

# RECORDS MANAGEMENT MANUAL

## COLORADO SPECIAL DISTRICTS

### SCHEDULE NO. 10

#### INFRASTRUCTURE RECORDS

General Description: Records pertaining to the provision of basic infrastructure and underlying public works services and systems that provide the foundation for 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.*

##### 10.10 Communications Systems

Records pertaining to community-wide communications systems, including cable television and telephone service. See *Schedule 5 Franchise Records; Schedule 6 Communications System Licenses and Telephone System – Buildings; Schedule 12 Permit Records – Communication Tower Permits and Encroachment Permits; and Schedule 16 Easements and Rights-of-Way.*

##### 10.20 Electricity Service

Records relating to the provision of electrical service to the community and its residents. See *Schedule 5 Franchise Records and Utility Billing; and Schedule 7 Agreements and Contracts.*

##### 10.30 Encroachments - Utility Lines

See *Schedule 12 Permit Records – Encroachment Permits.*

##### 10.40 Enterprise Board Records

See *Schedule 8 Governing Body as Another Decision-Making Body.*

##### 10.50 Franchises

See *Schedule 5 Franchise Records.*

##### 10.60 Gas Service

Records pertaining to the provision of natural gas service to residents of the special district. See *Schedule 5 Franchise Records; Schedule 7 Agreements and Contracts; and Schedule 12 Permits – Encroachment Permits.*

##### 10.90 Maps And Drawings

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Maps, plans and drawings created by the district or its contractor(s) for district use, including system schematics, "as-built" drawings, topographic and planimetric maps, etc. See also *Schedule 7 Maps and Drawings*.

Retention: Permanent for final versions

Duplicate Copies: Until no longer needed for reference

### 10.100 Policies And Procedures

See *Schedule 7 Policies and Procedures Documentation*.

### 10.110 Project Records

See *Schedule 7 Project Files*.

### 10.120 Railroad Records

#### ***Special District Operations on Railroad Right-of-Way***

Records of license agreements, right-of-way agreements or other transactions for the district's use of the railroad right-of-way for utility line installation or other purposes.

Retention: Permanent

#### ***Railroad Crossings***

Crossing plans and drawings, PUC/CDOT public hearings and rulings, reports and studies, accident records, corrective actions in relation to State inspection reports and similar documentation.

Retention: Permanent

#### ***Railroad Systems***

Records pertaining to railroad systems, routes, regulations and rights-of-way for railways operating within the district.

Retention: Permanent

### 10.130 Regulations

See *Schedule 7 Regulations and Standards*.

### 10.140 Rights-Of-Way And Easements

See *Schedule 16 Easements and Rights-of-Way*.

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### 10.150 Solid Waste Management

Records pertaining to landfills operated by the district. See also *Schedule 5 Accounts Receivable* for cash receipts for trash hauling etc.

#### ***Dump Tickets***

Retention: 3 years

#### ***Landfill Locations***

Retention: Permanent

#### ***Landfill Monitoring – Surrounding Jurisdictions***

See *Schedule 11 Environmental Records*.

### 10.160 Standards

See *Schedule 7 Regulations and Standards*.

### 10.170 State Highway System Records

Records regarding street maintenance contract with Colorado Department of Transportation and other standards and policy issues relating to State highways within the district. See also *Schedule 5 Government Revenue Programs* and *Schedule 10 Street and Traffic Operations Records*.

Retention: Permanent

### 10.180 Stormwater Drainage System

Records relating to the management of stormwater run-off and drainage, flooding and storm drainage basins. See *Schedule 7 Project Files and Regulations and Standards* and *Schedule 11 Floodplain Records*.

### 10.190 Street And Traffic Operations Records

Records documenting the ongoing street system and traffic flow operations of the district.

#### ***Colorado Department of Transportation Projects***

Records of roadway and signalization improvement projects on State highways located within the district. See also *Schedule 10 State Highway System Records*.

Retention: 6 years + current after project completion

#### ***Encroachments***

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See *Schedule 12 Permit Records*.

### ***High Accident Locations***

Records documenting accidents at locations that have a relatively high accident rate.

Retention: 6 years + current

### ***Projects***

See *Schedule 7 Project Files*.

### ***Snow Removal***

Records relating to the designation of snow routes, snow removal policies, and snow and ice removal programs.

Retention: 2 years after superseded

### ***Street Cuts***

See *Schedule 12 Permit Records – Permits to Work in Public Way*.

### ***Street Lighting Files***

Records relating to street lighting improvements, maintenance and repairs on district streets and roadways.

Retention: 6 years + current

### ***Street and Drainage Problem History Files***

See *Schedule 10 Street Engineering Records*.

### ***Street Cleaning Records***

Retention: 2 years + current

### ***Traffic Marking and Signalization Files***

Records documenting traffic marking and signalization projects.

Retention: 6 years + current

### ***Truck Route Designations***

Retention: 2 years after superseded

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### **Weather Observation Records**

Data and reports relating to weather conditions impacting street and traffic operations.

Retention: Permanent

### **10.200 Street Engineering Records**

Records documenting the layout and planning of streets, intersections and sidewalks, street address assignments, establishment of grades, major street construction and maintenance, street and intersection design and alignment, right-of-way acquisition, street and drainage problem histories and similar records of long-term significance. See also *Schedule 1 Street Address and House Number Assignments*; *Schedule 7 Maps and Drawings* and *Project Files*; and *Schedule 16 Easements and Rights-of-Way*.

Retention: Permanent

### **Bench Mark Records**

Records of bench marks placed by the district or the U.S. Geological Survey to denote elevations above sea level, including record books, maps, cards and other documentation that sets out locations and monument numbers, elevation, description and related data.

Retention: Permanent

### **Street System Records**

Documentation filed on or before December 31, 1953, with the State department of transportation by the district certifying the total mileage of streets in the district street system, certification of adoption and a map of the arterial street system, and documentation of subsequent changes in total mileage and arterial mileage shown in an annual report [CRS 43-2-125 and 43-2-132].

Retention: Permanent

### **10.210 Studies And Reports**

See *Schedule 7 Studies, Plans and Reports*.

### **10.230 Traffic Operations Records**

See *Schedule 10 Street and Traffic Operations Records*.

### **10.240 Transportation System Records**

Records pertaining to the operation of district or privately owned transportation systems that serve district residents, such as taxicab service, bus system and paratransit service, etc.

Retention: 6 years + current

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### Route Maps

Bus and paratransit transportation system route maps.

Retention: Permanent

Duplicate Copies: Until superseded

### 10.250 Utility Features

#### **Inclusion/Exclusion Review Records** – Utility and Other Infrastructure

See 11.15, Inclusion/Exclusion Review Records.

#### **As-Built Drawings**

Final versions of as-built drawings for sewer, water and plant lines and facilities. See also *7.180, Maps and Drawings*.

Retention: Permanent

#### **Development Review Records** – Utility and Other Infrastructure

See 11.45, Development Review Records.

#### ***Disconnection Records***

Records documenting the disconnection of properties from district water, sewer, power or similar utility systems.

Retention: Permanent

#### ***Installation and Connection***

Records documenting installation of district utility systems or the connection of properties to water, sewer, power or similar utility systems. See also *Water and Sewer Distribution and Storage System Records – Tap and Connection Records*.

Retention: 2 years after disconnection, provided record of disconnection is retained permanently

#### ***Locates***

Documentation of request and district action to locate underground lines in vicinity of a construction site.

Retention: 2 years

#### ***Locations***

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Drawings, maps, charts, indexes, plats and other documentation showing the location of utility features such as manholes, valves, shutoffs, lines and mains etc.

Retention: Permanent

Duplicate Copies: Until superseded

### 10.290 Water And Sewer Distribution And Storage System Records

Records relating to the operation of the district's water and sewer distribution and storage systems.

#### ***Agreements – Service***

See *Schedule 7 Agreements and Contracts*.

#### ***Backflow Prevention Device Test Records***

Documentation of test results on backflow prevention devices designed to protect the district water system from pollution related to substances backing into water lines.

Retention: 10 years

#### ***Cross-Connection Control Survey Records***

Documentation of monitoring of potential or actual water system health hazards from pollution entering water pipes from other pipes, including address, description of protection, corrections made etc.

Retention: 1 year after disconnection or 10 years, whichever is later

#### **Easements and Rights-of-Way**

See 16.60, Easements and Rights-of-Way.

#### **Emergency Plans**

See 17.50.A, Emergency Operations and Management Plans.

#### **Maps and Drawings**

See 7.180, Maps and Drawings and Supporting Documentation.

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

See *Schedule 5 Utility Billing*.

#### **Oversizing Project Records**

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See 7.280, Project Files.

### ***Projects – Distribution System Improvements***

See *Schedule 7 Project Files*.

### **Sewer Inspection and Testing Records**

Records of inspections to locate problems and defects so that corrective measures can be taken.

Retention: 10 years or until superseded, whichever is shorter

### ***Sewer Smoke Test Records***

Documentation of smoke tests undertaken to verify hookup to main sewer lines, check condition of pipes or determine effectiveness of backflow prevention devices.

Retention: 10 years

### **Sewer Test Records**

Documentation of smoke, X-ray and other tests undertaken to verify hookup to main sewer lines, check condition of pipes or determine effectiveness of backflow prevention devices.

Retention: 10 years after completion of test

### **Video Inspection Records**

Records of video inspections to locate problems and defects so that corrective measures can be taken.

Retention: Until after the next video inspection, then evaluate prior to destruction of the records to determine ongoing value

### ***Tap and Connection Records***

Records regarding the application for and issuance of water and sewer tap permits and connections between specific properties and the district utility systems. See also *Schedule 10 Utility Features*.

### ***Outside Users Tap Records***

Retention: 2 years after disconnection, provided record of disconnection is retained permanently

### ***Sewer Tap Permits***

Retention: 2 years after disconnection, provided record of disconnection is retained permanently



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### ***Water Tap Permits***

Retention: 2 years after disconnection, provided record of disconnection is retained permanently

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

See 5.360, Utility Billing.

### ***Utility Lines***

See *Schedule 10 Utility Features*.

### ***Valve Records***

Records documenting installation, locations and maintenance of valves in the district water and sewer systems.

### ***Locations***

Retention: Permanent

### ***Maintenance and Repair***

Retention: 2 years

### ***Specifications***

Retention: Until valve is permanently removed from service

### ***Water Consumption Reports***

Compilations of statistics documenting daily water consumption.

### ***Annual Reports***

Retention: Permanent

### ***Information Summarized in Annual Reports***

Retention: 1 year + current

### ***Water Distribution and Production System Records***

### ***Analysis of System***

Retention: 2 years + current

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### ***Flow Measurements***

Data regarding water flows collected from recording stations in streams or wells.

Retention: 1 year

### ***Reports – Distribution and Production Systems***

Retention: Permanent

### **Water Conservation Records**

Records of activities that promote and coordinate the efficient use of water resources within the special district; i.e., educational and outreach efforts, reports, etc. See also 12.290.P.8, *Water Use Restriction Records*.

Retention: 5 years + current, then evaluate for continuing value prior to destruction of records

### ***Water Line Maintenance and Repair Records***

Documentation of maintenance and repair of district owned water lines.

### ***Records Requiring Engineering Stamp***

Retention: 2 years after water line permanently removed from service

### ***Other Records***

Retention: 2 years

### ***Water Pressure Measurements***

Retention: 6 years + current

### ***Water Storage Inspection Reports***

Retention: 6 years + current

### **Water System Inspection and Testing Records**

Video Inspection Records

Records of video inspections to locate problems and defects so that corrective measures can be taken.

Retention: Until after the next video inspection, then evaluate prior to destruction of records to determine ongoing value

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### **Water System Test Records**

Documentation of tests undertaken to verify connections, check condition of pipes, etc.

Retention: 10 years after completion of test

### **Water Use Restriction Records**

Complaints and Supporting Documentation

See 7.80 Complaints, Routine Service Requests and Nonbinding Petitions.

Notices of Restrictions

Notices of water use restrictions imposed by the special district because of restrictions on water supply.

Retention: 1 year + current

### **10.300 Water And Sewer Treatment System Records**

Records relating to the treatment of water or sewage at district owned and operated facilities.

#### ***Analytical Reports***

Records relating to analysis of samples taken from various locations throughout the system and from raw and processed sources of supply.

#### ***Bacteriological Quality Analysis***

Samples collected for laboratory testing for various contaminants that are naturally present in the environment.

Retention: 5 years + current [40 CFR 141.33]

#### ***Chemical and Radiological Analysis***

Verifications of water quality at various sampling points to determine the presence of radionuclides from the decay of natural and manmade deposits and the erosion of natural deposits.

Retention: 10 years + current [40 CFR 141.33]

#### **Chlorination Reports**

Retention: 10 years + current

#### ***Lead and Copper Analysis***

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Tests to determine the levels of lead and copper resulting from the corrosion of household plumbing systems, the erosion of natural deposits and leaching from wood preservatives.

Retention: 12 years + current [40 CFR 141.91]

### ***Secondary Contaminants***

Tests to determine the levels of inorganic and volatile organic contaminants.

Retention: 10 years + current [40 CFR 141.33]

### ***Sewage Plant Composite Samples***

Retention: 5 years + current [40 CFR 141.33]

### ***Sewage Tests – Weekly***

Retention: 5 years + current [40 CFR 141.33]

### ***Water Test Standards***

The district's standards for water testing.

Retention: 5 years + current

### ***Water Turbidity Reports***

Documentation of analysis of water samples to determine level of cloudiness caused by suspended particles resulting from soil runoff.

Retention: 10 years + current

### ***Annual Reports***

Reports created on annual basis documenting water and wastewater treatment operations.

Retention: Permanent

### ***Consumer Confidence Report***

Annual report delivered to consumers as required by the National Primary Drinking Water Regulations.

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Retention: Permanent<sup>4</sup>

### ***Corrective Actions – Noncompliance***

Documentation of actions taken by the district to correct violations of primary drinking water regulations.

### ***Discharge Permits and Monitoring***

Documentation of pollution and effluent discharged from the special district wastewater treatment facilities and reports submitted in conjunction with permit compliance; permits issued under the Clean Water Act to the special district by the Colorado Department of Public Health & Environment or Environmental Protection Agency/National Pollution Discharge Elimination System (NPDES) for discharge of treated sewage under controlled conditions.

### ***Inspection Records***

Documentation of annual inspections of wastewater treatment operations to monitor compliance with NPDES permit conditions.

Retention: Permanent [40 CFR 122.2]

### ***Odor Complaints***

Retention: 2 years + current

### ***Permits***

Retention: Permanent [40 CFR 122.2]

### ***Supporting Documentation***

Retention: 5 years + current

### ***Equipment***

#### ***Maintenance and Calibration Records***

Documentation of maintenance and calibration of equipment and instruments used in testing and monitoring of water and wastewater treatment operations.

Retention: Life of equipment

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<sup>4</sup> 40 CFR 141.155 establishes a minimum retention period of 3 years for this report; however, permanent retention is specified in the model retention schedule because of the historical value of this annual report.

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### ***Sand Trap Inspections***

Retention: Life of equipment

### ***Industrial Pretreatment Permits***

Permits and permit modifications issued by the district to private industries allowing the discharge of specific pollutants under controlled conditions.

Retention: Permanent

### ***Operator Records***

Records of certifications and training for water and wastewater operating personnel. See *Schedule 15 Employee Records*.

### ***Operational Reports***

#### ***Filter Plant Logs***

Daily information regarding plant operations.

Retention: 5 years + current

#### ***Plant Capacity Records***

Retention: 1 year + current

### ***Projects – Treatment System Improvements***

See *Schedule 7 Project Files*.

### ***Sanitary Surveys of System***

Written reports, summaries and communications by the district, its agents or State and Federal agencies.

Retention: 10 years [40 CFR 141.33]

### ***Sludge Application Records***

Documentation of placement of approved sites and the surface application of sewage sludge to approved sites.

### ***Domestic Septage Application***

Retention: 5 years [40 CFR 503.17]

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### ***Permits***

Retention: 6 years after expiration

### ***Preparation and Application of Sludge***

Records relating to preparation of sewage sludge and the application by the district of sewage sludge to approved sites.

Retention: 5 years [40 CFR 503.17]

### ***Surface Disposal Site Placement***

Retention: By person who prepares the sludge, for as long as sewage sludge remains on the land [40 CFR 503.20]

### ***Variances and Exemptions***

Retention: 5 years after expiration [40 CFR 141.33]

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

See *Schedule 5 Utility Billing*.

### ***Water Quality Studies***

See *Schedule 7 Studies, Plans and Reports*.

## **10.310 Water Source Of Supply Records**

Records pertaining to source of supply of raw (untreated) water for the district, including records relating to adjudication, acquisition, dedication and transfer of water shares and water resources and records relating to the district's water storage system.

### ***Acquisition, Sale and Transfer Records***

Records relating to the district's acquisition, sale or transfer of water rights, including water acquisition agreements, dedication of water rights by developers to meet development requirements, court proceedings, water decrees and other similar transactions.

Retention: Permanent

### ***Water Offers***

Records relating to water offers made to the special district and offers from the special district relating to the rental or purchase of water from others.

Retention: Until offer is accepted or rejected

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### **Ditch Records**

Records relating to gauging station and visual monitoring of ditch flows and conditions.

Retention: Life of ditch + 1 year

### ***Irrigation (Ditch) Company Records***

Water stock assessments and seasonal rental of surplus irrigation water.

Retention: 6 years + current

### ***Reservoir, Dam and Lake Records***

Records relating to the construction, repair and maintenance, monitoring and capacity of district owned and controlled water storage reservoirs, dams and lakes.

Retention: Permanent

### **Construction and Capacity Records**

Records relating to the construction, repair and maintenance and capacity of district owned and controlled water storage reservoirs, dams and lakes. See also 7.280, *Project Files*.

Retention: Life of reservoir, dam or lake + 1 year

### **Dam Monitoring and Inspection Records**

Dam safety inspections and monitoring data and reports.

Retention: Life of dam + 1 year

### ***River and Stream Records***

Augmentation plans, river flow observations, adjudication of priorities of use and similar records relating to surface water rights.

Retention: Permanent

### **Flow Measurements**

Data reported to the State Engineer's Office regarding water flows, collected from recording stations in streams or wells.

Retention: 1 year

### **Hydrologic Data – Rivers and Streams**



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Raw data collected from field gauging stations established to monitor river and stream flows diverted by special districts.

Retention: 5 years + current, provided that data is compiled into a report that is retained permanently

### **Surface Water Rights Records**

Augmentation plans, river flow observations, adjudication of priorities of use and similar records relating to surface water rights.

Retention: Permanent

### ***Studies and Reports***

See *Schedule 7 Studies, Plans and Reports*.

### ***Underground Water Rights and Supply***

Records relating to underground aquifers, water wells and similar records.

Retention: Permanent

### ***Water Associations***

See *Schedule 7 External Groups and Agencies*.

### ***Water Conservancy Districts***

Records relating to temporary use permits and cancellations and permanent allotment contracts for the use of water through agencies such as the Northern Colorado Water Conservancy District (NCWCD).

Retention: Permanent

### **Water Court Records**

See 10.310.A, Acquisition, Sale and Transfer Records.

### **Water Decree Accounting**

Records retained as required by the State Engineer or Water Court to track the use of water under a decree.

Retention: Permanent

### **Water Modeling and Forecasting Records**

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Records relating to projections of future water needs and supplies for the special district.

Retention: Permanent

### ***Water Policies, Regulations and Standards***

Records pertaining to district policies, standards and regulations regarding issues such as the dedication of water rights or cash in-lieu-of water rights, water metering, rate adjustments, plant investment fees, water quality, raw water rental, water conservation, etc. See also *Schedule 7 Regulations and Standards* and *Policies and Procedures Documentation*.

Retention: Permanent

### **Water Quality Monitoring Records**

#### **Biological Protection Plans**

See 7.380, Studies, Plans and Reports.

#### **Environmental Audits and Biological Assessments**

Records of environmental and biological audits, assessments and studies relating to water quality monitoring of the special district's watershed.

Retention: 30 years

#### **Water Quality Modeling and Forecasting Records**

Analyses of future water quality issues and projections of possible water quality scenarios.

Retention: Permanent

#### **Water Quality Studies**

See 7.380, Studies, Plans and Reports.

#### **Water Rental or Leasing Records**

Records relating to water stock assessments and seasonal rental of surplus irrigation water by the special district.

Retention: 6 years + current

#### ***Water Stock Certificates***

Documents issued to the district by water companies as proof of an ownership interest in the company.

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Retention: Permanent

### **Weather Records**

#### Weather Modification Records

Records of cloud seeding projects conducted by the special district or its agents.

Retention: Permanent

#### Weather Observation Records

Reports on weather, river, snow pack and climatological observations affecting water supply.

Retention: Permanent

#### Weather Sensor Calibration and Testing Records

Documentation of testing and calibration of district weather sensors to ensure accuracy

Retention: Life of equipment + 1 year

### **Well Location Records**

Records pertaining to adjudication, installation, testing and use of water wells and abandonment of water wells.

Retention: Permanent

### **Well Permits**

Records pertaining to the application and approval process for permits for drilling and use of water wells for district water supply uses.

Retention: Permanent