

# APPENDIX

## Condensed Special District Records Retention Schedule:

### Poudre River Public Library District

#### **I. Library Records**

- a. Book Requisitions: 1 year and current
- b. Catalogs: Until superseded or obsolete
- c. Circulation Statistics: Permanent
- d. Gift Register: Permanent
- e. Interlibrary loan transactions/reciprocal borrowing sheets: 3 years and current
- f. Patrons' registration forms: 6 years and current
- g. Reference documentation for development of future *significant* Library programs: Permanent
- h. Support Group documentation(Friends/Foundation), i.e. minutes/meeting agendas/studies/reports provided to the Library for informational purposes: Until no longer needed for reference
- i. Sister City Programs: Records of participation of the District in sister city programs with cities/districts in other countries, including documentation of selection of sister cities, administration of the program, exchange visits, photographs and related documentation: Permanent

#### **II. Building and Structure Records**

- a. Certificates of Occupancy: Permanent
- b. Fire Code Inspection Reports: Permanent
- c. Landmark and Historic Designations: Permanent
- d. Capital Projects Records (final project reports, specifications and contract documents, certificates of insurance, project related permits and licenses, notices to proceed and of final settlement, project pay estimates, change orders and

correspondence, general documentation): 6 years, except prior to destruction materials must be reviewed for continuing legal, historical or administrative value.

- i. Major projects relating to the capital project- permanent
- ii. Minor projects relating to the capital projects: 2 years after project completion, provided no legal or administrative value
- iii. Capital project bonds-Labor and material: 1 year after project completion
- iv. Capital project bonds-performance and payment bonds: 1 year after project completion
- v. Project control files (routine documents): 1 year after project is closed.

**III. Election Records (Responsibility of the Designated Election Official (“DEO”) to maintain).**

- a. Mail-in (formerly absentee) voter records: 25 months after election
- b. Ballot issue comments: 25 months after election
- c. Ballots: 25 months after election, except retain 1 permanently.
- d. Issue Committee Statements and Reports: 1 year from date of filing statement C.R.S. § 1-45-112(1)(b).
- e. Coordinated Election Records (Generally the responsibility of the County, but the DEO retains the following if issued by the County):
  - i. Abstracts of Votes Cast: Permanent
  - ii. Ballot Certifications: Permanent
  - iii. Draft ballot language: 25 months after election
  - iv. Written acceptances to serve as election judges: 25 months after election
  - v. Election Judge expense statements: until audited.
  - vi. Election judge instructions re conduct: 25 months after election
  - vii. List of election judges: 25 months, but retain 1 copy for use at next election
- f. Mail Ballot election records: 25 months after election
- g. Unused replacement ballots: After the challenge period for the election has passed. C.R.S. 1-7-802.
- h. Election maps: Permanent
- i. Notices of election: 25 months after election, retain 1 historical copy
- j. Election oaths and affidavits: 25 months after election
- k. Inclusion/exclusion election petitions: Permanent
- l. Certifications re: the sufficiency of election petitions: Permanent

- m. Petitions determined insufficient by the Court: 2 years after all appeals
- n. Poll Books: 25 months after election
- o. Registered voter lists: 25 months after election
- p. Documents for arrangements of polling place: 25 months after election
- q. Property owners lists: 25 months after election
- r. Voter self-affidavit signature forms: 25 months after election
- s. Receipts for transfer of election materials: 25 months after election
- t. Statements of election judges: 25 months after election
- u. Surveillance recordings of election proceedings (if any): 25 months after election
- v. Abstract of election: 25 months after election
- w. Tally lists: 25 months after election

#### **IV. Financial Records**

- a. Accounts payable records in general: 6 years
- b. Balance Sheets: until updated
- c. Bills paid: 6 years
- d. Invoices and statements: 6 years
- e. Charge slips and credit card statements: 2 years
- f. Records of credit card issuance: 1 year after cancellation
- g. Expense records(i.e. mileage/claims for reimbursement for District business): 2 years
- h. Form 1099: 4 years
- i. Petty cash records: 1 year
- j. Vendor files(to track accounts payable activity): 6 years
- k. W-9 Forms: 3 years
- l. General accounts receivable records: 2 years
- m. Cash books, receipts, and reports for fees: 2 years
- n. Cash register validation tape: 1 year
- o. Invoices and statements issued by the District: 6 years
- p. Audit reports: Permanent
- q. Audit general paperwork: 2 years after audit
- r. General bank records: 2 years

- s. Bank statements: 6 years
- t. Cancelled checks: 6 years
- u. Duplicate checks: 1 year
- v. Check register: 6 years
- w. Check stubs: 1 year
- x. Voided checks: 1 year
- y. Deposit pass books: 6 years
- z. Deposit slips: 1 year
- aa. Reconciliations: 6 years
- bb. Trial balances: 2 years
- cc. Final adopted budget: Permanent
- dd. Preliminary budget: 1 year
- ee. Monthly or quarterly budget reports: 2 years
- ff. Year-end reports: 6 years
- gg. Budget work papers (used to assist in preparation of budget): 1 year
- hh. Financial guarantees required by the District: 1 year after expiration
- ii. Disposition records (non-real property): 3 years
- jj. Documentation of the *sale* of surplus property: 6 years after final payment
- kk. Fund establishment records pertaining to creation and purpose of special funds separate from the general fund: Permanent.
- ll. Trust Fund Records: 2 years after closing of trust fund
- mm. Colorado Department of Revenue Monthly Revenue Distribution Report: 1 year after completion of audit
- nn. Documentation and reports of receipt and reallocation of federal revenue sharing: 6 years
- oo. Specific ownership tax records: 6 years
- pp. Official Documentation of awarded grants: duration of grant and 6 years/  
background supplemental grant information 3 years.
- qq. Documentation of Rejected Grants: 1 year after rejection
- rr. Grant funded programs periodic reports: 3 years after completion of all applicable audits
- ss. Certificates of insurance: 6 years after expiration/10 years for major projects

- tt. Claim records/claim reports: 6 years
- uu. Employee insurance claim records: 3 years
- vv. Insurance policies: the later of 6 years after expiration of the policy or after all claims made under the policy are settled.
- ww. Bank Statements-Investments: 2 years after investment ends
- xx. Certificates of deposit: 6 years and current after maturity
- yy. Certificates of deposit-registers: 6 years after maturity
- zz. Money market certificates: 6 years and current after maturity
- aaa. Reports- Investment of funds: 10 years
- bbb. Savings Bond Records: 6 years and current after final payment
- ccc. Stock and bonds: 6 years and current after disposition
- ddd. Treasury bills and notes: 6 years and current after maturity
- eee. General Ledger: Permanent
- fff. Journal Entries: 6 years and current
- ggg. Subsidiary Ledgers and Journals (back up documentation for general ledger—daily monthly or quarterly transaction detail): 2 years plus current
- hhh. Approved Loans: 6 years and current after loan is paid
- iii. Rejected loans: 1 year and current after rejection or withdrawal
- jjj. Purchasing records: 6 years and current
- kkk. Accepted Bids Received: 6 years and current after acceptance
- lll. Rejected bids: 2 years and current after acceptance of bid
- mmm. Unsolicited bids: 2 years
- nnn. Lease purchase records: 6 years after term of lease purchase arrangement
- ooo. Procurement and purchasing policies: permanent
- ppp. Purchasing control forms: 6 years and current
- qqq. Requests for Proposals: 6 years and current
- rrr. State bid list: until superseded
- sss. Vendor lists: until superseded or obsolete
- ttt. Annual financial reports: Permanent
- uuu. County Treasurer's report: 10 years
- vvv. Revenue and expenditure reports: 6 years and current
- www. Departmental expenditure reports: 1 year

- xxx. Monthly Financial reports: 2 years
- yyy. Licenses issued to the Library (state sales tax license, State certificates of exemption, etc.): 1 year after expiration
- zzz. Property tax records: Permanent
- aaaa. Sales Tax applications: 2 years after business terminates
- bbbb. Sales Tax audits: 2 years after business terminates
- cccc. Delinquent Sales/Use Tax Notices: 5 years
- dddd. Motor vehicle sales tax receipts: 1 year
- eeee. Register- Sales and Use Tax: Permanent
- ffff. Returns- Sales and Use tax: 3 years
- gggg. Transaction Journal/Log (sales and use tax): 2 years
- hhhh. Financial Worksheets (drafts, calculations, rough notes, etc.): Until no longer needed.

**V. Fleet and Equipment Records**

- a. Bills of Sale (acquisition or disposition of vehicles or equipment): until audit
- b. Computer system records
  - i. Backup documentation: 1 year after superseded or obsolete
  - ii. Computer system maintenance records: life of system or component plus 1 year
  - iii. Computer system program records: Until superseded or no longer needed to retrieve or read data and information that is stored electronically
  - iv. Computer system security: 3 years after superseded
  - v. Computer system wiring (blueprints, diagrams, drawings): Current and previous versions
  - vi. Software Management: 2 years after disposal or upgrade of software
  - vii. Website Development and Evolution: Recommended that the last 2 iterations of the website be retained if possible.
- c. Equipment Records (major mechanical systems: fire alarm, heating, HVAC, elevators, etc.): Life of Equipment plus 1 year
- d. Telephone System: Life of system plus 1 year
- e. Vehicle Histories: Life of Vehicle plus 1 year
- f. Vehicle titles: Transfer to new owner upon disposition

- g. Warranties of vehicles, equipment, components: Life of equipment or expiration of warranty plus 1 year

## **VI. General Administrative Records**

- a. Affidavits of Publication: 6 years
- b. Agreements and Contracts (IGA's, MOU's, service agreements, etc.): 6 years after expiration or fulfillment of all terms, provided contract has no binding effect. Prior to destruction evaluate for continuing legal, administrative, or historical value.
- c. Awards and honors received: Permanent
- d. Complaints, routine service requests/petitions: one year after response or action by the Library.
- e. Correspondence regarding calendars and notes to document the routine planning and scheduling of meetings, appointments, etc.: 1 year
- f. Any correspondence with enduring long term value (administrative, policy, legal, historical, fiscal, research): Permanent
- g. Routine correspondence maintained for convenience: 1 year
- h. Correspondence/documents with transitory value (informational only materials): until material has been read
- i. Event records of special or historic community events: 2 years after event concludes, except permanent records should be retained of any significant aspects.
- j. General administrative records: 1 year or until no longer needed for reference
- k. Policy and Program Development Records: Permanent
- l. Certified mail receipts: 2 years after matter referenced in mailing is concluded
- m. Mailing envelopes: dispose of immediately
- n. Meeting notification (sunshine) lists under the Open Meetings Laws: Until updated
- o. Record of mailing (any documentation of mailing dates/content of mailings/addresses) for various purposes: 2 years
- p. Undeliverable mailings: 2 years after conclusion of matter referenced in mailing
- q. Maps and Drawings: Permanent
- r. Membership documentation (SDA, CAL, Etc.): 2 years
- s. Historical news releases: Permanent
  - i. Routine news releases: 3 years
- t. Open Records Requests and Library response correspondences: 1 year after request is answered

- u. Organization files/charts that describe the arrangement and administrative structure of the organization: Permanent
- v. Policies and procedures documentation: Permanent
- w. Liability Waivers signed by participants in library activities: 3 years
- x. Public relations records: speeches/comments of public officials at formal events including paper, video, motion picture, tape recordings: Permanent
- y. Mass distributed publications from the Library: Permanent
- z. Annual Reports: Permanent
- aa. Monthly/weekly/daily reports: 1 year
- bb. Quarterly reports: 2 years
- cc. State Archives Records Retention schedules/compliance certificates: Permanent
- dd. Records pertaining to services provided to the Library from other special districts: 6 years after the agreement among governments has no binding effect.
- ee. Surveys conducted by the Library- compilations: Permanent
  - i. Survey responses: 1 year after compilation is complete.
- ff. Training and conference materials: 2 years

**VII. Governing Body Records**

- a. Meeting Agendas: Permanent
  - i. Agenda supporting documentation (agenda item summaries, memos, other decision-making material): Permanent
- b. Appointments (applications and other documentation): 1 year after term of appointment ends
- c. Bylaws: Permanent
- d. Strategic plans: Permanent
- e. List of Trustees: until superseded
- f. Trustee information documenting service and tenure, committees, etc.: permanent
- g. Conflict of interest disclosure documents: 2 years after conflict of interest no longer exists
- h. Financial disclosure statements: 1 year after service
- i. Minutes: Permanent
  - i. Routine supporting documentation submitted at meetings: 1 year
- j. Meeting notes: until approval of minutes
- k. Notices of meetings: 1 year



- l. Oaths of Office: 1 year and current after expiration of term
- m. Resolutions: Permanent
- n. Meeting recordings (audio/visual)
  - i. Executive sessions: 90 days
  - ii. Open meetings and study sessions: 6 months after approval of minutes

**VIII. Historical Documents**

- a. Records relating to the organization of the District: Permanent
- b. Seal logo and other intellectual property records (owned copyrights, trademarks service marks, seals, logos, taglines): Permanent

**IX. Boundary and Planning Records**

- a. Inclusion, exclusion and consolidation case files and District review records: Permanent
- b. District Census Data: Permanent
  - i. Census forms and reports: 3 years
- c. Development Review projects (URA records i.e. traffic impacts, etc.) Permanent.
- d. Records documenting the zoning of land: Permanent
  - i. Zoning certificates: permanent

**X. Licenses and Permits**

- a. Bonds for licenses and permits: 6 years after expiration of permit
- b. Non-capital project licenses: 1 year after expiration
- c. Facility permits: 1 year
- d. Fire alarm system permits: 2 years
- e. Special event and use permits: 1 year
- f. Registers of licenses and permits: Permanent

**XI. Litigation and Legal Counsel Records**

- a. Formal Legal Opinions: Permanent
  - i. Advisory legal opinions: 6 years
- b. Litigation case records
  - i. Major litigation (with historical significance): Permanent
  - ii. Minor litigation: 7 years after the close of the case

**XII. Personnel Records**

- a. Personnel agreements and contracts: 3 years after expiration

- b. Group health insurance continuation of coverage notice: 3 years
- c. Fringe benefits, insurance coverage and benefit plans for employees: 3 years
- d. Benefit plans: full period of the plan plus 1 year after termination except permanent retention of pension plans
- e. Benefit reports: 3 years
- f. Plan Basis: Not less than 6 years after filing date of documents
- g. Public official bonds: 6 years after expiration of term
- h. Compliance with regulatory requirements
  - i. Affirmative action plan: permanent
  - ii. Affirmative action records: 2 years
  - iii. EEO Reports: 3 years
- i. Employee records: 10 years after retirement or separation
  - i. Temporary and seasonal employee records: 3 years, except for payroll and fiscal records
- j. External requests for employment verification: 1 year
- k. Personnel grievances: 3 years after settled
- l. Safety training information: 1 year
- m. I-9 Forms: 3 years from date of hire or 1 year after separation, whichever is later
- n. Job records
  - i. Advertisements of job openings: 1 year
  - ii. Applications for employment and supporting documentation: 2 years from the date the record was made or human resource action was taken, whichever is later
    - 1. Applications for employment (those not hired): 2 years from the date the record was made or human resource action was taken, whichever is later
  - iii. Job descriptions: until superseded
- o. Payroll records
  - i. Basis of pay: 3 years
  - ii. Pay plans: Permanent
  - iii. Seniority or merit systems: the full period the plan or system is in effect plus 1 year
  - iv. Credit union deduction requests: 1 year after superseded

- v. Direct deposit reports: 1 year
- vi. Employee longevity reports: 10 years after separation
- vii. Garnishments: 3 years
- p. Leave records:
  - i. Balance reports- year-end: Duration of employee file
  - ii. Other periodic reports: 2 years
  - iii. Leave requests: 1 year
- q. FICA reports Year- end: 6 years
  - i. Quarterly FICA Reports: 2 years
- r. Payroll tax records: 5 years
- s. Payroll register- year end: Permanent
- t. Salary surveys: 3 years
- u. Time worked records: 5 years
- v. Wage- rate tables: 2 years
- w. W-2 forms: 4 years
- x. W-4 forms: Throughout employment
- y. Pension records
  - i. Actuarial reports: Permanent
  - ii. Pensions awarded: Permanent
  - iii. Retirement files: 10 years after retirement benefits are no longer paid or after eligibility for retirement benefits ceases, whichever is later
- z. Physical and medical records
  - i. ADEA and ADA records for physical examinations: 1 year
  - ii. FMLA records: 3 years
  - iii. OSHA records (records may be retained by medical provider): duration of employment plus 30 years
- aa. Personnel policies and procedures: Until updated, except retain permanently all documentation that would be useful in establishing past policies or procedures in settling personnel disputes
- bb. Recruitment and interviewing procedures: 1 year
- cc. Training information and materials: 1 year
- dd. Unemployment insurance reports and claim records: 6 years

- ee. Volunteer worker's records: 3 years after separation
- ff. Work schedules: 2 years
- gg. Worker's compensation injury reports, etc.: 6 years

**XIII. Property Records**

- a. Real property acquisition records (appraisals, quiet title, purchase of property): Permanent
- b. Building and structure acquisitions: 6 years after disposition of the building or structure
- c. Deeds and Dedications: Permanent
- d. Permanent easements and rights of way: Permanent
- e. Temporary access and construction easements: 2 years after expiration of easement
- f. Leases: 6 years after termination of lease
- g. Maintenance, upkeep and damage records: 1 year
- h. Sale or transfer of property records: Permanent
- i. Security records:
  - i. Automated access system records: 1 year
  - ii. Video security footage for District buildings/property: 30 days
- j. Work orders: 2 years

**XIV. Public Safety Records**

- a. Emergency Operations and Management Plans: 1 year after superseded except retain 1 copy for historical purposes
- b. Incident records- disasters and emergencies: Permanent