

# RECORDS MANAGEMENT MANUAL

## COLORADO SPECIAL DISTRICTS

### SCHEDULE NO. 5

#### FINANCIAL RECORDS

General Description: Records documenting and ensuring accountability for the receipt and expenditure of public funds. *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.***

#### 5.10 Accounts Payable Records

Records that serve as the basis for payment of bills by the special district, including copies of bills paid, copies of checks, invoices, purchase orders and receiving reports, and correspondence with vendors.

##### ***Accounts Payable Records in General***

Retention: 6 years + current

##### ***Balance Sheets***

Retention: Until updated

##### ***Bills Paid***

Retention: 6 years + current

##### ***Invoices and Statements***

Retention: 6 years + current

##### ***Publication of Bills Paid***

See *Schedule 7 Affidavits of Publication*.

##### ***Reports of Bills Allowed***

Listings of bills presented to the governing body or other authority for payment authorization.

Retention: 6 years + current

##### ***Charge Slips and Credit Card Statements***

Documentation of charges for items such as printing and meals or credit card transactions.

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Retention: 2 years + current

### ***Credit Card Records***

Records of credit cards issued to the special district for district use.

Retention: 1 year + current after cancellation

### ***Expense Records***

Records maintained to document travel, mileage, claims for reimbursement and other expenses of district officials while on district business, including requests, authorizations, reimbursements and other similar transactions.

Retention: 2 years, provided audit has been completed

### ***Form 1099***

Sent to vendors such as contractors when the vendor's charges for services exceed \$600 for the year.

Retention: 4 years

### ***Petty Cash Records***

Records of petty cash fund account and requests for petty cash for various purposes.

Retention: 1 year + current

### ***Purchasing Records***

See *Schedule 5 Purchasing Records*.

### ***Vendor Files***

Files maintained as a unit to track accounts payable activity for specific vendors, including information such as Federal Taxpayer Identification Number, name and address, correspondence, copies of checks, etc.

Retention: 6 years + current

### ***W-9 Forms***

Forms used to record information, including taxpayer identification number, for vendors, contractors, and service providers paid more than \$600 per year.

Retention: 3 years + current

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### 5.20 Accounts Receivable Records

Records that serve as the basis for collection of amounts owed by vendors, organizations and citizens having accounts with the special district, and documentation of billing and collection of monies.

#### ***Accounts Receivable Records in General***

Retention: 2 years + current

#### ***Balance Sheets***

Retention: Until updated

#### ***Cash Books, Receipts and Reports***

Cash book showing receipts, cash account pre-edit listing, daily cash reports and other documentation of receipt of monies for fees, parking tickets, rentals, registrations, etc.

Retention: 2 years + current

#### ***Cash Register Validation Tape***

Retention: 1 year + current

#### ***Fee Receipts***

See *Cash Books, Receipts and Reports* above.

#### ***Invoices and Statements Issued by the Special District***

Billings by the district to outside companies or institutions for damages, supplies, services or repairs, etc.

Retention: 6 years + current

#### ***Utility Billing Records***

See *Schedule 5 Utility Billing*.

### 5.30 Agreements And Contracts - Financial

See *Schedule 7 Agreements and Contracts*.

### 5.40 Audit Records

Records documenting external audits of the financial position of the district.

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### ***Agreements – Audit Services***

See *Schedule 7 Agreements and Contracts*.

### ***Audit Reports***

Annual or special reports prepared by external auditors examining and verifying the special district's financial activities or the financial activities of a fund, department or other component of the district government.

Retention: Permanent

### ***Audit Work Papers***

Documentation consisting of routine correspondence with auditors and copies of district records compiled for use by auditors in performing an audit.

Retention: 2 years + current after completion of audit

## **5.50 Bank Records**

Records documenting the current status and transaction activity of special district funds held at banks.

### ***Bank Records – In General***

Retention: 2 years + current

### ***Bank Statements***

Monthly statements showing the amount of money on deposit to the credit of the district.

Retention: 6 years + current

### ***Check Records***

### ***Cancelled Checks***

Retention: 6 years + current

### ***Duplicate Copies of Checks***

Carbon copies or photocopies of checks issued and maintained solely as a quick reference source.

Retention: 1 year + current

### ***Register – Check***

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Chronological listing of check entries.

Retention: 6 years + current

### ***Stubs – Check***

Retention: 1 year + current

### ***Voided Checks***

Retention: 1 year + current

### ***Certificates of Deposit***

See *Schedule 5 Investment Records*.

### ***Deposit Pass Books***

Records of district savings account deposits, withdrawals and balances.

Retention: 6 years + current

### ***Deposit Slips***

Bank cashiers' slips showing amount and date of deposit of monies into district accounts.

Retention: 1 year + current

### ***Money Market Certificates***

See *Schedule 5 Investment Records*.

### ***Reconciliations***

Retention: 6 years + current

### ***Savings Bond Records***

See *Schedule 5 Investment Records*.

### ***Trial Balances***

Retention: 2 years + current

## **5.55 Bankruptcy And Foreclosure Records**

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Records documenting bankruptcies and foreclosures in which the special district has some kind of a financial interest due to liens, unpaid assessments, unpaid fees or bills, etc.

Retention: 6 years + current after the district recovers money owed or has no further interest in the proceeding.

### 5.60 Bids

See *Schedule 5 Purchasing Records*.

### 5.70 Billing Records

See *Schedule 5 Accounts Receivable Records and Utility Billing*.

### 5.80 Bond Issue Records

#### ***Bond Issue Files***

Records that document the authorization to finance improvements through bonded indebtedness and implementation of bond issues, including bond anticipation notes, general obligation bonds, revenue and refunding bonds, water bonds and special improvement bonds; usually include correspondence and general documentation, authorizations supporting financial arrangements, bond ratings, contracts or sales agreements, and sample copies or specimens of bonds sold as evidence of district indebtedness.

Retention: 2 years after final payment

#### ***Bond Issue Proceedings Books***

Certified record of proceedings relating to a bond issue, containing specimen (usually original) documents related to the approval process and issuance of bonds typically compiled in book form for presentation to the special district by the bond agent or bond counsel.

Retention: Permanent

#### ***Bonds, Notes and Coupons Paid***

Canceled or redeemed bonds and coupons received from paying agents throughout the lifetime of the bond issue; cancelled upon receipt.

Retention: 1 year after maturity

#### ***Bond Registers and Ledgers***

Used to document the redemption of coupons for issued bonds. Bond registration and redemption transactions may be handled by a bond registration or paying agent for some districts.

Retention: Permanent

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### 5.90 Bonds - Public Officials

See *Schedule 15 Bonds*.

### 5.100 Budget Records

#### ***Budget – Final Adopted***

Final financial plan for the budget period established by the special district as approved by the governing body for the allocation and budgeting of all expenditures of the district.

Retention: Permanent

Duplicate Copies: Until superseded

#### ***Budget – Preliminary***

Draft version of the budget presented for public inspection and review prior to consideration of the budget by the governing body.

Retention: 1 year after adoption of final budget

Duplicate Copies: Until final budget is adopted

#### ***Budget Reports***

##### ***Monthly or Quarterly Reports***

Periodic reports regarding the status of receipts and disbursements in comparison to the adopted budget.

Retention: 2 years + current

##### ***Year-End Reports***

Summary annual budget reports compiled at year-end.

Retention: 6 years + current

#### ***Budget Work Papers***

Papers used to assist in the preparation and review and decision-making processes for district budget requests, including reports, budget instructions, worksheets, spending plans, budget proposals, financial forecasting reports and similar records.

Retention: 1 year + current

### 5.120 County Revenue Programs

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*See Schedule 5 Government Revenue Programs.*

### **5.130 Expense Records**

*See Schedule 5 Accounts Payable Records.*

### **5.140 Federal Revenue Programs**

*See Schedule 5 Government Revenue Programs.*

### **5.150 Fee and Rate Schedules and Supporting Documentation**

Fee and rate schedules and supporting documentation justifying the determination of special district fees and rates; i.e., calculations, methodology for establishing the fee or rate, comparisons with other districts, projections of revenue based on recommended fees or rates, etc. See also 5.20, *Accounts Receivable Records* for fee collection records.

#### **Fee and Rate Schedules and Supporting Documentation (Except for Utility Rates)**

Retention: Retain current and previous schedules and associated supporting documentation

#### **Utility Rate Schedules and Supporting Documentation**

See 5.360.H, Rate Schedules and Supporting Documentation – Utility Billing.

### **5.160 Financial Guarantees**

Records relating to the acquisition and release of various forms of financial guarantee -- including escrow accounts, letters of credit, liens, promissory notes — required by the district from other parties to ensure performance, payments or the completion of certain specified actions, such as the completion of projects, required improvements or the payment of delinquent bills or assessments.

Retention: 1 year after expiration, completion of guaranteed project (if applicable) or release of the guarantee by the special district

### **5.170 Financial Reports**

*See Schedule 5 Reports – Financial.*

### **5.180 Fixed Asset Records**

Inventories and listings kept to track and control the fixed assets of the district, including buildings, real estate, office equipment, tools, machinery and other equipment.

#### **Acquisitions**

*See Schedule 16 Acquisition Records.*



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### ***Annual Reports***

Worksheets compiled for annual reports listing totals of all fixed assets, purchases and disposition of assets.

Retention: Until superseded

### ***Auction Records***

Summary reports and other records of district property sold at public auction.

Retention: 2 years + current

### ***Depreciation Detail***

Retention: 3 years + current

### ***Disposition Records***

Records of disposal of district property (nonreal estate) and unclaimed, abandoned or confiscated property such as bicycles and vehicles by competitive bidding or destruction, including date, department name, description of item, value, disposition, method and reason for disposition, condition, value and approvals.

Retention: 3 years + current after disposition of property

### ***Fixed Asset Files***

Listings of all special district property (buildings and real estate), vehicles, equipment and furniture. Includes description, cost, date purchased, location, name of vendor and depreciation.

Retention: 10 years

### ***Inventories – Fixed Assets***

Listings of expendable and nonexpendable property of the district, including buildings, real estate, vehicles, furniture, equipment, supplies and other items owned or administered by the special district.

Retention: Until revised

### ***Surplus Property Records***

Documentation of the sale of surplus real property, including invitations, bids, acceptances, lists of materials, evidence of sales and related correspondence. See also *Schedule 16 Sale or Transfer of Property Records*.

Retention: 6 years after final payment

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### 5.190 Franchise Records

Records pertaining to the award, operation or termination of a license or franchise granting to any person or entity the right or privilege to erect, construct, operate or maintain upon, over or across the streets or alleys of the district a street railway, electric light plant or system, gasworks, gas plant or system, geothermal system, solar system, or telegraph or telephone system, or other similar services and the collection of franchise fees or occupation taxes from franchise holders

Retention: 6 years + current after expiration of franchise and completion of all terms and conditions of the franchise, *except* retain register or other listings of franchises permanently

### 5.200 Fund Records

See also *Schedule 5 Accounts Receivable Records* and *Accounts Payable Records* for fund receipts and expenditures.

#### ***Fund Establishment***

Records pertaining to the creation and purposes of special funds that are separate from the General Fund.

Retention: Permanent

#### ***Trust Fund Records***

Documentation of bequests to the special district.

Retention: 2 years after trust fund closed

### 5.210 Government Revenue Programs

Records pertaining to governmental programs allocating state or federal revenue sharing funds to special district for specific purposes. See also *Schedule 5 Grants*.

#### **Colorado Department of Revenue Monthly Revenue Distribution Report**

Report includes account number, name, jurisdiction, filing period, source, tax, penalty, interest, distribution and Department of Revenue interest/days.

Retention: 1 year + current after completion of audit

#### ***Revenue Sharing***

Documentation and reports of the district's receipt and reallocation of federal revenue sharing funds, including public notices, expenditure records and reports, project records, financial and payroll records, etc. See also *Schedule 7 Project Files*.

Retention: 6 years + current

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### *Instructions for Completing Government Forms*

Retention: Until superseded or obsolete

### **State Revenue Programs**

#### ***Conservation Trust Fund (Lottery)***

Records of allocations to and receipt by the district of lottery funds.

Retention: 6 years + current

#### **Specific Ownership Tax**

Retention: 6 years + current

### **5.220 Grant Records**

Files pertaining to applications for grants and the administration, monitoring and status of grants received by the district from private and governmental sources. See also 5.210, *Government Revenue Programs*.

#### **Audits – Grants**

See 5.40, Audit Records.

#### **Grants From the Special District**

##### 1. Awarded Grants and Supporting Documentation

Documentation of awarded grants from the special district, including records of grant application, performance under the grant, grant contracts and agreements, annual and final performance reports.

Retention: Duration of grant + 6 years

##### 2. Rejected Grants and Supporting Documentation

Documentation of grants by the special district that are either rejected by the grantee or not awarded by the district.

Retention: 1 year + current after rejection or withdrawal

#### **Grants to the Special District**

##### 1. Awarded Grants

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Documentation of awarded grants that are accepted by the district, including records of grant application, performance under the grant, grant contracts and agreements, annual and final performance reports.

Retention: Duration of grant + 6 years

### **Rejected Grants**

Documentation of grants applied for by the district and either rejected by the grantor or not accepted by the district.

Retention: 1 year + current after rejection or withdrawal

### ***Reports – Grant-Funded Programs***

Periodic reports on the administrative and fiscal operations of federal- or state-funded programs compiled on a monthly, quarterly or semi-annual basis.

Retention: 3 years after completion of all applicable audits

### ***Supporting Documentation***

Background supplemental information relating to grant applications and administration.

Retention: 3 years after conclusion of the grant

## **5.240 Insurance Records**

### **Certificates of Insurance**

Documentation provided by insurance providers as proof of insurance coverage for specific purposes. See also 7.280.A, *Project Records* for Certificates of Insurance relating to Capital Projects.

Retention: 6 years after expiration

### ***Major Special District Projects***

Retention: 10 years after substantial completion

### ***Other Certificates of Insurance***

Retention: 6 years after expiration

### ***Claim Records***

Records of claims for damages made by the special district against other parties and made by other parties against the district.

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### ***Claim Records***

Statements of claims and completed claim forms. See also *Schedule 13 Claims*.

Retention: 6 years + current

### ***Claim Reports***

Summary reports regarding handling and disposition of claims made against the special district and/or its insurance company by other parties.

Retention: 6 years + current

### ***Public Entity Risk Management Pool Records***

See *Claim Records* above and *Insurance Policies* below.

### ***Employee Insurance Claim Records***

Records pertaining to employee claims for medical, dental, long-term disability and other insurance coverage. See also *Schedule 15 Benefits*.

Retention: 3 years + current after incident is closed and all rights of appeal have expired

### ***Insurance Policies***

Documents issued by the insurance company to outline liability, theft, fire, accident, property damage and other coverage and risk control standards for the special district under the insurance policy.

Retention: 6 years after expiration of policy, or after all claims made under the policy are settled, whichever is later

### ***Risk Management Policies***

See *Schedule 7 Policies and Procedures Documentation*.

### ***Unemployment Insurance***

See *Schedule 15 Unemployment Insurance*.

### ***Workers' Compensation***

See *Schedule 15 Workers' Compensation*.

## **5.250 Inventories**

See *Schedule 5 Fixed Asset Records*.

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### 5.260 Investment Records

Records documenting various investments made by the special district.

#### ***Bank Statements – Investments***

Retention: 2 years after investment ends

#### ***Certificates of Deposit***

Retention: 6 years + current after maturity

#### ***Certificates of Deposit – Registers***

Retention: 6 years after maturity

#### ***Investment Policies***

See *Schedule 7 Policies and Procedures Documentation*.

#### ***Money Market Certificates***

Retention: 6 years + current after maturity

#### ***Reports – Investment of Funds***

Retention: 10 years, provided audit has been completed

#### ***Savings Bond Records***

Retention: 6 years + current after final payment

#### ***Stocks and Bonds***

Retention: 6 years + current after disposition

#### ***Treasury Bills and Notes***

Retention: 6 years + current after maturity

### 5.270 Ledgers And Journals

#### ***General Ledger***

Year-end summary of receipts and disbursements by account and fund reflecting the general financial condition and operation of the district. May also include documentation from subsidiary ledgers to general ledger and accounting adjustments in the form of general entries.

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Retention: Permanent

### **Journal Entries**

Retention: 6 years + current

### ***Subsidiary Ledgers and Journals***

Daily, monthly or quarterly transaction detail showing receipts and expenditures such as depositor payment amount, date, payee, purpose, fund credited or debited, and check number; provides backup documentation to General Ledger.

### ***In General***

Retention: 2 years + current

### ***Payroll Register – Year-End***

See *Schedule 15 Payroll Records*.

## **5.280 Loan Records**

Records of loans entered into by the special district. See also *Schedule 5 Grant Records*.

### **Approved Loans**

Retention: 6 years + current after the loan is paid

### **Rejected Loans**

Retention: 1 year + current after rejection or withdrawal

### ***Public Improvement Loans***

Significant loans obtained to finance public improvements.

Retention: Follow retention period specified for type of project records (see *Schedule 7 Project Records*) if a specific retention period is not specified by the loaning agency

### ***Routine Loans***

Minor loans obtained for purposes other than public improvements.

Retention: 6 years + current after payment and cancellation

## **5.290 Payroll Records**

See *Schedule 15 Payroll Records*.

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### 5.300 Purchasing Records

Records pertaining to procurement of services or commodities, including purchase requisitions, purchase orders, vouchers, field orders, work orders, invoices and supporting documentation for purchases.

#### ***Purchasing Records in General***

Retention: 6 years + current

#### ***Agreements – Procurement***

See *Schedule 7 Agreements and Contracts and Project Files*.

#### ***Advertisements for Bids***

See *Schedule 7 Affidavits of Publication*.

#### ***Auction Records***

See *Schedule 5 Fixed Asset Records*.

#### ***Bids***

Bids, quotes and proposals regarding services and commodities received by the district in response to solicitations.

#### ***Accepted Bids***

Received from successful bidders.

Retention: 6 years + current after acceptance of the bid

#### ***Rejected/Unsuccessful Bids***

Received from unsuccessful bidders.

Retention: 2 years + current after contract is awarded or PO is issued

#### ***Unsolicited Bids***

Received from bidders without solicitation from the district.

Retention: 2 years + current

#### ***Lease-Purchase Records***

Records pertaining to the acquisition of property by lease-purchase transactions.



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Retention: Term of lease-purchase arrangement + 6 years

### ***Procurement and Purchasing Policies***

Directives, memoranda or manuals pertaining to policies established by the district for the procurement of commodities and services. See also *Schedule 7 Policies and Procedures Documentation*.

Retention: Permanent

Duplicate Copies: Until superseded

### ***Purchasing Control Forms***

Purchase orders, purchase requisitions, field purchase orders, vouchers and other forms documenting the procurement process.

Retention: 6 years + current

### ***Solicitations and Specifications***

Requests for proposals (RFPs), requests for quotations (RFQs), and other solicitations by the district for competitive bids, proposals or quotes for the provision of services or commodities; includes bid specifications.

Retention: 6 years + current

### ***State Bid List***

Retention: Until superseded

### ***Vendor Lists***

Listings of vendors providing goods and services to the special district, usually including names, addresses, phone numbers, description of goods or services provided.

Retention: Until superseded or obsolete

## **5.310 Rate Schedules**

See *Schedule 5 Fee and Rate Schedules*.

## **5.315 Rebate Program Records**

Records relating to rebate programs administered by special districts; includes rebate applications, correspondence, and other supporting documentation.

Retention: 1 year + current after the rebate is paid, provided that the records have been audited

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### 5.320 Receipts - Fees Paid

See *Schedule 5 Accounts Receivable Records*.

### 5.330 Reports - Financial

Reports created for internal use to document the status of funds, bank accounts, investments and other accounting of district funds, including financial projection reports.

#### ***Annual Financial Reports***

Statistical reports on the financial affairs of the district or specific departments, including a statement on the value of all district owned property and an accounting of all income and expenditures in relationship to the final budget.

Retention: Permanent

#### ***Audit Reports***

See *Schedule 5 Audit Records*.

#### ***Budget Reports***

See *Schedule 5 Budget Records*.

#### ***Comprehensive Annual Financial Report (CAFR)***

See 5.40.B, Audit Reports.

#### ***County Treasurer's Reports***

Periodic reports of the County Treasurer regarding the distributions of taxes collected on behalf of the special district, including information regarding taxes collected, interest and fees.

Retention: 10 years + current

#### ***Payroll Reports***

See *Schedule 15 Payroll Records*.

#### ***Revenue and Expenditure Reports***

Reports including information regarding cost analysis, itemized expenditures and revenue sharing.

Retention: 6 years + current

#### ***Departmental Expenditure Reports***

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Retention: 1 year + current

### ***Financial Reports – Monthly***

Retention: 2 years + current

## **5.340 Tax Collection Records**

### ***Licenses Issued to Special District***

License certificates which are typically posted in the district office that are issued by other agencies to the district, including State sales tax license, withholding tax registration, State certificate of exemption, etc.

Retention: 1 year after expiration

### ***Property Tax Records***

Records pertaining to the district's property tax assessment, including mill levy certifications to the County, notices of assessed valuation received from the County, abstracts of assessment and registers or listings of property tax assessed on parcels of land in the district.

Retention: Permanent

### ***Sales and Use Tax Records***

Records pertaining to the collection and refund of sales and use tax, including sales tax collection reports.

### ***Applications – Sales Tax***

Retention: 2 years + current after business terminates

### ***Audits – Sales Tax***

Retention: 3 years + current

### ***Delinquent Sales/Use Tax Notices***

Retention: 5 years + current

### ***Master File – Sales Tax***

Retention: Until updated

### ***Motor Vehicle Sales Tax Receipts***

Retention: 1 year + current

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### ***Register – Sales and Use Tax***

See also *Schedule 5 Ledgers and Journals*.

Retention: Permanent

### ***Returns – Sales and Use Tax***

Retention: 3 years + current

### ***Transaction Journal/Log***

Record of sales and use tax daily transactions.

Retention: 2 years + current

### ***Specific Ownership Tax Records***

Retention: See Schedule 5 Government Revenue Programs

## **5.350 Travel Expenses**

See *Schedule 5 Accounts Payable Records*.

## **5.360 Utility Billing**

Records relating to the billing of customers for utility services.

### ***Account History Listing***

Retention: 2 years + current after account closed

### ***Adjustment Records***

Records documenting account adjustments to customer accounts for water, sewer, power or other utility services provided by the district.

Retention: 2 years

### ***Billing Journals***

Utility billing journals and registers for water, sewer or electric service. See also *Schedule 5 Ledgers and Journals*.

Retention: 6 years + current

### ***Cash Receipt Journals***

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Retention: 2 years + current

### ***Initial Status Report***

Retention: 1 year + current

### ***Meter Records***

Records relating to installation or removal of utility service meters and meter readings for water or electric service.

### ***Calibration and Testing Records***

Documentation of testing and calibration of district operated water and power meters for accuracy.

Retention: Life of equipment + 1 year

### ***Meter Books***

Used to record readings of customer's utility usage for billing purposes.

Retention: 2 years + current

### ***Meter Deposit Receipts***

Retention: 1 year + current

### ***Meter Installation, Maintenance and Repair***

Retention: 2 years

### ***Meter Inventory***

Retention: Until superseded

### ***Meter Location Records***

Retention: 1 year after removal of meter

### ***Meter Orders***

Retention: 1 year + current

### ***Meter Reading Exception Report***

Retention: 1 year + current

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### ***Meter Reading Sheets***

Retention: 2 years + current

### ***Nonpayment Billing Notices***

Records of notices sent to utility customers regarding nonpayment of utility billings and termination of service.

### ***Initial Notices***

Retention: 6 months

### ***Final Notice***

Retention: 1 year

### ***Security Deposit Records***

Records documenting customer payment of a security deposit to receive water, sewer, power or other utility services.

Retention: 2 years after refund or last action

### ***Service Orders***

#### ***New Service Orders***

Records documenting new utility service.

Retention: 1 year + current

#### ***Trouble Orders***

Records documenting utility service complaints and problems.

Retention: 1 year + current

#### ***Turn-Off Orders***

Records documenting the termination of utility service.

Retention: 2 years + current

### ***Statements***

Water and sewer billing statements or invoices.

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Retention: 3 years + current

### **Utility Rate Schedules and Supporting Documentation**

See 5.360.H, Rate Schedules and Supporting Documentation – Utility Billing.

### **Utility Rate Schedules and Supporting Documentation**

Fee and rate schedules and supporting documentation justifying the determination of special district utility fees and rates; i.e., calculations, methodology for establishing the fee or rate, comparisons with other districts or comparable municipalities, projections of revenue based on recommended fees rates, etc.

#### **1. Flat Rate Documentation**

Retention: Until metered rates are established and billed

#### **2. Metered Rate Documentation**

Retention: 3 years + current

### **5.370 Warrants/Checks**

See *Schedule 5 Accounts Payable*.

### **5.380 Worksheets - Financial**

Documents such as rough notes, calculations or drafts assembled or created and used to prepare or analyze other documents; spreadsheets, worksheets, preparatory notes, tentative financial estimates and projections, and other documentation of a preliminary or deliberative and transitory nature. See also *Schedule 7 Worksheets and Drafts*.

Retention: Until no longer needed