

SECTION 34. WEED AND VECTOR CONTROL RECORDS

Records relating to County control and mitigation of noxious weeds and mosquitoes.

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. CONTRACTS AND AGREEMENTS.	See: Section 15 General Records – Agreements, Contracts and Supporting Documentation	
2. CORRESPONDENCE AND GENERAL DOCUMENTATION. Correspondence and documentation of a general nature.	See: Section 15 General Records – Correspondence and General Documentation	
3. DAILY TIME SHEETS – WEED MANAGEMENT. Daily record (time/activity sheets) of work done by the County i.e. location of spraying or mowing, chemical or biological method applied, applicator's name, etc.	Weed Management	5 years + current
4. FINANCIAL RECORDS.	See: Section 13 Financial Records	
5. PAYROLL AND PERSONNEL RECORDS.	See: Section 23 Payroll Records and Section 24 Personnel Records	
6. PESTICIDE HANDLING AND APPLICATION RECORDS.		
A. Chemical and Container Disposal Records. Records relating to the disposal of unused chemicals and empty containers.	Weed Management	6 years + current
B. Chemical Inventory. Record of the identity (chemical name if known) of the substance or agent, where it was used, and when it was used.	Weed Management	At least 30 years

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<p>C. Chemical Labels and 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 [29 CFR 1910.1200].</p>	Weed Management	Until superseded or 1 year + current after chemical is disposed of or consumed, provided that the County retains some record of the identity (chemical name if known) of the substance or agent, where it was used, and when it was used, for at least 30 years [See: Chemical Inventory above]
<p>D. Chemical Sales Records - Restricted Use Pesticide Distribution and Sales Records. Receipts, reports and agreements for all pesticides sold or distributed by the department.</p>	Weed Management	24 months after date of transaction
<p>E. Pesticide Application Records. Documentation of all chemical application work done on County roads and open spaces, such as medians, rights-of-way, etc. pursuant to State law.</p>		
<p>1) Chemical Sensitivity Notices. Notices that must be sent to those on the chemically sensitive registry before spraying is done.</p>	Weed Management	3 years + current
<p>2) Chemically Sensitive Registry. Registry of pesticide-sensitive persons in Douglas County provided by the State.</p>	Weed Management See also: Chemical Sensitivity Notices below	3 years + current after superseded
<p>3) Contractor Daily Work Reports. Daily spraying work reports submitted to the County by contractors to meet State requirements.</p>	Weed Management	5 years + current
<p>4) County Daily Time Sheets.</p>	See: Daily Time Sheets above	
<p>5) Spraying Notices. Display advertisements and other public notices of area and spot spraying to be conducted in the County.</p>	Weed Management	5 years + current
<p>F. Pesticide Applicator Records.</p>		
<p>1) Public Applicator Registrations and Supporting Documentation. Applicator and supervisor registrations with the State Department of Agriculture to apply restricted-used pesticides, and supporting documentation for the registration.</p>	Weed Management	3 years + current after expiration of registration
<p>2) Study Guides. Pesticide application guides issued by the State.</p>	Weed Management	3 years + current after superseded

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Record Title	Record Copy Custodian	Record Copy Minimum Retention Period
7. PUBLICATIONS. Educational brochures, informational flyers and other publications detailing biological and other control methods for noxious weeds and mosquito mitigation program.	Weed Management See also: Section 15 General Records - Publications	Permanent
8. WEED ADVISORY COMMISSION RECORDS.	See: Section 2 Board, Commission and Authority Records	
9. WEED CONTROL PROGRAM RECORDS.		
A. Biological Control Measures. Daily time sheets relating to biological control measures applied.	See: Daily Time Sheets above	
B. Development Review Records – Weed Control. Reviews and departmental recommendations relating to development plans, provided to Planning in connection with development reviews.	Weed Management	Permanent
C. Education Program Records. Records of efforts made to educate and inform the public about noxious weeds, revegetation options, etc.	Weed Management	Permanent
D. Incentive Program Records.		
1) Herbicide Giveaway Program Records. Records of noxious weed management incentive program, including records of herbicide given to property owners who participate in weed control classes and training (chemical receipt forms), notices sent and published, training sign-in sheets, and other documentation, mailing lists, etc.	Weed Management	6 years + current
2) Weed Control Assisted Herbicidal Treatment. Records relating to weed control incentive program that provides assisted herbicidal treatment, including waivers, records of treatment received, number, etc.	Weed Management	Permanent
E. Mowing Records. Records (daily time/activity sheets) of mowing on County rights-of-way and open space.	See: Daily Time Sheets above	
F. Pesticide Application Records.	See: Pesticide Handling and Application Records above	
G. Video Mapping – Weed Control. Electronic records of video mapping of infestation areas.	Weed Management	Until superseded

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Record Title	Record Copy Custodian	Record Copy Minimum Retention Period
H. Weed Control, Inspection and Enforcement on Private Property.		
1) Enforcement and Assessment Records (Copies). Departmental records relating to the enforcement of noxious weed control on private property, the completion of work by the County when the property owner does not complete the work ordered by the County, and the assessment of the money owed the County by the property owner.	Weed Management See also: Pesticide Application Records above and Mowing Records below	6 years after tax lien is released
2) Individual Weed Management Plans (IWMP) and Supporting Documentation. Completed forms and supporting documentation required for properties being developed or redeveloped; identifies weeds to be managed on specific properties, degree of infestation, planned control methods and target dates to reach weed control goals. Supporting documentation includes parcel maps.	Weed Management	Permanent
3) Infestation and Treatment Lists. Listing of landowners whose property has been found to contain noxious weeds. Also includes records of corrective treatments applied by the landowner or County. Contains name of landowner, legal description of property, type of infestation, treatment and dates.	Weed Management	Permanent
4) Infestation Notices and Supporting Documentation. Legal notices sent to landowners by the County informing them of infestation, explaining the process of eradication and requiring them to take steps towards eradication; supporting documentation including weed complaints and protests, right of entry.	Weed Management	6 years + current after eradication of the infestation
5) Inspection Records. Landowner requests for inspection, complaints and supporting documentation, and records of County inspections to make determinations regarding infestations and recommended measures.	Weed Management	6 years + current after completion of inspection
I. Undesirable Plant Management Plans. Plans identifying noxious weeds and County plans for noxious weed control.	Weed Management	Permanent

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Record Title	Record Copy Custodian	Record Copy Minimum Retention Period
10. VECTOR CONTROL RECORDS. Records relating to the County's mosquito mitigation program.		
A. Chemical Application Records – Mosquito Control. Records (daily time/activity sheets) relating to larvaciding and use of granulars on public property for mosquito control.	See: Daily Time Sheets above	
B. GPS Tracking Records. Electronic data from GPS tracking system relating to locations for application of larvacide for mosquito control.	Weed Management	Until superseded
C. Vector Control and Mitigation Records. County records (daily time/activity sheets) of mosquito trapping, counting and testing done in conjunction with Tri-County Health Department and Colorado Department of Public Health and Environment for West Nile Virus tracking.	See: Daily Time Sheets above	