APPENDIX A: DEFINITIONS

ADMINISTRATIVE COPY – A duplicate copy created and retained for a specific administrative purpose.

CLOSED RECORD – A file unit or records series containing documents on which action has been completed and to which more documents are not likely to be added.

CONVENIENCE COPY – A duplicate copy kept solely for ease of reference.

DESTROY AT OPTION – Review annually then destroy at the discretion of the record custodian.

DISPOSITION – Actions taken regarding records no longer needed in current office space, including destruction completed pursuant to an approved records retention schedule or permanent retention of records in paper or other formats.

DUPLICATE COPY – Non-record exact copy of a document kept solely for ease of access and reference.

ENDURING VALUE - Describes records containing enduring administrative, policy, legal, fiscal, historical or research value i.e. evidence of organization and function and information pertaining to people, property, corporate bodies.

FORMAT – The storage medium (paper, microfilm, electronic) or the shape, size, style and general makeup of a particular record.

NON-RECORDS – See Appendix B for examples.

PERMANENT RECORDS – Records appraised as having sufficient historical or other value to warrant continued preservation by County beyond the time they are needed for administrative, legal or fiscal purposes.

RECORD COPY – The official and "best" copy of a document retained by the official record custodian.

RECORD COPY CUSTODIAN – Party responsible for maintaining the official County record.

RETENTION PERIOD – Minimum time period for which a record must be retained to meet legal and operational requirements.

RETENTION SCHEDULE - A document approved by the Colorado State Archives providing authority for the minimum retention periods and final disposition of County records.

ROUTINE VALUE - Routine material must be retained for a short period of time until legal and fiscal responsibility and administrative necessity are discharged.

TRANSITORY VALUE – Describes records that have ephemeral value – may include non-records.