






DEPARTMENT		DIVISION	SECTION	PERMANENT <input checked="" type="checkbox"/>	NON-PERMANENT <input checked="" type="checkbox"/>
Judicial		Independent Ethics Commission (IEC)			
ITEM NO.	RECORD TITLE	RETENTION PERIOD	CITATIONS/SPECIAL INSTRUCTIONS		
1	Final decisions/opinions on non-frivolous complaints.	Permanent			
2	Complaints, investigative records, affidavits, responses, notices, legal briefs, transcripts of proceedings or hearings, and any other similar documents pertaining to non-frivolous complaints.	Current + 1 year	Documents are considered current until the appellate process is concluded.		
3	Documents pertaining to complaints dismissed as frivolous.	1 year	Includes the complaint itself and all other related documents.		
4	Documents pertaining to complaints dismissed for any reason other than as frivolous.	Current + 1 year	Includes the complaint itself and all other related documents. Documents are considered current until the appellate process is concluded.		
5	Final advisory opinions and letter rulings.	Permanent			
6	Advisory opinion or letter ruling requests, and related documentation.	Current + 1 year	Documents are considered current until the advisory opinion or letter ruling is issued, or the request is withdrawn or dismissed.		
7	Final position statements.	Permanent	Any position statements later overruled or withdrawn will be designated as such.		
8	Research, public comments, and similar documents related to position statements.	Current + 1 year	Documents are considered current until the IEC issues the position statement or determines it will not do so.		
9	IEC Rules.	Permanent			
10	Rulemaking hearing transcripts.	Permanent	See State Archives Management Manual, Schedule 1, Item 1-2.		
11	Rulemaking documents of short-term interest (not including documents of record/evidentiary value)	90 days	See State Archives Management Manual, Schedule 1, Item 1-4.		
12	Executive session recordings.	90 days	See § 24-6-402(2)(d.5)(I)(E), C.R.S. ✓		
13	Meeting agendas.	Permanent			
14	Meeting minutes.	Permanent			
15	General correspondence.	1 year	See State Archives Management Manual, Schedule 1, Item 1-14.		
16	Current policies and procedures.	Permanent	See State Archives Management Manual, Schedule 1, Item 1-24. Policies and Procedures are considered current during the time they remain effective.		
17	Rescinded or repealed policies and procedures.	Current + 1 year	Policies and Procedures are considered current during the time they remain effective.		
18	Publications (e.g., IEC Handbook).	Permanent + 1 copy sent to State Archives	See State Archives Management Manual, Schedule 1, Item 1-27.		

19	Annual budget reports.	7 years, then send to State Archives	See State Archives Management Manual, Schedule 2, Item 2-1.
20	Budget work papers.	3 years	See State Archives Management Manual, Schedule 2, Item 2-5. Budget work papers do not include documents of short-term interest.
21	Telephone register.	Until administrative need ends.	
22	Meeting packets.	90 days	
23	Records requests and supporting Documentation.	2 years after IEC response For litigation, 6 years after the appellate process is concluded	See State Archives Management Manual, Schedule 15, Item 15-8; and Schedule 1, Item 1-4B. Includes formal requests for records and supporting documentation relating to the IEC's response to or denial of the request.
24	Legislative records and/or legislative working papers.	For legislative records, 10 years after the end of the applicable legislative session. For legislative working papers as described herein, 2 years after the end of the applicable legislative session.	See State Archives Management Manual, Schedule 1, Item 1-8. "Legislative records" means those records created by the IEC for the purpose of proposing legislation or responding to proposed legislation, including fact sheets, impact statements, fiscal notes, summaries, formal correspondence with or presentations to the Legislature, and other similar information. The term "legislative records" does not include legislative working papers used internally by the IEC.
25	Audio or video recordings of IEC meetings, not including: (a) executive session recordings; or (b) audio or video transcripts of hearings.	6 months after approval of minutes	See State Archives Management Manual, Schedule 1, Item 1-3C.

NO RECORD SHALL BE DESTROYED UNDER THIS SCHEDULE AUTHORITY SO LONG AS IT PERTAINS TO ANY LEGAL CASE, CLAIM, ACTION OR AUDIT.

I request approval of the above records disposition. I hereby certify that I am authorized to act for the head of this agency in matters pertaining to disposal of records.

State Archivist's Signature 	Date 7-17-19	Records Liaison Officer's Signature 	Date 12-Jul-2019
Attorney General's Signature	Date	State Auditor's Signature 	Date 10-11-19

SA-194 (REV 7/14)