

SECTION 15. GENERAL RECORDS

General records common to the County Departments.

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. AFFIDAVITS OF PUBLICATION. Proofs of publications of notices, announcements, etc. in newspapers or other print media.	All Departments Responsible for Publication	6 years + current, unless another retention period is specified by law or is set forth elsewhere in the records retention schedule
2. 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 and 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><i>Agendas and Staff Reports:</i> Clerk to the Board</p> <p><i>Agenda Background Material (Supporting Documentation):</i> All Departments Preparing the Agenda Material</p> <p><i>Electronic Presentations for Board Meetings (Including Applicant Information Admitted into Evidence):</i> Departments Responsible for the Agenda Item</p> <p>See also: Section 3 Board of County Commissioners Records</p>	<p><i>Agendas and Staff Reports:</i> Permanent</p> <p><i>Agendas and Staff Reports - Duplicate Copies:</i> Until meeting is over</p> <p><i>Agenda Background Material (Supporting Documentation):</i> Retain in accordance with the County's retention schedule for the specific type of record i.e. maps, contracts, etc.</p> <p><i>Electronic Presentations for Board Meetings (Including Applicant Information Admitted into Evidence):</i> Permanent</p>
3. AGENDA PACKETS AND SUPPORTING DOCUMENTATION – BOARDS, COMMISSIONS AND AUTHORITIES.	See: Section 2 Board, Commission and Authority Records	

Douglas County – Records Retention Schedule

Record Title	Record Copy Custodian	Record Copy Minimum Retention Period
4. 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.	County Attorney	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 <i>Duplicate Copies:</i> Until no longer needed for reference
B. Easement, Right-of-Way and License Agreements.	See: See Section 3 Board of County Commissioners Records	
C. Purchase Orders.	See: Section 13 Financial Records – Purchasing Records	
5. 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.	All Departments Receiving Such Records	Until no longer needed for County reference or informational purposes
B. Membership Records. Records relating to memberships of County, officials and staff in external associations, groups and organizations.	All Departments Retaining Membership Records	2 years
6. 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.	All Departments Creating Such Records	Destroy at option
7. COMMITTEE RECORDS.		
A. Board of County Commissioners Committees.	See: Section 3 Board of County Commissioners Records	
B. External Committees. Records of committees outside of the County organization in which the County has representation or an interest.	All Departments Receiving Such Records	Until no longer needed for County reference or informational purposes

Douglas County – Records Retention Schedule

Record Title	Record Copy Custodian	Record Copy Minimum Retention Period
<p>C. 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:</p> <ul style="list-style-type: none"> ▪ Staff meetings ▪ Employee safety committees ▪ Task Teams 		
<p>1) Ongoing Internal Committees.</p>	All Departments Participating in Ongoing Committees	Until no longer needed for reference
<p>2) Special Internal Committees.</p>	All Departments Participating in Special Committees	Until work of committee concludes, provided records have been evaluated to determine that they have no further value
<p>8. CONTRACTS AND SUPPORTING DOCUMENTATION.</p>	See: Agreements, Contracts and Supporting Documentation above	
<p>9. CORRESPONDENCE AND GENERAL DOCUMENTATION.</p>		
<p>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.</p>	All Departments Retaining Chronological Files	1 year + current, or destroy at option if there is no further reference or informational value
<p>B. Correspondence and General Documentation. Includes general administrative records.</p>		
<p>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.</p>	All Departments	Permanent
<p>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.</p>	All Departments	1 year + current after the matter is resolved Duplicate Copies: 1 year + current

Douglas County – Records Retention Schedule

Record Title	Record Copy Custodian	Record Copy Minimum Retention Period
<p>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.</p>	All Departments	Until material has been read
<p>C. Electronic Mail Messages and Computer-Maintained Records.</p>	See: Section 18 Information Technology and Communications Systems Records - Electronic Records in General – Electronic Mail Records	
<p>D. 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.</p>	All Departments	Until superseded
<p>E. 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.</p>	All Departments Creating Such Records	Destroy immediately after subject transaction has been completed
<p>10. FINANCIAL RECORDS.</p>	See: Section 13 Financial Records	
<p>11. HISTORICAL AND ORGANIZATIONAL RECORDS.</p>		
<p>A. Awards and Honors Received by County. Awards and honors received by the County government, departments or programs from various public or private sources.</p>	All Departments Receiving Such Records	Destroy at option
<p>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.</p>	All Departments Creating Such Records	Until superseded
<p>C. Photographic Records.</p>	See: Photographic Records below	
<p>D. Publications – County.</p>	See: Publications below	

Douglas County – Records Retention Schedule

Record Title	Record Copy Custodian	Record Copy Minimum Retention Period
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.	All Departments with Records Older than 1900	Permanent
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.	All Departments Creating Scrapbooks	Permanent
12. INTELLECTUAL PROPERTY RECORDS. Records relating to County-owned copyrights, trademarks, service marks, seals, logos, taglines and other similar intellectual property.	All Departments Responsible for the Intellectual Property	Permanent
13. 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.	All Departments Creating Such Records	2 years after matter referenced in mailing is concluded
B. Envelopes. Envelopes that contained communications received by the County.	All Departments	Dispose of immediately, unless needed as documentation of mailing and receipt dates
C. Mailing and Distribution Lists. Lists of names and addresses compiled for various mailings, such as billings, notifications, community outreach and other administrative purposes.	All Departments Creating Such Records	Until superseded or obsolete
D. Record of Mailing. Documentation of mailing dates, content of mailings and addressees for mailing sent by the County for various purposes.	All Departments Creating Such Records	Dispose of immediately, unless needed as documentation of mailing and receipt dates
E. Undeliverable Mailings. Mailings (excluding mailed ballots) sent by the County that are returned as undeliverable.	All Departments Receiving Undeliverable Mailings	Dispose of immediately, unless needed as documentation of mailing and receipt dates
14. 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.	All Departments Receiving or Creating Such Records	Until superseded or no longer needed for reference

Douglas County – Records Retention Schedule

Record Title	Record Copy Custodian	Record Copy Minimum Retention Period
<p>B. Maps, Plats, Plans and Drawings in General and Supporting Documentation. Wide range of maps, drawings, architectural, cartographic and engineering records and supporting documentation (such as finding aids), including the following examples:</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>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>	<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>15. MINUTES – COUNTY ENTITIES.</p>	<p>See: Committee Records above, Section 2 Board, Commission and Authority Records and Section 3 Board of County Commissioners</p>	
<p>16. NOTICES OF MEETINGS. Documentation of compliance with laws requiring posting and distribution of notices of public meetings.</p>	<p>County Meetings: All Department Providing Staff Support for meetings</p> <p>Non-County Meetings: Recording</p>	<p>1 year + current</p>
<p>17. PAYROLL AND PERSONNEL RECORDS – DEPARTMENTAL.</p>	<p>See: Section 23 Payroll Records and Section 24 Personnel Records – Employee Records</p>	
<p>18. PHOTOGRAPHIC RECORDS.</p>		
<p>A. Model and Photographic Releases.</p>	<p>All Departments Creating Such Records</p>	<p>Until County no longer has a proprietary interest in the subject of the release</p>
<p>B. Photographic Records and Supporting Documentation. Supporting documentation includes finding aids, such as indexes, identifying information, etc. Examples include:</p> <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) 	<p>All Departments</p>	<p>Enduring Historical Value: Permanent</p> <p>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.</p> <p>Transitory Value: Destroy at option</p>

Douglas County – Records Retention Schedule

Record Title	Record Copy Custodian	Record Copy Minimum Retention Period
19. POLICIES AND PROCEDURES DOCUMENTATION.		
<p>A. Policy Development Records. Records documenting the rationale for and adoption of County policies.</p>	All Departments Creating Such Records	<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>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.</p>	All Departments Creating Such Records	<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>Duplicate Copies: Until superseded</p>
<p>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:</p> <ul style="list-style-type: none"> ▪ Building regulations and standards ▪ Infrastructure construction standards ▪ Inspection standards ▪ Subdivision and zoning regulations 	All Departments Creating Such Records	<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>Duplicate Copies: Until superseded</p>
<p>20. PROGRAM DEVELOPMENT RECORDS. Files containing historical information documenting the creation, evolution and abolishment of County programs.</p>	All Departments Creating Such Records	<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>
21. PROJECT MANAGEMENT RECORDS.		
<p>A. Capital Projects.</p>	<p>See:</p> <ul style="list-style-type: none"> ▪ Section 10 Engineering and Storm Water Records ▪ Section 11 Facilities Records ▪ Section 22 Parks, Open Space, Trails and Recreation Records ▪ Section 31 Road and Bridge Records 	

Douglas County – Records Retention Schedule

Record Title	Record Copy Custodian	Record Copy Minimum Retention Period
B. Proposed Project Files – Projects Not Undertaken.	All Departments Managing the Project	Destroy at option after completely accounting for expenses incurred, provided records are evaluated prior to destruction
22. 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.	See: Appendix B Non-Records	
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.	All Departments Creating Such Records See also: Reports, Plans and Studies below	Significant and Enduring Historical and Research Value to the County : Permanent Routine Administrative Value: Until superseded, provided records are review 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
23. PURCHASING RECORDS.	See: Section 13 Financial Records – Purchasing Records	
24. RECORDS MANAGEMENT DOCUMENTATION.		
A. Records Finding Aids. File plans, manual or automated indexes, lists, registers and other tools for locating records and information.	All Departments Creating Such Records	Life of the record for which the finding aid is designed to facilitate use and retrieval
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.	County Administrator's Office	Permanent Duplicate Copies: Until superseded
25. REGULATIONS.	See: Policies and Procedures Documentation above	

Douglas County – Records Retention Schedule

Record Title	Record Copy Custodian	Record Copy Minimum Retention Period
26. REPORTS, STUDIES AND PLANS.		
<p>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.</p>	All Departments Creating Such Records	Permanent
<p>B. Plans, Reports and Studies – Internal.</p>	All Departments Creating Such Records	<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>
<p>C. Plans, Reports and Studies – External Sources. Routine documents from external sources used for reference.</p>	All Departments Receiving Such Records	<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>
<p>D. Quarterly, Monthly, Weekly or Other Periodic Reports. Activity and statistical reports of County offices on program activities and accomplishments.</p>	All Departments Creating Such Records	2 years after date of report, unless another retention period is specified for a specific type of report elsewhere in the records retention schedule

Douglas County – Records Retention Schedule

Record Title	Record Copy Custodian	Record Copy Minimum Retention Period
<p>E. Strategic Plans. “Big picture” strategic plans.</p>	<p>All Departments Creating Such Records</p>	<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>Duplicate Copies: Until superseded or no longer needed for reference</p>
<p>F. Surveys. Done by County departments, including those done on-line.</p>	<p>All Departments Administering Surveys</p>	<p>Compilations: At discretion of the department</p> <p>Survey Responses: 1 year + current after completion of compilation</p>
<p>G. Work Plans. Departmental, work units, etc.</p>	<p>All Departments Creating Such Records</p>	<p>Until completion of subsequent work plan</p>
<p>27. SOFTWARE AND SOFTWARE MANUALS.</p>	<p>See: Section 18 Information Technology and Communications Systems Records</p>	