

SECTION 7. CSU EXTENSION RECORDS

Records relating to the Colorado State University Extension Office.

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. BROCHURE MASTER FILE. Literature provided by CSU.	CSU Extension	1 year + current
2. CORRESPONDENCE AND GENERAL DOCUMENTATION. Correspondence and documentation of a general nature.	See: Section 15 General Records – Correspondence and General Documentation	
3. CSU EXTENSION PROGRAM RECORDS - ANNUAL. Records relating to 4-H, Master Gardeners and other programs and projects coordinated by CSU Extension, including annual statistical reports to CSU, enrollment lists of members and leaders, years of participation, history of projects, etc.	CSU Extension	Permanent
4. FINANCIAL RECORDS. Audit, budget, accounting and financial tracking records.	CSU Extension	<i>Financial Records Involving County Funding:</i> Follow the retention periods set forth in Section 13 Financial Records <i>Financial Records Involving CSU Funding and Billings to CSU:</i> 10 years
5. HORSE PROJECT RECORDS. Level testing for participation in the County Fair.	CSU Extension	15 years
6. PAYROLL AND PERSONNEL RECORDS. Records relating to employees recruited and hired through the County's processes.	See Section 23 Payroll Records and Section 24 Personnel Records	
7. PHOTOGRAPHIC RECORDS. Photographs with enduring historical value.	CSU Extension See also: Section 15 General Records	Permanent

Douglas County – Records Retention Schedule

Record Title	Record Copy Custodian	Record Copy Minimum Retention Period
8. VOLUNTEER RECORDS. Records relating to recruitment, selection, training and service of program volunteers. Includes master gardener contracts.	CSU Extension	3 years after end of volunteer's service or after denial of a volunteer position 5 years after end of 4H volunteer service for individuals with issues