

APPENDIX C: SELECTED RESOURCES AND ABBREVIATIONS USED

ACC - Association of Corporate Counsel, *Records Retention*, July 2003

ARL - Assessor's Reference Library, Vol. 2, *Administrative and Assessment Procedures*, Colorado Department of Local Affairs, Division of Property Taxation, September 2007.

CCR – Code of Colorado Regulations

CDPHE - Colorado Department of Public Health and Environment

CFR - Code of Federal Regulations

CMRRS - Colorado State Archives, Colorado Municipal Records Retention Schedule, Revised 2007

CRS - Colorado Revised Statutes

DC – Douglas County, Records Retention Schedules (in effect prior to adoption of the 2008 records retention schedule).

FC - City of Fort Collins, General Records Retention Schedule, 2004

IBC – International Building Code

IFC - International Fire Code

JC – Jefferson County, Records Retention Schedule, 2006

LC – Larimer County, Records Retention Schedule, 2006

MC – Morgan County, Records Retention Schedule (In Section 13, **MC** refers to 3/30/05 Morgan County draft of Treasurer's/Public Trustee retention schedules as updated October 2008)

MSEC - Mountain States Employers Council, Record Retention: Guide to Federal Employment Law, 2002

PRPA – Platte River Power Authority, Records Retention Schedule, 2006

SRM – Colorado State Archives, State of Colorado Records Management Manual, Revised 2007

USC - United States Code