

Current policy:

2.11 Record Retention Policy

The District's records retention is governed by Colorado law. In June 2016, the District adopted the *Condensed Special District Records Retention Schedule: Poudre River Public Library District Schedule*. A copy of that schedule is included as an appendix to District policies. The District maintains records according to the schedule for compliance and to facilitate Colorado Open Record Act (CORA) requests. Details regarding CORA requests are provided in the Open Records Request policy and associated procedures.

Proposed policy:

2.11 Record Retention Policy

Poudre River Public Library District maintains records in accordance with requirements of State and Federal law. In June 2016, the District adopted the [Colorado State Archives' Condensed Special District Records Management Manual Retention Schedule: Poudre River Public Library District Schedule](#) to facilitate compliance with State of Colorado requirements. The District's Human Relations (HR) department maintains personnel records in accordance with both State and Federal laws.

The District maintains records according to the established records retention schedule to comply with State legal requirements, and to facilitate Colorado Open Record Act (CORA) requests. Details regarding CORA requests including the request process are provided in the District's Open Records Request policy and associated procedures.

A copy of the District's records retention schedule is included as an appendix to District policies.

Commented [ED1]: I suggest including a link to the State Archives website to ensure the most updated version is reviewed and referenced.

[Special Districts Records Management | Colorado State Archives](#)