

KREMMLING SANITATION DISTRICT

Policy on Record Retention

Adopted: January 12, 2026

1. Purpose. The purpose of this Policy on Records Retention (the “Policy”) is to ensure the lawful creation, maintenance, retention, and disposition of Kremmling Sanitation District (the “District”) records, formally adopt the Colorado State Archives-approved records retention schedule for special districts, and establish electronic records as the District's official record format.
2. Authority. This Policy is adopted pursuant to, and shall be interpreted consistently with, the:
 - a. Colorado Special District Act, C.R.S. § 32-1-101 *et seq.*
 - b. Colorado Open Records Act (“CORA”), C.R.S. § 24-72-201 *et seq.*
 - c. State Archives and Public Records Law, C.R.S. § 24-80-101 *et seq.*
3. Definitions.
 - a. “Public Records” shall have the meaning set forth in C.R.S. § 24-72-202(6) and include all writings, recordings, electronic data, and other documentary materials made, maintained, or kept by the District for use in the exercise of public functions.
4. Records Retention Schedule. The District hereby adopts and incorporates by reference the Colorado State Archives – Records Retention Schedule for Special Districts, as approved by the Colorado State Archives pursuant to C.R.S. § 24-80-105. This adopted schedule shall govern minimum retention periods of Public Records, archival preservation requirements, and authorized destruction of District records. The schedule, including all future amendments approved by the Colorado State Archives, shall be followed unless a longer retention period is required by law, litigation hold, audit, or Board action.
5. Electronic Records. Effective January 1, 2026, all Public Records created, received, or maintained on or after that date shall be created and retained electronically and maintained in an electronic records management system approved by the District Manager. Electronic records shall constitute the official record copy of the District.
6. Custodian of Records. The District Manager shall serve as the official custodian for the maintenance, care, and keeping of all public records of the District, in accordance with C.R.S. § 24-72-202.

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7. Records Management Standards. Public Records shall be maintained in a manner that ensures accuracy and integrity, accessibility for the full retention period, and compliance with public inspection requirements of CORA. The District shall implement reasonable administrative, technical, and physical safeguards to protect records from loss, unauthorized access, or destruction, consistent with C.R.S. § 24-80-107.
8. Records Destruction. No Public Record shall be destroyed unless:
 - a. The minimum retention period under the adopted schedule has expired.
 - b. The record is not subject to a litigation hold, audit, or CORA request.
 - c. Destruction is authorized under C.R.S. § 24-80-106.
9. Supplement to Law. The provisions of this Policy shall be in addition to and in supplement of any law of the State of Colorado.
10. Amendment. The Board may amend this Policy from time to time, only in writing following a duly called meeting.