

# RECORDS MANAGEMENT MANUAL

## COLORADO SPECIAL DISTRICTS

### SCHEDULE NO. 16

#### PROPERTY RECORDS

General Description: Records of real property considered for acquisition or owned, sold or vacated by 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.*

#### 16.10 Acquisition Records

Records documenting the acquisition and ownership of real property by the district, including appraisals, quiet title actions, condemnations and eminent domain actions, purchase of property and similar actions to acquire land or real property.

Retention: Permanent

#### 16.20 Auction Records

See *Schedule 5 Fixed Asset Records.*

#### 16.30 Buildings And Structures - Special District

Records relating to acquisition, construction and sale of buildings and structures owned by the special district.

Retention: 6 years after disposition of building or structure

#### 16.50 Deeds And Dedications

Conveyances of property or property rights to or from the special district, including warranty deeds, dedication deeds and similar documents.

Retention: Permanent

#### 16.60 Easements And Rights-Of-Way

##### ***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

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### ***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

### **16.70 Encroachments**

See *Schedule 12 Encroachment Permits*.

### **16.80 Fleet And Equipment Records**

See *Schedule 6 Fleet and Equipment Records*.

### **16.90 Inventories**

See *Schedule 5 Fixed Asset Records*.

### **16.100 Leases**

Agreements through which the special district obtains the right to use property owned by another, or through which the district grants the right to use district property to another party, for a specified period of time in exchange for the payment of rental; includes leases, subleases, assignments of leases, rental rates, terms of property use, etc. See also *Schedule 5 Purchasing Records – Lease Purchase Records*.

Retention: 6 years after termination of lease

### **16.110 Maintenance, Upkeep And Damage Records**

Records documenting the minor maintenance, repair and upkeep of district owned facilities and property. See also *Schedule 16 Work Orders – Property*.

Retention: 1 year + current

#### ***Chemical Application Records***

Records documenting the application of chemicals such as pesticides, herbicides and fertilizers to parks and other district property. See also *Schedule 15 Health and Safety Records – Hazardous Materials Exposure*.

Retention: 3 years after application

#### ***Damage Records***

Records of damage to district property, including signs, trees, park facilities, buildings and fences.

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Retention: 3 years after date of last action if not litigated; if litigated see Schedule 13

### ***Inspection Records***

Records documenting periodic inspection of parks and facilities to check for damage and recommend repairs and maintenance.

Retention: 2 years

### **16.120 Parks**

Historical and informational records regarding each of the district's parks, including correspondence, architectural drawings, park histories, photographs, etc.

Retention: Permanent

### **16.130 Projects**

Construction, renovation or other building projects on district owned property. See *Schedule 7 Project Files*.

### **16.140 Rights-Of-Way**

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

### **16.150 Sale Or Transfer Of Property Records**

Records pertaining to transactions for the sale or trade of land, buildings or other real property owned by the special district.

Retention: Permanent

### **16.155 Security Records**

#### ***Automated Access System Records***

Records generated by automated systems to show entry and exit from secured areas by authorized persons using an electronic badge or similar system to gain entry or exit.

Retention: 1 year + current

#### ***Entry and Exit Log Sheets***

Retained to document entry and exit to and from secured areas.

Retention: 1 year + current

#### ***Videotapes Related to Security***

##### ***Facility Security of District Buildings***

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Video recordings from security cameras in public areas of district buildings. Security setups vary and recordings may be continuous, stop-frame or random use. In addition to visual feed, videos also show date and time indexing information. See 3.135 for surveillance recordings made in election areas.

Retention: 30 days

### 16.160 trees

Records pertaining to the planting, removal, care and inventory of trees on district owned property.

#### ***Tree Inventory***

Retention: Until superseded

### 16.165 Utility Locate Requests

Records of utility and infrastructure locate requests processed by the district.

Retention: 90 days after locate is completed or determined to be the responsibility of another jurisdiction.

### 16.170 Vacations - Easements And Rights-Of-Way

See *Schedule 10 Vacations – Street, Alley and Right-of-Way*.

### 16.180 Work Orders - Property

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

Retention: 2 years