



Policy Name:	Records Retention Schedules – Board of County Commissioners		Policy Number:	1.2.11.2.5
Approval Authority:	Gunnison County Board of County Commissioners; Gunnison County Clerk		Initial Adoption Document	Resolution #2025-20
Date of Initial Adoption:	5/6/2025	Initial Effective Date:	5/6/2025	Policy Custodian: County Manager’s Office
Last Review / Revision Date:	5/6/2025	Review Frequency:	Every Five (5) years.	Next Review Due: 5/6/2030

PURPOSE

This policy outlines the records retention schedules followed by the Gunnison County Board of County Commissioners. Generally, these are records documenting and ensuring accountability related to the receipt and expenditure of public funds.

SCOPE

This policy applies to all Gunnison County Board of County Commissioners records retention practices.

DEFINITIONS

CLOSED RECORD – A file unit or records series containing documents on which action has been completed and to which more documents are not likely to be added.

DISPOSITION – Actions taken regarding records no longer needed in current office space, including destruction completed pursuant to an approved records retention schedule or permanent retention of records in paper or other formats.

DUPLICATE COPY – Non-record exact copy of a document kept solely for ease of access and reference.

FORMAT – The storage medium (paper or electronic) or the shape, size, style and general makeup of a particular record.

PERMANENT RECORDS – Records appraised as having sufficient historical or other value to warrant continued preservation by Gunnison County beyond the time they are needed for administrative, legal or fiscal purposes, such that such records are retained permanently and shall not be subject to disposition.

RETENTION PERIOD – Minimum time period for which a record must be retained to meet legal and operational requirements.

RETENTION SCHEDULE - The minimum retention period and final disposition of County records. For retention periods of years, the balance of the current year shall be included.

All policies are subject to amendment. Refer to the Gunnison County website (www.GunnisonCounty.org/Policies) for the official, most recent version of any policy adopted by the Gunnison County Board of County Commissioners.

POLICY STATEMENTS

Board of County Commissioners			
Statutory or Policy Reference	Document Title	Retention Period	Record Custodian
	<p>Agenda Packets and Agenda Supporting Documentation:</p> <p>Board of County Commissioners' agenda packets, including meeting agendas showing date, time and locations of official meetings and agenda order of items to be discussed by the Board at regularly scheduled, special and emergency public meetings and work sessions.</p> <p>Agenda briefing material such as agenda item summaries, presentations and other supporting documentation explaining the rationale for staff recommendations, presenting financial or background information or the history of agenda items being presented to the Board for a decision.</p> <p>This material, along with the Board proceedings, constitutes the County's legislative history.</p>	<p>Agendas and All Supporting Documentation, Including Applicant Information Admitted into Evidence During Any Meeting: Permanent</p>	Clerk to the Board
	<p>Work Session Files. Batches of information periodically distributed to the Board of County Commissioners for work sessions, including correspondence, copies of agenda materials and minutes for review, copies of staff memos, etc.</p>	1 year + current, then evaluate for continuing value (i.e., controversial meetings) prior to destruction	Clerk to the Board
Board of County Commissioners Acting as Another Decision-Making Body			
Statutory or Policy Reference	Document Title	Retention Period	Record Custodian
	Records of the Board when it is constituted and convened as another decision-making body (i.e., Liquor Licensing Authority, Local Marketing District, County Board of Equalization, Board of Health, Housing Authority Board)	Follow the retention periods set forth in this retention schedule for comparable records of the Board of County Commissioners (i.e., agenda material, meeting records,	Clerk to the Board; County Clerk & Recorder for Liquor License Records

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		ordinances, resolutions, recordings, etc.), unless otherwise specified below.	
CRS 39-8-101 et seq.: No retention period specified for Board of Equalization records	COUNTY BOARD OF EQUALIZATION (CBOE): Taxpayers may appeal decisions of the Assessor's office to the Board of Equalization (which is the Board of County Commissioners), and decisions of the Board of Equalization may be appealed to the State Board of Assessment Appeals.		
	CBOE Hearing Officer Records: Records relating to interviews, selection and contracts with Hearing Officers appointed by the Board of County Commissioners to preside over hearings and make recommendations to the Board of Equalization.	3 years + current after expiration of term of office	Clerk to the Board
	CBOE Administrative Hearing Records: Records relating to hearings conducted by appointed Hearing Officers and recommendations to the CBOE from the Hearing Officer; includes hearing notices and notifications of the outcome of Appeals.	2 years + current, provided all rights of appeal have expired	Clerk to the Board
	CBOE Appeal Petitions and Supporting Documentation: Submitted by property owners to request property tax valuation review; supporting documentation includes evidence submitted by the petitioner in support of the petition, letters of agency or appointment of agency forms, etc.	2 years + current	Clerk to the Board
	CBOE Property Tax Abatement Records	3 years + current Note: Cannot be appealed after 2 years, County Assessor retains a copy.	Clerk to the Board
Meeting Records			
Statutory or Policy Reference	Document Title	Retention Period	Record Custodian
	Agenda Packets and Agenda Supporting Documentation	Permanent	Clerk to the Board
	Electronic Presentations for Board Meetings	Permanent	Clerk to the Board

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	Meeting Notes: Handwritten or other notes used to create proceedings.	Until minutes are approved or until notes transcribed	Clerk to the Board
	Notices of Meetings	1 Year	Clerk to the Board
CRS 30-10-319 CRS 30-10-405	Proceedings of the Board of County Commissioners and Supporting Documentation: The official minutes and record of proceedings of regular, special and emergency meetings and all supporting documentation such as exhibits or other material referenced in the minutes.	Permanent	Clerk to the Board
	Recordings of Board of Commissioners Meetings: Audio and/or video recordings of official meetings typically made for use in preparing the minutes or transcripts of the meeting or for public information.	Executive Sessions: 90 days after meeting Open Meetings: 1 year after approval of the minutes	Clerk to the Board
Member Records			
Statutory or Policy Reference	Document Title	Retention Period	Record Custodian
CRS 30-10-301	Oaths of Office	3 Years + current after term of office ends	County Clerk & Recorder
CRS 30-15-404 to CRS 30-15-407	Ordinances	Permanent	County Clerk & Recorder
CRS 30-10-319	Resolutions	Permanent	County Clerk & Recorder
CRS 30-10-312	Bond or Insurance	1 year + current after service ends or after any legal proceedings involving enforcement of the bond conclude, whichever is later	County Clerk & Recorder
Agreements and Contracts			
Statutory or Policy Reference	Document Title	Retention Period	Record Custodian
	Agreements and Contracts. Agreements and contracts of various kinds that document some form of agreement that is enforceable by law between the County and other parties, including but not limited to intergovernmental agreements, memoranda of understanding, franchise agreements, lease	6 years + current after expiration or fulfillment of all terms of the agreement or contract, whichever is later, provided that audit has been completed and that the agreement or	County Attorney's Office, with a copy also kept in the department or office receiving goods or services under such contract or agreement.

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	agreements, professional services agreements, change orders, letters of intent, amendments and revisions, and essential supporting documentation.	contract no longer has any binding effect, except that prior to destruction, evaluate for continuing legal, administrative or historical value	
Correspondence			
Correspondence is a written communication that is sent or received via the U.S. mail, private courier, facsimile transmission or electronic mail, including letters, postcards, memoranda, notes, telecommunications and any other form of written communications. The term general documentation is intended to cover a wide variety of records created in the normal course of business.			
Statutory or Policy Reference	Document Title	Retention Period	Record Custodian
	Enduring Long-Term Value: Documentation or correspondence, including email messages, with lasting long-term administrative, policy, legal, fiscal, historical or research value; records that relate to policy issues and actions or activities in which an important precedent is set; records of historic events; and other similar records and documentation.	Permanent	Clerk to the Board
	Routine Value: Routine operating documentation or correspondence with limited administrative, legal, fiscal, historical, informational or statistical value. Includes routine email messages, letters or memoranda, reading or chronological files that contain duplicates of memos or letters also filed elsewhere, routine requests for information, transmittal documents, etc.	2 Years	Clerk to the Board
	Transitory Value: General documentation or correspondence of extremely short-term value, including advertisements, drafts and worksheets, desk notes, copies of materials circulated for informational "read only" purposes, other records, including email messages, with preliminary or short-term informational value.	Until material has been read	Clerk to the Board

METHODS OF RECORD DESTRUCTION

When dealing with confidential information such as law enforcement and personnel information, these types of records should be shredded to prevent them from being reconstructed by unauthorized parties. Thus, document shredding or electronic destruction (if record kept in electronic form or electronic form only) are best suited for destruction of records once authorized by this Policy.

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Records that are the subject of a litigation hold should not be destroyed without the express written permission of the County Attorney.

The Clerk to the Board should keep a record of the records destroyed, regardless of whether destruction is coordinated at a centralized or decentralized level, to be able to show that destruction took place in the normal course of business. A log or form used to keep track of records destruction should include the following information at a minimum:

1. Date of destruction.
2. Destruction method.
3. Volume of records destroyed, usually in estimated cubic feet.
4. Records descriptions, such as the types and date ranges of the records destroyed [for instance: "Foreclosure records (2005)" or "Release records (1979—1980)"] or a listing of the specific file folder titles, depending on the level of tracking the Clerk to the Board wants to do.
5. Who authorized, supervised and/or accomplished the records destruction.
6. Retention Schedule reference by title.

COMPLIANCE

This policy shall be complied with in all respects. Revisions to this policy may occur and every attempt will be made to provide prior notice of any such change. However, when deemed necessary in order to fully protect the County's interests, the interest of the public, and to more fully protect the safety of the public, including employees governed by this policy, this policy may be changed without notice.

APPLICABLE LEGISLATION AND/OR RELATED REGULATIONS, POLICIES AND FORMS

See Statutory or Policy Reference above.