

RECORDS RETENTION

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

Centennial 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. Centennial BOCES employees and Board members shall be responsible for adhering to the records management manual.

Whenever Centennial BOCES is a party in litigation or reasonably anticipates being a party in litigation, Board members and Centennial 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 Centennial BOCES policy, the records management manual, or state or federal law, and are not necessary to the functioning of Centennial BOCES, may be destroyed when no longer needed. Examples include telephone message slips, miscellaneous correspondence not requiring follow-up or Centennial BOCES action, and emails that do not contain information otherwise required to be retained by Centennial BOCES policy, the records management manual, or state or federal law.

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

LEGAL REFS.: 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

Revised: November 16, 2017

Revised: February 10, 2009

Adopted: June 16, 1998

Centennial BOCES