

SCHEDULE NO. 95

PROPERTY RECORDS

General Description: Records of real property acquisition, sale, transfer and property maintenance.

*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.*

95.010 ACQUISITION, SALE AND TRANSFER RECORDS

Records documenting the acquisition and sale or transfer of real property, including agreements of sale and purchase, appraisals, quiet title actions, condemnations and eminent domain actions, title insurance policies, closing documents and similar records.

Retention: 6 years after disposition of property

95.020 DEEDS AND DEDICATIONS AND SUPPORTING DOCUMENTATION

Conveyances of property or property rights, including warranty deeds, dedication deeds and similar documents.

Retention: Permanent

95.30 EASEMENTS AND RIGHTS-OF-WAY AND SUPPORTING DOCUMENTATION

A. Permanent Easements and Rights-of-Way

Conveyances of rights to place utilities or other infrastructure or to cross under or over property owned by another property owner.

Retention: Permanent

B. Temporary Access and Construction Easements

Documentation of temporary easements allowing access and entrance to, and work on, property or streets not owned by the easement holder.

Retention: 2 years after easement expires

95.040 LEASES AND SUPPORTING DOCUMENTATION

Agreements to obtain the right to use property owned by another, or to grant the right to use property to another party, for a specified period of time in exchange for the payment of rent; includes leases, subleases, assignments of leases, etc.

Retention: 6 years after termination of lease

95.50 MAINTENANCE, UPKEEP AND DAMAGE RECORDS

Records documenting the minor maintenance, repair and upkeep of facilities and property.

A. Chemical Application Records

Records documenting the application of chemicals such as pesticides, herbicides and fertilizers to parks, cemeteries, golf courses and other property.

Retention: 3 years after application

B. Chemical Testing and Treatment Records - Aquatic Facilities

Records, including treatment logs, of chemical treatments for aquatic facilities such as public swimming pools, fountains, spas, hot tubs, etc.

Retention: 3 years after treatment [CRS 25-5-803]

C. Damage Records

Records of damage and vandalism to property, including signs, trees, park facilities, aquatic facilities, golf courses, buildings, fences and other property.

Retention: 3 years after date of incident

D. Inspection Records

Records documenting periodic safety, health and environmental review and inspection of buildings, parks, playgrounds, golf courses, swimming pools and other public facilities to check for damage and recommend repairs and maintenance.

Retention: 3 years

E. Work Orders - Property

Request and authorization forms for repair or maintenance work on facilities, signs, structures, etc.

Retention: 2 years

95.060 PARKS

Historical records regarding parks, including correspondence with enduring value, architectural drawings, park histories, photographs, etc.

Retention: Permanent

Cross References

Agreements and contracts - 40.030, Agreements and Contracts
 Auction records - 30.030.B, Disposition Records
 Cemetery - Schedule 10, Cemetery Records
 Correspondence and general documentation - 40.100, Correspondence and General Documentation
 Encroachment permits - 75.020.G, Permits to Work in Public Way
 Fleet and equipment - Schedule 35, Fleet and Equipment Records Policies
 and procedures - 40.220, Policies and Procedures Documentation Projects
 - 40.240, Project Files
 Property inventories - 30.030.C, Inventories
 Rental contracts - 40.230.A, Activities and Events - Short-Term Agreements, Contracts and Supporting Documentation
 Reports - 40.290, Reports
 Rules, regulations and standards - 40.310, Rules, Regulations and Standards
 Security records - 105.020, Security Records - Municipal Facilities
 Tree inventory - 30.030.C Inventories
 Tree removal permits - 75.020.F, Permits Issued by the Municipality in General
 Utility locate requests - 60.020, Locate Requests
 Vacations - easements and rights-of-way - 60.070, Vacations - Street, Alley and Right-of-Way