

Title: Administrative Policy Records Management and Archives	Policy No. Part 6, Management and Use of County Property Chapter 6, Information Management Section 1
	Effective Date April 23, 2019
Policy Custodian Business Innovation and Technology	Adoption/Revision Date April 23, 2019

Adopting Resolution(s): CC19-144

References (Statutes/Resos/Policies): §6-1-713, 6-1-713.5, 6-1-716, 19-1-304, 24-72-101, et seq., 24-73-101 et seq., 24-80-101 et seq., 24-90-119, 25-2-117, 26-1-114 et seq., 39-5-120, C.R.S; CC91-170, CC96-745; CC06-563

Purpose: To establish a comprehensive program for the management of all County Records, regardless of format, to ensure compliance with state and federal laws. To efficiently and economically manage the county’s records throughout their lifecycle, thereby enhancing the quality and accessibility of information available to the public and to county government. The authority and duties enumerated in this policy will apply to all county departments and all County Records will be maintained, disposed of, or preserved in accordance with this program.

Policy: Records Management and Archives

A. Definitions:

1. “Archival Records” means “Records,” as defined above, that are preserved because of the Archival Value of the information they contain or as evidence of the functions and responsibilities of their creator.
2. “Archival Value” means the ongoing usefulness or significance of Records, based on the administrative, legal, fiscal, evidential or historical information they contain, justifying their continued preservation.
3. “County Record” means any recorded information that is created or received by Covered Employees and Other Individuals in the course of county business that documents the official functions and activities of the county. The following are excluded from the definition of County Records:
 - a. Duplicated records kept for convenience of reference.
 - b. Stocks of publications.
4. “Covered Employees and Other Individuals” means County elected or appointed officials, employees, volunteers, contractors, business partners and vendors that handle or process confidential information or work in areas that handle such information for a county Department/Division or Elected or Appointed Office.

B. Applicability

1. This Policy shall apply to all Departments/Divisions that report to the Board of County Commissioners, Elected Officials and Appointed Officials and their Offices.
2. This Policy shall apply to all Covered Employees and Other Individuals.
3. Some County Departments/Offices may impose additional procedures, standards, and practices governing the management of County Records created or received by their employees. Employees should check with their management to determine if any apply. Employees may be required to confirm that they have read, understand and agree to abide by this Policy, and any applicable procedures, standards and/or practices.

C. County Records

1. County Records shall be created, maintained, and disposed of in full accordance with federal, state, and county laws, regulations, and administrative rules.
2. The County shall provide members of the public with reasonable access to County Records consistent with its requirements under law and county policies and procedures.
3. In the interest of efficiently using public resources and remaining compliant with applicable legal and compliance requirements, County Records shall be retained only as long as is required to meet legal, financial, administrative, or historical needs.
4. The County Records Manager and County Archivist shall exercise final authority regarding the disposal of County Records and shall establish procedures for the prompt and orderly disposition of Records that no longer possess administrative, legal or Archival value warranting their retention.
5. The Records Management and Archives program, its records centers, and archives facilities shall be operated in accordance with currently accepted archives and records management professional standards.

D. Responsibilities

1. The County Records Manager shall:
 - a. Establish and maintain procedures and standards for the effective management of the county's current and inactive Records, regardless of format, and provide direction and approval for the maintenance, retention and destruction of those Records.
 - b. Establish procedures for the preparation of Records inventories and descriptions and develop Records retention schedules in consultation with the Colorado State Archives.
 - c. Work with the County Attorney, Department and Division Heads, and Elected

and Appointed Officials to ensure the County's Public Records procedures and Records retention requirements are met.

- d. Coordinate training of Covered Employees and Other Individuals in applicable Records management standards and procedures.
 - e. Coordinate distribution of this Policy and any applicable procedures, standards, and/or other documents to Covered Employees and Other Individuals and their management.
 - f. Coordinate, as appropriate, acknowledgement from Covered Employees and Other Individuals that they have read, understand and agree to abide by this Policy, and any applicable procedures, standards and/or other documents.
 - g. Establish recordkeeping requirements for business systems or applications that maintain official County Records.
 - h. Establish procedures for county departments and divisions regarding the identification, segregation, and protection of Records vital and essential to continuing operations to comply with the County's emergency preparedness policies.
 - i. Provide records management advice and assistance to all county departments and divisions and employees as needed for special projects.
 - j. In coordination with the County Archivist, oversee an annual review and update of this Policy and any applicable procedures, standards and/or other documents.
2. The County Archivist shall:
- a. Act as the official custodian of the County's historically valuable Archival Records to carefully protect and preserve these Records from deterioration, mutilation, loss or destruction.
 - b. Establish and maintain procedures and standards for the effective management and preservation of the County's Archival Records.
 - c. Appraise, acquire, receive and secure Archival Records from departments and divisions of Jefferson County when those Records are no longer necessary for conducting current business.
 - d. Promote the rich history of Jefferson County by providing public access to its Archival Records.
 - e. Maintain inventories, indexes, catalogs and other finding aids or guides to facilitate access to Archival Records.
 - f. In coordination with the County Records Manager, oversee an annual review and update of this Policy and any applicable procedures, standards and/or other documents.

3. Department and Division Heads and Elected and Appointed Officials shall:
 - a. Designate an employee as Records Officer to act as a liaison between the department or division and Records Management and Archives on all matters relating to the Records Management and Archives program.
 - b. Work cooperatively with Records Management and Archives to develop and review Records retention schedules for Records maintained by the department.
 - c. Ensure that staff are provided with adequate training and resources to comply with County Records policies and procedures established by Records Management and Archives.
 - d. Notify Records Management and Archives of any regulatory or program changes affecting department or division responsibilities or Records retention, maintenance or access requirements.

4. Covered Employees and Other Individuals shall:
 - a. Ensure compliance with this Policy and any applicable procedures, standards or other documents for the management of County Records.
 - b. Ensure that Records are as complete and accurate as is necessary for a third party to reconstruct from those Records the official functions and activities of county government.
 - c. Follow established procedures to identify, segregate and protect Records vital to the continuing operation of a department or division in the event of a natural or manmade disaster.
 - d. Ensure that at least one copy of each published document prepared for or on behalf of the County, or in conjunction with the County, be reviewed by the County Archivist for deposit in the Archives.