
Subject: Rocky Mountain Risk Insurance Group RECORDS

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

2. The Executive Director shall be the custodian responsible for the preservation and disposition of the Rocky Mountain Risk Insurance Group 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' records shall be governed by legal authority, including the Colorado School Districts Records Management Manual maintained by the Colorado State Archives. The Rocky Mountain Risk Insurance Group Board may, by resolution, adopt those sections of the Manual applicable to the Rocky Mountain Risk Insurance Group.

LEGAL REF.: C.R.S. 24-80-101, et seq.
C.R.S. 24-72-201, et seq.