

# RECORDS MANAGEMENT MANUAL

## COLORADO SPECIAL DISTRICTS

### SCHEDULE NO. 1

#### BUILDING AND STRUCTURE RECORDS

General Description: Records generally relating to structures and buildings. *The specified retention period applies to the information contained within the record, regardless of the physical format of the record (paper, microfilm, computer disk or tape, optical disk, etc.).*

**Duplicate Copies: *Provided that no retention period is specified for duplicate copies, retain those 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.***

##### 1.10 Address History Files

Records maintained as address history files to provide a chronological record and running history of building-related activities for each address located within the special district. These files may include records listed elsewhere in the retention schedules, such as building and demolition permits, gas connection records, certificates of occupancy, building inspection reports, unsafe building actions, variances granted, zoning certificates and utility taps.

Retention: Permanent files, *except* follow retention schedules for purging of nonpermanent records

##### 1.40 Building and Other Uniform Codes

*See Schedule 7 Code Book Records.*

##### 1.50 Fire Code Board Case Files

Records pertaining to cases or appeals heard by bodies such as the Fire Code Board of Appeals or similar boards charged with interpreting code provisions relating to issues such as alternate building materials or methods of construction, and with review and decision-making authority regarding building, construction or similar matters.

Retention: 20 years

##### 1.60 Certificates of Occupancy

Documents issued to the special district by the county or municipality 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.

Retention: Permanent

##### 1.70 Communication Tower Structures

*See Schedule 12 Permit Records.*

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## **COLORADO SPECIAL DISTRICTS**

### **1.90 Contractor's Licenses**

See *Schedule 12 Licensing Records*.

### **1.140 Housing Rehabilitation Projects**

See *Schedule 5 Grant Records* and *Schedule 7 Project Files*.

### **1.150 Inspection Records**

#### ***Fire Code Inspection Reports***

Records of final on-site inspections done by the special district or by its agents to determine the compliance of building construction, electrical, plumbing, mechanical and other systems with requirements of the special district, uniform codes and all other adopted fire code standards adopted by the special district.

Retention: Permanent

#### ***Inspection Agencies***

See *Schedule 7* for applicable records, such as *Agreements and Contracts*.

### **1.160 Landmark and Historic Designations**

Records relating to local, state or federal historic designations for buildings, structures or districts within the special district and preservation of historic structures.

Retention: Permanent

### **1.170 Mobile Home Standards**

See *Schedule 7 Regulations and Standards*.

### **1.180 Policies and Procedures**

See *Schedule 7 Policies and Procedures Documentation*.

### **1.200 Regulations – Building**

See *Schedule 7 Regulations and Standards*.

### **1.210 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. See also *Schedule 1 Inspection Records*; *Schedule 7 Reports*; and *Schedule 11 Census and Population Records*.

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### *Annual Reports and Compilations*

Retention: Permanent

### *Monthly Reports*

Retention: 1 year + current

### **1.230 Standards – Building**

*See Schedule 7 Regulations and Standards.*