

TABLE OF CONTENTS

PREFACE

HOW TO USE THE COLORADO MUNICIPAL RECORDS RETENTION SCHEDULE

Note: The Index is the key to locating records in this document.

SCHEDULE 05. Building and Structure Records

- 05.010 Address History Files
- 05.020 Applications for Building Permits
- 05.030 Building and Demolition Permits
- 05.040 Building Review Board Case Files
- 05.050 Certificates of Occupancy
- 05.060 Construction Drawings and Plans
- 05.070 Inspection Records
- 05.080 Registers and Ledgers - Building Permits

SCHEDULE 10. Cemetery Records

- 10.010 Burial Records
- 10.020 Cemetery Boundary and Lot Records
- 10.030 Cemetery Financial Records

SCHEDULE 15. Election Records

- 15.010 Absentee Voter Records
- 15.020 Ballot Issue Comments
- 15.030 Ballots
- 15.040 Campaign Reports and Statements
- 15.050 Complaints and Supporting Documentation - H.A.V.A.
- 15.060 Coordinated Election Records
- 15.070 Election Equipment Records
- 15.080 Election History Files
- 15.090 Election Judges Records
- 15.100 Mail Ballot Election Records
- 15.110 Maps - Election
- 15.120 Nomination Records
- 15.130 Notices of Election
- 15.140 Oaths and Affidavits
- 15.150 Petitions - Ballot Measures and Recall
- 15.160 Polling Records
- 15.170 Receipts and Accounting Forms
- 15.180 Surveillance Recordings - Election Areas
- 15.190 Tabulation and Election Certification Records

SCHEDULE 20. Entities Appointed by Municipality

- 20.010 Agendas and Supporting Documentation
- 20.020 Appointments and Resignations
- 20.030 Bylaws
- 20.040 Goals and Work Plans
- 20.050 Member Lists
- 20.060 Minutes and Supporting Documentation
- 20.070 Notices - Meetings
- 20.080 Oaths of Office
- 20.090 Recommendations, Findings and Supporting Documentation
- 20.100 Recordings of Meetings

SCHEDULE 25. Environmental Records

- 25.010 Environmental Monitoring and Review

- 25.020 Hazardous Waste Storage and Transport Records
- 25.030 Material Safety Data Sheets (MSDS)
- 25.040 S.A.R.A. Tier II Reports - Submitting Facility's Copy
- 25.050 Storage Tanks - Regulated Substances
- 25.060 Toxic Sites

SCHEDULE 30. Financial Records

- 30.010 Accounts Payable (A/P) Records
- 30.020 Accounts Receivable (A/R) Records
- 30.030 Asset Records
- 30.040 Audit Records
- 30.050 Bank Records
- 30.060 Bankruptcy and Foreclosure Records
- 30.070 Bond Issue Records
- 30.080 Budget Records
- 30.090 Fee and Rate Schedules and Supporting Documentation
- 30.100 Financial Guarantees
- 30.110 Franchise Records
- 30.120 Grant Records
- 30.130 Improvement District Records
- 30.140 Investment Records
- 30.150 Ledgers and Journals
- 30.160 Loan Records
- 30.170 Purchasing Records
- 30.180 Rebate Program Records
- 30.190 Tax Collection Records
- 30.200 Tax Reporting Records
- 30.210 Utility Billing

SCHEDULE 35. Fleet and Equipment Records

- 35.010 Equipment Records in General
- 35.020 Fuel Use Records
- 35.030 Maintenance and Safety Records - Vehicles and Equipment

SCHEDULE 40. General Administrative Records

- 40.010 Administrative Proceedings Records
- 40.020 Affidavits of Publication
- 40.030 Agreements and Contracts
- 40.040 Awards and Honors
- 40.050 Calendars
- 40.060 Charters and Supporting Documentation
- 40.070 Code Book Records
- 40.080 Committees - Internal
- 40.090 Complaints, Routine Service Requests and Nonbinding Petitions
- 40.100 Correspondence and General Documentation
- 40.105 Donor Records
- 40.110 Event Records
- 40.120 External Groups and Agencies
- 40.130 Forms - Blank
- 40.140 Housekeeping Files
- 40.150 Intellectual Property Records
- 40.160 Legislation and Regulatory Actions - External
- 40.170 Mailing and Distribution Records
- 40.180 Maps, Drawings and Supporting Documentation
- 40.190 Maps - Informational

- 40.200 *Open Records Requests and Supporting Documentation*
- 40.210 *Organization Files*
- 40.215 *Passport Records*
- 40.220 *Policies and Procedures Documentation*
- 40.230 *Program Records*
- 40.240 *Project Files*
- 40.250 *Public Relations Records*
- 40.260 *Publications*
- 40.270 *Records Finding Aids*
- 40.280 *Reference Files*
- 40.290 *Reports*
- 40.300 *Retention Schedules and Compliance Certificates*
- 40.310 *Rules, Regulations and Standards*
- 40.320 *Special District Records*
- 40.330 *Studies, Plans and Reports*
- 40.340 *Surveys Conducted by Municipalities*
- 40.350 *Worksheets, Drafts and Other Preliminary Working Material*

SCHEDULE 45. Governing Body Records

- 45.010 *Agendas and Supporting Documentation*
- 45.020 *Appointments*
- 45.030 *Bylaws*
- 45.040 *Committee Records - Governing Body*
- 45.050 *Goals and Work Plans*
- 45.060 *Governing Body as Another Decision-Making Body*
- 45.070 *List of Members*
- 45.080 *Member Records*
- 45.090 *Minutes and Supporting Documentation*
- 45.100 *Notes Taken at Meetings*
- 45.110 *Notices of Meetings*
- 45.120 *Ordinances and Supporting Documentation*
- 45.130 *Proclamations*
- 45.140 *Recordings of Meetings*
- 45.150 *Removal From Office - Initiated by Governing Body*
- 45.160 *Resolutions and Supporting Documentation*

SCHEDULE 50. Historic Preservation Records

- 50.010 *Archaeological and Historical Site Records*
- 50.020 *Community and Municipal Histories*
- 50.030 *Community Records*
- 50.040 *Landmark and Historic Designation*
- 50.050 *Newspapers and News Clippings - Local*
- 50.060 *Photographic Records with Historical Value*
- 50.070 *Records Older Than 1900*
- 50.080 *Scrapbooks*

SCHEDULE 55. Information Technology and Communication Systems Records

- 55.010 *Communication and Technology Systems Records*
- 55.020 *Reserved*
- 55.030 *Disaster Preparedness and Recovery Plans - IT*
- 55.040 *Reserved*
- 55.050 *Electronically Stored Information (ESI) Data Maps*
- 55.060 *Project Records - Information Technology and Communication Systems*
- 55.070 *Television System Records - Municipally Operated*
- 55.080 *Website and Intranet Records*

- SCHEDULE 60. Infrastructure Records**
60.010 *Electric Service*
60.020 *Locate Requests*
60.030 *Solid Waste Management*
60.040 *Stormwater Drainage System Records*
60.050 *Street and Traffic Operations Records*
60.060 *Transportation System Records*
60.070 *Vacations - Street, Alley and Right-of-Way*
60.080 *Water and Sewer Distribution and Storage System Records*
60.090 *Water and Sewer Treatment System Records*
60.100 *Water Source of Supply Records*
- SCHEDULE 65. Land Use and Planning Records**
65.010 *Annexation Case Files*
65.020 *Census and Population Records*
65.030 *Development Case Files*
65.040 *Economic Development Records*
65.050 *Referrals From Other Jurisdictions*
65.060 *Variance and Exemption Case Files*
65.070 *Violations - Land Use Code*
65.080 *Zoning Records*
- SCHEDULE 70. Library, Museum and Other Repository Records**
70.010 *Library Records*
70.020 *Museum and Other Repository Records*
- SCHEDULE 75. Licenses and Permits**
75.010 *Bonds - Licenses and Permits*
75.020 *Licenses and Permits - Issued by the Municipality*
75.030 *Licenses , Permits and Supporting Documentation - Issued to the Municipality*
75.040 *Registers - Licenses and Permits*
- SCHEDULE 80. Litigation and Legal Counsel Records**
80.010 *Claims*
80.020 *Criminal Case Files*
80.030 *Legal Communications*
80.040 *Litigation Case Records*
- SCHEDULE 85. Municipal Court Records**
85.010 *Appeal Records*
85.020 *Bonds and Supporting Documentation - Court*
85.030 *Case Files*
85.040 *Docket Sheets*
85.050 *Evidence*
85.060 *Jury Records*
85.070 *Probation Files*
85.080 *Recordings of Court Proceedings*
85.090 *Registers and Indexes*
85.100 *Warrants*
- SCHEDULE 90. Personnel Records**
90.010 *Affirmative Action Records*
90.020 *Agreements and Contracts - Employment*
90.030 *Benefit Records*
90.040 *Bonds - Public Officials*

- 90.050 *Collective Bargaining Records*
- 90.060 *Driver's License Verifications*
- 90.070 *Employee Records - Active and Terminated*
- 90.080 *Employee Records - Temporary and Seasonal*
- 90.090 *Employment Verifications*
- 90.100 *Grievances*
- 90.110 *Health, Medical and Safety Records*
- 90.120 *I-9 Forms*
- 90.130 *Job Recruitment Records*
- 90.140 *Payroll Records*
- 90.150 *Pension and Retirement Records*
- 90.160 *Polygraph Records - Workplace Investigations*
- 90.170 *State of Colorado New Hire Reporting Compliance*
- 90.180 *Training Information*
- 90.190 *Unemployment Insurance*
- 90.200 *Volunteer Worker Records*
- 90.210 *Work Schedules*
- 90.220 *Workers' Compensation*

SCHEDULE 95. Property Records

- 95.010 *Acquisition, Sale and Transfer Records*
- 95.020 *Deeds and Dedications and Supporting Documentation*
- 95.030 *Easements and Rights-of-Way and Supporting Documentation*
- 95.040 *Leases and Supporting Documentation*
- 95.050 *Maintenance, Upkeep and Damage Records*
- 95.060 *Parks*

SCHEDULE 100. Public Safety Records

- 100.010 *Ambulance Licensing and Operation Records*
- 100.020 *Animal Control*
- 100.030 *Dispatch Records*
- 100.040 *Emergency Planning and Response*
- 100.050 *Fire and Rescue Records*
- 100.060 *Hazardous Materials Enforcement Records*
- 100.070 *Immigration Status Reporting Records*
- 100.080 *Police Records*

SCHEDULE 105. Risk Management Records

- 105.005 *ADA Complaints*
- 105.010 *Insurance Records*
- 105.020 *Security Records - Municipal Facilities*

Appendix

- Appendix A. *Non-Records*
- Appendix B. *Glossary*
- Appendix C. *Approval Request Form*
- Appendix D. *Update Request Form*
- Appendix E. *Methods of Record Destruction*
- Appendix F. *Frequently Asked Questions*
- Appendix G. *Guidelines for Preservation of Records*
- Appendix H. *Amendment Schedule*
- Appendix I. *Social Media*

INDEX [The Key To This Document]