

APPENDIX H

AMENDMENT SCHEDULE

§ Changed	Date	Description of Change
Schedule	4/2011	Review and Recodification of Schedule
05	4/2011	Building and Structure Records
10	4/2011	Cemetery Records
15	4/2011	Election Records
20	4/2011	Entities Appointed by Municipality
25	4/2011	Environmental Records
30	4/2011	Financial Records
35	4/2011	Fleet and Equipment Records
40	4/2011	General Administrative Records
45	4/2011	Government Body Records
50	4/2011	Historic Preservation Records
55	4/2011	Information Technology and Communication Systems Records
60	4/2011	Infrastructure Records
65	4/2011	Land Use and Planning Records
70	4/2011	Library and Museum Records
75	4/2011	Licenses and Permits
80	4/2011	Litigation and Legal Counsel Records
85	4/2011	Municipal Court Records
90	4/2011	Personnel Records
95	4/2011	Property Records
100	4/2011	Public Safety Records
105	4/2011	Risk Management Records
Appx A	4/2011	Non-Records
Appx B	4/2011	Glossary
Appx C	4/2011	Approval Request Form
Appx D	4/2011	Update Request Form
Appx E	4/2011	Methods of Record Destruction
Appx F	4/2011	Frequently Asked Questions
Appx G	4/2011	Guidelines for Long-Term Preservation of Records
Appx H	4/2011	Amendment Schedule
05.060	5/2013	In A. <i>Nonresidential</i> , 1. <i>Approved</i> , changed description; in B. <i>Residential</i> , 1. <i>Approved</i> , added at end of description <i>Note: Under Section 202 of the International Building Code (IBC), "residential" includes hotels and apartments</i>
05.090	5/2013	Deleted Section 05.090, <i>Signs - Construction and Installation</i>

Appendix H — Amendment Schedule (Cont'd)

§ Changed	Date	Description of Change
15.030	5/2013	Deleted description, added A. <i>Ballots</i> , with description and <i>Retention: 6 months after election [CRS 31-10-606, CRS 31-10-616(1)]</i> ; added B. <i>Sample Ballots</i> , 1. <i>Master Copy and Retention: Permanent</i> , and 2. <i>All Other Sample Ballots</i> , and <i>Retention: 6 months after election [CRS 31-10-606, CRS 31-10-616(1)]</i>
15.130	5/2013	Added A. <i>Duplicate or Working Copies</i> , changed retention from <i>6 months after election, except retain one copy permanently [CRS 31-10-616(2)]</i> to <i>6 months after election [CRS 31-10-616(2)]</i> ; added B. <i>Master Copy</i> , and <i>Retention: Permanent</i>
20.010	5/2013	Deleted retention after description; added A. <i>Quasi-Judicial Entities</i> with description and <i>Retention: Permanent</i> ; added B. <i>Other Entities With Advisory Powers and Duties Only</i> and <i>Retention: 2 years</i>
30.010.C	5/2013	Changed description
30.080	5/2013	Changed name of A. <i>Budget Document</i> to add <i>Final Version</i> , changed retention from <i>Permanent for final version and 1 year after adoption of the final budget for any preliminary versions to Permanent</i> ; changed description of B. <i>Budget Work Records</i>
30.170.A	5/2013	Changed description
30.190.E	5/2013	Changed name of 1. <i>Applications, Returns and Audits - Taxpayers to Application</i> ; added 2. <i>Audits - Sales Tax</i> and <i>Retention: 7 years</i> ; renumbered 2. <i>Delinquent Sales/Use Tax Notices</i> as 3.; renumbered 3. <i>Motor Vehicle Sales Tax Receipts</i> as 4.; added 5. <i>Sales Tax Return Records</i> and <i>Retention: 4 years after filing of the return or settlement for delinquent taxes, whichever is later</i> ; renumbered 4. <i>Transaction Journal/Log</i> as 6.
40.030	5/2013	Changed description, changed retention from <i>6 years after expiration, fulfillment of all terms of agreement or contract or resolution of any disputes, whichever is later, provided that audit has been completed and agreement or contract no longer has any binding effect; except prior to destruction, evaluate for continuing legal, administrative or historical value</i> to <i>6 years after expiration or cancellation, fulfillment of all terms of agreement or contract or resolution of any disputes, whichever is later, provided that audit has been completed and agreement or contract no longer has any binding effect; except prior to destruction, evaluate for continuing legal, administrative or historical value</i>
40.200	5/2013	At end of description added <i>Note: Supporting documentation includes material such as follow-up correspondence relating to the open records request and does not include the records that are the subject of the open records request</i>

Appendix H — Amendment Schedule (Cont'd)

§ Changed	Date	Description of Change
60.080.C	5/2013	Changed retention from 2 years after disconnection, provided that record of disconnection is retained permanently to 2 years after disconnection; added 1. Disconnection Records and Retention: Permanent
60.080.F	5/2013	At 6. Water System Inspection and Testing Records, a. Video Inspection Records, changed retention from Until after next video inspection, then evaluate prior to destruction of records to determine ongoing value, to Until superseded, replaced or revised, then evaluate prior to destruction of records to determine ongoing value
60.090.H	5/2013	Under 4. Surface Disposal Site Placement, amended description; changed retention from By person who prepares sludge, for as long as sewage sludge remains on land [40 CFR 503.20] to As long as sewage sludge remains on land [40 CFR 503.20]
75.020.A	5/2013	Under 2. Special Events Licenses changed retention from 2 years + current after event to 3 years after event
75.020.H	5/2013	Under 1. Confined Space Entry Permits changed description
90.070	5/2013	Changed description
90.140.E	5/2013	Under 4. Year-End, changed retention from 7 years, provided that payroll register is retained permanently to 7 years, provided that payroll register is retained for 50 years
Text box	6/2014	At beginning of each schedule in General Description Box, changed Duplicate Copies: Retain duplicated copies that are created for administrative purposes for 1 year, and retain those created for convenience or reference purposes until no longer needed or for 1 year, whichever is first. Duplicate copies should not be retained longer than the record copy to Duplicate Copies: Retain duplicated copies until no longer needed but not longer than the record copy.
40.105	6/2014	Added Donor Records
40.340	6/2014	Added description. Added C. Routine; Retention: until no longer needed
70	6/2014	Changed title from Library and Museum Records to Library, Museum and Other Repository Records. Changed General Description
70.020	6/2014	Changed title to Museum and Other Repository Records. Changed description.
100.040	6/2014	Changed A. Emergency Operations and Management Plans Retention from Permanent to Until Superseded.

Appendix H — Amendment Schedule (Cont'd)

§ Changed	Date	Description of Change
100.080	6/2014	Amended A. Arrest Records by adding <i>may include mug shots and fingerprints</i> at end of description; amended A.1.a. Felony Arrests (Major Felonies and Violent Crimes) by deleting <i>missing persons (excluding run-aways)</i> and adding <i>sexual assault on a child</i> and [Reference: CRS 16-5-401]; amended A.1.d. Sexual Assault Arrest Records by adding (<i>excluding sexual assault on a child</i>) to title and changing Retention: 50 years to Retention: 99 years; deleted A.1.e. Sexual Assault on a Child Arrest Records; changed name of A.5. by deleting <i>No Criminal Charges Filed</i> ; amended description of B.2. Felony Case Records (Major Felonies and Violent Crimes) by deleting <i>missing persons (excluding runaways)</i> , adding <i>sexual assault on a child</i> and adding [Reference: CRS 16-5-401]; added B.5. Missing Person Records including Runaways and Retention: <i>until located</i> ; renumbered B.5. as B.6. Sex Offender Case Records and added description; renumbered B.6. to B.7., changed title by adding (<i>excluding sexual assault on a child</i>) and added description; deleted I amended B.8. title from <i>Traffic Accident Arrest Records - No Criminal Charges Filed</i> to <i>Traffic Accident Case Records</i> ; deleted E. Criminal History Files; relettered F. through CC as E. through BB; amended I. Intelligence Files (Police) by deleting description and retention, adding 1. Intelligence Files with description and retention, and adding 2. Confidential Information Files with description and retention; amended J. Internal Affairs Investigations and Police Action Reviews by deleting the Note at end of description and adding 1. Unsubstantiated and retention and 2. Substantiated with description and retention; amended Q. Requests for Release of Information retention to read 2 years after request is answered.
55	8/2016	Information Technology and Communication Systems Records
90.110.B	8/2016	Retention: Changed records Amended retention period from 10 years to 6 years after case in closed
Appx G	8/2016	Added paragraphs after the second existing paragraph to explain the State Archives/ new position on storage of archival records on digital media:
15.100	10/2022	Retention: Added for mail ballot elections conducted under C.R.S. Title 1 (Elections); added Retention: 6 months after election, for mail ballot elections conducted under C.R.S. Title 31, Article 10 (Municipal Elections) except that unused replacement ballots may be destroyed after the challenge period has expired [CRS 31-10-616]
75.020	10/2022	Changed D. Medical Marijuana Licensing Records to D. Marijuana Licensing Records; changed 1. License Files to 1. Medical and Recreational License Files

Appendix H — Amendment Schedule (Cont'd)

§ Changed	Date	Description of Change
100.080.AA	10/2022	Replaced definition and retention of <i>Video Recordings — Vehicle and Officer Recording Systems</i> with 1. <i>Accidental, Test, or Training Recordings</i> , 2. <i>Citizen Issues, Non-Criminal Incidents</i> , 3. <i>Misdemeanors, Minor Crimes, and Use of Force</i> , and 4. <i>Felonies and Major Crimes (Major Felonies and Violent Crimes)</i>
Appx I	10/2022	Added <i>Appendix I Social Media</i>