

SECTION 10. ENGINEERING & STORM WATER RECORDS

Records relating to development review, capital improvement projects, and engineering and storm water permits and inspections.

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
<p>1. CAPITAL IMPROVEMENT PROGRAM CONSTRUCTION PROJECTS. Assigned CI files, including the following material with enduring value:</p> <ul style="list-style-type: none"> ▪ Addenda to RFPs ▪ Appraisals ▪ As-built plans/construction plans ▪ Bid tabulations ▪ Construction contracts/professional service agreements (PSA) ▪ Construction schedules ▪ Copies of legal notices ▪ Correspondence and supporting documentation with enduring value ▪ Deeds/easements ▪ Design information ▪ Engineer's estimate ▪ Environmental/geotechnical ▪ Financial information - enduring value ▪ Inspection/testing reports ▪ Intergovernmental agreements (IGA) ▪ Plan Holder List ▪ Project photos ▪ Public notifications ▪ Request for proposals (RFP) ▪ Specifications ▪ Title commitments ▪ Other similar records <p>Material of routine value in these files includes:</p> <ul style="list-style-type: none"> ▪ Duplicate information, fax cover sheets and confirmations ▪ Procurement and related financial information with routine value, correspondence, project accounting ▪ Temporary Access Permits ▪ Other routine project documents <p>Material of transitory value in these files includes:</p> <ul style="list-style-type: none"> ▪ Preliminary contracts/agreements, drainage reports, drawings/plans ▪ Other similar transitory records 	<p>Engineering</p>	<p>Material with Enduring Value: Permanent</p> <p>Material with Routine Value: 2 years + current</p> <p>Material with Transitory Value: Until superseded</p>

Douglas County – Records Retention Schedule

Record Title	Record Copy Custodian	Record Copy Minimum Retention Period
2. COLORADO DEPARTMENT OF TRANSPORTATION (CDOT) PERMITS AND SUPPORTING DOCUMENTATION.	Engineering	Permanent
3. CONSTRUCTION PROJECTS FOR DEVELOPMENT REVIEW. Assigned DV files, including the following material with enduring value: <ul style="list-style-type: none"> ▪ As-built plans/construction drawings ▪ Construction contracts ▪ Correspondence and supporting documentation with enduring value ▪ Development agreements ▪ Final drainage reports ▪ Grading/Excavation Permits ▪ Inspections/supporting documentation ▪ O&M Manuals ▪ Permanent Access Permits ▪ Permits ▪ Public Imp Agreements (PIA) ▪ Right-of-Way Use Permits ▪ Rural Site Plan Imp Agreements (RSPIA) ▪ Site Imp Plan Imp Agreements (SIPIA) ▪ Subdivision Imp Agreements (SIA) ▪ Traffic impact studies ▪ Other similar records Material of routine value in these files includes: <ul style="list-style-type: none"> ▪ Duplicate information, fax cover sheets and confirmations ▪ Procurement and related financial information, correspondence, project accounting ▪ Temporary Access Permits ▪ Other routine project documents Material of transitory value in these files includes: <ul style="list-style-type: none"> ▪ Preliminary contracts/agreements ▪ Preliminary drainage reports ▪ Preliminary drawings/plans ▪ Other similar transitory records 	Engineering	Material with Enduring Value: Permanent Material with Routine Value: 2 years + current Material with Transitory Value: Until superseded
4. FINANCIAL RECORDS.	See: Section 13 Financial Records	
5. FLOOD CONTROL PROJECTS. Assigned FC files, including the following material with enduring value: <ul style="list-style-type: none"> ▪ Building Division floodplain and driveway referrals ▪ Chatfield Basin Authority information ▪ Cherry Creek Basin Water Quality Authority information ▪ Citizen drainage complaints ▪ Construction drawings ▪ Correspondence and supporting documentation with enduring value ▪ Drainage design reports ▪ Federal Emergency Management Agency (FEMA) ▪ Floodplain development permit submittals ▪ Grading, erosion and sediment control (GESK) plans ▪ Intergovernmental agreements (IGA) ▪ Letter of Map Revisions (CLOMR, LOMR, and LOMA) ▪ Misc. stormwater management related reports and studies ▪ National Flood Insurance Program (NFIP) information ▪ Professional service agreements (PSA) ▪ Submittal documents ▪ Studies ▪ Urban Drainage Flood Control District (UDFCD) 	Engineering	Material with Enduring Value: Permanent Material with Routine Value: 2 years + current Material with Transitory Value: Until superseded

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<p>program information</p> <ul style="list-style-type: none"> ▪ Other similar records <p>Material of a routine value in these files includes:</p> <ul style="list-style-type: none"> ▪ Duplicate information, fax cover sheets and confirmations ▪ Procurement and related financial information, routine correspondence, project accounting ▪ Other routine project documents <p>Material of transitory value in these files includes:</p> <ul style="list-style-type: none"> ▪ Preliminary contracts/agreements, drainage reports, drawings/plans ▪ Other similar transitory records 		
6. COMMITTEE RECORDS.	See: Section 15 General Records – Committee Records	
7. CORRESPONDENCE AND GENERAL DOCUMENTATION. Correspondence and general documentation of a general nature.	See: Section 15 General Records – Correspondence and General Documentation	
8. FEE SCHEDULES.	See: Section 13 Financial Records	
9. LOW IMPACT GRADING, EROSION AND SEDIMENT CONTROL (GESC) PROJECT FILES. Records that may not be part of a construction project file, including: <ul style="list-style-type: none"> ▪ Correspondence ▪ Enforcement action ▪ Permit application ▪ Plans ▪ Supporting documentation 	Engineering	Permanent
10. OVERSIZE/OVERWEIGHT MOVING PERMITS AND SUPPORTING DOCUMENTATION. Records that may not be part of a construction project file, including: <ul style="list-style-type: none"> ▪ Correspondence and supporting documentation ▪ Permits (issued for the movement of heavy or oversized equipment, houses or other loads on County roads) 	Engineering	2 years + current after expiration of permit
11. PARKING PERMITS.	See: Section 33 Traffic Management Records – Parking Permits	
12. PERMANENT ACCESS PERMITS AND SUPPORTING DOCUMENTATION. Not tied to a construction project.	Engineering	Permanent
13. PETTY CASH REQUESTS.	See: Section 13 Financial Records – Accounts Payable Records	
14. POLICIES AND PROCEDURES DOCUMENTATION.	See: Section 15 General Records – Policies and Procedures Documentation	
15. PROGRAM DEVELOPMENT RECORDS.	See: Section 15 General Records – Program Development Records	

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Record Title	Record Copy Custodian	Record Copy Minimum Retention Period
16. PUBLIC WORKS FILES. Assigned PW files, including the following material with enduring value: <ul style="list-style-type: none"> ▪ Congressional bills ▪ Correspondence and supporting documentation with enduring value ▪ Regional Transportation Authority (RTA) ▪ Transportation Commission Minutes ▪ Other similar records 	Engineering	Permanent
17. RIGHT-OF-WAY PERMITS AND SUPPORTING DOCUMENTATION. Permits not tied to a construction project and that are issued to utility companies or other entities.	Engineering	2 years + current after expiration, revocation or discontinuance of use
18. STANDARDS, GUIDELINES, POLICIES AND PROCEDURES.	See: Section 15 General Records – Policies and Procedures Documentation	
19. STORMWATER PROJECTS. Assigned SW files, including the following material with enduring value: <ul style="list-style-type: none"> ▪ Annual reports ▪ Construction site stormwater runoff control ▪ Correspondence and supporting documentation with enduring value ▪ Financial information – enduring value ▪ Illicit discharge, detection and elimination ▪ MS4 mapping ▪ Pollution prevention good housekeeping for municipal operations ▪ Post construction stormwater management ▪ Public education and outreach ▪ Public involvement and participation ▪ Stormwater Phase II Permit Applications and Permits ▪ Studies ▪ Utility development ▪ Other similar records Material of routine value in these files includes: <ul style="list-style-type: none"> ▪ Duplicate information, fax cover sheets and confirmations ▪ Procurement and related routine financial information, correspondence, project accounting ▪ Other routine project documents Material of transitory value in these files includes: <ul style="list-style-type: none"> ▪ Preliminary contracts/agreements, drainage reports, drawings/plans ▪ Other similar transitory records 	Engineering	<i>Material with Enduring Value:</i> Permanent <i>Material with Routine Value:</i> 2 years + current <i>Material with Transitory Value:</i> Until superseded
20. STUDIES, PLANS AND REPORTS AND SUPPORTING DOCUMENTATION.	See: Section 15 General Records – Reports, Studies and Plans	
21. SURVEYS AND QUESTIONNAIRES – EXTERNAL.	See: Section 15 General Records – Correspondence and General Documentation	
22. TEMPORARY ACCESS PERMITS AND SUPPORTING DOCUMENTATION. Not tied to a construction project.	Engineering	2 years + current after expiration, revocation or discontinuance of use

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23. TRAFFIC FILES.	See: Section 33 Traffic Management Records – Traffic Files	