

## SECTION 25. PLANNING, ZONING AND LAND USE RECORDS

Records relating to County planning, land use and zoning.

<b>General Instructions</b>		
§	<b>The minimum retention period applies to the record copy regardless of the storage format for the record (paper, electronic, microfilm, etc.).</b>	
§	<b>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.</b>	
§	<b>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.</b>	

Record Title	Record Copy Custodian	Record Copy Minimum Retention Period
<b>1. AGREEMENTS, CONTRACTS AND SUPPORTING DOCUMENTATION.</b>	See: Section 15 General Records – Agreements, Contracts and Supporting Documentation	
<b>2. ANNEXATION PROJECT FILES.</b> Records documenting the annexation of areas into municipal boundaries.	Planning	Transfer annexation project file to the municipality at the time of annexation of the property
<b>3. BOARD OF ADJUSTMENT RECORDS.</b>		
<b>A. Appeal Records.</b> Records pertaining to consideration of appeals regarding errors in any order, requirement, decision or refusal made by an administrative official or agency based on or made in the enforcement of the zoning resolution; requests for special exceptions or for interpretation of the zoning map; or variances to County requirements due to hardships or difficulties created by exceptional topographic conditions or other extraordinary and exceptional situations or conditions.	Planning	<b><i>Variances and Exemptions Running with the Land:</i></b> Permanent  <b><i>Temporary Variances and Exemptions:</i></b> 10 years after expiration, revocation or discontinuance of use
<b>B. Board Operation Records.</b> Agendas, minutes, recordings, etc.	See: Section 2 Board, Commission and Authority Records	
<b>4. BUILDING REGULATION RECORDS.</b>	See: Section 4 Building and Structure Regulation Records	

## Douglas County – Records Retention Schedule

Record Title	Record Copy Custodian	Record Copy Minimum Retention Period
<b>5. COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) RECORDS.</b>		
<b>A. Applicant Records.</b> Applicant records for CDBG funding during the program year; includes applications, supporting documentation such as staff reviews, CDBG Commission reviews, written comments, environmental reviews, copies of invoices, records of disbursement of funding, monitoring reports, close-out reports, etc.	Planning	<b>Successful and Unsuccessful Applications:</b> 3 years from date of submission of final expenditure report for the program year
<b>B. CDBG Commission Operation Records.</b> Agendas, minutes, recordings, etc.	See: Section 2 Board, Commission and Authority Records	
<b>C. Grant Applications and Supporting Documentation.</b>	See: Section 13 Financial Records – Grants	
<b>D. Program Files – CDBG.</b> Grant contracts and supporting documentation for each CDBG program year, including plans and reports.	Planning	5 years from date of submission of final expenditure report for the program year
<b>6. CONTRACTS AND AGREEMENTS.</b>	See: Section 15 General Records – Contracts and Agreements and Supporting Documentation	
<b>7. CORRESPONDENCE AND GENERAL DOCUMENTATION.</b> Correspondence and documentation of a general nature.	See: Section 15 General Records – Correspondence and General Documentation	
<b>8. DEMOGRAPHIC RECORDS.</b>		
<b>A. Census and Population Data (Historical).</b> Summary population estimates, statistics and supporting documentation pertaining to the ten-year census relating to the County and census surveys performed by the County.	Planning	Permanent
<b>B. Census Forms and Reports.</b> Copies of U.S. Census Bureau forms and voluntary surveys on government employment and local government tax revenues, used to meet the requirements for Federal Revenue Sharing and to make financial information available to the public; annual survey of government employees, boundary and annexation survey and similar reports.	Planning	3 years

## Douglas County – Records Retention Schedule

Record Title	Record Copy Custodian	Record Copy Minimum Retention Period
<p><b>C. Demographic, Population and Development Reports.</b> Reports containing data and information published in past years that provide “snapshots” of past conditions; periodic compilations of data and statistics from county, state, and federal sources relating to population, housing, economic indicators, and reference materials.</p>	Planning	<p><b>Annual Demographic Reports for Census Purposes:</b> Permanent</p> <p><b>Other Demographic Reports:</b> Until overwritten</p> <p><b>Website Version:</b> Until superseded</p>
<p><b>9. DEVELOPMENT RECORDS.</b> Records relating to pre-submittal reviews, preliminary and final plats, amended plans and plats, sketch plans, minor developments, site plans, service plan reviews, uses by special review, and supporting documentation, including County departmental reviews of various aspects of the development, referral comments from other jurisdictions, geologic hazards records, etc.</p>	<p>Planning</p> <p>See also: Special District Records and Zoning Records below</p>	<p><b>Pre-Submittal Review Records:</b> 3 years + current</p> <p><b>Approved and Disapproved Development Project Files:</b> Permanent, provided that non-permanent and non-record material is to be purged from the permanent file at the time the file is closed in accordance with the records retention schedule</p> <p><b>Plats:</b> Permanent (<i>Recorded original is on file with the County Clerk and Recorder, and Planning does not retain a copy</i>)</p> <p><b>Site Plans and Other Unrecorded Plans, Maps and Drawings:</b> Permanent</p>
<b>10. ECONOMIC DEVELOPMENT RECORDS</b>	See: Section 26 Public Relations, Outreach and Legislative Affairs Records	
<b>11. FINANCIAL RECORDS.</b>	See: Section 13 Financial Records	
<b>12. HISTORIC PRESERVATION RECORDS.</b>	See: Section 16 Historic Preservation Records	
<b>13. PAYROLL AND PERSONNEL RECORDS.</b>	See: Section 23 Payroll Records and Section 24 Personnel Records	
<b>14. PERMITS.</b>		
<p><b>A. Home Occupation Permits and Supporting Documentation.</b> Permits for operating a home occupation within the County.</p>	Planning	Permanent
<p><b>B. Sign Permits and Supporting Documentation.</b> Records documenting permits for construction and installation of billboards, signs and banners</p>	Planning	Permanent
<b>15. PLANNING COMMISSION RECORDS</b>		
<p><b>A. Commission Case Files.</b></p>	See: Development Records above	

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Record Title	Record Copy Custodian	Record Copy Minimum Retention Period
<b>B. Commission Operation Records.</b> Agendas, minutes, recordings, etc.	See: Section 2 Board, Commission and Authority Records	
<b>16. PLANS, STUDIES, REPORTS AND SUPPORTING DOCUMENTATION - PLANNING.</b> Documents prepared in-house or externally regarding regional and local planning, strategic or long-range planning or growth, such as comprehensive master plans, sub-area plans, urban growth area plans, storm water basin plans, transportation plans, utility plans, economic development plans, streetscape plans, corridor plans, housing plans, etc. Supporting documentation includes surveys or studies that feed into the plan, plan certifications, records regarding approvals, etc.	Planning	Permanent
<b>17. PRIVATE ACTIVITY BOND ISSUE FILES.</b> Private activity bonds are debt instruments that are free from federal taxation and are typically used for affordable housing and industrial development funding; records include annual private activity ceiling allocation letters to County as a local issuing authority from State of Colorado, allocation assignment records, allocation declarations, transfers of allocations, bond issuance reports and all supporting documentation.	Planning	2 years after final payment of bonds
<b>18. REFERRALS FROM OTHER JURISDICTIONS.</b> Advisory deliberations referred to the County from other jurisdictions for review and recommendation.	Planning	Permanent
<b>19. SPECIAL DISTRICT RECORDS.</b> Records relating to creation of special district, including applications and supporting documentation, service plans, notices and notifications, Planning Commission actions, court proceedings, election results, etc.	Planning	Permanent
<b>20. STANDARDS, GUIDELINES, POLICIES AND PROCEDURES.</b>	See: Section 15 General Records – Policies and Procedures Documentation	
<b>21. STREET ADDRESSING RECORDS.</b> Records pertaining to the assignment and alteration of street names and house numbers, and similar records providing official control of the naming and numbering of streets and addresses in accordance with the provisions of the Addressing and Street Naming Manual.	Planning	Permanent
<b>22. WATER RESOURCE STRATEGIC PLANNING RECORDS.</b> Water team records, including meeting minutes and agenda material, water court filings in which the County has an interest, and records relating to water resource strategic planning for the County.	Planning	Permanent

## Douglas County – Records Retention Schedule

Record Title	Record Copy Custodian	Record Copy Minimum Retention Period
<b>23. ZONING RECORDS.</b>		
<b>A. Permitted and Accessory Use Records.</b> Records pertaining to permits for conditional uses, special uses, nonconforming uses and accessory uses.	Planning	Permanent
<b>B. Rezoning Records.</b> Records relating to the initial zoning and any subsequent rezoning of property within the County’s jurisdiction.	Planning	Permanent
<b>C. Zoning Plans, Zone District Maps and Supporting Documentation.</b> Adopted zoning plans and zone district maps for unincorporated Douglas County; supporting documentation includes records of approvals, certifications, zoning regulations, etc.	Planning	Permanent
<b>D. Zoning Violation Records.</b> Records relating to complaints and investigations regarding violations of the County’s zoning requirements; supporting documentation includes photos, inspection reports, annual follow-ups, etc.	Planning	Permanent