File: EHB

Records Retention

The Board has approved the BOCES’s use of the Colorado School District Records

Management Manual (records management manual) developed by the Colorado

State Archives Department to assist the BOCES in determining the appropriate retention period for various types of records. BOCES records regarding the

BOCES’s organization, functions, policies, decisions, procedures, operations, or

other activities may be considered public records subject to retention.

The BOCES 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. BOCES employees and Board

members shall be responsible for adhering to the records management manual.

Whenever the BOCES is a party in litigation or reasonably anticipates being a party

in litigation, Board members and BOCES employees in possession of hard copy or

electronic documents, email and/or other evidence relevant to the litigation or

reasonably anticipated litigation shall retain all such documents, emails and other

evidence until otherwise directed by the executive director or designee.

Documents and other materials that are not “records” required to be retained by

BOCES policy, the records management manual, or state or federal law, and are not

necessary to the functioning of the BOCES, may be destroyed when no longer

needed. Examples include telephone message slips, miscellaneous correspondence

not requiring follow-up or BOCES action, and emails that do not contain information

otherwise required to be retained by BOCES policy, the records management manual, or state or federal law.

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

Adopted: May 18, 2016

Revised: November 2019

LEGAL REF.: 2 C.F.R. 200.333 (retention requirements for federal fiscal records)

 C.R.S. 24-72-113 (*limited 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