

**BOULDER COUNTY SHERIFF'S OFFICE
POLICY AND PROCEDURES MANUAL**

SUBJECT: Archiving & Destruction of Documents

NUMBER: 528

EFFECTIVE: August 14, 2018

SUPERSEDES: March 24, 2014

POLICY: The Boulder County Sheriff's Office operates in conjunction with the Colorado State Archives, Division of State Archives, and Public Records to maintain a lawful records retention system, and maintain an accurate, efficient, and manageable retention and retrieval system with consideration for the selection of historical and permanent operational documents, in accordance with the applicable Colorado Revised Statutes (C.R.S. §§ 24-80-101 to 24-80-113,). All destruction of documents containing personal identifying information will be done in accordance with the applicable statute (C.R.S. § 24-73-101).

DEFINITIONS:

Certificate of Compliance: A document approved and prepared by the Colorado State Archives authorizing and documenting the destruction and method of destruction of permanent (after transfer to an approved alternative medium storage) and non-permanent documents in accordance with the C.R.S. and those procedural rules set by the Colorado State Archives.

Microfilm: An alternate method of document storage consisting of a film bearing the photographic record on a reduced scale of printed and other graphic matter.

Microfiche: This is an alternate method of document storage consisting of a sheet of microfilm containing rows of micro-images of pages of printed matter.

Non-Permanent Records Control Schedule Authorization: A document approved by and submitted to the Colorado State Archives identifying those documents, which have a limited retention schedule in accordance with C.R.S. and those procedural rules set by the Colorado State Archives. Boulder County Information Technology also maintains copies of document schedules.

Optical Disk: An alternate method of document storage consisting of scanning by laser paper documents onto a computer compact disk (CD/DVD) then coupled with personal computer (PC) based retrieval software.

Permanent Records Control Schedule Authorization: A document approved by and submitted to the Colorado State Archives identifying those documents that require permanent retention in accordance with the C.R.S. and those procedural rules set by the Colorado State Archives. Boulder County Information Technology also maintains copies of document schedules.

Personal Identifying Information (PII): Any information that can be used, whether individually or in combination together, to uniquely identify an individual. This includes name, birth date,

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social security number, personal identification number, state-issued driver's license or identification card number, passport number, biometric data, and/or an employer, student, or military ID number (cf. C.R.S. § 24-73-101(4)(b)).

Purge Schedule: An internal schedule established by division in coordination with the Sheriff's designated Record Custodian, to identify and collect those non-permanent documents to be destroyed without medium duplication.

Records Custodian: The records custodian is the official custodian (Support Services Division Chief or any authorized employee) having possession and/or control of criminal justice records in question, C.R.S. § 24-72-301, et. seq.

RELATED POLICIES:

217 – Data Security, Use & Management

PROCEDURE:

I. Archive/Retention Schedules

- A. It is the responsibility of the departmental Records Custodian to establish and maintain a permanent and non-permanent Records Control Schedule Authorization for all departmental records, in conjunction with the Colorado State Archives.
- B. Each of these schedules is specific to a division or working subunit of the Sheriff's Office. These schedules identify the specific records involved (known as the "records title" by State Archives), the minimum retention period for each "records title," the reservations or limitations placed on each "records title" and the actions approved for the "records title."
- C. Boulder County Information Technology maintains certificates of destruction of all documents currently listed on the Archive/Retention Schedules.
- D. The Records Custodian prepares a *Control Schedule* and *Certificate of Compliance* specific to each division within the Sheriff's Office with special attention to certain sections within each division.
- E. Each Division Chief appoints one or more authorized representative(s) from their division to coordinate all archiving, storage and destruction of documents for their areas of control. Divisional and sectional procedures must be developed by these designees to ensure consistent handling of documents prior to destruction and/or preservation.

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II. Permanent Storage

A. Colorado Revised Statutes requires any document of administrative, policy, legal, fiscal, historical, or research of enduring value be permanently retained by an acceptable method approved by the State Archives. Broadly interpreted, a potential exists for a majority of Sheriff's Office documents to be of a permanent nature. In conjunction the Sheriff's Office's Records Custodian and the State Archives has established a listing/schedule of these identified permanent documents.

1. Master copies of these schedules are maintained in the Support Services Division of the Sheriff's Office and reside with the Support Services supervisors assigned to the Records Section. Boulder County Information Technology also maintains copies of schedules.
2. The following Sheriff's Office documents have been established as having a permanent retention classification:

- Arrest Reports.
- Criminal Reports including all associated case documents.
- Incident Reports.
- Annual, Departmental and Office of the Sheriff Reports.
- Policy and Procedures. *This includes a master copy of the final policy or procedure governing a subject or practice, for each time period that a policy or procedure was in effect prior to modification or redraft.*
- Computer generated Jail Lists.
- Computer generated Book and Release Lists.
- Jail Disciplinary Hearing Reports.
- Court Disposition information provided by the Court of Record.
- Jail Division Hard Cards containing summary information.
- Annual Civil Section Statistics Reports.
- Expungement / Sealed Records Files.
- Civil Case Reports.
- Case/Crime/Complaint Report Logs. (Month and Year)
- Annual Warrants Section Statistics Reports.
- Firearms Training Records.
- Film Negatives.
- Emergency Services Contracts.
- Historical, Administrative, Policy, Legal, Fiscal, and/or
- Research of enduring value.

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- C. It is the responsibility of the Records Custodian to coordinate storage, and/or alternate methods of archiving these documents with the assigned divisional representatives and State Archives. Methods of storage are to be consistent with budgetary allocations, physical storage capacity, and legal requirements. Documents converted to an alternative method of archives are to be maintained in the Records Section of the Sheriff's Office. Boulder County Information Technology maintains an electronic list of all documents stored offsite. Copies are sent to the Records Custodian quarterly, or as needed.
- D. The Records Custodian meets periodically with the divisional representatives to review and modify any archives schedules and procedures. The Records Custodian briefs the Support Services Division Chief of any changes or modification and of the necessary projected resources to necessary to continue the task of proper archiving and destruction for the next year.

III. Non-Permanent Storage

- A. Each divisional representative, in conjunction with the Records Custodian, is responsible for establishing a purge schedule based on that specific division's non-permanent records control schedule authorization. The purge schedule includes a method of collection of those documents due for destruction.
- B. The representative, in conjunction with the Records Custodian, arranges for the transfer of those documents identified for destruction which are not already in central storage and which are still within the control of the specific division. This transfer occurs at least once annually.
- C. The Records Custodian arranges for the overall disposal and transport of the identified documents authorized for destruction on an annual or needed basis. The methods of destruction that may be utilized, include, but are not limited to: shredding, paper recycle, landfill and/or pulp mill.
- D. The Records Custodian is responsible for completing the "Certificate of Compliance" for each series or years' worth of documents destroyed. Boulder County Information Technology sends the Certificate to the Records Custodian on an annual basis.

IV. Destruction of Personal Identifying Information

- A. When a non-permanent storage record that contains personal identifying information is determined to no longer be needed, whether in paper or

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electronic form, the record must be destroyed in a manner unreadable or indecipherable through any means.

By Order of the Sheriff,

Joseph K. Pelle

Date

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