

Records Retention

The Board has approved the district's use of the Colorado School District Records Management Manual (records management manual) developed by the Colorado State Archives Department to assist the district in determining the appropriate retention period for various types of records. School district records regarding the district's organization, functions, policies, decisions, procedures, operations, or other activities may be considered public records subject to retention.

The district shall retain records for the time periods specified by the records management manual, as may be amended from time to time, unless a longer retention period is required by state or federal law. District employees and Board members shall be responsible for adhering to the records management manual.

Whenever the district is a party in litigation or reasonably anticipates being a party in litigation, Board members and district employees in possession of hard copy or electronic documents, e-mail and/or other evidence relevant to the litigation or reasonably anticipated litigation shall retain all such documents, e-mails and other evidence until otherwise directed by the superintendent or designee.

Documents and other materials that are not "records" required to be retained by district policy, the records management manual, or state or federal law, and are not necessary to the functioning of the district, may be destroyed when no longer needed. Examples include telephone message slips, miscellaneous correspondence not requiring follow-up or district action, and e-mails that do not contain information otherwise required to be retained by district policy, the records management manual, or state or federal law.

District employees may be subject to disciplinary action for violation of this policy.

Adopted: **October 26, 2010**

Reviewed: **By the Superintendent and the Board of Education, March 13, 2017**

Revised: **March 13, 2017**

LEGAL REF.: 2 C.F.R. 200.333 (retention requirements for federal fiscal records)
C.R.S. 24-72-113 (limit on retention of passive surveillance records)
C.R.S. [24-80-101](#) *et seq.* (*State Archives and Public Records Act*)

CROSS REFS.: [EGAEA](#), Electronic Communication
[GBJ](#), Personnel Records and Files
[JRA/JRC](#), Student Records/Release of Information on Students