

## SECTION 2. BOARD, COMMISSION AND AUTHORITY RECORDS

Records relating to the composition, operation, proceedings and enactments of active and inactive appointed boards, commissions, committees, authorities, task forces and similar bodies appointed by the Board of County Commissioners or County officials, including the Board of Adjustment, Building Board of Appeals, CDBG Advisory Board, Cooperative Extension Advisory Committee, Cultural Council, Fair Association Board of Directors, Historic Preservation Board, Juvenile Community Review Board, Open Space Advisory Committee, Parks Advisory Board, Placement Alternatives Commission, Planning Commission, Weed Advisory Commission and other active and inactive appointed boards, commissions, authorities, task forces and similar entities.

### General Instructions

- **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.**
- **No record that is eligible for destruction under the retention schedule can be destroyed if it is pertinent to any anticipated, current or pending litigation, claim or audit or the subject of a legal hold.**

Record Title	Record Copy Custodian	Record Copy Minimum Retention Period
<b>1. AGENDAS AND SUPPORTING DOCUMENTATION.</b> Listings showing date, time and locations of official meetings and items to be discussed by members of appointed entities at regularly scheduled, special, and emergency public meetings or at committee meetings of appointed entities. Supporting documentation includes material such as agenda item summaries and other supporting documentation explaining the rationale for staff recommendations, presenting background information or the history of agenda items being presented to the appointed entity for a decision.	Department Providing Administrative Support	Permanent  <i>Duplicate Copies:</i> Until meeting is over
<b>2. APPOINTMENT AND RESIGNATION RECORDS.</b> Records of appointments made by the Board of County Commissioners to, and resignations from, the entity, including applications, recruitment information, etc.	County Administrator's Office  See also: Section 2 Board of Commissioners Records – Resolutions	1 year + current after end of service
<b>3. BYLAWS.</b> Documents adopted by the entity to set out guidelines regarding the operation of the entity's governing board.	Department Providing Administrative Support	Permanent

## Douglas County – Records Retention Schedule

Record Title	Record Copy Custodian	Record Copy Minimum Retention Period
<b>4. COMMITTEE RECORDS.</b> Records relating to committees established by appointed entities.	Department Providing Administrative Support	Follow the retention period established for comparable records of the parent entity (i.e. Agendas and Supporting Documentation, Meeting Records, Packets, etc.)
<b>5. CORRESPONDENCE AND GENERAL DOCUMENTATION.</b> Correspondence and documentation of a general nature.	See: Section 15 General Records – Correspondence and General Documentation	
<b>6. GOALS, PLANS AND POLICY AGENDAS.</b> Formally adopted strategic plans, work plans or policy agendas established by the entity.	Department Providing Administrative Support	Permanent
<b>7. MEMBER RECORDS</b>		
<b>A. Lists of Members.</b>	Department Providing Administrative Support	Retain for 10 years unless needed for historical reasons
<b>B. Oaths of Office.</b> Oaths taken by appointed officials upon taking office.	Department Providing Administrative Support	Term of office + 1 year
<b>8. MEETING RECORDS</b>		
<b>A. Meeting Notes.</b> Handwritten or other notes used to create minutes.	Department Providing Administrative Support	Until minutes are approved or until notes are transcribed
<b>B. Minutes and Supporting Documentation.</b> 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.	Department Providing Administrative Support	Permanent
<b>C. Notices of Meetings.</b>	Department Providing Administrative Support  See also: Section 15 General Records – Notices of Meetings	1 year + current
<b>D. Recordings of Meetings.</b> Audio or video recordings of official meetings typically made for use in preparing the minutes or transcripts of the meeting or for public information.	Department Providing Administrative Support	<b>Executive Sessions:</b> 90 days after meeting  <b>Open Meetings:</b> 6 months after approval of the minutes  <b>Study Sessions:</b> 6 months after meeting
<b>9. PACKETS DISTRIBUTED TO APPOINTED ENTITIES – CONVENIENCE COPIES.</b> Convenience copies of batches of 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.	Department Providing Administrative Support  See also Agendas and Supporting Documentation above	3 years + current

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<p><b>10. RECOMMENDATIONS.</b> Written recommendations to the governing body or other entities rendered in an advisory or decision-making capacity.</p>	<p>Department Providing Administrative Support</p>	<p>2 years + current, provided the recommendation is reflected in the entity's meeting minutes and provided recommendations that have enduring historical or policy value are retained permanently</p>
<p><b>11. REPORTS.</b> Written reports regarding the operations or activities of the appointed entity.</p>	<p>Department Providing Administrative Support</p>	<p><b>Annual Reports:</b> Permanent</p> <p><b>Monthly Reports:</b> 1 year + current, provided information is incorporated into annual report</p> <p><b>Quarterly or Weekly Reports:</b> 2 years + current, provided information is incorporated into annual report</p>