

TOWN OF GYPSUM

RESOLUTION NO. 12 (SERIES 2026)

**A RESOLUTION AMENDING RECORDS MANAGEMENT MANUAL FOR
BUILDING DEPARTMENT PERMITS**

A. The Town of Gypsum, Colorado ("Town") is a home rule municipality organized and existing under Article XX of the Colorado Constitution and the Town's Home Rule Charter effective October 21, 1982.

B. The Town recognizes the need for a comprehensive records management manual for the Town's non-permanent records and the retention of those records that have long-term administrative, fiscal and historical value.

C. The Colorado State Archives has developed a state-wide Municipal Records Management Manual ("Manual") for municipalities to use and follow.

D. The Town previously adopted the Manual on May 27, 2004.

E. The Manual requires various retention periods for building permit related documents maintained and managed by Community Development. The retention periods are convoluted and result in the Town maintaining a large database of permit-related records beyond their useful life for the Town.

F. The Town Council desires to amend the Manual to modify the records retention period for the following types of documents: permits and all related documents and communications issued for construction-related activities, such as new construction, remodeling, renovation, installation of plumbing, electrical or mechanical equipment, demolition, solar, and grading records. The Town intends to retain such documents for 1 year past the expiration or completion of the certificate of occupancy or certificate of completion.

G. The Town Council desires to amend Schedule No. 05 Building and Structure Records as shown on Exhibit A.

H. The Town Council hereby finds and determines that the amendments to the Manual set forth herein are appropriate and necessary for the best management and operation of the Town.

**NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF
THE TOWN OF GYPSUM, STATE OF COLORADO THAT:**

1. Building Permit Retention Policy. The Council hereby amends its Records Management Manual with respect to building permits as set forth in Exhibit A, attached.

2. Authorization to Request Amendment. The Council hereby authorizes the Town Clerk or the Clerk's designee to submit a request to the Colorado State Archives to amend the Records Management Manual. Approval from the State Archivist is legal authority for the destruction and preservation of Town records.

3. Repeal and Ratification. All resolutions of the Council inconsistent with this Resolution are hereby repealed to the extent of such inconsistency and all actions of the officers, agents and employees of the Town which are in furtherance of or in conformance with the purposes and intent of this Resolution are hereby in all respects ratified, approved and confirmed.

4. Severability. If any part, section, subsection, sentence, clause or phrase of this Resolution is for any reason held to be invalid, such invalidity shall not affect the validity of the remaining provisions.

5. Effective Date. This Resolution shall take effect and be enforced immediately upon its approval by the Council.

This Resolution was introduced, read, and adopted upon a motion duly made, seconded, and passed this 12th day of May 2026, by a vote of 4 in favor and 0 against.

Exhibit A

Schedule No. 05 Building and Structure Records

General Description: Records relating to the building permit and inspection functions.

No record may be destroyed under this Retention Schedule if it is pertinent to any current, pending or anticipated investigation, audit or legal proceeding. The minimum retention periods specified in this schedule apply to the information contained within the record copy, regardless of the physical format of the record copy (paper or electronic).

- A. Building Permit Files - permits and all related documents and communications issued for construction-related activities, such as new construction, remodeling, renovation, installation of plumbing, electrical or mechanical equipment, demolition, solar, and grading records.

1. Applications for Building Permits Issued

Retention: One (1) year past the expiration or completion of the certificate of occupancy or certificate of completion.

2. Applications for Building Permits Not Issued

Retention: 180 days after application

B. Building Board Case Files and Design Review –

1. Records pertaining to cases or appeals heard by the Fire Code Board of Appeals, Building Board of Adjustment, Building Board of Appeals or other boards with review and/or decision-making authority regarding code compliance.

Retention: Five (5) years

2. Records pertaining to Design Review Board review

Retention: Two (2) years past the completion of the certificate of occupancy, certificate of completion, or if building permit is not issued.

- C. Unsafe Buildings – documentation of complaints, inspections, notifications, corrective actions, closure and boarding, demolition and related actions to buildings and structures determined to be unsafe.

Retention: Two (2) years

- D. Registers and Ledgers of Building Permits – record books, ledgers or computer printouts listing issued building permits.

Retention: 3 years