

SECTION 29. RECORDING RECORDS

Records relating to the filing and recording of documents with the County Clerk and Recorder.

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. BANKRUPTCY POSTINGS. Public notices from Bankruptcy Court sent to the County Clerk and Recorder.	Recording	1 year + current
3. BONDS OF ELECTED OFFICIALS AND SUPPORTING DOCUMENTATION. Records relating to the acquisition and release of bonds of elected officials, including the Treasurer, Coroner, Deputy Coroner, Sheriff and Board of County Commissioners.	Recording <i>Note:</i> Treasurer is custodian of bonds for the Clerk and Recorder, and Clerk and Recorder is custodian of bonds for other elected officials. See also: Section 13 Financial Records - Financial Guarantees, Bonds and Supporting Documentation	1 year + current after service ends or after any legal proceedings involving enforcement of the bond conclude, whichever is later
4. CORRESPONDENCE AND GENERAL DOCUMENTATION. Correspondence and documentation of a general nature.	See: Section 15 General Records – Correspondence and General Documentation	
5. FINANCIAL RECORDS.	See: Section 13 Financial Records	

Douglas County – Records Retention Schedule

Record Title	Record Copy Custodian	Record Copy Minimum Retention Period
6. HISTORICAL REGISTERS, RECORDS AND BOOKS. These include originals of: Brand Records (1873-1885), Farm and Ranch Names, Bond and Coupon Register, Fee Books, Day Books, Road Warrant Registers, Court Orders, Witness Certificates, Cash Books, Motor Vehicle Chattels, Chattel Indexes, Reception Books, Marriage Licenses, Irrigation Ditch Book, Wolf Scalp Register, Estray Books, Soldiers Discharge Book, Notary Records, Excelsior Journal (public assistance loans by County), Pauper Record (financial assistance for the poor), original maps of towns, grantee/grantor books (to 1990s), ditch and road plats, etc.	Recording See also: Recorded Instruments and Indexes below	Permanent
7. “KILL” SHEETS. Forms completed to show why a reception number was not used in the public records so that there are no breaks in the number sequences.	Recording	Permanent
8. MARRIAGE LICENSE RECORDS.		
A. Applications for Marriage Licenses and Supporting Documentation. Marriage license applications and supporting documentation such as affidavits relating to underage marriage, no social security number, marriage by proxy, etc.	Recording	Permanent
B. Marriage Certificates.	See: Recorded Instruments below	
9. NOTICES OF NON-COUNTY MEETINGS. Public notices of non-County meetings sent to Recording for public notification and posting.	Recording See also: Section 15 General Records – Notices of County Meetings	1 year + current
10. PAYROLL AND PERSONNEL RECORDS.	See: Section 23 Payroll Records and Section 24 Personnel Records.	
11. PUBLIC NOTICES.	See: Notices of Non-County Meetings above; Special and Metropolitan District Records – Public Meeting Notices below; and Section 15 General Records – Notices of County Meetings	
12. RECORDED INSTRUMENTS AND INDEXES.	See also: Electronic Filing System Records above	
A. Indexes of Recorded Instruments and Releases. Paper and electronic finding aids for the retrieval of recorded information, including grantor/grantee indexes and indexes of releases.	Recording	Permanent

Douglas County – Records Retention Schedule

Record Title	Record Copy Custodian	Record Copy Minimum Retention Period
B. Reception Books. Paper or electronic books containing a record of time of reception of a recorded instrument, names of grantors and grantees, to whom delivered and fees received.	Recording See also: Historical Records above	Permanent
C. Recorded Instruments. Documents received and recorded by the County Clerk & Recorder to place them on public record, including deeds of trust, deeds, real estate instruments, military discharge papers, marriage certificates, title applications, federal tax liens, Uniform Commercial Code (UCC) filings ¹ , redemption certificates recorded for the County Treasurer, foreclosure records recorded for the Public Trustee, Board of County Commissioners Resolutions, and other types of recorded instruments.	Recording	Recorded Instruments: Permanent Off-Site Database Backup: Retain current and previous versions at a minimum and until a subsequent backup has been tested Backup CDs: Until superseded and until the subsequent backup has been tested Microfilm of Recorded Instruments (Prior to 1994): Permanent
D. Unclaimed Recorded Instruments. Recorded instruments returned by the postal service or left at the County Clerk's Office and which are unclaimed or undeliverable.	Recording	Permanent
13. SEARCH FORMS. Forms requesting searches of recorded instruments (non-public documents such as discharge forms, marriage license applications, death certificates, etc.) at the County Clerk's Office.	Recording	DD-214 Search Forms: 5 years + current Other Search Forms: 2 years + current
14. SPECIAL AND METROPOLITAN DISTRICT RECORDS.		
A. Public Meeting Notices. Courtesy copies of notices of public meetings of Metropolitan Districts.	Recording	1 year + current
B. Reports to State. Reports to the State Department of Local Affairs from the County Clerk relating to the organization, dissolution or boundary changes of special districts.	Recording	Permanent
C. Service Plans – Special and Metropolitan Districts. District plans submitted to the County for date stamping and official acceptance.	Recording	Permanent

¹ UCC filings are filings for assets within a specific piece of real estate that has been mortgaged.

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Record Title	Record Copy Custodian	Record Copy Minimum Retention Period
15. SUBDIVISION AND COMMON INTEREST COMMUNITY PLATS, MAPS AND INDEXES. Mylar originals, electronically submitted original plats and indexes of all recorded subdivision plats and all common interest community plats or maps recorded with the County Clerk and Recorder. Supporting documentation such as covenants and agreements are recorded separately. (See: Recorded Instruments above)	Recording	Permanent
16. SURVEYING RECORDS FILED WITH COUNTY CLERK AND RECORDER.		
A. Colorado Land Survey Monument Records. Descriptions originating with filings by public surveyors with the Colorado Board of Professional Engineers and Surveyors regarding the establishment, restoration and rehabilitation of public land survey monuments.	Recording	Permanent
B. Land Survey Plats. Surveys, field notes, calculations, plats, maps and other records pertaining to work done by the County Surveyor that is authorized and financed by the Board of County Commissioners.	Recording	Permanent
17. TRADE NAME REGISTRATIONS. Trade name registration records provided by the Colorado Department of Revenue.	Recording	Permanent