

**RESOLUTION
BOARD OF DIRECTORS OF THE
EVANS FIRE PROTECTION DISTRICT**

A RESOLUTION ADOPTING THE COLORADO SPECIAL DISTRICT RECORDS RETENTION SCHEDULE WITH LOCAL EXCEPTIONS

WHEREAS, the Evans Fire Protection District recognizes the need for a comprehensive records retention and destruction schedule for the District's non-permanent records and the retention of those records that have long-term administrative, fiscal and historical value; and

WHEREAS, the Colorado State Archivist, in cooperation with the Colorado Special District Association, the Colorado Attorney General's Office, and the State Auditor's Office, has developed a record retention and destruction schedule for Colorado special districts to follow.

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE EVANS FIRE PROTECTION DISTRICT that it hereby adopts the 2008 Colorado Special District Records Retention Schedule and all subsequent revisions, with local exceptions that differ from those set out in the Special District Records Retention Schedule, and authorizes District staff to submit a request to the Colorado State Archivist to use the 2008 Colorado Special District Records Retention Schedule and all subsequent revisions, with local exceptions, as legal authority for the destruction and preservation of District records.

ADOPTED AND APPROVED this 22nd day of April, 2013.

Stephen Bernard
Director

absent
Director

Jucia L. Watson
Director

absent
Director

Mary Czyszyn
Director

APPROVAL REQUEST FORM

NAME OF DISTRICT: Evans Fire Protection District

CONTACT PERSON/TITLE: Warren Jones, Fire Chief

MAILING ADDRESS: 1100 37th Street, Evans, CO 80620-2036

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LOCAL EXCEPTIONS:

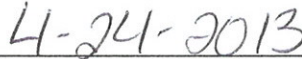
(List and provide basis and description of any local exceptions for records retention periods that are specified by formal direction of the governing body, etc., that differ from those set out in the Special District Records Retention Schedule. Use additional pages if needed.)

See attached list of local exceptions.

THE ABOVE SPECIAL DISTRICT HEREBY REQUESTS APPROVAL FROM THE COLORADO STATE ARCHIVES TO FOLLOW THE *SPECIAL DISTRICT RECORDS RETENTION SCHEDULE* REVISED 2008, WITH THE LOCAL EXCEPTIONS INDICATED.



SIGNATURE OF AUTHORIZED DISTRICT REPRESENTATIVE



DATE OF SUBMITTAL OF REQUEST FOR APPROVAL

MAIL APPROVAL REQUEST FORM TO: MR. TERRY KETELSEN, COLORADO STATE ARCHIVIST, 1313 SHERMAN STREET, ROOM 1B-20, DENVER, CO 80203. FOR FURTHER INFORMATION, CONTACT THE COLORADO STATE ARCHIVES AT (303) 866-2550.

COLORADO STATE ARCHIVES APPROVAL

APPROVED BY: _____

DATE OF APPROVAL: _____

**APPROVAL REQUEST FORM
Evans Fire Protection District**

1.10 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 special district. These files may include records listed elsewhere in the retention schedules, such as building and demolition permits, gas connection records, certificates of occupancy, building inspection reports, unsafe building actions, variances granted, ~~zoning certificates and utility taps.~~ [Reason: Not Applicable]

1.50 Fire Code Board Case Files

Records pertaining to cases or appeals heard by bodies such as the Fire Code Board of Appeals or similar boards charged with interpreting code provisions relating to issues such as alternate building materials or methods of construction, and with review and decision-making authority regarding building, construction or similar matters.

Retention: 20 years, or for life of building or until building classification changes, whichever is greater. [Reason: Records no longer applicable if the building is demolished or the occupancy changes]

1.60 Certificates of Occupancy

Documents issued to the special district by the county or municipality after the permitted construction activity is completed as evidence that all minimum requirements have been met before the building or structure can be occupied and used.

Retention: Permanent (life of building). [Reason: Records no longer applicable if the building is demolished]

1.150 Inspection Records

Fire Code Inspection Reports

Records of final on-site inspections done by the special district or by its agents to determine the compliance of building construction, electrical, plumbing, mechanical and other systems with requirements of the special district, uniform codes and all other adopted fire code standards adopted by the special district.

Retention: Permanent (life of building). [Reason: Records no longer applicable if the building is demolished]

1.160 Landmark and Historic Designations [**Deleted** – Not Applicable]

1.170 Mobile Home Standards [**Deleted** – Not Applicable]

1.210 Reports – Building Activity [**Deleted** – Not Applicable]

1.230 Standards – Building [**Deleted** – Not Applicable]

5.20 Accounts Receivable Records

Utility Billing Records [**Deleted** – Not Applicable]

5.190 Franchise Records. [**Deleted** – Not Applicable]

5.220 Grant Records

Conservation Trust Fund (Lottery). [**Deleted** – Not Applicable]

5.340 Tax Collection Records

Sales and Use Tax Records. [**Deleted** – Not Applicable]

5.360 Utility Billing [**Deleted** – Not Applicable]

6.110 Maintenance And Safety Records

Driver Vehicle Inspection Reports [**Deleted** – Not Applicable]

7.270 Program Records

Library Records. [**Deleted** – Not Applicable]

Museum Records. [**Deleted** – Not Applicable]

7.400 Training and Conference Materials

Records documenting activities of district officials or employees at seminars, conferences or other training sessions not sponsored by the district, including instructional materials obtained by officials and staff members at conferences, seminars or other types of external training sessions. See also *Schedule 15 Training Information*.

Retention: 2 years for District directors; for entire period of employment + 2 years for District employees. [**Reason**: Best practices is to retain these employment related records for 2 years after termination in case of disputes with employee]

8.220 Recordings of Meetings (modified)
Open Meetings

Retention: Until approval of the minutes [**Reason:** Once the minutes are approved by the District Board, they are the official record of the meeting, and the recording serves no further purpose and should be destroyed].

Study Sessions

Retention: Until approval of the minutes [**Reason:** Once the minutes are approved by the District Board, they are the official record of the meeting, and the recording serves no further purpose and should be destroyed].

9.05 Archaeological and Historical Site Records. [**Deleted** – Not Applicable]

SCHEDULE NO. 10 INFRASTRUCTURE RECORDS [**Deleted** – Not Applicable]

11.45 Development Review Records [**Deleted** – Not Applicable]

11.70 Environmental Records [**Deleted** – Not Applicable]

11.180 Violations – Covenant Enforcement [**Deleted** – Not Applicable]

12.10 Bonds – Licenses and Permits [**Deleted** - Not Applicable]

12.30 Permit Records

Communication Tower Permits [**Deleted** – Not Applicable]

Encroachment Permits [**Deleted** – Not Applicable]

Excavation Permits [**Deleted** – Not Applicable]

Facility Permits [**Deleted** – Not Applicable]

Fence Permits [**Deleted** – Not Applicable]

Fire Alarm System Permits

Retention: ~~2-years + current~~ For functional life of system. [**Reason:** Records must be retained for life of system in case of disputes or litigation arising from or relating to system]

Permits to Work in Public Way [**Deleted** – Not Applicable]

Sewer Tap Permits [**Deleted** – Not Applicable]

Sludge Application Permits [**Deleted** – Not Applicable]

Special Events and Use Permits [**Deleted** – Not Applicable]

Street Cut Permits [**Deleted** – Not Applicable]

Telephone Company Permits [**Deleted** – Not Applicable]

15.10 Affirmative Action Records [**Deleted** – Not Applicable]

15.70 Employee Records - Active and Terminated

Duplicate Copies: ~~Consult with custodian of record copy of special district employee records regarding proper transfer or disposal of departmental employee records upon termination of employment.~~ Duplicate copies of employment records may be destroyed upon termination of employment, provided they are destroyed in accordance with applicable federal or state procedures for disposal of employment records. [Reason: Modified to clarify original sentence]

15.80 Employee Records - Temporary And Seasonal

Retention: ~~3 years after termination, except payroll and fiscal records.~~ 7 years after termination, *except* payroll and fiscal records [Reason: Best practices is to retain these records for 7 years after termination in case there are disputes or a lawsuit]

15.120 Health and Safety Records

Safety Training Information

Manuals, handbooks and similar documentation of safety training provided to employees.

Retention: ~~2 years + current.~~ 3 years after termination. [Reason: Best practices is to retain these records as long as other employee records]

15.190 Physical and Medical Records

Age Discrimination in Employment Act (ADEA) and Americans with Disabilities Act (ADA) Records

Retention: ~~1 year [29 CFR 1627.3]~~ 7 years after separation of employment. [Reason: Best practices is to retain these records for 7 years after termination in case there are disputes or a lawsuit]

Family and Medical Leave Act (FMLA) Record.

Retention: ~~3 years [29 CFR 825.500]~~ 7 years after separation of employment. [Reason: Best practices is to retain these records for 7 years after termination in case there are disputes or a lawsuit]

15.270 Training Information

Retention: ~~1-year + current.~~ 7 years after separation of employment. [Reason: Best practices is to retain these records for 7 years after termination in case there are disputes or a lawsuit.]

15.290 Volunteer Worker Records

Retention: 3 years after separation. 7 years after termination of volunteer services. [Reason: Best practices is to retain these records for 7 years after termination in case there are disputes or a lawsuit]

16.120 Parks [**Deleted** – Not Applicable to Fire Districts]

16.160 Trees [**Deleted** – Not Applicable]

16.165 Utility Locate Requests. [**Deleted** – Not Applicable]

17.70 Fire And Rescue Activity Records

Incident Investigations

Non-fatality

Retention: 10 years + current or final disposition of case, whichever is later. [Reason: Records should be retained until final disposition of the case (if any) even if longer than 10 years]

17.90 Emergency Services Records

Activity Summaries

Retention: ~~1-year + current.~~ 3 years + current. [Reason: Best practices is to retain these records for 4 years in case there are disputes or a lawsuit]

Training Records

Retention: ~~5 years after employee's termination.~~ 7 years after employee's termination²⁴. [Reason: Best practices is to retain these records for 7 years after termination in case there are disputes or a lawsuit]