



ORIGINALS WITH SIGNATURES ON FILE AT STATION 1



# SOUTHERN PARK COUNTY FIRE PROTECTION DISTRICT

Guffey, Colorado • Established 1987

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This is a public policy document of the Southern Park County Fire Protection District. Copies are available at Station §1 and at www.guffeyfire.net.

## POLICY NO. 200-2.11

### RECORDS RETENTION SCHEDULE AND PROCEDURES

Southern Park County Fire Protection District • Series 200 — Governance & Administration

<b>Policy Number:</b>	200-2.11	<b>Document Number:</b>	20260408_ADMIN_200-2.11_RecordsRetentionschedule_v0.5
<b>Effective Date:</b>	May 12, 2026	<b>Adopted:</b>	May 12, 2026
<b>Reviewed / Revised:</b>	—	<b>Next Review:</b>	Annual — Q1 each year
<b>Approved By:</b>	Board of Directors, SPCFPD	<b>Classification:</b>	<b>PUBLIC POLICY DOCUMENT</b>
<b>Supersedes:</b>	Portions of Legacy Policy #030 (Release of Information, 2012) — as to any records management obligations. No dedicated records retention policy previously existed. BAM v1.3 § 5.2.2 is supplemented by this policy, which provides the schedule and procedures required by C.R.S. § 24-80-101 et seq.		
<b>Cross-References:</b>	BAM v1.3 (§§ 5.2.1, 5.2.2, 5.2.3) • Policy 100-1.05 (File Naming Convention) • Policy 200-2.12 (CORA Compliance Procedure) • C.R.S. § 24-80-101 et seq. (Local Government Records Act) • C.R.S. § 24-72-201 et seq. (CORA) • C.R.S. § 24-6-402(2)(d.5) (Executive Session Recordings) • C.R.S. § 32-1-903 (Special District Records) • Colorado State Archives General Records Schedule for Local Governments • 2 C.F.R. § 200.333 (Federal Grant Records) • HIPAA 45 C.F.R. Parts 160, 164		

## 1. PURPOSE

This policy establishes the Southern Park County Fire Protection District’s official records retention schedule and the procedures governing the creation, maintenance, storage, retrieval, and lawful disposition of all District records. It is adopted pursuant to the Local Government Records Act (C.R.S. § 24-80-101 et seq.), which requires all local governments in Colorado to maintain a records retention schedule approved consistent with the standards of the Colorado State Archives.

GRS Approval Requirement. The Colorado State Archives Special Districts Records Management Manual does not provide legal authority for destruction of District records until the District is formally approved by the Colorado State Archives. The Secretary/Treasurer shall submit the Approval Request Form to the



Colorado State Archives and shall confirm approval before any records are destroyed under this policy. Once approved, the District's name will be added to the Archives' published approved special district list at [archives.colorado.gov](http://archives.colorado.gov). The approval shall be reported to the Board at the next regular meeting following receipt.

**Why this matters.** Proper records management serves four equally important functions: (1) legal compliance — Colorado law prescribes minimum retention periods and criminalizes unauthorized destruction; (2) operational continuity — institutional knowledge survives personnel turnover only if records are maintained; (3) legal protection — complete records are the District's primary defense in litigation, audits, and regulatory inquiries; and (4) public accountability — as a government entity the District's records belong to the public and must be preserved and accessible as required by CORA.

## 2. SCOPE

This policy applies to all District records regardless of format — paper, electronic, audio, video, photographic, or any other medium — and regardless of where they are stored. It applies to all Board members, the District Chief, all paid staff, and all volunteers who create, receive, maintain, or have custody of District records in the course of District activities.

**a.** Definition of a "Record." For purposes of this policy, a "record" means any document, book, paper, photograph, map, sound or video recording, magnetic or other tape, electronic data processing file, or other information, regardless of physical form or characteristics, made or received by the District in connection with the transaction of District business. See C.R.S. § 24-80-101(1)(a).

**b.** What is NOT a record. Convenience copies (duplicates retained solely for reference where the original is maintained elsewhere), personal notes not circulated as part of District business, and unsolicited materials (such as vendor catalogs or promotional mail) received but not incorporated into District business are not records for purposes of this policy and need not be retained on any schedule. They may be discarded at any time.

## 3. LEGAL AUTHORITY

- C.R.S. § 24-80-101 et seq. — Local Government Records Act: requires all local governments to maintain records consistent with Colorado State Archives standards; prohibits destruction of public records without authorization.
- C.R.S. § 24-72-201 et seq. — Colorado Open Records Act (CORA): all records not specifically exempted are public records subject to inspection; custodian must respond to requests within three business days.
- C.R.S. § 24-6-402(2)(d.5) — Open Meetings Law: electronic recordings of executive sessions must be retained for a minimum of 90 days.
- C.R.S. § 32-1-903 — Special Districts Act: Board minutes are official records and must be maintained.
- Colorado State Archives General Records Schedule (GRS) for Local Governments — establishes minimum retention periods by record category; adopted by reference in this policy.
- 2 C.F.R. § 200.333 (Uniform Guidance) — Federal grant records must be retained for three years after final expenditure report.
- HIPAA, 45 C.F.R. Parts 160 and 164 — Patient health information in EMS records; specific handling and retention requirements.
- C.R.S. § 8-47-101 (Workers' Compensation) — workers' compensation claim records retention.
- C.R.S. § 8-12-101 et seq. (FLSA/COMPS) — payroll and wage records.

## 4. ROLES AND RESPONSIBILITIES

**a.** Secretary/Treasurer (Official Records Custodian). As records custodian per BAM § 5.2.1, the Secretary/Treasurer is responsible for: maintaining the official records of the Board; ensuring this retention schedule is applied to all governance and administrative records; authorizing destruction of records per § 7; coordinating with the Colorado State Archives as required; and producing records in response to CORA requests within the statutory timeframe.



- b. District Chief. The District Chief is responsible for: maintaining operational and personnel records consistent with this schedule; ensuring that EMS records are handled per HIPAA requirements; supervising the retention and disposition of records held at Station 1; and reporting to the Board at the Q1 annual review on the status of records management compliance.
- c. All Personnel. All Board members, paid staff, and volunteers are responsible for: creating complete and accurate records of District activities within their responsibilities; not destroying, removing, or altering any District record without authorization; and reporting any suspected unauthorized destruction or removal of records to the District Chief or Secretary/Treasurer immediately.
- d. Litigation Hold. When the District receives notice of actual or threatened litigation, administrative proceeding, audit, or formal inquiry, all records potentially relevant to that matter must be preserved regardless of their scheduled destruction date until District Counsel releases the hold in writing. The Board Chair or Secretary/Treasurer shall issue a written litigation hold notice to all personnel upon receiving such notice.

### 5. RECORDS RETENTION SCHEDULE

The following schedule establishes the minimum retention period for each category of District records. Retention periods are measured from the date the record is closed, superseded, or the triggering event occurs (e.g., date of separation for personnel files). "PERMANENT" means the record shall never be destroyed and shall be transferred to the Colorado State Archives if the District ceases operations.

**Note on the GRS.** This schedule is adopted consistent with the Colorado State Archives General Records Schedule (GRS) for Local Governments. Where the GRS specifies a longer minimum period than shown below, the GRS controls. The District Chief or Secretary/Treasurer should consult the current GRS before disposing of any record category not listed here. The GRS is available at [www.colorado.gov/archives](http://www.colorado.gov/archives).

Record Category	Examples	Retention Period	Disposition	Authority
<b>Governance Records</b>				
<b>Board Meeting Minutes (approved)</b>	Regular, special, and work session minutes; executive session written summaries	<b>PERMANENT</b>	Transfer to Archives if District dissolves	C.R.S. § 32-1-903; GRS
<b>Board Meeting Agendas</b>	Posted and distributed agendas for all meeting types	<b>PERMANENT</b>	Transfer to Archives if District dissolves	GRS Schedule 8.20; C.R.S. § 24-6-402
<b>Board Meeting — Agenda Supporting Documentation</b>	Agenda item summaries, staff memos, exhibits presented to the Board at any meeting	<b>PERMANENT</b>	Transfer to Archives if District dissolves	GRS Schedule 8.10
<b>Board Resolutions</b>	All adopted Board resolutions	<b>PERMANENT</b>	Transfer to Archives	GRS; C.R.S. § 32-1-903
<b>Adopted Policies</b>	All current and superseded Policy Manual policies	<b>PERMANENT</b>	Superseded versions: archive with SUPERSEDE D suffix; retain permanently	GRS; Policy 100-1.05
<b>District Bylaws</b>	All versions of the SPCFPD Bylaws	<b>PERMANENT</b>	Retain all versions	C.R.S. Title 32; GRS
<b>Board Administrative Rules Manual</b>	All adopted and superseded BAM versions	<b>PERMANENT</b>	Archive superseded versions	GRS



<b>Election Records</b>	Candidate filings, ballots, results certifications, DEO records	5 years after election	Destroy after 5 years	C.R.S. § 1-13.5; GRS
<b>Oaths of Office</b>	Director oath of office forms	Term of office + 5 years	Destroy	C.R.S. § 24-12-101; GRS
<b>Conflict of Interest Disclosures</b>	Annual COI disclosure forms (all personnel)	2 years after service ends or conflict no longer exists, whichever is later	Destroy	C.R.S. § 24-18-109; GRS
<b>Annual Transparency Notices</b>	Filed notices per C.R.S. § 32-1-809	5 years	Destroy	C.R.S. § 32-1-809; GRS

Record Category	Examples	Retention Period	Disposition	Authority
<b>Financial Records</b>				
<b>Adopted Annual Budgets</b>	Adopted budget documents and appropriation resolutions	PERMANENT	Transfer to Archives	C.R.S. § 29-1-108; GRS
<b>Budget Working Documents</b>	Proposed budgets, worksheets, TABOR calculations	3 years	Destroy	GRS
<b>Annual Audit / Financial Review Reports</b>	Completed audit and financial review reports	PERMANENT	Transfer to Archives	C.R.S. § 29-1-603; GRS
<b>Accounts Payable / Receivable</b>	Invoices, purchase orders, receipts, payment records	7 years	Destroy	C.R.S. § 13-80-101; GRS; IRS
<b>Bank Statements and Reconciliations</b>	Monthly statements and reconciliation records	7 years	Destroy	IRS; GRS
<b>Payroll Records</b>	Payroll registers, W-2s, time records, direct deposit authorizations	7 years after separation	Destroy	C.R.S. § 8-12-101; IRS; GRS
<b>Tax Records</b>	Property tax levies, certification of levy, TABOR compliance	PERMANENT	Transfer to Archives	C.R.S. § 39-10-111; GRS
<b>Insurance Policies</b>	All District liability, property, and workers' comp policies	Life of policy + 5 years	Destroy	GRS
<b>Contracts and Agreements</b>	All executed contracts (non-employment)	Term of contract + 7 years	Destroy	C.R.S. § 13-80-101; GRS
<b>Grant Records (State/Local)</b>	Applications, awards, expenditure reports, closeout	5 years after final expenditure report	Destroy	GRS; DOLA requirements
<b>Grant Records (Federal)</b>	Applications, awards, expenditure reports, closeout	3 years after final expenditure report	Destroy	2 C.F.R. § 200.333
<b>Capital Asset Records</b>	Property inventory, appraisals, acquisition/disposition records	Life of asset + 7 years	Destroy	C.R.S. § 32-1-1402; GRS



Record Category	Examples	Retention Period	Disposition	Authority
<b>Personnel Records</b>				
<b>Employment Agreements (Senior Staff)</b>	District Chief, Deputy Chief, Captain employment contracts	Termination of employment + 7 years	Destroy	C.R.S. § 13-80-101; GRS
<b>Personnel Files (Active Paid Staff)</b>	Application, certifications, evaluations, discipline records, acknowledgments	10 years after retirement or separation. Records documenting hazardous material exposure: 30 years after separation per 29 C.F.R. § 1910.1020.	Destroy with documentation	GRS Schedule 15.70; BAM § 5.2.2; 29 C.F.R. § 1910.1020 (hazmat exposure)
<b>Personnel Files (Terminated Paid Staff)</b>	Same as above, for separated employees	10 years after retirement or separation. Records documenting hazardous material exposure: 30 years after separation per 29 C.F.R. § 1910.1020.	Destroy with documentation	GRS Schedule 15.70; EEOC; C.R.S. § 13-80-101; 29 C.F.R. § 1910.1020 (hazmat exposure)
<b>Volunteer Membership Records</b>	Application, certifications, active roster, acknowledgment forms	Duration of membership + 5 years. Records documenting hazardous material exposure: 30 years after separation per 29 C.F.R. § 1910.1020.	Destroy	GRS Schedule 15.290; 29 C.F.R. § 1910.1020 (hazmat exposure)
<b>Workers' Compensation Claims</b>	All claim records, medical reports, settlements	10 years after closure	Destroy	C.R.S. § 8-47-101; GRS
<b>I-9 Employment Eligibility Forms</b>	Federal Form I-9 for all employees	3 years from hire OR 1 year after separation, whichever is longer	Destroy	8 U.S.C. § 1324a; GRS
<b>Training and Certification Records</b>	Certifications, drill records, continuing education, NFPA compliance	Paid employees: 5 years after separation. Volunteers: duration of membership + 5 years.	Destroy	GRS Schedule 17.90; NFPA 1500
<b>Ethics Acknowledgment Forms</b>	Annual signed Code of Ethics acknowledgment forms	Duration of service + 3 years	Destroy	Policy 200-2.01 § 9; GRS
<b>Disciplinary Records</b>	Written warnings, suspensions, termination records	Duration of employment + 7 years	Destroy with documentation	GRS; EEOC guidance
<b>Investigation Files</b>	Complaint investigation records (all personnel)	7 years after closure	Destroy with documentation	Policy 200-2.13; GRS

Record Category	Examples	Retention Period	Disposition	Authority
<b>Operational and Emergency Response Records</b>				
<b>Incident / Run Reports (Fire) — Run Sheets and Rescue Incident Reports</b>	All run sheets, rescue incident reports, structure and wildland fire run records	<b>PERMANENT</b>	Transfer to Archives if District dissolves	GRS Schedule 17.70; NFIRS requirements



<b>Incident Investigations — Fatality</b>	Investigation records for any incident resulting in civilian or firefighter fatality	<b>PERMANENT</b>	Transfer to Archives if District dissolves	GRS Schedule 17.70
<b>Incident Investigations — Non-Fatality</b>	Investigation records for non-fatality fire and rescue incidents	10 years	Destroy with documentation	GRS Schedule 17.70
<b>Fire Prevention Records and Routine Fire Call Sheets</b>	Routine call sheets, fire prevention schedule records not included above	5 years	Destroy	GRS Schedule 17.70
<b>EMS / Patient Care Reports</b>	Patient care documentation, pre-hospital care records	10 years OR age of patient at time of service + 3 years, whichever is longer	Destroy with documentation	HIPAA; C.R.S. § 25-3-122; GRS
<b>After-Action Reviews (AAR)</b>	Post-incident critique and lessons-learned documents	7 years	Destroy	GRS
<b>Mutual Aid Records</b>	Mutual aid response logs, resource deployment records	5 years	Destroy	GRS
<b>CWRC Inspection Records</b>	Wildfire inspection and plan review records under Res. 2026-03-18	10 years	Destroy	Res. 2026-03-18; C.R.S. Title 32; GRS
<b>Apparatus and Equipment Maintenance Logs</b>	All maintenance, inspection, pump test, and service records	Life of apparatus / equipment + 3 years	Destroy	GRS; NFPA 1911
<b>SOG Manual (all versions)</b>	Current and superseded Standard Operating Guidelines	<b>PERMANENT</b>	Archive superseded versions with SUPERSEDE D suffix	GRS; Policy 100-1.05
<b>SCBA / Respiratory Protection Records</b>	Fit test records, maintenance logs, inspection records	Duration of membership + 5 years	Destroy	OSHA 29 C.F.R. 1910.134; GRS
<b>Hazardous Material Records</b>	SDS sheets, spill records, hazmat exposure reports	30 years after employee separation	Destroy	OSHA 29 C.F.R. 1910.1020; GRS
<b>Wildland Deployment Records</b>	CRRF/DFPC deployment logs, resource orders, reimbursement	7 years	Destroy	2 C.F.R. § 200.333; GRS

Record Category	Examples	Retention Period	Disposition	Authority
<b>Administrative, Communications, and Public Records</b>				
<b>CORA Request Log</b>	Log of all CORA requests received, responses, fees charged	3 years	Destroy	C.R.S. § 24-72-203; GRS
<b>CORA Responses</b>	Records produced in response to CORA requests; denial records	3 years	Destroy	C.R.S. § 24-72-201; GRS
<b>Correspondence (Official Board)</b>	Board Chair and Secretary official correspondence	5 years	Destroy	GRS



<b>Correspondence (Operational)</b>	District Chief operational correspondence	3 years	Destroy	GRS
<b>Executive Session Recordings</b>	Electronic audio recordings per C.R.S. § 24-6-402(2)(d.5)	90 days minimum; indefinitely if subject to litigation hold or court order	Destroy after 90 days unless held	C.R.S. § 24-6-402(2)(d.5)
<b>Meeting Audio/Video Recordings (Open)</b>	Recordings of open Board meetings	2 years	Destroy	Policy 200-2.07; GRS
<b>Maps, Pre-Plans, GIS Records</b>	District boundary maps, structure pre-plans, hydrant records	Superseded by updated version; current version PERMANENT	Archive superseded; retain current permanently	GRS; C.R.S. § 32-1-301
<b>Website Content</b>	Archived website pages, posted public notices	3 years after removal from active site	Destroy	GRS
<b>Photographs (Official)</b>	Incident photos, apparatus photos, facility photos	5 years unless part of an incident report (then follow incident retention)	Destroy	GRS; Policy 100-1.05
<b>Press Releases and Public Education Materials</b>	Issued press releases, fire prevention materials	3 years	Destroy	GRS

## 6. STORAGE AND SECURITY

- a. **Physical Records.** Permanent records shall be stored in a secure, fire-resistant environment. Personnel records, investigation files, and other confidential records shall be kept in locked storage accessible only to the records custodian and the District Chief. No personnel record shall be stored in an unsecured location.
- b. **Electronic Records.** Electronic records shall be maintained on District-controlled systems or designated cloud storage per the file organization structure established by the District Chief. Electronic records subject to permanent retention shall be stored in at least two locations (local + cloud or offsite backup). File naming shall comply with Policy 100-1.05. Backup procedures shall be documented and tested at least annually.
- c. **Confidential Records.** Personnel files, investigation records, HIPAA-protected EMS records, executive session materials, and attorney-client communications require heightened protection. Electronic confidential records shall be password-protected and access-controlled. Physical confidential records shall be locked. Access shall be limited to persons with a legitimate District business need.
- d. **Off-Site Storage.** The District may use off-site or commercial records storage for non-current physical records. Any off-site storage arrangement shall include a written agreement identifying the records stored, their scheduled destruction dates, and the process for retrieval. The records custodian shall maintain a log of all off-site stored records.

## 7. DISPOSITION AND DESTRUCTION PROCEDURES

- a. **Authorization Required.** No District record shall be destroyed without the prior written authorization of the records custodian (Secretary/Treasurer) and, for permanent records, without authorization from



the Colorado State Archives per C.R.S. § 24-80-106. Unauthorized destruction of public records may constitute a criminal offense under C.R.S. § 24-80-101.

**b. Destruction Log.** A destruction log shall be maintained by the records custodian documenting: the record category; date range of records destroyed; destruction date; method of destruction; and the name of the person who authorized and carried out the destruction. The destruction log is itself a permanent record.

**c. Destruction Method.** Physical records containing confidential or personally identifiable information (personnel files, investigation records, EMS records) shall be shredded or incinerated rather than placed in general waste. Electronic records shall be permanently deleted using a method that prevents recovery; electronic media containing confidential information shall be physically destroyed before disposal.

**d. Litigation Hold Override.** No record subject to a litigation hold per § 4(d) shall be destroyed regardless of its scheduled retention date. The litigation hold overrides this schedule until District Counsel releases the hold in writing.

**e. Annual Reporting to Colorado State Archives.** As a condition of the Colorado State Archives approval to use the Special Districts Records Management Manual as the District's authorized retention and destruction schedule, the Secretary/Treasurer shall report annual records destruction statistics to the Colorado State Archives. The annual report shall include: the record categories destroyed; the date ranges of records destroyed; the destruction date; and the method of destruction. The information required for this report shall be drawn from the destruction log maintained under § 7(b). The Secretary/Treasurer shall submit the annual report to the Colorado State Archives following the close of each calendar year.

## 8. ANNUAL REVIEW AND AMENDMENT

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This policy and the retention schedule in § 5 shall be reviewed annually as part of the Q1 review cycle established by Policy 100-1.06. The District Chief shall review the schedule against any changes in the Colorado State Archives General Records Schedule, applicable state and federal law, and the District's current record categories, and present any recommended amendments to the Board. Amendment requires a majority vote per Policy 100-1.06 § 5.

## 9. SEVERABILITY

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If any provision of this policy is held to be invalid or unenforceable, the remaining provisions shall continue in full force and effect.



**PASSAGE AND ADOPTION.**

PASSED, APPROVED, AND ADOPTED by the Board of Directors of the Southern Park County Fire Protection District at a duly noticed regular meeting held on Pending Board adoption, by the following vote:

Director	AYE	NAY	ABSTAIN
Sean English (Board Chair)	AYE		
Mike Brandt (Secretary/Treasurer)	AYE		
Mike Parrish	AYE		
Mike Smith			
Jennifer Taylor	AYE		

**ATTESTATION.**

IN WITNESS WHEREOF, the undersigned duly authorized officers hereby attest to the adoption of this policy.

**Sean English**

Board Chair — Board of Directors, SPCFPD

**Date:** May 12, 2026

**Mike Brandt**

Secretary/Treasurer — Board of Directors, SPCFPD

**Date:** May 12, 2026

**Mike Parrish**

Board Member — Board of Directors, SPCFPD

**Date:** May 12, 2026

**Mike Smith**

Board Member — Board of Directors, SPCFPD

**Date:**

**Jennifer Taylor**

Board Member — Board of Directors, SPCFPD

**Date:** May 12, 2026

**CERTIFICATION.**

I, Mike Brandt, Secretary/Treasurer of the Board of Directors of the Southern Park County Fire Protection District, Park County, Colorado, hereby certify that the foregoing is a true and correct copy of Policy 200-2.11 duly adopted at a regular public meeting held on Pending Board adoption, at which a quorum was present and acting throughout.

**Mike Brandt**

Secretary/Treasurer — Southern Park County Fire Protection District

**Date:** May 12, 2026



Document Revision History

Document: 20260408\_ADMIN\_200-2.11\_RecordsRetentionSchedule\_v0.5

Policy: 200-2.11 — RECORDS RETENTION

SCHEDULE AND PROCEDURES

Ver.	Date	Author	Changes
v1.0	Pending Board adoption	Board of Directors	Initial adoption. Establishes the District's first formal records retention schedule and disposition procedures. Grounded in Colorado Local Government Records Act (C.R.S. § 24-80-101 et seq.) and the Colorado State Archives General Records Schedule. Supplements BAM v1.3 § 5.2.2. Partially supersedes Legacy Policy #030. ADOPTED Pending Board adoption.
v0.5	Pending Board adoption	Board of Directors	Ten amendments to align with Colorado State Archives Special Districts Records Management Manual (GRS). (1) GRS Approval Requirement note added to § 1: destruction authority does not take effect until the District submits the Approval Request Form and receives Archives approval. (2) Board Meeting Agendas: 3 years → PERMANENT (GRS Schedule 8.20). (3) Board Meeting — Agenda Supporting Documentation: new PERMANENT row added (GRS Schedule 8.10 — agenda item summaries, staff memos, exhibits are permanent records). (4) Conflict of Interest Disclosures: trigger updated from "5 years after submission" to "2 years after service ends or conflict no longer exists" per GRS Schedule 8.100. (5) Employment Agreements: trigger updated from "life of agreement + 7 years" to "termination of employment + 7 years." (6) Personnel Files (Active and Terminated): 7 years → 10 years after separation per GRS Schedule 15.70; hazardous material exposure records noted as 30 years per 29 C.F.R. § 1910.1020. (7) Volunteer Membership Records: hazardous material exposure exception added (30 years after separation). (8) Training and Certification Records: updated to 5 years post-separation for paid employees and duration + 5 years for volunteers per GRS Schedule 17.90. (9) Incident / Run Reports (Fire): single 7-year row replaced with four subcategories per GRS Schedule 17.70: (a) Run Sheets / Rescue Incident Reports — PERMANENT; (b) Fatality Investigations — PERMANENT; (c) Non-Fatality Investigations — 10 years; (d) Routine Fire Call Sheets — 5 years. (10) § 7e added: Secretary/Treasurer shall report annual records destruction statistics to the Colorado State Archives as a condition of GRS approval.

*This policy shall be interpreted consistently with: BAM v1.3 (§§ 5.2.1, 5.2.2, 5.2.3); Policy 100-1.05 (File Naming Convention); Policy 200-2.12 (CORA Compliance Procedure); C.R.S. § 24-80-101 et seq. (Local Government Records Act); C.R.S. § 24-72-201 et seq. (CORA); Colorado State Archives General Records Schedule for Local Governments; 2 C.F.R. § 200.333 (Federal Grant Records); HIPAA 45 C.F.R. Parts 160 and 164.*

— END OF POLICY 200-2.11 —