

THE OFFICE OF THE PUBLIC GUARDIANSHIP COMMISSION

DOCUMENT RETENTION POLICY

ARTICLE I: AUTHORITY

Pursuant to §§ 13-94-103(2)(c) and 13-94-104(3), C.R.S. (2017) and By-Laws promulgated on January 12, 2018, the Office of the Public Guardianship Commission (the “Commission”) is authorized to appoint, evaluate, and terminate for cause the Director of the Office of the Public Guardianship (the “Director”). The Director serves as the Executive Director for the Colorado Office of the Public Guardianship (the “Office”). This Document Retention Policy 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 PROCEDURES

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 the Memorandum of Understanding between the Colorado Judicial Department and the Office from January 2018, or any successor agreement.

The term “Custodian” as used herein refers to the Chair of the Commission.

Section 2.2 Retention Schedule.

DOCUMENT DESCRIPTION	RETENTION PERIOD
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)	6 months after hiring decision
Interview Records (Final Candidate – Appointed)	10 years from retirement or separation

DOCUMENT DESCRIPTION	RETENTION PERIOD
Reference Checks (Not Hired)	6 months after hiring decision
Reference Checks (Final Candidate – Appointed)	10 years after retirement or separation
Personnel Records for Director	10 years after retirement or separation
Executive Session Recordings: Interviews of Director Candidates (Not Hired)	6 months 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 Custodian shall preserve all Commission Documents for the time periods outlined in the Retention Schedule.

Prior to the Custodian no longer serving as Commission Chair, either due to resignation from or expiration of the term of service on the Commission, the Custodian shall provide all Commission Documents to the successor Custodian, and if there is no successor Custodian at that time, then to the current Vice-Chair until the Commission Chair is installed.

ARTICLE III: AMENDMENTS

Section 3.1 Procedures.

This Document Retention 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.

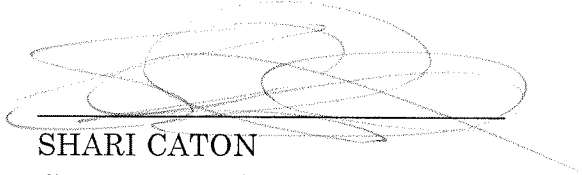
Section 3.2 Distribution.

The latest version of the Document Retention Policy shall be made available to the public via the Office website.

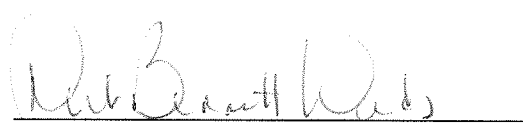
Section 3.3 History.

Adopted and approved effective this 28th day of February, 2018.

OFFICE OF THE PUBLIC GUARDIANSHIP COMMISSION:



SHARI CATON
Commission Chair



DEB BENNETT-WOODS
Commission Vice-Chair