

Rocky Mountain Risk Insurance Group/Rocky Mountain Risk

POLICY NO. C-10
DATE: November 11, 2020

Subject: Rocky Mountain Risk Insurance Group/Rocky Mountain Risk - RECORDS

1. The Rocky Mountain Risk Insurance Group and Rocky Mountain Risk Boards shall provide for the orderly and systematic collection, storage, release, and disposition of Rocky Mountain Risk Insurance Group and Rocky Mountain Risk records.

2. The Executive Director shall be the custodian responsible for the preservation and disposition of the Rocky Mountain Risk Insurance Group and Rocky Mountain Risk records and shall have authority to order the destruction, retention, or other disposition of records, documents, papers, or instruments in writing, subject to legal requirements.

3. The Executive Director shall, as necessary, implement procedures for access to records that complies with state and federal requirements.

4. The minimum periods for retention of Rocky Mountain Risk Insurance Group and Rocky Mountain Risk records shall be governed by legal authority, including the Colorado School Districts Records Management Manual maintained by the Colorado State Archives.

LEGAL REF.: C.R.S. 24-80-101, et seq.
C.R.S. 24-72-201, et seq.
C.R.S. 22-32-109(1)(m)