



ELBERT COUNTY GOVERNMENT

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STAFF SUMMARY For BOCC MEETING PRESENTATION

Date of Presentation: 25 April 2018

Staff Lead: Justin W. Klassen

Departments and Offices Effected: All

Topic: Policy Update B-03 Records Retention Policy

Agenda Item #: DI, 1.

1. Purpose: Update current Policy for Records Retention by Department and Elected Offices.

2. Background: Resolution 14-46 on 12 November 2014 at a regular meeting of the Board of County Commissioners directed the Elbert County Record Retention policy to comply with Colorado laws and regulations. The policy required revision to ensure all department and elected officials were in compliance and directed required retention schedules by department and elected official.

3. Key Points:

- a. **Key Point 1:** Departments/Elected Offices will develop or adopt a Records Retention Schedule in accordance with Colorado laws and regulations (If not done already).
- b. **Key Point 2:** All submitted record retention schedules will be submitted to the State for approval.
- c. **Key Point 3:** No records will be destroyed unless their record retention schedule has been submitted and approved by the state.
- d. **Key Point 4:** County will fund a consolidated records repository for all records older than 3 years.
- e. **Key Point 5:** All record retention schedules will be reviewed annually remain current.
- f. **Key Point 6:** Records prior to 1984 will be converted to digital format where possible.

4. Impact on County:

- a. **Fiscal:** "N/A".
- b. **Services:** Clarifies record keeping and retention.
- c. **Infrastructure:** One building large enough for all county records that includes security and gaseous clean agent fire suppression system.

5. BOCC Action Required: Approve for adoption.

6. Required Decision Date: 9 May 2018 (per BOCC Request)

7. Enclosures:

- a. **Enclosure 1:** Draft Policy B-03, Records Retention (Draft)