

RECORDS MANAGEMENT MANUAL STATE GOVERNMENT AGENCIES

SCHEDULE NO. 8 HIGHER EDUCATION

The following General Retention Schedule contains minimum retention requirements for records created, received, and maintained by Colorado Community Colleges, State Colleges and Universities. The schedule contains record series that are common to these institutions of Higher Education. For records that are common to most State agencies such as financial records, personnel records, etc., please use the State Agency Records Management Manual. The retention period indicates the minimum length of time that the record copy should be retained before disposal can take place. It applies to the record, regardless of how it is stored (electronic, microfilm, digital image, paper, audio or video recording, etc.). Duplicate copies should be destroyed as soon as possible after they have met administrative needs. **No record shall be destroyed as long as it pertains to any pending legal case, claim, action or audit.**

08-01: ADMINISTRATION AND BUSINESS SUPPORT

08-01_01: Facilities and Infrastructure

Note: For other Facility Management Records, see State Agency Schedule 6

08-01_01A. Building/Land Improvement Files

Records documenting the construction and/or addition of permanent improvements to the college/university's facilities. Information includes project proposal, capital improvement requests, authorizations to execute construction contracts, cost estimates, construction contracts, related memoranda, correspondence, blueprints, and specifications.

Retention:

Life of Asset + 10 years, then Transfer to College/University Archives for Archival Review.

08-01_01B. Deeds to College or University Property

Deeds to real property owned or used by the college/university. Information includes description and location of the property, maps, sale agreements, land acquisition forms, deeds.

Retention:

Permanent

Transfer to College/University Archives

08-01_01C. Maps

Records related to maps, drawings or plans showing roads, boundaries, property lines, corners, monuments, road marker placements, structures, sites, and other related data. Electronic maps may be static images or dynamic packages produced by a Geographic Information System (GIS).

Retention:

Permanent

Transfer to College/University Archives.

Institutions should capture one (1) copy of static maps or take periodic snapshots of GIS data for permanent retention. Data should be updated when superseded.

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08-01_02: General Management

8-01_02A. Correspondence

Correspondence is a written communication that is sent or received via the U.S. mail, private courier, facsimile transmission or electronic mail created in the normal course of business as evidence of the organization, functions, policies, decisions, procedures, operations, or other activities of the government, or because of the value of the official governmental data contained therein.

1. Enduring Long-Term Value

This series documents the major functions of an office and important events in its history. It documents major changes in policy and/or procedures, admission requirements, standards in curriculum and proposals. Included are memoranda, letters (emails), and reports of Presidents, Vice-Presidents, Provosts, Academic Deans and Department Chairpersons.

Retention:

Permanent

2. Routine

This series documents the general operations of each department within the college/university. This correspondence is not crucial to the preservation of the administrative history of each department. Includes routine e-mail messages, letters or memoranda.

Retention:

2 years

3. Nonbusiness related (Transitory)

This series represents correspondence that is found at all levels of an organization and is not related to the business of the organization. It consists of messages of a purely personal nature, spam, and other unsolicited correspondence/email. Staff should delete these records as soon as possible, because they are not business-related, and because organizations may be required to produce them under legal orders or open records requests.

Retention:

Until no longer needed for reference.

08-01_02B. Memberships - Professional

Records related to membership, attendance and information in professional associations.

Retention:

5 years

08-01_02C. Memberships - Organizational

Applications for membership in a college/university organization. Types of membership may include alumni, corporate, parent, retiree, department, faculty/staff, or fellow.

Retention:

Termination + 1 year; retain lifetime memberships 75 years.

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08-01_02D. Operating Manuals and Handbooks

This series documents institutional and departmental procedures and required activities for conducting daily business. Included are student, faculty, and staff handbooks. These manuals are more specific and more directly related to day-to-day college/university operations than policies and procedures, which represent the general mission and vision of the college/university.

Retention:

Permanent

Retain one copy in originating unit. Transfer one copy to College/University Archives.

08-01_02E. Photographic File, Audio/Video Recordings (Film, Digital Images, or Recordings that Document College/University Activity).

This series documents public college or university activities and functions in a photographic, video or audio format, and may be analog or digital images. The series may document the administrative functioning of an institution, its programs and operations. Included are accompanying explanatory materials and finding aids or metadata. (Does not include records scheduled according to content such as audio or video recordings of meetings, which are used to create meeting minutes, or video recordings for surveillance purposes.)

Retention:

Permanent

Transfer to College/University Archives.

08-01_02F. Policies, Procedures, and Supporting Documentation

This series documents upper level plans of a college/university that include its general goals and mission. Policies and procedures provide a framework for colleges/universities to manage and administrate their programs.

Retention:

Permanent

Retain one copy in originating unit; Transfer one copy to College/University Archives.

08-01_02G. Policies and Procedures: Routine

Internal records that document the general office policies & procedures of a department.

Retention:

2 years after superseded or obsolete.

08-01_02H. Publications

Per CRS 24-90-202(4): " 'State publication' means any information for public distribution, regardless of format, method of reproduction, source, or copyright that is produced, purchased for distribution, or authorized, with the imprint of, or at the total or partial expense of the agency, with the exception of correspondence, interoffice memoranda, or those items detailed by section 24-72-204. 'State publication' includes, without limitation, information available electronically by means of computer diskettes, compact discs, computer tapes, other electronic storage media, or a public telecommunications network."

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Retention:

Permanent

Transfer to College/University Archives. Transfer four copies to the State Publications Depository and Distribution Center [CRS 24-90-204]. Colleges and universities shall forward a monthly listing of publications in the form and manner prescribed by the executive director of the department of personnel State Archives). [CRS 24-1-136(3)(d)]

08-01_02I. Reference and Informational Materials

Non-record copies of documents retained strictly for reference and informational purposes; they are not part of any other official files. They include copies of reports, studies, special compilations of data, drawings, periodicals, books, clippings, brochures, catalogs, vendor price lists, itineraries, etc.

Retention:

Until no longer needed for reference.

08-01_02J. Reports - Annual or Summary

Published report of college or university governing body made annually to the General Assembly or Commission on Higher Education. It includes a summary of departmental activities for the year, and it documents plans for the college/university.

Retention:

Permanent

Transfer to College/University Archives.

08-01_02K. Reports - Periodic Activity

This series includes summaries of a college/university department's or program's activities for a specific period of the fiscal or calendar year, such as a semester or quarter. They document the results of programs, and they serve as support documents for annual or summary reports.

Retention:

Retain until annual or summary reports are accepted, and until no longer useful to the creating unit, and then destroy.

08-01_02L. Speeches/Papers/ Presentations

This series documents official statements, remarks on policy or other information given by an administrator or faculty member before an organization or group. It includes transcripts of speeches; slides if used.

1. President, Provost, Vice-President

Retention:

Permanent

2. All Others

Retention:

Until no longer needed

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08-01_02M. Sponsored Events Materials

Files pertaining to conferences, workshops or seminars sponsored by the college/university. Series includes, but is not limited to memoranda, flyers, catalogues, registration forms, rosters, course content materials and other records.

Retention:

Until superseded or obsolete.

08-01_03: Public Relations

08-01_03A. Press Releases

This series represents notices distributed to media outlets regarding public college/university activities, programs, etc. It serves as a reference for college/university annual reports and the historical record.

Retention:

Permanent

Transfer to College/University Archives for archival review.

08-01_03B. Request to Inspect Public Records (Open records request)

This series documents the requests to inspect, research, or review public records created within public colleges/universities. The Colorado Open Records Act (CORA), CRS 24-72-201, et. seq., establishes a right of access to public records. All public records, regardless of format, must be open for inspection unless the records are excluded by one or more of the exemptions found in CORA, or are specifically exempted by another statute.

Retention:

2 years after request is answered.

08-01_04: Risk Management

08-01_04A. Appraisal Records

This series documents monetary value appraisals for insurance or other purposes of institutional artifacts, objects, rare books, maps, manuscripts and collections.

Retention:

Life of asset + 6 years

08-01_04B. Insurance Policies

Policies issued by the insurance company to outline liability, theft, fire, accident, property damage and other coverage and risk control standards.

Retention:

Retain by Risk Management Office for 6 years after policy expires.

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08-01_04C. Insurance Certificates

Certificates of insurance provided by contractors/vendors as proof of insurance coverage.

Retention:

6 years after expiration or completion of insured work or action, whichever is later.

08-01_04D. Liability Risk Management Case Files

Case files pertaining to the reporting, investigation, and settlement of liability claims files against colleges and universities.

Retention:

Record Copy: Retain by Risk Management 10 years

Agency Copy: 5 years

08-01_04E. Workers' Compensation Records

Injury reports, supplemental reports and claim records for workers' compensation

Retention:

6 years after case is closed

08-02: ARCHIVES, LIBRARY AND MUSEUM MANAGEMENT

08-02_01. Accession Records/Deaccession Records

Records documenting the acquisition, accessioning, use, preservation, storage, transfer or removal of artifacts, books, records and other collections at an institution's library, museum, archives or special collection, herbarium, or other repository that is used for research purposes.

Retention:

Permanent

Retain information in creating unit.

08-02_02. Circulation Records

Records documenting the borrowing of circulating library materials by qualified patrons, including library fines and fees. Also included are records of the sale, transfer, or disposal of outdated, obsolete materials and books.

Retention:

3 years

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08-02_03. Collection Management Records –Finding Aids, Reference Guides

Records documenting the maintenance of materials involving cataloguing, processing, management, and preservation.

Retention:

Until superseded or obsolete, then destroy.

08-02_04. Collection Management Records –All Others

Records documenting the maintenance of materials involving cataloguing, processing, management, and preservation. May include archives transmittal lists; computer cataloging records; catalogs of holdings; and statistical information pertaining to the collection.

Retention:

Permanent

Retain information in creating unit.

08-02_05. Interlibrary Loan Records

Records documenting requests made of the institutions within the library system for materials by outside institutions, and institution requests for materials from other library systems. **This series applies to circulating library resources only (not to archival, special collections or museum materials).**

Retention:

3 years

08-02_06. Loan Records

Records documenting loans of collection materials such as artifacts, objects, rare books, manuscripts, photographs and records contracted between units of the institution, or between the institution and other institutions or individuals. This series excludes books from the library's circulating collection.

Retention:

6 years after termination of loan

08-02_07. Reference Request Records

This series documents requests for information about, information contained in, or access to items within, a college/university's libraries, archives, special collections or museums.

Retention:

3 years

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08-02_08. Visitor Records

Records documenting individual research visits and group visits (tours, classes) to a college/university archives, special collections, or research facility.

Retention:
1 year

08-03: ATHLETIC DEPARTMENT

08-03_01. Equipment Files

Records documenting the use of sports equipment by student athletes. Information includes equipment room daily activity report, equipment rental charts, statement of lost equipment, and other related information.

Retention:
4 years

08-03_02. Recruitment Files

Records documenting the recruitment and eligibility of student athletes for participation in the athletics program as governed by applicable guidelines. Information includes official visit of prospective athlete, student-athletes' affirmation of eligibility, national letter of intent, and related forms.

Retention:
4 years

08-03_03. Scrapbooks

Record of publicized athletic events and sports activities at the institution. Information includes clippings from local newspapers and other media concerning athletic events at the college/university.

Retention:
Permanent
Retain in originating office 6 years, and then transfer to College/University Archives.

08-03_04. Sports Information

Files containing information distributed to the news media concerning sports events at the institution. Information includes box scores, play-by-plays, and team statistics.

Retention:
1 year

08-03_05. Ticket Files

Files documenting the processing of ticket applications and the allocation and distribution of tickets.

Retention:
3 years

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08-03_06. Training Room Medical Records

Records created by physicians and training room staff to monitor student athletes' medical histories during their association with the college/university athletic program. Information includes medical histories, injury complaints, drug testing, and other related data.

Retention:

7 years after last contact.

08-04 EDUCATION

08-04_01. Continuing Education Planning Materials

Materials generated in the development of a course offered for continuing education credit. May include meeting minutes and agendas, planning teleconferences, emails, memos, correspondence, a copy of the proposal submitted to the credit awarding organization, etc.

Retention:

6 years after course is no longer offered.

08-04_02. Continuing Education Records

Documentation of registration, and enrollment in continuing education classes; may also include attendance, financial records, credits awarded, etc. Does not include transcripts.

Retention:

6 years after course completion.

08-04_03. Course Development and Administration`

Records related to development of courses including schedules of classes, outlines, and syllabi.

Retention:

5 years

08-04_04. Degree Applications

Graduation applications received by the Registrar's Office for Bachelor's, Professional, or Graduate degrees, including lists of students eligible to graduate.

Retention:

5 years after graduation or date of last attendance.

08-04_05. Grade Appeals and Grievances

Records documenting a student's appeal of a grade, or other grievance mediated within the institution.

Retention:

5 years after the end of quarter/semester in which issue is resolved .

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08-04_06. Grade Sheets/Reports

Record of student grades for each course in which a student is enrolled. Provides the basis for a final grade.

Retention:

1 year after date distributed.

08-04_07. Identification Card Applications

Applications for identification (I.D.) cards for students, faculty, staff, and non-matriculated individuals participating in activities sponsored by an institution of higher education.

Retention:

6 years

08-04_08. Program Review and Evaluation

Records documenting the internal and external evaluation and review of graduate and undergraduate departments, special programs, interdisciplinary centers, and institutes within a specific school or college.

Retention:

6 years, then transfer to Archives for selective appraisal & retention.

08-04_09. Registration Files

Files which document student enrollment, registration, and participation in course work and other academic activities.

Retention:

3 years after graduation or withdrawal

08-04_10. Student Admission and Enrollment Files

Records documenting a student's acceptance and matriculation at a state college or university. Information includes, but is not limited to student applications, external transcripts from high schools, or other colleges and universities, letters of recommendation, registration forms, drop/add sheets, forms concerning removal of incomplete grades, guidelines concerning student classification, graduation check off sheets and convenience copies of student loan information.

Retention:

Accepted students: 5 years after graduation or date of last attendance

Rejected students: 1 year

08-04_11. Student Discipline

Records relating to student discipline.

Retention:

7 years after completion of disciplinary action. Note: If the disciplinary action includes a criminal matter, retain the record for the life of the case file. (See schedule 08-08.)

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08-04_12. Student Fees

Records related to fees for students.

Retention
5 years

08-04_13. Student Financial Aid Records

This series is used to maintain the official college/university record of account for all student loans. This series consists of student loan data, disbursement schedule, student account number, promissory note, disclosure, statement, and authorizing voucher.

A. Student Loans:

Retention
Active File: Until loan is canceled or repaid.
Inactive File: 5 years

B. Student Grants:

Retention:
Accepted: 6 years after the last day of the award year or 6 years after the date the institution files its fiscal operation report for the year.
Rejected: 1 year

08-04_14. Student Records/Folders - Academic

Records related to the academic history of students who have taken courses, including admissions applications, student classification and evaluations, assessments. Also includes files that document the fulfillment of qualifications necessary to graduate. Does not include transcripts.

Retention:
6 years after degree awarded or last activity.

08-04_15. Student Records/Folders - Non-Academic

Files which document a student's activities, other than academic, while enrolled an institution of higher education.

Retention:
1 year after graduation or withdrawal.

08-04_16. Theses/Dissertations

This series represents theses, dissertations, or other final projects that students enrolled in programs are required to complete to obtain a degree.

Retention:
Permanent, subject to college/university Archives review. Transfer to the college/university Archives when no longer needed for current operational business.

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08-04_17. Transcripts (Graduate and Undergraduate)

The official academic transcript of students attending a state college /university. These records include such information as name, identification number, major, class, course taken, grades received, dates of attendance and type of degree awarded (if any). They should be kept separately from any other student records.

Retention:
75 years after graduation or withdrawal

08-04_18. Transcript Requests

Requests for a transcript of student's permanent academic records and the record of payment received for the copy.

Retention:
1 year

08-04_19. Visiting Scholars Information File

Files containing identifying information on scholars temporarily working at a college/university.

Retention:
5 years

08-05: GOVERNANCE AND COMPLIANCE

08-05_01. Accreditation and Certification (AAC)

Reports and materials received from accreditation committees containing evaluations and recommendations. Also includes remarks prepared by institution officials to respond to the committee's observations and suggestions.

Retention:
Permanent
Retain in originating office 6 years, and then transfer to College/University Archives.

08-05_02. Audio/visual Recordings of Meetings - Executive Sessions

Per CRS 24-6-402(2)(d.5)(I)(A), "Discussions that occur in an executive session of a state public body shall be electronically recorded".

Retention:
90 days after the date of the executive session. [CRS 24-6-402(2)(d.5)(I)(E)]

08-05_03. Audio/visual Recordings of Meetings - Open Meetings

This series documents the recording of meetings of college/university boards, or other college/university-related entities that establish policy, and from which minutes of the meetings may be prepared.

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Retention:

6 months after approval of minutes

08-05_04. Inspections and Monitoring

Records relating to general inspections and tests, including inspections and tests of hazardous materials.

Retention:

5 years

08-05_05. Inspections and Monitoring - Material Safety Data Sheets

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

Retention

Until superseded or 2 years after chemical is disposed of or consumed, provided that the employer retains some record of "(chemical name if known)" where it was used, and when it was used, for at least 30 years [29 CFR 1910.1020(d)(ii)(B)]

08-05_06. Legislative Files

Records created for the purpose of proposing and passing legislation for the institution. They include fact sheets containing research information, impact statements, fiscal notes, summaries, formal correspondence/presentations to the Legislature, and other information documenting the proposed legislation.

Retention

Agency records, including research Information/fact sheets, research correspondence: 10 years. Legislative records such as bill versions, fiscal impact statements/notes, committee summaries and reports are retained permanently by the Legislature and transferred to State Archives.

08-05_07. Minutes (Policy Setting Bodies)

This series documents the official record of proceedings of meetings. It provides information about the activities of the college/university, the actions it took regarding the issues brought before it, and the decisions rendered. This series also includes any materials distributed at meetings, whether those materials are considered for a vote nor not. These materials may include but are not limited to governing regulations, bylaws and constitutions. Examples of these bodies include Board of Trustees, Board of Regents, Faculty Senate, President's Executive Staff, College/University Dean's Committee, Library Leadership Group, and other policy-making bodies.

Retention:

Permanent, subject to college/university Archives review. Coordinate the transfer of these records to the college/university Archives when no longer needed for current operational business.

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08-05-08. Minutes - College/University Faculty/Staff Meetings (Non-Policy Setting Bodies)

This series documents the record of proceedings of internal college/university faculty or staff meetings. These are minutes for bodies that do not set policy. Rather, the groups focus on activities including, but not limited to, providing direction, clarifying procedures, decision making among staff, or development of new ideas.

Retention:
3 years

08-06: INSTITUTIONAL DEVELOPMENT AND RESEARCH

08-06_01. Appropriation Request File

Documents information compiled by a college or university's staff to provide the basis for the institution's budget request. State appropriation requests for public institutions of higher learning are based on a formula developed by the Commission on Higher Education and the Joint Budget committee (JBC). Information concerning this appropriations formula includes utility expenditure summaries, enrollment reports, research and public service program assessments, financial data for staff and faculty salaries, library and facility needs, and other information that serves as a basis for the institution's appropriations request.

Retention:
3 years

08-06_02. Donor/Foundation Files

Files documenting the administration of college/university foundations, or the funding of financial donations or gifts to the college/university.

Retention:
Permanent
Retain in originating office.

08-06_03. Patent Application File

This series documents patent applications and supporting documentation such as description of inventions, copies of patents filed by or on behalf of faculty, staff, other employees or students because of scholarly or other activities using specialized resources of the college/university. Universities may exercise control over intellectual properties created under these circumstances and require disclosure of their creation. Per 35 U.S.C. 154, patent terms vary but are generally no longer than twenty (20) years from the date of filing.

A. Accepted Patents

Retention:
6 years after expiration or completion of insured work or action, whichever is later.

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B. Rejected Patents

Retention:

1 year after rejection by the United States Patent and Trademark Office.

08-06_04. Project Grant Awards and Contracts

Documentation of grants and contracts awarded to faculty, staff and graduate assistants for sponsored projects. Information includes name of project, award notification, contract number, and other related information.

Retention

6 years after expiration of grant funding period or termination of contract.

08-06_05. Research Data (Sponsored or Non-Sponsored)

This series documents research data created by faculty, staff, students, post-doctoral fellows, scholars and visiting scientists during their scholarly activities and in conducting sponsored activities funded by external agencies. Research data are the result of original observations and activities of a study and are necessary for reconstruction and evaluation of the final report of the project.

Retention:

Retain 5 years after submission or publication of the final project report for which the data were collected, or audited, whichever is longer. If retention requirements specified in the funding agency's regulations are longer, the agency requirements will apply. In addition, at the discretion of the college/university, some data may be retained longer for use in subsequent projects.

08-06_06. Research Projects - Final Report

This series documents final reports of research projects. Final reports provide analyses and summaries of the research data created in the projects and serve as historical records of the projects.

Retention:

Permanent

Retain one copy in originating unit; transfer one copy to College/University Archives

08-07: LEGAL

08-07_01. Investigation Files

This series represents investigation files created and maintained by the colleges, departments, divisions or other academic or administrative units, such as Risk Management, within a college/university. The files document evidence collected, and steps taken during the investigations, which may or may not result in legal action. This series also covers investigation files created and maintained by the college/university's legal office that do not result in legal action.

Retention

Retain record copy 6 years after termination or expiration of any settlement agreement or until 6 years after investigation is concluded, whichever is longer, then destroy.

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08-07_02. Litigation Files

Documentation of judicial proceedings, which involve the college/university. Files include some or all of the following documents: affidavits, summons and complaints, responses, orders of dismissals, notice and general appeal, laws and regulations applying to a particular case, legal briefs, transcripts of proceedings, orders, court decisions, and related information.

Retention

6 years after the case is closed

08-07_03. Personal Information Security Breach Notification/Investigation Files

This series documents a university's activities related to a breach of sensitive information it collects, stores, or maintains. Per CRS 24-73-103, "a governmental entity that maintains, owns, or licenses computerized data that includes personal information about a resident of Colorado shall, give notice to the affected Colorado resident unless the investigation determines that the misuse of information has not occurred and is not reasonably likely to occur. [General Reference: CRS 24-72-501, et. seq., CRS 24-72-102, et. seq., CRS 24-73-101, et. seq.]

Retention

Retain until 5 years after conclusion of investigation or any notifications, whichever is longer, then destroy. If any investigation, litigation, or open records request involving these records is taking place or is pending, maintain until all investigative or legal activity is completed, then destroy.

08-08: PUBLIC SAFETY

This portion of Schedule 8 pertains to Institutions of Higher Education that have departments responsible for law enforcement e.g. campus police, and/or maintain criminal justice records as defined in CRS 24-72-302(4).

08-08_01. Arrest Records

Records pertaining to arrests, including cards, numerical files and register books; may include mug shots and fingerprints.

08-08_01A. Adult Offender Arrest Records

1. Felony Arrests (Major Felonies and Violent Crimes)

Cases such as arson with fatalities, homicides, kidnapping, deaths related to criminal acts, missing persons (excluding runaways), forgery, criminal impersonation and officers killed.

[Reference CRS 16-5-401]

Retention:

Permanent

2. Felony Arrests (Other)

Other felony cases, special investigations related to cases such as aggravated assault, arson without fatalities and similar cases.

Retention:

10 years

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3. Misdemeanor Arrests

Misdemeanor cases, petty offenses, traffic offenses and similar cases

Retention:
3 years

4. Sexual Assault Arrest Records (excluding sexual assault on a child)

Retention:
99 years

08-08_01B. Arrest and Booking Logs

Retention:
5 years

08-08_01C. Expungement Records – Arrests

Records of sealing or expungement of arrest records, retained with the expunged record.

Retention:
Until the sealed record is destroyed pursuant to this retention schedule

08-08_01D. Juvenile Offender Arrest Records

[General Reference: CRS 19-1-304]

Retention:
Until 19 years old

08-08_01E. Traffic Accident Arrest Records

1. Fatal Traffic Accidents

Retention:
10 years

2. Non-Fatality Traffic Accidents

Retention:
3 years

08-08_02. Case Records

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

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08-08_02A. Death Case Records-Noncriminal

Retention:
10 years

08-08_02B. Felony Case Records (Major Felonies and Violent Crimes)

Cases such as arson with fatalities, forgery, unrecovered firearms, homicides, kidnapping, criminal impersonation, sexual assault on a child and officers killed. {Reference: CRS 16-5-401}

Retention:
Permanent

08-08_02C. Felony Case Records (Other)

Other felony cases, special investigations related to aggravated assault, arson without fatalities and similar cases.

Retention:
10 years [CRS 16-5-401]

08-08_02D. Misdemeanor Case Records

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

Retention:
3 years

08-08_02E. Missing Person Records Including Runaways

Retention:
Until located

08-08_02F. Sexual Assault Case Records (Excluding Sexual Assault on a Child)

Case files related to the investigation of a sex assault crime.

Retention:
99 years

08-08_02G. Traffic Accident Case Records

1. Fatal Traffic Accidents

Retention:
10 years

2. Non-Fatality Traffic Accidents

Retention:
3 years

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08-08_02H. Incident Reports

Reports of officer contacts not rising to the level of a criminal offense, including Addiction Recovery Holds, Mental Health Holds, and any other informational reports

Retention:
5 years

08-08_03. Clery Act Reporting

This Series covers supporting documentation for college/university annual security reports (ASR) required under the federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act 34CFR668.46). The Clery Act requires colleges and universities participating in federal financial aid programs to maintain and disclose campus crime statistics and security information.

08-08_03A. Annual Report (ASR)

Retention:
Permanent

08-08_03B. Supporting Documentation Including Crime Logs

Retention:
Retain 3 years after the latest publication of the report to which the documents apply, then destroy.

08-08_04. Community Relations Records

Records of outreach and public relations efforts, including routine requests for police department contact, follow up, services, etc., not involving a police report; neighborhood mediation; police presentations; and similar community outreach efforts.

Retention:
2 years after completion

08-08_05. Crime Lab Records

08-08_05A. Crime Lab Reports and Supporting Documentation

Reports regarding crime lab work and findings, and supporting documentation such as laboratory request forms, vehicle hold/release sheets, sketches, etc.

Retention:
2 years after completion

08-08_05B. Logs-Crime Lab

Automatic fingerprint identification system (AFIS) fingerprint logs, crime scene processing logs, laboratory fieldwork logs, laboratory work logs, marijuana testing logs, etc.

Retention:
Permanent, as documentation of qualifications of crime lab technicians as expert witnesses

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08-08_06. Dispatch Recordings

Audio recordings made to monitor and record law enforcement and other protective or emergency services radio transmissions, including police and fire radio transmissions, police emergency 9-1-1 calls and fire, rescue or ambulance dispatch calls.

Retention:
3 years

08-08_07. Emergency Operations and Management Plans

Records relating to disaster, emergency and civil defense planning and implementation and testing of disaster warning systems. Includes emergency operations plans, incident response plans, and disaster management, response and recovery plans. General Reference: CRS 24-3.5-701

Retention
Permanent

08-08_08. Evidence Records

Records pertaining to the collection and storage of evidence collected at crime scenes and during police investigations. Note: Physical evidence, including DNA evidence, is destroyed in consultation with, and upon written authorization from, the district attorney. Since the retention and destruction of physical evidence related to crimes is determined by the police department in consultation with the district attorney, the retention of such physical evidence is therefore not covered in this Retention Schedule. Retention periods apply, provided that offenses are not affected by statute of limitations

08-08_08A. Chemical Blood Testing Reports

Reports requested by the police department for chemical blood testing (such as DNA testing) to determine genetic markers, performed by CBI or other agencies

Retention:
Life of related case file or life of defendant, whichever is later [CRS 18-1-1101, et seq.]

08-08_08B. Evidence and Property Audit Records

Audit reports detailing the authorized destruction or disposal of property and evidence associated with police cases, including drugs, drug paraphernalia, weapons, currency, explosives, armored or bulletproof clothing, unlawful property, etc.

Retention:
Until completion of next succeeding evidence and property audit.

08-08_08C. Handling and Storage of Evidence Records

1. Case Specific Evidence Logs

Logs documenting the receipt, transfer and release of materials taken into evidence for specific cases, including property reports, release records, evidence tags and similar records.

Logs documenting the receipt, transfer and release of materials taken into evidence for specific cases, including property reports, release records, evidence tags and similar records.

Retention:
Retention: Life of related case file or life of defendant, whichever is later [CRS 18-1-1101, et seq.]

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2. Evidence Logs Documenting Multiple Cases

Logs documenting the receipt, transfer and release of materials taken into evidence for multiple cases, including property reports, release records, evidence tags and similar records.

Retention:
7 years

08-08_08D. Lie Detector Test Administration Records

Records retained by the test administrator to document expertise in the administration of lie detector tests using the computer voice stress analyzer, polygraph and other lie detector test equipment.

Retention:
Permanent

08-08_09. False Alarm Records

Records of false alarms, warnings issued and user fee assessments; notifications of unreliable alarm systems, etc.

Retention:
2 years

08-08_10. Field Contact Records

Records of contacts with businesses, complainants, juveniles, victims or witnesses after which no incident report is filed.

Retention
3 years

08-08_10A. Recorded Interviews-Field Contacts

Recorded interviews conducted during field contacts in which no incident report is filed.

Retention:
90 days if transcribed, or life of case file if not transcribed.

08-08_11. General Orders

Directives or standard operating procedures issued by the police chief governing the overall operation and administration of the police department.

Retention:
Permanent

08-08_12. Internal Affairs Investigations and Police Action Reviews

Records pertaining to internal investigations regarding police conduct or actions (i.e., reviews of use of force, pursuits, officer-involved traffic accidents, etc.), board of inquiry or internal affairs administrative inquiries and proceedings, and any subsequent disciplinary actions.

08-08_12A. Unsubstantiated

Retention:
5 years

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08-08_12B. Substantiated

Substantiated investigations, substantiated review and disciplinary documentation should be transferred to the record copy custodian for personnel records to be retained or destroyed according to personnel policy.

Retention:

Transfer to personnel record, and retain for 10 years after termination of employment.

08-08_13. License Plate Recognition Data

Data and images recorded by means of automated license plate recognition systems (one or more mobile or fixed high-speed cameras combined with computer algorithms to convert images of registration plates into computer-readable data) used to capture license plate numbers for parking enforcement, booting, stolen vehicle identification or other law enforcement purposes.

Retention:

21 days for data, except that "hits" are retained for life of related case file

08-08_14. Logs-Routine

Listings tracking specific routine daily activities, such as alarm check logs, logs of court subpoenas served, logs of crimes in specific areas, criminal history check log sheets retained for National Crime Information Center (NCIC) audits, dispatch logs, DUI logs, home check logs, offense logs, traffic accident logs, welfare check logs, etc.

Retention:

2 years

08-08_15. National Crime Information Center/Colorado Crime Information Center (NCIC/CCIC) Teletypes

Informational teletypes received via NCIC and CCIC for entry to the police department's computer system; follow-up teletypes from other law enforcement departments.

Retention:

30 days

08-08_16. Parole Card File

Retention:

Until no longer needed

08-08_17. Prisoner Transport Records

Retention

2 years

08-08_18. Registered Sex Offenders [General Reference: CRS 18-3-412.5]

08-08_18A. Information Request Forms – Sex Offenders

Forms completed by parties interested in inspecting public information regarding sex offenders. [General Reference: CRS 16-22-112]

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Retention:
2 years

08-08_18B. Sex Offender Registration and Cancellation Forms

Notifications completed by convicted sex offenders regarding residence addresses and contact information. [General Reference: CRS 16-22-108]

Retention
5 years after offender leaves jurisdiction

08-08_18C. Sexually Violent Predators – Public Notifications

Notices given to the public regarding sexually violent predators in the community.[General references: CRS 16-22-108 and CRS 18-3-414.5]

Retention
Permanent

08-08_19. Requests for Release of Information

Requests for public release of information such as E-9-1-1 recordings, reports, incident histories, etc.

Retention:
2 years after request is answered

08-08_20. Ride-Along Program Records

Records of police programs that allow citizens to ride along with police officers.

Retention:
3 years

08-08_21. Seizure Fund Documentation

Records relating to the fund for monies accrued as a result of court-ordered seizures and disposition of property connected to vice, narcotics and other crimes.

Retention:
7 years

08-08_22. Statistical Files

Indexes for statistical reporting of data by class of crime and other statistical information.

Retention:
5 years

08-08_23. Summonses and Complaints

Duplicate copy of summonses and complaints.

Retention:
2 years

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08-08_24. Training Records

Records documenting training for police personnel, including K-9 training records, firearms range scores, test scores and monthly training reports.

Retention:

5 years after employee's termination

08-08_25. Uniform Crime Report

National Incident Based Reporting System (NIBRS) annual uniform crime report.

Retention:

Permanent

08-08_26. Vehicle Impound Records

Records documenting the impoundment of licensed and non-licensed motorized vehicles and sports craft that have been taken into custody for violations of laws that govern their use, operation and ownership.

Retention:

2 years after vehicle is released to owner or otherwise disposed of

08-08_27. Victim Assistance and Counseling Records

Case records, including contact sheets, relating to victim assistance and advocacy.

Retention:

2 years after completion of assistance

08-08_28. Video/Audio Recordings - Surveillance

Records created by a digital video camera, video tape camera, closed circuit television camera, film camera, photo radar recorder, or other image recording device positioned to capture moving or still pictures or images of human activity on a routine basis or for security or other purposed per CRS 24-72-113.

08-08_28A. No Claim Filed

Records for which no notice of claim has been filed, or there has been no specific incident that may cause the record to become evidence in any proceeding:

Retention:

1 year after creation of record.

08-08_28B. Notice of Claim

Records for which there has been a notice of claim filed. Record must also include the person who accessed the record and the reason for which the record was accessed per CRS 24-72-113 (2) (a).

Retention:

3 years after creation of record. (Note: record must be destroyed at the expiration of the retention period per CRS 24-72-113 (2) (a))

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08-08_29. Video/Audio Recordings - Vehicle and Officer Recording Systems

Video recordings and logs made from police vehicle or officer-carried recording systems

Note: This record series is in the process of being updated.

08-08_29A. Accidental, Test, or Training Records

When the Body Worn Camera (BWC) is inadvertently activated, when conducting a test at the beginning of shift, or when BWC trainings are done.

Retention

2 days for test or accidental recording, and 1 year for training videos

08-08_29B. Citizen Issues, Non-Criminal Incidents

Traffic Incidents with no summons issued, non-criminal incidences, any routine contact that does not result in enforcement action or a case report or summons, concern about a citizen complaint or other unusual circumstances exist that may warrant retaining the video longer than 30 days.

Retention

60 days for non-criminal incidents, and 1 year for citizen issues

08-08_29C. Misdemeanors, Minor Crimes, and Use of Force

1. Misdemeanor cases, petty offenses, traffic offenses with summons issued and similar cases where viable suspect information exists or not.

Retention

3 years

2. When any use of enforce is employed

Retention

5 years

3. Non-Fatality Traffic Accidents

Retention:

3 years

08-08_29D. Felonies and Major Crimes (Major Felonies and Violent Crimes)

1. Major Felonies – Cases such as arson with fatalities, forgery, unrecovered firearms, homicides, kidnapping, deaths, sexual assault on a child and officers killed. Any felony crime where an arrest occurs or there is viable suspect information that may lead to an arrest.

Retention:

Permanent

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2. Other Felony Cases – Cases such as special investigations related to aggravated assault, arson without fatalities and similar cases where viable suspect information exists or not.

Retention:
10 years

3. Sexual Assault Cases – Cases related to the investigation of a sex assault crime.

Retention
Permanent

4. Fatal Traffic Accidents
Retention
10 years

08-08_30. Weapons and Firearms Records

08-08_30A. Authorizations to Carry

Records of types of firearms and weapons carried by officers indicating authorization to carry weapons, that the weapon has been checked, and that the officer qualifies to use it.

Retention:
2 years after weapon is no longer in use

08-08_30B. Weapons Maintenance Records

Records relating to in-house and external maintenance work on weapons.

Retention:
3 years