

Colorado Springs School District 11
Records Retention Schedule

SCHEDULE V
Building and Grounds Records

General Description: Records generally relating to the construction and operation of facilities and grounds within the school district. *The specified retention period applies to the information contained within the record, regardless of the physical format of the record (paper, microfilm, computer disk or tape, optical disk, etc.).*

1. **Construction Project Files** Records may include but are not limited to:
 - a. Surveys and plot plans that pertain to school real estate
 - b. Final blueprints, specifications, shop drawings and all modifications made thereto, and maps and drawings that relate to building construction and/or remodeling, site plans, engineering, cartographic or other graphic presentations that are need for the continued operation of the school district and its facilities
 - c. Federal and state environmental reports (asbestos, lead, radon etc.)
 - d. Certificate of occupancy and final building inspection reports

Retention: Permanent
Format: Original of creation (copy of evacuation plan)
Location: Facilities, Operations, and Transportation Center

2. **Deeds to Real Property** that legally convey the land to the school district ownership and include the filing reception number in the county clerk and recorder's office.

Retention: Permanent
Format: Paper
Location: Records Management Center

3. **Grand Master Key Possession** that itemizes the list of different master keys, and when assigned, the assigned holders of those keys.

Retention: Until superseded plus 1 year
Format: Paper or electronic
Location: Facilities, Operations, and Transportation Center

4. **Inventory of Buildings or Grounds Equipment** that itemizes the authorized support equipment assigned to each school or facility.

Retention: Until superseded plus 1 year
Format: Original creation or electronic
Location: Facilities, Operations, and Transportation Center

5. **Maintenance Records for Each School Facility** that record the service and repair record on the building and equipment.

Retention: Equipment - Life of the equipment or 10 years, whichever comes later;
Building maintenance records – 10 years
Format: Original Creation or electronic
Location: Facilities, Operations, and Transportation Center (Office of Record)

6. **Record Of Utility Usages** documents the electricity, gas, water or other utility that each building consumes each month or year.

Retention: 5 years
Format: Original Creation or electronic

Duplicate Copies: retain those that are created for **administrative purposes** for 1 year, and retain those created for **convenience or reference purposes** until no longer needed or for 1 year, whichever is first. Duplicate copies should not be retained longer than the record copy.

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7. **Application and Approval for Use of School Premises** for purposes other than regular school activities.

Retention: 2 years
Format: Original Creation or electronic
Location: Procurement

8. **Working Drafts Of Proposed Drawings/Plans** that are used to provide for making estimates and other needs before proceeding to request official cost estimates for construction or alteration work.

Retention: 2 years
Format: Original creation or electronic
Location: Facilities, Operations, and Transportation Center (Office of Record)

Duplicate Copies: retain those that are created for **administrative purposes** for 1 year, and retain those created for **convenience or reference purposes** until no longer needed or for 1 year, whichever is first. Duplicate copies should not be retained longer than the record copy.