APPENDIX

Condensed Special District Records Retention Schedule:
Poudre River Public Library District

I. **Library Records**
   
a. Book Requisitions: 1 year and current
   
b. Catalogs: Until superseded or obsolete
   
c. Circulation Statistics: Permanent
   
d. Gift Register: Permanent
   
e. Interlibrary loan transactions/reciprocal borrowing sheets: 3 years and current
   
f. Patrons’ registration forms: 6 years and current
   
g. Reference documentation for development of future *significant* Library programs: Permanent
   
h. Support Group documentation (Friends/Foundation), i.e. minutes/meeting agendas/studies/reports provided to the Library for informational purposes: Until no longer needed for reference
   
i. Sister City Programs: Records of participation of the District in sister city programs with cities/districts in other countries, including documentation of selection of sister cities, administration of the program, exchange visits, photographs and related documentation: Permanent

II. **Building and Structure Records**
   
a. Certificates of Occupancy: Permanent
   
b. Fire Code Inspection Reports: Permanent
   
c. Landmark and Historic Designations: Permanent
   
d. Capital Projects Records (final project reports, specifications and contract documents, certificates of insurance, project related permits and licenses, notices to proceed and of final settlement, project pay estimates, change orders and
correspondence, general documentation): 6 years, except prior to destruction materials must be reviewed for continuing legal, historical or administrative value.

i. Major projects relating to the capital project - permanent

ii. Minor projects relating to the capital projects: 2 years after project completion, provided no legal or administrative value

iii. Capital project bonds - Labor and material: 1 year after project completion

iv. Capital project bonds - performance and payment bonds: 1 year after project completion

v. Project control files (routine documents): 1 year after project is closed.

III. Election Records (Responsibility of the Designated Election Official (“DEO”) to maintain).

a. Mail-in (formerly absentee) voter records: 25 months after election

b. Ballot issue comments: 25 months after election

c. Ballots: 25 months after election, except retain 1 permanently.

d. Issue Committee Statements and Reports: 1 year from date of filing statement C.R.S. § 1-45-112(1)(b).

e. Coordinated Election Records (Generally the responsibility of the County, but the DEO retains the following if issued by the County):

   i. Abstracts of Votes Cast: Permanent

   ii. Ballot Certifications: Permanent

   iii. Draft ballot language: 25 months after election

   iv. Written acceptances to serve as election judges: 25 months after election

   v. Election Judge expense statements: until audited.

   vi. Election judge instructions re conduct: 25 months after election

   vii. List of election judges: 25 months, but retain 1 copy for use at next election

f. Mail Ballot election records: 25 months after election

g. Unused replacement ballots: After the challenge period for the election has passed. C.R.S. 1-7-802.

h. Election maps: Permanent

i. Notices of election: 25 months after election, retain 1 historical copy

j. Election oaths and affidavits: 25 months after election

k. Inclusion/exclusion election petitions: Permanent

l. Certifications re: the sufficiency of election petitions: Permanent
m. Petitions determined insufficient by the Court: 2 years after all appeals
n. Poll Books: 25 months after election
o. Registered voter lists: 25 months after election
p. Documents for arrangements of polling place: 25 months after election
q. Property owners lists: 25 months after election
r. Voter self-affidavit signature forms: 25 months after election
s. Receipts for transfer of election materials: 25 months after election
t. Statements of election judges: 25 months after election
u. Surveillance recordings of election proceedings (if any): 25 months after election
v. Abstract of election: 25 months after election
w. Tally lists: 25 months after election

IV. Financial Records

a. Accounts payable records in general: 6 years
b. Balance Sheets: until updated
c. Bills paid: 6 years
d. Invoices and statements: 6 years
e. Charge slips and credit card statements: 2 years
f. Records of credit card issuance: 1 year after cancellation
g. Expense records (i.e. mileage/claims for reimbursement for District business): 2 years
h. Form 1099: 4 years
i. Petty cash records: 1 year
j. Vendor files (to track accounts payable activity): 6 years
k. W-9 Forms: 3 years
l. General accounts receivable records: 2 years
m. Cash books, receipts, and reports for fees: 2 years
n. Cash register validation tape: 1 year
o. Invoices and statements issued by the District: 6 years
p. Audit reports: Permanent
q. Audit general paperwork: 2 years after audit
r. General bank records: 2 years
s. Bank statements: 6 years

t. Cancelled checks: 6 years

u. Duplicate checks: 1 year

v. Check register: 6 years

w. Check stubs: 1 year

x. Voided checks: 1 year

y. Deposit pass books: 6 years

z. Deposit slips: 1 year

aa. Reconciliations: 6 years

bb. Trial balances: 2 years

c. Final adopted budget: Permanent

d. Preliminary budget: 1 year

ee. Monthly or quarterly budget reports: 2 years

ff. Year-end reports: 6 years

gg. Budget work papers (used to assist in preparation of budget): 1 year

hh. Financial guarantees required by the District: 1 year after expiration

ii. Disposition records (non-real property): 3 years

jj. Documentation of the sale of surplus property: 6 years after final payment

kk. Fund establishment records pertaining to creation and purpose of special funds separate from the general fund: Permanent.

ll. Trust Fund Records: 2 years after closing of trust fund

mm. Colorado Department of Revenue Monthly Revenue Distribution Report: 1 year after completion of audit

nn. Documentation and reports of receipt and reallocation of federal revenue sharing: 6 years

oo. Specific ownership tax records: 6 years

pp. Official Documentation of awarded grants: duration of grant and 6 years/background supplemental grant information 3 years.

qq. Documentation of Rejected Grants: 1 year after rejection

rr. Grant funded programs periodic reports: 3 years after completion of all applicable audits

ss. Certificates of insurance: 6 years after expiration/10 years for major projects
tt. Claim records/claim reports: 6 years
uu. Employee insurance claim records: 3 years
vv. Insurance policies: the later of 6 years after expiration of the policy or after all claims made under the policy are settled.
ww. Bank Statements-Investments: 2 years after investment ends
xx. Certificates of deposit: 6 years and current after maturity
yy. Certificates of deposit-registers: 6 years after maturity
zz. Money market certificates: 6 years and current after maturity
aaa. Reports- Investment of funds: 10 years
bbb. Savings Bond Records: 6 years and current after final payment
ccc. Stock and bonds: 6 years and current after disposition
ddd. Treasury bills and notes: 6 years and current after maturity
eee. General Ledger: Permanent
fff. Journal Entries: 6 years and current
ggg. Subsidiary Ledgers and Journals (back up documentation for general ledger—daily monthly or quarterly transaction detail): 2 years plus current
hhh. Approved Loans: 6 years and current after loan is paid
iii. Rejected loans: 1 year and current after rejection or withdrawal
jjj. Purchasing records: 6 years and current
kkk. Accepted Bids Received: 6 years and current after acceptance
lll. Rejected bids: 2 years and current after acceptance of bid
mmm. Unsolicited bids: 2 years
nnn. Lease purchase records: 6 years after term of lease purchase arrangement
ooo. Procurement and purchasing policies: permanent
ppp. Purchasing control forms: 6 years and current
qqq. Requests for Proposals: 6 years and current
rrr. State bid list: until superseded
sss. Vendor lists: until superseded or obsolete
ttt. Annual financial reports: Permanent
uuu. County Treasurer’s report: 10 years
vvv. Revenue and expenditure reports: 6 years and current
www. Departmental expenditure reports: 1 year
xxx. Monthly Financial reports: 2 years

yyy. Licenses issued to the Library (state sales tax license, State certificates of exemption, etc.): 1 year after expiration

zzz. Property tax records: Permanent

aaaa. Sales Tax applications: 2 years after business terminates

bbbb. Sales Tax audits: 2 years after business terminates

cccc. Delinquent Sales/Use Tax Notices: 5 years

ddd. Motor vehicle sales tax receipts: 1 year

eeee. Register- Sales and Use Tax: Permanent

ffff. Returns- Sales and Use tax: 3 years

gggg. Transaction Journal/Log (sales and use tax): 2 years

hhhh. Financial Worksheets (drafts, calculations, rough notes, etc.): Until no longer needed.

V. Fleet and Equipment Records

a. Bills of Sale (acquisition or disposition of vehicles or equipment): until audit

b. Computer system records
   i. Backup documentation: 1 year after superseded or obsolete
   ii. Computer system maintenance records: life of system or component plus 1 year
   iii. Computer system program records: Until superseded or no longer needed to retrieve or read data and information that is stored electronically
   iv. Computer system security: 3 years after superseded
   v. Computer system wiring (blueprints, diagrams, drawings): Current and previous versions
   vi. Software Management: 2 years after disposal or upgrade of software
   vii. Website Development and Evolution: Recommended that the last 2 iterations of the website be retained if possible.

c. Equipment Records (major mechanical systems: fire alarm, heating, HVAC, elevators, etc.): Life of Equipment plus 1 year

d. Telephone System: Life of system plus 1 year

e. Vehicle Histories: Life of Vehicle plus 1 year

f. Vehicle titles: Transfer to new owner upon disposition
g. Warranties of vehicles, equipment, components: Life of equipment or expiration of warranty plus 1 year

VI. General Administrative Records

a. Affidavits of Publication: 6 years
b. Agreements and Contracts (IGA’s, MOU’s, service agreements, etc.): 6 years after expiration or fulfillment of all terms, provided contract has no binding effect. Prior to destruction evaluate for continuing legal, administrative, or historical value.
c. Awards and honors received: Permanent
d. Complaints, routine service requests/petitions: one year after response or action by the Library.
e. Correspondence regarding calendars and notes to document the routine planning and scheduling of meetings, appointments, etc.: 1 year
f. Any correspondence with enduring long term value (administrative, policy, legal, historical, fiscal, research): Permanent
g. Routine correspondence maintained for convenience: 1 year
h. Correspondence/documents with transitory value (informational only materials): until material has been read
i. Event records of special or historic community events: 2 years after event concludes, except permanent records should be retained of any significant aspects.
j. General administrative records: 1 year or until no longer needed for reference
k. Policy and Program Development Records: Permanent
l. Certified mail receipts: 2 years after matter referenced in mailing is concluded
m. Mailing envelopes: dispose of immediately
n. Meeting notification (sunshine) lists under the Open Meetings Laws: Until updated
o. Record of mailing (any documentation of mailing dates/content of mailings/addresses) for various purposes: 2 years
p. Undeliverable mailings: 2 years after conclusion of matter referenced in mailing
q. Maps and Drawings: Permanent
r. Membership documentation (SDA, CAL, Etc.): 2 years
s. Historical news releases: Permanent
   i. Routine news releases: 3 years
t. Open Records Requests and Library response correspondences: 1 year after request is answered
u. Organization files/charts that describe the arrangement and administrative structure of the organization: Permanent

v. Policies and procedures documentation: Permanent

w. Liability Waivers signed by participants in library activities: 3 years

x. Public relations records: speeches/comments of public officials at formal events including paper, video, motion picture, tape recordings: Permanent

y. Mass distributed publications from the Library: Permanent

z. Annual Reports: Permanent

aa. Monthly/weekly/daily reports: 1 year

bb. Quarterly reports: 2 years

c. State Archives Records Retention schedules/compliance certificates: Permanent

d. Records pertaining to services provided to the Library from other special districts: 6 years after the agreement among governments has no binding effect.

e. Surveys conducted by the Library- compilations: Permanent

   i. Survey responses: 1 year after compilation is complete.

ff. Training and conference materials: 2 years

VII. Governing Body Records

a. Meeting Agendas: Permanent

   i. Agenda supporting documentation (agenda item summaries, memos, other decision-making material): Permanent

b. Appointments (applications and other documentation): 1 year after term of appointment ends

c. Bylaws: Permanent

d. Strategic plans: Permanent

e. List of Trustees: until superseded

f. Trustee information documenting service and tenure, committees, etc.: permanent

g. Conflict of interest disclosure documents: 2 years after conflict of interest no longer exists

h. Financial disclosure statements: 1 year after service

i. Minutes: Permanent

   i. Routine supporting documentation submitted at meetings: 1 year

j. Meeting notes: until approval of minutes

k. Notices of meetings: 1 year
l. Oaths of Office: 1 year and current after expiration of term
m. Resolutions: Permanent
n. Meeting recordings (audio/visual)
   i. Executive sessions: 90 days
   ii. Open meetings and study sessions: 6 months after approval of minutes

VIII. Historical Documents
a. Records relating to the organization of the District: Permanent
b. Seal logo and other intellectual property records (owned copyrights, trademarks, service marks, seals, logos, taglines): Permanent

IX. Boundary and Planning Records
a. Inclusion, exclusion and consolidation case files and District review records: Permanent
b. District Census Data: Permanent
   i. Census forms and reports: 3 years
c. Development Review projects (URA records i.e. traffic impacts, etc.) Permanent.
d. Records documenting the zoning of land: Permanent
   i. Zoning certificates: Permanent

X. Licenses and Permits
a. Bonds for licenses and permits: 6 years after expiration of permit
b. Non-capital project licenses: 1 year after expiration
c. Facility permits: 1 year
d. Fire alarm system permits: 2 years
e. Special event and use permits: 1 year
f. Registers of licenses and permits: Permanent

XI. Litigation and Legal Counsel Records
a. Formal Legal Opinions: Permanent
   i. Advisory legal opinions: 6 years
b. Litigation case records
   i. Major litigation (with historical significance): Permanent
   ii. Minor litigation: 7 years after the close of the case

XII. Personnel Records
a. Personnel agreements and contracts: 3 years after expiration
b. Group health insurance continuation of coverage notice: 3 years

c. Fringe benefits, insurance coverage and benefit plans for employees: 3 years

d. Benefit plans: full period of the plan plus 1 year after termination except permanent retention of pension plans

e. Benefit reports: 3 years

f. Plan Basis: Not less than 6 years after filing date of documents

g. Public official bonds: 6 years after expiration of term

h. Compliance with regulatory requirements
   i. Affirmative action plan: permanent
   ii. Affirmative action records: 2 years
   iii. EEO Reports: 3 years

i. Employee records: 10 years after retirement or separation
   i. Temporary and seasonal employee records: 3 years, except for payroll and fiscal records

j. External requests for employment verification: 1 year

k. Personnel grievances: 3 years after settled

l. Safety training information: 1 year

m. I-9 Forms: 3 years from date of hire or 1 year after separation, whichever is later

n. Job records
   i. Advertisements of job openings: 1 year
   ii. Applications for employment and supporting documentation: 2 years from the date the record was made or human resource action was taken, whichever is later
      1. Applications for employment (those not hired): 2 years from the date the record was made or human resource action was taken, whichever is later
   iii. Job descriptions: until superseded

o. Payroll records
   i. Basis of pay: 3 years
   ii. Pay plans: Permanent
   iii. Seniority or merit systems: the full period the plan or system is in effect plus 1 year
   iv. Credit union deduction requests: 1 year after superseded
v. Direct deposit reports: 1 year
vi. Employee longevity reports: 10 years after separation
vii. Garnishments: 3 years

p. Leave records:
   i. Balance reports - year-end: Duration of employee file
   ii. Other periodic reports: 2 years
   iii. Leave requests: 1 year

q. FICA reports Year-end: 6 years
   i. Quarterly FICA Reports: 2 years

r. Payroll tax records: 5 years

s. Payroll register - year end: Permanent

t. Salary surveys: 3 years

u. Time worked records: 5 years

v. Wage-rate tables: 2 years

w. W-2 forms: 4 years

x. W-4 forms: Throughout employment

y. Pension records
   i. Actuarial reports: Permanent
   ii. Pensions awarded: Permanent
   iii. Retirement files: 10 years after retirement benefits are no longer paid or after eligibility for retirement benefits ceases, whichever is later

z. Physical and medical records
   i. ADEA and ADA records for physical examinations: 1 year
   ii. FMLA records: 3 years
   iii. OSHA records (records may be retained by medical provider): duration of employment plus 30 years

aa. Personnel policies and procedures: Until updated, except retain permanently all documentation that would be useful in establishing past policies or procedures in settling personnel disputes

bb. Recruitment and interviewing procedures: 1 year

cc. Training information and materials: 1 year

dd. Unemployment insurance reports and claim records: 6 years
ee. Volunteer worker’s records: 3 years after separation
ff. Work schedules: 2 years
gg. Worker’s compensation injury reports, etc.: 6 years

XIII. Property Records
a. Real property acquisition records (appraisals, quiet title, purchase of property): Permanent
b. Building and structure acquisitions: 6 years after disposition of the building or structure
c. Deeds and Dedications: Permanent
d. Permanent easements and rights of way: Permanent
e. Temporary access and construction easements: 2 years after expiration of easement
f. Leases: 6 years after termination of lease
g. Maintenance, upkeep and damage records: 1 year
h. Sale or transfer of property records: Permanent
i. Security records:
   i. Automated access system records: 1 year
   ii. Video security footage for District buildings/property: 30 days
j. Work orders: 2 years

XIV. Public Safety Records
a. Emergency Operations and Management Plans: 1 year after superseded except retain 1 copy for historical purposes
b. Incident records- disasters and emergencies: Permanent