Title: Administrative Policy Records Management and Archives	**Policy No.** Part 1, County Administration Chapter 2, County Organization Section 2
	Effective Date December 12, 2006
Policy Custodian Records Management and Archives	**Adoption/Revision Date** December 12, 2006 / May 24, 2013

Adopting Resolution(s): CC06-563

References (Statutes/Resos/Policies): §19-1-304, 24-72-101-309, 24-80-101-113, 24-90-119, 25-2-117, 39-5-120 C.R.S; CC96-745

Procedure:

Purpose: To efficiently manage the County's public records thereby enhancing the quality and accessibility of information available to the public and to county government in a coordinated, comprehensive and cost-effective manner. To establish a comprehensive program for the management of all County records, regardless of physical form, to ensure compliance with state and federal laws and to ensure that County records meet judicial admissibility standards when required in litigation; To promote and encourage the use of Jefferson County's public records by all persons in the public interest, and; To preserve and promote the rich history of Jefferson County through the identification, preservation and use of the permanently valuable archival records.

Policy: Records Management and Archives

A. Policy

1. Public records shall be created, maintained, and disposed in full accordance with federal, state, and county laws, regulations, and administrative rules.

2. The County shall also facilitate to the maximum extent allowable by law the public's access to information in public records.

3. In the interest of efficiently using public resources, County records shall be retained only as long as is required to meet legal, financial, administrative, or historical needs.

4. All County employees are responsible for ensuring 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.

5. The County Records Manager will provide the direction and approval for the security, storage, preservation and destruction of public records.

6. The Archivist is authorized to act as the official custodian of historically valuable archival public records to carefully protect and preserve these records from

deterioration, mutilation, loss or destruction.

B. Records Management and Archives Procedures and Standards Manual

1. The Records Management and Archives Procedures and Standards Manual shall provide consistent procedures and standards for the effective management, preservation and public use of the County’s records.

2. The County Records Manager shall be responsible for overseeing, coordinating and maintaining this manual. The County Records Manager will work with the County Administrator, Department and Division Heads, Elected Officials, Appointed Boards and Commissions, and Colorado State Archives to ensure the County's public records procedures and records retention requirements are met.