

**RECORDS MANAGEMENT MANUAL
APPROVAL REQUEST FORM**

NAME OF SPECIAL DISTRICT: ROXBOROUGH VILLAGE METROPOLITAN DISTRICT

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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 Records Management Manual. 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 MANAGEMENT MANUAL*, WITH THE LOCAL EXCEPTIONS INDICATED.

SIGNATURE OF AUTHORIZED DISTRICT REPRESENTATIVE

DATE OF SUBMITTAL OF REQUEST FOR APPROVAL

Paul Levit

Approved 7/24/2024

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ROXBOROUGH VILLAGE METROPOLITAN DISTRICT**

SCHEDULE NO. 1. BUILDING AND STRUCTURE RECORDS

1.10 Address History Files [Deleted – Not Applicable]

1.50 Fire Code Board Case Files [Deleted – Not Applicable]

1.70 Communication Tower Structures [Deleted – Not Applicable]

1,140 Housing Rehabilitation Projects [Deleted – Not applicable]

1.150 Inspection Records

Fire Code Inspection Reports [Deleted – Not applicable]

1.210 Reports – Building Activity [Deleted – Not Applicable]

SCHEDULE NO. 3. ELECTION RECORDS [Deleted – Not Applicable, See Schedule 3A]

SCHEDULE NO. 5. FINANCIAL RECORDS

5.160 Financial Guarantees [Modified]

Records relating to the acquisition and release of various forms of financial guarantee -- including escrow accounts, letters of credit, liens, promissory notes — required by the district from other parties to ensure performance, payments, or the completion of certain specified actions, such as the completion of projects, required improvements, or the payment of delinquent bills or assessments.

Retention: 1 year after expiration, completion of guaranteed project (if applicable), or release of the guarantee by the special district, whichever occurs first.

[Reason: Modified for clarity.]

SCHEDULE NO. 6. PROPERTY RECORDS

16.155 Security Records [Modified]

Videotapes Related to Security

Facility Security of District Buildings

Video recordings from security cameras in public areas of special district buildings. Security setups vary and recordings may be continuous, stop-frame or random use. In addition to visual feed, videos also show date and time indexing information. See 3.135 for surveillance recordings made in election areas. Video recordings may be “passive” or “activated”, as defined in CRS 24-72-113.

“Passive surveillance” means the use by special district of a digital video camera, video tape camera, closed circuit television camera, film camera, photo radar recorder, or other image recording device positioned to capture moving or still pictures or images of human activity on a routine basis or for security or other purposes, including monitoring or recording traffic, weather conditions, office activities, transit facilities, parking garages, sports venues, schools, day care centers, hospitals or other medical facilities, recreational facilities, playgrounds, swimming pools, or utility facilities. [CRS 24-72-113(1)]

“Active surveillance” means surveillance triggered by a certain event or activity and that does not monitor at regular intervals.

Passive Surveillance

Retention: 3 years.

Active Surveillance

Retention: 30 days.

[**Reason**: Harmonized with CRS 24-72-113(1)]

SCHEDULE NO. 7. GENERAL ADMINISTRATIVE RECORDS

7.240 Organization Files

Records that contain organization charts, reorganization studies and similar information that illustrates or provides a detailed description

of the arrangement and administrative structure of the special district.

Retention: ~~Permanent~~. Until superseded + 2 years [Modified]

[**Reason:** Such documents have no practical value after they have been superseded]

7.60 Code Book Records

Codes Adopted by Reference [Modified]

~~Includes, model traffic code, uniform building and construction codes, fire codes and supplements to such codes, and other similar codes adopted by resolution of the special district.~~

Retention: Retain 1 copy permanently for historical purposes. Duplicate Copies: Until superseded

[**Reason:** Not Applicable]

7.270 Program Records

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

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

7.400 Training and Conference Materials [Modified]

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] .

SCHEDULE NO. 10 INFRASTRUCTURE RECORDS

10.120 Railroad Records [~~Deleted~~ - Not Applicable]

10.160 Standards [~~Deleted~~ - Not applicable]

10.290 Water And Sewer Distribution And Storage System Records [Deleted – Not Applicable]

SCHEDULE NO. 15. PERSONNEL RECORDS

15.10 Affirmative Action Records [Deleted – Not Applicable]

15.60 Compliance With Regulatory Requirements

Affirmative Action Compliance [**Deleted** – Not Applicable]

Affirmative Action Plan [**Deleted** – Not Applicable]

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

Report EEO-4 [**Deleted** – Not Applicable]

15.70 Employee Records - Active and Terminated [Modified]

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 [Modified]

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]

15.170 Payroll Records [Modified]

Register – Payroll [Year-End]

Documentation of the earnings, voluntary and required deductions and withholdings of district employees.

Retention: 3 years + current Permanent [**Reason:** Best practice is to retain these records for 3 years]

15.190 Physical and Medical Records [Modified]

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]

Occupational Safety and Health Act (OSHA) Records [Deleted – Not Applicable]

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]

SCHEDULE NO. 17. PUBLIC SAFETY RECORDS

17.50 Emergency Planning and Response

Mutual Aid Agreements [Deleted – Not Applicable]

17.60 Equipment – Public Safety [Deleted – Not Applicable]

17.70 Fire And Rescue Activity Records [Deleted – Not Applicable]

17.75 Fire District Records [Deleted – Not Applicable]

17.80 Hazardous Materials [Deleted – Not Applicable]

17.90 Emergency Services Records [Deleted- Not Applicable]