

SECTION 11. FACILITIES RECORDS

Records relating to County building and facility maintenance.

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. AGREEMENTS, CONTRACTS AND SUPPORTING DOCUMENTATION.	See: Section 15 General Records – Agreements, Contracts and Supporting Documentation	
2. BUILDING GROUNDS MAINTENANCE RECORDS.	See: Section 22 Parks, Open Space, Trails and Building Grounds Records	
3. CORRESPONDENCE AND GENERAL DOCUMENTATION. Correspondence and documentation of a general nature.	See: Section 15 General Records – Correspondence and General Documentation	
4. DAILY ACTIVITY REPORTS. Record of time worked and facilities activities.	Facilities See also: Section 23 Payroll Records – Time Sheets	5 years + current
5. FINANCIAL RECORDS.	See: Section 13 Financial Records	
6. HAZARDOUS MATERIALS RECORDS.		
A. Material Safety Data Sheets (MSDS). Employers must have a MSDS on file for each hazardous chemical they receive and use and ensure copies are readily accessible to employees in their work area. Employer must keep records of chemicals used, where they were used and for how long.	Facilities	MSDS: Until superseded or 1 year + current after chemical is disposed of or consumed, provided some other record of the chemical inventory is kept as specified below Chemical Inventory Record: 30 years

Douglas County – Records Retention Schedule

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<p>B. Refrigerant Disposal Records. Records relating to disposal of refrigerant used in cooling systems.</p>	Facilities	<p>Disposal Manifests: 3 years, or until receipt of signed copy from designated facility receiving the refrigerant</p> <p>Disposal Manifests - Signed Copy from Receiving Facility: 3 years from the date refrigerant was accepted by initial transporter</p> <p>Biennial and Exception Reports to CDPHE: 3 years from due date of report</p>
7. INSPECTION RECORDS.		
<p>A. Annual Service Contracts for Facilities Inspections.</p>	See: Section 15 General Records – Agreements, Contracts and Supporting Documentation	
<p>B. Environmental Workplace Monitoring and Measuring Records. Records of analysis of environmental issues (air quality, noise, etc.) in County workplaces.</p>	Facilities	<p>Background Data, Laboratory Reports and Worksheets: 1 year</p> <p>Sampling Plan, Results, Methods, Summary of Background Data and Interpretation of Results: 30 years</p>
<p>C. Inspection Reports – Major Mechanical Systems. Reports relating to major systems such as elevators, boilers, etc.</p>	Facilities	1 year + current after equipment or system is removed from service
<p>D. Inspection Reports – Routine.</p>	Facilities	2 years + current after inspection
<p>E. Insurance Inspectors’ Reports. Records of inspections of condition of property, safety audit reports (dam, boiler, etc.) and other insurance inspection reports.</p>	Facilities	3 years, then evaluate for continuing value
<p>8. O & M MANUALS AND DRAWINGS. Records pertaining to mechanical systems in County-owned facilities, including fire and water detection alarm systems; heating, ventilation, air conditioning (HVAC) and similar mechanical systems; disaster warning systems; elevators; sump pumps; power generators; boilers; etc. Includes drawings, diagrams, schematics and supporting documentation; layouts, designs, plans, patterns, configurations, etc.</p>	Facilities	Life of equipment + 1 year
9. PAYROLL AND PERSONNEL RECORDS.		
	See: Section 23 Payroll Records and Section 24 Personnel Records	

Douglas County – Records Retention Schedule

Record Title	Record Copy Custodian	Record Copy Minimum Retention Period
<p>10. PROJECT FILES - FACILITIES. Design and construction project files, including as-built drawings; copies of construction contracts and supporting documentation; copies of invoices, purchase orders, project bonds, project team meeting minutes; etc.</p>	Facilities	6 years + current after replacement, demolition or transfer of the improvement to another entity, <u>except</u> that routine material may be purged when eligible for destruction under this retention schedule and <u>except</u> that the records must be evaluated for continuing legal, administrative or historical value
<p>11. PURCHASING RECORDS.</p>	See: Section 13 Financial Records – Purchasing Records	
<p>12. SECURITY RECORDS.</p>		
<p>A. Access Forms and Data. Forms are completed prior to the issuance of a County access badge and data is entered into the computer system.</p>	Facilities	<p>Access Forms: Until entered to the computer system</p> <p>Data: Until deactivation of the badge</p>
<p>B. Security Audits – Annual Reports. Reports from contractors on security issues and recommended mitigation.</p>	Facilities	Until completion of the next ensuing security audit
<p>C. Surveillance Recordings – Public Areas. Video recordings from security cameras in public areas of County buildings.</p>	Facilities See also: Section 8 Election and Voter Registration Records – Surveillance Recordings	Until the recording is overwritten by the recording system
<p>13. WORK ORDERS AND SUPPORTING DOCUMENTATION - FACILITIES. Requests and authorizations for repair or maintenance work on County-owned facilities and buildings.</p>	Facilities	1 year + current