

**BRIDGES OF COLORADO COMMISSION**

**POLICY ON DOCUMENT RETENTION**

**ARTICLE I: AUTHORITY**

Pursuant to §§ 13-95-103(1)(c) and 13-95-104(5), C.R.S. (2023) and By-Laws promulgated on September 29, 2023, the Bridges of Colorado Commission (the “Commission”) is authorized to appoint, evaluate, and terminate for cause the Director of Bridges of Colorado (the “Director”). The Director serves as the Executive Director for Bridges of Colorado. This Policy on Document Retention seeks to delineate the documents that are specifically considered Commission Documents that are in the custody and control of the Commission.

**ARTICLE II: DOCUMENT RETENTION POLICY**

**Section 2.1 Definitions.**

The term “Commission Documents” as used herein refers to any and all documents relating to the appointment, evaluation, or termination of a current or past Director. This excludes any documents that may be kept by the Human Resources Department for the State Court Administrator’s Office (“SCAO”) as part of the administrative duties undertaken by SCAO pursuant to any memorandums of understanding between the Colorado Judicial Department and Bridges of Colorado.

**Section 2.2 Retention Schedule.**

<b>DOCUMENT DESCRIPTION</b>	<b>RETENTION PERIOD</b>
Job Announcements for Director	2 years after position is filled
Employment Applications (Not Hired)	2 years from date of rejection
Employment Application (Final Candidate – Appointed)	10 years after retirement or separation
Interview Records (Not Hired)	2 years after hiring decision
Interview Records (Final Candidate – Appointed)	10 years from retirement or separation
Reference Checks (Not Hired)	2 years after hiring decision
Reference Checks (Final Candidate – Appointed)	10 years after retirement or separation
Personnel Records for Director	10 years after retirement or separation

DOCUMENT DESCRIPTION	RETENTION PERIOD
Executive Session Recordings: Interviews of Director Candidates (Not Hired)	2 years after hiring decision
Executive Session Recordings: Interview of Director Candidate (Final Candidate – Appointed)	10 years after retirement or separation
Executive Session Recordings: Personnel Issues of Director	10 years after retirement or separation
Executive Session Recordings: Termination of Director	10 years after termination

**Section 2.3 Electronic Maintenance**

To the extent practicable, documents will be maintained in electronic format only.

**Section 2.4 Custodian of Records.**

The Communications Manager of Bridges of Colorado shall be the Custodian of Records. The Custodian shall preserve all Commission Documents for the time periods outlined in the Retention Schedule.

**ARTICLE III: AMENDMENTS**

**Procedures.** This policy may be amended or repealed, in whole or in part, by a majority vote at any publicly noticed meeting of the Commission and shall be effective upon adoption or amendment.

**Distribution.** The latest version of this policy shall be made available to the public via the Bridges of Colorado website.

**History.** Adopted and approved effective this 25th day of March, 2024.

BRIDGES OF COLORADO COMMISSION:

  
 HASSAN LATIF  
 Commission Chair

  
 JULIE REISKIN  
 Commission Vice-Chair