

# RECORDS MANAGEMENT MANUAL

## COLORADO SPECIAL DISTRICTS

### SCHEDULE NO. 9

#### HISTORICAL RECORDS<sup>3</sup>

**General Description:** Records that have historical importance as documentation and evidence of the origins and evolution of the special district. *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.*

##### 9.05 Archaeological And Historical Site Records

Records relating to archaeological and historical sites within the district.

Retention: Permanent

##### 9.10 Community And Special District Histories

Narrative histories of the special district, departments and community prepared for reference and informational purposes.

Retention: Permanent

##### 9.20 Community Records

Significant historical records (often fragmentary) of early community groups, businesses and prominent individuals typically found in the district clerk's office or local history collections.

Retention: Permanent Note: Contact State Archives for assistance in records appraisal.

##### 9.30 Historic Buildings And Districts

See *Schedule 1 Landmark and Historic Designations*.

##### 9.40 Historical Society

See *Schedule 7 External Groups and Agencies*.

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<sup>3</sup> The following types of records are usually considered to have permanent archival value: annual reports, audit reports, brochures, court dockets older than 1920, directives, handbooks, histories, indexes, interviews, legal opinions, minutes, resolutions, organizational charts, photographs, policy manuals, procedure manuals, publications, regulations, research reports, rules, speeches, special studies, statistical summaries, records older than 1900. Many of these records are listed in other schedules for permanent retention.

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### 9.50 Organization Records

Records relating to the organization of the district.

Retention: Permanent

### 9.60 Landmarks

See *Schedule 1 Landmark and Historic Designations*.

### 9.70 Logo - Special District

See *Schedule 9 Seal and Logo of the district*.

### 9.80 News Clippings

See *Schedule 9 Scrapbooks*.

### 9.90 Newspapers - Local

Newspapers of the locality or region that have been preserved in the special district office for reference or informational purposes.

Retention: Not considered to be a district record; however, older collections of local newspapers may have historical interest to the Colorado Historical Society, local historical society or other historic preservation groups. Contact the Colorado State Archives regarding disposition of these newspapers.

### 9.100 Photographic Records With Historical Value

Photographs, negatives, prints, digital images, slides, archival slide shows with sound tracks, videos, motion pictures of historical interest to the special district.

Retention: Permanent

### 9.110 Records Older Than 1900

Records of any type in the custody of the district that are dated prior to 1900 and that may have historical or archival value.

Retention: Contact Colorado State Archives regarding preservation and disposition

### 9.120 Scrapbooks

Chronological record of the special district or individual district departments which may include photographs, newspaper clippings and other items pertaining to the district's activities and actions and the reactions of citizens.

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Retention: Permanent

### **9.130 Seal, Logo And Other Intellectual Property Records**

Records relating to special district's owned copyrights, trademarks, service marks, seals, logos, taglines and other similar intellectual property.

Retention: Permanent