

**CITY OF BOULDER RECORDS RETENTION GUIDELINES 2001**

INDEX CODE	RECORD TITLE	DOCUMENT TYPES	MINIMUM RETENTION PERIOD	CUSTODIAN
	<b>ADMINISTRATIVE</b>			
A-01	<b>CORRESPONDENCE AND GENERAL DOCUMENTATION excluding e-mail</b>	Policy, legal, fiscal, historical, or research of enduring value	Permanent	CR
A-02	<b>CORRESPONDENCE AND GENERAL DOCUMENTATION excluding e-mail</b>	Routine correspondence, documentation and daily working papers	1 YR+Current	Dept.
A-03	<b>AGREEMENTS AND CONTRACTS</b>	All	6 YR+Current as long as contract remains active	Original to CR
A-04	<b>BOARD/COMMISSION / COUNCIL</b>			
A-04		Agendas	Permanent	CR
A-04		Audio Tapes of Meetings	2YR+Current	CR
A-04		By-laws	Permanent	CR
A-04		Council Packets	Permanent	CR
A-04		Meeting Notices	1YR+ Current	CR
A-04		Minutes	Permanent	CR
A-04		OSBT Audio Tapes	Permanent	CR
A-04		Planning Board Audio Tapes	6YR+Current	CR
A-04		Parks and Recreation Board Audio Tapes	6YR+Current	CR
A-04		Video Tapes of Meetings	Permanent	CR
A-05	<b>BUILDING PERMIT AND INSPECTION RECORDS</b>			
A-05		Address History files: Records maintained as address history files to provide a chronological record and running history of building-related activities for each address located within the municipality. May include records listed elsewhere in the retention schedules, Ex.building & demolition permits, gas connections, LOCs, inspection reports, unsafe building actions etc.	Permanent	Dept.
A-05		Address Streets and House Number Records: Street dedications, street closings, assignment & alternation of street names and house numbers, and similar records providing official control of the naming and numbering of municipal streets and addresses	Permanent	CR

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A-05		Building Permits: <b>Application</b> , Final Inspection Report	Permanent	CR
A-05		Certificate of Occupancy	Permanent	Dept.
A-05		Commercial Building Plans (Construction drawings and plans)	Permanent: As of 2001	Dept.
A-05		Residential Building Plans	2YR after completion	Dept.
		<b>Rental Housing License</b>		
A-05		Soil Condition Report	20 YR+ Current	CR
A-06	<b>CASE FILES</b>			
A-06		Building Board of Adjustment	Permanent	CR
A-06		Building Board of Appeals	Permanent	CR
A-06		Weed and Trash Violations	2YR+Current	Dept.
A-06		Zoning Violations	5 YR+Current	Dept.
A-07	<b>CEMETERY RECORDS</b>			
A-07		Accounts Receivable Ledger	Permanent	CR
A-07		Burial Permit and Stubs	Permanent	CR
A-07		Burial Permit Register	Permanent	CR
A-07		Cash Book	Permanent	CR
A-07		Cemetery Maps and Plat Book	Permanent	CR
A-07		Death Certificates or Physician's Report	Permanent	CR
A-07		Foundation Order Book	Permanent	CR
A-07		Index of Lots	Permanent	CR
A-07		Record of Deeds Issued and Stubs	Permanent	CR
A-07		Record of Internment	Permanent	CR
A-07		Record of Lot Purchase	Permanent	CR
A-08	<b>CHARTER PROCEEDINGS</b>			
A-08		Supporting Documents for Case Files	3 YR + Current	Dept.
A-08		Adoption, amendment, repeal. Includes minutes & tapes See also A-4 and A-18	Permanent	CR
A-09	<b>CODES</b>	All codes	Permanent	CR
A-10	<b>CONTRACTOR'S LICENSE FILES</b>	All	6 YR+Current	CR

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A-11	<b>ELECTION RECORDS</b>			
A-11		Acceptance of Judges	2 YR+Current	CR
A-11		Ballots (Includes: voted, absentee, spoiled, defective)	2 YR+Current	CR
A-11		Certified Statement and Determination Permanent Election results	Permanent	CR
A-11		Charter Initiative or Referendum	2 YR after election	CR
A-11		Fair Campaign Practices Act Contributions and Expenditure Reports	Permanent	CR
A-11		Initiative or Referendum	2 YR after election	CR
A-11		Judge Certificate of Votes Cast	6 Months	CR
A-11		List of Judges and Alternates	2 YR+Current	CR
A-11		Nomination Petitions	2 YR after election	CR
A-11		Notice of Election	2 YR+Current	CR
A-11		Oaths/Challenges/Affidavits	2 YR+Current	CR
A-11		Objections to Nominations	2 YR+Current	CR
A-11		Petitions	3 YR after submission	CR
A-11		Poll Books	2 YR+Current	CR
A-11		Poll Lists	2 YR+Current	CR
A-11		Recall	2 YR after election	CR
A-11		Receipt for Ballot box	2 YR+Current	CR
A-11		Registration Book Receipts	2 YR+Current after e	CR
A-11		Signature Forms	2 YR+Current after e	CR
A-11		Withdrawal from Nomination	2 YR+Current after e	CR
A-12	<b>HOUSING ASSISTANCE APPLICATIONS/REJECTED OR INACTIVE</b>			
A-12		Applicants failed to renew after 6 Months	5 YR+Current	Dept.
A-12		Complaint and/or Client Files: Rulings and Appeals	7 YR + Current	CR
A-13	<b>IMPROVEMENT DISTRICTS</b>	All	12 YR+Current	CR
A-14	<b>LIBRARY RECORDS</b>			
A-14		Book Requisitions	1 YR+Current	Dept.
A-14		Circulation Statistics	Permanent	Dept.
A-14		Complaint Form	1 YR+Current	Dept.
A-14		Gift Register	Permanent	Dept.
A-14		Inter-library Loan Transactions	3 YR+Current	Dept.
A-14		Patrons' Registration Forms	6 YR+Current	Dept.
A-14		Reciprocal Borrowing Sheets	3 YR+Current	Dept.

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A-15	<b>LIQUOR LICENSE FILES</b>	All	1 YR+Current after license terminates	CR
A-16	<b>LITIGATION RECORDS</b>			
A-16		All (Legal documents, notes, reports, background material, etc. created in preparation of handling legal disputes)	Permanent	CR
A-16		Court Decisions Affecting City	Permanent	CR
A-16		Court Proceeding Files	Permanent	CR
A-16		Legal Memo Research Files	Permanent	CR
A-16		Litigation Case Files	Permanent	CR
A-16		P.U.C. Hearing Files	Permanent	CR
A-17	<b>MAPS/PLANS/PLATS AND SUPPORTING DOCUMENTATION</b>	All: Reproducible linen or Mylar originals [or best copy] of annexations, subdivisions, master plans, PUDs, site plans, overall development plans, replats, zoning district plans, etc.	Permanent	CR
A-18	<b>SUPPORTING DOCUMENTATION</b>			
A-18		Boards and Commissions (All exhibits and materials referenced in minutes)	Permanent	CR
A-18		Council	Permanent	CR
A-19	<b>NEWS RELEASES</b>	All of enduring value	Permanent	CR
A-20	<b>NEWS LETTERS, DEPARTMENTAL</b>	All	2 YR+Current	Dept.
A-21	<b>NEWSPAPER CLIPPINGS &amp; SCRAPBOOKS</b>	All	Permanent	CR
A-22	<b>OATHS OF OFFICE</b>	Elected and appointed officials	Permanent	CR
A-23	<b>ORDINANCES</b>	All	Permanent	CR
A-24	<b>PERMITS</b>			
A-24		Annual Pass Permit	1 YR+Current	Dept.
A-24		Facility Reservation Sheets	1 YR+Current	Dept.
A-24		Facility Usage Permit	1 YR+Current	Dept.
A-24		Gas Company Permits	Permanent	CR
A-24		Home Occupation Permits	2 YR+Current	Dept.
A-24		Park Waiver Permits	2 YR+Current	Dept.
A-24		Parks Acoholic Beverage Permits	2 YR + Current	Dept.
A-24		Recreation Class Waivers	2 YR + Current	Dept.
A-24		Sewer Permits	Permanent	CR
A-24		Special Signs	2 YR+Current	Dept.
A-24		Special Use Permits	2 YR+Current	CR
A-24		Street Permits	1 YR+Current	CR
A-24		Telephone Company Permits (ROW Encroachments)	Permanent	CR
A-24		Temporary Garden Permits	2 YR+Current	Dept.
A-24		Temporary Use Permits	2 YR+Current	CR
A-24		Tree Removal Permits	1 YR+Current	Dept.
A-24		Water Tap Permits	Permanent	CR

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A-25	<b>PLANNING, DEVELOPMENT AND ZONING RECORDS</b>			
A-25		Annexation Records: Includes petitions, ordinances, map, agreements & any permanent correspondence	Permanent	CR
A-25		Census Data	Permanent	CR
A-25		Community Study Subject Files	Permanent	CR
A-25		Development Case Files: Includes application, case logs, conceptual reviews, master plans, overall development plans, PUDs, site plans, site specific development plans, minor subdivisions, replats, resubdivisions, vacations of plats and plans, and similar projects.	Permanent	CR
A-25		Development Proposals	1 YR+Current	Dept.
A-25		DRC (Development Review Committee)	Originals in Planning	Originals in Planning
A-25		Permitted and Accessory Uses (Special uses, non-conforming uses, etc.)	Permanent	CR
A-25		Population Studies and Plans	Permanent	Dept. copy to CR
A-25		Pre-Planning (Conceptual)	Permanent	Dept.
A-25		Referrals from Surrounding Jurisdictions	Permanent	Dept.
A-25		Rezoning application case logs	Permanent	Dept.
A-25		Subdivision Case Files	Permanent	Dept.
A-25		Zoning Ordinances and Amendments	Permanent	Original to CR
A-26	<b>LONG RANGE PLANNING</b>	BVCP (Boulder Valley Comprehensive Plan)	Permanent: Copies remain with respective property files	CR
A-27	<b>POLICIES AND PROCEDURES</b>	Routine	Permanent	CR
A-28	<b>PROJECT AND CONSTRUCTION FILES (City)</b>			
A-28		Construction Acceptance Document	Permanent	Dept.
A-28		Construction Files	Permanent	Dept.
A-28		Engineering Files	Permanent	Dept.
A-28		Roads Files	Permanent	Dept.
A-28		Traffic Files	Permanent	Dept.

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A-29	<b>PROJECT RECORDS (City contracted work)</b>			
A-29		Development Project Files	Permanent	CR
A-29		Project Performance Bonds	1 YR+Current after bond expiration date	Dept.
A-29		Rehab Files	3 YR+Current after final payment	Dept,
A-29		Relocation Files	3 YR+Current after final payment	Dept.
A-30	<b>PROOFS OF PUBLICATION</b>			
A-30		Affidavits, legals	published	CR
A-30		Bid Opening Notice	6 YR+Current after published	CR
A-30		Bond Redemption	published	CR
A-30		Notice of Final Settlement	6YR+Current after published	CR
A-30		Ordinance & Resolutions	Permanent	CR
A-30		Public Hearing Notice	published	CR
A-31	<b>PROPERTY</b>			
A-31		Appraisals	Permanent	CR
A-31		Condemnations	Permanent	CR
A-31		Corporate documents related to Real Estate acquisitions	Permanent	CR
A-31		Corporate stock certificates related to Real Estate acquisitions	Permanent	Safe Deposit Box
A-31		Correspondence of enduring value	Permanent	Dept
A-31		Deeds and Dedications	Permanent	CR
A-31		Easements	Permanent	CR
A-31		Encroachments	Permanent	CR
A-31		Environmental Assessment	Permanent	CR & Dept.
A-31		Land Acquisition documents	Permanent	CR
A-31		Leases	6 YR+Current	CR
A-31		Real Estate Contracts	Permanent	CR
A-31		Rights-of-Way	Permanent	CR
A-31		Street Vacations	Permanent	CR
A-31		Surveys and maps	Permanent	Dept
A-31		Title policies	Permanent	Dept
A-32	<b>PUBLICATIONS</b>	City Activities	Permanent	CR
A-33	<b>REPORTS STUDIES / DATE COMPILATIONS</b>			
A-33		Building Department Reports	Permanent	CR
A-33		Business Surveys	Permanent	CR
A-33		Drinking Water Studies	5 YR+ Current	Dept.
A-33		Effluent Discharge Record	5 YR+ Current	Dept.
A-33		Environmental Impact Studies	Permanent (include in project file)	CR

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A-34	<b>REPORTS STUDIES / DATE COMPILATIONS</b>			
A-34		Filter Plant Logs	5 YR+ Current	Dept.
A-34		Lawn Sprinkler Information	1 YR+ Current	Dept.
A-34		Monthly Reports (Dept)	1 YR+ Current	Dept.
A-34		Mountain Reservoir Reports	Permanent	Dept.
A-34		Population Studies	2YR+Current	Dept.
A-34		Quarterly Reports (Dept)	2YR+Current	Dept.
A-34		Recreation Registration Statistics	2YR+Current	Dept.
A-34		Resource Studies	Permanent	Dept.
A-34		Safety Division Reports	6YR+Current	Dept.
A-34		Session Summary Report	2YR+Current	Dept.
A-34		Sewage Plant Composite Samples	5 YR+ Current	Dept.
A-34		Sewage Test (Weekly)	5 YR+ Current	Dept.
A-34		Staff Reports (Monthly)	1 YR+ Current	Dept.
A-34		Street Inspection and Rehabilitation Reports	1 YR+ Current	Dept.
A-34		User Surveys	1 YR+ Current	Dept.
A-34		Water and Sewer Plant Capacity	1 YR+ Current	Dept.
A-34		Water and Sewer Rate Data	Until updated	Dept.
A-34		Water Consumption Reports	1 YR+ Current	Dept.
A-34		Water Distribution System Analysis	2YR+Current	Dept.
A-34		Water Pressure Measurements	6YR+Current	Dept.
A-34		Water Quality Reports	5 YR+ Current	Dept.
A-34		Water Storage Inspection Reports	6YR+Current	Dept.
A-34		Water Test Standard	5 YR+ Current	Dept.
A-34		Weekly Activity Reports (Department)	1 YR+ Current	Dept.
A-35	<b>REPORTS</b>			
A-35		Annual Reports (Department)	Permanent	CR
A-35		Annual Reports (Municipal)	Permanent	CR
A-35		Annual Board Reports	Permanent	CR
A-35		Annual Authority Report	Permanent	CR
A-35		Water Distribution System Reports	Permanent	Dept.
A-35		Water Production Reports	Permanent	Dept.
A-35		Weather Reports/River and Climatological Observations	Permanent	Dept.

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A-36	<b>RESOLUTIONS</b>	All Originals	Permanent	CR
A-37	<b>STREET AND INTERSECTION RECORDS</b>	All (Grade, construction, maintenance, modifications, emergency access lane files, etc.)	Permanent	Dept.
A-38	<b>STREETS/TRAFFIC ENGINEERING FILES</b>			
A-38		Colorado Department of Highways Files	6 YR+Current	Dept.
A-38		High Accident Locations	6 YR+Current	Dept.
A-38		Street and Drainage Problem History	Permanent	Dept.
A-38		Street Light Calls	6 Months	Dept.
A-38		Street Lighting Files	6 YR+Current	Dept.
A-38		Traffic Issues in Development	6 YR+Current	Dept.
A-38		Traffic Marking and Signal Files	6 YR+Current	Dept.
A-38		Transit Files	6 YR+Current	Dept.
A-39	<b>VEHICLE AND EQUIPMENT RECORDS</b>			
A-39		Vehicle History Jacket File	Life of vehicle (Stored in vehicle)	Dept.
A-39		Water and Sewer Sand Trap Specifications	Life of equipment	Dept.
A-39		Department Billing Gas & Labor	2 YR+Current	Dept.
A-39		Equipment and Vehicle Mileage Report	1 YR+Current	Dept.
A-39		Equipment Manuals	Life of equipment	Dept.
A-39		Equipment Release Forms	1 YR+Current	Dept.
A-39		Inventory Control Parts	Until revised	Dept.
A-39		Inventory List	Until revised	Dept.
A-39		Office Equipment	Life of equipment	Dept.
A-39		Preventive Maintenance Work Schedule	1 YR+Current	Dept.
A-39		Record of Transactions: Deleted Vehicles	1 YR+Current	Dept.
A-39		Warranties/Specifications	Life of equipment	Dept.
A-40	<b>WATER AND SANITATION DISTRICT RECORDS</b>	All	Permanent	CR
A-41	<b>WATER RESTRICTION NOTICES</b>	All	1 YR+Current	Dept.
A-42	<b>WATER RIGHTS RECORDS AND SUPPORTING DOCUMENTATION</b>			
A-42		Water Shareholders Agreements	Permanent	CR
A-42		Water Stock Certificates	Permanent	Safe Deposit Box
A-42		Water/Sewer Certificates Outside City	Permanent	CR
A-43	<b>WORK ORDERS</b>	All	1 YR+Current	Dept.

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	<b>FISCAL REPORTS</b>			
F-01	<b>CORRESPONDENCE AND GENERAL DOCUMENTATION excluding e-mail</b>	All (Administrative, policy, legal, fiscal, historical, or research of enduring value)	Permanent	CR
F-02	<b>CORRESPONDENCE AND GENERAL DOCUMENTATION excluding e-mail</b>	Routine correspondence, documentation and daily working papers	1 YR+Current	Dept.
F-03	<b>ACCOUNTING RECORDS</b>			
F-03		Petty Cash Fund Account	3 YR+Current	Dept.
F-03		Journal Entries	3 YR+Current	Dept.
F-03		Statements	6 YR+Current	CR
F-03		Reconciliation	6 YR+Current	CR
F-03		Canceled Checks	6 YR+Current	CR
F-03		Deposit Slips	1 YR+Current	Dept.
F-03		Accounts Payable	6 YR+Current	CR
F-03		Bills Paid	6 YR+Current	CR
F-03		Accounts Receivable	2 YR+Current	CR
F-03		Balance Sheets	Until updated	Dept.
F-03		Bank Record: To include credit card statements	2 YR+Current	Dept.
F-03		Cash Register Validation Tape	1 YR+Current	Dept.
F-03		Certificate of Deposit	6 YR+Current	Dept.
F-03		Certificate of Deposit Register	6 Months+Current	Dept.
F-03		Check Stubs	1 YR+Current	Dept.
F-03		Departmental Working Papers	1 YR+Current	Dept.
F-03		Savings Bond Records	6 YR+Current after final payment	CR
F-03		Trial Balance	2 YR+Current	Dept.

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F-04	<b>AUDITS</b>			
F-04		City Wide (Final)	Permanent	CR
F-04		Departmental Audit Working Papers	2 Yr after completion of audit	Dept.
F-05	<b>BIDS</b>			
F-05		Advertisement for Bids	Permanent	CR
F-05		Rejected	6 YR+Current	CR
F-05		Accepted	6 YR+Current	CR
F-06	<b>BOND ISSUE RECORDS</b>			
F-06		Bond Register	Permanent	CR
F-06		GO Bond Ledger	Permanent	CR
F-06		Other Bonds (Special improvement, municipal revenue)	1 YR after maturity	CR
F-06		General Obligation Bonds	1 YR after maturity	CR
F-07	<b>BONDS</b>			
F-07		Construction & Performance	6 YR+Current	CR
F-07		Labor & Materials	6 YR+Current	CR
F-08	<b>ANNUAL BUDGET</b>			
F-08		City Wide (Final)	Permanent	CR
F-08		Departmental Budget Working Papers	1 YR+Current	Dept.
F-09	<b>CASH BOOK AND RECEIPTS</b>			
F-09		Cash Account Pre-Edit Listing	2 YR+Current	Dept.
F-09		Cash Book Receipts	2 YR+Current	Dept.
F-09		Charge Slips	2 YR+Current	Dept.
F-09		Daily Cash Report	2 YR+Current	Dept.
F-09		Parking Tickets/Receipts	2 YR+Current	Dept.
F-09		Receipt for Fees	2 YR+Current	Dept.
F-09		Registration Receipts	2 YR+Current	Dept.
F-09		Rental Receipts	2 YR+Current	Dept.
F-09		Travel Authorization & request Forms:Travel Leader	2 YR + Current	Dept.

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F-10	<b>FISCAL REPORTS</b>			
F-10		Auction Reports	2 YR+Current	Dept.
F-10		Cost Analysis Report	6 YR+Current	BFS
F-10		Itemized Expenditure Report	6 YR+Current	BFS
F-10		Monthly Department Expenditure	1 YR+Current	BFS
F-10		Monthly Financial Report	2 YR+Current	BFS
F-10		Revenue Printouts	1 YR+Current	BFS
F-10		Revenue Report	Until updated	BFS
F-11	<b>GRANT RECORDS / APPLICATIONS</b>	Accepted Grants	Duration of grant+ 6 YR	CR
F-11		Rejected Grants	2 YR+Current	Dept.
F-12	<b>HIGHWAY USERS TAX FUND RECORDS AND STATE HIGHWAY MAINTENANCE CONTRACT</b>	Documentation/receipt of funding from State for street improvements	Permanent	CR
F-13	<b>IMPROVEMENT DISTRICT RECORDS</b>			
F-13		Tax Receipt Stubs (Special Improvement Districts, local improvement districts, general improvement districts, etc.)	12 YR+Current	CR
F-13		Assessment roll (Statement to property owner)	12 YR+Current	CR
F-14	<b>INSURANCE AND CLAIM RECORDS</b>			
F-14		Damage Claims	10 YR+Current	CR
F-14		Incident/Accident Reports	6 YR+Current	Dept.
F-14		Insurance Policies	Duration of policy as determined by any terms limiting action thereunder+6 YR after cause accrues	CR
F-14		Property Damage Reports	6 YR+Current	Dept.
F-15	<b>LEDGERS</b>			
F-15		Billing Ledgers	6 YR+Current	Dept.
F-15		Check Register Ledger	6 YR+Current	Dept.
F-15		Cost Ledgers for Parks Operations	3 YR+Current	Dept.
F-15		General Ledger	Permanent	CR
F-15		Journal Entries Ledger	Permanent	CR
F-15		Payroll Register Ledger	Permanent	CR
F-15		Transaction Journal on Gen. Ledger	6 YR+Current	CR
F-16	<b>LIENS</b>			
F-16		Assessment Notices/Assessment Letter	3 YR+Current	CR
F-16		Promissory Notes/Liens	2 YR+Current	CR

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F-17	<b>LOAN / FINANCING RECORDS</b>	Urban Renewal District— Loans	6 YR+Current after payment	Dept.
F-18	<b>PENSION RECORDS</b>			
F-18		Actuarial Reports	Permanent	Dept.
F-18		Pension (Fund) Reports	Permanent	Dept.
F-19	<b>PURCHASING RECORDS</b>			
F-19		Purchase Orders	6 YR+Current	CR
F-19		Purchase Requisitions	6 YR+Current	CR
F-19		Field P.O.s	6 YR+Current	CR
F-19		Vouchers	6 YR+Current	Dept.
F-20	<b>SALES TAX RECORDS</b>			
F-20		Sales Tax Applications	2 YR+Current after business terminates	Dept.
F-20		Sales Tax Audits	15 years	CR
F-20		Sales Tax Register	Permanent	CR
F-20		Sales Tax Master File	Until updated	Dept.
F-20		Sales/Use Tax Daily Transaction Journal/Log	2 YR+Current	Dept.
F-20		Sales/Use Tax Returns	3 YR+Current	CR
F-20		Tax assesment documents (Tax Certificates)	Permanent	CR
F-21	<b>UTILITY BILLING RECORDS</b>			
F-21		Water and Sewer Meter Books	2 YR+Current	Dept.
F-21		Utility Billing Journals/Registers (Water, sewer and electric)	6 YR+Current	Dept.
F-21		Account History Listing	2 YR+Current after closed	Dept.
F-21		Cash Receipt Journals	2 YR+Current	Dept.
F-21		Electric Meter Deposit Orders	1 YR+Current	Dept.
F-21		Electric Meter Orders	1 YR+Current	Dept.
F-21		First & Second Notice	6 Months	Dept.
F-21		Initial Status Report	1 YR+Current	Dept.
F-21		Meter Reading Exception Report	1 YR+Current	Dept.
F-21		New Service Records	1 YR+Current	Dept.
F-21		Non-deliverable Billing Notices	6 Months	Dept.
F-21		Service Orders/Records	1 YR+Current	Dept.
F-21		Third Notice	1 YR	Dept.
F-21		Trouble Orders	1 YR+Current	Dept.
F-21		Turn-off Service Records	2 YR+Current	Dept.
F-21		Water and Sewer Bills/Statements	3 YR+Current	Dept.

**CITY OF BOULDER RECORDS RETENTION GUIDELINES 2001**

<b>INDEX CODE</b>	<b>RECORD TITLE</b>	<b>DOCUMENT TYPES</b>	<b>MINIMUM RETENTION PERIOD</b>	<b>CUSTODIAN</b>
	<b>MUNICIPAL COURTS</b>			
MC-01	<b>CORRESPONDENCE AND GENERAL DOCUMENTATION excluding e-mail</b>	Administrative policy, legal, fiscal, historical, or research of enduring value	Permanent	Dept.
MC-02	<b>CORRESPONDENCE AND GENERAL DOCUMENTATION excluding e-mail</b>	Routine correspondence, documentation and daily working papers	1 YR+Current	Dept.
MC-03	<b>BANK RECORDS FROM COURT MAINTAINED ACCOUNT</b>			
MC-03		Canceled Checks	6 YR + Current	Dept.
MC-03		Certificates of Deposit	6 YR + Current	Dept.
MC-03		Check Stubs	6 YR + Current	Dept.
MC-03		Deposit Slips	6 YR + Current	Dept.
MC-03		Reconciliation's	6 YR + Current	Dept.
MC-03		Statements	6 YR + Current	Dept.
MC-03		Cash Receipts	2 YR + Current	Dept.
MC-04	<b>DOCKET SHEET</b>			
MC-04		All	Permanent	Dept.
MC-04		Docket sheets from 1920 and prior	Permanent	Dept.
MC-05	<b>JURY PANEL LISTS AND INSTRUCTIONS</b>		2 YR+Current	Dept.
MC-06	<b>RULING OF HIGHER COURT'S DECISION ON APPEAL / APPEAL TRANSCRIPTS</b>			
MC-06		Traffic - non-OJ/W liens	7 YR+Current	Dept.
MC-06		General Ordinance	7 YR+Current	Dept.
MC-06		Traffic - with OJ/W liens	7 YR+Current	Dept.

**CITY OF BOULDER RECORDS RETENTION GUIDELINES 2001**

<b>INDEX CODE</b>	<b>RECORD TITLE</b>	<b>DOCUMENT TYPES</b>	<b>MINIMUM RETENTION PERIOD</b>	<b>CUSTODIAN</b>
MC-07	<b>SUPPORTING DOCUMENTATION FOR CASE FILES (CLOSED)</b>			
MC-07		General	7 YR+Current	Dept.
MC-07		General w/Warrants	7 YR+Current	Dept.
MC-07		Traffic - non-OJ/W liens	7 YR+Current	Dept.
MC-07		Traffic - with OJ/W liens	7 YR+Current	Dept.
MC-08	<b>SUMMONS AND COMPLAINT - TRAFFIC (CLOSED)</b>			
MC-08		Non-OJ/W liens	7 YR+Current	Dept.
MC-08		With OJ/W liens	7 YR+Current	Dept.
MC-09	<b>SUMMONS AND COMPLAINT GENERAL (CLOSED)</b>		7 YR+Current	Dept.
MC-10	<b>SUMMONS - PARKING AND PARKING FINE RECORD</b>		1 YR+Current	Dept.
MC-11	<b>PHOTO ENFORCEMENT VIOLATION AND FINE RECORD</b>		1 YR+Current	Dept.
MC-12	<b>ANIMAL IMPOUND FILES</b>		6 MO. After case is closed	Dept.
MC-13	<b>VEHICLE IMPOUND FILES</b>		6 MO. After case is closed	Dept.
MC-14	<b>EVIDENCE</b>			
MC-14		Traffic/General	45 Days after all rights of appeal have expired	Dept.
MC-14		Hearing R: Judicial Notice	Permanent	Dept.
MC-15	<b>VOIDED SUMMONS</b>		1 YR+Current	Dept.
MC-16	<b>TAPES OF COURT PROCEEDINGS</b>		Erase 12 Months after judgement is entered, PROVIDED that all rights of appeal have expired	Dept.

**CITY OF BOULDER RECORDS RETENTION GUIDELINES 2001**

<b>INDEX CODE</b>	<b>RECORD TITLE</b>	<b>DOCUMENT TYPES</b>	<b>MINIMUM RETENTION PERIOD</b>	<b>CUSTODIAN</b>
	<b>PERSONNEL (HROE &amp; Payroll)</b>			
P-01	<b>CORRESPONDENCE AND GENERAL DOCUMENTATION excluding e-mail</b>	Policy, legal, fiscal, historical, or research of enduring value	Permanent	CR
P-02	<b>CORRESPONDENCE AND GENERAL DOCUMENTATION excluding e-mail</b>	Routine correspondence and documentation	1 YR+Current	Dept.
P-03	<b>AFFIRMATIVE ACTION PLAN</b>		Permanent	Dept.
P-04	<b>AFFIRMATIVE ACTION RECORDS</b>	Copies of reports submitted to the Equal Employment Opportunity Commission (EEOC)	5 YR+Current	Dept.
P-05	<b>EMPLOYEE BENEFITS INFORMATION</b>			
P-05		Vacation	Permanent	Dept.
P-05		Fringe Benefits	Permanent	Dept.
P-05		Insurance Coverage	Permanent	Dept.
P-05		Retirement Plans	Permanent	Dept.
P-06	<b>EMPLOYEE LONGEVITY REPORT</b>		Permanent	Dept.
P-07	<b>EMPLOYEE ON-CALL SCHEDULE</b>		2 YR+Current	Dept.
P-08	<b>EMPLOYEE RECORDS: APPLICANTS NOT HIRED</b>	Applications, examinations & supporting documentation	2 YR from date of making record or action, whichever occurs later	Dept.
P-09	<b>EMPLOYEE RECORDS - ACTIVE &amp; TERMINATED</b>			
P-09		Application for Employment	Permanent	Dept.
P-09		Classification Questionnaires	Permanent	Dept.
P-09		Commendations	Permanent	Dept.
P-09		Disciplinary Actions	Permanent	Dept.
P-09		Exams and Training Information	Permanent	Dept.
P-09		CDL Information	Permanent	Dept.
P-09		Performance Evaluations	Permanent	Dept.
P-09		Personnel Action	Permanent	Dept.
P-09		Salary Documentation	Permanent	Dept.

**CITY OF BOULDER RECORDS RETENTION GUIDELINES 2001**

<b>INDEX CODE</b>	<b>RECORD TITLE</b>	<b>DOCUMENT TYPES</b>	<b>MINIMUM RETENTION PERIOD</b>	<b>CUSTODIAN</b>
P-10	<b>EMPLOYEE RECORDS - TEMPORARY SEASONAL PARKS &amp; OPEN SPACE</b>	Excluding payroll or fiscal reportings	3 YR+Current after termination	Dept.
P-11	<b>EMPLOYEE RECORDS</b>	Departmental Copies	Transfer to HROE upon termination: Documents reviewed & duplicates destroyed.	Dept.
P-12	<b>GRIEVANCES</b>		3 YR+Current after settled	Dept.
P-13	<b>INSURANCE CLAIM RECORDS FOR EMPLOYEES</b>			
P-13		Dental	3 YR+Current after incident is closed & all rights of appeal have expired	Dept.
P-13		Long-term Disability	3 YR+Current after incident is closed & all rights of appeal have expired	Dept.
P-13		Medical	3 YR+Current after incident is closed & all rights of appeal have expired	Dept.
P-14	<b>JOB DESCRIPTIONS, CLASSIFICATION PLANS, JOB SPECIFICATIONS</b>		Until superseded	Dept.
P-15	<b>NEGOTIATING MATERIAL</b>	Employee Unions, etc.	Until no longer needed	Dept.
P-16	<b>PAYROLL RECORDS</b>			
P-16		<a href="#">Time Sheets &amp; Adjustments</a>	5 YR+Current	Dept.
P-16		Garnishments	3 YR+Current	Dept.
P-16		Credit Union Deduction Requests	1 YR after superseded	Dept.
P-16		Leave Requests	1 YR+Current	Dept.
		<a href="#">Payroll Balancing Documents</a>	1 YR+Current	Dept.
P-16		Quarterly FICA Reports	6 YR+Current	Dept.
P-16		W-2 Forms	4 YR+Current	Dept.
P-16		W-4 Forms	Throughout employment	Dept.
P-16		W-9 Forms	6 YR+Current	CR
P-16		<a href="#">Insurance Vendor Pymnt &amp; back up</a>	6 YR+Current	CR

**CITY OF BOULDER RECORDS RETENTION GUIDELINES 2001**

<b>INDEX CODE</b>	<b>RECORD TITLE</b>	<b>DOCUMENT TYPES</b>	<b>MINIMUM RETENTION PERIOD</b>	<b>CUSTODIAN</b>
P-17	<b>PENSION RECORDS</b>		Permanent	Dept.
P-18	<b>PERSONNEL POLICIES &amp; PROCEDURES</b>		Until updated. Retain permanently docs useful in establishing past policy or procedures in settling personnel disputes.	Dept.
P-18		ORGANIZATIONAL CHART	Until superseded	Dept.
P-19	<b>CITY COMPENSATION PLAN</b>	Job Titles / Pay Scale	Permanent	Original to CR
P-20	<b>RECRUITMENT AND INTERVIEWING PROCEDURES (Hiring Notebook)</b>		1 YR+Current	Dept.
P-21	<b>SALARY SURVEYS</b>		3 YR+Current	Dept.
P-22	<b>TRAINING MANUAL (New Employee notebook)</b>		1YR+Current	Dept.
P-23	<b>UNEMPLOYMENT INSURANCE CLAIMS</b>		6 YR+Current	Dept.
P-24	<b>VACANCY (JOB) ANNOUNCEMENTS</b>		1 YR+Current	Dept.
P-25	<b>WORKERS COMPENSATION RECORDS</b>			
P-25		Injury Reports	6 YR+Current	Dept.
P-25		Supplemental Reports	6 YR+Current	Dept.

**CITY OF BOULDER RECORDS RETENTION GUIDELINES 2001**

INDEX CODE	RECORD TITLE	DOCUMENT TYPES	MINIMUM RETENTION PERIOD	CUSTODIAN
	<b>PUBLIC SAFETY FIRE RECORDS</b>			
PSF-01	<b>CORRESPONDENCE AND GENERAL DOCUMENTATION excluding e-mail</b>	Policy, legal, fiscal, historical, or research of enduring value	Permanent	CR
PSF-02	<b>CORRESPONDENCE AND GENERAL DOCUMENTATION excluding e-mail</b>	Routine correspondence documentation	1 YR+Current	Dept.
PSF-03	<b>ADMINISTRATIVE</b>	Budget work papers	2 YR+Current	Dept.
PSF-04	<b>AMBULANCE RECORDS/RESCUE SQUAD BILLINGS</b>			
PSF-04		Billings to Insurance Invoices (MC, HMO, RR)	4 YR+Current	Dept.
PSF-04		Rescue Squad Minutes	Permanent	Dept.
PSF-05	<b>CONTRACTS</b>		6 YR after expiration	Original to CR
PSF-06	<b>ENVIRONMENTAL AUDITS</b>			
PSF-06		Contracts	6 YR after expiration	Dept.
PSF-06		Correspondence	3 YR+Current	Dept.
PSF-07	<b>EQUIPMENT</b>			
PSF-07		Bids-accepted and rejected (see F-05)	6 YR +Current	Dept.
PSF-07		Daily Inspections	1 YR+Current as long as incorporated into maintenance record	Dept.
PSF-07		Fire Hydrant Records	1 YR after hydrant replaced	Dept.
PSF-07		Maintenance Record	1 YR after equip disposed of	Dept.
PSF-07		Pump Tests/Hose Tests	1 YR after equipment disposed of	Dept.
PSF-08	<b>VEHICLE MAINTENANCE REPORTS</b>		1 YR after vehicle sold	Dept.
PSF-09	<b>FIRE CALL SHEETS</b>		5 YR+Current	Dept.
PSF-10	<b>FIRE PREVENTION CALLS</b>		5 YR+Current	Dept.

**CITY OF BOULDER RECORDS RETENTION GUIDELINES 2001**

<b>INDEX CODE</b>	<b>RECORD TITLE</b>	<b>DOCUMENT TYPES</b>	<b>MINIMUM RETENTION PERIOD</b>	<b>CUSTODIAN</b>
PSF-11	<b>FIRE PREVENTION SCHEDULE</b>			
PSF-11		Hazardous Materials Registration	Permanent	Dept.
PSF-11		Hazamat Incident Prevention Reports	3 YR+Current	Dept.
PSF-12	<b>INCIDENTS</b>			
PSF-12		Criminal / Non-criminal Investigation - Fatality	Permanent	Dept.
PSF-12		Criminal Investigation - Non Fatality	10 YR+Current	Dept.
PSF-12		Non-criminal HazMat Investigative	2 YR after costs recovered	Dept.
PSF-12		Rescue Incident Reports	Permanent	Dept.
PSF-12		Run Sheets - Fire	Permanent	Copy to CR
PSF-13	<b>INSPECTIONS</b>		3 YR+Current	Dept.
PSF-14	<b>LICENSES/PERMITS/REGISTRATIONS</b>			
PSF-14		Asbestos Removal Permits	6 YR+Current	Dept.
PSF-14		Burn Permits	1 YR+Current unless connected to an investigation	Dept.
PSF-14		Underground Storage Tank Applications - Denied	3 YR+Current	Dept.
PSF-15	<b>LOCAL EMERGENCY PLANNING RECORDS</b>		1 YR+Current	Dept.
PSF-16	<b>LOGS</b>	Daily Personnel Assignments	1 YR+Current	Dept.
PSF-17	<b>PERSONNEL RECORDS</b>			
PSF-17		Time Sheets (dup)	1 YR+Current	Dept.
PSF-17		Payroll (duplicate)	2 YR+Current	Dept.
PSF-18	<b>PENSION RECORDS</b>			
PSF-18		Actuarial Calculation	Permanent	Dept.
PSF-18		Pension Board action	Permanent	Dept.
PSF-18		Pension Plans	Permanent	Dept.

**CITY OF BOULDER RECORDS RETENTION GUIDELINES 2001**

<b>INDEX CODE</b>	<b>RECORD TITLE</b>	<b>DOCUMENT TYPES</b>	<b>MINIMUM RETENTION PERIOD</b>	<b>CUSTODIAN</b>
PSF-19	<b>REPORTS</b>			
PSF-19		Activity/Incident	2 YR+Current provided information transferred to annual report and maintained permanently	Dept.
PSF-19		Annual/Yearly Summary	Permanent	Original to CR
PSF-19		Business Inspection Files	Permanent	Dept.
PSF-19		Daily Activity Reports	2 YR+Current provided incorporated into monthly report	Dept.
PSF-19		Fire Action	Permanent	Dept.
PSF-19		HazMat Incidents - Criminal	Permanent	Dept.
PSF-19		Monthly Statistical	Permanent	Dept.
PSF-20	<b>RESCUE UNIT CALL SHEET</b>		5 YR+Current	Dept.
PSF-21	<b>REQUESTS FOR SERVICE</b>		2 YR+Current	Dept.
PSF-22	<b>S.A.R.A. TIER II REPORTS</b>	Supervened Amendments Reauthorization Act	1 YR+Current	Dept.
PSF-23	<b>TRAINING RECORDS</b>			
PSF-23		Training Meeting Minutes	Permanent	Dept.
PSF-23		Monthly Reports	5 YR+Current provided transferred to personnel after termination	Dept.
PSF-24	<b>UNDERGROUND STORAGE TANK</b>	Approved permits/application	Permanent	CR
PSF-25	<b>PURCHASING RECORDS &amp; VOUCHERS</b>	See F-20	6 YR+Current	Dept.

**CITY OF BOULDER RECORDS RETENTION GUIDELINES 2001**

<b>INDEX CODE</b>	<b>RECORD TITLE</b>	<b>DOCUMENT TYPES</b>	<b>MINIMUM RETENTION PERIOD</b>	<b>CUSTODIAN</b>
	<b>PUBLIC SAFETY POLICE RECORDS</b>			
PSF-01	<b>CORRESPONDENCE AND GENERAL DOCUMENTATION excluding e-mail</b>	Policy, legal, fiscal, historical, or research of enduring value	Permanent	CR
PSF-02	<b>CORRESPONDENCE AND GENERAL DOCUMENTATION excluding e-mail</b>	Routine correspondence documentation	1 YR+Current	Dept.
PSP-03	<b>ACTIVIITY REPORTS</b>			
PSP-03		Daily Assignments	1 YR+Current	Dept.
PSP-03		Dispatch Logs	1 YR+Current	Dept.
PSP-03		Field Activity	1 YR+Current	Dept.
PSP-03		Officer Activity	1 YR+Current	Dept.
PSP-03		Ride Along Records	3 YR+Current	Dept.
PSP-03		Roll Call Sheets	1 YR+Current	Dept.
PSP-03		Work Schedules	1 YR+Current	Dept.
PSP-04	<b>ADMINISTRATIVE</b>			
PSP-04		Radar Guns (Maintenance and calibration records)	1 YR after disposition of equipment	Dept.
PSP-04		News Releases	3 YR+Current	Dept.
PSP-04		Agreements/Contracts	6 YRS after expiration	Original to CR
PSP-04		Bank Checks	6 YRS after expiration	Dept.
PSP-04		Budget	6 YRS after expiration	Dept.

**CITY OF BOULDER RECORDS RETENTION GUIDELINES 2001**

<b>INDEX CODE</b>	<b>RECORD TITLE</b>	<b>DOCUMENT TYPES</b>	<b>MINIMUM RETENTION PERIOD</b>	<b>CUSTODIAN</b>
PSP-04		Cash/Money Receipts	2 YR+Current	Dept.
PSP-04		Vouchers	6 YR+Current	Dept.
PSP-04		Budget work papers	2 YR+Current	Dept.
PSP-04		Equipment Inventory	Until audited	Dept.
PSP-04		Grant Requests	6 YRS after duration	Dept.
PSP-04		Monthly Reports	2 YR+Current provided it is included in annual report	Dept.
PSP-04		Print Requests	1 YR+Current	Dept.
PSP-04		Quarterly Reports	2 YR+Current provided it is included in annual report	Dept.
PSP-04		Standard Operating Procedures Manual	Until updated	Dept.
PSP-04		Vehicle Maintenance Reports	1 YR after sold	Dept.
PSP-05	<b>ANIMALS</b>	Impoundment's	1 YR+Current	Dept.
PSP-06	<b>ARREST RECORDS</b>			
PSP-06		Cards	Permanent	Dept.
PSP-06		Numerical File	Permanent	Dept.
PSP-06		Register Book	Permanent	Dept.
PSP-07	<b>CASE FILES</b>			
PSP-07		Deaths	Permanent	Dept.
PSP-07	<b>CASE FILES</b>	Felonies	5 YR+Current	Dept.
PSP-07		Misdemeanors	3 YR+Current	Dept.
PSP-07		Missing Persons	Permanent	Dept.
PSP-07		Officers Killed	Permanent	Dept.
PSP-07		Petty Offenses	3 YR+Current	Dept.
PSP-07		Sex Offenders	Permanent	Dept.
PSP-07		Special Investigations	5 YR+Current	Dept.
PSP-07		Theft of Public Funds	Permanent	Dept.
PSP-07		Traffic	3 YR+Current	Dept.

**CITY OF BOULDER RECORDS RETENTION GUIDELINES 2001**

<b>INDEX CODE</b>	<b>RECORD TITLE</b>	<b>DOCUMENT TYPES</b>	<b>MINIMUM RETENTION PERIOD</b>	<b>CUSTODIAN</b>
PSP-08	<b>SUMMONS AND COMPLAINTS</b>		1 YR+Current	Dept.
PSP-09	<b>CONTACTS W/NO INCIDENT REPORT FILED</b>			
PSP-09		Businesses	3 YR+Current	Dept.
PSP-09		Complainant	3 YR+Current	Dept.
PSP-09		Field Contact	3 YR+Current	Dept.
PSP-09		Juveniles	3 YR+Current	Dept.
PSP-09		Tape Recorded Interviews	90 days if transcribed	Dept.
PSP-09		Victim	3 YR+Current	Dept.
PSP-09		Witness	3 YR+Current	Dept.
PSP-09		Written Statements	3 YR+Current	Dept.
PSP-10	<b>CRIMINAL HISTORY FILES</b>			
PSP-10		Felonies	10 YR+Current	Dept.
PSP-10		Homicides	Permanent	Dept.
PSP-10		Misdemeanor	5 YR+Current	Dept.
PSP-11	<b>EVIDENCE</b>			
PSP-11		Fingerprint Files	75 YR+Current	Dept.
PSP-11		Log	7 YR+Current	Dept.
PSP-11		Photos/Negative	75 YR+Current	Dept.
PSP-11		Property Report	7 YR+Current	Dept.
PSP-11		Release Cards	7 YR+Current	Dept.
PSP-11		Tags	7 YR+Current	Dept.
PSP-12	<b>FINGERPRINT CARDS</b>		75 YR+Current	Dept.
PSP-13	<b>JUVENILE ARREST RECORDS</b>		Until 19 years old	Dept.
PSP-14	<b>LICENSES/PERMITS/REGISTRATIONS</b>			
PSP-14		Bicycle	1 YR+Current	Dept.
PSP-14		Concealed Weapon - approved	1 YR+Current	Dept.
PSP-14		Concealed Weapon - denied	1 YR+Current	Dept.
PSP-14		Pawnbroker	1 YR+Current	Dept.
PSP-14		Second Hand Dealer	1 YR+Current	Dept.
PSP-14		Skis	1 YR+Current	Dept.
PSP-14		Taxi Cab Drivers	1 YR+Current	Dept.

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<b>INDEX CODE</b>	<b>RECORD TITLE</b>	<b>DOCUMENT TYPES</b>	<b>MINIMUM RETENTION PERIOD</b>	<b>CUSTODIAN</b>
PSP-15	<b>LITIGATION</b>	Civil Actions	Permanent	Dept.
PSP-16	<b>LOGS</b>			
PSP-16		Alarms	1 YR+Current	Dept.
PSP-16		Arrest	5 YR+Current	Dept.
PSP-16		Auto Theft/Auto Parts Theft	3 YR+Current	Dept.
PSP-16		Booking	5 YR+Current	Dept.
PSP-16		Burglary Master	3 YR+Current	Dept.
PSP-16		Court Subpoena	2 YR+Current	Dept.
PSP-16		DUI	2 YR+Current	Dept.
PSP-16		Forgery and Check Master	3 YR+Current	Dept.
PSP-16		Home Check	1 YR+Current	Dept.
PSP-16		Offense Log	3 YR+Current	Dept.
PSP-16		Theft/Fraud Master	3 YR+Current	Dept.
PSP-16		Traffic Accident	2 YR+Current	Dept.
PSP-17	<b>MUG SHOTS/NEGATIVES</b>		Permanent	Dept.
PSP-18	<b>PAROLE CARD FILE</b>		Until no longer needed	Dept.
PSP-19	<b>PERSONNEL RECORDS</b>			
PSP-19		Not Hired Documentation	2 YR from date of action	Dept.
PSP-19		Exams (Psychological, Polygraph, Medical)	Permanent	Dept.
PSP-19		Disciplinary Records(duplicate)	Permanent	Dept.*
PSP-19		Oral Board Comments	Permanent	Dept.
PSP-19		Overtime Records	2 YR+Current	Dept.
PSP-19		Payroll (duplicate)	2 YR+Current	Dept.
PSP-19		Recruiting	1 YR + Current	Dept.
PSP-19		Reserve Officers	2 YR + Current	Dept.
PSP-19		Travel Vouchers	2 YR+Current	Dept.
PSP-20	<b>PENSION RECORDS</b>			
PSP-20		Actuarial Calculation	Permanent	Dept.
PSP-20		Pension Board action	Permanent	Dept.
PSP-20		Pension Fund Reports	Permanent	Dept.
PSP-20		Pension Plans	Permanent	Dept.
PSP-20		Time Sheets (duplicate)	1 YR+Current	Dept.

**CITY OF BOULDER RECORDS RETENTION GUIDELINES 2001**

<b>INDEX CODE</b>	<b>RECORD TITLE</b>	<b>DOCUMENT TYPES</b>	<b>MINIMUM RETENTION PERIOD</b>	<b>CUSTODIAN</b>
PSP-21	<b>REPORTS</b>			
PSP-21		All others (Provided offenses are not affected by statute of limitations)	10 YR+Current	Dept.
PSP-21		Accident	3 YR+Current	Dept.
PSP-21		Annual	Permanent	Original to CR
PSP-21		Crime Stoppers	5 YR+Current	Dept.
PSP-21		Incident	3 YR+Current	Dept.
PSP-21		Liquor License (annual)	1 YR+Current	Dept.
PSP-21		Offense - For death, missing person, forgery or treason	Permanent	Dept.
PSP-21		Records Check	2 YR+Current	Dept.
PSP-21		Tavern/Bar Checks	1 YR+Current	Dept.
PSP-22	<b>PURCHASING RECORDS</b>	See F-20	6 YR+Current	Dept.
PSP-23	<b>SEIZURE FUND DOCUMENTATION</b>		7 YR+Current	Dept.
PSP-24	<b>STATISTICAL FILES</b>			
PSP-24		Card Index by Class of Crime	5 YR+Current	Dept.
PSP-24		Incidents	5 YR+Current	Dept.
PSP-24		Misdemeanors	5 YR+Current	Dept.
PSP-24		Petty Offenses	5 YR+Current	Dept.
PSP-24		Traffic	5 YR+Current	Dept.
PSP-24		Uniform Crime Reports	5 YR+Current	Dept.
PSP-25	<b>TRAINING</b>			
PSP-25		Monthly Reports	5 YRS after termination provided transferred to Personnel	Dept.
PSP-25		Test and Range Score Sheets	5 YRS after termination provided transferred to Personnel	Dept.
PSP-26	<b>VEHICLES</b>			
PSP-26		Bill of Sale	3 YR+Current	Dept.
PSP-26		Impoundment	1 YR+Current	Dept.
PSP-26		Log	1 YR+Current	Dept.
PSP-26		Release	1 YR+Current	Dept.
PSP-27	<b>SELECTIVE TRAFFIC ENFORCEMENT (STEP) RECORDS</b>		2 YR+Current	Dept.
*	<b>INDICATES DOCUMENT TYPE SUBMITTED FOR STATE RETENTION APPROVAL</b>			