Magnesium Chloride Aboveground Storage Tanks Records relating to permits, installation, inspection reports and similar records	5 years + current
Maintenance, Upkeep and Damage Records Records documenting the minor maintenance, repair and upkeep of the county owned facilities and property	1 year + current
Permanent Easements and Rights-of-Way Conveyances of rights to place utilities or the infrastructure or to cross under or over property owned by another property owner	Permanent
Project Files – Road and Bridge Design and construction project files, including as-built drawings; copies of construction contracts and supporting documentation; copies of invoices, purchase orders, project bonds, project team meeting minutes; etc.	6 years + current after replacement, demolition or transfer of the improvement to another entity
Right-Of-Way Permits and Supporting Documentation Permits not tied to a construction project and issued to utility companies or other entities	2 years + current after expiration, revocation or discontinuance of use
Temporary Access Permits and Supporting Documentation Not tied to a construction project	2 years + current after expiration, revocation or discontinuance of use
Temporary Access and Construction Easement Documentation of temporary easements allowing access and entrance to, work on, property or streets not owned by the easement holder	2 years after easement expires
STREET AND TRAFFIC RECORDS	
Asphalt Testing Records Records relating to asphalt testing; may include asphalt samples and analytical reports	5 years
Bridge Inspections and Maintenance Records of bridge inspections, inventory, changes to bridges, maintenance and summary reports to the State or other agencies	2 years after bridge is removed from service
Colorado Department of Transportation Projects Records of roadway and signalization improvement projects on State highways located within the County	6 years + current after project completion
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,	2 years after event

traffic rerouting, barricades, signal timing changes and other similar variations	
Gravel Pit files	Permanent
High Accident Locations Records documenting accidents at locations with a relatively high accident rate	10 years
Snow Removal Records relating to the designation of snow routes, snow removal policies, and snow and ice removal programs	2 years after superseded
Street Engineering Records Records documenting the layout and planning of streets, intersections and sidewalks, establishment of grades, street and intersection design and alignment, benchmarks and monumentation, street and drainage problem histories and similar records of long-term significance	Permanent
Street Lighting Files Records relating to street lighting improvements, maintenance and repairs on district streets and roadways	6 years + current
Street System Records Documentation filed on or before December 31, 1953, with the State department of transportation certifying the total mileage of streets in the 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	Permanent
Traffic Marking, Timing and Signalization Files Records and data documenting traffic signal timing, traffic marking and signalization and construction zone, crosswalk parking and no parking zones, snow route, speed zone and truck route designations	2 years after superseded
Weather Observation Records Data and reports relating to weather conditions impacting street and traffic operations	Permanent for compilations and 5 years for raw data
FLEET RECORDS ---	
RECORD TITLE	MINIMUM RETENTION PERIOD
Fuel Underground Storage Tank: <i>Closure Records</i> Records of permanent closure, including excavation zone assessments	At least 3 years after permanent closure or change-in-service
Release Detection System Records:	

Written Performance Claims of Equipment Manufacturer Or Installer:	5 years from date system installation
Results of Sampling, Testing or Monitoring:	1 year
Schedules of Calibration and Maintenance:	5 years from date of installation
Written Documentation of Calibration, Maintenance and Repair:	At least 1 year after completion of servicing work
Fuel Usage Records Records of fuel use at County gas pumps	1 year + current
Oil Disposal Records Records relating to disposal of oil used from vehicles and equipment. Disposal Manifests: Signed Copy from Receiving Facility:	3 years, or until receipt of signed copy from designated facility receiving the waste 3 years from the date waste was accepted by initial transporter
Inventories – Vehicles and Equipment. Listings of vehicles, equipment, parts and similar property owned by the County	Until superseded
Maintenance and Inspection Records	Until vehicle or equipment is no longer under County control + 1 year
Maintenance History	Life of vehicle + 1 year
Warranties	Life of vehicle or expiration of warranty + 1 year
Ownership Records Bills of Sale or supporting documentation: Vehicle Registration Certificates: Vehicle Titles	Until after audit of records of disposition Until superseded or disposed of Until disposed of

SHERIFF RECORDS

Colorado Sheriff's Record Retention Schedule

ANIMAL CONTROL --- Schedule #01	
RECORD TITLE	MINIMUM RETENTION PERIOD
Records relating to Animal Control Enforcement actions: animal bite records, impound files, officer incident reports, warning notices, cruelty investigation files	3 years after final disposition
CIVIL --- Schedule #02	
Levy, Attachment and Sale Files	7 years after case closure
Records of Service Record of service attempts of civil documents, correspondence and copies of documents served	3 years
Sheriff's Sale Certificate of Purchase	Permanent
Sheriffs Levy Log Log or computer database of sheriff's levy, attachment and sale cases indicating type of document, date received, date issued, court case number, plaintiff and defendant names and disposition of case	Permanent
DETENTION – JAIL --- Schedule #05	
Commissary and Kitchen Records Commissary reports, food logs, meal counts, meal plans, order forms, accounting records, inventory control documents, supply reports, use reports	6 months
Controlled Substances Inventory and Record Biannual inventory of controlled substances on hand, log of receipt and dispense	2 years after date of transaction on inventory
Daily Record of Jail Commitments and Discharges	Permanent
Immigration Status Report	3 years after last contact
Inmate Case Files / Disciplinary Hearing Files	Permanent
Felony Cases – Major and Violent Crimes	
Felony Cases – Other	10 years after release
Misdemeanor	3 years after release
Sexual Assault, excluding child	99 years

Inmate Incident Reports	10 years after release
Inmate Record of Funds	7 years
Jail Inspection Report/Log	7 years
Medical Case Files	7 years after treatment
Population Reports Monthly Analysis, Statistical Reports, Transport Records	3 years
DISPATCH --- Schedule #03	
Dispatch Recordings Audio recordings made to monitor and record law enforcement and other protective or emergency services radio transmissions, including police and fire radio transmissions, police emergency 9-1-1 calls and fire, rescue or ambulance dispatch calls	90 days
Computer Aided Dispatch System (CAD) Online database containing information on all calls for service	5 years – CRCA controlled
Emergency 9-1-1 System Records relating to emergency 9-1-1 and reverse 9-1-1 system management	2 years after system is superseded
National Crime Information Center/Colorado Crime Information Center (NCIC/CCIC) Teletypes Informational teletypes received via NCIC and CCIC for entry to the police department's computer system; follow-up teletypes from other law enforcement departments	30 days
EMERGENCY MANAGEMENT --- Schedule #06	
Ambulance Licensing & Operation	
License Application – Annual	2 years after license expires
License Inspection Checklists	3 years
Complaint Forms	3 years + current
Licensing Regulations	Permanent
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 County. Includes emergency operations plans, incident response plans, incident management guidelines and standards, disaster management and recovery plans, wildfire management plan, annual wildfire operating plan, etc.	Permanent – OEM Department

<p>Emergency Preparedness Planning, Program, Training and General Information Files Correspondence, memoranda, reports and other supporting documentation concerning emergency planning, emergency training and training exercises, emergency equipment availability, command systems and structure, and warning systems</p>	<p>Permanent – OEM Department</p>
<p>Federal Emergency Management Assistance Program Reimbursement Files Reimbursement claims submitted to the Federal Emergency Management Agency (FEMA) for emergency management activities, Copies of claim vouchers, and copies of payroll registers and other supporting documentation</p>	<p>3 years after notification of closure – OEM Department</p>
<p>Incident Records – Disasters and Emergencies Documentation of the extent and impacts of natural or manmade disasters and emergency incidents and actions taken by the County 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</p>	<p>Permanent – OEM Department</p>
<p>Incident Reviews Post incident critique</p>	<p>3 years + current, then review prior to destruction of the records to determine any continuing value – OEM Department</p>
<p>EVIDENCE AND LABORATORY --- Schedule #07</p>	
<p>Chemical Blood Testing Reports Reports requested by the Sheriff’s Office for chemical blood testing (such as DNA testing) to determine genetic markers, performed by CBI or other agencies</p> <p>Felony Investigations not resulting in charges filed</p> <p>Criminal Investigations resulting in conviction</p>	<p>Life of case file</p> <p>Life of defendant</p>
<p>Evidence and Property Audit Records 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 property bulletproof clothing, unlawful property, etc.</p>	<p>Until completion of next succeeding evidence and audit</p>
<p>Logs Logs documenting the receipt, transfer and release of materials, including fingerprint logs, crime scene processing logs, property logs and similar records</p>	<p>Life of related case file or life of Defendant, whichever is later</p>

Evidence Logs Case Specific Logs documenting the receipt, transfer and release of materials taken into evidence for cases, including property reports, release records, evidence tags and similar records	Life of related case file or life of Defendant, whichever is later
Evidence and Property Room Sign-In Log	Permanent
FLEET --- Schedule #08	
Vehicle Registration	Until vehicle is no longer under SO control, or life of vehicle +1 year
Inspection and Maintenance Documentation	Until vehicle is no longer under SO control, or life of vehicle +1 year – DOT Department
INTERNAL AFFAIRS --- Schedule #09	
Internal Affairs Investigations Records pertaining to internal investigations regarding conduct or actions (i.e., reviews of use of force, pursuits, officer-involved traffic accidents, etc.), board of inquiry or internal affairs administrative inquiries and proceedings, and any subsequent disciplinary actions. Note: Substantiated review and disciplinary documentation must be transferred to the record custodian for personnel records to be retained or destroyed according to personnel policy	5 years
PATROL --- Schedule #10	
Alarm Records Records of false alarms, warnings issued	2 years after completion
Case Records	
<i>Death Case – Noncriminal</i>	10 years
<i>Felony Case – Major and Violent Crimes</i>	Permanent
<i>Felony Case – Other</i>	10 years
<i>Misdemeanor</i>	3 years
<i>Missing Persons including Runaways</i>	Until Located
<i>Sexual Assault, except child</i>	99 years
<i>Traffic Accidents</i>	
<i>Fatality</i>	10 years
<i>Non-Fatality</i>	3 years

Community Relations Records of outreach and public relations efforts, neighborhood mediation, presentations and similar community outreach efforts	2 years after completion
Field Contact <i>Daily Activity Report:</i>	2 years
<i>Field Contact Records:</i>	3 years
Intoxilyzer Log	3 years
Ride Along Program Records	3 years
Vehicle Records <i>Abandoned Vehicles:</i>	2 years after last action
<i>Impound Records:</i>	2 years after released
RECORDS / ADMINISTRATION --- Schedule #11	
Correspondence and General Documentation <i>Enduring Long Term Value:</i>	Permanent
<i>Routine Value:</i>	2 years
<i>Transitory Value:</i>	Until read
Dispatch Recording Request Form	1 year
Electronic Records <i>Copies Retained Solely for Convenience:</i>	Until no longer needed
<i>Retained for Recordkeeping Purposes:</i>	Based on content, retain for type of record
Expungement Records	Until sealed record is destroyed pursuant to record type
General Orders issued by Sheriff Directives or standard operating procedures issued by the Sheriff governing the overall operation and administration of the department	Permanent
Grant Files <i>Awarded Grants:</i>	3 years after submission of final grant report and closure of the grant
<i>Rejected Grants:</i>	

	2 years after rejection
Intelligence Files <i>Confidential Informant Files:</i> <i>Intelligence Files:</i> Records containing information regarding individuals and groups	5 years following last contact No longer than 5 years after obsolete or no longer relevant
National Incident Based Reporting System (NIBRS) <i>Statistical:</i> <i>Uniform Crime Report:</i>	5 years Permanent
Registered Sex Offenders <i>Information Request Forms:</i> <i>Registration and Cancellation Forms:</i> <i>Sexually Violent Predators – Public Notifications:</i>	2 years after request is answered 5 years after offender leaves jurisdiction Permanent
Requests for Release of Information Requests for public release of information such as E-9-1-1 recordings, reports, incident histories, etc.	2 years after request is answered
Seizure Fund Documentation Records relating to the fund for monies accrued as a result of court-ordered seizures and disposition of property connected to vice, narcotics and other crimes	7 years
Traffic Citations	2 years
Weapons and Firearms Records Authorizations to Carry Records of types of firearms and weapons carried by officers indicating authorization to carry weapons, the weapon has been checked, and the officer qualifies to use it	2 years after weapon is no longer in use
Concealed Handgun Permit Application forms, checklists, photograph, notes and investigative records	2 years after expiration, revocation, denial or termination of permitted use
RECRUITMENT AND TRAINING --- Schedule #12	
Employee Training Files	

Training records are to be forwarded to the official record keeper of the official personnel file	5 years after employee's termination
Firearms Training and Qualifications Files	4 years
Sheriff Training Academy Files	
<i>POST Files:</i>	Permanent
<i>Lesson plans, Outlines and Other Materials Used in Courses:</i>	7 years
Training Instructor Critiques	2 years after completion of training
Training Requests	2 years after completion or denial
VICTIM SERVICES --- Schedule #13	
Case Files	4 years after closed
Victim's Inmate Release Notification Cards	Permanent
WARRANTS --- Schedule #14	
Warrants for Arrest or Detainment (Copy)	6 months after cancellation, original retained by Court
Warrants and Detainers by Other Agencies	Until warrant is satisfied or cancelled

SOLID WASTE RECORDS

Records pertaining to landfills, recycling centers and solid waste management.

RECORD TITLE	MINIMUM RETENTION PERIOD
Landfill Locations Records documenting the locations of current and past landfills and dumps	Permanent

SURVEYING RECORDS
Reserved

This section is reserved for any future additions to the records retention schedule relating to the Records of the County Surveyor's Office

See: Recording Records for Colorado Land Survey Monument Records and Land Survey Plats Filed with the County Clerk and Recorder.

TREASURER RECORDS
Colorado County Treasurer Records Retention
Schedule #3

ACCOUNTING RECORDS ---

RECORD TITLE	MINIMUM RETENTION PERIOD
Cash Books Summary record books of cash receipts and disbursements, cash balances and bank account balances	3 years + current
Cash Receipts Copies of receipts for all monies received by the Treasurer other than property taxes. Also known as Miscellaneous Receipts. Includes State Treasurer receipts	6 years + current
Cash Summary Reports Daily summary record of cash receipts and disbursements, cash balances and bank account balances. Includes duplicate copy of monthly report to State Treasurer	6 years + current
Receipts (Except Tax) City Treasurer, County Clerk, Irrigation Districts and Secretary of School District	10 years + current
Register of Fees, Expenses and Commissions Earned	3 years + current
Special Improvement District Files Mill levy certifications, releases of liens for paid assessments, copies of the assessment rolls, notices, receipts and correspondence	10 years + current
Treasurer's Accounts with Funds	Permanent

AUDIT RECORDS ---

Audit Trail Records Daily accounting system reports of completed transactions, used for internal audit	1 year + current
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BANKRUPTCY RECORDS ---

Bankruptcy File Index Indexes to bankruptcy files	Permanent
Bankruptcy Files Files documenting county claims for unpaid taxes against the assets of individuals and corporations involved in bankruptcy proceedings	3 years + current after case is dismissed or debtor discharge
Bankruptcy Case Logs Logs containing summary information on bankruptcy court cases in which the county has filed claims for payment of taxes	3 years + current after case is dismissed or debtor discharge

CORRESPONDENCE AND GENERAL DOCUMENTATION	
RECORD TITLE	MINIMUM RETENTION PERIOD
Administrative, Policy, Legal Fiscal, Historical, or Research of Enduring Value Documents that have lasting value or pertain to issues that will have importance to future generation	Permanent
Mail Returned Undeliverable Mail, including tax notices, returned by the U S Postal Service as undeliverable	3 months + current
Routine Correspondence and General Documentation Operating documentation that contains no administrative, legal, fiscal, historical, informational, or statistical value	1 year + current
FINANCIAL RECORDS ---	
Bank Records Certificates of Deposit, deposit receipts and slips, check stubs, cancelled checks or copies, bank statements, and reconciliation reports. Also includes deposit records from other county departments.	6 years + current
Bond Registers, Records, Cancelled Bonds and Coupons Lists of financing bonds or certificates of participation issued by various taxing authorities, including school districts, and the payment records for the coupon and bond redemptions	6 years + current after termination of the bond
Insufficient Funds Checks Checks received that are returned by banks for insufficient funds and the log records <i>Log Records:</i> <i>Uncollectible:</i>	2 years + current 1 year + current after being written off
Investment Reports Reports and transaction sheets listing investments transactions	6 years + current
HISTORICAL RECORDS ---	
Historical Records, Files and Registers Any record, file, or register that is over 100 years old, or that has historical significance to the County or State	Permanent
LEDGERS AND JOURNALS ---	
Apportionment Records County and General School Funds	6 years + current
General Ledger and Journals Year-end summary of receipts and disbursements by account and fund reflecting the general financial condition	6 years + current

and operation of the county. May also include documentation from subsidiary ledgers to general ledger and accounting adjustments in the form of general entries.	
Monthly Statements to County Treasurer from Various County Officers Earnings, collection and disbursements	6 years + current
Subsidiary Ledgers and Journals Daily, monthly or quarterly transaction detail showing receipts and expenditures such as depositor payment amount, date, payee, purpose, fund credited or debited, and check number; provides backup documentation to General Ledger. Also includes and reports and journals from other county offices	2 years + current
Trial Balances Reference copy of accounting system report of daily balance of all county accounts.	2 years + current
PROPERTY TAX RECORDS ---	
Abatements Orders and records of property taxes abated and/or refunded. May be incorporated in Tax Assessment and Roll Books	10 years + current if kept by Assessor, otherwise Permanent
Abatement Files and Worksheets	6 years + current
Assessment Rolls and Tax Warrants Annual listings of all property subject to taxation certified by the Assessor showing owners and descriptions and the property taxes due and paid on each property assessment. Included are assessment rolls from Special Districts, such as Cities and Towns, Drainage Districts, Special Improvement Districts, etc.	Permanent
Certificate of Taxes Due Certifications of property taxes due on specified tax accounts, issued on request	1 year + current
Distribution Records Records showing property tax amounts and distributed to Taxing Authorities, including School Districts	10 years + current
Indexes Microfilm listings of property ownership	Permanent
Mass Payment Files and Reports Correspondence, reports, and supporting documentation submitted with tax payments covering multiple tax schedules	3 years + current 1 year + current
Mineral Rights Tax Sale Correspondence Correspondence with surface owners of property on which mineral rights are delinquent, allowing them the first right of refusal to purchase the tax lien	4 years + current
Mobile Home Authentications	3 years + current

Copies of certifications indicating mobile home taxes have been paid and are used for movement permits and title applications	
Mobile Home Distraint & Tax Lien Sale Files Copies of distraint warrants issued by the Treasurer for taxes due, notices of service by the Sheriff, Certificates of Mobile Home Sale for Delinquent Taxes, and correspondence concerning redemptions	4 years + current
Notice of Purchase Record	Permanent
Personal Property Files Investigation reports, copies of distraint warrants issued by the Treasurer for personal property taxes due, property inventories, notices of sale of personal property, notices of service by the Sheriff, legal publication notices, Certificates of Sale of Personal Property, and correspondence with auctioneers and collection agencies	2 years + current for accounts that have been distrainted and sold 1 year + current for all others
Publication Lists of Delinquent Taxes Listings of delinquent taxes as advertised for collection, showing names and amounts due	10 years + current
Redemption Certificates Certificates issued by the Treasurer for redemption of tax lien sale certificates	5 years + current
Tax Deed Notices	10 years + current
Tax Deed Proceedings Files containing documents and records pertaining to applications for Treasurer's tax deeds. Does not include Tax Lien Sale Certificates of Purchase or Treasurer's Tax Deed Notices	10 years + current
Tax Deferrals Copies of Tax Deferrals, supporting documentation, and related correspondence	1 year + current
Tax Notice Produced at beginning of Tax Year from tape master tax list. Hard copy print-out mailed to taxpayer.	Permanent
Tax Levy Rate Listing of mill levies from taxing authorities used to calculate annual property taxes	6 years + current
Tax Lien Sale Certificates of Purchase Certificates of Purchase issued by the Treasurer to purchasers at annual tax lien sale. Also includes assignments of Certificates	6 years + current from the date of redemption or issuance of tax deed, or 30 years + current for outstanding certificates struck off to the county
Tax Lien Sale Index Index of land and lots sold at the annual tax lien sale	Permanent
Tax Lien Sale Records Books	Permanent

Listing of property taxes sold at the annual tax lien sale, showing names, addresses, legal descriptions, amounts sold at sale, purchasers, redemptions, and tax deeds issued	
Tax Receipts Copies of receipts for property taxes paid. Includes Real Estate, Personal Property, and Special Assessment tax receipts	10 years + current from date of payment
WARRANTS ---	
County Warrants County warrants and stubs that have been paid and cancelled by the Treasurer's office	6 years + current
Monthly Warrant Reports Files Summary reports of warrant transactions processed by the Treasurer, and copies of bank notices that county warrants were not paid due to improper endorsements	1 year + current
Warrant Registers Books and listings of all warrants registered and/or paid through the Treasurer's office, including school district warrants	6 years + current

VETERANS SERVICES RECORDS

RECORD TITLE	MINIMUM RETENTION PERIOD
Veterans Services Client Case Records Case files tracking advisory and counseling services provided to veterans in connection with benefits and services, including disability service benefits, dependent and survivor benefits, hospital and medical care, provided to the burial benefits, education and training, vocational rehabilitation, or veteran or survivor, home loans	3 years + current after last there is no longer a surviving widow or dependents, whichever comes last

WEED AND PEST CONTROL RECORDS

RECORD TITLE	MINIMUM RETENTION PERIOD
<p>Chemical and Container Disposal Records Records relating to the disposal of unused chemicals and empty containers</p>	6 years + current
<p>Chemical Inventory Record of the identity (chemical name if known) of the substance or agent, where it was used, and when it was used</p>	30 years
<p>Chemical Labels and Safety Data Sheets (SDS) Employers must have a SDS 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 of.</p>	Until superseded or 1 year + current after chemical is disposed
<p>Chemical Sales Records - Restricted Use Pesticide Distribution and Sales Records Receipts, reports and agreements for all pesticides sold or distributed by the department</p>	24 months after date of transaction
<p>Contractor Daily Work Reports Daily spraying work reports submitted to the County by contractors to meet State requirements</p>	5 years + current
<p>Daily Time Sheets – Weed Management Daily record (time/activity sheets) of work done by the County i.e. location of spraying or mowing, chemical or biological method applied, applicator's name, etc.</p>	5 years + current
<p>Education Program Records Records of efforts made to educate and inform the public about noxious weeds, revegetation options, etc.</p>	Permanent
<p>Herbicide Program Records Records of noxious weed management programs, including records of herbicide of property owners, chemical receipt forms, notices sent and published, training sign-in sheets, and other documentation, mailing lists, etc.</p>	6 years + current
<p>Individual Weed Management Plans and Supporting Documentation Completed forms and supporting documentation required for properties being developed or redeveloped; identifies weeds to be managed on specific properties, degree of infestation, planned control methods and target dates to reach weed control goals. Supporting documentation includes parcel maps</p>	Permanent

<p>Infestation and Treatment Lists Listing of landowners whose property has been found to contain noxious weeds. Also includes records of corrective treatments applied by the landowner or County. Contains name of landowner, legal description of property, type of infestation, treatment and dates</p>	Permanent
<p>Inspection Records Landowner requests for inspection, complaints and supporting after documentation, and records of County inspections to make determinations regarding infestations and recommended measures</p>	6 years + current
<p>Pesticide Application Records Documentation of all chemical application work done on County roads and open spaces, such as medians, rights-of-way, etc. pursuant to State law</p>	3 years + current
<p>Public Applicator Registrations and Supporting Documentation Applicator and supervisor registrations with the State Department of Agriculture to apply restricted-used pesticides, and supporting documentation for the registration</p>	3 years + current after expiration of registration
<p>Publications Educational brochures, informational flyers and other publications detailing biological and other control methods for noxious weeds and mosquito mitigation program</p>	Permanent, also see General Records
<p>Spraying Notices Display advertisements and other public notices of area and spot spraying to be conducted in the County</p>	5 years + current
<p>Study Guides Pesticide application guides issued by the State</p>	3 years + current after superseded
<p>Undesirable Plant Management Plans Plans identifying noxious weeds and County plans for noxious weed control</p>	Permanent
<p>Weed Control Assisted Herbicidal Treatment Records relating to weed control incentive program that provides assisted herbicidal treatment, including waivers, records of treatment received, number, etc.</p>	Permanent

APPENDIX A: DEFINITIONS

Administrative Copy – A duplicate copy created and retained for a specific administrative purpose.

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.

Convenience Copy – A duplicate copy kept solely for ease of reference.

Destroy At Option – Review annually then destroy at the discretion of the record custodian.

Disposition – Actions taken regarding records no longer needed in current office space, including destruction completed pursuant to an approved records retention schedule or permanent retention of records in paper or other formats.

Duplicate Copy – Non-record exact copy of a document kept solely for ease of access and reference.

Enduring Value - Describes records containing enduring administrative, policy, legal, fiscal, historical or research value i.e. evidence of organization and function and information pertaining to people, property, corporate bodies.

Format – The storage medium (paper, microfilm, electronic) or the shape, size, style and general makeup of a particular record.

Non-Records– See Appendix B for examples.

Permanent Records – Records appraised as having sufficient historical or other value to warrant continued preservation by County 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.

Record Copy Custodian – Party responsible for maintaining the official County record.

Retention Period – Minimum time period for which a record must be retained to meet legal and operational requirements.

Retention Schedule - A document approved by the Colorado State Archives providing authority for the minimum retention periods and final disposition of County records.

Routine Value - Routine material must be retained for a short period of time until legal and fiscal responsibility and administrative necessity are discharged.

Transitory Value – Describes records that have ephemeral value – may include non-records.

APPENDIX B: 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:

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.

Informational or extra copies of correspondence, completed forms, bulletins, newsletters, etc., prepared for reference and information distribution.

Letters of transmittal that do not add any information to the transmitted materials.

Miscellaneous memoranda or notices that do not relate to the functional responsibility of the county, such as notices of community affairs, employee meetings, holidays, etc.

Preliminary drafts of letters, memoranda, reports, worksheets and informal notes that do not represent significant basic steps in the preparation of record documents.

Routing slips, sheets, post-it notes or memos used to direct the distribution of documents.

Outdated or superseded stocks of publications kept for supply and hand-out purposes.

Telephone messages that convey non-policy informational messages.

Library or museum material acquired for reference or exhibition purposes.

Identical duplicate copies of records.

Notes, tapes or recordings that have been transcribed.

Temporary or transitory material with little or no bearing on decision-making.

APPENDIX C: 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 county 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 county 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 D: METHODS OF RECORD DESTRUCTION

There are three methods that are generally acceptable to destroy records by. However, it is important to note that when dealing with confidential information such as law enforcement and personnel information, that 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. **Recycle:** this method is desirable for non-confidential records where possible. It promotes good conservation and reuse of paper resources.
3. **Pulp Mill:** this method is most suited for the security destruction of confidential records such as the ones mentioned above. (Pulp Mill is a method that is the main source for paper making. It is produce at pulp mill. After production paper pulp is supplied to paper mill for paper making.)