SCHEDULE NO. 20

ENTITIES APPOINTED BY MUNICIPALITY

General Description: Records regarding the composition, operation, proceedings and enactments of boards, commissions, committees, authorities, task forces and similar bodies appointed by the governing body or municipal officials.

> *No record may be destroyed under this Retention Schedule if it is pertinent to any current, pending or anticipated investigation, audit or legal proceeding. **The minimum retention periods specified in this schedule apply to the information contained within the record copy, regardless of the physical format of the record copy (paper, microfilm, electronic).** Each municipality must decide on the physical format for each type of record, ensuring authenticity, readability and accessibility for the entire retention period. **Duplicate Copies:** Retain duplicated copies until no longer needed but not longer than the record copy.*

20.10 AGENDAS AND SUPPORTING DOCUMENTATION

Listings showing date, time and locations of official meetings and items to be discussed. Supporting documentation includes material such as agenda item summaries and documentation explaining the rationale for staff recommendations, presenting background information or the history of agenda items being presented to the appointed entity for a decision.

A. *Quasi-Judicial Entities*

Appointed entities that are able to remedy a situation or impose legal penalties on a person or organization or have powers of adjudication in specific matters, usually limited to a specific area of expertise.

Retention: Permanent

B. *Other Entities With Advisory Powers and Duties Only*

Retention: 2 years

20.20 APPOINTMENTS AND RESIGNATIONS

Records of appointments and resignations, including applications, recruitment information, etc.

A. *Appointed Applicants*

Retention: 2 years after end of service

B. *Unsuccessful Applicants*

Retention: 2 years after conclusion of appointment process

20.030 BYLAWS

Documents adopted to set out rules and guidelines regarding how the entity operates.

Retention: Permanent

20.040 GOALS AND WORK PLANS

Formally adopted strategic plans, work plans or policy agendas.

Retention: Permanent

20.050 MEMBER LISTS

Permanent for cumulative lists; until superseded for lists of current members

20.060 MINUTES AND SUPPORTING DOCUMENTATION

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

Retention: Permanent

20.070 NOTICES - MEETINGS

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

Retention: 2 years

20.080 OATHS OF OFFICE

Oaths taken by appointed officials upon taking office.

Retention: Term of office + 1 year

20.090 RECOMMENDATIONS, FINDINGS AND SUPPORTING DOCUMENTATION

Written findings or recommendations to the municipality, governing body or other entities rendered in an advisory or decision-making capacity; supporting documentation includes agenda item summaries and other documentation explaining the rationale for staff recommendations or presenting background information or the history of the recommendation.

Retention: 3 years, *except* retain those that have enduring historical or policy value permanently

20.100 RECORDINGS OF MEETINGS

Audio or video recordings of official meetings.

A. *Executive Sessions*

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

B. *Open Meetings*

Retention: 6 months after approval of minutes

C. *Study Sessions*

Retention: 6 months after meeting

Cross References

Building Board Case Files - 05.040, Building Review Board Case Files
Correspondence and general documentation - 40.100, Correspondence and General Documentation
Internal committees - 40.080, Committees - Internal

Policies and procedures - 40.220, Policies and Procedures Documentation
Reports - 40.290, Reports
Rules, regulations and standards - 40.310, Rules, Regulations and Standards