

Morgan County File Retention Schedule

2021



Schedules Approved by Office of State

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Morgan County Records Retention Schedules
TABLE OF CONTENTS

Section 1: Clerk of the Board of County Commissioners Records and Administrative Office of Board of County Commissioners ...	1
Section 2: Election and Voter Registration Records	5
Section 3: Motor Vehicle and Licensing Records	14
Section 4: Recording Records	17
Section 5: Liquor License Records.....	21
Section 6: Ambulance Records	23
Section 7: Assessor Records	25
Section 8: Building and Structure Regulation Records	31
Section 9: Communications Center Records	45
Section 10: Coroner Records (Reserved)	50
Section 11: CSU Extension Records.....	51
Section 12: Emergency Management Records.....	52
Section 13: Financial Records	54
Section 14: Human Resources Records.....	63
Section 15: Information Services Records.....	69
Section 16: Landfill Records.....	74

Section 17: Planning & Zoning Records	76
Section 18: Public Works Records.....	79
Section 19: Public Trustee Records.....	84
Section 20: Sheriff Records.....	85
Section 21: Social Services/Human Services Records.....	86
Section 22: Treasurer Records.....	121
APPENDIX A: DEFINITIONS.....	122
APPENDIX B: NON-RECORDS	123
APPENDIX C: RESOURCES AND ABBREVIATION.....	130
APPENDIX D: METHODS OF RECORD DESTRUCTION.....	131

General Instructions:

Record Title: The identifying name given to a document.

- Description: Verbal identification of a document.
- Records:
 - Custodian: Unless otherwise specified, the record custodian is the County Clerk and Recorder.
 - Preservation: Original records are preserves for the minimum retention period or may be destroyed after a certified microfilm of digital image is created.
 - Destruction method: records are destroyed confidentially through paper recycle, pulp mill vat, deep trench burial, burning, or shredding.
- The Retention Period: The retention period applies to the record copy regardless of the storage format for the record (paper, electronic, microfilm, etc.).
- Regulatory Citations/ Statutes/ Rules/ Notations: Reference to previous decision, law enacted by legislative body, directive or code of principle, or note.
- Duplicate Copies: 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.

Section 1: Clerk of the Board of County Commissioners Records and Administrative Office of Board of County Commissioners

Record Title	Description	Retention Period	Record Custodian	Regulatory Citation/Notations
1. AGENDA MATERIAL – BOARD OF COUNTY COMMISSIONERS.				
a. Agenda Packets and Agenda Supporting Documentation- Board of County Commissioners.	Board of County Commissioners' agenda packets, including meeting agendas showing date, time and locations of official meetings and agenda order of items to be discussed by the Board at regularly scheduled, special and emergency public meetings; agenda briefing material such as agenda item summaries, presentations and other supporting documentation explaining the rationale for staff recommendations, presenting financial or background information or the history of agenda items being presented to the Board for a decision. This material, along with the Board proceedings, constitutes the County's legislative history.	Permanent	County Clerk	
b. Notices of Meeting and Public Hearings.	i.e. Commissioners Calendar	2 years	Administrative Services Manager	
c. Work Session Files.	Batches of information periodically distributed to the Board of County Commissioners for work sessions, including correspondence, copies of agenda materials and minutes for review, copies of staff memos, etc.	1 year + current, then evaluate for continuing value (i.e. controversial meetings) prior to destruction. Packets of Information Distributed to Governing Body- Convenience Copies: 3 years + current; Duplicate copies: 1 year or until no longer needed for reference, whichever is first	Administrative Services Manager	

Record Title	Description	Retention Period	Record Custodian	Regulatory Citation/Notations
2. BOARD OF EQUALIZATION RECORDS	Taxpayers may appeal decisions of the Assessor's office to the Board of Equalization (which is the Board of County Commissioners), and decisions of the Board of Equalization may be appealed to the State Board of Assessment Appeals.			[CRS 39-8-101- et seq.]: No retention period specified for Board of Equalization records
a. Administrative Hearing Records	Records relating to hearings conducted by appointed Hearing Officers and recommendations to the Board of Equalization from the Hearing Officer; includes hearing notices and notifications of the outcome of appeals.	3 years, provided all rights of appeal have expired Except for minutes which are retained permanently	County Clerk	
b. Appeal Petitions and Supporting Documentation	Submitted by property owners to request property tax valuation review; supporting documentation includes evidence submitted by the petitioner in the support of the petition, letters of agency or appointment of agency forms, etc.	3 years	County Clerk	Petition RE Property Valuation: 3 years + current; Abatement petitions: 1 year
c. Determinations: - Non-Taxable - Tax Exempt	Documents provided through the Department of Property Taxation for BOE or Arbitration hearings.	<i>See Section 7 below- Assessor Records</i>	County Assessor	
d. Hearing Officer Records	Records relating to the interview, selection and contracts with Hearing Officers appointed by the Board of County Commissioners to preside over the hearings and make recommendations to the Board of Equalization.	4 years after expiration of term of office	County Assessor/Administrative Service Manager	
e. Property Tax Abatement		3 years + current	County Assessor	Note: Cannot be appealed after 2 years. County Assessor has copy
3. BOARD OR COMMISSIONS RECORDS	Fair board, Planning and Zoning, etc.	Permanent	Administrative Services Manager	
4. BONDS-BOCC	Each County Commissioner is required to execute a surety bond in the amount of \$10,000 pursuant to State law.	<i>See Section 4, Recording Records</i>		Covered by CTSI- See Current Insurance Policy

Record Title	Description	Retention Period	Record Custodian	Regulatory Citation/Notations
5. CONTRACTS AND AGREEMENTS				
a. Agreements And Contracts	Documents some form of agreement that is enforceable by law between the County and other parties, including but not limited to intergovernmental agreements, memoranda of understanding, franchise agreements, lease agreements, professional services agreements, change orders, letters of intent, amendments and revisions, and essential supporting documentation.	Permanent	County Clerk	
b. Easement, Right-of-Way and License Agreements.		Permanent	County Clerk	
6. CORRESPONDENCE AND GENERAL DOCUMENTATION	Correspondence and documentation of a general nature	1 year + current	Administrative Service Manager	Documents may be held longer if subject to a litigation hold
7. EMPLOYEE APPOINTMENT RECORDS	Election of Employees to Boards		Administrative Service Manager	
8. EXPENSE RECORDS- BOCC		6 years + current	Finance Director	
9. FINANCIAL RECORDS		<i>See Section 13, Financial Records</i>	Finance Director	
10. LIQUOR LICENSING AUTHORITY RECORDS		<i>See Section 5, Liquor Licensing Retention Schedule</i>	County Clerk	
11. MEMBER RECORDS- BOARD OF COUNTY COMMISSIONERS				
a. Oaths of Office	Oaths taken by elected official upon taking office.	2 years after term of office ends.	County Clerk	[CRS 30-10-301]: No retention period specified
12. ORDINANCES	Legislative enactments of the Board of County Commissioners adopted to enact a local law or take other legislative action.	Permanent	County Clerk	[CRS 30-15-404]- [CRS 30-15-407]: Ordinances/ to be recorded in a "book" and may be printed in "book or pamphlet" form

Record Title	Description	Retention Period	Record Custodian	Regulatory Citation/Notations
16. PAYROLL AND PERSONNEL RECORDS		<i>See Section 13, Financial Records, See Section 14, Human Resources.</i>	Human Resources Director; Finance Director	
17. PROPERTY TAX ABATEMENT RECORDS		<i>See Section 1, Item 4 above, Board of Equalization records above.</i>		
18. RESOLUTIONS/ RIGHT OF WAY PERMITS	Enactments of the Board of County Commissioners which are not legislative in nature and which may be used for various types of approvals, policy statements, statements of position and similar actions.	Permanent	County Clerk	

Section 2: Election and Voter Registration Records

Record Title	Description	Retention Period	Record Custodian	Regulatory Citation/Notations
1. AGREEMENTS, CONTRACTS AND SUPPORTING DOCUMENTATION		One year following expiration of agreement or contract. Also see Equipment Records, Section 10.	County Clerk	
2. BALLOT ISSUE COMMENTS	Written comments received from persons eligible to vote in the County election that are to be summarized in the ballot issue notice mailed to registered electors pursuant to TABOR.	25 months after the election or until time has expired for which the record would be needed in any contest proceedings, whichever is later.	County Clerk	[CRS 1-7-802; 901]
3. BALLOTS	The official list showing all candidates, ballot issues and ballot questions upon which an eligible elector is entitled to vote at an election, including ballots that are unused, voted, absentee, early, defective, spoiled, replacement, or mailed and returned by post office as undeliverable in mail ballot elections.	Voted Ballots: 25 months after the election or until time has expired for which the record would be needed in any contest proceedings whichever is later. Unused Ballots: After the time for a challenge to the election has passed.	County Clerk	[CRS 1-7-802]]
4. CANVAS RECORDS		<i>See item 22 below: Tabulation and Canvass Records Below</i>		
5. CONTESTED ELECTION RECORDS	All election records pertaining to the election that is being contested.	If the election is contested, retain all pertinent election records for at least 25 months and until the contest has been finally resolved and all rights to appeal have expired.	County Clerk	[CRS 1-7-802]
6. CORRESPONDENCE AND GENERAL DOCUMENTATION	Correspondence and documentation of a general nature.	25 months or until time has expired for which the record would be needed in any contest proceedings, whichever is later.	County Clerk;	[CRS 1-7-802]

Record Title	Description	Retention Period	Record Custodian	Regulatory Citation/Notations
7. ELECTION FILES	Files containing the permanent records for each County- administered election.	Permanent	County Clerk	
8. ELECTION JUDGE RECORDS				
a. Acceptance to Serve	Written acceptance of commitment to serve as election judge, alternate judge or clerk of election.	25 months after the election or until time has expired for which the record would be needed in any contest proceedings, whichever is later.	County Clerk	[CRS 1-7-802]
b. Expense Statements		25 months after the election or until time has expired for which the record would be needed in any contest proceedings, whichever is later.	County Clerk	[CRS 1-7-802]
c. Instructions		25 months after the election or until time has expired for which the record would be needed in any contest proceedings, whichever is later.	County Clerk	[CRS 1-7-802]
d. Internet Criminal History		<i>See Section 1, Item 12, Internet Criminal History Checks</i>		
e. Lists of Election Judges	Listings prepared by the election official of election judges and alternates names, addresses and telephone number.	For Specific Elections: 25 months after the election or until time has expired for which the record would be needed in any contest proceedings, whichever is later Database: Until superseded	County Clerk	[CRS 1-7-802]
9. EQUIPMENT RECORDS				

Record Title	Description	Retention Period	Record Custodian	Regulatory Citation/Notations
a. Component and Maintenance Records	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 version updates, dates of performances of such services.	Life of equipment plus year if equipment is no longer in use.	County Clerk	[CRS 1-7-802] See Secretary of State Rules under "Voting Systems"
b. Contracts for Election Equipment		<i>See: Section 1, Item 7, Contracts and Agreements</i>		No retention policy specified in Secretary of State rules.
c. Internet Criminal History Checks- Vendor Employees		<i>See Section 12, Internet Criminal History Checks</i>		
10. FORMS-ELECTION	Election-related forms	Retention: Until Superseded	County Clerk/Secretary of State	Completed Form Retained Secretary of State SCORE Database Blank forms located on SOS website
11. INTERNET CRIMINAL HISTORY CHECK(ICHC)	Requested from CBI for all full-time or part-time and permanent or contract County employees who staff the counting center and have access to the electro mechanical voting systems or electronic vote tabulating equipment; for certain election judges or if requested by the County Clerk; and for vendors' employees who have access to the electromechanical voting systems or electronic vote tabulating equipment.	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.	County Clerk	Done once per calendar year prior to first election of the year as per SOS Rules
12. MAPS-ELECTION	Maps showing precinct and district designations and boundaries for County elections.	Until superseded and 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.	County Clerk Board of County Commissioners Secretary of State	

Record Title	Description	Retention Period	Record Custodian	Regulatory Citation/Notations
13. NOTICES 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 containing summaries of comments on ballot issues.	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.	County Clerk	[CRS 1-7-802]
14. 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 last election of the year or until time has expired for which the record would be needed in any contest proceedings, whichever is later.	County Clerk	[CRS 1-7-802]
15. PAYROLL AND PERSONNEL RECORDS		<i>See Section 13, Financial Records</i>		
16. PETITION RECORDS-ELECTION				
a. Candidate Nomination Petitions	Petitions for placement of a candidate's name on a County election ballot.	Election Candidates: 2 years after term or office ends, or 25 months after the election or until time has expired for which the record would be needed in any contest proceedings, whichever is later. Unsuccessful candidates: 25 months after the election or until time has expired for which the record would be needed in any contest proceedings, whichever is later.	County Clerk	[CRS 1-7-802]
b. 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 contest proceedings, whichever is later.	County Clerk	[CRS 1-7-802]

Record Title	Description	Retention Period	Record Custodian	Regulatory Citation/Notations
c. Initiative and Referendum petitions	Petitions submitted in accordance with legal requirements regarding the placement of citizen- initiated or citizen-referred measure on the County election ballot.	Petitions: 3 years after submission except retain one copy of representative pages permanently.	County Clerk	Follow [C.R.S. 1-40-133]
d. Protest Records- Petitions.	Records relating to protests submitted to the election official regarding the sufficiency of election-related petitions, protest process and hearings and findings of the hearing official regarding the protest.	3 years after the protest is finally resolved.	County Clerk	
e. Recall Petitions	Petitions submitted in accordance with legal requirements by citizens demanding the removal of an elected County official from office.	Sufficient Petitions: 3 years after submission except retain one copy of representative pages permanently.	County Clerk	
18. POLICES AND PROCEDURES- ELECTION	Reference notebooks retained to provide a convenient reference regarding how an election was conducted and to provide templates for actions, forms, formats, 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.	County Clerk	[CRS 1-7-802]
19. POLLING PLACE RECORDS VOTER SERVICE POLLING CENTERS	Voter Service Polling Centers- VSPC			
a. Poll Site Records	Documentation of selection of site and arrangements for use as a polling place.	25 months after the election or until time has expired for which the record would be needed in any contest proceedings, whichever is later.	County Clerk	[CRS 1-7-802]
b. Poll Site Summaries	Summaries of logistical problems experienced at polling sites.	25 months after the election or until time has expired for which the record would be needed in any contest proceedings, whichever is later.	County Clerk	[CRS 1-7-802]

Record Title	Description	Retention Period	Record Custodian	Regulatory Citation/Notations
20. RECEIPTS, ACCOUNTING AND TRACKING FORMS				
a. Chain of Custody, tracking, statement of ballots	Receipts and accounting or tracking forms documenting the chain of custody for transfers and sealing of election materials and equipment; statements accounting for ballots voted, spoiled, delivered to voters, unused and returned to the County; and other similar election receipts, accounting and tracking forms.	25 months after the election or until time has expired for which the record would be needed in any contest.	County Clerk	[CRS 1-7-802]
b Voting Equipment	Election voting equipment chain of custody records.	Permanent	County Clerk	
21. RESOURCE BINDERS	Reference notebooks retained to provide a convenient reference regarding how an election was conducted and to provide templates for actions, forms, formats, 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.	County Clerk	[CRS 1-7-802]
22. TABULATION AND CANVASS RECORDS				
a. Abstracts of Election	Summaries of election results recorded with the County Clerk and Recorder.	Permanent	County Clerk	As per current Secretary of State Rule
b. Canvass Records	Certification of County election results for candidates and issues prepared by the election official.	Unofficial Preliminary Certifications of Election Results: 25 months after the election or until time has expired for which the record would be needed in any contest proceedings, whichever is later Final Certification of Election Results: Permanent.	County Clerk	[CRS 1-7-802]

Record Title	Description	Retention Period	Record Custodian	Regulatory Citation/Notations
c. Surveillance Video Recordings	Video Recordings of secured areas used for elections.	25 months after the election or until time has expired for which the record would be needed in any contest proceedings, whichever is later.	County Clerk	[CRS 1-7-802]
d. Tally Lists	Worksheets included in poll books or prepared by the election official for use of the judges of election to keep track of votes cast at the time ballots are opened and read.	25 months after the election or until time has expired for which the record would be needed in any contest proceedings, whichever is later.	County Clerk	[CRS 1-7-802] Also review Secretary of State's Current Rules
e. Tabulation Test Results	Records of testing of the tabulation equipment prior to and/or after the machine tabulation of ballots.	Permanent	County Clerk	
f. Logic and accuracy Tests and Post-Election Audits		25 months	County Clerk	
23. VOTER REGISTRATION RECORDS.				
a. Street Research Forms	Forms used to collect information to enter into the computerized voter registration system.	Until after the next General Election Duplicate Copies: Until superseded	County Clerk	
b. Voter Registration Forms	Oaths or affirmation, application for affidavit registration, federal postcard applications, applications for change in residence or change of name, and other voter registration forms.	Until after the next General Election	County Clerk	[CRS 1-2-227]
c. Voter Registration Database	Master listing of registered voters in the County containing name, address, other identifying information, precinct number, party affiliation, etc.	Until superseded	County Clerk	

Record Title	Description	Retention Period	Record Custodian	Regulatory Citation/Notations
d. Voter Registration Lists	Lists of voters eligible to vote in a specific election.	25 months after the election or until time has expired for which the record would be needed in any contest proceedings, whichever is later.	County Clerk	[CRS: 1-7-802]
24. VOTING RECORDS				
a. Absentee Voter Records	Records documenting the casting of and accounting for absentee voter ballots including absentee voter affidavits and oaths, applications for absentee ballots, and lists prepared by the election official of electors receiving absentee ballots.	25 months after the election or until time has expired for which the record would be needed in any contest proceedings, whichever is later.	County Clerk	[CRS: 1-7-802]
b. Early Voter Forms	Recordings documenting the casting of and accounting for early voter ballots, including early voter affidavits and oaths, applications for early ballots, lists prepared by the election official of electors receiving early ballots, replacement ballots and voter signature forms signed by voters at the time of early voting to establish identity and request a ballot.	25 months after the election or until time has expired for which the record would be needed in any contest proceedings, whichever is later.	County Clerk	[CRS: 1-7-802]
c. Poll Books	A paper or electronic list kept by election judges of eligible or provisional electors to whom ballots are delivered or who are permitted to enter a voting machine for the purpose of casting their votes at an election.	25 months after the election or until time has expired for which the record would be needed in any contest proceedings, whichever is later.	County Clerk	[CRS: 1-7-802]
d. Poll Lists	Paper or electronic lists of registered electors for the election provided to election judges for use in verifying voter registrations at polling places.	25 months after the election or until time has expired for which the record would be needed in any contest proceedings, whichever is later.	County Clerk	[CRS: 1-7-802]

Record Title	Description	Retention Period	Record Custodian	Regulatory Citation/Notations
e. Return Signature Envelopes	Envelopes bearing the voter's signature and identifying information for verification purposes, used by the voter to return ballots in a mail ballot election or to return absentee ballots.	25 months after the election or until time has expired for which the record would be needed in any contest proceedings, whichever is later.	County Clerk	[CRS: 1-7-802]
f. Voter Signature Forms, signed and unsigned	Records documenting the casting of and accounting for ballots, including voter signature forms signed by the voters at polls to establish identity and request a ballot.	25 months after the election or until time has expired for which the record would be needed in any contest proceedings, whichever is later.	County Clerk	[CRS: 1-7-802]

Section 3: Motor Vehicle and Licensing Records

Record Title	Description	Retention Period	Record Custodian	Regulatory Citation/Notations
1. CERTIFICATES OF TITLE ON MOTOR VEHICLES				
a. Applications for Title on Motor Vehicles	DR2001 Surrendered Certificate of Title, DR2395 Verification of VIN/Title Application, and all supporting documentation.	Record stored in DRIVES; physical copy kept by County for 3 months.	County Clerk	
b. Applications for Duplicate Certificate of Title	DR2539A Application for Duplicate Title and Receipt forms completed and submitted to the County when the original title has been lost or destroyed and a duplicate title is needed.	Record stored in DRIVES; physical copy kept by County for 3 months.	County Clerk	
c. Application for Title for a Motor Vehicle (Trailer Affidavits)	DR2409 Statement of Assigned Homemade.	Record stored in DRIVES; physical copy kept by County for 3 months.	County Clerk	
2. CORRESPONDENCE AND GENERAL DOCUMENTATION	Correspondence and documentation of a general nature.	Record stored in DRIVES; physical copy kept by County for 3 months.	County Clerk	
3. HANDICAP PLACARD APPLICATIONS	DR2219 Application for Persons with Disabilities Parking Privileges and supporting documentation.	Record stored in DRIVES; physical copy kept by County for 3 months.	County Clerk	
4. FARM PLATE AFFIDAVITS	Affidavit stating qualifications for issuance of farm plates.	Record stored in DRIVES; physical copy kept by County for 3 months.	County Clerk	
5. FINANCIAL RECORDS				
a. <u>Credit</u> Cards		Record stored in DRIVES	County Clerk	
b. <u>Short</u> Checks		Record stored in DRIVES; physical copy kept by County for 2 years.	County Clerk	
6. LOST AND STOLEN PLATE AFFIDAVITS	DR2283 Affidavits for Lost or Stolen License Plates/Permits completed by license holders to request a new plate or tab when the issued plate or tab is lost or stolen	Record stored in DRIVES; physical copy kept by County for 3 months.	County Clerk	[CRS 42-3-205]

Record Title	Description	Retention Period	Record Custodian	Regulatory Citation/Notations
7. MILITARY EXEMPTION APPLICATIONS	Application and supporting documentation relating to military exemption from specific ownership tax	Record stored in DRIVES; physical copy kept by County for 3 months.	County Clerk	
8. MOTOR VEHICLE LICENSING PROCESSING RECORDS				
a. Face up daily customers squares		1 year	County Clerk	
9. PERMITS		Record stored in DRIVES		
10. PLATE AND TAB INVENTORY RECORDS.	Records of disposal of old tabs and license plates.	2 years after completion of disposal.	County Clerk	
11. RECORDS DISPOSITION FILES RECORDS MANAGEMENT FILES		Permanent	County Clerk	
12. REFUND AND DELETE RECORDS.	Records relating to the processing issuance of refunds.	Record stored in DRIVES		
13. SECURITY AGREEMENTS/CHATTEL MORTGAGES & MANUFACTURED MOBILE HOMES	Filed by lien holders as security for motor vehicle liens and manufactured homes			
a. Manufactured and Mobile Homes and Indexes		Record stored in DRIVES; physical copy kept by County for 3 months.	County Clerk	[CRS 42-6-127]
b. Motor Vehicles, Chattels and Indexes	Chattel mortgages relating to motor vehicles	Record stored in DRIVES; physical copy kept by County for 3 months.	County Clerk	[CRS 42-6-127]
14. SPECIAL MOBILE MACHINERY(SMM) REGISTRATION APPLICATIONS AND SUPPORTING DOCUMENTATION SMM AND 2% RENTAL	Registration of driven equipment, such as truck cranes, wheel loaders, motor scrapers, truck scrapers, truck-mounted tree spades, backhoe, sweepers, etc. or pulled equipment such as asphalt and/or tar kettles, portable scissors lifts, portable concrete mixers, portable air compressors, portable conveyors, etc.	1 year	County Clerk	

Record Title	Description	Retention Period	Record Custodian	Regulatory Citation/Notations
15. SPECIALIZED PLATE APPLICATION RECORDS.	Applications and supporting documentation for personalized plates, personalized plate conversions, farm plates, Purple Heart plates, National Guard plates, former Prisoners of War plates and special alumni plates.	Record stored in DRIVES; physical copy kept by County for 3 months.	County Clerk	

Section 4: Recording Records

Record Title	Description	Retention Period	Record Custodian	Regulatory Citation/Notations
1. BANKRUPTCY POSTINGS.	Public notices from Bankruptcy Court sent to the County Clerk and Recorder.	2 years	County Clerk	
2. 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.	2 years after service ends or after any legal proceedings involving enforcement of the bond conclude, whichever is later.	County Clerk Treasurer is custodian of bonds for the Clerk and Recorder.	[CRS 24-13-107], [CRS 30-10-311]- [CRS 30-10-318]: No retention period specified; bond is to be recorded by the County Clerk and Recorder.
3. CORRESPONDENCE AND GENERAL DOCUMENTATION.	Correspondence and documentation of a general nature to and from the County Clerk.	Destroy when superseded or replaced.	County Clerk	
4. DISPUTE RESOLUTION NOTIFICATIONS	Notification of a Consumer disputing liens or judgments against them.	1 year + current	County Clerk	
5. HISTORICAL REGISTERS, RECORDS AND BOOKS.	These include originals of: Brand Records (1873-1885), Farm and Ranch Names, Bond and Coupon Register, Fee Books, Day Books, Road Warrant Registers, Court Orders, Witness Certificates, Cash Books, Motor Vehicle Chattels, Chattel Indexes, Reception Books, Marriage Licenses, Irrigation Ditch Book, Wolf Scalp Register, A stray Books, Soldiers Discharge Book, Notary Records, Excelsior Journal (public assistance loans by County), Pauper Record (financial assistance for the poor), original maps of towns, grantee/grantor books (to 1990s), ditch and road plats, etc.	Permanent	County Clerk	
6. "KILL" SHEETS	Forms completed to show why a reception number was not used in the public records so that there are no breaks in the number sequences.	Permanent	County Clerk	

Record Title	Description	Retention Period	Record Custodian	Regulatory Citation/Notations
7. MARRIAGE AND CIVIL UNION LICENSING RECORDS.				
a. Application for Marriage and Civil Union 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.	Permanent	County Clerk	Permanent Note: On-line applications are required to appear in person to finalize the application process.
b. Marriage and Civil Union Certificates		Permanent	County Clerk	
9. NOTICES OF NON-COUNTY MEETINGS	Public notices of non- County meetings sent to Recording for public notifications and posting.	2 years	County Clerk	
10. PUBLIC NOTICES	Public notices meetings sent to Recordings for public notification and posting.	2 years + current	County Clerk	
11. RECORDED INSTRUMENTS AND INDEXES				
a 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	County Clerk	[CRS 30-10-408]
b. 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	County Clerk	[CRS 30-10-409]
c Recorded Instruments	Documents received and record by the County Clerk & Recorder to place them on public record, including deeds, real estate instruments, military discharge papers, marriage certificates, title applications, federal tax liens, Uniform Commercial Code (UCC) filings, redemption certificates recorded for the County Treasurer, foreclosure records	Recorded Instruments: Permanent Off- site Database Backup: Retain current and previous version at a minimum and until a subsequent backup has been tested	County Clerk	[CRS 30-10-406]; [CRS 30-10-407]

Record Title	Description	Retention Period	Record Custodian	Regulatory Citation/Notations
	recorded for the Public Trustee, Board of County Commissioners Resolutions, and other types of recorded instruments.	Backup CD's: Until superseded and until the subsequent backup has been tested Microfilm of Recorded Instruments (Prior to 1994): Permanent		
d. Unclaimed Recorded Instruments	Recorded instruments returned by the postal service or left at the County Clerk's Office and which are unclaimed or undeliverable.	Permanent	County Clerk	
12. SEARCH FORMS	Forms requesting searches of recorded instruments (non-public documents such as discharge forms, marriage license applications, death certificates, etc.) at the County Clerk's Office.	Permanent	County Clerk	Researched 5 USC 552(b)(6), [32 CFR Part 45], [CRS 24-72-204]: No retention period specified for DD-214 Search Forms Note: Federal Statute of Limitations: 5 years
13. SPECIAL AND METROPOLITAN DISTRICT RECORDS.				
a. Public Meeting Notices	Courtesy copies of notices of public meetings of Special and Metropolitan Districts.	2 years	County Clerk	
b. Reports to State	Reports to the State Department of Local Affairs from the County Clerk relating to organization, dissolution or boundary changes of special districts.	Permanent	County Clerk	[CRS 32-1-105]: No retention period specified
c. Service Plans- Special and Metropolitan Districts	District plans submitted to the County for date stamping and official acceptance.	Permanent	County Clerk	[CRS 32-1-107]: Retention period not specified

Record Title	Description	Retention Period	Record Custodian	Regulatory Citation/Notations
14. 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 Clerk and Recorder. Supporting documentation such as covenants and agreements are recorded separately. (See Recorded Instruments above).	Permanent	County Clerk	[CRS 30-10-410]: Clerk and recorder to "maintain" file and indexes of all recorded subdivision plats and common interest community plats or maps.
15. SURVEYING RECORDS FILED WITH COUNTY CLERK AND RECORDER				
a. Colorado Land Survey Monument Records.	Description 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	County Clerk	[CRS 38-53-104]: Requires the filing of monument records with the State Board; no retention period specified for the State Board or the County Clerk and Recorder.
b. 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	County Clerk	[CRS 30-10-903]: Filed in the office of the County Surveyor or in the office of the County Clerk and Recorder if there is no office for the County Surveyor in the County; no retention period specified.
16. TRADE NAME REGISTRATIONS	Trade name registration records provided by the Colorado Department of Revenue.	Permanent	County Clerk	[CRS 30-10-420]: Trade name registration records provided by Department of Revenue to be "maintained" by County Clerk and Recorder; retention period not specified.

Section 5: Liquor License Records

Record Title	Description	Retention Period	Record Custodian	Regulatory Citation/Notations
1. ALCOHOL BEVERAGE LICENSING RECORDS				
a. Alcohol Beverage Licensing files	<p>Records relating to application for all types of beer and liquor license, includes:</p> <ul style="list-style-type: none"> • Boundary maps • Certificates of incorporation or good standing • Change of corporate or trade name forms • Change for locations permits • County/State application forms • Floor diagram • Individual history forms • Manager's registration and change of manager forms • Modification or 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 	6 years after establishment ceases operation or after final denial, expiration, revocation, termination or transfer of the license, except that any background materials that will also apply to a transferred license should be retained from the original license.	County Clerk	
b. Renewal Records-Alcohol Beverage Licenses	Applications and supporting documentation relating to annual renewal of an alcohol beverage license.	Current operation kept indefinitely after renewal or transfer of ownership.	County Clerk Other appropriate staff	

Record Title	Description	Retention Period	Record Custodian	Regulatory Citation/Notations
c. Special Events Licenses.	Application and materials and supporting documentation for special events alcohol beverage license.	6 years after event	County Clerk Other appropriate staff	
d. Temporary Alcohol Beverage Permits.	Application and materials and supporting documentation relating to issuance of temporary alcohol beverage license.	2 years after permit expiration	County Clerk Other appropriate staff	
2. CORRESPONDENCE AND GENERAL DOCUMENTATION	Correspondence and documentation of a general nature.	Same as records in 1(A) above	County Clerk Other appropriate staff	
3. LIQUOR LICENSING AUTHORITY RECORDS.		Permanent	County Clerk Other appropriate staff	
4. LISTINGS OF LICENSEES-ALCOHOL BEVERAGES		Until superseded	County Clerk Other appropriate staff	
5. VIOLATION RECORDS	Documentation and background material for administrative hearings 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 notes, exhibits and hearing findings.	Violation records: 3 years in working file then archive for 10 years after establishment ceases to do business or license is transferred.	County Clerk Other appropriate staff	

Section 6: Ambulance Records

Record Title	Description	Retention Period	Record Custodian	Regulatory Citation/Notations
1. FUEL USE RECORDS	Records pertaining to fuel usage, including periodic fuel usage reports.	2 years	Fleet Manager	
2. MAINTENANCE AND SAFETY RECORDS- VEHICLES AND EQUIPMENT				
a. Ambulance Inspection Reports	Reports detailing all on hand equipment for individual vehicles operated by the Ambulance Department.	1 year + current	Ambulance Services Director	[C.F.R. 49 CFR 396.11]
b. Inspection and Maintenance Documentation	Records pertaining to maintenance and inspections performed for vehicles and equipment, including those records required by State and federal regulations; includes manufacturer issued manuals and warranties, inspection reports, vehicle maintenance histories and work orders providing the only available vehicle history.	Until vehicle or equipment is no longer under municipal control or life of vehicle or equipment + 1 year.	Fleet Manager	[C.F.R. 49 CFR 396.21 requires annual inspection reports of commercial motor vehicles to be retained for 14 months after the inspection where the vehicle is housed or maintained.]
3. AMBULANCE LICENSING AND OPERATION RECORDS	Records relating to the licensing and operations of municipal ambulance services.			
a. Ambulance Licensing Records	Records relating to county licensing and level of service certification of ambulance vehicles and operations.	2 years after license or certification expires	BOCC; Ambulance Services Director	
b. Ambulance Run and Patient Records	Call sheets, logs, and patient care records.	7 years	Ambulance Services Director	
4. TELEPHONE RECORDS				
a. 911 call logs	Records of 911 dispatch information collected by the Communications Center.	Until system capacity is exceeded	Communication Center Director	

5. RECORDS AND REPORTS OF REGISTRANTS				
a. Maintenance of Records and Inventories (DEA)	Inventory and other records retained for further inspection and copying by authorized employees of the Administration.	2 years from inventory on record	Ambulance Services Director	[C.F.R. 21 §1304.04]

Section 7: Assessor Records

Record Title	Description	Retention Period	Record Custodian	Regulatory Citation / Notations
1. ADMINISTRATIVE RECORDS:				
a. Abatement or Refund of Taxes Petitions:	Petitions submitted by taxpayers to request a reduction in a prior year's tax after the tax warrant is delivered to the Treasurer.	2 years + current	Assessor	[ARL: 2 years + current] <i>Note:</i> Abatement petitions must be filed within two years of the date the taxes were due.
b. Notices of Valuation (NOV):	<ul style="list-style-type: none"> • Personal Property • Real Property • Special Real and Personal Property 	6 years + current	Assessor	[CRS 39-5-121]: No retention period specified [ARL: 6 years + current]
c. Protest Records:	<ul style="list-style-type: none"> • Disposition and Register of Protests • Notices of Determination • Personal Inquiry Record • Personal Property Protest • Real Property Protest • Reports of valuation and protest for the Board Equalization • Special Notices of Determination • Special Real and Personal Property Protest • Statutory newspaper notifications (clippings and receipt of payment) • Written taxpayer protests of valuation 	6 years + current	Assessor	[CRS 39-5-122]: No retention period specified [ARL: 6 years + current]

Record Title	Description	Retention Period	Record Custodian	Regulatory Citation / Notations
d. Real Property Transfer Declarations (Form TD 1000):	Provides essential information to alert the appraiser to sales which may not be an indication of the property's actual value and helps ensure fair and uniform assessments for all property for property tax purposes. Note: These documents are confidential pursuant to State law.	6 years + current	Assessor	[CRS 39-14-102]: No retention period specified; all deeds subject to the documentary fee that are submitted for recordation must be accompanied by a TD 1000 form on which the County Clerk and Recorder enters the date of recordation and reception number of the conveyance document and then sends to the Assessor. [ARL: 6 years + current]
2. ADMINISTRATIVE REPORTS:				
a. Abstracts of Assessment:	Summaries prepared by the Assessor of assessed value by class and subclass of property.	6 years + current	Assessor	[CRS 39-5-123]: No retention period specified [ARL: 6 years + current]
b. Certifications 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	Assessor	[CRS 39-5-128]: No retention period specified [ARL: 6 years + current]
c. Special District Records:	Records filed with the Assessor regarding Special Districts, including: <ul style="list-style-type: none"> • Notices of New Special Districts, including legal descriptions and maps • Boundary maps filed annually • Notifications of Special District contact information - annual 	New District Notices: Permanent Boundary Maps Filed Annually: Permanent Notifications of Contact Information: Until superseded	Assessor	ARL: <i>Notices of New Special Districts or Boundary Changes:</i> Permanent

Record Title	Description	Retention Period	Record Custodian	Regulatory Citation / Notations
3. APPRAISAL RECORDS – PERSONAL PROPERTY:				
a. Declaration Schedules and Attachments:	<ul style="list-style-type: none"> • All personal property • Coal • Earth or stone products • Lessee • Producing mines • Residential <p>Note: These documents are confidential pursuant to State law.</p>	6 years + current	Assessor	[CRS 39-5-107]: No retention period specified [CRS 39-5-120]: 6 years ARL: 6 years + current
b. Movable Equipment Apportionment Lists:	Owners must file a statement with the personal property declaration schedule indicating proposed locations for the year, and the Assessor apportions the value and notifies the owner and the other county assessors of the value and apportionment.	6 years + current	Assessor See also: Administrative Records – Movable Equipment Certifications of Ad Valorem Taxation above.	[CRS 39-5-113]: No retention period specified [CRS 39-5-120]: 6 years [ARL: 6 years + current]
c. Personal Property Appraisal Records:		6 years + current	Assessor	[ARL: 6 years + current]
d. Taxpayer Extension Requests:		1 year + current	Assessor	[ARL: 1 year + current]
e. Works of Art Statements:	Taxpayer statements that a work of art is on display with the State, a political subdivision, a library, an art gallery or a museum and qualifies for a property tax exemption.	6 years + current	Assessor	[CRS 39-3-123]: No retention period specified ARL: 6 years + current
4. APPRAISAL RECORDS – REAL PROPERTY:				
a. 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. Note: These documents are confidential pursuant to State law.	6 years + current	Assessor	

Record Title	Description	Retention Period	Record Custodian	Regulatory Citation / Notations
b. Appraisal Records:	<ul style="list-style-type: none"> • Agricultural • Commercial • Earth and stone products • Manufactured homes • Residential property • Vacant • Producing mines • Natural Resources 	6 years + current	Assessor	[ARL: 6 years + current]
c. Cost Manuals:		Until superseded	Assessor	[ARL: Until superseded]
d. Income and Expense Interview Forms:	<p>Used to collect income and expense data.</p> <p>Note: These documents are confidential pursuant to State law.</p>	6 years + current	Assessor	[ARL: 6 years + current]
e. Market Data Worksheets:	<ul style="list-style-type: none"> • Master lists • Qualified lists • Qualified/verified lists • Out lists • Market analysis spreadsheets • Sales comparison grids • Scatter diagrams for depreciation • Depreciation tables 	6 years + current	Assessor	[ARL: 6 years + current]
f. Sales Maps:	Maps showing sold properties in the area of the property being appraised used for sales comparisons.	6 years + current	Assessor	[ARL: 6 years + current]
g. Vacant/Subdivision Land Questionnaires:	Submitted to provide information regarding vacant lots within a development.	6 years + current	Assessor	

Record Title	Description	Retention Period	Record Custodian	Regulatory Citation / Notations
5. CORRESPONDENCE AND GENERAL DOCUMENTATION – ASSESSOR:	General correspondence and documentation relating to administrative remedies, appraisals of personal and real property, and other property taxation matters. See also: Section 15 General Records – Correspondence and General Documentation	6 years + current	Assessor	[ARL: 6 years + current]
6. EXEMPT PROPERTIES RECORDS:	Applications and supporting documentation for exemption based on charitable, school or religious use of property.	6 years + current	Assessor	[CRS Title 39, Article 3, Part 1]: No retention period specified [ARL: 6 years + current]
7. OWNERSHIP RECORDS:				
a. Address Change Requests: Used to change a mailing address on the Assessor's records.		1 year + current	Assessor	[ARL: 1 year + current]
b. Block and Plat Books:	<ul style="list-style-type: none"> the individual lot the block in which the lot is located, if applicable a reference to a platted subdivision or a phase thereof a reference to find the cited plat map (i.e., a page and/or volume number), description of the map's place of official recording 	Permanent	Assessor	[ARL: Permanent]
c. Equity List Reports:	Report on equity interest in lands distributed by the State Board of Land Commissioners, containing the following information: Certificate of purchase number, purchaser and purchaser's address, legal description and number of acres, date sold, purchase price, and principal paid.	6 years + current	Assessor	[ARL: 6 years + current]

Record Title	Description	Retention Period	Record Custodian	Regulatory Citation / Notations
d. Mining Claims Ownership Index:		Permanent	Assessor	[ARL: Permanent]
e. Out of State Owners' Lists:	The Assessor is required to furnish annually to the State Department of Revenue a list of the names and addresses of all nonresidents of Colorado shown on the Assessor's records as of the previous assessment date to have owned real or personal property within the County.	1 year + current	Assessor	[CRS 39-5-102(3)]: No retention period specified [ARL: 1 year + current]
f. Parcel Identification Maps:	Assessment maps with parcel numbering provide a physical inventory listing of land within the Assessor's jurisdiction.	Until superseded <i>Existing Microfiche:</i> Permanent	Assessor	[CRS 39-5-103.5]: No retention period specified [ARL: Until superseded]
9. SENIOR CITIZEN AND DISABLED VETERANS EXEMPTION RECORDS:				
a. Annual Reports:	Reports filed with the State Property Tax Administrator listing the exemptions allowed for the current year.	6 years + current	Assessor	
b. Applications for Tax Exemption and Supporting Documentation:		Destroy 6 years + current after removal of exemption	Assessor	[ARL: Destroy 6 years + current after year exemption is removed]
10. 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. These records include Final Notices of Valuation and County Apportionment.	6 years + current	Assessor	[ARL: 6 years + current]

Section 8: Building and Structure Regulation Records

Record Title	Description	Retention Period	Record Custodian	Regulatory Citation/Notations
1. BUILDING BOARD OF APPEALS RECORDS.				
a. Board Case Files.	Records pertaining to cases or appeals heard by the board regarding interpretations of code provisions, administrative actions of the building official, compliance with building code requirements, etc.	20 years + current	Building Inspector <i>See also:</i> Investigation Files below	[CRS 30-28-207]: Records of examinations and other official actions to be retained; no retention period specified [CMRRS 1.50: 20 years]
b. Board Operation Records.	Agendas, minutes, recordings, etc.		<i>See</i> Section 1, item 3, Board, Commission and Authority Records	
c. Transcripts.	Verbatim transcripts of Board proceedings.	20 years + current	Building Inspector	
2. BUILDING PERMITS AND SUPPORTING DOCUMENTATION.	Records relating to building and structure permits, such as building permits, electrical permits, mechanical permits, roofing permits, sign permits, etc. Supporting documentation includes documents submitted by the applicant, soils reports, etc.			

Record Title	Description	Retention Period	Record Custodian	Regulatory Citation/Notations
a. Building Permits and Supporting Documentation	Permits issued by the County to authorize and allow construction-related activities to proceed, including: <ul style="list-style-type: none"> • Basement finishes • Decks • Garages, barns, sheds • HVAC (heating, ventilation and air conditioning) systems • New residential and commercial construction • Pools and spas • Renovations and remodels • Re-roofs • Residential additions • Tenant finishes • Trailer installations • Other types of building permits 	Permanent	Building Inspector	[CRS 30-28-205]: No retention period specified IRC104.7 and IBC104.7 <i>Departmental Records:</i> For the period required for retention of public records [CMRRS 1.30]: Permanent [CMRRS 1.150 <i>Soil Condition Reports</i>]: 20 years + current
b. Demolition Permits and Supporting Documentation	Permits issued by the County to authorize and allow permanent demolition of buildings or structures to proceed.	10 years after demolition	Building Inspector	[IRC 104.7 and IBC104.7]: <i>Departmental Records:</i> For the period required for retention of public records. [CMRRS 1.30]: 10 years after demolition
c. Driveway Permits and Supporting Documentation	Records of evaluation of driveway access, building site location, building materials and defensible space for wildfire mitigation prior to issuance of a building permit	Permanent	Building Inspector	[IRC104.7 and IBC104.7]: <i>Departmental Records:</i> For the period required for retention of public records [CMRRS 1.30]: Permanent
d. Fees – Building Permit	Records relating to the collection of building permit fees, impact fees, parkland fees and other fees collected by the County at the time of application for building permits.		See Schedule 11 Financial Records - Accounts Receivable Records and Fee and Rate Schedules	[IRC 104.7 and IBC104.7]: <i>Departmental Records:</i> For the period required for retention of public records

Record Title	Description	Retention Period	Record Custodian	Regulatory Citation/Notations
3. CERTIFICATES OF OCCUPANCY AND SUPPORTING DOCUMENTATION	Documents issued by the County after the permitted construction activity is completed as evidence that all minimum requirements have been met before the building or structure can be occupied and used.	Permanent	Building Inspector	[IRC 104.7 and IBC104.7]: <i>Departmental Records:</i> For the period required for retention of public records [CMRRS 1.60]: Permanent
4. CODES ADOPTED BY REFERENCE	Building codes adopted by reference by the County	Permanent	Building Inspector	[CRS 30-28-201], [CRS 30-28-204], [CRS 30-28-208]: No retention period specified [CMRRS 7.60]: Retain 1 copy permanently for historical purposes; <i>duplicate copies</i> : Until superseded
5. CONSTRUCTION DRAWINGS AND PLANS	Blueprints, drawings, plans, specifications or site and plot plans submitted for County review as supporting documentation by building contractors or owners when applying for a building permit.		Building Inspector	
a. Nonresidential.	Drawings and plans (final or as-built) submitted by those applying for a building permit for public buildings, or commercial, industrial or apartment structures.	<i>Permit Approved:</i> Permanent <i>Permit Not Approved:</i> 2 years from the date of denial	Building Inspector	[CRS 30-28-205]: No retention period specified [IBC 106.3.1]: One set of construction documents to be retained by the building official [IRC 106.5 and IBC106.5]: One set of approved construction documents to be retained by building official for at least 180 days from date of completion of permitted work [CMRRS 1.80]: <i>Approved:</i> Permanent. <i>Not Approved:</i> 2 years from the date of denial

Record Title	Description	Retention Period	Record Custodian	Regulatory Citation/Notations
b. Residential.	Drawings and plans (final or as-built) submitted by those applying for a building permit for residential or modular structures.	<p>Permit Approved: 180 days after completion of the project or as directed by the adopted Uniform Building Code</p> <p>Permit Not Approved: 180 days after drawings and plans have been submitted</p>	Building Inspector	<p>IBC 106.3.1: One set of construction documents to be retained by the building official</p> <p>IRC 106.5 and IBC106.5: One set of approved construction documents to be retained by building official for at least 180 days from date of completion of permitted work</p> <p>CMRRS 1.80: <i>Approved:</i> 180 days after completion of the project or as directed by the adopted UBC.</p> <p><i>Not Approved:</i> If IBC has been adopted, then 180 days after drawings and plans have been submitted</p> <p>LC: Permanent</p>
6. CONTRACTOR LICENSING AND REGISTRATION RECORDS.	Licenses and supporting documentation for licenses issued to contractors to authorize them to do business as builders, general contractors, or contractors for installation or work on specific types of systems. Supporting documentation includes applications, Certificates of Lawful Presence, statements of exemption from State workers' compensation requirements, certificates of insurance,	6 years + current after license expiration	Building Inspector	<p>CRS 13-80-104: Actions to be brought within 6 years after substantial completion of the improvement, except that if cause of action arises during 5th or 6th year after substantial completion of the improvement the action is to be brought within 2 years</p> <p>CMRRS 12.20: 6 years + current</p> <p>CRS 30-11-125: No retention specified</p> <p>DC <i>Amendments to IRC and IBC:</i> Licenses expire one year from date of issuance, registrations expire 30 days after State issues license</p>
7. CORRESPONDENCE AND GENERAL DOCUMENTATION	Correspondence and general documentation of a general nature.	2 years after issuance of certificate of occupancy.	Building Inspector	

Record Title	Description	Retention Period	Record Custodian	Regulatory Citation/Notations
8. INVESTIGATION FILES	Documentation of cases related to compliance violations of building and other codes, including complaints, hearing records, notices of violations, stop work orders, photographs, inspections, etc.	20 years + current	Building Inspector	CRS 30-28-209: No retention period specified CMRRS 1.250: 20 years + current <i>Note:</i> Some investigations may go to the Building Board of Appeals
9. REGISTERS AND LEDGERS	Record books, ledgers or computer printouts that are kept to provide a listing of all issued building permits. The permit register may be the only record of the issuance of older building permits.	Permanent	Planning Administrator	CMRRS 1.190: 2 years + current, except retain permanently if the register or ledger is the only record of building permits issued LC: <i>Alphabetic Books of Building Permits Issued:</i> Permanent
10. REPORTS – BUILDING ACTIVITY	Summary housing reports and statistical compilations tracking building activity on a monthly or annual basis, including reports compiled for the U.S. Census Bureau, used to monitor growth and track building trends.	<i>Annual Reports and Compilations:</i> Permanent <i>Monthly Reports:</i> 1 year + current	Planning Administrator	CMRRS 1.210: <i>Annual Reports and Compilations:</i> Permanent. <i>Monthly Reports:</i> 1 year + current LC: <i>Report of Monthly Building Permits:</i> Permanent
11. CERTIFICATES OF OCCUPANCY	Documents issued when the permitted construction activity is completed as evidence that all minimum requirements have been met before the building or structure can be occupied and used.	Until a new certificate of occupancy is issued, OR 10 years after demolition, except retain permanently for structures with historic designations	Building Inspector	
12. CONSTRUCTION DRAWINGS AND PLANS	Blueprints and specifications submitted as supporting documentation for a building permit.			
a. Nonresidential				
i. Approved Drawings	Plans (final or as-built) or specifications for a nonresidential building permit for public buildings, or commercial, industrial or apartment structures.	10 years after demolition, except retain permanently for structures with historic designations	Building Inspector	

Record Title	Description	Retention Period	Record Custodian	Regulatory Citation/Notations
ii. Not Approved	Unapproved drawings, plans or specifications submitted for a nonresidential building permit.	2 years from date of denial	Building Inspector	
b. Residential				
i. Approved	Drawings, plans (final or as-built) or specifications for a residential building permit.	180 days after issuance of CO or as directed by the building code adopted by reference	Building Inspector	
ii. Not Approved	Unapproved drawings, plans (final or as-built) or specifications for a residential building permit.	180 days after submitted or as directed by the building code adopted by reference	Building Inspector	
13. INSPECTION RECORDS				
a. Building and Structure Inspection Reports	Records of final on-site inspections done to determine compliance with building, electrical, fire, plumbing, mechanical or other requirements and building standards; also includes other inspection reports, such as inlet inspections, proof roll inspections, etc.	10 years after demolition	Building Inspector	
b. Soil Condition Reports	Records of inspections of soil conditions, including nature, distribution and supporting ability of soils and rocks on building sites prior to issuance of building permits or approval of development proposals.	20 years	Building Inspector	
c. Unsafe Buildings	Documentation of complaints, inspections, notifications, corrective actions, closure and boarding, demolition and related actions relating to buildings and structures determined to be unsafe.	5 years after final action	Building Inspector	

Record Title	Description	Retention Period	Record Custodian	Regulatory Citation/Notations
d. Drainage, Erosion and Sediment Control (DESC) Building Inspections and Supporting Documentation		Permanent	Building Inspector	IRC 104.7 and IBC104.7: Departmental records: For the period required for retention of public records CMMRS 1. 30: Floodplain Building Permits: 10 years after expiration, revocation or discontinuance of use.
e. Elevator and Escalator Inspection Records	Records of elevator and escalator inspections by DRCOG within the County's jurisdiction.	Until superseded by the next inspection.	Building Inspector	
14. REGISTERS AND LEDGERS – BUILDING PERMITS	Record books, ledgers or computer printouts listing issued building permits.	3 years, except retain permanently if the register or ledger is older than 1920.		
15. DAILY WORK REPORTS	Daily record (daily time sheets) of work done by the County i.e. location, worker, task, etc.	5 years + current	Building Maintenance Director	CRS 8-72-107

Section 9: Communications Center Records

Record Title	Description	Retention Period	Record Custodian	Regulatory Citation/Notations
1. COMMUNICATION SYSTEMS RECORDS	Records relating to telephone, radio transmission, and other communication systems	6 months	Communication Center Director	
2. COMMUNICATION SITES RECORDS	Records of sites used for installation of communication system infrastructure such as communication towers.	1 year after site is no longer under municipal jurisdiction or no longer serves a communication system purpose.		
3. OPEN RECORDS REQUESTS AND SUPPORTING DOCUMENTATION	Formal requests for records submitted in accordance with state law and supporting documentation relating to the response to or denial of the request.	2 years after request is answered	Communication Center Director	
4. 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.	1 year after expiration of license	Communication Center Director	
5. TELEPHONE RECORDS				
a. Case Files- Audio Recordings	Phone system audio recordings	6 months	Communications Center Director	
6. SYSTEM MANAGEMENT RECORDS	Includes the following types of electronic data: equipment records, FCC records, maintenance contracts, repair order forms, services orders, system planning records, other management records.	Retention: Life of system + 1 year	Communications Center Director/Information Systems Director	
7. COMMUNICATION SYSTEMS-USER DATA	Includes the following types of electronic data: cap codes, electronic records of users, extension and pager numbers, service providers, VOIP user records, etc.	Retention: Until superseded	Communications Center Director	

Record Title	Description	Retention Period	Record Custodian	Regulatory Citation/Notations
8. TELEPHONE USAGE REPORTS				
a. 9-1-1 Calls	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	Communications Center Director	[CMMRS: 100.030]
9. REQUESTS FOR RELEASE OF INFORMATION	Requests for public release of information such as E-9-1-1 recordings, reports, incident histories, etc.	2 years	Communication Center Director	
11. COMPUTER SYSTEM RECORDS	Records pertaining to the installation and operation of computer systems and software specific to the Communication Center.	6 months	Communication Center Director	
a. 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.	System access logs: 6 months All other access control records: Until system capacity is exceeded Personnel Records: 3 years + current.	Communications Center Director	
b. All Other Access Control/Security Records		Delete when no longer administratively useful.	Communication Center Director	
c. Computer Audit Reports	Completed to determine compliance with policies relating to software and electronic records management.	Until superseded	Communication Center Director	

Record Title	Description	Retention Period	Record Custodian	Regulatory Citation/Notations
d. Maintenance Records-Computer System	<p>Paper and electronic documentation of maintenance of County computer systems and components needed to ensure compliance with warranties or service contracts, schedule regular maintenance and diagnose system or component problems. Includes:</p> <ul style="list-style-type: none"> • Component maintenance records • Computer equipment inventories • Failure logs • Hardware performance reports • Invoices (copies) • Maintenance contracts (copies) • Warranties • Other maintenance records 	Life of system or component + 1 year.	Communications Center Director	
e. Electronic Records Retained for Recordkeeping Purposes	<ul style="list-style-type: none"> • Digital recordings – audio and video • E-mail messages and attachments • Imaged records • Recorded videoconferences • Other records retained in electronic format. 	Based on content, retain for retention period for specific type of record; i.e., electronic records have same retention periods as paper or microfilm records with same content.	Communication Center Director – only County records. Outside agencies responsible for retention of that agency's records.	
f. Word Processing Files – Used Solely to Create Hard Copy.	Electronic files used solely to create hard copy of text-based documents.	Until no longer administratively useful.	Communication Center Director – only County records. Outside agencies responsible for retention of that agency's records.	
12. PROJECT RECORDS – INFORMATION TECHNOLOGY AND COMMUNICATION SYSTEMS. -Communications center- Phone and Radio, 911 phone calls, contracts, etc.	<p>Project records relating to the development, design, installation, upgrade and replacement of communications, computer and Information Technology; includes correspondence, drawings, copies of contracts and supporting documentation, copies of invoices and purchase orders, project bonds, project team meeting records, etc. Project files may include:</p> <ul style="list-style-type: none"> • Analyses, assessments, 	<p>Implemented Systems: 6 years + current after replacement of the information system or communications infrastructure, except prior to destruction, evaluate for continuing legal, administrative or historical value</p> <p>Systems Not Implemented: 3 years + current</p>	Communications Center Director/ Information Systems Director	

Record Title	Description	Retention Period	Record Custodian	Regulatory Citation/ Notations
	evaluations, reports and studies <ul style="list-style-type: none"> • Contracts (copies), proposals, purchase orders (copies), vendor literature • Correspondence, meeting records, notes • Project charters, plans, planning and development records, user requirements, specifications, standards, architecture and design • Quality assurance testing reports, statistics and coverage requirements, issues logs • Other project records and documentation 			
13. TRAINING RECORDS	Records relating to classroom and web-based training for Enterprise applications.	2 years + current or until no longer needed for reference	Communication Center Director	
14. 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 system technology; project files may include: analysis, assessment, 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			

Record Title	Description	Retention Period	Record Custodian	Regulatory Citation/ Notations
	testing reports, statistics and coverage requirements; issues logs; and other project records and documentation			
a. Implemented Systems		6 years after replacement of information system or communication infrastructure; except prior to destruction, evaluate for continuing legal, administrative or historical value.	Communications Center Director	

Section 10: 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.

Section 11: CSU Extension Records

Records relating to the Colorado State University Extension Office

Record Title	Description	Minimum Retention Period	Record Custodian/Preservation/Requirement	Regulatory Citation/Notations
1. BROCHURE MASTER FILE	Literature provided by CSU	1 year + current	CSU Extension	
2. FINANCIAL RECORDS	Audit, budget, accounting and financial tracking records	5 years	CSU Extension	
3. VOLUNTEER RECORDS	Records relating to recruitment, selection, training and service of program of volunteers.	1 years after end of volunteer's service and 3 years after denial of volunteer position	CSU Extension	
4. HISTORICAL/ PHOTOGRAPHIC RECORDS	Photographs or documents with enduring historical value	Permanent	CSU Extension	

Section 12: Emergency Management Records

Record Title	Description	Retention Period	Record Custodian	Regulatory Citation/ Notations
1. EMERGENCY PREPAREDNESS PLANNING, PROGRAM, TRAINING AND GENERAL INFORMATION FILES.	Correspondence, memoranda, reports and other supporting documentation concerning emergency planning, emergency training and training exercise, emergency equipment availability, command systems and structure, and warning systems. Includes "Storm Ready" program files, Neighborhood Emergency Team program files, Regional Emergency Medical and Trauma Advisory Council (RETAC), Northeast Region of Homeland Security files, and Interagency Incident Management Team files.	Permanent	Emergency Management Director	[CRS 25-3.5-701]: No retention period specified Homeland Security Presidential Directive 5&8
2. 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.	10 years + current	Emergency Management Director	
3. INCIDENT RECORDS – DISASTERS AND EMERGENCIES	Documentation of the extent and impacts of major natural or manmade disasters and emergency incidents and actions taken in response to such incidents; includes logs, diaries, damage assessment and response reports, situation and resource allocation reports, incident plans, resource ordering and tracking, financial documentation, photographs, and similar incident-related documentation. A major disaster or emergency incident is defined as one that may have historical significance and/or a federal or state disaster declaration; i.e., the 2008 Windsor tornado, the Granby armored bulldozer incident.	Permanent	Emergency Management Director	

Record Title	Description	Retention Period	Record Custodian	Regulatory Citation/ Notations
a. Incident Reviews	Reviews of assignments for actual incidents.	3 years + current, then review prior to destruction of the records to determine any continuing value	Emergency Management Director	
b. Maps and Drawings	Acquired from external sources and used for County reference and informational purposes, such as municipal or school district maps.	Until Superseded	Emergency Management Director	
c. Mutual Aid Agreements	Agreements among emergency responders to lend assistance across jurisdictional boundaries. This may occur due to an emergency response that exceeds local resources, such as a disaster or a multiple- alarm fire.	6 years + current after expiration or fulfillment of all terms of the agreement or contract, whichever is later, provided that audit has been completed and that the agreement or contract no longer has any binding effect; except prior to destruction, evaluate for continuing legal, administrative or historical value.	Emergency Management Director	
d. Special Needs Registrations	The registry contains information about individuals with special needs who may require assistance in the event of a disaster.	Registrations: 1 year + current after name is removed from registry Database: Until Superseded.	Emergency Management Director	

Section 13: Financial Records

Record Title	Description	Retention Period	Record Custodian	Regulatory Citation/Notations
1. ACCOUNTS PAYABLE (A/P) RECORDS				
a. Accounts Payable Records in General	A/P records including but not limited to automatic clearinghouse (ACH) forms, A/P balance sheets, copies of bills paid, checks issued (including check registers), invoices and statements, receiving reports, vendor files, expense and reimbursement request documentation, charge slips, credit card statements, and reports to the governing body listing bills to be paid.	7 years	Finance Director	[CMRRS: 30.100]
b. Credit Card Records	Records of credit cards issued for municipal use.	2 years after cancellation	Finance Director	
c. Forms 1099 and W-9	Forms for tracking taxpayer information for vendors when the charges for services exceed \$600 for the year.	4 years	Finance Director	[\$38-37-113]
d. Petty Cash Records	Records of petty cash fund account and requests for petty cash for various purposes.	2 years	Finance Director	[Accounting best practices]
2. ACCOUNTS RECEIVABLE (A/R) RECORDS	Records of collection of monies; includes but is not limited to automatic clearinghouse (ACH) forms; on-line payments, cash books, journals, receipts, reports and supporting documentation; fines, fees and charges receipts, other payments and supporting documentation; accounts receivable balance sheets; cash register validation tapes; statements and invoices issued by the municipality, etc.	3 years	Finance Director	[CMRRS: 30.200]
3. ASSET RECORDS	Inventories and listings to track and control assets.			[CMRRS: 30.300]

Record Title	Description	Retention Period	Record Custodian	Regulatory Citation/Notations
a. Annual Fixed Asset Reports	Worksheets listing fixed assets, purchases and disposition of assets.	Until superseded	Finance Director	
b. Disposition Records	Records of disposal of surplus property (except real estate) and unclaimed, abandoned or confiscated property such as bicycles and vehicles by auction, competitive bidding or destruction, including date, department name, description of item, value, disposition, method and reason for disposition, condition, value and approvals.	3 years after disposition	Finance Director	
c. Inventories	Listings of expendable and nonexpendable property and assets, including buildings, real estate, vehicles, furniture, equipment, supplies, merchandise for sale at municipally operated concessions or gift shops and other assets; may include description, cost, date purchased, location, name of vendor and depreciation detail.	Until superseded	Finance Director	
4. AUDIT RECORDS	Records documenting external and internal audits of the financial position of the government.			[CMRRS: 30.400]
a. Audit Reports	Annual or special reports prepared by external or internal auditors examining and verifying financial activities.	Permanent	Finance Director	[CRS 29-1-606]
b. Audit Work Papers	Documentation consisting of routine correspondence with auditors and copies of records compiled for the audit.	3 years after completion of audit	Finance Director	
5. BOND ISSUE RECORDS				[CMRRS:30.700]

Record Title	Description	Retention Period	Record Custodian	Regulatory Citation/Notations
a. Bond Issue Files	Records that document the authorization to finance improvements through bonded indebtedness, including bond anticipation notes, industrial development revenue bonds, general obligation bonds, revenue and refunding bonds, water bonds and special improvement bonds; includes correspondence, authorizations supporting financial arrangements, bond ratings, contracts or sales agreements, and sample copies or specimens of bonds.	2 years after final payment	Finance Director	
b. Bond Issue Proceedings Books	Certified record of proceedings relating to a bond issue, containing specimen (usually original) documents in book form.	Permanent	Finance Director	
c. Bonds, Notes and Coupons Paid	Canceled or redeemed bonds and coupons received from paying agents throughout the lifetime of the bond issue; cancelled upon receipt.	1 year after maturity	Finance Director	
d. Bond Registers and Ledgers	Used to document the redemption of coupons for bonds. Note: Bond registration and redemption transactions may be handled by a bond registration or paying agent.	Permanent	Finance Director	
6. BUDGET RECORDS				[CMRRS: 30.800]
a. Budget Document	Final financial plan approved by the governing body for expenditures and records of significant interim revisions made after budget adoption.	Permanent for final version and 1 year after adoption of the final budget for any preliminary versions.	Finance Director	
b. Budget Work Records	Departmental budget requests or proposals, reports, budget instructions, worksheets, financial projections and similar records used in the budget preparation and decision making process.	2 years	Finance Director	

Record Title	Description	Retention Period	Record Custodian	Regulatory Citation/Notations
7. FINANCIAL GUARANTEES	Records relating to escrow accounts, letters of credit, liens, promissory notes and other forms of financial guarantee required to ensure performance, payments or the completion of certain specified actions, such as the completion of projects, required improvements or the payment of delinquent bills or assessments.	1 year after expiration, completion of guaranteed action or release.	Finance Director	[CMRRS: 30.100]
8. GRANT RECORDS	Files pertaining to applications for grants and the administration, monitoring and status of grants.			[CMRRS: 30.120]
a. Grants From Government				
i. Awarded Grants and Supporting Documentation	Documentation of awarded grants, including grant application, grant contracts and agreements, grant reports and other supporting documentation.	Duration of grant + 6 years	Finance Director	
ii. Rejected Grants and Supporting Documentation	Documentation of grants that are either rejected by the grantee or not awarded.	2 years after rejection or withdrawal	Finance Director	
b. Grants to Government				
i. Awarded Grants	Documentation of awarded grants, including grant application, grant contracts and agreements, grant reports and other supporting documentation	Duration of grant + 6 years unless longer retention period is required by grantor	Finance Director	
ii. Rejected Grants	Documentation of grants applied for and either rejected by the grantor or not accepted.	2 years after rejection or withdrawal	Finance Director	
9. LEDGERS AND JOURNALS				[CMRRS: 30.150]
a. General Ledger	Year-end summary of receipts and disbursements by account and fund reflecting general financial condition. May include documentation from subsidiary ledgers to general ledger and accounting adjustments in the form of general entries.	30 years	Finance Director	

Record Title	Description	Retention Period	Record Custodian	Regulatory Citation/Notations
b. Journal Entries		7 years	Finance Director	
c. Subsidiary Ledgers and Journals	Daily, monthly, quarterly or year- end transaction detail providing backup documentation to general ledger.	3 years	Finance Director	
10. LOAN RECORDS	Records of loans to which the government is a party.			[CMRRS: 30.160]
a. Loans Made by Government	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.			
i. Approved Loans		7 years after loan is paid	Finance Director	
ii. Rejected or Withdrawn Loans		2 years after rejection or withdrawal	Finance Director	
b. Loans to the Government	Loans made to finance public improvements or to meet other financial obligations.			
i. Approved Loans		7 years after loan is paid or as specified by lending agency	Finance Director	
ii. Rejected or Withdrawn Loans		2 years after rejection or withdrawal	Finance Director	
11. PURCHASING RECORDS	Records pertaining to procurement of services or commodities.			[CMRRS: 30.170]
a. Purchasing Records in General	Purchasing control forms, such as purchase orders, purchase requisitions, field purchase orders, vouchers, signature authorizations, etc.	7 years	Finance Director	
b. Bids	Bids, quotes and proposals regarding services and commodities.			
i. Accepted Bids	Received from successful bidders.	7 years after acceptance of bid	Administrative Services Manager	
ii. Rejected/Unsuccessful Bids	Received from unsuccessful bidders.	3 years after contract is awarded or PO is issued	Administrative Services Manager	

Record Title	Description	Retention Period	Record Custodian	Regulatory Citation/Notations
iii. Unsolicited Bids	Received from bidders without solicitation.	1 year after submission	Administrative Services Manager	
c. Vendor Lists	Listings of vendors, including state bid lists, providing goods and services, usually including names, addresses, phone numbers, description of goods or services provided.	Until superseded or obsolete	Finance Director	
d. Vendor Prequalification Records	Records relating to prequalification of vendors eligible to provide goods and services.	3 years	Finance Director	
12. REBATE PROGRAM RECORDS	Records relating to rebate programs; includes rebate applications, correspondence, and other supporting documentation.	2 years after rebate is paid, provided that records have been audited.	Finance Director	[CMRRS: 30.180]
13. UTILITY BILLING RECORDS	Records relating to the billing of customers for utility services.			[CMRRS: 30.210]
a. Account Records	Records of individual customer accounts, including new service orders, trouble orders, billing statements or invoices, adjustments made to accounts, nonpayment billing notices, turn- off orders, security deposit payment and refund records, meter deposit receipts, meter reading exception reports, meter orders and other account records.	3 years after account closed or after account is transferred to another customer.	Finance Director	
b. Rate Schedules and Supporting Documentation –Utility Billing	Fee and rate schedules and supporting documentation justifying the determination of public utility fees and rates; i.e., calculations, methodology for establishing the fee or rate, comparisons with other municipalities, projections of revenue based on recommended fees or rates, etc.	6 years after published rate sheets and schedules are superseded or no longer used to charge for utility services	Finance Director	[18 CFR 125.3 30]
14. PAYROLL RECORDS				
a. Basis of Pay	Records pertaining to additions to or deductions from wages paid, including credit union deduction requests, garnishments, etc.; the	3 years	Finance Director	[29 CFR 516.2], [29 CFR 516.5], [29 CFR 1627]

Record Title	Description	Retention Period	Record Custodian	Regulatory Citation/Notations
	basis on which wages are paid; earnings per week; records containing employee's name, address, date of birth, occupation, rate of pay and compensation earned per week; includes payroll records pertaining to both FLSA Exempt and FLSA-Non-Exempt Employees. Note: The basis on which wages are paid must be documented in sufficient detail to permit calculation for each pay period including benefits and prerequisites. The records may include payment of wages, wage rates, job evaluations, merit and incentive programs and seniority systems. The basic reason for these records is to give the Wage-Hour Division an indication on whether or not sex discrimination exists.			
b. Direct Deposit Reports		2 years	Finance Director	
c. Leave Records				
d. Balance Reports				
i. Year-End		3 years	Finance Director	
ii. Other Periodic Reports		2 years	Finance Director	
e. Leave Requests	Request forms submitted by employees for sick, vacation, compensatory, personal business, family and medical leave, long-term leave, military leave and other leave time.	5 years	Finance Director	
i. Military Leave	Time off at full pay for certain types of active or inactive duty in the National Guard or as a Reserve of the Armed Forces.	5 years +current after military leave commences.	Finance Director	[38 USC 4312; CRS 28-1-104
ii. Other Leave		2 years	Finance Director	
e. Payroll Reports				
i. End of Pay Period		2 years	Finance Director	
ii. FICA Reports –Quarterly		7 years	Finance Director	

Record Title	Description	Retention Period	Record Custodian	Regulatory Citation/Notations
iii. Quarterly		3 years	Finance Director	
iv. Year-End		7 years, provided that payroll register is retained permanently	Finance Director	
f. Payroll Tax Records	Records of collection, distribution, deposit and transmittal of federal and state income taxes, including employer's quarterly federal tax return (941, 941E) and other similar federal and state forms.	4 years after due date of tax return to which payroll tax records relate or date paid, whichever is later	Finance Director	[26 CFR 31.6001-1]
g. Register –Payroll [Year-End]	Documentation of the earnings, voluntary and required deductions and withholdings of employees.	50 years	Finance Director	
h. Time Worked Records	All basic time and earnings cards or sheets and work production sheets of individuals where all or part of the employee's earnings are determined.	5 years	Finance Director	[CRS 8-72-107]
i. Wage-Rate Tables	All tables or schedules (from their last effective date) of the employer which provide the piece rates or other rates used in computing straight-time earnings, wages or salary, or overtime pay computation.	3 years	Finance Director	[29 CFR 516.6]
j. W-2 Forms	Annual wage and tax statements documenting individual employee earnings and withholdings for state and federal income taxes and social security tax.	4 years after due date of tax return to which payroll tax records relate or date paid, whichever is later	Finance Director	[26 CFR 31.6001-1]
k. W-4 Forms	Withholding allowance certificates documenting exemption status of individual employees.	Throughout employment	Finance Director	
15. STATE OF COLORADO NEW HIRE REPORTING COMPLIANCE	The State of Colorado pay request employee information for child support purposes as part of the federal parent locator service.	3 years	Finance Director	[42 USC 653; CRS 26-13-107]

Section 14: Human Resources Records

Record Title	Description	Retention Period	Record Custodian	Regulatory Citation/Notations
1. 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, provided that records that are updated periodically may be destroyed when superseded and that medical records relating to hazardous material exposure are retained 30 years after separation Departmental employee records: Consult with custodian of record copy of employee records regarding proper transfer or disposal of departmental employee records upon termination of employment	Human Resources Director	[CRS 24-72-202(4.5)]. Note: Medical records are to be retained separately in accordance with federal law. For employee medical records, see 90.110.B, Employee Medical Records in General.
2. ADMINISTRATIVE RECORDS	Records relating to administration of the CDL Program, including copies of expired driver's licenses, DOT physicals, program brochures and flyers, etc.	5 years	Human Resources Director	
a. Annual Calendar Year Summary		5 years	Human Resources Director	
b. Calibration Documentation		5 years	Human Resources Director	
c. Collection	Process Records	2 years	Human Resources Director	
d. Driving Skills Testing Center Pass/Fail Records		5 years	Human Resources Director	

Record Title	Description	Retention Period	Record Custodian	Regulatory Citation/Notations
e. Test Refusal Documentation		5 years	Human Resources Director	
f. Test Result Records-Alcohol and Controlled Substances				
i. Alcohol Test Results				[49 CFR 382.401(b)(1)(i)]
1. Concentration Greater Than 0.02		5 years	Human Resources Director	
2. Concentration Less Than 0.02		1 year	Human Resources Director	
ii. Controlled Substance Test Results				[49 CFR 382.401(b)(1)(ii)]
1. Driver Verified Positive Test Results		5 years	Human Resources Director	
2. Negative and Cancelled Test Results		1 year	Human Resources Director	
g. Training and Education Records – Technicians, Supervisors, Drivers		Maintained by employer while individual performs functions which require training and for 2 years after individual ceases to perform those functions.	Human Resources Director	[49 CFR 382.401(b)(4)]

Record Title	Description	Retention Period	Record Custodian	Regulatory Citation/Notations
h. Employee Medical Records in General Confidential	Employee medical records, including: pre-employment physicals; postemployment offer medical examinations and inquiries; job- related medical examinations and inquiries consistent with business necessity; 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 of any personal or environmental monitoring of exposure to hazardous materials, lead and asbestos, chemicals, toxic substances, noise, dust, heat, cold, repetitive motion, blood-borne pathogens, biological agents, bacteria, virus, fungus, radiation, or other dangerous work- related conditions.	10 years after separation from employment, except that employee medical records related to hazardous materials or blood-borne pathogen exposure are to be retained for 30 years after separation from employment and medical records related to workers' compensation cases are to be retained for 10 years after case is closed.	Human Resources Director	[29 CFR 1910.1020], [29 CFR 1910.103]
i. HIPAA Authorizations for Release of Information	Employee (patient) authorizations for release of protected health and medical information.	6 years from date of creation of record	Human Resources Director	
i. 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.	Human Resources Director	
3. I-9 FORMS	Record of verification of citizenship and eligibility to work in the United States, including verification documentation that establishes identity and eligibility (Immigration and Naturalization Service's 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).	Human Resources Director	[80 CFR 274a.2]
4. JOB RECRUITMENT RECORDS			Human Resources Director	

Record Title	Description	Retention Period	Record Custodian	Regulatory Citation/Notations
a. Advertisements of Job Opportunities	Advertisements and announcements regarding job openings, promotions, training programs or overtime work.	1 year	Human Resources Director	[29 CFR 1627.3]
b. 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.	2 years from the date of the making of the record or the personnel action involved, whichever is later.	Human Resources Director	[29 CFR 1602.31]
c. 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.	3 years	Human Resources Director	
d. Examinations and Tests	Tests administered to screen job applicants to determine aptitude or skills.	2 years from date of making of record or personnel action involved, whichever is later.	Human Resources Director	[29 CFR 1602.31]
e. Fair Credit Reporting Act (FCRA) Records	Records of reports and investigations by consumer reporting agencies to help employers make hiring or employment-related decisions, including consumer report disclosure to employees, consumer report authorizations from employees, employer certifications to credit reporting agencies, reports from reporting agencies, and summary of rights.	Individuals may bring claims under FCRA for 2 years after violation of Act.	Human Resources Director	
f. Job Descriptions and Specifications	Written descriptions of duties performed, qualifications and physical requirements for positions.	Until superseded	Human Resources Director	
g. Recruitment and Interviewing Procedures	Guidelines for recruitment and interviewing processes for hiring of employees.	2 years	Human Resources Director	
h. Salary Surveys	Studies and surveys conducted to gather comparative salary information for positions in comparable organizations.	3 years	Human Resources Director	
5. PENSION AND RETIREMENT RECORDS				

Record Title	Description	Retention Period	Record Custodian	Regulatory Citation/Notations
a. Actuarial Reports	Reports by actuaries concerning the financial soundness of a pension plan.	50 years	Human Resources Director	
b. Retirement and Pension Files	Records containing calculations and supporting documentation regarding retirement eligibility, retirement amounts and other information pertaining to current and future pensions; records of applications for pensions, determinations regarding pension awards and actuarial calculations for the pension.	10 years after benefits are no longer paid or after eligibility of employee or survivors for benefits ceases, whichever is later.	Human Resources Director	
6. POLYGRAPH RECORDS- WORKPLACE INVESTIGATIONS	Polygraph investigation of workplace theft or other incident or activities resulting in economic loss to the employer; copy of statement provided to employee setting forth specific incident or activity under investigation and basis for testing; copy of notice provided to polygraph examiner identifying persons to be examined; copies of opinions, reports, charts, written questions, lists and other records relating to employee polygraph test (e.g., records of number of examinations conducted each day, records specifying duration of each test period) that we have been furnished to the employer by the polygraph examiner.	3 years from date polygraph test is conducted or from date examination is requested, whichever is later.	Human Resources Director	[29 CFR 801.30]
7. 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.	2 years	Human Resources Director	
8. UNEMPLOYMENT INSURANCE	Reports and claim records for unemployment insurance payments.	6 years	Human Resources Director	
9. 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 from volunteer service	Human Resources Director	

Record Title	Description	Retention Period	Record Custodian	Regulatory Citation/Notations
10. WORKERS' COMPENSATION <i>See also Health, Medical and Safety Records</i>	Injury reports and supplemental reports and claim records for workers' compensation.	6 years after case is close	Human Resources Director	
11. Compensation or Pay Plans				
a. Pay Plans	Written plans outlining job titles and pay scales for employees.	2 years plus current	Human Resources Director	

Section 15: Information Services Records

Record Title	Description	Retention Period	Record Custodian	Regulatory Citation/Notations
1. SYSTEM MANAGEMENT RECORDS	Includes the following types of electronic data: equipment records, FCC records, maintenance contracts, repair order forms, services orders, system planning records, other management records.	Life of system + 1 year	Information Systems Director	
2. 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.	System Access Logs--6 months All Other Access Control/Security Records-Delete when no longer administratively useful.	Information Systems Director	[CMRRS: 55.010]
3. COMPUTER AUDIT REPORTS	Completed to determine compliance with policies relating to software and electronic records management.	Until subsequent audit is completed.	Information Systems Director	
4. COMPUTER BACKUP RECORDS	All servers except Communication GIS servers are backed up off-site. Includes computer backup documentation, contingency backups, and departmental backups.	7 years	Information Systems Director	[CMRRS: 55.010]
5. COMPUTER HARDWARE AND SOFTWARE DOCUMENTATION	Written documentation necessary for computer software configuration and installation. 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.	Until computer equipment or software is no longer used or needed to retrieve or store data.	Information Systems Director	[CMRRS: 55.010]

Record Title	Description	Retention Period	Record Custodian	Regulatory Citation/Notations
a. Access Control Records	Records required to establish and maintain computer security, including: Access requests, authorizations, encryption keys, journals, password documentation, reports, system access logs, other access control records	System access logs: 6 months All other access control records: Until system capacity is exceeded	Information Systems Director	
b. "Gold Copy" of Software and Supporting Documentation	Official copy of software in authorized County use; supporting documentation may include: <ul style="list-style-type: none"> • License agreements • Proofs of purchase • Software documentation (See also Computer Hardware and Software Documentation above) • Other supporting documentation 	Until software is no longer used or needed to retrieve or store data	Information Systems Director	
6. 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, maintenance contracts (copies), warranties, etc.	Life of system or component + 1 year	Information Systems Director	[CMRRS: 55.010]

Record Title	Description	Retention Period	Record Custodian	Regulatory Citation/Notations
7. 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 books, record layouts, flowcharts, job control language, operating instructions, user guides, system overviews, output specifications, migration plans and other records pertaining to systems operations.	Until superseded or no longer needed to retrieve or read data and information that is stored electronically.	Information Systems Director	[CMRRS: 55.010]
8. 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.	Delete or destroy when no longer administratively useful	Information Systems Director	[CMRRS: 55.010]
9. 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.	Until superseded	Information Systems Director	[CMRRS: 55.010]
10. SYSTEM USAGE RECORDS	Electronic files created to monitor system usage, including log-in files, audit trail files, costback files used to assess charges for system use, system-created or vendor- originated logs documenting various aspects of information technology systems operations.	Until superseded	Information Systems Director	

Record Title	Description	Retention Period	Record Custodian	Regulatory Citation/Notations
11. 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 by revised plan	Information Systems Director	[CMRRS: 55.030]
12. ELECTRONIC RECORDS IN GENERAL	Computer-generated and -maintained records and associated metadata in electronic formats retained for recordkeeping purposes, including the following examples: digital recordings–audio and video; e-mail messages and attachments; imaged records; databases and spreadsheets; word processing files; recorded videoconferences; digital photographs; geographic Information Technology datasets; and other records retained in electronic format.	Based on each departments' individual statute requirements	Information Systems Director	
a. Electronic Mail, Messages, Attachments, and Logs	County Google mail messages, attachments, and logs	10 years through google mail service	Information Systems Director	
b. 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).	Until superseded	Information Systems Director	[CMRRS: 55.050]
13. INFORMATION SYSTEMS				

Record Title	Description	Retention Period	Record Custodian	Regulatory Citation/Notations
a. Implemented Systems		7 years after replacement of information system or communication infrastructure; except prior to destruction, evaluate for continuing legal, administrative or historical value.	Information Systems Director	
b. Systems not Implemented		3 years	Information Systems Director	

Section 16: Landfill Records

Record Title	Description	Retention Period	Record Custodian	Regulatory Citation/Notations
1. ENVIRONMENTAL MONITORING AND REVIEW	Records pertaining to monitoring, inspections, investigations, surveys, screenings, testing and similar activities relating to 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 programs, gravel pit and mined land reclamation, oil and gas well drilling, sludge application by other jurisdictions, landfills of other jurisdictions, uranium mining, etc.	Permanent	Environmental Director	
2. PROJECT FILES				
a. Capital Project Files	<p>Records of capital projects, professional services relating to capital improvements and projects relating to the design, engineering, construction, major repair, renovation or demolition of structures, buildings, facilities, bridges, streets and roadways, utility system features, public works, parks, storm water and storm drainage facilities, dams and reservoirs, other water projects, fiber optics and communication structures and other infrastructure.</p> <p>Project files may include documentation such as final project reports, specifications and contract documents, certificates of insurance, project-related permits and licenses issued by other entities, notices to proceed and of final settlement, project pay estimates, change orders and correspondence and general documentation.</p>	6 years after replacement, demolition or transfer of the improvement to another entity, except that routine material may be purged when eligible for destruction under this Retention Schedule and except that, prior to destruction, records must be evaluated for continuing legal, administrative or historical value.	Environmental Director	[CRS24-16-105; project cost records are to be retained for 6 years after project completion.]

Record Title	Description	Retention Period	Record Custodian	Regulatory Citation/Notations
b. Project Control Files	Contain routine memoranda, preliminary reports and other general documentation and records documenting assignments and the progress of projects. Note: Does not include final reports, which are to be retained as part of the project file. (See above).	1 year after project is closed	Environmental Director	
3. SOLID WASTE MANAGEMENT	Records pertaining to landfills, recycling centers and solid waste management.		Environmental Director	[CMRRS: 60.030]
a. Dump or Trip Tickets	Receipts for loads hauled to landfills or recycling centers.	3 years	Environmental Director	
b. Landfill Locations	Records documenting the locations of current and past landfills and dumps.	Permanent	Environmental Director	
e. Landfill and Recycling Operations [Reserved]		3 years	Environmental Director	[29 CFR 1602.32]
4. 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	Environmental Director	[29 CFR 516.5]
a. Incident Case Files	Records of hazardous materials incidents and investigations, including incident reports, copies of fire and rescue reports, narratives, memos, etc.		Environmental Director	
i. Criminal Hazardous Materials Incidents		Permanent	Environmental Director	
ii. Noncriminal Hazardous Materials Incidents		2 years after costs are recovered	Environmental Director	

Section 17: Planning & Zoning Records

Record Title	Description	Retention Period	Record Custodian	Regulatory Citation/Notations
1. SIGNS – CONSTRUCTION AND INSTALLATION	Records documenting permits for installations of billboards, signs and banners.	10 years	Planning and Zoning Administrator	[CMRRS: 05.060]
2. ENVIRONMENTAL MONITORING AND REVIEW	Records pertaining to monitoring, inspections, investigations, surveys, screenings, testing and similar activities relating to 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 programs, gravel pit and mined land reclamation, oil and gas well drilling, sludge application by other jurisdictions, landfills of other jurisdictions, uranium mining, etc.	Permanent	Planning and Zoning Administrator	
3. STUDIES, PLANS AND REPORTS	Documents providing detailed examinations of specific topics of interest to the government. Examples include feasibility studies, planning and land use studies, basin plans, floodplain plans, capital projects reports, transportation system plans, master street plans and similar documents that have long term reference or historical value. Studies, plans and reports prepared by or on behalf of other entities, and which include information of interest to the government, should be evaluated for long-term reference or historical value.	Permanent	Planning and Zoning Administrator	
4. ANNEXATION CASE FILES	Records documenting the annexation of areas or the disapproval of annexations, including annexation petitions, annexation agreements, copies of annexing and zoning ordinances, annexation maps, permanent correspondence, departmental review of various impacts of the annexation (traffic, utility, financial, support services, environmental), etc.	Permanent	Planning and Zoning Administrator	

Record Title	Description	Retention Period	Record Custodian	Regulatory Citation/Notations
a. Approved		Permanent, except that obsolete nonpermanent correspondence and documentation may be purged in accordance with this Retention Schedule.	Planning and Zoning Administrator	[CMRRS: 65.010]
b. Not Approved		5 years after disapproval	Planning and Zoning Administrator	[CMRRS: 65.010]
5. DEVELOPMENT CASE FILES	Records pertaining to developments, including accessory use reviews, conceptual reviews, conditional use reviews, master plans, nonconforming use reviews, overall development plans, permitted use reviews, planned unit developments, site plans, site specific development plans, minor subdivisions, re-plats, re-subdivisions, special use reviews, vacations of plats and plans, and similar projects; includes departmental review of various aspects of development proposals (traffic, utilities, financial, environmental) and documentation of vested property rights.			
a. Approved		Permanent, except that non-permanent and non-record material may be purged in accordance with this Retention Schedule.	Planning and Zoning Administrator	[CMRRS: 65.030]
b. Not Approved		2 years after disapproval	Planning and Zoning Administrator	[CMRRS: 65.030]
6. VARIANCE CASE FILES	Records pertaining to approval of variances to code requirements, such as setback and parking requirements, requested by property owners and developers due to hardships and circumstances outside of their control.	10 years after expiration, revocation or discontinuance of use	Planning and Zoning Administrator	[CMRRS: 65.060]

Record Title	Description	Retention Period	Record Custodian	Regulatory Citation/Notations
7. MAPS, DRAWINGS AND SUPPORTING DOCUMENTATION	Final versions of architectural, cartographic or other visual representations, such as maps, drawings, renderings, charts, photomaps, field survey notes, architectural and engineering drawings; "as built" drawings of facilities; plats and plans; boundary maps, zoning district maps; USGS topographical maps of the area; other similar documents; and indexes or other finding aids.	Permanent	Planning and Zoning Administrator	[CMRRS: 40.180]
8. VIOLATIONS –LAND USE CODE				
a. Land Use Violations	Records of violations of land use or related codes.	3 years after file is closed	Planning and Zoning Administrator	[CMRRS: 65.070]
b. Nuisance Abatement Records	Records documenting enforcement of local provisions designed to abate nuisances such as overgrown weeds and grass, abandoned vehicles, junk and trash and other nuisances.	2 years after last action or final payment	Planning and Zoning Administrator	[CMRRS: 65.070]
9. ZONING RECORDS	Records pertaining to the initial zoning of property upon annexation or the subsequent rezoning of property, including correspondence of enduring value, ordinances, zoning maps, petitions, zoning certificates and similar records.	Permanent, except that non-permanent and non-record material may be purged in accordance with this Retention Schedule	Planning and Zoning Administrator	[CMRRS: 65.080]

Section 18: Public Works and Building Maintenance Records

Record Title	Description	Retention Period	Record Custodian	Regulatory Citation/Notations
1. FLEET AND EQUIPMENT RECORDS.				
a. Fuel Above Ground Storage Tank Records				
i. Closure Records	Records of permanent closure, including excavation zone assessments	At least 3 years after permanent closure or change- in-service	Public Works Director	[40 CFR 280.74, 7 CCR 1101-14 § 2-5-5]:
ii. Release Detection System Records.	Records of release and detection system.	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	Public Works Director	[40 CFR 280.34] Reporting and Recordkeeping: No retention period specified [CFR 280.45, 7 CCR 1101-14 § 2-4-6]: [40 CFR 280.111] Recordkeeping – Financial Responsibility: No retention period specified [7 CCR 1101-14 §§ 2-2-7] and [2-3-5]: No retention period specified CMRRS 11.70 Underground Storage Tanks: 2 5 years after tanks is removed
b. Fuel Usage Records	Records of fuel use at County gas pumps.	1 year + current	Public Works Director	
c. Oil Disposal Records		Disposal Manifests: 3 years, or until receipt of signed copy from designated facility receiving the waste. Signed Copy from Receiving Facility: 3 years from the date waste was accepted by initial transporter.	Public Works Director	[40 CFR 262.40(a)]: [6 CCR 1007].3 Part 279 Disposal of Oil: No retention period specified
d. Inventories –	Vehicles and Equipment Listings of vehicles, equipment, parts and similar property owned by County.	Until superseded	Public Works Director	
e. Maintenance and Inspection Records – Vehicles and				

Record Title	Description	Retention Period	Record Custodian	Regulatory Citation/Notations
Equipment				
i. Driver Vehicle Inspection Reports	Vehicle inspection reports and documentation of corrective actions taken by motor carriers or their agents with regard to defects or deficiencies noted during the inspection prior to operation of a motor vehicle.	3 months	Public Works Director	[49 CFR 396.11] and [49 CFR 396.13]
ii. Brake Inspector Credentials	Must show he/she is capable an inspection by reason of experience, training, or both.	1 year after employee stops performing inspections	Public Works Director	[49 CFR 396.25]
iii. General Inspection and Maintenance	Documentation of Vehicles and Equipment: Records and reports pertaining to maintenance and inspections performed for County vehicles and equipment, including those records required by State and Federal regulations.	Until vehicle or equipment is no longer under County control + 1 year	Public Works Director	
iv. Maintenance Histories- Vehicles and Equipment	Records and reports pertaining to maintenance and inspections performed for County vehicles and equipment, including those records required by State and Federal regulations.	Life of vehicle and equipment + 1 year	Public Works Director	[29 CFR 1910.68]: Inspection records to be kept for heavy equipment (no specified retention)
v. O&M Manuals- Vehicles and Equipment: O & M Manuals – Vehicles and Equipment		Life of vehicle and equipment + 1 year	Public Works Director	
vi. Warranties- Vehicles and Equipment		Life of vehicle and equipment or expiration of warranty + 1 year, whichever is later.	Public Works Director	
vii. Work Orders – Vehicles and Equipment		Life of vehicle and equipment or expiration of warranty + 1 year, whichever is later.	Public Works Director	
2. HIGHWAY USERS TAX FUND (HUTF) REPORTS	Annual reporting to State of Colorado on Street Inventory for County.	Permanent	Public Works Director	
3. PERMITS AND SUPPORTING DOCUMENTATION				

Record Title	Description	Retention Period	Record Custodian	Regulatory Citation/Notations
a. Right-of-Way Access Permits:	Permission and authority to construct an access in the right-of- way of a county road.	Permanent	Public Works Director	
b. Transport Permits/Oil & Gas Rig Movement Permits:	Oversize/Overweight Moving Permits on a County road.	3 years + current after expiration of permit	Public Works Director	
c. Road Maintenance	Permit for Private Entities: Request for private company to perform maintenance on a county road.	3 years + current after expiration of permit	Public Works Director	
4. CONTROL AND MANAGEMENT RECORDS				
a. Accident Reports	Reports generated by State Patrol	9 years + current	Public Works Director	[CMRRS 10.190]
b. Complaints and Requests	Road complaints and requests – Documented	5 years + current after response or action by County	Public Works Director	[CMRRS 7.80]
c. Maintenance Records		6 years + current	Public Works Director	[CRS 8-72-107]
d. Traffic Counts		5 years + current	Public Works Director	
e. Traffic Files		Permanent (Materials with Enduring Value) 2 years + current (Materials with Routine Value)	Public Works Director	[CMRRS: 60.050]
f. Event Records- Traffic Impacts	Records documenting preparation for and implementation of traffic changes related to special events such as parades, motorcades and demonstrations, including street closures, traffic rerouting, barricades, signal timing changes and other similar variations.	2 years after event		
g. High Accident Locations	Records documenting accidents at locations that have a relatively high accident rate.	6 years	Public Works Director	

Record Title	Description	Retention Period	Record Custodian	Regulatory Citation/Notations
h. Road and Bridge 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	Public Works Director	
i. 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	Public Works Director	
5. INCIDENT RECORDS – MAJOR DISASTERS AND EMERGENCIES	Documentation of the extent and impacts of major natural or manmade disasters and emergency incidents and actions taken in response to such incidents; includes logs, diaries, damage assessment and response reports, situation and resource allocation reports, incident plans, resource ordering and tracking, financial documentation, photographs, and similar incident- related documentation. A major disaster or emergency incident is defined as one that may have historical significance.	Permanent	Public Works Director	[CMRRS: 100.040b]
6. VEHICLES				
a. Vehicle History	Records outlining the acquisition and maintenance history of a vehicle, often stored in the vehicle.	Life of vehicle + 1 year	Public Works Director	[CMRRS: 35.010]
b. Vehicle Registration Certificates	Documentation issued by the County motor vehicle department providing information regarding vehicle licensing and ownership, ownership taxes paid and vehicle identification number.	Until superseded or disposition of vehicle	Public Works Director	
c. Vehicle Titles	Title proving ownership of motor vehicles owned by the County.	Until disposition of vehicle	County Clerk	
7. TRAFFIC OPERATIONS				

Record Title	Description	Retention Period	Record Custodian	Regulatory Citation/Notations
a. Asphalt Testing	Records relating to asphalt testing; may include asphalt samples and analytical reports.	5 years	Public Works Director	[CMRRS: 60.050]
8. MSHA	Dates of examination, examiners name, work places examined, and work place safety and hazard concerns.	12 months	Public Works Director	[\$56/57.18002b]
9. TRAINING RECORDS	Drivers need training and documentation prior to driving.	Kept for duration of employment + 1 year	Public Works Director	49 CFR §380.509]
10. CAPITAL IMPROVEMENT/CONSTRUCTION PROJECTS	<ul style="list-style-type: none"> Files with Enduring Value: Addenda to RFPS Appraisals As-built plans/construction plans Bid Tabulations Contracts/Professional service agreements Construction schedules Copies of legal notices Correspondence and supporting documentation Deeds/Easements Design Information Engineer's estimate Environmental/geotechnical Financial Information Inspection/Testing reports Intergovernmental agreements Plan Holder List Project photos Public Notifications Request for proposals Specifications Title commitments Other similar records of files of routine value: <p>Procurement and related financial information, correspondence, project accounting</p> <p>Temporary access permits</p>	2 years + current (Material with routine value) - Permanent (Material with Enduring Value)	Administrative Services Manager Public Works Director Building Maintenance Director	

Section 19: Public Trustee Records

Public Trustee Records are retained according to the schedule approved by the State Archivist.

Section 20: Sheriff Records

Sheriff Records are retained according to the schedule approved by the State Archivist

Section 21: Social Services/Human Services Records

Record Title	Description	Retention Period	Record Custodian	Regulatory Citation/Notations
1. CASE RECORDS	Applications, proof of identity, verifications, income supporting documentation, claims and supporting documentation, and other records of human services provided by the County.			
2. MEDICAID RECORDS- Department of Health Care Policy and Finances	<ul style="list-style-type: none"> • Treatment plans • PAR's • Medical records and service reports • Records and original invoices, item including drugs that are preserved • Etc. 	At least 6 years- or longer if a contract or regulation designates so	DHS Director/DHS Deputy Director	
a. Adult Protection Services Client Case Records		3 years + current after case is closed	DHS Director/DHS Deputy Director	
b. Care Assistance Client Case Records		3 years + current after case is closed	DHS Director/DHS Deputy Director	
c. 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	DHS Director/DHS Deputy Director	[CRS 26-13-101] et seq., [9 CCR 2504-1]: No retention period specified
d. Child Welfare Services Records.			DHS Director/DHS Deputy Director	
i. 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	DHS Director/DHS Deputy Director	[CRS 19-5-305], [12 CCR 2509-4][§7.306]: No retention period specified
ii. Child Welfare Client Case Records.	Records relating to child welfare assistance.	5 years + current after case is closed	DHS Director/DHS Deputy Director	[CRS 18-6-401.1]:

Record Title	Description	Retention Period	Record Custodian	Regulatory Citation/Notations
				[12 CCR 2509-1] [§7.002.1] and [§7.301]: No retention period specified Social Security Act Title IV–D <i>Child Care and Establishment of Paternity</i> : No retention period specified
iii. Foster Care Client Case Records.	Records relating to placement of a child in foster care.	5 years + current after case is closed	DHS Director/DHS Deputy Director	[CRS 18-6-401.1]: <i>Limitation for Commencing Proceedings for Child Abuse</i> : 5 years after the commission of the offense Social Security Act Title IV-E <i>Foster Care and Adoption Assistance Program</i> : No retention period specified
e. 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	DHS Director/DHS Deputy Director	
f. Food Assistance Client Case Records.	Applications and supporting documentation relating to eligibility for food assistance.	3 years + current after case is closed	DHS Director/DHS Deputy Director	
g. General Emergency Assistance Client Case Records.	Applications and supporting documentation relating to eligibility for general emergency assistance and The Emergency Food Assistance Program "TEFAP" food distribution.	3 years + current after case is closed or services received	DHS Director/DHS Deputy Director	
h. The Low Income Home 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.	3 years + current after conclusion of the annual assistance program.	DHS Director/DHS Deputy Director	
i. Medical Assistance Client Case Records.	Includes, but is not limited to, applications and supporting documentation for all categories of Medicaid.	3 years + current after case is close	DHS Director/DHS Deputy Director	

Record Title	Description	Retention Period	Record Custodian	Regulatory Citation/Notations
j. Youth Initiative Client Case Records.	Program referral forms for Project "Wrap- Around" and applications and supporting documentation for other youth initiative assistance programs.	Reserved for Future Use	DHS Director/DHS Deputy Director	
3. CASE RECORDS - INVESTIGATIONS				
a. Investigations claims and Founded Referrals.				
i. Colorado Works Investigations	Valid Claim activated; Founded Referrals with Intentional Program Violations.	First and Second Offense: 3 years following recovery of overpayment; write off. Third Offense: Permanent	DHS Director/DHS Deputy Director	
ii. Food Assistance Investigations – Founded Referrals Based on Misrepresentation of Identity or Residence.		First and Second Offense: 10 years after determination Third Offense: Permanent	DHS Director/DHS Deputy Director	
iii. Food Assistance Investigations valid claim activated; Founded Referrals with Intentional Program Violations.		First and Second Offense: 3 years following recovery of overpayment; write off; or 1 st & 2 nd offense Third Offense: Permanent	DHS Director/DHS Deputy Director	
iv. Investigations of Founded Referrals with Felony Fraud Charges.		Felony Fraud Charges with Conviction: 3 years after case conviction or 3 years after restitution is paid off, whichever is later Felony Fraud Charges with No Conviction: 3 years after charges filed	DHS Director/DHS Deputy Director	
v. Investigations of Unfounded		3 years after determination	DHS Director/DHS Deputy Director	

Record Title	Description	Retention Period	Record Custodian	Regulatory Citation/Notations
Referrals.				
4. VOLUNTEER RECORDS.				
a. Transportation Database.	Tracking of trips by clients, monthly logs of volunteers and reimbursement to volunteers.	3 years + current after audit	DHS Director/DHS Deputy Director	[CMRRS:90.200]
b. Volunteer Worker Records.	Records documenting work performed by individuals without compensation for their services, including applications, records of background investigations, individual recognition and timesheets.	Retention: 3 years after separation from volunteer service	DHS Director/DHS Deputy Director	[CMRRS:90.200]
5. MEDICAID FILES- DEPARTMENT OF HEALTH CARE POLICY AND FINANCE	Treatment plans, prior authorization requests, medical records and service reports, records and original invoice items, including drugs that are prescribed, ordered, or furnished, Claims, billings, and records of Colorado Medical Assistance Program payments and amounts received from other payers.	Each medical record entry must be signed and dated by the person ordering and providing the service. Computerized signatures and dates may be applied if the electronic record keeping system meets Colorado Medical Assistance Program security requirements. Records must be retained for at least six (6) years or longer if required by regulation or a specific contract between the provider and the Colorado Medical Assistance Program.	DHS Director/DHS Deputy Director	
6. INSURANCE				
a. Claim Records	Records of claims for damages by or against the government.			
i. Claim Records	Statements of claims and completed claim forms.	6 years after closure of claim	DHS Director/DHS Deputy Director	[CMRRS: 105.010b]
ii. Claim Reports	Summary reports regarding losses and handling and disposition of claims.	6 years	DHS Director/DHS Deputy Director	[CMRRS: 105.010b]

Section 22: Surveyor Records

Record Title	Description	Minimum Retention Period	Record Custodian/ Destruction Requirement	Regulatory Citation/Notations
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	County Clerk and Recorder	[CRS 38-53-104]: Requires the filing of monument records with the State Board; no retention period specified for the State Board or the County Clerk and Recorder
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	County Clerk and Recorder	[CRS 30-10-903]: Filed in the office of the County Surveyor or in the office of the County Clerk and Recorder if there is no office for the County Surveyor in the County; no retention period specified

Section 22: Treasurer Records

Treasurer Records are retained according to the schedule approved by the State Archivist

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.

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.

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. After such time, a record should be destroyed.

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 material have no public record retention value and may be disposed of as soon as they have served their purpose at the discretion of the custodian:

1. Catalogs, trade journals, and other printed materials received from other offices, commercial firms, or private institutions, which require no action and are not needed for documentary purposes.
2. Informational or extra copies of correspondence, completed forms, bulletins, newsletters, etc. prepared for reference and information distribution.
3. Letters of transmittal (internal and external) that do not add any information to the transmitted materials.
4. Miscellaneous memoranda or notices that do not relate to the functional responsibility of County such as notices of community affairs, employee meetings, holidays, etc.
5. Preliminary drafts of letters, memoranda, reports, worksheets, and informal notes that do not represent significant basic steps in the preparation of record documents.
6. Routing slips, sheets, post-it notes or memos used to direct the distribution of documents.
7. Outdated or superseded stocks of publications kept for supply and handout purposes.
8. Telephone messages that convey non-policy informational messages.
9. Identical duplicate copies of records.
10. Library or museum material acquired for reference or exhibition purposes
11. Notes, tapes or recordings that have been transcribed.
12. Temporary or transitory material with little or no bearing on decision-making.
13. E-mail messages with ephemeral value.

APPENDIX C: RESOURCES AND ABBREVIATION

ARL - Assessor's Reference Library, Vol. 2, Administrative and Assessment Procedures, Colorado Department of Local Affairs, Division of Property Taxation, September 2007.

CCR – Code of Colorado Regulations

CDPHE - Colorado Department of Public Health and Environment

CFR - Code of Federal Regulations

CMRRS - Colorado State Archives, Colorado Municipal Records Retention Schedule, Revised 2007

CRS - Colorado Revised

IBC – International Building Code

IFC - International Fire Code

IRC – International Residential Code

USC - United States Code

APPENDIX D: METHODS OF RECORD DESTRUCTION

There are three methods that are generally acceptable to destroy records. 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 one 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)