



RECORDS RETENTION SCHEDULE

Adopted by the Adams County Board of County Commissioners on 10/16/2018

Approved by the Colorado State Archivist on 9/19/2018

Approved by the Colorado State Auditor 9/27/2018



COLORADO
State Archives

Department of Personnel & Administration
COLORADO STATE ARCHIVES
RECORDS RETENTION AND DISPOSITION REQUEST

ARCHIVES NO.
19-04

To:

Adams County
4430 South Adams County Parkway
Brighton, CO 80601

From:

STATE ARCHIVIST
State Archives and Public Records
1313 Sherman Street, Room 122
Denver, Colorado 80203
Telephone (303) 866-4900

www.colorado.gov/archives

Recommended Action:

- ☒ Establish a Records Retention and Disposition Schedule ☐ Revise Agency Records Retention and Disposition ☐ One-Time Records Disposition Action

AUTHORIZATION IS REQUESTED FOR RECOMMENDED ACTION SPECIFICALLY NOTED PER THE LISTINGS ATTACHED HERETO AND MADE A PART HEREOF. I HEREBY CERTIFY THAT I AM THE LEGAL RECORDS CUSTODIAN OR THE AUTHORIZED RECORDS OFFICER IN MATTERS PERTAINING TO THE DISPOSITION AND PRESERVATION OF PUBLIC RECORDS IN MY AGENCY.

9/17/201

X per email from Jennifer Stanley

Assistant County Attorney

Date

Signature of Agency Official

Title

AUTHORIZATION

Pursuant to the provisions of CRS 24-80-103, as amended, Public Records Retention and Disposition Action is Authorized as follows.

- ☐ By Agency ☒ By State Archives

PERMANENT RECORD ITEM(S)

NON-PERMANENT RECORD ITEM(S)

PAGE(S)

PAGE(S)

Destruction Options:

- ☒ Shred ☐ Burn ☒ Landfill ☐ Pulp Mill
☒ Paper Recycle ☐ Other

X

[Signature]
Signature of State Archivist

9/19/2018

Approval Date

X

[Signature]
Signature of State Auditor

9/27/2018

Approval Date

NO RECORD SHALL BE DESTROYED UNDER THIS SCHEDULE AUTHORITY SO LONG AS IT PERTAINS TO ANY PENDING LEGAL CASE, CLAIM ACTION OR AUDIT.

Index

<i>Index</i>	i
<i>General Instructions</i>	ii
Administration and General County Records	1-1
Animal Shelter.....	2-1
Assessor	3-1
Board of County Commissioners	4-1
Budget	5-1
Clerk and Recorder	6-1
Communications: See Administration and General County Records	N/A
Community and Economic Development	7-1
Coroner	8-1
County Attorney's Office	9-1
County Manager's Office: See Administration and General County Records	N/A
District Attorney.....	10-1
Diversity and Inclusion: See People and Culture Services	N/A
Fleet and Facilities Management.....	11-1
Finance	12-1
Front Range Airport	13-1
Human Resources: See People and Culture Services	N/A
Human Services.....	14-1
Information Technology and Innovation	15-1
Learning and Development: See People and Culture Services	N/A
Organizational Effectiveness: See People and Culture Services.....	N/A
Parks and Open Space.....	16-1
People and Culture Services	17-1
Public Trustee	18-1
Public Works	19-1
Retirement Administration	20-1
Sheriff.....	21-1
Surveyor	22-1
Treasurer.....	23-1

RECORD RETENTION SCHEDULE GENERAL INSTRUCTIONS

Record Retention Generally

The minimum retention period applies to the record copy regardless of the storage format for the record (paper, electronic, microfilm, etc.). Unless otherwise specified in this retention schedule, duplicate copies may be destroyed at the discretion of the duplicate copy custodian provided they have no further administrative or other value. Duplicate copies should not be retained longer than the record copy.

Litigation holds

Records that may be pertinent to any anticipated, pending or ongoing litigation, claim, complaint procedure or other legal proceeding may not be destroyed even if the record is eligible for destruction under the Records Retention Schedule; and, even if the record should have been previously destroyed. Consult with the County Attorney's Office if there is any question regarding the destruction of records involving possible legal actions.

Department E-mail Retention

The County ITi Department has a one year retention period for emails retained on the county servers. Departments or employees that need to retain specific emails for longer periods of time due to regulatory, legal or other reasons are responsible for saving those emails to department computers or other devices. Contact the County ITi Department for assistance.

Destruction of Personal Identifying Information

When paper and electronic documents containing personal identifying information are no longer needed, employees must follow the official Adams County Policy Regarding Disposal of Personal Identifying Information in effect at the time.

Future Revisions

The County may administratively review (without the approval of the State Archives) the information regarding record copy custodian. However, both the County and the Colorado State Archives must approve any future revisions to records retention periods or the names of records titles, additions to the Records Retention Schedule or deletions from the schedule. Therefore this schedule should be reviewed and updated periodically to reflect the addition of new records, the removal of records that are no longer created, the renaming of records titles or changes in custodians, or changes in legal requirements. Any need for revisions should be reported to the County Attorney's Office.

Section 1: ADMINISTRATION AND GENERAL COUNTY RECORDS

Records Title	Retention Period	Records Custodian/Location
ADMINISTRATION AND GENERAL COUNTY RECORDS Government Center 4430 South Adams County Parkway Brighton, CO 80601		
AFFIDAVITS OF PUBLICATION		
Proofs of publications of notices, announcements, etc. in newspapers or other print media	6 years + current unless another retention period is specified by law or is set forth elsewhere in the records retention schedule.	All departments responsible for publication
AGENDA PACKETS AND AGENDA SUPPORTING DOCUMENTATION – BOARD OF COUNTY COMMISSIONERS		
<p>Board of County Commissioners' agenda packets, including meeting agendas showing date, time and location of official meetings; and agenda order of items to be discussed by the Board at regularly scheduled, special and emergency public meetings.</p> <p>Agenda briefing material such as agenda item summaries, presentations and other supporting documentation explaining the rationale for staff recommendations.</p> <p>Presenting financial or background information or the history of agenda items being presented to the Board for a decision.</p> <p>This material, along with the Board proceedings, constitutes the County's legislative history.</p>	<p>Agendas and Staff Reports: Permanent</p> <p>Agendas and Staff Reports - Duplicate Copies: Until meeting is over</p> <p>Agenda Background Material (Supporting Documentation) : Permanent</p> <p>Electronic Presentations for Board Meetings <i>(Including Applicant Information Admitted into Evidence):</i> Permanent</p> <p>See also: Section 4 Board of County Commissioners Records</p>	<p>Clerk to the Board of County Commissioners</p> <p>All departments preparing the agenda material</p> <p>Departments responsible for the agenda item</p>
AGENDA PACKETS AND SUPPORTING DOCUMENTATION BOARDS, COMMISSIONS AND AUTHORITIES		
Agenda Packets and Supporting Documentation Boards, Commissions and Authorities.	Follow Retention Schedule for comparable records of the Board of the County Commissioners	Department providing Administrative Support

Section 1: ADMINISTRATION AND GENERAL COUNTY RECORDS

Records Title	Retention Period	Records Custodian/Location
AGREEMENTS, CONTRACTS AND SUPPORTING DOCUMENTATION		
A. Agreements and Contracts. Agreements and contracts of various kinds that document some form of agreement that is enforceable by law between the County and other parties, including but not limited to intergovernmental agreements, memoranda of understanding, franchise agreements, lease agreements, professional services agreements, change orders, letters of intent, amendments and revisions, and essential supporting documentation.	6 years + current after expiration or fulfillment of all terms of the agreement or contract, whichever is later, provided that audit has been completed and that the agreement or contract no longer has any binding effect, <u>except</u> that prior to destruction, evaluate for continuing legal, administrative or historical value Duplicate Copies: Until no longer needed for reference	Department generating the agreement
APPOINTMENT AND RESIGNATION RECORDS		
Records of appointments made by the Board of County Commissioners to, and resignations from the entity, including applications, recruitment information, etc.	1 year + current after end of service	Executive Assistant to the Board of County Commissioners
ASSOCIATED ORGANIZATION RECORDS		
A. Courtesy Records from External Sources. Provided to County as a courtesy or in its capacity as a participating member of an external association, organization, or group Note: The external source is the office of record for such records.	Until no longer needed for County reference or informational purposes	All departments receiving such records
B. Membership Records. Records relating to memberships of county officials and staff in external associations, groups and organizations.	2 years	All departments retaining membership records
BYLAWS		
Documents adopted by a Board, Commission or Authority to set out guidelines regarding the operation of the entity's governing board.	Permanent	Department providing Administrative Support

Section 1: ADMINISTRATION AND GENERAL COUNTY RECORDS

Records Title	Retention Period	Records Custodian/Location
CALENDARS AND SCHEDULING RECORDS		
Electronic and paper records kept to document and facilitate the routine planning and scheduling of meetings, appointments and similar activities; includes calendars, appointment books, telephone messages, notes, diaries and similar records with routine content.	Destroy at discretion	All departments creating such records
COMMITTEE RECORDS		
A. External Committees. Records of committees outside of the County organization in which the County has representation or an interest.	Until no longer needed for County reference or informational purposes	All departments receiving such records
B. Internal Committees. Records of committees, task forces or other types of groups composed of members of the staff and/or other County entities that meet on an ongoing basis or that are set up for specific purposes. Examples include: <ul style="list-style-type: none"> •Staff meetings •Employee safety committees •Task Teams 	See below	See below
1) Ongoing Internal Committees.	Until no longer needed for reference	All departments participating in ongoing committees
2) Special Internal Committees.	Until work of committee concludes, provided records have been evaluated to determine that they have no further value	All departments participating in special committees
CORRESPONDENCE AND GENERAL DOCUMENTATION		
A. Chronological ("Chron" or Reader) Files. Convenience copies of materials that are kept elsewhere, retained in a chronological (month and year) fashion for short term ease of reference.	1 year + current or destroy at discretion if there is no further reference or informational value	All departments retaining chronological files

Section 1: ADMINISTRATION AND GENERAL COUNTY RECORDS

Records Title	Retention Period	Records Custodian/Location
B. Correspondence and General Documentation. Includes general administrative records.	See below	See below
1) Enduring Long-Term. Documentation or general correspondence with enduring and long-term administrative, policy, legal, fiscal, historical or research value; records that relate to policy issues and actions or activities in which an important precedent is set; records of historic events relating to the County or the community; and other similar records and documentation.	Permanent	All Departments
2) Routine. Operating correspondence and documentation that is routine and contains no significant long term administrative, legal, fiscal, historical, informational or statistical value. Includes routine letters or memoranda sent and received, reading or chronological files that are kept solely for convenience and contain duplicates of memos or letters that are also filed elsewhere, transmittal documents, etc.	1 year + current after the matter is resolved Duplicate Copies: 1 year + current	All Departments

Section 1: ADMINISTRATION AND GENERAL COUNTY RECORDS

Records Title	Retention Period	Records Custodian/Location
3) Transitory or Ephemeral. General correspondence or documentation of extremely short-term value, including advertisements, drafts and worksheets, desk notes, copies of materials circulated for informational "read only" purposes, other records with preliminary or short-term informational value.	Until material has been read	All departments
C. Forms – Blank. Blank forms are not considered to be records and should be separated from the County's records. However, a master forms file may be maintained to track the evolution of the form and instructions regarding use of the form.	Until superseded	All departments
D. Worksheets, Drafts and Notes. Documents such as rough notes, calculations or drafts assembled or created and used to prepare or analyze other documents; records of a preliminary or working nature which do not represent significant steps in the preparation of the final version of documents; includes informal notes, preliminary drafts of letters, memoranda, reports, computer or printer output used to verify information entered into a computer and not considered to be a final copy.	Destroy immediately after subject transaction has been completed.	All departments creating such records
EMAILS		
Emails	See: Section 15 Information Technology Innovation	See: Section 15 Information Technology Innovation
FINANCIAL RECORDS		
Financial Records	See: Section 12 Finance	See: Section 12 Finance

Section 1: ADMINISTRATION AND GENERAL COUNTY RECORDS

Records Title	Retention Period	Records Custodian/Location
HISTORICAL AND ORGANIZATIONAL RECORDS		
A. Awards and Honors Received by County. Awards and honors received by the County government, departments or programs from various public or private sources.	Destroy at discretion	All departments receiving such records
B. Organization Files. Records that contain organization charts, reorganization studies, mission or purpose statements and similar information that illustrates or provides a detailed description of the arrangement and administrative structure of the County government at different points in time.	Until superseded	All departments receiving such records
C. Photographic Records.	See: Photographic Records below	See: Photographic Records below
D. Publications – County.	See: Publications below	See: Publications below
E. Records Older than 1900. County (or other) records of any type in the custody of the County that are dated prior to 1900 and that may have historical or archival value; includes local or regional newspapers older than 1900.	Permanent	All departments with records older than 1900
F. Scrapbooks – County. Chronological record of the County or individual departments which may include photographs, newspaper clippings and other items pertaining to the County's activities and actions and the reactions of citizens.	Permanent	All departments creating scrapbooks
HUMAN RESOURCES RECORDS		
Human Resources Records	See: Section 17 People and Culture Services	See: Section 17 People and Culture Services

Section 1: ADMINISTRATION AND GENERAL COUNTY RECORDS

Records Title	Retention Period	Records Custodian/Location
INTELLECTUAL PROPERTY RECORDS		
Records relating to County-owned copyrights, trademarks, service marks, seals, logos, taglines and other similar intellectual property.	Permanent	All departments responsible for the intellectual property
MAILING AND INFORMATION DISTRIBUTION RECORDS		
A. Certified Mail Return Receipts. Receipts returned by the post office to document that the recipient received a mailing sent by the County.	2 years after matter referenced in mailing is concluded	All departments creating such records
B. Envelopes. Envelopes that contained communications received by the County.	Dispose of immediately, unless needed as documentation of mailing and receipt dates.	All Departments
C. Mailing and Distribution Lists. Lists of names and addresses compiled for various mailings, such as billings, notifications, community outreach and other administrative purposes.	Until superseded or obsolete	All departments creating such records
D. Record of Mailing. Documentation of mailing dates, content of mailings and addressees for mailing sent by the County for various purposes.	Dispose of immediately, unless needed as documentation of mailing and receipt dates	All departments creating such records
E. Undeliverable Mailings. Mailings (excluding mailed ballots) sent by the County that are returned as undeliverable.	Dispose of immediately, unless needed as documentation of mailing and receipt dates	All departments receiving undeliverable mailings
MAPS, DRAWINGS AND SUPPORTING DOCUMENTATION		
A. Informational Reference Maps and Drawings. Acquired from external sources and used for County reference and informational purposes, such as municipal or school district maps.	Until superseded or no longer needed for reference	All departments receiving or creating such records

Section 1: ADMINISTRATION AND GENERAL COUNTY RECORDS

Records Title	Retention Period	Records Custodian/Location
<p>B. Maps, Plats, Plans and Drawings in General and Supporting Documentation.</p> <p>Wide range of maps, drawings, architectural, cartographic and engineering records and supporting documentation (such as finding aids).</p> <p>Includes the Following:</p> <ul style="list-style-type: none"> • Aerial maps and photographs • Architectural and engineering drawings needed to plan and build static structures, such as buildings, bridges and streets • "As built" drawings of facilities • Boundary maps • Construction drawings and renderings • Design and construction drawings for major projects • Development plats and plans • Election maps • Geographic Information System (GIS) and computer-aided design (CAD) generated maps and drawings • USGS topographical maps of the area • Zoning district maps 	<p>Final Version: Permanent</p> <p>Preliminary or Draft Versions: 1 year after final version is completed</p> <p>Reference, Convenience or Working Copies: Until superseded or no longer needed for reference</p> <p>Finding Aids: Permanent</p>	<p>All departments receiving or creating such records</p> <p>Note: Specific types of maps and drawings are also referenced in other sections of the records retention schedule</p>
MEETING RECORDS - BOARD, COMMISSIONS OR AUTHORITY		
A. Meeting Notes. Handwritten or other notes used to create minutes.	Until minutes are approved or until notes are transcribed	Department providing Administrative Support
B. Minutes and Supporting Documentation. The official record of proceedings of regular, special and emergency meetings and all supporting documentation such as exhibits or other material referenced in the minutes.	Permanent	Department providing Administrative Support
C. Notices of Meetings.	1 year + current	Department providing Administrative Support

Section 1: ADMINISTRATION AND GENERAL COUNTY RECORDS

Records Title	Retention Period	Records Custodian/Location
D. Recordings of Meetings. Audio or video recordings of official meetings typically made for use in preparing the minutes or transcripts of the meeting or for the public information.	Executive Sessions: 90 days after meeting Open Meetings: 6 months after approval of the minutes Study Sessions: 6 months after meeting	Department providing Administrative Support
NOTICES OF MEETINGS		
Notices of Meetings. Documentation of compliance with laws requiring posting and distribution of notices of public meetings.	1 year + current	County Meetings: All department providing Staff Support for meetings Non-County Meetings: See Section 6: Clerk and Recorder
PHOTOGRAPHIC RECORDS		
A. Model and Photographic Releases.	Until county no longer has a proprietary interest in the subject of the release	All departments creating such records
B. Photographic Records and Supporting Documentation. Supporting documentation includes finding aids, such as indexes, identifying information, etc. Examples include: <ul style="list-style-type: none"> • Digital images • Motion pictures • Negatives • Photographs • Prints • Slides and slide shows (archival) with audio tracks • Videos (VHS, DVD or other formats) 	Enduring Historical Value: Permanent Routine Administrative Value: Retain in accordance with the County's retention schedule for the specific type of record i.e. project photos, inspection photos, etc. Transitory Value: Destroy at discretion	All Departments
PACKETS DISTRIBUTED TO APPOINTED ENTITIES - CONVENIENCE COPIES		
Information periodically distributed to members of the board, commission or entity for informational purposes, typically including copies of correspondence, minutes for review, agenda material, staff memos, etc.	3 years + current	Department providing Administrative Support

Section 1: ADMINISTRATION AND GENERAL COUNTY RECORDS

Records Title	Retention Period	Records Custodian/Location
POLICIES AND PROCEDURES DOCUMENTATION		
A. Policy Development Records. Records documenting the rationale for and adoption of County policies.	Significant and Enduring Historical and Research Value to the County: Permanent Routine Administrative Value: Until superseded , provided records are reviewed for continuing reference value prior to destruction	All departments creating such records
B. Procedures, Operating Instructions and Policies - Adopted. Documentation with reference or legal value, including policy manuals and standard operating procedures, that would be useful in establishing past policies or procedures in liability cases, personnel disputes and other circumstances. Includes department memos, directives, handbooks, manuals, etc.	Significant and Enduring Historical and Research Value to the County: Permanent Routine Administrative Value: Until superseded , provided records are reviewed for continuing reference value prior to destruction Duplicate Copies: Until superseded	All departments creating such records
C. Rules, Regulations and Standards - Adopted. Documentation of rules, regulations, standards and similar guidelines and requirements adopted by the County in relation to various activities and functions. Examples include: <ul style="list-style-type: none"> • Building regulations and standards • Infrastructure construction standards • Inspection standards • Subdivision and zoning regulations 	Significant and Enduring Historical and Research Value to the County: Permanent Routine Administrative Value: Until superseded , provided records are reviewed for continuing reference value prior to destruction Duplicate Copies: Until superseded	All departments creating such records

Section 1: ADMINISTRATION AND GENERAL COUNTY RECORDS

Records Title	Retention Period	Records Custodian/Location
PROGRAM DEVELOPMENT RECORDS		
Files containing historical information documenting the creation, evolution and abolishment of County programs.	<p>Significant and Enduring Historical and Research Value to the County: Permanent</p> <p>Routine Administrative Value: Until superseded, provided records are reviewed for continuing reference value prior to destruction</p>	All departments creating such records
PUBLICATIONS		
A. External Publications. Publications of outside entities that are used for reference and informational purposes. Examples: Colorado Revised Statutes, vendor catalogs, books, professional association publications, etc.	Not Applicable	Not county records destroy at discretion
B. Internal Publications – County Issued. Documents printed, published via the Internet or otherwise produced and distributed for wide internal or external reference and use, including brochures, pamphlets, leaflets, directories, instructional materials and other informational resources.	<p>Significant and Enduring Historical and Research Value to the County: Permanent</p> <p>Routine Administrative Value: Until superseded, provided records are reviewed for continuing reference value prior to destruction</p> <p>Transitory Value: Until superseded or no longer needed for reference</p> <p>Duplicate Copies: Until superseded or no longer needed for reference</p>	<p>All departments creating such records</p> <p>See also: Reports, Plans and Studies below</p>

Section 1: ADMINISTRATION AND GENERAL COUNTY RECORDS

Records Title	Retention Period	Records Custodian/Location
RECORDS MANAGEMENT DOCUMENTATION		
A. Records Finding Aids. File plans, manual or automated indexes, lists, registers and other tools for locating records and information.	Life of the record for which the finding aid is designed to facilitate use and retrieval	All departments creating such records
B. Records Retention Schedules, Certificates of Compliance. Approved schedules for County offices listing the minimum records retention periods and certificates of compliance completed for submission to the State Archives to document the authorized destruction of non-permanent records within the normal course of business.	Permanent Duplicate Copies: Until superseded	Clerk to the Board of County Commissioners and County Attorney's Office
REPORTS, STUDIES AND PLANS		
A. Annual Reports. Summary annual reports of individual departments or the County as a whole on primary program activities and accomplishments for the previous year; may include statistics, narrative reports, graphs, and diagrams.	Permanent	All departments creating such records
B. Plans, Reports and Studies – Internal.	Significant and Enduring Historical and Research Value to the County: Permanent Routine Administrative Value: Until superseded , provided records are reviewed for continuing reference value prior to destruction Transitory Value: Until superseded or no longer needed for reference. Duplicate Copies: Until superseded or no longer needed for reference	All departments creating such records

Section 1: ADMINISTRATION AND GENERAL COUNTY RECORDS

Records Title	Retention Period	Records Custodian/Location
C. Plans, Reports and Studies – External Sources. Routine documents from external sources used for reference.	<p>Significant and Enduring Historical and Research Value to the County: Permanent</p> <p>Routine Administrative Value: Until superseded, provided records are review for continuing reference value prior to destruction</p> <p>Transitory Value: Until superseded or no longer needed for reference</p> <p>Duplicate Copies: Until superseded or no longer needed for reference</p>	All departments receiving such records
D. Quarterly, Monthly, Weekly or Other Periodic Reports. Activity and statistical reports of County offices on program activities and accomplishments.	2 years after date of report , unless another retention period is specified for a specific type of report elsewhere in the records retention schedule	All departments creating such records
E. Strategic Plans. “Big picture” strategic plans.	<p>Significant and Enduring Historical and Research Value to the County: Permanent</p> <p>Routine Administrative Value: Until superseded, provided records are reviewed for continuing reference value prior to destruction</p> <p>Duplicate Copies: Until superseded or no longer needed for reference</p>	All departments creating such records
F. Surveys. Done by County departments, including those done online.	<p>Compilations: At discretion of the department</p> <p>Survey Responses: 1 year + current after completion of compilation</p>	All departments administering surveys
G. Work Plans. Departmental, work units, etc.	3 years + current	All departments creating such records

Section 1: ADMINISTRATION AND GENERAL COUNTY RECORDS

Records Title	Retention Period	Records Custodian/Location
WORKING FILES		
Project specific working files	3 years + current	All departments creating such files

Section 2: ANIMAL SHELTER AND ADOPTION CENTER

Record Title	Retention Period	Records Custodian/Location
ANIMAL SHELTER AND ADOPTION CENTER 10705 Fulton Street, Brighton, CO 80601 <i>All records located at this address, unless otherwise noted</i>		
ANIMAL AND PATRON RECORDS <i>(Includes both animal and owner information, if available)</i>		
Adoptions, strays, surrenders, transfers, patron euthanasia requests, microchip records and Adams County dog licensing records.	Permanent <i>Records since 2002 stored in Chameleon (Software program)</i>	Animal Shelter 10705 Fulton Street Brighton, CO 80601
Name, address, phone, etc. for each patron/animal owner/rescue group.		
Medical records for each animal - vaccinations, medicines, euthanasia, surgery notes, etc.		
Impounds through animal control - court holds, bite quarantines, protective custody, etc.		
Foster volunteers signed agreements, applications and home visit records.		
ANNUAL ANIMAL SHELTER STATS REPORTS		
PACFA annual stats reports -- Formerly called Asilomar reports <i>*Shelter license renewal required each year for our shelter license renewal*</i>	Permanent <i>Records since 2002 stored in Chameleon (Software program)</i>	Animal Shelter 10705 Fulton Street Brighton, CO 80601
DEA RECORDS AND MEDICAL LOGS		
DEA Records and Medical Logs	3 years <i>Records since 2002 stored in Chameleon (Software program)</i>	Animal Shelter 10705 Fulton Street Brighton, CO 80601
EMAILS		
Emails	Per County Policy	Animal Shelter 10705 Fulton Street Brighton, CO 80601

Section 2: ANIMAL SHELTER AND ADOPTION CENTER

Record Title	Retention Period	Records Custodian/Location
FINANCIAL RECORDS		
Currently all documents go to the Finance Department.	Per County Policy Stored in J.D Edwards (Software program)	Animal Shelter 10705 Fulton Street Brighton, CO 80601 and Government Center Finance 4430 S. Adams County Parkway Brighton, CO 80601
Payment records go to Finance. Backup copies of receipts, P-Cards statements, vender payments, etc. are kept.		
Donation receipts	Financial Paper Records Kept 1 year Stored in J.D Edwards (Software program)	
Records of Patron's payment for services		
General volunteers donation and purchase receipts		
HR-EMPLOYEE FILES Active and recent employee files Current files with application are kept on site at shelter as follows:		
Interview notes	Per County Policy	Animal Shelter 10705 Fulton Street Brighton, CO 80601
Training certificates		
Disciplinary action		
Etc.		
Terminations	Per County Policy	Government Center Human Resources 4430 S. Adams County Parkway Brighton, CO 80601
Employee incident/injury reports (Duplicate file kept in employee's file)	Per County Policy	Government Center Risk Management 4430 S. Adams County Parkway Brighton, CO 80601
MEETING NOTES		
Take notes at weekly management team meetings.	Per County Policy	Animal Shelter 10705 Fulton Street Brighton, CO 80601
Take notes at quarterly Animal Control Officer Collaborative meeting.		
PACFA INSPECTIONS		
Inspections/Reports	Permanent	Animal Shelter 10705 Fulton Street Brighton, CO 80601
License - Displayed on wall in public view		
Expired License		

Section 2: ANIMAL SHELTER AND ADOPTION CENTER

Record Title	Retention Period	Records Custodian/Location
SHELTER IGA'S		
Keep fully executed documents in shelter's hard copy file.	Per County policy	Animal Shelter 10705 Fulton Street Brighton, CO 80601
Keep versions of old drafts in computer file.		
Shelter Standard Operation Procedures (SOP'S)	Per County Policy	
SIGNED AGREEMENTS		
Signed Agreements for Contractors, Grants, Misc., etc.	Per County Policy	Animal Shelter 10705 Fulton Street Brighton, CO 80601
VOLUNTEER RECORDS		
Volunteer Records	7 years <i>Records since 2002 stored in Chameleon (Software program)</i>	Animal Shelter 10705 Fulton Street Brighton, CO 80601
Volunteer donation records and purchase receipts.		
Foster volunteer applications, home visit records and signed agreements.		
Volunteer applications. <i>*Shred/delete if a potential volunteer filed an application but never became active*</i>	After 1 year	
Applications for current/past volunteers.	7 years <i>Records kept in Volgistics (Web-based Volunteer Software program)</i>	
Volunteer background checks.	Per County Policy	Government Center People and Culture Services <i>and</i> <i>Risk Management</i> 4430 South Adams County Parkway Brighton, CO 80601
Volunteer incident/injury reports.		

Section 3: ASSESSOR

To the extent the Adams County Assessor's Office has the documents indicated; it complies with the record retention schedule in the **"Assessors' Reference Library Manuals, Volume 2: Administration Manuals"**. The Manuals are available at:

<https://www.colorado.gov/pacific/dola/assessors-reference-library-manuals>

Section 4: BOARD OF COUNTY COMMISSIONERS

Records Title	Retention Period	Records Custodian/Location Regulatory Citation/Notations
BOARD OF COUNTY COMMISSIONERS Government Center Administration and General County Records 4430 South Adams County Parkway Brighton, CO 80601		
AGENDA MATERIAL - BOARD OF COUNTY COMMISSIONERS		
A. Agenda Packets and Agenda Supporting Documentation - Board of County Commissioners.		
<p>Board of County Commissioners' agenda packets, including meeting agendas showing date, time and location of official meetings and agenda order of items to be discussed by the Board at regularly scheduled, special and emergency public meetings.</p> <p>Agenda briefing material such as agenda item summaries, presentations and other supporting documentation explaining the rationale for staff recommendations.</p> <p>Presenting financial or background information or the history of agenda items being presented to the Board for a decision.</p> <p>This material, along with the Board proceedings, constitutes the County's legislative history.</p>	<p>Agendas and Staff Reports: Permanent</p> <p>Agendas and Staff Reports - Duplicate Copies: Until meeting is over</p> <p>Agenda Background Material (Supporting Documentation): Permanent</p> <p>Electronic Presentations for Board Meetings (Including Applicant Information Admitted into Evidence): Permanent</p> <p>See also: Section 1 Administration and General County Records</p>	<p>Clerk to the Board of County Commissioners</p> <p>All departments preparing the agenda material</p> <p>Departments responsible for the agenda Item</p>
B. Work Session Files.		
Batches of information periodically distributed to the Board of County Commissioners for work sessions, including correspondence, copies of agenda material and minutes for review, copies of staff memos, etc.	Permanent	Departments responsible for these files

Section 4: BOARD OF COUNTY COMMISSIONERS

Records Title	Retention Period	Records Custodian/Location Regulatory Citation/Notations
BOARD OF COUNTY COMMISSIONERS AS ANOTHER DECISION-MAKING BODY		
Records of the Board when it is constituted and convened as another decision-making body, i.e., Liquor Licensing Authority.	Follow the retention periods set forth in this retention schedule for comparable records of the Board of County Commissioners (i.e., agenda material, meeting records, ordinances, resolutions, recordings, etc.)	Department providing Administrative Support
BOARD OF EQUALIZATION RECORDS		
Taxpayers may appeal decisions of the Assessor's office to the Board of Equalization (which is the Board of County Commissioners), and decisions of the Board of Equalization may be appealed to the State Board of Assessment Appeals.		CRS 39-8-101 et seq.: (No retention period specified for Board of Equalization records)
A. Administrative Hearing Records.		
Records relating to hearings conducted by appointed Hearing Officers and recommendations to the Board of Equalization from the Hearing Officer, includes hearing notices and notifications of the outcome of appeals.	4 years + current provided all rights of appeal have expired	Clerk to the Board of County Commissioners and County Attorney's Office
B. Appeal Petitions and Supporting Documentation.		
Submitted by property owners to request property tax valuation review; supporting documentation includes evidence submitted by the petitioner in support of the petition, letters of agency or appointment of agency forms, etc.	4 years + current (Petitions RE Property Valuation) 4 year + current (Abatement Petitions)	Clerk to the Board of County Commissioners Executive Assistant to the Board of County Commissioners
C. Hearing Officer Records.		
Records relating to interviews, selection and contracts with Hearing Officers appointed by the Board of County Commissioners to preside over hearings and make recommendations to the Board of Equalization.	4 years + current after expiration of term of office	Clerk to the Board of County Commissioners Executive Assistant to the Board of County Commissioners

Section 4: BOARD OF COUNTY COMMISSIONERS

Records Title	Retention Period	Records Custodian/Location Regulatory Citation/Notations
D. Property Tax Abatement Records.		
Records relating to Property Tax Abatements	4 years + current Note: Cannot be appealed after 2 years. County Assessor has copy.	Clerk to the Board of County Commissioners Executive Assistant to the Board of County Commissioners
MEETING RECORDS		
A. Agenda Material.		
Agenda material	Permanent Also see Agenda Material above	Clerk to the Board of County Commissioners Executive Assistant to the Board of County Commissioners
B. Electronic Presentations for Board Meetings.		
Electronic presentations for Board meetings	Permanent	Clerk to the Board of County Commissioners Executive Assistant to the Board of County Commissioners
C. Meeting Notes.		
Handwritten or other notes used to create proceedings.	Until minutes are approved or until notes are transcribed	Clerk to the Board of County Commissioners
D. Notices of Meetings.		
Notices of official meetings	1 year	Clerk to the Board of County Commissioners
E. Proceedings of the Board of County Commissioners and Supporting Documentation.		
The official minutes and record of proceedings of regular, special and emergency meetings and all supporting documentation such as exhibits or other material referenced in the minutes.	Proceedings are to be recorded in a "book" Records are retained permanently <i>Proceedings of the Board of County Commissioners</i> Records of such proceedings shall be kept in a visual text format that may be transmitted electronically.	CRS 30-10-319 CRS 30-10-405 Clerk to the Board of County Commissioners

Section 4: BOARD OF COUNTY COMMISSIONERS

Records Title	Retention Period	Records Custodian/Location Regulatory Citation/Notations
F. Recordings of Board of Commissioners meetings.		
Audio or video recordings of official meetings typically made for use in preparing the minutes or transcripts of the meeting or for public information.	Executive Sessions: 90 days after meeting Open Meetings: 6 months after approval of the minutes Study Sessions: 6 months after meeting	Clerk to the Board of County Commissioners Executive Session Recordings Clerk to the Board of County Commissioners and County Attorney's Office
MEMBER RECORDS - BOARD OF COUNTY COMMISSIONERS		
Oaths of office taken by elected officials upon taking office.	3 year + current after term of office ends	Clerk and Recorder CRS 30-10-301: No retention period specified
ORDINANCES		
Legislative enactments of the Board of County Commissioners adopted to enact a local law or take other legislative action.	Permanent	Clerk to the Board of County Commissioner CRS 30-15-404 to 30-15-407: Ordinances to be recorded in a "book" and may be printed in "book or pamphlet" form
RESOLUTIONS		
Enactments of the Board of County Commissioners which are not legislative in nature and which may be used for various types of approvals, policy statements, statements of position and similar actions.	Permanent	Clerk to the Board of County Commissioners CRS 30-10-319

Section 5: BUDGET

Records Title	Retention Period	Records Custodian/Location Regulatory Citation/Notations
BUDGET OFFICE Government Center 4430 South Adams County Parkway Brighton, CO 80601		
BUDGET RECORDS		
Annual County Budget.		
Preliminary proposed budget	1 year after adoption of budget	Budget Office 4430 South Adams County Parkway Brighton, CO 80601
Final adopted budget	Permanent	
Annual Approved Budget & Amendments		
Departmental Budget Work Papers and Other Forecasts. Budgets and other forecasts prepared for internal administrative or operating purposes of estimated future income, receipts and expenditures in connection with financing, construction and operation and acquisition or disposal of properties or investments by the County. Including revisions of such estimates and memoranda showing reasons for revisions; also records showing comparison of actual income and receipts and expenditures with estimates.	Approved: 2 years + current Not Approved: 1 year + current	Budget Office 4430 South Adams County Parkway Brighton, CO 80601 and All departments preparing budget requests
CORRESPONDENCE AND GENERAL DOCUMENTATION		
Correspondence and documentation of a general nature	See: Section 1 Administration and General County Records	Budget Office 4430 South Adams County Parkway Brighton, CO 80601

Section 6: CLERK AND RECORDER

To the extent the Adams County Clerk and Recorder's Office has the documents indicated; it complies with **Colorado County Clerk's Association Record Retention Schedule**, (specifically **Section 3:** Election and Voter Registration Records, **Section 5:** Motor Vehicle and Licensing Records, **Section 6:** Recording Records, and **Section 7:** Vital Records), that has been approved by Colorado State Archives. The schedule is available at:

<https://www.colorado.gov/pacific/archives/county-record-management-manuals>

Section 7: COMMUNITY AND ECONOMIC DEVELOPMENT

Record Title	Retention Period	Records Custodian/Location
COMMUNITY AND ECONOMIC DEVELOPMENT Government Center Community Economic Development 4430 South Adams County Parkway Brighton, CO 80601		
AMBULANCE, LIQUOR AND MARIJUANA LICENSING RECORDS		
All records pertaining to ambulance, liquor and marijuana licensing.	2 years after establishment ceases operation or after final denial, expiration, revocation, termination or transfer of license or permit, except that any background materials that will also apply to transferred license should be retained from original license file and that any obsolete material may be purged when replaced with updated information.	Government Center <i>Community Economic Development</i> 4430 South Adams County Parkway Brighton, CO 80601
ANIMAL MANAGEMENT <i>All Records may contain the following documents:</i>		
Bite Reports Statements from Citizens Warnings Home Quarantine Tickets Barking warnings Cruelty investigations Notices Any other applicable reports/documentation	4 years All records scanned electronically and stored in E-DOCs system	Government Center <i>Community Economic Development</i> 4430 South Adams County Parkway Brighton, CO 80601
CODE COMPLIANCE <i>All Records may contain the following documents:</i>		
Warrants Letters to citizens about code violations Attorney letters' Affidavits Proof of Execution Affidavit Pictures of code violations E-mails regarding code violations Correspondences Returned letters CEC's (<i>complaints</i>)	7 years All records scanned electronically and stored in E-DOCS system	Government Center <i>Community Economic Development</i> 4430 South Adams County Parkway Brighton, CO 80601

Section 7: COMMUNITY AND ECONOMIC DEVELOPMENT

Record Title	Retention Period	Records Custodian/Location
Inspector's initiator forms	7 years All records scanned electronically and stored in E-DOCS system	Government Center Community Economic Development 4430 South Adams County Parkway Brighton, CO 80601
Parcel summary report		
Request for hearing		
Invoices to citizens for abatements due		
Liens		
Lien Releases		
Summons		
Notices of Bankruptcy of properties with Adams County liens		
Case notes		
COMMUNITY DEVELOPMENT <i>All Records may contain the following documents:</i> Master Administration File HOME, CDBG, ESG, SECTION 108, AND NSP		
Consolidated Plan	5 years after the final CAPER associated with the Consolidation Plan or minimally in accordance with 24 CFR 570.502 and 2 CFR 200.33 or superseded regulations	Government Center <i>Community Economic Development</i> 4430 South Adams County Parkway Brighton, CO 80601
Annual Action Plan		
Citizen Participation Plan		
Resolutions		
Example Application		
Template Contract		
HUD grant agreements		
HUD correspondence and monitoring		
CAPER, and any other applicable reports/documentation		
Environmental review record		
Activity Files (Home, CDBG, ESG, Section 108, and NSP)		
Completed Application and any pre-contract/pre-qualifying documents	HOME: 5 years after the end of the affordability period; or after resolution of all Federal monitoring; whichever occurs later CDBG, ESG, Section 108, and NSP: 5 years after activity use periods or completion or after resolution of all Federal monitoring; whichever occurs later Or minimally in accordance with 24CFR 570.502 and CFR 200.33 or superseded regulations	Government Center <i>Community Economic Development</i> 4430 South Adams County Parkway Brighton, CO 80601
Original signed sub recipient agreement and any amendments thereto, or memorandum of understanding.		
Resolution		
Correspondence		
Bidding/Procurement		
Drawdown requests signed and back up		
Financial Statements		
Required HUD documentation (<i>Davis Bacon; Section 3; MBE/WBE, Uniform Relocation Act, etc.</i>)		

Section 7: COMMUNITY AND ECONOMIC DEVELOPMENT

Record Title	Retention Period	Records Custodian/Location
Underwriting and subsidy layering documentation	HOME: 5 years after the end of the affordability period; or after resolution of all Federal monitoring; whichever occurs later CDBG, ESG, Section 108, and NSP: 5 years after activity use periods or completion or after resolution of all Federal monitoring; whichever occurs later Or minimally in accordance with 24CFR 570.502 and CFR 200.33 or superseded regulations	Government Center Community Economic Development 4430 South Adams County Parkway Brighton, CO 80601
Deed of Trust and promissory note, and/or covenants, if applicable		
Monitoring and closeout documents		
Any other applicable reports/documentation		
CONTRACTS, AGREEMENTS AND SUPPORTING DOCUMENTATION		
Contracts, agreements and supporting documentation	6 years + current after expiration or fulfillment of all terms of the agreement or contract; whichever is later	Government Center <i>Community Economic Development</i> 4430 South Adams County Parkway Brighton, CO 80601
DOCUMENT SERVICES DIVISION: <i>Records may contain the following documents</i>		
Building Permits	10 years for all building permits. CO's retained for the life of the building/or change of occupancy. Inspection records retained for 10 years after final inspection/completion of the project	Government Center <i>Community Economic Development</i> 4430 South Adams County Parkway Brighton, CO 80601
Certificate of Occupancy		
Inspection records		
Plan reviews		
LAND USE CASE FILES <i>Including but not limited to the following:</i>		
Applicant's submitted materials	20 years	Government Center <i>Community Economic Development</i> 4430 South Adams County Parkway Brighton, CO 80601
Explanation of request		
Site plan		
Proof of water and sewer service		
Application form with property owner authorization, contact information, etc.		
Staff report		
Referral comments		

Section 7: COMMUNITY AND ECONOMIC DEVELOPMENT

Record Title	Retention Period	Records Custodian/Location
Notifications sent to property owners, referral agencies	20 years	Government Center Community Economic Development 4430 South Adams County Parkway Brighton, CO 80601
Proof of published notice		
Posting Certification Decision Letter (BOA cases)		
Resolution of Approval (BOCC cases)		
Sign Permits		
Landscaping Plans		
Correspondence (mailed not emails)	5 years	
Zoning Records- Records pertaining to the initial zoning of property upon annexation or the subsequent rezoning of property, including correspondence of enduring value, ordinances, zoning maps, petitions, zoning certificates and similar records.	Permanent except that obsolete nonpermanent correspondence and documentation may be purged in accordance with this Retention Schedule.	
ENVIRONMENTAL MANAGEMENT Records may contain the following documents:		
Inspections (landfills/travel stations/gravel mines)	Permanent	Government Center Community Economic Development 4430 South Adams County Parkway Brighton, CO 80601
Landfill case files		
Landfill lawsuit documents	5 years	

Section 8: CORONER

Record Title	Retention Period	Records Custodian/Location
CORONER 330 N. 19th Avenue Brighton, CO 80601		
DAILY INVESTIGATIVE LOG		
Daily Investigative Log	5 years	Coroner's Office 330 N. 19th Avenue Brighton, CO 80601
DEATH INVESTIGATION CASE FILES <i>All Records may contain the following documents:</i>		
Autopsy Reports	Permanent	Coroner's Office 330 N. 19th Avenue Brighton, CO 80601
Coroner's investigative reports, including photographs and contact		
Duplicate agency reports including medical, police, and other supplemental reports		
Requests for information		
Duplicate copies of death certificates		
Personal effects forms		
Medical forms		
Other related documents		
PERSONNEL FILES		
Personnel Files	Per County Policy	Coroner's Office 330 N. 19th Avenue Brighton, CO 80601
REPORTABLE DEATH FILES AND DATABASE		
Reports used to document deaths not requiring a scene investigation	Permanent	Coroner's Office 330 N. 19th Avenue Brighton, CO 80601
Other related documents		

Section 9: COUNTY ATTORNEY'S OFFICE

Record Title	Retention Period	Records Custodian/Location
COUNTY ATTORNEY'S OFFICE CIVIL OFFICE Government Center 4430 South Adams County Parkway Brighton, CO 80601		
Attorney Client Files	10 years after termination of the matter unless returned to appropriate county department. Colorado Rules of Professional Conduct 1.16A	Government Center County Attorney's Office 4430 South Adams County Parkway Brighton, CO 80601
Board of Assessment Appeals and Binding Arbitration Records	4 years + current	
General Correspondence and Documentation	See: Section 1 Administration and General County Records	
Litigation Holds	May be destroyed after the applicable statute of limitations has expired for the type of claim	
Notice of Claim		
RISK MANAGEMENT Government Center County Attorney's Office 4430 South Adams County Parkway Brighton, CO 80601		
Contractors' Certificates of Insurance and Bonds. Insurance certificates and bonds of contractors who perform work for the county.	6 Years after the expiration or completion of insured work or action, whichever is later	Government Center County Attorney's Office 4430 South Adams County Parkway Brighton, CO 80601
County - Wide Insurance Policies. Original signed county insurance policies. Correspondence with insurance companies concerning policy acquisition and renewal.	6 Years after the expiration of policy, or after all claims made under the policy are settled, whichever is later	
Ergonomic Consolation Files. Final reports, memoranda, work site evaluations, work station surveys, and employee job description forms. Used to ensure that employee work stations are ergonomically correct for work.	3 years + current	

Section 9: COUNTY ATTORNEY'S OFFICE

Record Title	Retention Period	Records Custodian/Location
County Property Claim - non FEMA. Insurance claim files for incidents involving county departments, motor vehicle accidents, or property damage to county vehicles.	7 years + current after claim is closed	Government Center County Attorney's Office 4430 South Adams County Parkway Brighton, CO 80601
Worker's Compensation Claim Files. Case files for Workers Compensation claims containing correspondence, injury reports, medical reports. Workers Compensation insurance claims, hearing documentation, and record of payments made to claimants or their dependents for job related injures or illness.	6 years after case closed	
DEPENDENCY AND NEGLECT OFFICE Pete Mirelez Human Services Center 11860 Pecos Street Westminster, CO 80234		
Attorney Client Files	10 years after termination of the matter unless returned to appropriate county department Colorado Rules of Professional Conduct 1.16A	Pete Mirelez Human Services Center 11860 Pecos Street Westminster, CO 80234
General Correspondence and Documentation	See: Section 1 Administration and General County Records	

Section 10: DISTRICT ATTORNEY

Please contact the 17th Judicial District Attorney's Office at:

District Attorney's Building

1000 Judicial Center Drive

Brighton, CO 80601-8801

Phone: 303-659-7720

Fax: 303-835-5500

Section 11: FLEET AND FACILITIES MANAGEMENT

Record Title	Retention Period	Regulatory Requirements/Notations Custodian/Location
FLEET OPERATIONS DEVELOPMENT Development Building 4955 E. 74th Avenue Commerce City, CO 80022 <i>All records located at this address, unless otherwise noted</i>		
GENERAL RECORDS		
Contracts	See: Section 12 Finance	Government Center <i>Finance Office</i> 4430 South Adams County Parkway Brighton, CO 80601
Employee records	See: Section 17 People and Culture Services	People and Culture Services <i>Human Resources</i> 4430 South Adams County Parkway Brighton, CO 80601
Fuel Reconciliation	Permanent <i>(Hard Copy w/ submittal to State)</i> Regulatory Requirements: CDPHDE	Fleet Operations Development <i>Development Building</i> 4955 E. 74th Avenue Commerce City, CO 80022
Fuel Transactions	Life of unit <i>(Electronic)</i>	
Inventory: Fluids	Life of unit <i>(Electronic)</i>	
Inventory: Parts	3 years <i>(Electronic)</i> Regulatory Requirements: OSHA	
Shop Equipment	1 year <i>(Hard copy)</i>	
VEHICLE/EQUIPMENT		
Accident Incidents	3 years past event <i>(Electronic/Hard copy)</i>	Fleet Operations Development <i>Development Building</i> 4955 E. 74th Avenue Commerce City, CO 80022
Emissions	Life of unit <i>(Hard copy)</i> Regulatory Requirements: CDPHDE	

Section 11: FLEET AND FACILITIES MANAGEMENT

Record Title	Retention Period	Regulatory Requirements/Notations Custodian/Location
License/Titles	Life of unit (Hard copy)	Fleet Operations Development Development Building 4955 E. 74th Avenue Commerce City, CO 80022
Opacity	Life of unit (Hard copy)	
Purchase/Acquisition	See: Section 12 Finance	Government Center Finance Office 4430 South Adams County Parkway Brighton, CO 80601
Repair Records	Life of unit	Fleet Operations Development Development Building 4955 E. 74th Avenue Commerce City, CO 80022
FACILITIES MANAGEMENT Government Center 4430 South Adams County Parkway Brighton, CO 80601		
Annual Elevator inspection Reports	3 years (Electronic and Paper)	Government Center Facilities Management 4430 South Adams County Parkway Brighton, CO 80601
Annual Fire Alarm Inspection Reports		
Annual Fire Department Inspection Reports		
Annual Water Tests		
Backflow Prevention Test		
Building Automation Backup Data	Permanent (Electronic)	
Completed Preventive Maintenance Records for all Equipment	Permanent (MainStar Server)	
Completed Work Order	5 years (Electronic -MainStar Server)	
County Owned Facilities Building Drawings - (Hard copy)	Permanent (Electronic and Paper)	
County Owned Facilities CAD Files	Permanent (Electronic)	
County Owned Facilities CIP Project Files	Permanent (Electronic and Paper)	
County Owned Facilities O&M Manuals		
Facility Operations Purchasing Records (Formal Bids and RFP's)	Permanent (Electronic - JDE Server)	
Facility Operations Purchasing Records (Informal Bids)	3 years (Electronic)	

Section 11: FLEET AND FACILITIES MANAGEMENT

Record Title	Retention Period	Regulatory Requirements/Notations Custodian/Location
General Documentation	Per County Policy	Government Center Facilities Management 4430 South Adams County Parkway Brighton, CO 80601
Land and Asset - (Real Estate records managed by facilities)	Permanent	
Lease Agreements - (Real Estate records managed by facilities)	3 years + current	
Major Mechanical Systems Inspections Reports	Permanent or Life Expectancy of the System (Electronic - MainStar Server)	
Oil and Gas Leases	3 years + current	
Refrigerant Disposal Records	3 years (Electronic and Paper)	
Routine Inspection Records	1 year (Electronic-MainStar Server)	

Section 12: FINANCE

Record Title	Retention Period	Records Custodian/Location
Government Center FINANCE DEPARTMENT 4430 South Adams County Parkway Brighton, CO 80601 <i>All records located at this address, unless otherwise noted</i>		
FINANCE		
Cancelled Checks	6 years + current	AP
P-Card Statements		
Travel Reimbursement Records		
Vendor 1099s (Finance access only)		
Voucher invoices & supporting documents		
Vendor W-9s (Finance access only)		
Vouchers		
EFT Records		AP & Payroll
Accounts Receivable Invoices and Receipts	6 years + current	AR
Issued Licenses (including marijuana)	6 years after expiration	AR
Sales tax records (e.g. marijuana)	6 years + current	AR & Budget
Bond Issuance files and Bond Payment records	2 years + current, after final payment	Bonds & Financing
Bonds, Notes and Coupons Paid	Per Trustee's Retention Schedule	
Bond Proceedings/Transcripts	Permanent	
Private Activity Bonds - Statements, Payments, etc.	Permanent, per County's policy + General	
Bank Statements & supporting documentation	6 years + current	Cash
Non-accounts receivable cash receipt documentation		
All Land & Water Capital Asset Records	6 years + current	Fixed Assets
All Other Capital Asset Records (Reviews, Disposals, Transfers, Depreciation)		
Incoming cash grant records (award documents, correspondence, reports, etc.)	Follow record retention rules of the specific grant agreement or this policy, whichever is more restrictive	Grants
Incoming Federal grant records (award documents, correspondence, reports, etc.)	Follow record retention rules of the Uniform Guidance or specific grant agreement, or this policy, whichever is more restrictive	
Outgoing grant records (award documents, correspondence, reports, etc.)	7 years after final payment to grantee/closeout or specific grant agreement	

Section 12: FINANCE

Record Title	Retention Period	Records Custodian/Location
Departmental Earnings, Labor Distributions	6 years + current	Payroll
Garnishment Records		
Leave Records (ATE System)		
Other Payroll Reports and Documents		
Tax Exemptions and Withholdings Records (W-4)		
Time Summary Reports and Records (ATE System)		
Payroll Registers	Permanent	Payroll
Taxable Wage Earning Reports (QTD & YTD)		
W-2		
Bids/RFP Non-awarded	6 years + current	Purchasing
Bids/RFP Awarded		
Protests		
Requisitions (Paper & Online)		
Purchase Orders and Contracts	6 years + current after expiration	Reporting
Internal audit reports	10 years	
Monthly Account Reconciliations	3 years	
Year-end Inventory Review Records	6 years + current	
Journal Entries and Documentation		
Year-End General Ledgers	Permanent	
Year-End Reconciliations and Documents for Audit		
Comprehensive Annual Financial Reports (CAFRs)	Permanent (Limited # of copies)	
Duplicate copy of documents listed above	Retain until no longer needed for reference, but no longer than original records	Department creating such records

SECTION 13: FRONT RANGE AIRPORT

Record Title	Retention Period	Records Custodian/Location
FRONT RANGE AIRPORT 5200 Front Range Parkway Watkins, CO 80137		
ACCESS CONTROL FILES		
Access control badge files, applications, authorization forms.	1 year from event <i>(Event: Cancellation of Badge)</i>	Front Range Airport 5200 Front Range Parkway Watkins, CO 80137
ADVERTISING AND MARKETING FILES		
News releases, correspondence, samples of brochures and pamphlets, newsletters relating to advertising and marketing of the airport.	10 years	Front Range Airport 5200 Front Range Parkway Watkins, CO 80137
AIRCRAFT INCIDENT AND ACCIDENT REPORT		
Accident reports, maps of accident locations, and correspondence with National Transportation Safety Board, Federal Aviation Administration, and insurance companies concerning any aircraft accident or other incident that occurs at the airport.	Permanent	Front Range Airport 5200 Front Range Parkway Watkins, CO 80137
AIRFIELD REPAIR AND MAINTENANCE FILES		
Work orders, duplicate plans and maps, and other support documentation for repair and general maintenance of airfield runways, taxiways, navigation aids, lighting and signage.	10 years	Front Range Airport 5200 Front Range Parkway Watkins, CO 80137
AIRPORT LEASES AND LETTERS OF AGREEMENT		
A. Ground Leases. - Original ground leases and files for privately owned improvement and corresponding lease documentation.	Permanent	Front Range Airport 5200 Front Range Parkway Watkins, CO 80137
B. T-Hangar Leases. - Original leases and wait list information.	5 years from event <i>(Event: Vacating or placed in Hangar from Waitlist)</i>	
C. PAP Leases. - Original PAP ground leases and files for privately owned PAPs.	10 years from event <i>(Event: Transfer of Ownership)</i>	
D. Building and Ramp Leases. - Original leases and LOAs for airport-owned buildings and ramp, files, and corresponding documentation.	5 years from event <i>(Event: Evacuation of Premises)</i>	

SECTION 13: FRONT RANGE AIRPORT

Record Title	Retention Period	Records Custodian/Location
E. Other Agreements. - Agreements with government entities, utility companies and others.	10 years from event <i>(Event: Expiration or Renewal of Agreement)</i>	Front Range Airport 5200 Front Range Parkway Watkins, CO 80137
AIRPORT MASTER PLAN		
Long term expansion plan for the airport.	Permanent	<i>Front Range Airport</i> 5200 Front Range Parkway Watkins, CO 80137
AIRPORT AUTHORITY AUDITED FINANCIAL STATEMENTS		
Official copies of the Airport Authorities' audited financial statements.	See below	Front Range Airport 5200 Front Range Parkway Watkins, CO 80137
A. Annual external audit report.	Permanent	
B. Monthly internal audit report.	10 years	
BUILDING AND MAINTENANCE FILES		
Work orders, as-built construction drawings, building inspection records, purchasing records for supplies and related maintenance files of buildings owned by the airport and for building grounds.	See below	Front Range Airport 5200 Front Range Parkway Watkins, CO 80137
A. Building inspection and maintenance files.	1 year from event <i>(Event: Destruction of Building)</i>	
B. Grounds maintenance files.	10 years	
FEDERAL AVIATION ADMINISTRATION CONSTRUCTION PROJECT FILES		
Files of construction projects funded by the Federal Aviation Administration, including applications, invoices, reports, and supporting documentation.	Permanent	Front Range Airport 5200 Front Range Parkway Watkins, CO 80137
FEDERAL AVIATION ADMINISTRATION AIRPORT INSPECTION FILES		
Copies of annual inspection reports and spot inspections of airport runways, taxiways and other aircraft movement areas by the Federal Aviation Administration.	10 years	Front Range Airport 5200 Front Range Parkway Watkins, CO 80137
FEDERAL SURPLUS PROPERTY OWNERSHIP FILES		
Documentation and transfer order for personal property transferred to the airport through the Federal General Services Administration.	10 years from event <i>(Event: Disposition of Property)</i>	Front Range Airport 5200 Front Range Parkway Watkins, CO 80137
FUEL INVENTORY RECORDS		
Records of purchase and disbursement of gasoline and diesel fuel.	2 years	Front Range Airport 5200 Front Range Parkway Watkins, CO 80137

SECTION 13: FRONT RANGE AIRPORT

Record Title	Retention Period	Records Custodian/Location
FUEL SALES REPORTS		
Reports sent to the State to obtain refunds of taxes for jet and aviation fuel sold.	5 years	Front Range Airport 5200 Front Range Parkway Watkins, CO 80137
HISTORICAL PHOTOGRAPHS AND DOCUMENTS		
Photographs of the airport and of important events occurring at the airport, as well as other historical documents relating to these events.	Permanent	Front Range Airport 5200 Front Range Parkway Watkins, CO 80137
LAND USE REVIEW FILES		
Correspondence, specifications, plans and copies of easements for land developments near the airport. Development plans and aviation easements are reviewed for building height restrictions, noise abatement procedures and overhead aircraft restrictions.	Permanent	Front Range Airport 5200 Front Range Parkway Watkins, CO 80137
MAPS AND BUILDING PLANS		
Maps of the airport and construction drawing of airport buildings, water and sewer facilities and utility lines.	Permanent	Front Range Airport 5200 Front Range Parkway Watkins, CO 80137
PART 139 CERTIFICATION REQUIREMENT FILES		
Files required for maintaining Part 139 Certification.		Front Range Airport 5200 Front Range Parkway Watkins, CO 80137
A. Airport daily self inspections and Airport fueling inspections.	1 year	
B. Personnel training files, emergency personnel training files and movement and safety area training files.	2 years	
C. Letter of Corrections.	5 years	
RADIO LICENSING AND MAINTENANCE FILES		
Purchasing records, maintenance documentation and Federal Communications Commission license for two-way radio equipment owned and operated by the airport.	1 year from event (Event: Deposition of Equipment)	Front Range Airport 5200 Front Range Parkway Watkins, CO 80137
UNDERGROUND FUEL STORAGE TANK FILES		
Files concerning underground fuel tank locations, inspections and Environmental Protection Agency required reports.	Permanent	Front Range Airport 5200 Front Range Parkway Watkins, CO 80137

SECTION 13: FRONT RANGE AIRPORT

Record Title	Retention Period	Records Custodian/Location
VEHICLE AND AIRCRAFT RESCUE AND FIRE FIGHTING EQUIPMENT MAINTENANCE FILES		
Purchasing, maintenance and general information on ownership and operation of airport vehicles and firefighting equipment.	10 years from event <i>(Event: Disposition of Vehicle or Equipment)</i>	Front Range Airport 5200 Front Range Parkway Watkins, CO 80137

Section 14: HUMAN SERVICES

Record Title	Retention Period	Records Custodian/Location Regulatory Citation/Notations
HUMAN SERVICES Pete Mirelez - Human Services Center 11860 Pecos Street Westminster, CO 80234 <i>All records located at this address, unless otherwise noted</i>		
ADOPTION/FOSTER CARE		
Adoption Subsidies	3 years + current	12 CCR 2509-8:7.708.51 <i>"B. Records for foster children shall be retained for at least three years. Retention of records for a longer period may be desirable when they reflect an accident, injury or other unusual circumstance."</i>
Chafee		
Foster Care Child's case		
Foster Care Licensing		
Adoptive Child's case	Permanent	
Adoptive Parent's case		
ADULT SERVICES		
Adult Protective Services	3 years + current	12 CCR 2518-1:30.260(E) <i>"Case records shall be retained for a minimum of three (3) years, plus the current year, after the date of case closure."</i>
Aid to Blind - Adult Services file		
Aid to Needy Disabled - Adult Services file		
Home Community Based Services - Adult Services file		
Home Care Allowance - Adult Services file		
Long Term Care - only if Medicaid		
Old Age Pension - Adult Services file		
BUSINESS OFFICE		
Accounting Binder	3 years + current	
Adult Protection		
Chats Payroll - CCAP		
CHILD CARE		
Residential Child Care Facilities Licensing	3 years + current	<i>See 12 CCR 2509-8:7.702.94 "D. The records of children and personnel must be maintained by the center for at least three (3) years."</i>
Child Care Licensing		
CHILD PROTECTION SERVICES		
Intake	3 years + current	<i>See generally 12 CCR 2509-7</i>
Ongoing		
Institutional Investigations		
Service Providers		

Section 14: HUMAN SERVICES

Record Title	Retention Period	Records Custodian/Location Regulatory Citation/Notations
CHILD SUPPORT SERVICES		
CSE case files	3 years + current	9 CCR 2504-1:6.260.51 "All records of closed cases must be retained for a minimum of three years. All documentation concerning the closure must remain in the case file."
CSE Financial Reports		
FRAUD		
Food Stamp Claim -Fraud	Permanent	10 CCR 2506-1:4.902.5(B) "Case records relating to intentional program violation disqualifications and related notices to the household shall be retained indefinitely until the local office obtains reliable information that the individual who was disqualified has died or until information is received from the national disqualified recipient database system that all records associated with a particular individual, including the disqualified recipient database record, may be permanently removed from the database because of the individual's eightieth (80th) birthday."
Judgment Recovery - Fraud		
Recovery		
Investigation File		
LEAP		
Food Assistance - unifile	3 years + current	9 CCR 2503-7:3.755.17 "The county department/Contractor shall archive three (3) program years plus the current program year files" 10 CCR 2506-1:4.902.5 Each local office shall retain all program records in an orderly fashion for audit and review purposes for no less than three (3) years from the month of origin of each record."
Low Income Energy Assistance (LEAP) - Adult Services File		
TANF		
Adams Works	3 years + current	9 CCR 2503-6:3.603(H) "Data of any form shall be retained for the current year, plus three previous years[.]"
CCAP		

Section 14: HUMAN SERVICES

Record Title	Retention Period	Records Custodian/Location Regulatory Citation/Notations
VETERANS SERVICES		
Qualified Individuals I - unfile	3 years + current	
Qualified Individuals II - unfile		
Qualified Medicaid Beneficiary - unfile		
Special Low Income Medicare		
Beneficiary Program - unfile		
Children's Health Plan Plus		
Military Assistance		
Head Start		
Burial Assistance		
CHOICES - TANF/Adams Works file		
Social Security Income (SSI)		
VOLUNTEER RECORDS		
Volunteer Records	Per County Policy	
WORKFORCE		
AC One Stop - TANF/Adams Works file	3 years + current	See generally regarding TANF 9 CCR 2503-6:3.603(H) "Data of any form shall be retained for the current year, plus three previous years[.]"
CC of Aurora - Adams Works		
CWEE - TANF/Adams Works file		
Employment First TANF/Adams Works file		
Family Tree - Adult Services file		
Goodwill Challenge		
Single Entry Point - unfile		
Workforce/Business Center - TANF/Adams Works file		

Section 15: INFORMATION TECHNOLOGY AND INNOVATION

Record Title	Retention Period	Records Custodian/Location
INFORMATION TECHNOLOGY & INNOVATION Government Center Information Technology 4430 South Adams County Parkway Brighton, CO 80601		
BACKUP OF NETWORKED PRODUCTION COMPUTER DATA		
<i>Regular backups of networked computer production data.</i>	1 week to 1 month <i>(based on department)</i>	Government Center Information Technology 4430 South Adams County Parkway Brighton, CO 80601
A. Daily backup tapes		
B. Weekly backup tapes		
C. Monthly backup tapes		
EMAIL FOR ALL DEPARTMENTS		
Emails: The County Information Technology Innovation (ITi) Department has a one year retention period for emails retained on the county servers. Departments or employees that need to retain specific emails for longer periods of time due to regulatory, legal or other reasons are responsible for saving those emails to department network drives. Contact the County ITi Department for assistance.	Emails will be retained on county servers for 1 year. If emails are required to be kept for a longer time frame under any law, rule, regulation, or other reason, the department creating such records are responsible for saving those emails to department network drives. See generally individual department and office sections.	Emails retained on county servers: Government Center Information Technology 4430 South Adams County Parkway Brighton, CO 80601 All other email: All departments creating/maintaining such records.
JOB CONTROL AND EXECUTION REPORTS		
Computer reports containing parameters, code listing and other information required to execute data management jobs and used to verify that jobs were properly run.	Permanent or otherwise noted or until the system is obsolete or is no longer used.	Government Center Information Technology 4430 South Adams County Parkway Brighton, CO 80601
HELP DESK REQUEST FILES AND DATABASE		
User requests for assistance that identify computer and telecommunications related problems and solutions.	1 year + Current	Government Center Information Technology 4430 South Adams County Parkway Brighton, CO 80601
HIPPA DOCUMENTATION		
Documentation retained per §164.316(b)(1) of the HIPAA Security Rule.	6 years	Government Center Information Technology 4430 South Adams County Parkway Brighton, CO 80601

Section 15: INFORMATION TECHNOLOGY AND INNOVATION

Record Title	Retention Period	Records Custodian/Location
INTERNET USAGE LOGS		
Internet web filter traffic logs.	7 days	Government Center Information Technology 4430 South Adams County Parkway Brighton, CO 80601
IT POLICIES, PROCEDURES STANDARDS AND GUIDELINES		
Manuals and information concerning the setup of personal computers, servers and network access specifications (<i>passwords</i>) used to document changes on setup procedures and the network.	Until Superseded	Government Center Information Technology 4430 South Adams County Parkway Brighton, CO 80601
IT JOB REQUESTS		
Requests by user departments for data entry, data changes or updates, or report specifications from databases maintained by ITS.	1 year + Current	Government Center Information Technology 4430 South Adams County Parkway Brighton, CO 80601
NETWORK ACTIVITY LOGS		
Event logs generated by computer systems and networking equipment.	90 days	Government Center Information Technology 4430 South Adams County Parkway Brighton, CO 80601
SYSTEM APPLICATION PROGRAMS		
Programs purchased or written by ITS to run various data management applications for user departments, all maintained online with backups.	Permanent or otherwise noted or until the system is obsolete or is no longer used. (<i>reviewed annually</i>)	Government Center Information Technology 4430 South Adams County Parkway Brighton, CO 80601
SYSTEM DESIGN REPORTS AND EXTERNAL DESIGN REQUIREMENTS		
System requirements or design documents for applications.	Permanent or otherwise noted or until the system is obsolete or is no longer used.	Government Center Information Technology 4430 South Adams County Parkway Brighton, CO 80601
SYSTEM USER MANUALS		
Record copies of manuals prepared by ITS for users of ITS-maintained systems.	Permanent or otherwise noted or until the system is obsolete or is no longer used.	Government Center Information Technology 4430 South Adams County Parkway Brighton, CO 80601

Section 15: INFORMATION TECHNOLOGY AND INNOVATION

Record Title	Retention Period	Records Custodian/Location
TELECOMMUNICATIONS EQUIPMENT AND INSTRUCTION EQUIPMENT AND INSTRUCTION PAMPHLETS AND GUIDES		
Instruction pamphlets and guides to telecommunications equipment used by county employees.	Until Superseded	Government Center Information Technology 4430 South Adams County Parkway Brighton, CO 80601

SECTION 16: PARKS AND OPEN SPACE

Record Title	Retention Period	Records Custodian/Location
PARKS AND OPEN SPACE Riverdale Regional Park 9755 Henderson Road Brighton, CO 80601		
COUNTY FAIR		
Records	5 years	Riverdale Regional Park Parks Administration 9755 Henderson Road Brighton, CO 80601
CSU/Adams		
Meetings		
Truck/Tractor/Demo		
Production Contracts		
Correspondence		
DOMESTIC AND WASTEWATER		
Domestic and Wastewater Documentation	5 years	Riverdale Regional Park Parks Operations 9755 Henderson Road Brighton, CO 80601
FACILITY MARKETING		
Facility Marketing	5 years	Riverdale Regional Park Parks Administration 9755 Henderson Road Brighton, CO 80601
MINUTES OF OSAB MEETINGS		
Minutes of OSAB Meeting	Permanent	Riverdale Regional Park Parks Administration 9755 Henderson Road Brighton, CO 80601
NATURAL RESOURCE PROGRAM		
Records of payment	7 years	Riverdale Regional Park Parks Administration 9755 Henderson Road Brighton, CO 80601
Records		
Spread sheet		
Oliver		
Records and due diligence		
Development referral		
Land use comments		
OFFICIAL MINUTES		
Official Minutes. Open Space Advisory Board	Permanent See also: Section 1 Administration and General County Records	Riverdale Regional Park Parks Administration 9755 Henderson Road Brighton, CO 80601

SECTION 16: PARKS AND OPEN SPACE

Record Title	Retention Period	Records Custodian/Location
OPEN SPACE ADVISORY BOARD AGENDA		
Open Space Advisory Board Agenda.	Permanent See also: Section 1 Administration and General County Records	Riverdale Regional Park Parks Administration 9755 Henderson Road Brighton, CO 80601
OPEN SPACE SALES TAX PROGRAM		
Open Space Sales Tax Program. Audio Recordings of open Space Advisory Board Meetings	1 year	Riverdale Regional Park Parks Administration 9755 Henderson Road Brighton, CO 80601
File includes application and if grant is awarded	Permanent	
Grant agreement		
Modifications		
Extensions		
Closeout		
Payment documentation		
Conservation Easements		
Monitoring reports		
Monitoring photos		
PARK FLEET EQUIPMENT TITLES		
Park Fleet Equipment Titles	Permanent or until unit is sold/scraped out	Riverdale Regional Park Parks Administration 9755 Henderson Road Brighton, CO 80601
PARK MANAGEMENT		
Irrigation Records Vehicle maintenance records Minor bridge (pedestrian) Bridge inspection reports	7 years	Riverdale Regional Park Parks Administration 9755 Henderson Road Brighton, CO 80601
PESTICIDE PROGRAM RECORDS		
Records Pesticide storage inventory Fire extinguisher services records Cost-share records Loaner sprayer use records Weed mapping inventory data training forms Department of AG technician training forms	5 years	Riverdale Regional Park Parks Operations 9755 Henderson Road Brighton, CO 80601 CRS 35-10-111

SECTION 16: PARKS AND OPEN SPACE

Record Title	Retention Period	Records Custodian/Location
PROJECT MANAGEMENT		
Correspondence	7 years	Riverdale Regional Park Parks Administration 9755 Henderson Road Brighton, CO 80601
Memos		
Drafts		
Meeting minutes		
Contractor recruitment/RFP's		
Vendor payment information		
Grant applications		
Grant close-out documents		
Adopted plans		
Capital Construction Management		
Vendor lists		
Construction documents		
Vouchers		
Park development files		
Public meeting data		
As-builts		
Construction documents		

Section 17: PEOPLE AND CULTURE SERVICES

Records Title	Retention Period	Records Custodian/Location Regulatory Citation/Notations
PEOPLE AND CULTURE SERVICES Government Center 4430 South Adams County Parkway Brighton, CO 80601 <i>All records located at above address unless otherwise noted</i>		
AGREEMENTS AND CONTRACTS - EMPLOYMENT		
Individual employment contracts or agreements, or where not in writing, a written memorandum summarizing the terms.	3 years after expiration	29 CFR 516.5
BENEFIT RECORDS		
A. Benefit Plan Basis. Records providing the basis for all required plan descriptions and reports necessary to certify the information, including vouchers, worksheets, receipts, application resolutions, etc.	Not less than 6 years after filing date of documents	29 USC 1027, 29 CFR 2520
B. Benefit Plan Enrollment Records. Records of employee selection of benefit plans.	10 years + current after separation from employment	
C. Benefit Plans. Documentation relating to employee health, dental, vision and other insurance plans; Social Security, pension, deferred compensation, IRAs, money purchase plans, retirement and similar plans; including benefit plan description and/or summary benefit plan descriptions and plan amendments.	Full period that plan or system is in effect, plus 1 year after termination of the plan	29 CFR 1627.3(b)(2)
D. COBRA Notices – Continuing Group Health Insurance Coverage. Notices to covered employees, spouse and dependent of continuing group health insurance and COBRA rights, and records relating to whether employee, spouse and dependent elected or rejected continuing coverage.	6 years + current after separation from employment	26 CFR 54.4980 B-5: Retention not specified Mountain States Employees Council: "While COBRA does not explain how long records must be kept, private employers subject to ERISA can look to general ERISA recordkeeping for some guidance. ERISA generally requires 6 years record retention."

Section 17: PEOPLE AND CULTURE SERVICES

Records Title	Retention Period	Records Custodian/Location Regulatory Citation/Notations
E. Filings with Taxing Authorities to Qualify Employee Benefit Plans.	5 years after discontinuance of plan	
F. Insurance Claim Records – Employees. Records pertaining to employee claims for medical, dental, long-term disability and other insurance coverage.	3 years + current after incident is closed and all rights of appeal have expired	
COMMERCIAL DRIVER'S LICENSE (CDL) RECORDS <i>Records relating to Commercial Driver's Licenses issued to County employees.</i>		
A. Administrative Records.	5 years	49 CFR 382.401(b)(1)(vi): 5 years
B. Annual Calendar Year Summary.	5 years	49 CFR 382.401(b)(1)(vii): 5 years
C. Collection Process Records.	2 years	49 CFR 382.401(b)(2): 2 years
D. Test Result Records-Alcohol and Controlled Substances.		
1. Alcohol test results.		
a. Concentration greater than 0.02.	5 years	49 CFR 382.401(b)(1)(i): 5 years
b. Concentration less than 0.02.	2 year	49 CFR 382.401(b)(3): 1 year, 29 CFR 1602.31: 2 years
2. Controlled substances test results.		
a. Driver verified positive test	5 years	49 CFR 382.401(b)(1)(ii): 5 years
b. Negative and Cancelled Test Results.	2 years	49 CFR 382.401(b)(3): 1 year, 29 CFR 1602.31: 2 years
E. Test Refusal Documentation.	5 years	49 CFR 382.401(b)(1)(iii): 5 years
F. Training and Education Records. (Technicians, Supervisors, Drivers)	Maintained by employer while individual performs the functions which require the training and for 2 years after the individual ceases to perform those functions.	49 CFR 382.401(b)(4): Maintained by employer while individual performs the functions which require the training and for 2 years after ceasing to perform those functions
EEO RECORDS		
A. Affirmative Action Plans. Affirmative action plans prepared for the County.	Permanent Duplicate Copies: 1 year + current	
B. Applicant Flow Records. Applicant's name, date of application, race, sex, referral source, job applied for, interview information, disposition of application.	2 years + current from the date the record was made or the personnel action was taken, whichever is later.	41 CFR 60-741.80: 1 year from date record made or personnel action taken, whichever is later, 29 CFR 1602.31: 2 years from the date records made or personnel action taken, whichever is later

Section 17: PEOPLE AND CULTURE SERVICES

Records Title	Retention Period	Records Custodian/Location Regulatory Citation/Notations
C. Discrimination Charges or Enforcement Actions. Personnel records relevant to charge, including records relating to charging party and to all other employees holding positions similar or sought after, such as application forms, test papers or performance documentation.	2 years minimum Until final disposition of charge or action and with authorization of legal counsel.	29 CFR 516.6 Basic Employment and Earning Records: At least 2 years 29 CFR 1602.14, 29 CFR 1602.31, 29 CFR 1627.3(b): Until final disposition of the charge or action 29 CFR 1602.31: 2 years from the date records made or personnel action taken, whichever is later 41 CFR 60-741.80: Until final disposition of the complaint, compliance evaluation or action
D. Form EEO-4. Records submitted to the Equal Employment Opportunity Commission (EEOC) documenting compliance with EEOC requirements by organizations with 15 or more employees.	3 years	29 CFR 1602.30-32: 3 years
E. Requests for Reasonable Accommodation. Disabled job applicants and employees requests for reasonable accommodations.	2 years + current from the date the record was made or the personnel action was taken, whichever is later	29 CFR 1602.14, CFR 60-741.80: 1 year from date record made or personnel action taken, whichever is later 29 CFR 1602.31: 2 years from the date records made or personnel action taken, whichever is later 29 CFR 1627.3: 1 year from date of personnel action
EMPLOYEE RECORDS		
A. Awards – Employees. Records of service awards presented to employees by the County.	2 year + current	29 CFR 1602.31: 2 years from the date records made or personnel action taken, whichever is later
B. Court-Ordered Worker Records. Records of community service workers ordered by the courts to perform work for the County as an alternative sentence; includes time sheets, record of work performed, and correspondence.	3 years + current after separation from employment	All Departments

Section 17: PEOPLE AND CULTURE SERVICES

Records Title	Retention Period	Records Custodian/Location Regulatory Citation/Notations
C. Employee Files. Employee information, name, address, birth date, application and supporting documentation, occupation, rate of pay, compensation earned weekly, length of service and other pertinent data, promotion records, demotion records, termination records, performance evaluations, new employee checklist, personnel action forms, position requisition forms, position information questionnaires (PIQ), position assessments, reference checks, etc. <i>This does not include employee medical records</i>	Master HR Files: 10 years + current after separation from employment Departmental Employee Files: Consult with Human Resources regarding transfer or disposal of departmental employee records upon termination of employment Note: The Sheriff's Office maintains its own personnel records, and this retention schedule does not apply to that department.	29 CFR 516.6(a): At least 2 years; 29 CFR 1602.14: 1 year from date of involuntary termination 29 CFR 1602.31: 2 years from date of involuntary termination; 2 years from date of making of record or personnel action involved, whichever is later 29 CFR 1602.14, 29 CFR 1627.3(b) 1 year from date record made or personnel action taken, whichever is later 29 CFR 1620.32: At least 2 years 29 CFR 1627.3(a): 3 years 29 CFR 1627.3(b): 1 year from date of personnel action 41 CFR 60-250.80, 41 CFR 60-741.80: 1 year from date of making of the record or the personnel action involved, whichever occurs later
D. Employee Medical Records.	See: Medical Records below	See: Medical Records below
E. Employment Verifications. Records of verification of employment in response to external requests, i.e., verifications of employment status needed for loans, child support, job applications, etc.	2 year + current	29 CFR 1602.31: 2 years from the date records made or personnel action taken, whichever is later.
F. Fair Credit Reporting Release of Information Forms.	3 years + current	16 CFR (Appendix to Part 600): Employees may bring claims up to 2 years after violation of the Act.
G. FMLA Leave Records.		
1. Exempt Employees	3 years	29 CFR 825.110 29 CFR 825.206: Retention not specified 29 CFR 825.500: 3 years
2. Non Exempt Employees	3 years	29 CFR 516.6: 2 years 29 CFR 825.110: Retention not specified 29 CFR 825.500: 3 years
H. INS Forms I-9. Employment Eligibility Verification Forms for employees hired after 11/6/86.	3 years from date of hire, or 1 year after separation, whichever is later (minimum of 3 years)	8 CFR 274a.2: 3 years from date of hire or 1 year after separation whichever is later (minimum of 3 years)

Section 17: PEOPLE AND CULTURE SERVICES

Records Title	Retention Period	Records Custodian/Location Regulatory Citation/Notations
I. Non-Hired Applicant Records.	See: Recruitment Records below	
J. Temporary or Seasonal Worker Records. Records documenting work performed for the County by temporary or seasonal workers, including interns (not including payroll or fiscal records).	3 years + current after separation from employment	
K. Training Records.	<i>See: Training Records below</i>	
L. Veterans – Military Leave of Absence.	5 years + current after military leave commences	38 USC 4311-4313: Not specified. Service limit/eligibility for reemployment up to 5 years
M. Volunteer Worker Records. Records documenting work performed for the County by individuals without compensation for their services, including applicants, records of background investigations, individual recognition and timesheets.	3 years after separation from volunteer service	<i>All departments with volunteer workers</i>
EMPLOYMENT AGREEMENTS AND CONTRACTS		
Individual employment contracts or agreements, or where not in writing, a written memorandum summarizing the terms.	3 years after expiration	29 CFR 516.5
MEDICAL RECORDS – EMPLOYEES		
Note: Federal law requires employee medical records to be retained separately from employee files.		
A. ADEA or ADA Medical Exams. Medical exams required under the Age Discrimination in Employment Act (ADEA) or the Americans with Disabilities Act (ADA) in connection with any personnel action.	2 years or until final disposition regarding the personnel action	29 CFR 1627.3(b)(1): 1 year 29 CFR 1602.31: 1 year from the <i>date records made or personnel</i> <i>action</i>
B. Drug and Alcohol Abuse Testing.		
1. Commercial Driver's License (CDL) Records.	See: Commercial Driver's License records above	
2. County Policy Drug Testing. Part of "shadow" medical files separate from employee records – includes post accident, pre-employment (for those hired), probable cause, random, etc. and does not include CDL testing.	10 years + current after separation from employment	

Section 17: PEOPLE AND CULTURE SERVICES

Records Title	Retention Period	Records Custodian/Location Regulatory Citation/Notations
<p>C. Employee Medical Records Files in General. Includes baseline medical assessments for new employees (if required), hazardous or toxic substance exposure records, radiation exposure records and similar employee medical records.</p>	<p>30 years + current after separation from employment</p>	<p>Employee Medical Records: 29 CFR 1910.1020(d)(1)(i): Duration of employment + 30 years Hazardous or Toxic Substance Exposure: 29 CFR 1910.1020(d)(1)(ii): At least 30 years. Radiation Exposure Records: 29 CFR 1910.1096(n): No retention period specified. 29 CFR 1910.1020(d)(1)(i): Significant Adverse Reactions to Hazardous Materials Exposure: 15 USC 2622: 30 years. 29 CFR 1910.1020: Medical Exams Required by OSHA: Duration of employment + 30 years, unless a specific OSHA standard provides a different time period.</p>
<p>D. FMLA Physical and Medical Records. Records required to be retained under Family and Medical Leave Act (FMLA); includes an FMLA leave request relating to medical certifications, recertification or medical histories of employees or employees' family members.</p>	<p>No less than 3 years</p>	<p>29 CFR 825.500(b): <i>No less than 3 years</i></p>
<p>E. HIPAA Authorizations for Release of Information. Employee (patient) authorizations for release of protected health information.</p>	<p>6 years from the date of creation of the record</p>	<p>45 CFR 164.530(j): <i>6 years from the date of creation</i></p>
<p>F. Respirator Fit Tests.</p>	<p>Until the next fit test is administered</p>	<p>Departments using respirators 29 CFR 1910.34(m)(1)(2): <i>Until the next fit test is administered</i></p>
<p>G. Spirometry Testing Records. Annual lung tests for those who use respirators.</p>	<p>30 years + current after separation from employment</p>	<p>Departments using respirators 29 CFR 1910.34(m)(1) <i>Retain in accordance with 29 CFR 1910.1020 (which is duration of employment + 30 years)</i></p>

Section 17: PEOPLE AND CULTURE SERVICES

Records Title	Retention Period	Records Custodian/Location Regulatory Citation/Notations
PAY AND SALARY RECORDS See also Section 12: Finance Records		
A. Pay Plans. Written plans outlining job titles and pay scales for County employees.	Permanent	
B. Salary Surveys. Studies and surveys conducted by the County or its agents to gather comparative salary information for positions in comparable organizations.	3 years + current, or until next salary survey is completed, whichever is longer	
C. Wage-Rate Tables. All tables or schedules (from their last effective date) of the employer which provide the piece rates or other rates used in computing straight-time earnings, wages, or salary, or overtime pay computation.	3 years	29 CFR 516.6(2) Wage Rate: however, Department of Labor may request records back 3 years.
PERSONNEL POLICIES, RULES AND PROCEDURES		
A. Employee Handbooks.	Permanent Duplicate Copies: Until superseded	
B. Personnel Policies, Rules and Procedures - In General. Documentation, including written materials such as personnel policy manuals that would be useful in establishing past policies or procedures in personnel disputes and other circumstances.	Permanent Duplicate Copies: Until superseded	
RECRUITMENT RECORDS		
A. Advertisements. Advertisements for job openings, promotions, training programs or overtime work; job announcements posted internally.	1 year + current from date of related personnel action.	29 CFR 1627.3(b): 1 year from date of personnel action 41 CFR 60-741.80, 41 CFR 60-250.80: 1 year from date of making of the record or the personnel action involved, whichever occurs later

Section 17: PEOPLE AND CULTURE SERVICES

Records Title	Retention Period	Records Custodian/Location Regulatory Citation/Notations
B. Applicant Records.		
1. Applicants Hired	See: Employee Records above	
2. Applicants Not Hired Applications and supporting documentation, exams, waivers for job applicants not hired.	2 years + current from the date of the making of the record or the personnel action involved, whichever occurs later.	29 CFR 1602.14 Applications: 1 year from date of personnel action. 29 CFR 1627.3: 1 year + current from the date the record was made or the personnel action was taken, whichever is later. 29 CFR 1602.31: 2 years from the date the record was made or the personnel action was taken, whichever is later.
C. Interviewing Records. Master lists of interview questions asked at hiring interviews.	2 years + current from the date of the making of the record or the personnel action involved, whichever occurs later.	All Interviewing Departments and Human Resources (when HR participates in the interview process) 41 CFR 60-250.80, 41 CFR 60-741.80 Interview Notes: 1 year from date of making of the record or personnel action involved, which occurs later. 29 CFR 1602.31: 2 years from the date records made or personnel action taken, whichever is later.
D. Job Descriptions and Specifications. Written descriptions of duties performed, qualifications and physical requirements for County positions.	2 years Duplicate Copies: Until superseded	29 CFR 1620.32: At least 2 years
E. Test and Examination Records. Aptitude or other tests administered in connection with screening applicants for County employment.	2 years + current from making of the record or the personnel action involved, whichever is later.	29 CFR 1602.31: 2 years + current from the date of making of the record or the personnel action involved, whichever is later 29 CFR 1607.4: Retention not specified 29 CFR 1627.3(b) : 1 year from date of personnel action

Section 17: PEOPLE AND CULTURE SERVICES

Records Title	Retention Period	Records Custodian/Location Regulatory Citation/Notations
SAFETY RECORDS		
A. Employee Right to Know Forms. Hazardous materials orientation training.	30 years + current after separation from employment	All departments with hazardous materials.
TRAINING RECORDS		
A. Orientation Training Acknowledgement Forms. Completed during orientation session for new hires.	10 years + current after separation from employment	
B. Technical Training Files. Records relating to technical training and credentials of County employees, i.e., forklift training, operator credentials, etc.	10 years + current after separation from employment	All departments creating such records.
C. Training and Conference Material. Material from external training sessions and conferences.	Destroy at discretion	All departments creating such records.
D. Training Database. Records relating to classes, training attended for individual employees (documentation for vouchers submitted for reimbursement).	Until superseded	Human Resources
E. Training Materials. Records related to training programs oriented by county staff.	Until superseded Records related to training programs presented by county staff.	All departments creating such records.
F. Tuition Reimbursement Records. Applications and supporting documentation for tuition reimbursement for employees.	2 year + current after audit	Human Resources 29 CFR 1602.31: 2 years from the date records made or personnel action taken, whichever is later.
UNEMPLOYMENT INSURANCE RECORDS		
A. Unemployment Insurance Claims and Supporting Documentation.	6 years + current	Human Resources
WORKER'S COMPENSATION RECORDS See: Section 9: County Attorney and Risk Management Records		

Section 18: PUBLIC TRUSTEE

To the extent the Adams County Public Trustee's Office has the documents indicated; it complies with the **Colorado Public Trustee Records Retention Schedule** that has been approved by Colorado State Archives. The schedule is available at:

<https://www.colorado.gov/pacific/archives/county-record-management-manuals>

SECTION 19: PUBLIC WORKS DEPARTMENT

Record Title	Retention Period	Records Custodian/Location
PUBLIC WORKS DEPARTMENT Government Center 4430 South Adams County Parkway Brighton, CO 80601		
ADMINISTRATIVE DIVISION <i>See Administration and General County Records Section 1</i>		
CONSTRUCTION MANAGEMENT DIVISION		
Agreements. (IGAs, contracts, etc.)	Permanent	Government Center Public Works 4430 South Adams County Parkway Brighton, CO 80601
Intergovernmental Agreements <i>(with other municipalities)</i>		
Contracts/Agreements <i>(with other agencies)</i>		
As-built construction plans/drawings.		
Construction plans		
Drawings		
Field changes		
Construction Permits.		
ROW Permit <i>(street cuts/culverts)</i>		
Road reconstruction		
Issuance of section roadway street cuts		
Surface changes		
Access points/approval documents		
Decision-making documents. <i>not reflected on the original design plans and as-built construction plans.</i>		
Emails		
Correspondence		
Outside agreements/contracts <i>(negotiated between the county and other agencies)</i>		
Flood Plan Use Permit.		
Citizen issued		
Evaluations		
FEMA map updates		
Geotechnical Reports. <i>Results of reports where project to be completed.</i>		
Soil Types		
Support capabilities		
Drainage capabilities		

SECTION 19: PUBLIC WORKS DEPARTMENT

Record Title	Retention Period	Records Custodian/Location
OSL (Oversized Load) Permit.		Government Center Public Works 4430 South Adams County Parkway Brighton, CO 80601
OSL Permits	Retained 2 years <i>after permit issuance</i> <i>(marked for deletion in EDOCS)</i>	
Single move permits		
Annual <i>(renewal)</i> permits		
Heavy equipment <i>(Transport on county roadways)</i>		
Photographs of the construction progress, etc.	Permanent	
Inspections	Permanent	
Utility Cut Permit.	Retained 1 year <i>after inspector has closed</i> <i>the permits in ACCELA</i> <i>(marked for deletion in EDOCS)</i>	
MISCELLANEOUS RECORDS <i>(Construction Management Division)</i>		
Bid documents specifications (special items)	Records retained 5 years <i>Exception: 7 years if the project is Federally Funded</i> <i>All documents for Construction Management will be identified for deletion in E-DOCS by the Database Administrator</i>	Government Center Public Works 4430 South Adams County Parkway Brighton, CO 80601
Bond and Insurance Information (For contractors that work county		
Construction meeting minutes <i>(includes; pre-construction and post-construction)</i> tracking project deliverables and dates.		
MS Project Schedules <i>(when used)</i>		
Project Correspondence <i>(any correspondence associated with project)</i>		
Punch lists <i>(Completion/correction prior to termination)</i>		
Request for information (RFIs)		
Shop Drawings	Permanent	
Soils testing/materials testing results (made prior to and during construction)		
ENGINEERING DIVISION		
Engineering Project Documents, Drawings, Plans, and Files	Permanent <i>(until superseded)</i>	Government Center Public Works 4430 South Adams County Parkway Brighton, CO 80601

SECTION 19: PUBLIC WORKS DEPARTMENT

Record Title	Retention Period	Records Custodian/Location
OPERATIONS DIVISION		
Operational Reports, Policies, and Procedures	Permanent	Government Center Public Works 4430 South Adams County Parkway Brighton, CO 80601
Disabled Parking Request Records (<i>legacy sites</i>)		
Traffic Reports, Policies and Procedures		
Traffic Control Devices - Inventory	5 years	
RIGHT OF WAY RECORDS		
Deeds (<i>Property deeds - Warranty, Quit Claim, etc.</i>)	Permanent	Government Center Public Works 4430 South Adams County Parkway Brighton, CO 80601
Easement Deeds (<i>Permanent Drainage, Utility, Access</i>)		
Encroachment Agreements		
License Agreements		
Offer letters		
Right-of-Way Agreements		
Planning Comm. Resolutions		
BOCC Resolutions		
Closing Statements		
Property/Easement-Related Emails		
Temporary Easements	4 years	
Title Report with back-up docs		
General Information letters		
Notice of Intent letters		
Payment Requisitions		
Appraisal reports/Waiver Valuations	5 years	
Property Owner W-9	1 year	

SECTION 20: RETIREMENT OFFICE

Record Title	Retention Period	Records Custodian/Location
RETIREMENT OFFICE Government Center 4430 South Adams County Parkway Brighton, CO 80601		
BOARD OF RETIREMENT RECORDS		
Board Bylaws	Permanent	Government Center Retirement Office 4430 South Adams County Parkway Brighton, CO 80601
Board meeting notices/agendas		
Board meeting minutes		
Executive or Special Session minutes		
Retirement Board Agreement		
CONTRACTS/AGREEMENTS		
Vendor contracts/service agreements (attorney, actuarial, asset consulting, etc.).	Period that contract/agreement is in effect + 6 years	Government Center Retirement Office 4430 South Adams County Parkway Brighton, CO 80601
Certificates of liability insurance	Period insurance is in effect + 6 years	
Section 218 Agreement documents	Permanent	
FINANCIAL RECORDS		
Actuarial reports/studies	6 years	Government Center Retirement Office 4430 South Adams County Parkway Brighton, CO 80601
Forms 1099-MISC	Current year + 6 years	
Plan financial records		
Plan auditor's reports		
Plan disbursement records		
Pertaining to benefit payments	Permanent	
Pertaining to administrative expenses	Current year + 6 years	
INVESTMENT INFORMATION		
Statements of Investment Policy	Period that policy is in effect + 6 years	Government Center Retirement Office 4430 South Adams County Parkway Brighton, CO 80601
Investment manager searches	6 years	
Investment management agreements	Period that Board retains investment manager + 6 years	
Investment manager compliance certificates		
Investment documents (subscription documents, side letter agreements offering documents)	Period that funds are committed to the investment + 6 years	
MEMBER RECORDS		
Plan administrative forms and related documentation (including benefit calculations and correspondence)	7 years after final payment of all benefits to terminated employee, retiree, beneficiary or joint annuitant	Government Center Retirement Office 4430 South Adams County Parkway Brighton, CO 80601
Domestic relations orders and related documentation		

SECTION 20: RETIREMENT OFFICE

Record Title	Retention Period	Records Custodian/Location
Claims records (requests by member/beneficiaries for Board review of benefit eligibility/amount) and related documentation.	7 years after final payment of all benefits to terminated employee, retiree, beneficiary or joint annuitant.	Government Center Retirement Office 4430 South Adams County Parkway Brighton, CO 80601
Employee records (identifying employee data, history, service, time off, wages) .		
Related payroll records; FICA records and Social Security Administration		
FMLA and Military Leave records		
Disability records		
Employee benefit statements		
Direct rollover documentation		
Forms 1099-R	Current year + 6 years	
List of lost participants	Permanent	
Litigation		
OTHER		
Data provided to actuary for annual valuations.	6 years	Government Center Retirement Office 4430 South Adams County Parkway Brighton, CO 80601
General Correspondence	Permanent	
Legal Correspondence		
Vendor Correspondence	Full period that Board retains vendor + 6 years	
PLAN DOCUMENTS		
Plan documents and corresponding certificate/Board resolution.	Permanent	Government Center Retirement Office 4430 South Adams County Parkway Brighton, CO 80601
Plan amendments and corresponding certificate/Board resolution.		
Trust Agreement and corresponding certificate/Board resolution.		
Trust Agreement amendments and corresponding certificate/Board resolution.		
Board resolutions and corresponding certificate.		
PLAN RELATED DOCUMENTS		
Powers of Attorney	6 years	Government Center Retirement Office 4430 South Adams County Parkway Brighton, CO 80601
Summary Plan Descriptions	Permanent	
Summary Plan Descriptions Updates		
General employee communications (excluding communications to individual employees).		
IRS notices, determination letters, communications.		

Section 21: SHERIFF

Please contact the Adams County Sheriff's Office at:

Sheriff's Office

Records/Warrants

4201 East 72nd Avenue, Suite C

Commerce City, CO 80022-1578

Phone: 720-322-1313

Fax: 720-322-1333

Section 22: SURVEYOR

This section is reserved. See, generally **Section 1**, Administration and General County Records and **Section 7**, Community and Economic Development.

Section 23: TREASURER

To the extent the Adams County Treasurer's Office has the documents indicated; it complies with the **Colorado County Treasurer Records Retention Schedule** that has been approved by Colorado State Archives. The schedule is available at:

<https://www.colorado.gov/pacific/archives/county-record-management-manuals>