

SECTION 3. BOARD OF COUNTY COMMISSIONERS RECORDS

Records relating the operation and enactments of the Board of County Commissioners.

General Instructions		
<ul style="list-style-type: none"> ▪ 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
1. AGENDA MATERIAL – BOARD OF COUNTY COMMISSIONERS.		
<p>A. Agenda Packets and Agenda Supporting Documentation – Board of County Commissioners. Board of County Commissioners’ agenda packets, including meeting agendas showing date, time and locations of official meetings and agenda order of items to be discussed by the Board at regularly scheduled, special and emergency public meetings; agenda briefing material such as agenda item summaries, presentations and other supporting documentation explaining the rationale for staff recommendations, presenting financial or background information or the history of agenda items being presented to the Board for a decision. This material, along with the Board proceedings, constitutes the County’s legislative history.</p>	<p>Agendas and Staff Reports: Clerk to the Board</p> <p>Agenda Background Material (Supporting Documentation): Departments Preparing the Agenda Material</p> <p>Electronic Presentations for Board Meetings (Including Applicant Information Admitted into Evidence): Departments Responsible for the Agenda Item</p> <p>See also: Meeting Records below and Section 15 General Records – Agenda Packets and Supporting Documentation – Board of County Commissioners</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): Retain in accordance with the retention schedule for the specific type of record i.e. maps, contracts, etc.</p> <p>Electronic Presentations for Board Meetings (Including Applicant Information Admitted into Evidence): Permanent</p>
<p>B. Work Session Files. Batches of information periodically distributed to the Board of County Commissioners for work sessions, including correspondence, copies of agenda materials and minutes for review, copies of staff memos, etc.</p>	County Administrator’s Office	1 year + current, then evaluate for continuing value (i.e. controversial meetings) prior to destruction
2. AUDITS.	See: Section 13 Financial Records	

Douglas County – Records Retention Schedule

Record Title	Record Copy Custodian	Record Copy Minimum Retention Period
3. 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, Board of Directors of Woodmoor Mountain General Improvement District (GID), etc.	Clerk to the Board See also: Section 20 Liquor Licensing Records for records relating to liquor-licensed establishments	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.)
4. 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.		
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.	County Administrator's Office	2 years + current, provided all rights of appeal have expired
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.	County Administrator's Office	2 years + current
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.	County Administrator's Office	3 years + current after expiration of term of office
D. Property Tax Abatement Records.	Clerk to the Board	3 years + current
5. BOARDS AND COMMISSIONS RECORDS.	See: Section 2 Board, Commission and Authority Records	
6. BONDS – BOARD OF COUNTY COMMISSIONERS. Each County Commissioner is required to execute a surety bond in the amount of \$10,000 pursuant to State law.	See: Section 29 Recording Records – Bonds of Elected Officials and Supporting Documentation	
7. CONTRACTS AND AGREEMENTS.	See: Section 15 General Records – Contracts, Agreements and Supporting Documentation	
8. CORRESPONDENCE AND GENERAL DOCUMENTATION. Correspondence and documentation of a general nature.	See: Section 15 General Records – Correspondence and General Documentation	

Douglas County – Records Retention Schedule

Record Title	Record Copy Custodian	Record Copy Minimum Retention Period
9. ELECTION RECORDS.	See: Section 8 Election and Voter Registration Records	
10. EXPENSE RECORDS - BOCC.	See: Section 13 Financial Records - Accounts Payable Records – Expense Records	
11. FINANCIAL RECORDS.	See: Section 13 Financial Records	
12. LIQUOR LICENSING AUTHORITY RECORDS.	See: Section 20 Liquor Licensing Records and Board of County Commissioners as Another Decision-Making Body above	
13. MEETING RECORDS.		
A. Agenda Material.	See: Agenda Material above	
B. Electronic Presentations for Board Meetings.	See: Agenda Material above	
C. Meeting Notes. Handwritten or other notes used to create proceedings.	Clerk to the Board	Until minutes are approved or until notes are transcribed
D. Notices of Meetings.	See: Section 15 General Records – Notices of Meetings and Section 29 Recording Records	
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: Clerk to the Board Supporting Documentation Not Specific to an Agenda Item: Clerk to the Board Supporting Documentation Specific to an Agenda Item: Departments Responsible for the Agenda Item	Permanent
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.	Clerk to the Board Executive Session Recordings Made Pursuant to State Law: County Administrator's Office	Executive Sessions: 90 days after meeting Open Meetings: 6 months after approval of the minutes
14. MEMBER RECORDS – BOARD OF COUNTY COMMISSIONERS.		
A. Bonds – Board of County Commissioners.	See: Section 29 Recording Records – Bonds of Elected Officials and Supporting Documentation	
B. Oaths of Office. Oaths taken by elected officials upon taking office.	Clerk to the Board	1 year + current after term of office ends

Douglas County – Records Retention Schedule

Record Title	Record Copy Custodian	Record Copy Minimum Retention Period
15. ORDINANCES. Legislative enactments of the Board of County Commissioners adopted to enact a local law or take other legislative action.	Clerk to the Board	Permanent
16. PAYROLL AND PERSONNEL RECORDS.	See: Section 23 Payroll Records and Section 24 Personnel Records	
17. PROPERTY TAX ABATEMENT RECORDS.	See: Board of Equalization Records above and Section 1 Assessor Property Taxation Records	
18. 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.	Clerk to the Board	Permanent
19. SPECIAL AND METROPOLITAN DISTRICT RECORDS.	See: Section 29 Recording Records – Special and Metropolitan District Records	