

City of Durango, Colorado
City Records Locator Tool (ReLoTool)

Begun 5/16/2022 by Todd Ellison, Records Administrator, City of Durango; last revised 10/06/2023

Search Term (record name)	OnBase Doc Type	Notes	Access Level	Other Record Location	Date Modified	MRRM #	City Records & Archives Class#	City RIM Status
1099s	[not in OnBase]		Human Resources and Finance staff	permanent hardcopy in Archives and Vault in Records Series 080210	11/10/22	30.010.C ACCOUNTS PAYABLE (A/P) RECORDS-Forms 1099 & W-9 30.200.B TAX REPORTING RECORDS-Forms1099R	080210 Finance	We're on it
401 retirement plan reports, 457 retirement plan reports, Empower, formerly Great West	[not in OnBase]		Human Resources and Finance staff and the subject individual	permanent hardcopy in Vault in Record Series 5226	11/10/22	90.150.B PENSION AND RETIREMENT RECORDS-Retirement and Pension Files	5225 Great West & ICMA 457 Retirement Funds 5226 Great West & ICMA 401 Retirement Funds	We're on it
55+ Center records	[not yet in OnBase]		City Manager's Office, Executive Team, and as needed	permanent hardcopy (such as there is) in Record Group 26 in Vault	11/10/22	05.060.A.1 CONSTRUCTION DRAWING & PLANS-Nonresidential-Approved	26 55+ Center	We're on it
abandonment of City property; abandonment requests	PL-Development Case Files	2,843x in cases since 1988	Community Development and Planning staff; subject to CORA request	permanent hardcopy in remote storage (recent years, at River City Hall)	11/10/22	60.070 VACATIONS – STREET, ALLEY AND RIGHT-OF-WAY	13-Abandonments	We're on it

City Records Locator Tool (Relotoo)

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Accessory Dwelling Unit ADU, ADU's, ADUs, Accessory Dwellings, tiny homes	PL-Development Case Files	about 150 in cases since 2007	Community Development and Planning staff; subject to CORA request	permanent hardcopy in remote storage (recent years, at River City Hall)	11/10/22	05.030 BUILDING AND DEMOLITION PERMITS 05.050 CERTIFICATES OF OCCUPANCY 05.060.B.1 CONSTRUCTION DRAWING & PLANS-Residential-Approved 05.070.A INSPECTION RECORDS-Building & Structure Inspection Reports 65.030.A DEVELOPMENT CASE FILES-Approved	31 Buildings 59.02 Design Guidelines 10 Planning\Zoning 16 ReZoning	
accomplishments of the City government, annual reports of the City of Durango, departmental annual reports,	PU-Administrative reports	764x, 1907-2022; narrow search by OP Doc Type: Annual	all	permanent hardcopy (1906-recent) in Archives in Record Group 0306DE	11/10/22	40.290.A REPORTS-Annual Reports	03.06 City Manager	Needs Work
Action Line weekly column in Durango Herald regarding the City of Durango	PU-News Articles	260x, 2000-current	all	permanent hardcopy in Record Series 5512AC in Archives	11/10/22	50.050 Newspaper/Clippings	55.02AC Clippings	We're on it
adjacent landowner map, adjacent property owners	PL-Development Case Files	1,772x, 1970-2017; narrow search by DEV Doc Type: Adjacent Property Owners List	Community Development and Planning staff	permanent hardcopy in the CommDev Project Files file cabinets	11/10/22	65.03 Development Case Files	17 Subdivisions/Resubdivisions	In Progress
administrative chronology of City departments	HI-Histories	14 chronologies, 1978-	all	permanent hardcopy in Record Series 5502CH in Archives	11/10/22	50.020 Community/Municipal Histories	55 Historical	We're on it
administrative reports	PU-Administrative Reports	5,000x, 1907-current; searchable by name of department	all	permanent hardcopy in Archives	11/10/22	40.290 A-E Reports-compiled	03.06 Administrative Reports	Needs Work

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advertisements for City to obtain goods and services	PU-Other Publications		all	permanent hardcopy in Archives in Record Group 55	11/10/22	30.170.A PURCHASING RECORDS - Purchasing Records in General (RFP/Qs) 30.170.B.1 PURCHASING RECORDS - Bids-Accepted Bids 30.170.B.2 PURCHASING RECORDS-Bids-Rejected Bids 30.170.B.3 PURCHASING RECORDS-Bids-Unsolicited Bids	55 Historical	
aerial mapping aerial photos of the city of Durango and the City service area	[not in OnBase]		all	aerial photographs film and contact prints ca. 1986-1994, in 1 records box in Archives)	11/10/22	40.180 MAPS, DRAWINGS AND SUPPORTING DOCUMENTATION	55 Historical	Needs Work
agreements with the City, contracts with the City, legal agreement with the City	CW-Agreements	5,278x, 1900-2022	all with the durangogov.org email domain	permanent hardcopy in Vault in Record Series 5302 plus the first two letters of the other party's name	11/10/22	40.030 Agreements/Contracts	53.02 Agreements	We're on it
Airport archives	various document types		various	in various document types in OnBase; hard copy at DRO Durango-La Plata County Airport	11/10/22	40.320 Special District Records	38 Airport	Needs Work
Airport project records	PR-Project Files		Airport staff, et al.	Airport and City Archives	11/10/22	40.240 Project Files 40.320 Special District Records	38 Airport	Needs Work
alterations certificates	PL-Development Case Files		5 Community Development and Planning staff	permanent hardcopy in the CommDev Project Files file cabinets	11/10/22	05.060.A.1 CONSTRUCTION DRAWING & PLANS-Nonresidential-Approved	31 Buildings	We're on it

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alterations of buildings	PL-Development Case Files		Community Development and Planning staff; subject to CORA request	permanent hardcopy in remote storage (recent years, at River City Hall)	11/10/22	05.060.A.1 CONSTRUCTION DRAWING & PLANS-Nonresidential-Approved	31 Buildings	We're on it
Alternative Compliance approval letter after reviewing a development project proposal	PL-Development Case Files	narrow search by DEV Doc Type: Correspondence	Community Development and Planning staff	permanent hardcopy in the CommDev Project Files file cabinets	11/10/22	40.030 AGREEMENTS AND CONTRACTS 65.030.A DEVELOPMENT CASE FILES-Approved	10 Planning/Zoning	Needs Work
Alternative Compliance permits	PL-Development Case Files	ca. 4,425x alternative compliance documents in cases from 2000-2017	Community Development and Planning staff; subject to CORA request	permanent hardcopy in remote storage (recent years, at River City Hall)	11/10/22	05.030 BUILDING AND DEMOLITION PERMITS 65.030.A DEVELOPMENT CASE FILES-Approved	10 Planning/Zoning	
Animas-La Plata Water Project, ALP, A-LP, Durango Pumping Plant	[not yet in OnBase]		City staff and those with the need to know	permanent hardcopy (ca. 1985-2004) in Record Series 3402AL in Archives	11/10/22	40.240 Project Files	34.02AL Water	Needs Work
annexation and zoning change notices	PL-Development Case Files	8,749 total documents regarding annexation, 1981-2017	Planning staff and those with the right to know	permanent hardcopy in remote storage (recent years, at River City Hall)	11/10/22	65.080 Zoning	10 Planning/Zoning	We're on it
annexation case files	PL-Annexation Case Files	1,437x, 1954-2021	Planning, executive staff etc.	permanent hardcopy in remote storage (recent years, at River City Hall); also, relatively few case files in Record Group 12 in Vault	11/10/22	65.080 Zoning	10 Planning/Zoning	We're on it
annual budget of the City, adopted budget of the City, budgets of the City	PU-City Budgets	1942-current; we are missing the budgets for the following years: 1946-1953, 1955, 1956, 1958, 1962 and 1966	all	permanent hardcopy in Archives (most recent in Vault); {recent and current budget and financial reports--and a dynamic view of the City's finances--are on the City website at https://www.durangogov.org/383/Budgets-and-Financial-Reports }	11/10/22	30.080 Budget records	08 Budget/Annual Financial Reports	We're on it

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annual report to the citizens	PU-Administrative reports	31x, 1956, 1987-2017; narrow search by Subject=*citizen*	all	permanent hardcopy of annual reports in Records Series 0306AN in Archives	11/10/22	40.290.A REPORTS-Annual Reports	03.06 City Manager	Needs Work
annual reports by Community Support Services organizations funded by the City	CW-Administrative Reports		all	permanent hardcopy in Vault in Record Series 3006AN	11/10/22	40.290.A REPORTS-Annual Reports	30.06AN Community Support Services	Needs Work
AP Edit monthly reports	FI-AP Edit	37x, 2009-2012; more recent may be found in Innoprise Financials	Finance staff	permanent hardcopy in Vault in 0802AP?	11/10/22	30.010.A Accts. Payable Records	08.02AP? Finance	We're on it
Appointment of Acting City Manager (required notification to City Clerk)	CM-Correspondence	172x, 2007-2022	Executive	permanent hardcopy in Archives in Record Series 0304DE	11/10/22	40.100.A CORRESPONDENCE AND GENERAL DOCUMENTATION-Enduring Long-Term Value 20.020.A Entities appoint by Municipality	03.04DE City Manager	Needs Work
appraisals of parcels for the City, appraisal reports	LE-Appraisals	133x, 1966-2021	Legal staff	permanent hardcopy in Record Series 4002 in Archives	11/10/22	95.010 Acquisition/Sale/Transfer	40.02 Appraisals	Needs Work
artifacts of the City, City objects, City artifacts, City memorabilia, 3-D	HI-Historical Artifacts/Memorabilia	487x, 1881-2022	all	permanent hardcopy in Archives in Record Series 5502AR	11/10/22	70.020 MUSEUM AND OTHER REPOSITORY RECORDS	55.02AR Historical	We're on it
as-built record copy drawings of the City	PR-Project Files	1922-present	City staff as needed	permanent hard copy in map cases and other flat and rolled shelving in Archives	11/10/22	40.180 Maps, Drawings,		We're on it
as-built record copy drawings, as-builts	PL-Development Case Files		Community Development and Planning staff; subject to CORA request	permanent hardcopy in 4-drawer file cabinets, the earliest (1969-2004) in cabinet #s 1-15 in the Zircon; more recent in cabinets in River City Hall	11/10/22	40.180 Maps, Drawings,		We're on it
as-built record copy drawings, as-builts drawings	PR-Maps and Drawings		City staff as needed	permanent hard copy in map cases and other flat and rolled shelving in Archives	11/10/22	40.180 Maps, Drawings,		We're on it
audio recordings of Durango history, listen to histories of the City of Durango	HI-Historical Audio	411x, 1980-2018	all	permanent hardcopy in Archives in Record Series 5502AU	11/10/22	50.020 Community/Municipal Histories	55.02AU Historical	We're on it

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Balance Sheet monthly reports	FI-Balance Sheet	123x, 1999-2014; more recent may be found in Innoprise Financials	Finance staff	permanent hardcopy in Vault in 0802BA?	11/10/22	30.010A AP Records 30.020 A/R Records	08.02BA? Finance	
bid and proposal records made available to the public, bids and proposals, bid sheets, bid tabs, bid tabulations	www.bidnetdirect.com/colorado	City bid documents are posted on the BidNet site at www.bidnetdirect.com/colorado and/or on the City of Durango's site at www.durangogov.org/bids ; when a City project is open for bidding, a potential bidder must obtain bid docs through these sites.	all		11/10/22	30.170.A PURCHASING RECORDS - Purchasing Records in General (RFP/Qs)	08 Finance	We're on it
bid and proposal records maintained within the Finance Department	FI-Bids and Proposals	each document here includes the entire contents of the folder pertaining to the bidding process; more than what is posted on BidNet	Finance staff	temporary hardcopy in off-site storage; retention is 7 years after the contract was issued; per Colorado Municipal Records Retention Schedule 30.170 (since we box accepted and rejected bids together we maintain the whole for the longest required retention period)	11/10/22	30.170.A PURCHASING RECORDS - Purchasing Records in General (RFP/Qs) 30.170.B.1 PURCHASING RECORDS - Bids-Accepted Bids 30.170.B.2 PURCHASING RECORDS-Bids-Rejected Bids 30.170.B.3 PURCHASING RECORDS-Bids-Unsolicited Bids	08 Finance	We're on it
bike parking permits	PL-Permits	1x, in 2019; narrow search by Permit Type: Bike Parking	Community Development and Planning staff; subject to CORA request	electronic only	11/10/22	75.20.F LICENSES AND PERMITS -Permits Issued by the Municipality in General	22 Traffic/Signals/Parking	Needs Work

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bistro permits	PL-Permits	9x, in 2014; narrow search by Permit Type: Bistro	Community Development and Planning staff; subject to CORA request	electronic only	11/10/22	05.030 BUILDING AND DEMOLITION PERMITS 65.030.A DEVELOPMENT CASE FILES- Approved	10 Planning/Zoning	
Boards and Commissions agendas	PU-Agendas		all	permanent hard copy (if any) in Record Group 02 in Archives	11/10/22	20.010.A AGENDAS AND SUPPORTING DOCUMENTATION- Quasi-Judicial Entities	0202** Boards & Commissions	Needs Work
Boards and Commissions bylaws	CW-Board Bylaws		all with the durangogov.org email domain	permanent hardcopy in Archives in Record Series 0202 followed by the first 2 letters of the board or commission's name	11/10/22	20.030 BYLAWS	0202** Boards & Commissions	Needs Work
Boards and Commissions charters	CW-Board Charters		all with the durangogov.org email domain	permanent hardcopy in Archives in Record Series 0202 followed by the first 2 letters of the board or commission's name	11/10/22	20.040 GOALS AND WORK PLANS	0202** Boards & Commissions	In Progress
Boards and Commissions goals	CW-Board Goals		all with the durangogov.org email domain	permanent hardcopy in Archives in Record Series 0202 followed by the first 2 letters of the board or commission's name	11/10/22	20.040 GOALS AND WORK PLANS	0202** Boards & Commissions	In Progress
Boards and Commissions guidelines	CW-Board Guidelines		all with the durangogov.org email domain	permanent hardcopy in Archives in Record Series 0202 followed by the first 2 letters of the board or commission's name	11/10/22	20.040 GOALS AND WORK PLANS	0202** Boards & Commissions	In Progress
Boards and Commissions Manual, manuals	PU-Other Publications	narrow search by Pub Type: Guides	all	permanent hardcopy in Record Series 5502BO in Archives	11/10/22	20.040 GOALS AND WORK PLANS	0202** Boards & Commissions	In Progress
Boards and Commissions member orientation information	PU-Other Publications	narrow search by Pub Type: Guides	all	permanent hardcopy in Record Series 5502BO in Archives	11/10/22	20.040 GOALS AND WORK PLANS	0202** Boards & Commissions	In Progress
Boards and Commissions membership records	CW-Board Membership		all with the durangogov.org email domain	permanent hardcopy in Archives in Record Series 0206RO	11/10/22	20.050 MEMBER LISTS	0202** Boards & Commissions	Needs Work

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Boards and Commissions membership rosters, member lists, City board member contact information	CW-Board Rosters	1,498 documents since 1985	all with the durangogov.org email domain	permanent hardcopy in Archives in Record Series 0206RO	11/10/22	20.050 MEMBER LISTS 20.020.A Entities appointed by the Municipality	0202** Boards & Commissions	Needs Work
Boards and Commissions minutes	PU-Minutes		all	permanent hard copy in Archives, in Record Series 0202 followed by the first 2 letters of the name of the board or commission	11/10/22	20.060 MINUTES AND SUPPORTING DOCUMENTATION	0202** Boards & Commissions	We're on it
Boards and Commissions organizational charts, organization chart	PU-Other Publications	narrow search by Pub Type: Organizational Charts	all	permanent hardcopy in Record Series 0502OR in Archives	11/10/22	40.210 ORGANIZATION FILES	0202** Boards & Commissions	We're on it
Boards and Commissions recommendations	CW-Board Recommendations		all with the durangogov.org email domain	permanent hardcopy in Archives in Record Series 0202 followed by the first 2 letters of the board or commission's name	11/10/22	20.090 RECOMMENDATIONS, FINDINGS AND SUPPORTING DOCUMENTATION	0202** Boards & Commissions	Needs Work
Boards and Commissions reports and studies, Board and Commission study	CW-Board Reports/studies		all with the durangogov.org email domain	permanent hardcopy in Archives in Record Series 0202 followed by the first 2 letters of the board or commission's name	11/10/22	20.090 RECOMMENDATIONS, FINDINGS AND SUPPORTING DOCUMENTATION 40.330 STUDIES, PLANS AND REPORTS	0202** Boards & Commissions	
Boards and Commissions resolutions	CW-Board Resolutions		all with the durangogov.org email domain	permanent hardcopy in Archives in Record Series 0202 followed by the first 2 letters of the board or commission's name	11/10/22	45.160 RESOLUTIONS AND SUPPORTING DOCUMENTATION	0202** Boards & Commissions	We're on it
bond issue for 17.6 million dollars debt for Florida Road Reconstruction Project	FI-Debt Instruments		Finance staff	permanent hardcopy in Archives in 0802DE	11/10/22	30.070.A BOND ISSUE RECORDS-Bond Issue Files	0802DE Finance	We're on it

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bond issue for City of Durango	FI-Debt Instruments		Finance staff	permanent hardcopy in Archives in 0802DE	11/10/22	30.070.A BOND ISSUE RECORDS-Bond Issue Files	0802DE Finance	We're on it
bonds of the City	FI-Debt Instruments		Finance staff	some are not in OnBase; permanent hardcopy in vault in 0811BO	11/10/22	30.070.A BOND ISSUE RECORDS-Bond Issue Files	0802DE Finance	We're on it
boundary adjustment records	PL-Development Case Files	368x in 1985-2017; narrow search by Project Type: BA-Boundary Adjustment	Community Development and Planning staff; subject to CORA request	permanent hardcopy in 4-drawer file cabinets, the earliest (1969-2004) in cabinet #s 1-15 in the Zircon; more recent in cabinets in River City Hall	11/10/22	65.030.A DEVELOPMENT CASE FILES-Approved 65.080 ZONING RECORDS	10 Planning/Zoning	
building code variances records	PL-Development Case Files	48x in case years 1989-2016; narrow search by Document Name= *variance* and filter results for code	Community Development and Planning staff; subject to CORA request	permanent hardcopy in 4-drawer file cabinets, the earliest (1969-2004) in cabinet #s 1-15 in the Zircon; more recent in cabinets in River City Hall	11/10/22	65.060 VARIANCE AND EXEMPTION CASE FILES	10 Planning/Zoning	Needs Work
building construction drawings pertaining to projects that were issued a Building Permit	PL-Construction plans (not SFR)	these exclude drawings for single family residence, and they do not include plans for projects that were not issued a building permit	Building Inspector, Planning and Community Development staff and others with the need to know; may be available via CORA request	permanent hardcopy plans sets in rolled storage tubes in the permanent hardcopy in off-site storage Zircon and/or in Archives in Record Series 1014IN for commercial (non-residential) structures only; offsite storage once scanned and in OnBase; and/or in Archives in Record Series1002IN	11/10/22	05.060.A.1 CONSTRUCTION DRAWINGS AND PLANS-Nonresidential-Approved 05.060.B.1 CONSTRUCTION DRAWINGS AND PLAN-Residential-Approved 65.030.A DEVELOPMENT CASE FILES-Approved	1002IN Planning/Zoning	
Building Division monthly report of building permits issued	PU-Administrative Reports		all	permanent hardcopy in Archives in Record Series 1006BP	11/10/22	40.290C. Monthly Reports	10.06BP	Needs Work
Building Division monthly report of the issuance of building permits and the sum of the fees charged	PU-Administrative Reports		all	permanent hardcopy in Archives in 1006BP	11/10/22	40.290C. Monthly Reports	10.06BP	Needs Work

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Building Permit application checklist regarding a development project being reviewed by the Planning Department	PL-Development Case Files	issued Building Permits are in PU-Building Permits; narrow search by DEV Doc Type: Permits	Community Development and Planning staff		11/10/22	65.030.A DEVELOPMENT CASE FILES-Approved	10 Planning/Zoning	In Progress
Building Permit documents	PL-Development Case Files		Building Inspector, Planning and Community Development staff and others with the need to know	permanent hardcopy in the Development Case Files project files at the Community Development Department and/or in offsite storage file cabinets	11/10/22	05.030 BUILDING AND DEMOLITION PERMITS 65.030.A DEVELOPMENT CASE FILES-Approved	10.09BP Planning/Zoning	
Building Permit index logs index pages	PU-Administrative Reports	narrow search by OP-Doc Type: Annual	all	permanent hardcopy in Archives in Record Series 1009LO	11/10/22	05.080 REGISTERS AND LEDGERS – BUILDING PERMITS	10 Planning/Zoning	We're on it
building permits, 1992-nearly current	PU-Building Permits	as of 11/2022, 19,909 building permits issued from October 1980 through August 2022 in online portal	all	permanent hardcopy in Archives in Record Series 1009BP	11/10/22	05.030 BUILDING AND DEMOLITION PERMITS	10.09BP Planning/Zoning	Needs Work
burial plot records, burial records, graves, grave plots, Greenmount Cemetery deeds	LE-Cemetery Deeds	ca. 7,300x Greenmount plot documents since 1857--with Cross Reference link to the relevant map in Maps and Drawings; for a separate public-searchable GIS database see https://www.durangogov.org/518/Cemetery-Records	Cemetery and City Clerk's Office staff	permanent hardcopy in Record Series 2702 in Archives	11/10/22	10.010 BURIAL RECORDS 10.020 CEMETERY BOUNDARY AND LOT RECORDS 10.030 CEMETERY FINANCIAL RECORDS	27.02 Cemetery Records	We're on it
Business Improvement District minutes (BID)	PU-Minutes	145x, 2010-2021; narrow search by Meeting Type: Business Improvement District	all	permanent hard copy in Record Series 0202BU in Archives	11/10/22	20.060 MINUTES AND SUPPORTING DOCUMENTATION	02.02BU Boards/Commissions	We're on it

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business licenses issued by the City	CC-Business Licenses	in OnBase and Innoprise through 2021; after that in MuniRev	City Clerk's Office staff	electronic only	11/10/22	75.020.A-H LICENSES AND PERMITS – ISSUED BY THE MUNICIPALITY-compiled	06.02B City Clerk	Needs Work
businesses licensed by the City (with business name, contact data, business description and website address)	PU-Administrative reports	quarterly	all	permanent, but the format is electronic only (in OnBase and Innoprise through 2021; after that, in MuniRev) (earlier years' hardcopy logs are in 0602B in the Vault)	11/10/22	75.020.A-F ICENSES AND PERMITS – ISSUED BY THE MUNICIPALITY-compiled	06.02B	Needs Work
cable TV franchise agreements	CW-Agreements		all with the durangogov.org email domain	permanent hardcopy in Vault in Record Group 43	11/10/22	30.110 FRANCHISE RECORDS	43 Franchises	Needs Work
capital projects reports	PU-City Monthly Financial		all	permanent hardcopy in Vault in Record Series 0806CI	11/10/22	40.240.A PROJECT FILES-Capital Project Files	08.06CI Finance Reports	Needs Work
Carnegie artifacts, portrait of Andrew Carnegie, heating duct plate from original building	HI-Historical Artifacts/Memorabilia		all	permanent hardcopy in Archives in Record Series 5502AR	11/10/22	70.020 MUSEUM AND OTHER REPOSITORY RECORDS	55.02AR Historical	We're on it
CDOT (Colorado Department of Transportation) State Highway Access Permits, Utility Permits, Special Use Permits	PL-Permits	narrow search by PERMIT TYPE = CDOT		permanent hardcopy in the CommDev Project Files file cabinets	11/10/22	65.030.A DEVELOPMENT CASE FILES-Approved 75.20.G LICENSES AND PERMITS – ISSUED BY THE MUNICIPALITY-Permits to Work in Public Way	21 Streets, Roads, Highways, Bridges, Sidewalks, Curbs and Gutters (file#=2909CD)	Needs Work
CDOT Public Works correspondence	OP-Public Works Chrono Correspondence		City Manager, Public Works and executive staff	permanent hardcopy in Archives in Record Series 2004CD	11/10/22	40.240.A PROJECT FILES-Capital Project Files	20.04CD Public Workds	Needs Work

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Cemetery annotated maps of grave plot locations; Cemetery plot maps; Greenmount Cemetery annotated maps	PR-Maps and Drawings	188 documents, 1907-2020; search Images File ID for Greenmt*; these are cross-referenced from LE-Cemetery Deeds	Cemetery and City Clerk's Office staff	permanent hardcopy in "By the Block" (spiral bound book, cataloged in Durango Public Library; Call Number SW 929.5 ELL); digital ID: Greenmt.###; hard copy in Sexton's office at Moore Parks Shop	10/6/23	10.020 CEMETERY BOUNDARY AND LOT RECORDS	27.02 Cemetery Records	We're on it
Central Stores inventory annual reports	FI-Stores Inventory	2005-2018	Finance staff	permanent hardcopy in Archives in Record Series 0806ST	11/10/22	30.030C Inventories	08.06ST	Needs Work
certificates	PU-Other Publications	34x, 1980-2020; narrow search by Pub Type: Certificates	all	permanent hard copy in Record Series 5502AW and 5502CE in Archives	11/10/22	70.020 MUSEUM AND OTHER REPOSITORY RECORDS	55.02** Historical Records	Needs Work
Certificates of Occupancy, certificate of occupancy, COs	PU-Certificates of Occupancy	more than 4,440 COs that the City issued since 1978 (none from 1989 survived)	all	permanent hardcopy in Archives in 1006CO	11/10/22	05.050 CERTIFICATES OF OCCUPANCY	10.06CO Planning/Zoning	In Progress
Chapman Hill records	[not yet in OnBase]		Parks and Recreation staff	permanent hardcopy (such as there is) in Record Group 24 in Vault; most are instead in the Parks and Rec. offices	11/10/22	95.050.A-E-MAINTENANCE, UPKEEP AND DAMAGE RECORDS-compiled	24 Chapman Hill	Needs Work
Charter of the City, City Charter	PU-Other Publications	4x: 1912, 1978, 1993 and 1999; narrow search by Pub Type: City Charter	all	permanent hard copy in Record Series 0102CH in Archives	11/10/22	40.060 CHARTERS AND SUPPORTING DOCUMENTATION	01.02CH	We're on it
check registers	FI-Check Register		Finance staff	electronic only	11/10/22	30.010A AP Records	?? Finance	We're on it

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Search Term (record name)	OnBase Doc Type	Notes	Access Level	Other Record Location	Date Modified	MRRM #	City Records & Archives Class#	City RIM Status
citizen referendum petitions, ballot referendum records, municipal election records	PU-Elections		all	permanent hard copy in Record Series 4202 in Archives	11/10/22	15.030.B.1 BALLOTS - Sample ballots - Master copy 15.060.A COORDINATED ELECTION RECORDS - Abstracts of Votes Cast 15.060.B COORDINATED ELECTION RECORDS - Ballot Certifications 15.080 ELECTION HISTORY FILES 15.110 MAPS-ELECTION 15.130.B NOTICES of ELECTION - Master Copy 15.150.A PETITIONS-BALLOT MEASURES AND RECALL - Annexation and Deannexation Election Petitions	42.02 Elections	
City bank account records	[not in OnBase]		Finance staff	permanent hardcopy in vault in 0802BA	11/10/22	30.050 BANK RECORDS	08.02BA? Finance	Needs Work
City Clerk's oath of office	CW-Agreements		all with the durangogov.org email domain	permanent hardcopy in Vault in Record Series 0602OA	11/10/22	90.070 EMPLOYEE RECORDS – ACTIVE AND TERMINATED	06.02OA City Clerk	Needs Work

City Records Locator Tool (Relotoo)

Search Term (record name)	OnBase Doc Type	Notes	Access Level	Other Record Location	Date Modified	MRRM #	City Records & Archives Class#	City RIM Status
City Code	https://library.municode.com/co/durango/codes/code_of_ordinances	6x: 1979, 1985, 1998 and 2021; City staff has a link to it from the CoDI City Intranet / City Apps tab, Other, and select Municode Library (City Code); historical versions are in OnBase in PU-Other Publications, narrow search by Pub Type: City Code	all	permanent hard copy in Record Series 0102CO, 5502BO and 5502CC in Archives	11/10/22	40.070.B CODE BOOK RECORDS	01.02CO City Council 55.02BO Historical 55.02CC Historical	In Progress
City Council meeting agendas, agenda items for Council meetings, agenda documents	PU-Agendas	Includes index of hardbound minutes dating to 1881; index also a Kindle e-book (ASIN: B09DQ54GVW); earlier ones, and all without the OnBase or pre-2016 SIRE electronic document management systems) and Agenda Item Supporting Document (Published) (from Agenda Plus electronically)	all	permanent hardcopy in bound ledger volumes in locked display case upstairs in Durango Public Library (current volume, in City Clerk's Office); 64,706 Agenda document images from 1/25/1978 through 7/28/2010 on microfilm rolls 2010-007 through -018	10/6/23	45.010 AGENDAS AND SUPPORTING DOCUMENTATION	01.02 City Council	Needs Work
City Council meetings records, City Council minutes, Council decisions; planning and development awards records	PU-Minutes		all	permanent hardcopy in bound ledger volumes in locked display case upstairs in Durango Public Library (current volume, in City Clerk's Office); 21,147 City Council minutes images from 9/19/1900 through 7/6/2010 on microfilm rolls 2010-003 through 2010-006	11/10/22	45.090 MINUTES AND SUPPORTING DOCUMENTATION 45.100 NOTES TAKEN AT MEETINGS 45.140 RECORDINGS OF MEETINGS	01.02 City Council	We're on it
City Council ordinances, sale or conveyance of City parcels, annexation and initial zoning ordinance, utility easement ordinance, LUDC changes	PU-Ordinances		all	permanent hardcopy in bound ledger volumes in locked display case upstairs in Durango Public Library (current volume, in City Clerk's Office); 2,730 Ordinance images from O-1992-19 through O-2010-11 on microfilm roll 2010-002	11/10/22	45.120 ORDINANCES AND SUPPORTING DOCUMENTATION 40.070.A CODE BOOK RECORDS-Codes Adopted by Reference	01 City Council	We're on it

City Records Locator Tool (Relotoo)

Search Term (record name)	OnBase Doc Type	Notes	Access Level	Other Record Location	Date Modified	MRRM #	City Records & Archives Class#	City RIM Status
City Council resolutions	PU-Resolutions	ca. 2,400x since 1944	all	permanent hardcopy in bound ledger volumes in locked display case upstairs in Durango Public Library (current volume, in City Clerk's Office); 1,734 Resolution images from R-1974-292 through R-2010-15 on microfilm roll 2010-001	11/10/22	45.160 RESOLUTIONS AND SUPPORTING DOCUMENTATION	01 City Council	We're on it
City Council resource guide	CW-Admin Policies and Procedures	narrow search by Doc Type: Procedure	all with the durangogov.org email domain	permanent hardcopy in folder 5602CC	11/10/22	40.220.B POLICIES AND PROCEDURES DOCUMENTATION- Policies and Procedures and Supporting Documentation	56.02CC Policies, Proc, Rules	We're on it
City Councilor's oath of office, City Councilors' oaths of office, Council members sworn in	CW-Agreements		all with the durangogov.org email domain	permanent hardcopy in Vault in 0102OA	11/10/22	45.080.D Oaths of Office	01.02OA City Council	We're on it
City Currents newsletters	PU-Newsletters		all	permanent hardcopy in Record Series 0302CC in Archives (47X, 2017-2022)	11/10/22	40.260 PUBLICATIONS	03.02CC City Manager	We're on it
City documents recorded with the La Plata County Clerk and Recorder	various	online La Plata County records at www.idocmarket.com [see note regarding Deeds]	all	not a City record; County database is very useful for accessing recorded City documents	11/10/22	40.280 REFERENCE FILES		We're on it
City employee pay plans	PU-Other Publications	18 documents since 1962; narrow search by Pub Type: Pay Plans	all	permanent hardcopy in Archives in Record Series 0506PA	11/10/22	90.140.B.1 PAYROLL RECORDS- Compensation or Pay Plans-Pay Plans	05.06PA Personnel	

City Records Locator Tool (Relotoo)

Search Term (record name)	OnBase Doc Type	Notes	Access Level	Other Record Location	Date Modified	MRRM #	City Records & Archives Class#	City RIM Status
City employee personnel case files	HR-*	thousands of documents, through 2/28/2022	Human Resources and staff and the person who is the subject of the case file	permanent hardcopy (Record Series 0502) original paper records in Human Resources and (after they are digitized in OnBase) in the Archives, but only through 2/28/2022; after that, the City's personnel records exist only in digital format--in NeoGov. The City began using NEOGOV for all City job applicants in October 2021, so none of those records are available in hard copy nor in OnBase – only in NeoGov. Once the City automated its personnel records, none of them were preserved on OnBase or in hard copy.	6/15/23	90.070 EMPLOYEE RECORDS – ACTIVE AND TERMINATED 90.080 EMPLOYEE RECORDS – TEMPORARY AND SEASONAL 90.110.B HEALTH, MEDICAL AND SAFETY RECORDS- Employee Medical Records in General 90.110.B HEALTH, MEDICAL AND SAFETY RECORDS- Safety Training Records	05.02 Personnel	
City employee printed materials, City employees	CW-Employee Committees		City employees; all with the durangogov.org email domain	permanent hardcopy in Archives in Records Series 5502WE and others	11/10/22	40.260 PUBLICATIONS		Needs Work
City employee retirement benefits case files	RE-Employee Retirement Records		Human Resources and Finance staff and the person who is the subject of the case file	hardcopy in Human Resources office locked file cabinets	11/10/22	90.150.B PENSION AND RETIREMENT RECORDS- Retirement and Pension Files	05.02 Personnel	We're on it
City forms	PU-Other Publications	the most comprehensive in-house source for current forms is on the CoDI City of Durango Intranet, under the City Docs tab / Forms	all	permanent hardcopy in Record Series 5502 in Archives	11/10/22	40.130 FORMS – BLANK	55.02 Historical	Needs Work
City guides	PU-Other Publications		all	permanent hardcopy in Record Series 5502 in Archives	11/10/22	40.260 PUBLICATIONS	55.02 Historical	We're on it

City Records Locator Tool (Relotoo)

Search Term (record name)	OnBase Doc Type	Notes	Access Level	Other Record Location	Date Modified	MRRM #	City Records & Archives Class#	City RIM Status
City Hall building at 949 East 2nd Avenue	PR-Project Files		City staff as needed	permanent hardcopy in Archives	11/10/22	05.060.A.1 CONSTRUCTION DRAWING & PLANS- Nonresidential- Approved	31 Buildings/Plant/City Property	We're on it
City historical videos, videos by or about the City of Durango that have historical interest	HI-Historical Videos		all	Some are also accessible on YouTube, on the City of Durango channel at https://www.youtube.com/channel/UCp2a315554jIMEx0RBZBVA	11/10/22	50.060 PHOTOGRAPHIC RECORDS WITH HISTORICAL VALUE	55 Historical	We're on it
City histories, histories of Durango, history of Durango, Durango history	HI-Histories	about a dozen of these are included in the 500-page book of Durango doings : City facts and phenomena since 1881, available for checkout from the Durango Public Library (Call Number SW 978.829 ELL) and for sale on Amazon.com and at Maria's Bookshop in downtown Durango	all	permanent hardcopy in Record Series 5502HI (and other letter suffixes, by subject) in Archives	11/10/22	45.080.B MEMBER RECORDS- Councilmember Files 50.020 COMMUNITY AND MUNICIPAL HISTORIES	55 Historical	
City job descriptions	PU-Other Publications	Narrow your search by Pub Type, selecting as your option: Job Descriptions. As of 9/14/2023 this search produces 485 job descriptions; the dynamic most current descriptions are online on the public-facing website at https://www.governmentjobs.com/careers/durangoco/classspecs	all	permanent hardcopy in Record Group 0512JO in Archives	9/15/23	90.130F Job Descriptions and Specifications	05.12JO Personnel	We're on it
City job listings, lists of job openings	PU-Other Publications	narrow search by Pub Type: Job Listings	all	permanent hardcopy in Record Group 0512JO in Archives	11/10/22	90.130.A. Advertisements of Job Opportunities	05.12JO Personnel	Needs Work

City Records Locator Tool (Relotoo)

Search Term (record name)	OnBase Doc Type	Notes	Access Level	Other Record Location	Date Modified	MRRM #	City Records & Archives Class#	City RIM Status
City Manager's orders issued, orders issued by the City Manager	PU-Other Publications	narrow search by Pub Type: Orders	all	permanent hardcopy in Record Group 0312OR in Archives	11/10/22	40.220.B POLICIES AND PROCEDURES DOCUMENTATION- Policies and Procedures and Supporting Documentation	03.12OR City Manager	We're on it
City Manager's Office administrative records, permanent correspondence	CM-Executive Correspondence	1977-1999	City Manager's Office personnel, City Attorney, Executive Team	permanent hardcopy (ca. 1969-2003) in Record Group 0302 in Archives	11/10/22	40.100.A CORRESPONDENCE AND GENERAL DOCUMENTATION- Enduring Long-Term Value		Needs Work
City Manager's Office working papers, informational correspondence	CM-CMO Working	ca. 1978-2018 but not comprehensive	City Manager's Office personnel, City Attorney, Executive Team	electronic only	11/10/22	40.100.B CORRESPONDENCE AND GENERAL DOCUMENTATION- Routine Value 40.350 WORKSHEETS, DRAFTS AND OTHER PRELIMINARY WORKING MATERIAL	03 City Manager	Needs Work
City Manager's proposed budget presentation PowerPoint slides	PU-Other Publications	narrow search by Pub Type: Website Screen Captures	all	permanent hardcopy in Record Series 5502BU in Archives	11/10/22	30.080.B BUDGET RECORDS-Budget Work Records		We're on it
City Manager's Weekly Status Report; Weekly Status Reports	CM-CMO Weekly Status Reports	692x for 2008-2021 when it was briefly folded into the City Currents email	all	permanent hardcopy in Archives in Record Series 0312WS	11/10/22	40.290E REPORTS- Weekly	03.12WS City Manager	Needs Work

City Records Locator Tool (Relotoo)

Search Term (record name)	OnBase Doc Type	Notes	Access Level	Other Record Location	Date Modified	MRRM #	City Records & Archives Class#	City RIM Status
City maps for public use	PU-Other Publications	narrow search by Pub Type: Maps	all	permanent hardcopy in Record Group 5502?? in Archives	11/10/22	40.180 MAPS, DRAWINGS AND SUPPORTING DOCUMENTATION 50.010 ARCHAEOLOGICAL AND HISTORICAL SITE RECORDS	55.02 Historical	We're on it
City monthly financial reports, financial reports of the City; financial management monthly reports, monthly financial management snapshot, tax collections monthly report	PU-City Monthly Financial	Prepared by Budget Team in the City Manager's office	all	permanent hardcopy in Vault in Record Series 0806CI	10/6/23	40.290C REPORTS-Monthly	08.06CI Finance Reports	Needs Work
City newsletters, newsletters of the City	PU-Newsletters		all	permanent hardcopy in the generating department's Record Group in Archives	11/10/22	40.260 PUBLICATIONS	Various	We're on it
City of Durango employee pay reports, annual reports of payments to City employees, by name	PU-Administrative Reports	narrow search by OP Doc Type: Annual	all	permanent hardcopy in Record Series 0502WA in Archives	11/10/22	90.140.E PAYROLL RECORDS-Payroll Reports	05.02WA Personnel	
City of Durango employees directories, employee directory	CW-Admin Policies and Procedures	47x, 1987-2022; narrow search by Doc Type: Directories; in-house, City staff can view the current City Phone Directory from the CoDi (Sharepoint) Intranet, Quick Links tab; the Excel version of this directory is on the Human Resources CoDi page under City Employee 101, or Documents > Phone Lists;	All with the durangogov.org email domain	permanent hardcopy in Record Series 0502EM in Archives	11/10/22	40.140 HOUSEKEEPING FILES	05.02EM Personnel	We're on it
City of Durango facility water audit reports	PU-Reports		all	permanent hardcopy in Vault in Record Series 5702WA	11/10/22	40.290 A-E Reports-compiled	57.02WA Plans, Reports & Studies	Needs Work
City of Durango organizational chart, organization chart changes, organizational charts	PU-Other Publications	narrow search by Pub Type: Organizational Charts	all	permanent hardcopy in Record Group 5502OR in Archives	11/10/22	40.210 ORGANIZATION FILES	55.02OR Historical	We're on it

City Records Locator Tool (Relotoo)

Search Term (record name)	OnBase Doc Type	Notes	Access Level	Other Record Location	Date Modified	MRRM #	City Records & Archives Class#	City RIM Status
City of Durango Service Center building at 105 Sawyer Drive, City Operations, City warehouse	PR-Project Files	79 documents, 1976-2009	City staff as needed	permanent hardcopy in Archives	11/10/22	05.060.A.1 CONSTRUCTION DRAWING & PLANS- Nonresidential- Approved	31 Buildings, Plant, City Property	We're on it
City park records, City parks records	various document types		Parks and Recreation staff and various	permanent hardcopy in Record Group 28 in Vault?	11/10/22	95.060 PARKS	28 Parks	We're on it
City photographs, photos, streetscapes, photos of buildings downtown	HI-Historical Photos	18,000x since 1882, searchable by category	all	permanent hardcopy in Record Series 5502PH in Archives	11/10/22	50.060 PHOTOGRAPHIC RECORDS WITH HISTORICAL VALUE	55.02PH	We're on it
City support for community service organizations, City-funded organizations, non-profit organizations funded by the City	CM-Community Services		City Manager's Office and the Executive Team	permanent hardcopy (such as there is) in Records Group 30 in Archives	11/10/22	40.120 EXTERNAL GROUPS AND AGENCIES	30 Community Support Services	Needs Work
City tree maintenance logs, tree maintenance records by the City for work in the public right-of-way, etc.	PU-Tree Maintenance Log	INDEXED SEARCH; 2,389x, 2006-2019	all	electronic only	11/10/22	95.050.A-E- MAINTENANCE, UPKEEP AND DAMAGE RECORDS-compiled 95.060 PARKS	28 Parks 31 Buildings, Plant, City Property	Needs Work

City Records Locator Tool (Relotoo)

Search Term (record name)	OnBase Doc Type	Notes	Access Level	Other Record Location	Date Modified	MRRM #	City Records & Archives Class#	City RIM Status
City water accounts, bills and water usage data, how much water did I use last month?	[not in OnBase]	<p>water use summary figures, in gallons, are managed through a separate system. Starting only mid2020, Utility Billing Statements are available online to customers. The municipal water account billing records generally are available per account from when they were first set up. Older accounts usually have billing records back to 2015 when the City switched financial software systems, or even before if the data was transferred into the new database. Data log records are not necessarily available, for various reasons: the new system is only a few years old, not all accounts have this info, the data is lost through radio exchanges and meter repairs, and at any rate the meter data transmission radios do not store data indefinitely. Nonetheless, customers have access to their monthly billing readout records, which include the total month's consumption figure as printed on the bill.</p>	account holder	only in electronic form; no hardcopy	11/10/22	30.210.A UTILITY BILLING RECORDS-Account Records 30.201.B.2 UTILITY BILLING RECORDS-Meter Records-Meter Location Records	08 Finance	

City Records Locator Tool (Relotoo)

Search Term (record name)	OnBase Doc Type	Notes	Access Level	Other Record Location	Date Modified	MRRM #	City Records & Archives Class#	City RIM Status
City water rights records	various document types		Engineering, Public Works, Utilities, et al.	permanent hardcopy in Record Group 34 in Archives	11/10/22	60.100.A WATER SOURCE OF SUPPLY RECORDS-Acquisition, Sale and Transfer Records 60.100.D.3 WATER SOURCE OF SUPPLY RECORDS-River and Stream Records-Surface Water Rights Records 60.100.E WATER SOURCE OF SUPPLY RECORDS-Underground Water Rights and Supply	34 Water/Water Rights/Water Tx	Needs Work

City Records Locator Tool (Relotoo)

Search Term (record name)	OnBase Doc Type	Notes	Access Level	Other Record Location	Date Modified	MRRM #	City Records & Archives Class#	City RIM Status
City water treatment records, municipal water supply, water billing records, water use logs	various document types	water data log records are not necessarily available, as there are too many factors involved, but recently monthly water billing records include a summary figure of individual customers' water consumption data	Utilities, et al.	permanent hard copy (such as there is) in Record Group 34 in Archives	11/10/22	30.210.A UTILITY BILLING RECORDS- Account Records 60.080.A-F WATER AND SEWER DISTRIBUTION AND STORAGE SYSTEM RECORDS- compiled 60.090.A-I WATER AND SEWER TREATMENT SYSTEM RECORDS- compiled	34 Water/Water Rights/Water Tx	Needs Work
City website screen captures of durangogov.org pages, Durangogov.org screen captures	PU-Other Publications / Website Screen Captures		all	permanent hardcopy in Record Series 5502WE in Archives; includes printouts from Internet Archive WayBack Machine on 8/22/2017, etc.	11/10/22	50.020 COMMUNITY AND MUNICIPAL HISTORIES	55.02WE Historical	We're on it
City-approved franchise agreements, electricity franchise agreements, natural gas franchise agreement	CW-Agreements		all with the durangogov.org email domain	permanent hardcopy in Vault in Record Group 43	11/10/22	30.110 FRANCHISE RECORDS	43 Franchises	Needs Work
City-wide policies and procedures for staff	CW-Admin Policies and Procedures	the most comprehensive in-house source for current forms is on the CoDI City of Durango Intranet, under the City Docs tab / Policies	all with the durangogov.org email domain	permanent hardcopy in Record Series 5602PR in Archives	11/10/22	40.220.B POLICIES AND PROCEDURES DOCUMENTATION- Policies and Procedures and Supporting Documentation	5602PR Policies, Procedures and Rules	Needs Work

City Records Locator Tool (Relotoo)

Search Term (record name)	OnBase Doc Type	Notes	Access Level	Other Record Location	Date Modified	MRRM #	City Records & Archives Class#	City RIM Status
classification and compensation plans for City workers, City employee pay plans	PU-Other Publications	narrow search by Pub Type: Pay Plans	all	permanent hardcopy in Record Series 0506PA in Archives	11/10/22	90.140.B.1 PAYROLL RECORDS- Compensation or Pay Plans-Pay Plans	05.02PA Personnel	
code books	PU-Standards		all	permanent hardcopy in Record Series 5902IN in Archives; per Schedule 90.140.I, retention is permanent for codes adopted by reference	11/10/22	40.070.A CODE BOOK RECORDS- Codes Adopted by Reference 40.070.B CODE BOOK RECORDS	01.02CO City Council 55.02BO Historical 55.02CC Historical 59.02IN Regs & Standards	
Color aerial photo map of subject property, for Planning Department review of a proposed development project	PL-Development Case Files	narrow search by DEV Doc Type: Maps, Plans, Plats	Community Development and Planning staff	permanent hardcopy in the CommDev Project Files file cabinets	11/10/22	65.030.A DEVELOPMENT CASE FILES- Approved	10 Planning/Zoning	In Progress
Colorado Municipal Records Retention Schedule, how long we must retain City records	https://www.durangogov.org/DocumentCenter/View/7572/Colorado-Municipal-Records-Retention-Manual-currentAug-2020-edition-PDF?bidId=	City records retention schedule is online in a single 163-page searchable PDF file on the City's website at https://www.durangogov.org/DocumentCenter/View/7572/Colorado-Municipal-Records-Retention-Manual-currentAug-2020-edition-PDF?bidId= [City staff have a link to it from the CoDI Intranet Quick Links tab / City Records Management]	all	hard copy in Records Administrator's office	11/10/22	40.300 RETENTION SCHEDULES AND COMPLIANCE CERTIFICATES	06 City Clerk	We're on it
Community Development and Planning Department newsletters	PU-Newsletters		all	permanent hardcopy in Record Series 1002NE in Vault (8X, 2017-2019)	11/10/22	40.260 PUBLICATIONS	10.02NE Planning/Zoning	We're on it
Comprehensive Plan amendment	PL-Development Case Files		Community Development and Planning staff; subject to CORA request	permanent hardcopy in 4-drawer file cabinets, the earliest (1969-2004) in cabinet #s 1-15 in the Zircon; more recent in cabinets in River City Hall	11/10/22	40.330 STUDIES, PLANS AND REPORTS		We're on it

City Records Locator Tool (Relotoo)

Search Term (record name)	OnBase Doc Type	Notes	Access Level	Other Record Location	Date Modified	MRRM #	City Records & Archives Class#	City RIM Status
Comprehensive Plan for the City	PL-Plans		all	permanent hardcopy in Vault in Record Series 5702	11/10/22	40.330 STUDIES, PLANS AND REPORTS	57.02 Plans, Reports & Studies	We're on it
conceptual plans	PL-Development Case Files		Community Development and Planning staff; subject to CORA request	permanent hardcopy in 4-drawer file cabinets, the earliest (1969-2004) in cabinet #s 1-15 in the Zircon; more recent in cabinets in River City Hall	11/10/22	65.030.A DEVELOPMENT CASE FILES-Approved	10 Planning/Zoning	In Progress
Conditional Use Permits CUP, CUPs, CUP's	PL-Development Case Files	4,857 documents, 1947-2019; Project Type: CUP- Conditional Use Permit	Community Development and Planning staff; subject to CORA request	permanent hardcopy in 4-drawer file cabinets, the earliest (1969-2004) in cabinet #s 1-15 in the Zircon; more recent in cabinets in River City Hall	11/10/22	65.030.A DEVELOPMENT CASE FILES-Approved	10 Planning/Zoning	In Progress
construction easements (and any other kind of easements)	PL-Easements		granting or receiving party, generating department, and all with the right to know	hardcopy in Vault in 5303 [and first two letters of the grantor or grantee's surname or proper name–i.e., the party that is not the City]	11/10/22	95.030.A EASEMENTS AND RIGHTS-OF-WAY AND SUPPORTING DOCUMENTATION-Permanent	53.03** Agreements	We're on it
Core Team records accessible to employees+E74	CW-Employee Committees		City employees; all with the durangogov.org email domain	permanent hardcopy in Archives in Records Series 0502CO [none yet]	11/10/22	40.080.B COMMITTEES – INTERNAL-Ongoing Committees	05.02CO Personnel	Needs Work
Declaration of covenants, conditions and restriction, declaration of protective covenants	PL-Development Case Files	narrow search by DEV Doc Type: Legal Docs/Agreements	Community Development and Planning staff	permanent hardcopy in the CommDev Project Files file cabinets	11/10/22	65.030.A DEVELOPMENT CASE FILES-Approved	10 Planning/Zoning	In Progress

City Records Locator Tool (Relotoo)

Search Term (record name)	OnBase Doc Type	Notes	Access Level	Other Record Location	Date Modified	MRRM #	City Records & Archives Class#	City RIM Status
deeds, land title documents for City properties	LE-Deeds	over 700 documents since 1881; recorded deeds, including those involving the City of Durango as a grantor or a grantee, are available online in the La Plata County public records database at www.idocmarket.com ; scanned images are accessible back to 1874, but indexing only goes back to 1989; prior to that, the indexing of the deeds and other records recorded with the County is in the Historical Index Books at the County's ACT building at the top of Bodo Industrial Park	all with the durangogov.org email domain	permanent hardcopy in Vault in Record Series 5402	11/10/22	95.020 DEEDS AND DEDICATIONS AND SUPPORTING DOCUMENTATION	54.02 Deeds	We're on it
Departmental monthly reports	PU-Administrative Reports	narrow search by OP Doc Type: Monthly	all	permanent hardcopy in Archives in Record Series 0306DE (for <i>De</i> partment)	11/10/22	40.290C REPORTS-Monthly	03.06DE City Manager	Needs Work
design guidelines records, regulations and guidelines issued by the City	PU-Guidelines		all	permanent hardcopy in Record Series 5902 in Vault	11/10/22	40.310 RULES, REGULATIONS AND STANDARDS	59.02 Regulations & Standards	We're on it
design review planning records	PL-Development Case Files	6,472 documents, 1996-2017; Project Type: DRB - Design Review	Community Development and Planning staff; subject to CORA request	permanent hardcopy in 4-drawer file cabinets, the earliest (1969-2004) in cabinet #s 1-15 in the Zircon; more recent in cabinets in River City Hall	11/10/22	65.030.A DEVELOPMENT CASE FILES-Approved	10 Planning/Zoning	In Progress
development agreements, development requests	PL-Development Case Files		Community Development and Planning staff; subject to CORA request	permanent hardcopy in 4-drawer file cabinets, the earliest (1969-2004) in cabinet #s 1-15 in the Zircon; more recent in cabinets in River City Hall	11/10/22	40.030 AGREEMENTS AND CONTRACTS 65.030.A DEVELOPMENT CASE FILES-Approved	10 Planning/Zoning	
development standards	PU-Standards		all	permanent hardcopy in Vault in Record Series 5902 plus the first two letters of the subject	11/10/22	40.310 RULES, REGULATIONS AND STANDARDS	59.02 Regulations & Standards	We're on it

City Records Locator Tool (Relotoo)

Search Term (record name)	OnBase Doc Type	Notes	Access Level	Other Record Location	Date Modified	MRRM #	City Records & Archives Class#	City RIM Status
District reports, annual report, Three Springs Metropolitan Districts, Three Springs Metropolitan District reports	CW-Administrative Reports		all	permanent hardcopy in Vault in Record Series 6406TH (TH is for the 4 Three Springs districts' reports)	11/10/22	40.320 SPECIAL DISTRICT RECORDS 40.290 A-E Reports-compiled	64.06** Districts	Needs Work
downtown sidewalk construction	PR-Project Files	48 documents, 2006-2013	City staff as needed	permanent hardcopy in Archives	11/10/22	40.240.A PROJECT FILES-Capital Project Files 60.050.H STREET AND TRAFFIC OPERATIONS RECORDS-Street Engineering Records	21 Streets/Roads/Highways	Needs Work
Durango Airport Quarterly Newsletter (originally, Runway Ramblings)	PU-Newsletters		all	permanent hardcopy in Record Series 3802NE in Archives (in their own folder; 32X, 1983-current)	11/10/22	40.260 PUBLICATIONS 40.320 SPECIAL DISTRICT RECORDS	38.02NE Airport	
Durango Herald articles about the City	PU-News Articles		all	permanent hardcopy in Record Series 5512HE in Archives (thousands, to nearly current)	11/10/22	50.050 NEWSPAPERS AND NEWS CLIPPINGS – LOCAL	55.12** Historical	We're on it
Durango Herald editorial cartoons about the City	PU-News Articles		all	permanent hardcopy in Record Series 5512CA in Archives	11/10/22	50.050 NEWSPAPERS AND NEWS CLIPPINGS – LOCAL	55.12** Historical	We're on it
Durango Public Library building	PR-Project Files	1991-1994	City staff as needed	permanent hardcopy in Archives	11/10/22	40.240.A PROJECT FILES-Capital Project Files	10 Planning/Zoning	Needs Work
Durango Public Library building project files and construction documents regarding new library at 1900 E. 3rd Avenue	[not yet in OnBase]		City staff as needed	permanent hardcopy in Archives in Record Series 1402LI	11/10/22	40.240.A PROJECT FILES-Capital Project Files	14.02LI Engineering	Needs Work

City Records Locator Tool (Relotoo)

Search Term (record name)	OnBase Doc Type	Notes	Access Level	Other Record Location	Date Modified	MRRM #	City Records & Archives Class#	City RIM Status
Durango Recreation Center building project files and construction documents regarding new building at 2700 Main Ave.	[not yet in OnBase]		City staff as needed	permanent hardcopy in Archives in Record Series 1402RC	11/10/22	40.240.A PROJECT FILES-Capital Project Files	14.02RC Engineering	Needs Work
Durango Transit bus schedule, Rider's Guide and Map, public transportation brochure, route maps, bus and trolley schedules	PU-Other Publications	since 2007; narrow search by Pub Type: Guide	all	permanent hardcopy in Archives in Record Series 3702GU	11/10/22	60.060.C TRANSPORTATION SYSTEM RECORDS-Transportation Services Records	37.02GU Public Transportation/Transit	Needs Work
Durango Transit Center building at 250 W. 8 th Street	PR-Project Files	ca. 2008	City staff as needed	permanent hardcopy in Archives	11/10/22	40.240.A PROJECT FILES-Capital Project Files	14.02TC? Engineering	Needs Work
Durango-La Plata County Airport archives inventory, DRO records	PU-Other Publications	narrow search by Pub Type: Guides	all	permanent hardcopy in Record Series folder 5702AI in Archives	11/10/22	40.330 STUDIES, PLANS AND REPORTS	57.02AI Plans, Reports, & Studies	We're on it
easement agreements, easements records	PL-Easements	864 documents, 1884-current	all with the durangogov.org email domain	permanent hard copy in Record Series 5303 in Archives	11/10/22	95.030.A EASEMENTS AND RIGHTS-OF-WAY AND SUPPORTING DOCUMENTATION-Permanent	53.03 Agreements-Easements	
electricity franchise agreement annual report, La Plata Electric Association	PU-Reports		all	permanent hardcopy in Archives in Record folder 4302EL	11/10/22	30.110 FRANCHISE RECORDS	43.02EL Franchises	Needs Work
emails to all City staff, notifications to City staff, emailed news to City employees, messages to City employees	CW-Notifications	ca. 500x, 1985-current; most are since 2017	all with the durangogov.org email domain	permanent hardcopy is filed in reverse chronological order in Carnegie Archives in 5504NO	11/10/22	40.100.A CORRESPONDENCE AND GENERAL DOCUMENTATION-Enduring Long-Term Value	55.04NO Historical	Needs Work
Employee Advisory Committee printed materials for City employees	CW-Employee Committees		City employees; all with the durangogov.org email domain	permanent hardcopy in Archives in Records Series 0502EA	11/10/22	40.260 PUBLICATIONS	05.02EA Personnel	We're on it

City Records Locator Tool (Relotoo)

Search Term (record name)	OnBase Doc Type	Notes	Access Level	Other Record Location	Date Modified	MRRM #	City Records & Archives Class#	City RIM Status
employee compensation schedules	PU-Other Publications	narrow search by Pub Type: Pay Plans	all	adopted by Resolution; permanent hardcopy in Archives in Record Series 0506PA	11/10/22	90.140.B.1 PAYROLL RECORDS- Compensation or Pay Plans-Pay Plans	05.06PA Personnel	
Employee of the Year and Supervisor of the Year awards history list	HI-Histories	1982-2020	all	permanent hardcopy in Archives in Record Series 5502CH	11/10/22	90.070 EMPLOYEE RECORDS – ACTIVE AND TERMINATED	55.02CH Historical	In Progress
Engineers' project files	[not yet in OnBase]	a variety of categorized working files of City Engineering project files on network	Engineering, Public Works, Utilities, Community Deveopment, and those with the right to know (and the need to know--by CORA request)	electronic only	11/10/22	40.240.A PROJECT FILES-Capital Project Files 60.010D ELECTRIC SERVICE- Engineering Records 60.050H STREET AND TRAFFIC OPERATIONS RECORDS-Street Engineering Records	14 Engineering	
Enrichment-Activity Guide	PU-Newsletters		all	permanent hardcopy in Record Series 2306GU in Archives (87X, 1987-2021)	11/10/22	40.260 PUBLICATIONS	23.06GU Recreation	We're on it

City Records Locator Tool (Relotoo)

Search Term (record name)	OnBase Doc Type	Notes	Access Level	Other Record Location	Date Modified	MRRM #	City Records & Archives Class#	City RIM Status
Executive Session recordings and minutes of City Council meeting in Executive Session	[not in OnBase]	Executive Session recordings and minutes are privileged information, per C.R.S. § 24-72-204 3(a)(IV). Furthermore, C.R.S. § 24-6402(4) states that an executive session is not open to the public. Moreover, Colorado Revised Statute 24-6-402(2)(d.5)(II)(D) states that “No portion of the record of an executive session of a local public body shall be open for public subparagraph (C) of this subparagraph (II) and section 24-72 – 204 (5.5).” Also, CRS 24 72 204 (5)(a) states that the “custodian . . . shall either meet in person or communicate on the telephone with the person who has been denied access to the record to determine if the dispute may be resolved without filing an application with the district court”. It appears that this meeting needs to happen within 14 days.	none except the actual participants	retention of executive session recordings is for 60 days after the meeting [per CRS 24-6-402(2)(d.5)(II)(E)]	11/10/22	45.090 MINUTES AND SUPPORTING DOCUMENTATION 45.100 NOTES TAKEN AT MEETINGS 45.140 RECORDINGS OF MEETINGS	01 City Council	Needs Work
Executive Team records accessible to employees	CW-Employee Committees		City employees; all with the durangogov.org email domain	permanent hardcopy in Archives in Records Series 0502EX [none yet]	11/10/22	40.080.A COMMITTEES – INTERNAL-Ongoing	0502EX Personnel	Needs Work
Expenditure Summary annual reports	FI-Expenditure Summaries	1999-2016	Finance staff	permanent hardcopy in Archves in 0806EX (1 records box)	11/10/22	40.290A REPORTS-Annual 30.010.A ACCOUNTS PAYABLE (A/P) RECORDS-Accounts Payable Records in General	08.06EX Finance	

City Records Locator Tool (Relotoo)

Search Term (record name)	OnBase Doc Type	Notes	Access Level	Other Record Location	Date Modified	MRRM #	City Records & Archives Class#	City RIM Status
final plats	PL-Development Case Files		Community Development and Planning staff; subject to CORA request	permanent hardcopy in 4-drawer file cabinets, the earliest (1969-2004) in cabinet #s 1-15 in the Zircon; more recent in cabinets in River City Hall	11/10/22	40.180 MAPS, DRAWINGS AND SUPPORTING DOCUMENTATION 65.030.A DEVELOPMENT CASE FILES-Approved	10 Planning/Zoning	
financial audits, audit reports, annual City financial reports, City of Durango financial reports, Comprehensive Annual Financial Report, CAFR	PU-Comprehensive Annual Financial Reports	over 100 reports since 1902; narrow search by Notes = *audit* over 100 reports since 1902	all	permanent hardcopy in Archives in Record Series 0806AU and (more recent CAFRs) 0806CA (most recent in Vault)	11/10/22	30.040A AUDIT RECORDS-Audit Reports	08.06AU; 08.06CA	We're on it
fire fighters, firemen 401(K) pension records, retirement plans	RE-Employee Retirement Records		Finance and HR staff and the subject individual	permanent hardcopy in Vault in Record Series 5221; hard copy in Human Resources office locked file cabinets	11/10/22	90.150.B PENSION AND RETIREMENT RECORDS-Retirement and Pension Files	52.21 Police and Fire Retirement, etc.	We're on it
Fixed Assets annual reports	FI-Fixed Assets	1,316x in 2000-2018; due to splintering by Hyland in the 2016 migration from SIRE	Finance staff	permanent hardcopy (2000-2010) in Archives in Record Series 0806FA	11/10/22	30.030A ASSET RECORDS-Annual Fixed Assets Reports	08.06FA Finance	Needs Work
flood plain records	PL-Development Case Files		Community Development and Planning staff; subject to CORA request	permanent hardcopy in 4-drawer file cabinets, the earliest (1969-2004) in cabinet #s 1-15 in the Zircon; more recent in cabinets in River City Hall	11/10/22	60.040.A STORMWATER DRAINAGE SYSTEM RECORDS-Basin, Floodway & Flooding Records 65.030.A DEVELOPMENT CASE FILES-Approved	34 Water/Water Rights/Water Tx	

City Records Locator Tool (Relotoo)

Search Term (record name)	OnBase Doc Type	Notes	Access Level	Other Record Location	Date Modified	MRRM #	City Records & Archives Class#	City RIM Status
floor plan drawings	PL-Development Case Files		Community Development and Planning staff; subject to CORA request	permanent hardcopy in 4-drawer file cabinets, the earliest (1969-2004) in cabinet #s 1-15 in the Zircon; more recent in cabinets in River City Hall	11/10/22	05.060.A.1 CONSTRUCTION DRAWINGS AND PLANS- Nonresidential- Approved 05.060.B.1 CONSTRUCTION DRAWINGS AND PLAN-Residential- Approved 65.030.A DEVELOPMENT CASE FILES- Approved	10 Planning/Zoning	
flyers issued by the City	PU-Other Publications	narrow search by Pub Type: Flyers	all	permanent hardcopy in Record Group 5502?? in Archives	11/10/22	40.260 PUBLICATIONS	55.02 Historical	We're on it
forms produced by the City	PU-Other Publications	narrow search by Pub Type: Forms	all	permanent hardcopy in Record Group 5502?? in Archives	11/10/22	40.130 FORMS – BLANK	55.02 Historical	Needs Work
From the Mayor: monthly column in the Durango Herald	PU-News Articles		all	permanent hardcopy in Record Series 5512HE in Archives	11/10/22	50.050 NEWSPAPERS AND NEWS CLIPPINGS – LOCAL	55.12HE Historical	We're on it
Gateway Pump Station project records	[not yet in OnBase]		City staff and those with the need to know	permanent hardcopy (ca. 1996-2001) in Record Series 3402PU in Archives	11/10/22	05.060.A.1 CONSTRUCTION DRAWING & PLANS- Nonresidential- Approved	34.02PU	We're on it
General Fund budget to actuals statement report, funds reports	PU-City Monthly Financial		all	permanent hardcopy in Vault in Record Series 0806CI	11/10/22	30.080 BUDGET RECORDS	08.06CI Finance	We're on it
General Ledger annual reports	FI-General Ledger	19x, 1998-2011; more recent in Innoprise Financials	Finance staff	permanent hardcopy (1998-2010) in Archives in Record Series 0806GL	11/10/22	30.150A LEDGERS AND JOURNALS- General Ledger	08.06GL	Needs Work

City Records Locator Tool (Relotoo)

Search Term (record name)	OnBase Doc Type	Notes	Access Level	Other Record Location	Date Modified	MRRM #	City Records & Archives Class#	City RIM Status
grant of easement and agreement	CW-Agreements	if the word agreement is in the title we include this easement document in Agreements in addition to in PL-Easements	all with the durangogov.org email domain	hardcopy in Vault in 5303 [and first two letters of the grantor or grantee's surname or proper name—i.e., the party that is not the City]	11/10/22	95.030.A EASEMENTS AND RIGHTS-OF-WAY AND SUPPORTING DOCUMENTATION-Permanent	53.03** Agreements-Easements	We're on it
grants records	CW-Agreements	older grant records in FI-Grants	all with the durangogov.org email domain	permanent hardcopy in Vault in Record Series 4902 plus the first two letters of the subject	11/10/22	30.120 GRANT RECORDS-compiled	40.02** Grants	
Greenmount Cemetery walking tours	HI-Histories		all	permanent hardcopy in Record Series folder 5502CE in Archives	11/10/22	10.020 CEMETERY BOUNDARY AND LOT RECORDS 40.260 PUBLICATIONS	55.02CE Historical	We're on it
guides produced by the City	PU-Other Publications	narrow search by Pub Type: Guides	all	permanent hard copy in various Record Series (by issuing department) in Archives	11/10/22	40.260 PUBLICATIONS	55.02 Historical	We're on it
handouts at City Council meetings, public comments submitted	PU-Other Publications	narrow search by Pub Type: Public Comments	all	permanent hard copy in Record Series 0101HA in Archives	11/10/22	45.010 AGENDAS AND SUPPORTING DOCUMENTATION	01.01HA City Council	Needs Work
Hillcrest Golf Course records	various document types		various	permanent hardcopy (such as there is) in Record Group 45 in Archives	11/10/22	95.050.A-E-MAINTENANCE, UPKEEP AND DAMAGE RECORDS-compiled	45 Golf Course	Needs Work
historic designation requests, historic preservation cases	PL-Development Case Files		Community Development and Planning staff; subject to CORA request	permanent hardcopy in 4-drawer file cabinets, the earliest (1969-2004) in cabinet #s 1-15 in the Zircon; more recent in cabinets in River City Hall	11/10/22	50.040 LANDMARK AND HISTORIC DESIGNATION	10 Planning/Zoning 55 Historical 16 ReZoning	We're on it

City Records Locator Tool (Relotoo)

Search Term (record name)	OnBase Doc Type	Notes	Access Level	Other Record Location	Date Modified	MRRM #	City Records & Archives Class#	City RIM Status
historical building inventory reports, histories and pictures of old buildings of Durango	HI-Historical Buildings	1,712x, 1980-2003	all	permanent hardcopy (reports and photoprints, ca. 1981-2003) in Archives in Record Series 1002PH	11/10/22	50.010 ARCHAEOLOGICAL AND HISTORICAL SITE RECORDS 50.040 LANDMARK AND HISTORIC DESIGNATION 50.060 PHOTOGRAPHIC RECORDS WITH HISTORICAL VALUE 50.070 RECORDS OLDER THAN 1900	10 Planning/Zoning 55 Historical	
historical Durango events records	HI-Historical Events		all	permanent hardcopy in Archives in Record Series 5502EV?	11/10/22	40.110 EVENT RECORDS 50.060 PHOTOGRAPHIC RECORDS WITH HISTORICAL VALUE	55.02EV	
holidays and paydays annual lists	CW-Admin Policies and Procedures	11x, 2011-2022; narrow search by Doc Type: Procedure (11x, 2011-2022)	all with the durangogov.org email domain	permanent hardcopy in Record Series 0502PR in Archives (note: Document Date is when it was issued the previous fall)	11/10/22	90.030.A BENEFIT RECORDS-Benefit Reports	05.02PR Personnel	
Home occupation special use permit application with receipt for fees paid	PL-Development Case Files	narrow search by DEV Doc Type: Applications	Community Development and Planning staff	permanent hardcopy in the CommDev Project Files file cabinets	11/10/22	75.020.C LICENSES AND PERMITS – ISSUED BY THE MUNICIPALITY- Licenses Issued by the Municipality in General	10 Planning/Zoning	Needs Work

City Records Locator Tool (Relotoo)

Search Term (record name)	OnBase Doc Type	Notes	Access Level	Other Record Location	Date Modified	MRRM #	City Records & Archives Class#	City RIM Status
Human Resources Department's agreements and contracts, personnel management vendors for the City of Durango, HR contracts	[not in OnBase]	includes employee benefits management system (effective 2022), with The Hartford, NEOGOV personnel records management software, Centura Health for Profile EAP, and Rocky Mountain Reserve, the company that handles the flexible spending accounts effective 1/1/2022, and also all HR agreements from the past 6 years—including Fredrick Zink and Associates which had the flexible spending plan contract for decades until 2022	Human Resources and Finance staff and anyone with the need (and right) to know	contact the Human Resources office staff directly for these agreements and contracts	11/10/22	90.020 AGREEMENTS AND CONTRACTS – EMPLOYMENT	05 Personnel	Needs Work
Human Resources summary of benefits offered to full-time, regular employees of the City of Durango, annual employee benefit guide, employee benefits guide	CW-Admin Policies and Procedures	38x, 1988-current; issued in December of each year; narrow search by Doc Type: Guidelines; search Document Name for *benefits*	all with the durangogov.org email domain	permanent hardcopy in Record Series 0502PR in Archives	11/10/22	90.030.A BENEFIT RECORDS-Benefit Reports 90.030.D BENEFIT Records-Plan Basis	05.02PR Personnel	
ICMA police officer pension records, retirement plans	RE-Employee Retirement Records		Finance and HR staff and the subject individual	permanent hardcopy in Vault in Record Series 5225; hard copy in Human Resources office locked file cabinets	11/10/22	90.150.B PENSION AND RETIREMENT RECORDS-Retirement and Pension Files	52.25 Great West and ICMA... 52.21 Police and Fire Retirement, etc.	We're on it
impact fees records, Durango Major Street Impact Fee	PL-Development Case Files	narrow search by DEV Doc Type: Permits	Community Development and Planning staff; subject to CORA request	permanent hardcopy in 4-drawer file cabinets, the earliest (1969-2004) in cabinet #s 1-15 in the Zircon; more recent in cabinets in River City Hall (some permanent hardcopy in Record Series 0802IM in Archives)	11/10/22	30.020 ACCOUNTS RECEIVABLE (A/R) RECORDS 65.030.A DEVELOPMENT CASE FILES-Approved	08.02IM Finance	
Implied Consent Agreements (ICA) Implied Consent Agreement involving City water and sewer service	CW-Agreements	ca. 680x, 1963-current; narrow search by AGR Doc Type: Implied Consentat least 680x, 1963-current)	all with the durangogov.org email domain	permanent hardcopy in Vault in Record Series 5002 plus the first two letters of the other party's surname	11/10/22	40.030 AGREEMENTS AND CONTRACTS	50.02** Implied Consent	We're on it
In-Site: Community Development Department Monthly Update	PU-Newsletters		all	permanent hardcopy in Record Series 1002NE in Archives	11/10/22	40.260 PUBLICATIONS	10.02NE Planning/Zoning	We're on it

City Records Locator Tool (Relotoo)

Search Term (record name)	OnBase Doc Type	Notes	Access Level	Other Record Location	Date Modified	MRRM #	City Records & Archives Class#	City RIM Status
insurance and bonds as required by the City	CC-Insurance and Bonds		City Clerk's Office staff	electronic only	11/10/22	105.010.A INSURANCE RECORDS-Certificates of Insurance 105.010.C INSURANCE RECORDS-Insurance Records 75.010 BONDS – LICENSES AND PERMITS		
international building and construction codes, international codes adopted by the City	PU-Standards		all	permanent hardcopy (1971-nearly current) in Record Series 5902IN in Archives (note: per Schedule 90.140.I, retention is permanent for codes adopted by reference)	11/10/22	40.070.A CODE BOOK RECORDS-Codes Adopted by Reference	59.02IN Regulations & Standards	We're on it
Journal entry monthly reports	FI-Journal Entry	112x, 2001-2012; more recent are in Innoprise Financials	Finance staff	permanent hardcopy (2006-2012) in Archives in 0806GE	11/10/22	40.290.C REPORTS-Monthly 30.150.B LEDGERS AND JOURNALS-Journal Entries 30.150.C LEDGERS AND JOURNALS-Subsidiary Journals and Journals	08.06GE Finance	Needs Work
La Plata County Assessor's property database, including City parcels	https://eagleweb.laplata.co.us/assessor/taxweb/search.jsp		all	not a City record	11/10/22	40.280 REFERENCE FILES		Not for us

City Records Locator Tool (Relotoo)

Search Term (record name)	OnBase Doc Type	Notes	Access Level	Other Record Location	Date Modified	MRRM #	City Records & Archives Class#	City RIM Status
Land Use and Development Code of the City of Durango, City planning and development regulations, procedures and policies	PU-Regulations	this includes an obsolete historical version of the City's LUDC (the law with regard to how land is used and developed within the city of Durango, the interactive online LUDC took effect on 07.01.2014) from 1994. The current City Land Use and Development Code is viewable online at http://online.encodeplus.com/regs/durango-co/ (City staff can access it via CoDI City Intranet / City Apps tab, Other, and select Land Use and Development Code)	all	permanent hard copy of the historical first version is in Archives in Record Series 1002LU [no hard copy of the immense interactive online current version of the LUDC]	11/10/22	40.070.A CODE BOOK RECORDS- Codes Adopted by Reference 40.220.B POLICIES AND PROCEDURES DOCUMENTATION- Policies and Procedures and Supporting Documentation	10.02LU Planning/Zoning	We're on it
land use permit applications, correspondence and permits issuance records	PL-Development Case Files	narrow search by DEV Doc Type: Permits	Community Development and Planning staff; subject to CORA request	permanent hardcopy in 4-drawer file cabinets, the earliest (1969-2004) in cabinet #s 1-15 in the Zircon; more recent in cabinets in River City Hall	11/10/22	65.030.A DEVELOPMENT CASE FILES- Approved 75.020.F LICENSES AND PERMITS – Permits Issued by the Municipality in General 75.020.G LICENSES AND PERMITS – Permits to Work in Public Way	10 Planning/Zoning	
landfill records	[not in OnBase]		Public Works staff	permanent hardcopy in Record Group 36 in Archives	11/10/22	60.030.B SOLID WASTE MANAGEMENT- Landfill locations	36 Sanitation/Refuse/Landfill	Needs Work
leaflets issued by the City	PU-Other Publications	narrow search by Pub Type: Leaflets	all	permanent hardcopy in Record Group 5502?? in Archives	11/10/22	40.260 PUBLICATIONS	55.02 Historical	We're on it
lease agreements with the City, leases to the City and from the City	LE-Leases		all with the durangogov.org email domain	permanent hardcopy in Vault in Record Series 4102 plus the first two letters of the other party's name	11/10/22	95.040 LEASES AND SUPPORTING DOCUMENTATION	41.02** Leases	We're on it

City Records Locator Tool (Relotoo)

Search Term (record name)	OnBase Doc Type	Notes	Access Level	Other Record Location	Date Modified	MRRM #	City Records & Archives Class#	City RIM Status
legal records of the City Attorney	LE-*		Legal Affairs staff	permanent hardcopy in Record Group 04 in Archives	11/10/22	80 Litigation and Legal Counsel Records-compiled	04 City Attorney (legal matters)	Needs Work
library records	[not in OnBase]	contact the Durango Public Library staff	as needed	permanent hardcopy (such as there is) in Record Group 29 in Vault; some may be in the Library director's office area	11/10/22	70.010.A LIBRARY RECORDS-Catalogs 70.010.B LIBRARY RECORDS-Gift register	29 Library	Needs Work
liquor licensing, special events licenses for sales of beer and liquor	CC-DLLA		City Clerk's Office staff	temporary hardcopy in Vault in Record Series 4608	11/10/22	75.20.A.1 LICENSES AND PERMITS – ISSUED BY THE MUNICIPALITY- Alcohol Beverage Licensing and Permit Records-License and Permit Files 75.20.A. LICENSES AND PERMITS – ISSUED BY THE MUNICIPALITY- Alcohol Beverage Licensing and Permit Records-Special Events Licenses	46.08 Liquor Licenses	Needs Work
list of City employee positions and pay schedule	PU-Other Publications	since 1967; narrow search by Pub Type: Pay Plans	all	adopted by Resolution; permanent hardcopy in Archives in Record Series 0506PA	11/10/22	90.140.B.1 PAYROLL RECORDS- Compensation or Pay Plans-Pay Plans	05.06PA Personnel	

City Records Locator Tool (Relotoo)

Search Term (record name)	OnBase Doc Type	Notes	Access Level	Other Record Location	Date Modified	MRRM #	City Records & Archives Class#	City RIM Status
Lists of building permits the City issued, 1983 October to current	PU-Administrative Reports	search Document Name = *building permits*	all	permanent hardcopy in Archives in Record Series 1009BP	11/10/22	05.080 REGISTERS AND LEDGERS – BUILDING PERMITS	10.09BP Planning/Zoning	We're on it
Lodger's Tax records	various document types		various	some permanent hardcopy in Records Group 0802LO in Vault	11/10/22	30.190.E.1-6 TAX COLLECTION RECORDS-Sales and Use Tax Records-compiled	08 Finance	We're on it
log of business licenses issued by the City (with business name, contact data, business description and website address)	PU-Administrative reports	quarterly	all	permanent, but the format is electronic only (in OnBase and Innoprise through 2021; after that, in MuniRev) (earlier years' hardcopy logs are in 0602B in the Vault)	11/10/22	75.040 REGISTERS – LICENSES AND PERMITS	06.02B City Clerk	We're on it
map of flood hazards along the Animas River	PR-Maps and Drawings		City staff as needed	permanent hardcopy in Archives in tube storage rackslease	11/10/22	60.040.A STORMWATER DRAINAGE SYSTEM RECORDS-Basin, Floodway and Flooding Records	34 Water/Water Rights/Water Tx	Needs Work
marijuana licenses, retail sales of marijuana, recreational marijuana licensing, medical marijuana sales regulations	CC-DLLA		City Clerk's Office staff	temporary hardcopy in Vault in Record Series 4702 (medical marijuana) and 4802 (retail marijuana)	11/10/22	75.20.D.1 LICENSES AND PERMITS – ISSUED BY THE MUNICIPALITY-Marijuana Licensing Records-Medical and Recreational License Files	4702 Medical marijuana 4802 Retail marijuana	Needs Work
master plan for development, master plans	PL-Development Case Files		Community Development and Planning staff; subject to CORA request	permanent hardcopy in 4-drawer file cabinets, the earliest (1969-2004) in cabinet #s 1-15 in the Zircon; more recent in cabinets in River City Hall	11/10/22	65.030.A DEVELOPMENT CASE FILES-Approved	10 Planning/Zoning	In Progress

City Records Locator Tool (Relotoo)

Search Term (record name)	OnBase Doc Type	Notes	Access Level	Other Record Location	Date Modified	MRRM #	City Records & Archives Class#	City RIM Status
Mayor's oath of office, Mayor Pro Tem's oath of office, oath of office of a member of City Council	CW-Agreements		all with the durangogov.org email domain	permanent hardcopy in Vault in 0102OA	11/10/22	20.080 OATHS OF OFFICE	01.02OA City Council	We're on it
minimum-maximum pay for each job title	PU-Other Publications	31 documents since 1967; narrow search by Pub Type: Pay Plans	all	adopted by Resolution; permanent hardcopy in Archives in Record Series 0506PA	11/10/22	90.140.B.1 PAYROLL RECORDS- Compensation or Pay Plans-Pay Plans	05.06PA Personnel	
Model Traffic Code, and other similar codes adopted by ordinance	PU-Standards		all	permanent hardcopy in Record Series 5902MI (for miscellaneous) in Archives; per Schedule 90.140.I, retention is permanent for codes adopted by reference	11/10/22	40.070.A CODE BOOK RECORDS- Codes Adopted by Reference	59.02MI Regulations & Standards	We're on it
Momentum newsletters	PU-Newsletters		all	permanent hardcopy in Record Series 3702NE in Archives (130X, 2009-2022)	11/10/22	40.260 PUBLICATIONS	37.02NE Public Transportation/Transit	We're on it
multi-modal newsletters	PU-Newsletters		all	permanent hardcopy in Record Series 3702NE in Archives (130X, 2009-2022)	11/10/22	40.260 PUBLICATIONS	37.02NE Public Transportation/Transit	We're on it
Municipal Court judges' oaths of office	CW-Agreements		all with the durangogov.org email domain	permanent hardcopy in Vault in Record Series 5302 followed by the first two initials of the judge's surname	11/10/22	20.080 OATHS OF OFFICE	53.02** Agreements	We're on it
Municipal Court case files	CO-Municipal Court Cases		City Clerk's Office and Municipal Court staff	in Court offices until closed and input into OnBase; in Zircon offsite storage for the last four years, until shredded	11/10/22	85.030 CASE FILES (A-F)	07 Municipal Court	Needs Work
Municipal Court dockets	CO-Municipal Court Dockets		all	electronic only; Court staff prints out the docket for the purpose of scanning in the Image File Format for most efficient end-user search and display in OnBase	11/10/22	85.040 DOCKET SHEETS	07 Municipal Court	Needs Work
municipal sewer service agreements	CW-Agreements	410x, 1966-2022		permanent hardcopy in Vault in Record Series 5002 plus the first two letters of the other party's name	11/10/22	40.030 AGREEMENTS AND CONTRACTS	50.02** Implied Consent	We're on it
municipal water service agreements	CW-Agreements	266x, 1965-2022	all with the durangogov.org email domain	permanent hardcopy in Vault in Record Series 5002 plus the first two letters of the other party's name	11/10/22	40.030 AGREEMENTS AND CONTRACTS	50.02** Implied Consent	We're on it

City Records Locator Tool (Relotoo)

Search Term (record name)	OnBase Doc Type	Notes	Access Level	Other Record Location	Date Modified	MRRM #	City Records & Archives Class#	City RIM Status
neighborhood hearings records	PL-Development Case Files		Community Development and Planning staff; subject to CORA request	permanent hardcopy in 4-drawer file cabinets, the earliest (1969-2004) in cabinet #s 1-15 in the Zircon; more recent in cabinets in River City Hall	11/10/22	65.030.A DEVELOPMENT CASE FILES-Approved	10 Planning/Zoning	In Progress
NEOGOV instructions for City supervisors	CW-Admin Policies and Procedures	narrow search by POL Doc Type = Procedure	City staff	permanent hardcopy in Vault	11/10/22	40.220.A POLICIES AND PROCEDURES DOCUMENTATION- Clerical or Other Routine Manuals	56 Policies, Procedures, & Rules	We're on it
news clippings about the City, newspaper clippings about the City, news about the City of Durango	PU-News Articles		all	permanent hardcopy in Record Series 5512HE in Archives; early articles ca. 1978-1983 are by department in 5502CL; non-Herald articles are in 5512NE (thousands, to nearly current)	11/10/22	50.050 NEWSPAPERS AND NEWS CLIPPINGS – LOCAL	5512HE Herald Articles 5512NE Non-Herald Articles 5502CL 1978-1983 Articles by Department	We're on it
nonresidential construction drawings and plans submitted for building inspection	PL-Nonresidential construction drawings and plans		Building Inspector, Planning and Community Development staff and others with the need to know	permanent hardcopy in Archives in Record Series 1009DW [note: single family residential drawings, plans etc. are kept for 180 days after the Certificate of Occupancy issuance date]	11/10/22	05.060.A.1 CONSTRUCTION DRAWING & PLANS- Nonresidential-Approved	10.09DW Planning/Zoning	We're on it
oath of office of a Durango police officer, Police Officer oaths of office	CW-Agreements		all with the durangogov.org email domain	permanent hardcopy in Vault in 1802OA	11/10/22	90.070 EMPLOYEE RECORDS – ACTIVE AND TERMINATED	18.02OA Police	In Progress
oaths of office	CW-Agreements	63x, 1943-2022	all with the durangogov.org email domain	permanent hardcopy in Vault in Record Series 5302 followed by the first two initials of the person's surname (but filed in 1802OA for police officers; 0102OA for City Council members)	11/10/22	20.080 OATHS OF OFFICE (Appt. officials) 90.070 EMPLOYEE RECORDS – ACTIVE AND TERMINATED		

City Records Locator Tool (Relotoo)

Search Term (record name)	OnBase Doc Type	Notes	Access Level	Other Record Location	Date Modified	MRRM #	City Records & Archives Class#	City RIM Status
old fire fighters, firemen Old Fire pension records, retirement plans	RE-Employee Retirement Records		Finance and HR staff and the subject individual	permanent hardcopy in Vault in Record Series 5223; hard copy in Human Resources office locked file cabinets	11/10/22	90.150.B PENSION AND RETIREMENT RECORDS- Retirement and Pension Files	52.23 Really old pension fund records	We're on it
Old Power Plant, steam power plant at Camino del Rio architectural drawings, blueprints	[not yet in OnBase]		City staff and those with the need to know	permanent hardcopy (ca. 1940s-1950s) in Record Series 3102PP in Archives	11/10/22	05.060.A.1 CONSTRUCTION DRAWING & PLANS- Nonresidential- Approved	31.02PP Buildings/Plant/City Property	We're on it
OnBase records manual, how to search, view, enter, and modify electronic records in the electronic document management system	PU-Guidelines		all	permanent hardcopy in Record Series folder 5902OB in Archives	11/10/22	40.220.A POLICIES AND PROCEDURES DOCUMENTATION- Clerical or Other Routine Manuals	56 Policies, Procedures, & Rules	We're on it
On-site subdivision or development improvements public improvements agreement	PL- Development Case Files	narrow search by DEV Doc Type: Legal Docs/Agreements	Community Development and Planning staff	permanent hardcopy in the CommDev Project Files file cabinets	11/10/22	40.030 AGREEMENTS AND CONTRACTS 65.030.A DEVELOPMENT CASE FILES- Approved	10 Planning/Zoning	
Open records requests and supporting documentation	[not yet in OnBase]	Supporting documentation includes material such as follow-up correspondence relating to the open records request and does <u>not</u> include the records that are the subject of the open records request.	all	records managed by Granicus, owner of the GovQA records request software adopted by the City	1/10/23	40.200 OPEN RECORDS REQUESTS AND SUPPORTING DOCUMENTATION	03.02OP City Manager	Not for us

City Records Locator Tool (Relotoo)

Search Term (record name)	OnBase Doc Type	Notes	Access Level	Other Record Location	Date Modified	MRRM #	City Records & Archives Class#	City RIM Status
oral histories, oral history transcript, oral history interview	HI-Historical Audio	interview transcript, if produced, and related printed materials are in HI-Histories; release form is in CW-Agreements	all	each oral history has 3 documents in OnBase: the executed release form is in CW-Agreements (hardcopy in vault in Record Series 5302), the transcript and related printed materials (resumes, etc.) in HI-Histories (in Archives in 5502), and the actual audio (MP3 electronic audio file)	11/10/22	50.020 COMMUNITY AND MUNICIPAL HISTORIES	53.02 Agreements 55.02 Histories	We're on it
Parks and Recreation Department monthly reports, 2000-2021	PU-Administrative Reports	narrow search by OP Doc Type: Monthly	all	permanent hardcopy in Archives in Record Series 0306DE (for <i>De</i> partment)	11/10/22	40.290C REPORTS-Monthly	03.06DE City Manager	Needs Work
Parks and Recreation Enrichment Guide, Parks and Rec activities guides	PU-Newsletters	84x, 1987, 1989, 1994-2021	all	permanent hard copy in Record Series 2312GU in Archives	11/10/22	95.060 PARKS	23 Recreation	We're on it
parks records	[not in OnBase]		Parks and Recreation staff and as needed	permanent hardcopy (such as there is) in Record Group 28 in Vault; most is in the Parks and Rec. offices	11/10/22	95.060 PARKS	28 Parks	We're on it
Payroll Deduction Registers	FI-Payroll Deduction Register		Finance staff	electronic only	11/10/22	90.140.G PAYROLL RECORDSRegister - Payroll [Year-End]	08 Finance	
payroll edit reports, PR Edit bi-weekly reports	FI-Payroll Edit		Finance and HR staff	permanent hardcopy (2006-2018) in Archives in Record Series 0806PR	11/10/22	90.140.E.1 PAYROLL RECORDS-Payroll Reports-End of Pay Period	08.06PR Finance	Needs Work
pension records, pension reports, deduction register	FI-Pension Reports		Finance and HR staff	permanent hardcopy (2000-2015) in Archives in Record Series 0806PE	11/10/22	90.150.B PENSION AND RETIREMENT RECORDS-Retirement and Pension Files	0806PE Finance	We're on it
PERA pension records, retirement plans	RE-Employee Retirement Records		Finance and HR staff and the subject individual	permanent hardcopy in Vault in Record Series 5220; hard copy in Human Resources office locked file cabinets	11/10/22	90.150.B PENSION AND RETIREMENT RECORDS-Retirement and Pension Files	5220 Pensions	We're on it

City Records Locator Tool (Relotoo)

Search Term (record name)	OnBase Doc Type	Notes	Access Level	Other Record Location	Date Modified	MRRM #	City Records & Archives Class#	City RIM Status
photos of buildings and signage downtown	HI-Historical Photos		all	permanent hardcopy (photoprints, color slide transparencies, ca. 1980-2005) in Record Series 1002PH in Archives	11/10/22	50.060 PHOTOGRAPHIC RECORDS WITH HISTORICAL VALUE	1002PH Planning/Zoning	We're on it
photos of buildings being developed	PL-Development Case Files		Community Development and Planning staff; subject to CORA request	permanent hardcopy in 4-drawer file cabinets, the earliest (1969-2004) in cabinet #s 1-15 in the Zircon; more recent in cabinets in River City Hall	11/10/22	65.030.A DEVELOPMENT CASE FILES-Approved	10 Planning/Zoning	In Progress
Planned Development (PD) records	PL-Development Case Files		Community Development and Planning staff; subject to CORA request	permanent hardcopy in 4-drawer file cabinets, the earliest (1969-2004) in cabinet #s 1-15 in the Zircon; more recent in cabinets in River City Hall	11/10/22	65.030.A DEVELOPMENT CASE FILES-Approved	10 Planning/Zoning	In Progress
Planned Development Agreement for a project being reviewed by the Planning Department	PL-Development Case Files	narrow search by DEV Doc Type: Legal Docs/Agreements	Community Development and Planning staff	permanent hardcopy in the CommDev Project Files file cabinets	11/10/22	40.030 AGREEMENTS AND CONTRACTS 65.030.A DEVELOPMENT CASE FILES-Approved	10 Planning/Zoning	
Planner's staff report to Design Review Board, Historic Preservation Board, Durango Planning Commission	PL-Development Case Files	narrow search by DEV Doc Type: Agenda Doc/ Staff Reports	Community Development and Planning staff	permanent hardcopy in the CommDev Project Files file cabinets	11/10/22	65.030.A DEVELOPMENT CASE FILES-Approved	10 Planning/Zoning	In Progress
Planning and Community Development administrative records	[not yet in OnBase]		Community Development and Planning staff and others with the need to know	permanent hardcopy (ca. 1968-2003) in Archives in Record Series 1002	11/10/22	65.030.A DEVELOPMENT CASE FILES-Approved	10 Planning/Zoning	In Progress
Planning and Community Development chronological correspondence files	[not yet in OnBase]		Community Development and Planning staff, Executive Team, and those with the need to know	permanent hardcopy (1983-1988) in Archives in Record Series 1004CO	11/10/22	65.030.A DEVELOPMENT CASE FILES-Approved	1004CO Planning/Zoning	In Progress

City Records Locator Tool (Relotoo)

Search Term (record name)	OnBase Doc Type	Notes	Access Level	Other Record Location	Date Modified	MRRM #	City Records & Archives Class#	City RIM Status
planning and zoning projects records	PL-Development Case Files		Community Development and Planning staff; subject to CORA request	permanent hardcopy in 4-drawer file cabinets, the earliest (1969-2004) in cabinet #s 1-15 in the Zircon; more recent in cabinets in River City Hall	11/10/22	65.030.A DEVELOPMENT CASE FILES- Approved 65.080 ZONING RECORDS	1004 Planning/Zoning	We're on it
plans produced for the City, plans (textual), master plans for the City	PU-Plans		all	permanent hardcopy in Vault in Record Series 5702 and the first two letters of the subject	11/10/22	65.030.A DEVELOPMENT CASE FILES- Approved	1004 Planning/Zoning	In Progress
plans, maps and drawings (all types of owners)	PR-Maps and Drawings		City staff as needed	permanent hard copy in map cases and other flat and rolled shelving in Archives	11/10/22	65.030.A DEVELOPMENT CASE FILES- Approved 40.180 MAPS, DRAWINGS AND SUPPORTING DOCUMENTATION	1004 Planning/Zoning	
Plant Investment Fees (PIFs) records	PL-Development Case Files	330x, 1974-2016; search Document Name = * Plant Investment Fee*	Community Development and Planning staff; subject to CORA request	permanent hardcopy in 4-drawer file cabinets, the earliest (1969-2004) in cabinet #s 1-15 in the Zircon; more recent in cabinets in River City Hall	11/10/22	30.020 ACCOUNTS RECEIVABLE (A/R) RECORDS 65.030.A DEVELOPMENT CASE FILES- Approved	1004 Planning/Zoning	
plat maps	PL-Development Case Files		Community Development and Planning staff; subject to CORA request	permanent hardcopy in 4-drawer file cabinets, the earliest (1969-2004) in cabinet #s 1-15 in the Zircon; more recent in cabinets in River City Hall	11/10/22	65.030.A DEVELOPMENT CASE FILES- Approved 40.180 MAPS, DRAWINGS AND SUPPORTING DOCUMENTATION	1004 Planning/Zoning	

City Records Locator Tool (Relotoo)

Search Term (record name)	OnBase Doc Type	Notes	Access Level	Other Record Location	Date Modified	MRRM #	City Records & Archives Class#	City RIM Status
police officer, policemen 401(K) pension records, retirement plans	RE-Employee Retirement Records		Finance and HR staff and the subject individual	permanent hardcopy in Vault in Record Series 5222; hard copy in Human Resources office locked file cabinets	11/10/22	90.150.B PENSION AND RETIREMENT RECORDS- Retirement and Pension Files	5222 Police??	We're on it
police officer, policemen Old Police pension records, retirement plans	RE-Employee Retirement Records		Finance and HR staff and the subject individual	permanent hardcopy in Vault in Record Series 5224; hard copy in Human Resources office locked file cabinets	11/10/22	90.150.B PENSION AND RETIREMENT RECORDS- Retirement and Pension Files	5224 Old Hire Police and Fire Funds	We're on it
policies, procedures and rules for City boards and commissions, manual, rules, and regulations governing boards and commissions	CW-Admin Policies and Procedures	over 18 documents, 1981 - current	all with the durangogov.org email domain	permanent hardcopy in Record Series 5602BO in Vault	6/15/23	40.220.B POLICIES AND PROCEDURES DOCUMENTATION- Policies and Procedures and Supporting Documentation	5602BO Policies, Procedures, and Rules	We're on it
policies, procedures and rules for City staff	CW-Admin Policies and Procedures	over 500 documents, 1956-current	all with the durangogov.org email domain	permanent hardcopy in Record Series 5602 in Vault	11/10/22	40.220.B POLICIES AND PROCEDURES DOCUMENTATION- Policies and Procedures and Supporting Documentation	5602 Policies, Procedures, and Rules	We're on it
posters issued by the City	PU-Other Publications	narrow search by Pub Type: Posters	all	permanent hardcopy in Record Group 5502?? in Archives	11/10/22	40.260 PUBLICATIONS	5502 Historical	We're on it
PowerPoint presentation slide printouts	PU-Other Publications	narrow search by Pub Type: Reports	all	permanent hardcopy in Archives, filed in the pertinent department's 2-digit record group, followed by the numbers 06 (reports) and the first two letters (all caps) of the topic For example, 0306HO for a report on homelessness by a vendor contracted by the City Manager's Office	11/10/22	40.330 STUDIES, PLANS AND REPORTS	various	We're on it
printed materials the City issued to the public	PU-Other Publications		all	permanent hardcopy in Archives, in various record series	11/10/22	40.260 PUBLICATIONS	various	We're on it

City Records Locator Tool (Relotoo)

Search Term (record name)	OnBase Doc Type	Notes	Access Level	Other Record Location	Date Modified	MRRM #	City Records & Archives Class#	City RIM Status
Private Stormwater Management System Maintenance and Ownership Agreements	CW-Agreements	37x, 2007-2021; search Project Name = *stormwater*	all with the durangogov.org email domain	permanent hardcopy in Vault in Record Series 5302 plus the first two letters of the other party's name; Storm Water Management paper records are also in Records Goup 34 in Archives	11/10/22	40.030 AGREEMENTS AND CONTRACTS 60.040.A STORMWATER DRAINAGE SYSTEM RECORDS- Basin, Floodway and Flooding Records	5302** Agreements 34 Water/WaterRights/ Water Tx	
Private Stormwater Management System Maintenance and Ownership Agreements	PL-Development Case Files	narrow search by DEV Doc Type: Legal Docs/Agreements	Community Development and Planning staff	permanent hardcopy in the CommDev Project Files file cabinets	11/10/22	65.030.A DEVELOPMENT CASE FILES- Approved 60.040.A STORMWATER DRAINAGE SYSTEM RECORDS- Basin, Floodway and Flooding Records 40.030 AGREEMENTS & CONTRACTS	10 Planning/Zoning 5302** Agreements 34 Water/WaterRights/ Water Tx	
proclamations issued by City Council, City Council proclamations	PU-Other Publications	narrow search by Pub Type: Proclamations	all	permanent hardcopy in Record Series 0312NE in Archives	11/10/22	45.130 PROCLAMATIONS	0312NE	Needs Work
project photographs related to a development project reviewed by the Planning Department	PL-Development Case Files	narrow search by DEV Doc Type: Photographs	Community Development and Planning staff; available by a CORA request	permanent hardcopy of plans sets in rolled storage tubes in the off-site storage Zircon	11/10/22	65.030.A DEVELOPMENT CASE FILES- Approved	10 Planning/Zoning	In Progress

City Records Locator Tool (Relotoo)

Search Term (record name)	OnBase Doc Type	Notes	Access Level	Other Record Location	Date Modified	MRRM #	City Records & Archives Class#	City RIM Status
property deeds and land title documents related to Planning Department review of proposed development projects	PL-Development Case Files	narrow search by DEV Doc Type: Legal Docs/Agreements	Community Development and Planning staff	permanent hardcopy in the CommDev Project Files file cabinets	11/10/22	65.030.A DEVELOPMENT CASE FILES- Approved 95.020 DEEDS AND DEDICATIONS AND SUPPORTING DOCUMENTATION	10 Planning/Zoning	
public comments received by the City	PL-Development Case Files	1,344X, 1969-recent; narrow search by DEV Doc Type: Public Comments; and also a place for them (none as of 2022) in PU-Other Publications (Pub Type: Public Comments)	all	permanent hardcopy in 4-drawer file cabinets, the earliest (1969-2004) in cabinet #s 1-15 in the Zircon; more recent in cabinets in River City Hall	11/10/22	65.030.A DEVELOPMENT CASE FILES- Approved	10 Planning/Zoning	In Progress

City Records Locator Tool (Relotoo)

Search Term (record name)	OnBase Doc Type	Notes	Access Level	Other Record Location	Date Modified	MRRM #	City Records & Archives Class#	City RIM Status
Public Governance records, including City of Durango minutes, ordinances, resolutions, election records and proofs of publication	Custom Queries search: Search Terms for Public Governance records		all	Archives	11/10/22	45.010 AGENDAS AND SUPPORTING DOCUMENTATION 45.030 BYLAWS 45.120 ORDINANCES AND SUPPORTING DOCUMENTATION 45.130 PROCLAMATIONS 45.160 RESOLUTIONS AND SUPPORTING DOCUMENTATION 15.010-190 ELECTION RECORDS 40.020 AFFIDAVITS OF PUBLICATION (A-Ordinances & B-Other)		
public notices of building projects	PL-Development Case Files		Community Development and Planning staff; subject to CORA request	permanent hardcopy in 4-drawer file cabinets, the earliest (1969-2004) in cabinet #s 1-15 in the Zircon; more recent in cabinets in River City Hall	11/10/22	65.030.A DEVELOPMENT CASE FILES-Approved	10 Planning/Zoning	In Progress
public notices, notices of City actions, ads and City requests for bids and proposals, newspaper notices by the City	PU-Proof of Publication	over 5,400x, 1946-current; recent are on the City's website	all	permanent hardcopy in Archives in Record Series 0602PR	11/10/22	40.020 AFFIDAVITS OF PUBLICATION (A-Ordinances & B-Other)	0602PR City Clerk	We're on it

City Records Locator Tool (Relotoo)

Search Term (record name)	OnBase Doc Type	Notes	Access Level	Other Record Location	Date Modified	MRRM #	City Records & Archives Class#	City RIM Status
Public Works case files	PL-Development Case Files		all with the durangogov.org email domain	permanent hardcopy in 4-drawer file cabinets, the earliest (1969-2004) in cabinet #s 1-15 in the Zircon; more recent in cabinets in River City Hall; additional paper records in Archives in Record Series 2002	11/10/22	60 Infrastructure Records	2002 Public Works	
Public Works correspondence	OP-Public Works Chrono Correspondence		City Manager, Public Works and executive staff	permanent hardcopy in Archives in Record Series 2004	11/10/22	60 Infrastructure Records	2004 Public Works	Needs Work
Public Works Department, Engineering, City Engineer, chronological correspondence files	OP-Public Works Chrono Correspondence		Public Works staff, Executive Team, and those with the need to know	permanent hardcopy (ca. 1976-2005) in Archives in Record Series 2004	11/10/22	60 Infrastructure Records	2004 Public Works	Needs Work
Public Works Director's correspondence, Public Works Safety Division correspondence	OP-Public Works Chrono Correspondence		City Manager, Public Works and executive staff	permanent hardcopy in Archives in Record Series 2004DI	11/10/22	60 Infrastructure Records	2004DI Public Works	Needs Work
Public Works Engineering project review comments regarding	PL-Development Case Files	narrow search by DEV Doc Type: Correspondence	Community Development and Planning staff	permanent hardcopy in the CommDev Project Files file cabinets	11/10/22	60 Infrastructure Records	20 Public Works	Needs Work
Public Works records of capital projects for City-owned property	PR-Project Files		City staff as needed	permanent hardcopy in Archives in Record Series 1402 or by other department	11/10/22	40.240.A PROJECT FILES-Capital Project Files	1402 Engineering	Needs Work
Public Works records of subdivision projects in the City	PR-Development Case Files		City staff as needed	permanent hardcopy in Archives in Record Series 1702SU	11/10/22	60 Infrastructure Records	1702SU Subdivisions and Resubdivisions	Needs Work

City Records Locator Tool (Relotoo)

Search Term (record name)	OnBase Doc Type	Notes	Access Level	Other Record Location	Date Modified	MRRM #	City Records & Archives Class#	City RIM Status
railroad crossing agreements	CW-Agreements	55x, 1900-2022	all with the durangogov.org email domain	permanent hardcopy in Vault in Record Series 5302 plus the first two letters of the railroad company's name	11/10/22	40.030 AGREEMENTS AND CONTRACTS 60.060.B TRANSPORTATION SYSTEM RECORDS-Railroad Systems Records	5302** Agreements	
records of the City Clerk	CC-*		all	Records Group 06 in the Archives (but mostly in the ledger books of minutes, resolutions and ordinances back to 1881)	11/10/22		06 City Clerk	
records of the City Council	PU-Minutes, PU-Agendas, PU-Ordinances, PU-Resolutions	1881 to current	all	ledger books in Durango Public Library (current volumes in City Clerk's Office)	11/10/22	45.010 AGENDAS AND SUPPORTING DOCUMENTATION 45.030 BYLAWS 45.090 MINUTES AND SUPPORTING DOCUMENTATION 45.120 ORDINANCES AND SUPPORTING DOCUMENTATION	01 City Council	
records of the City Manager	CM-*		City Manager's Office and the Executive Team	various old permanent hardcopy records are in Archives, in Record Group 03 [most are not yet in OnBase]	11/10/22		03 City Manager	
Recreation In-Channel Diversion project records, RICD	[not yet in OnBase]		City staff and those with the need to know	permanent hardcopy (ca. 1940s-1950s) in Record Series 3402RI in Archives	11/10/22	40.240.A PROJECT FILES-Capital Project Files	3402RI Water/Water Rights/Water Tx	Needs Work
recreation records	[not in OnBase]		Parks and Recreation staff	permanent hardcopy (such as there is) in Record Group 23 in Archives; most are instead in the Parks and Rec. offices	11/10/22	95.060 PARKS	23 Recreation	We're on it

City Records Locator Tool (Relotoo)

Search Term (record name)	OnBase Doc Type	Notes	Access Level	Other Record Location	Date Modified	MRRM #	City Records & Archives Class#	City RIM Status
Recycle Center building project files and construction documents regarding new building at 710 Tech Center	[not yet in OnBase]		City staff as needed	permanent hardcopy in Archives in Record Series 1402RE	11/10/22	05.060.A.1 CONSTRUCTION DRAWINGS AND PLANS- Nonresidential- Approved 65.030.A DEVELOPMENT CASE FILES- Approved	1402RE	
regulations	PU-Regulations		all	permanent hardcopy in Vault in Record Series 5902	11/10/22	40.310 RULES, REGULATIONS AND STANDARDS	5902 Regulations & Standards	We're on it
reports produced for the City	PU-Reports		all	permanent hardcopy in Vault in Record Series 5702 followed by the first two letters of the subject	11/10/22	40.330 STUDIES, PLANS AND REPORTS	5702** Plans, Reports & Studies	We're on it
retirement benefits case files, retirement pension case files, FPPA pension records, employee retirement benefits case files	RE-Employee Retirement Records		Human Resources and Finance staff and the person who is the subject of the case file	permanent hardcopy in Vault in Record Group 52; original paper records in Human Resources	11/10/22	90.150.B PENSION AND RETIREMENT RECORDS- Retirement and Pension Files	52 Retirement	We're on it
retirement plan reports (not police or fire)	[not in OnBase]		Human Resources and Finance staff and the subject individual	Record Groups 5225 and 5226 in Vault	11/10/22	90.150.B PENSION AND RETIREMENT RECORDS- Retirement and Pension Files	5225 Great West & ICMA 457 Retirement Funds 5226 Great West & ICMA 401 Retirement Funds	We're on it
revocable permits	PL-Development Case Files	34x, 1990-2016; narrow search by DEV Doc Type: Permits, and search Document Name = *revocable*	Community Development and Planning staff; subject to CORA request	permanent hardcopy in 4-drawer file cabinets, the earliest (1969-2004) in cabinet #s 1-15 in the Zircon; more recent in cabinets in River City Hall	11/10/22	75.20G LICENSES AND PERMITS – ISSUED BY THE MUNICIPALITY- Permits to Work in Public Way	10 Planning/Zoning	Needs Work

City Records Locator Tool (Relotoo)

Search Term (record name)	OnBase Doc Type	Notes	Access Level	Other Record Location	Date Modified	MRRM #	City Records & Archives Class#	City RIM Status
revocable permits for use of public right-of-way	PL-Permits	47x, 1970-2019; narrow search by Permit Type: revocable] (47x, 1970-2019)	Community Development and Planning staff; subject to CORA request	permanent hard copy in Record Series 05303 in Archives	11/10/22	75.20G LICENSES AND PERMITS – ISSUED BY THE MUNICIPALITY-Permits to Work in Public Way	5303 Agreements	Needs Work
rezone, rezoning planning records	PL-Development Case Files		Community Development and Planning staff; subject to CORA request	permanent hardcopy in 4-drawer file cabinets, the earliest (1969-2004) in cabinet #s 1-15 in the Zircon; more recent in cabinets in River City Hall (some hardcopy in Record Group 16)	11/10/22	65.080 ZONING RECORDS	16 Rezoning 10 Planning/Zoning	We're on it
River City Hall building at 1235 Camino del Rio	PR-Project Files	49 documents, 1983-2005	City staff as needed	permanent hardcopy in Archives	11/10/22	65.030.A DEVELOPMENT CASE FILES- Approved 05.060.A.1 CONSTRUCTION DRAWING & PLANS- Nonresidential- Approved	10 Planning/Zoning 31 Buildings/Plant/City Property	
road impact fees records	PL-Development Case Files	over 1,500 of them since 1998	Community Development and Planning staff; subject to CORA request	permanent hardcopy of those that were produced by the CommDev staff are in 4-drawer file cabinets, the earliest (1969-2004) in cabinet #s 1-15 in the offsite Zircon; more recent in the file cabinets in River City Hall; the Public Works road impact fee records are in the PW- boxes in Carnegie Archives, in numbered PW- boxes.	11/10/22	30.020 ACCOUNTS RECEIVABLE (A/R) RECORDS 65.030.A DEVELOPMENT CASE FILES- Approved	10 Planning/Zoning 21 Streets/Roads/Highways	

City Records Locator Tool (Relotoo)

Search Term (record name)	OnBase Doc Type	Notes	Access Level	Other Record Location	Date Modified	MRRM #	City Records & Archives Class#	City RIM Status
Roosa Avenue 08.16.2011 sewage spill records	[not in OnBase]	described in CM-Executive Correspondence	City Manager; sealed; not available	permanent hardcopy in Archives in Record Series 2002SE	11/10/22	60.080.A-F WATER AND SEWER DISTRIBUTION AND STORAGE SYSTEM RECORDS-compiled 60.090.A-I WATER AND SEWER TREATMENT SYSTEM RECORDS-compiled	2002SE Public Works	Needs Work
Sales Tax Return Records	FI-Sales Tax Return Records	1/24/2014-8/31/2020	Finance staff	electronic only; short-term off-site storage of hardcopy	11/10/22	30.190.E.5 TAX COLLECTION RECORDS-Sales and Use Tax Records-Sales Tax Return Records	08 Finance	We're on it
sanitation records, solid waste, refuse records, trash disposal records	[not in OnBase]		Public Works staff	permanent hardcopy in Record Group 36 in Archives	11/10/22	60.030.B SOLID WASTE MANAGEMENT-Landfill locations	36 Sanitation/Refuse/Landfill	Needs Work
service contracts, operating agreements	CW-Agreements		all with the durangogov.org email domain	6-year retention of the hardcopy of recurring agreements for providing goods and/or services to the City are in the Vault in Record Series 5302 plus the first two letters of the other party's name	11/10/22	40.030 AGREEMENTS AND CONTRACTS	5302** Agreements	We're on it

City Records Locator Tool (Relotoo)

Search Term (record name)	OnBase Doc Type	Notes	Access Level	Other Record Location	Date Modified	MRRM #	City Records & Archives Class#	City RIM Status
sewage disposal records, sewage treatment records, sewer plant records, wastewater treatment plant, Santa Rita Water Reclamation Facility	[not in OnBase]		Public Works staff	permanent hardcopy in Record Group 35 in Archives	11/10/22	60.080.A-F WATER AND SEWER DISTRIBUTION AND STORAGE SYSTEM RECORDS-compiled 60.090.A-I WATER AND SEWER TREATMENT SYSTEM RECORDS-compiled	35 Sewer/Sewer Treatment/Storm Sewer/Drainage	Needs Work
sewer plant investment fee, water plant investment fees	CW-Agreements		All with the durangogov.org email domain	permanent hardcopy in Vault in Record Series 5002 plus the first two letters of the other party's name	11/10/22	40.030 AGREEMENTS AND CONTRACTS	5002** Implied Consent	We're on it
SIC reports	[not yet in OnBase]		Finance staff	permanent hardcopy in Record Series 0802SA in Vault	11/10/22	40.290.A REPORTS-Annual reports	0802SA Finance	Needs Work
sign plan, sign permit letter of approval, with decal number, master sign records regarding a project being reviewed by the Planning Department	PL-Development Case Files	narrow search by DEV Doc Type: Permits	Community Development and Planning staff; subject to CORA request	permanent hardcopy in 4-drawer file cabinets, the earliest (1969-2004) in cabinet #s 1-15 in the Zircon; more recent in cabinets in River City Hall	11/10/22	65.030.A DEVELOPMENT CASE FILES-Approved	10 Planning/Zoning	In Progress
signs and advertising records	[not in OnBase]		City staff, as needed	permanent hardcopy in Record Group 11 in Archives	11/10/22	40.260 PUBLICATIONS	11 Signage/Advertising	We're on it
sister cities artifacts and memorabilia	HI-Historical Artifacts/Memorabilia	may not all be in OnBase yet	all	permanent hardcopy in Archives in Record Series 5502AR	11/10/22	70.020 MUSEUM AND OTHER REPOSITORY RECORDS	5502AR Historical	We're on it

City Records Locator Tool (Relotoo)

Search Term (record name)	OnBase Doc Type	Notes	Access Level	Other Record Location	Date Modified	MRRM #	City Records & Archives Class#	City RIM Status
site grading and drainage plan related to Planning Department review of a proposed development project	PL-Development Case Files	narrow search by DEV Doc Type: Maps, Plans, Plats	Community Development and Planning staff	permanent hardcopy in the CommDev Project Files file cabinets	11/10/22	40.180 MAPS, DRAWINGS AND SUPPORTING DOCUMENTATION 65.030.A DEVELOPMENT CASE FILES- Approved	10 Planning/Zoning	
site plans, sketch plans related to Planning Department review of a proposed development project	PL-Development Case Files		Community Development and Planning staff; subject to CORA request	permanent hardcopy in 4-drawer file cabinets, the earliest (1969-2004) in cabinet #s 1-15 in the Zircon; more recent in cabinets in River City Hall	11/10/22	40.180 MAPS, DRAWINGS AND SUPPORTING DOCUMENTATION 65.030.A DEVELOPMENT CASE FILES- Approved	10 Planning/Zoning	
solid waste landfill disposal sites, studies, regulations, maps	[not yet in OnBase]		City staff and those with the need to know	permanent hardcopy (ca. 1986-1999) in Record Series 3602LA in Archives	11/10/22	60.030.B SOLID WASTE MANAGEMENT- Landfill locations	36 Sanitation/Refuse/Landfill	Needs Work
South Durango Sanitation District reports	PU-Administrative Reports		all	permanent hard copy (if any) in Record Series 3506 in Archives	11/10/22	40.290 A-E Reports-compiled 40.320 SPECIAL DISTRICT RECORDS	3506 Sewer/Sewer Treatment/Storm Sewer/Drainage 64 Districts - South Durango Sanitation/Water District	Needs Work
South Durango Water District records and correspondence, water service contracts, petitions for inclusion	[not yet in OnBase]		City staff and those with the need to know	permanent hardcopy (ca. 1924-1993) in Record Series 3402SD in Archives	11/10/22	40.320 SPECIAL DISTRICT RECORDS	340602SD Water/Water Rights/Water Tx 64 Districts - South Durango Sanitation/Water District	Needs Work

City Records Locator Tool (Relotoo)

Search Term (record name)	OnBase Doc Type	Notes	Access Level	Other Record Location	Date Modified	MRRM #	City Records & Archives Class#	City RIM Status
South Durango Water District reports	PU-Administrative Reports		all	permanent hard copy (if any) in Record Series 3406 in Archives	11/10/22	40.290 A-E Reports-compiled 40.320 SPECIAL DISTRICT RECORDS	3406 Water/Water Rights/Water Tx 64 Districts - South Durango Sanitation/Water District	Needs Work
Southwest Council of Governments, COG records	CM-CMO Working	2009-2018; 113 pages	City Manager's Office personnel, City Attorney, Executive Team	permanent hardcopy in Record Group 3002SW in Archives	11/10/22	40.120 EXTERNAL GROUPS AND AGENCIES	3002SW Community Support Services	Needs Work
Special Use Permits, SUP, SUPs, SUP's	PL-Development Case Files		Community Development and Planning staff; subject to CORA request	permanent hardcopy in 4-drawer file cabinets, the earliest (1969-2004) in cabinet #s 1-15 in the Zircon; more recent in cabinets in River City Hall	11/10/22	65.030.A DEVELOPMENT CASE FILES-Approved	10 Planning/Zoning	In Progress
specifications	PU-Specifications	27x, 1929-1998; many old specs are in boxes in the hard copy Archives but are not digititized	all		11/10/22	40.310 RULES, REGULATIONS AND STANDARDS		We're on it
standards	PU-Standards	92x, 1961-2019	all	permanent hardcopy in Vault in Record Series 5902 plus the first two letters of the subject	11/10/22	40.310 RULES, REGULATIONS AND STANDARDS	5902** Regulations & Standards	We're on it
statistical demographic opinion surveys	[not in OnBase]		City staff, as needed	permanent hardcopy in Record Group 58 in Archives	11/10/22	40.340.A SURVEYS CONDUCTED BY MUNICIPALITIES-Compilations	58 Surveys	Needs Work

City Records Locator Tool (Relotoo)

Search Term (record name)	OnBase Doc Type	Notes	Access Level	Other Record Location	Date Modified	MRRM #	City Records & Archives Class#	City RIM Status
storm sewer records, drainage records	[not in OnBase]		Public Works staff	permanent hardcopy in Record Group 35 in Archives	11/10/22	60.040.A STORMWATER DRAINAGE SYSTEM RECORDS- Basin, Floodway and Flooding Records 60.090.A-I WATER AND SEWER TREATMENT SYSTEM RECORDS- compiled	35 Sewer/Sewer Treatment/Storm Sewer/Drainage	Needs Work
storm water quality permits	PL-Permits	203x, 2003-2009; narrow search by Permit Type: Storm Water Quality	Community Development and Planning staff; subject to CORA request	SQP files in River City Hall; permanent hardcopy may be in Record Group 34 in Archives	11/10/22	60.040.A STORMWATER DRAINAGE SYSTEM RECORDS- Basin, Floodway & Flooding Records 65.030.A DEVELOPMENT CASE FILES- Approved	34 Water/Water Rights/Water Tx	
Stormwater Quality Permit issued regarding a project being reviewed by the Planning Department	PL-Development Case Files	narrow search by DEV Doc Type: Permits	Community Development and Planning staff	permanent hardcopy in the CommDev Project Files file cabinets	11/10/22	65.030.A DEVELOPMENT CASE FILES- Approved 60.040.A STORMWATER DRAINAGE SYSTEM RECORDS	10 Planning/Zoning	
streets, roads, highways, bridges, sidewalks, curbs and gutters records	[not yet in OnBase]		Public Works staff	permanent hardcopy (such as there is) in Record Group 21 in Archives	11/10/22	60.050 STREET AND TRAFFIC OPERATIONS RECORDS	21 Streets/Roads/Highways	Needs Work

City Records Locator Tool (Relotoo)

Search Term (record name)	OnBase Doc Type	Notes	Access Level	Other Record Location	Date Modified	MRRM #	City Records & Archives Class#	City RIM Status
studies produced for the City, classification and compensation studies for City employees, City employee classification and compensation studies	PU-Studies	more than 220, since 1958	all	permanent hardcopy in Vault in 5702	11/10/22	90.140.H PAYROLL RECORDS-Salary Surveys 40.330 STUDIES, PLANS AND REPORTS	5702 Plans, Reports & Studies	
subdivision or development improvements, public improvements agreement	PL-Development Case Files	narrow search by DEV Doc Type: Legal Docs/Agreements	Community Development and Planning staff	permanent hardcopy in the CommDev Project Files file cabinets	11/10/22	40.030 AGREEMENTS AND CONTRACTS 65.030.A DEVELOPMENT CASE FILES-Approved	10 Planning/Zoning	
subdivisions case files, re-subdivisions, resubdivisions, boundary adjustments, variances	PL-Development Case Files		Community Development and Planning staff; subject to CORA request	permanent hardcopy in 4-drawer file cabinets, the earliest (1969-2004) in cabinet #s 1-15 in the Zircon; more recent in cabinets in River City Hall; plus, Record Group 17 in Archives (all in this OnBase document type)	11/10/22	65.030.A DEVELOPMENT CASE FILES-Approved	17 Subdivisions & Resubdivisions 10 Planning/Zoning	In Progress
subject property vicinity map related to Planning Department review of a proposed development project	PL-Development Case Files	narrow search by DEV Doc Type: Maps, Plans, Plats	Community Development and Planning staff	permanent hardcopy in the CommDev Project Files file cabinets	11/10/22	65.030.A DEVELOPMENT CASE FILES-Approved	10 Planning/Zoning	In Progress
surveys	[not in OnBase]		City staff, as needed	permanent hardcopy in Record Group 58 in Archives	11/10/22	40.340.A SURVEYS CONDUCTED BY MUNICIPALITIES-Compilations	58 Surveys	Needs Work
swimming pool (outdoors, near the Fairgrounds) (long since demolished)	[not in OnBase]		Public Works and Parks and Recreation staff	permanent hardcopy (such as there is) in Archives in Record Group 25	11/10/22	95.050.A-E-MAINTENANCE, UPKEEP AND DAMAGE RECORDS-compiled 95.060 PARKS	25 Swimming Pool	

City Records Locator Tool (Relotoo)

Search Term (record name)	OnBase Doc Type	Notes	Access Level	Other Record Location	Date Modified	MRRM #	City Records & Archives Class#	City RIM Status
tax audit case files	[not in OnBase]		Finance staff	permanent hardcopy in Record Series 0802TA in Vault	11/10/22	30.190.E.2 TAX COLLECTION RECORDS-Sales and Use Tax Records-Audits – Sales Tax	0802TA Finance	We're on it
tax credit records for historic property maintenance and preservation	PL-Development Case Files		Community Development and Planning staff; subject to CORA request	permanent hardcopy in 4-drawer file cabinets, the earliest (1969-2004) in cabinet #s 1-15 in the Zircon; more recent in cabinets in River City Hall	11/10/22	50.040 LANDMARK AND HISTORIC DESIGNATION 30.190C TAX COLLECTION RECORDS-Property Tax Records	55 Historical	
Taxable Certificates of Participation, TCP, Sales and Use Tax Revenue Refunding Note	FI-Debt Instruments		Finance staff	permanent hardcopy in Vault in 0802DE	11/10/22	30.190.E.1-6 TAX COLLECTION RECORDS-Sales and Use Tax Records-compiled	0802DE Finance	We're on it
Three Durangos events	HI-Historical Artifacts/Memorabilia		all	permanent hardcopy in Archives in Record Series 55023D	11/10/22	40.110 EVENT RECORDS	55023D Historical	Needs Work
traffic, signals, traffic signals and parking records	[not in OnBase]		Public Works and Transportation Services staff	permanent hardcopy (such as there is) in Record Group 22 in Archives	11/10/22	60.050.K STREET AND TRAFFIC OPERATIONS RECORDS-Traffic Marking, Timing and Signalization Files	22 Traffic/Signals/Parking	Needs Work
Trails2000 records, Trails 2000, Durango Trails, natural surface trails records	CM-Community Services		City Manager's Office and the Executive Team	electronic only	11/10/22	40.120 EXTERNAL GROUPS AND AGENCIES	30 Community Support Services	Needs Work

City Records Locator Tool (Relotoo)

Search Term (record name)	OnBase Doc Type	Notes	Access Level	Other Record Location	Date Modified	MRRM #	City Records & Archives Class#	City RIM Status
Transit Center building project files and construction documents regarding new building at 250 West 8th Street	[not yet in OnBase]	PDFs in project file on network	City staff as needed	permanent hardcopy in Archives in Record Series 1402TR	11/10/22	05.060.A.1 CONSTRUCTION DRAWING & PLANS- Nonresidential- Approved 65.030.A DEVELOPMENT CASE FILES- Approved	1402TR Engineering	Needs Work
Transit driver inspections reports, drivers' inspection of City buses	OP-Driver's Inspection Reports	most recent four months only	Public Works Fleet and Facilities staff	electronic only (and that, only for the last 4 months) City Ops purges the hard copy original after scanning it into OnBase, and Records Staff purges from OnBase once a month all that are at least 4 months old	11/10/22	35.030.B MAINTENANCE AND SAFETY RECORDS – VEHICLES AND EQUIPMENT- Inspection and Maintenance Documentation	20 Public Works 37 Public Transportation/Transit	Needs Work
Transportation Department newsletters	PU-Newsletters		all	permanent hardcopy in Record Series 3702NE in Archives (130X, 2009-2022)	11/10/22	40.260 PUBLICATIONS	3702NE Public Transportation/Transit	We're on it
trees, shrubs, perennials; tree, shrub and perennial planting selection and care guide by City of Durango Parks and Recreation Department, Forestry Division	PU-Other Publications / Guides		all	permanent hardcopy in Record Group 5702TR in Archives	11/10/22	40.260 PUBLICATIONS	5702TR Plans, Reports & Studies	We're on it
Twin Buttes engineering records and reports	OP-Public Works Chrono Correspondence		City staff as needed	permanent hardcopy in Archives in Record Series 1402TW	11/10/22	65.030.A DEVELOPMENT CASE FILES- Approved	1402TW Engineering	In Progress
unemployment benefits reports	[not in OnBase]		Finance staff	permanent hardcopy in Record Series 0802UN in Vault	11/10/22	90.190 UNEMPLOYMENT INSURANCE	0802UN Finance	Needs Work

City Records Locator Tool (Relotoo)

Search Term (record name)	OnBase Doc Type	Notes	Access Level	Other Record Location	Date Modified	MRRM #	City Records & Archives Class#	City RIM Status
Upgrade, news from Information Services, IT newsletter, IS e-newsletter, Information Technology updates	PU-Newsletters		all	permanent hardcopy in Record Series 0902NE in Archives (we have only retained the ones that were produced by the City; in the latter years they have been generic tips and phish-preventing warnings from Microsoft, etc.; 18X, 2018-2021)	11/10/22	40.260 PUBLICATIONS	0902NE Information Technology	We're on it
Uranium Mill Tailings Remediation (UMTRA) in Durango by U.S. Department of Energy	PU-Reports		all	permanent hardcopy in Vault in Record Series 5702EN	11/10/22	40.330 STUDIES, PLANS AND REPORTS	5702EN Plans, Reports & Studies	We're on it
Urban Renewal Authority planning records	PL-Development Case Files	narrow search by Project Type: PD-Planned Development	City staff as needed	permanent hardcopy in Archives on shelf 9.1.3	11/10/22	45.060 GOVERNING BODY AS ANOTHER DECISION-MAKING BODY	10 Planning/Zoning	Needs Work
variance requests	PL-Development Case Files		Community Development and Planning staff; subject to CORA request	permanent hardcopy in 4-drawer file cabinets, the earliest (1969-2004) in cabinet #s 1-15 in the Zircon; more recent in cabinets in River City Hall	11/10/22	65.060 VARIANCE AND EXEMPTION CASE FILES 65.030.A DEVELOPMENT CASE FILES-Approved	10 Planning/Zoning	
variances for building and/or zoning	PL-Development Case Files		Community Development and Planning staff; subject to CORA request	permanent hardcopy in 4-drawer file cabinets, the earliest (1969-2004) in cabinet #s 1-15 in the Zircon; more recent in cabinets in River City Hall	11/10/22	65.060 VARIANCE AND EXEMPTION CASE FILES 65.080 ZONING RECORDS 65.030.A DEVELOPMENT CASE FILES-Approved	10 Planning/Zoning	

City Records Locator Tool (Relotoo)

Search Term (record name)	OnBase Doc Type	Notes	Access Level	Other Record Location	Date Modified	MRRM #	City Records & Archives Class#	City RIM Status
vicinity maps	PL-Development Case Files		Community Development and Planning staff; subject to CORA request	permanent hardcopy in 4-drawer file cabinets, the earliest (1969-2004) in cabinet #s 1-15 in the Zircon; more recent in cabinets in River City Hall	11/10/22	40.180 MAPS, DRAWINGS AND SUPPORTING DOCUMENTATION 65.030.A DEVELOPMENT CASE FILES-Approved	10 Planning/Zoning	
W-2 forms of City employees (ca. 2006-current), W-2s, W-2's, W2's reports, City employee W-2's	[not in OnBase]		Finance staff	permanent hardcopy (ca. 2006-current) in Record Series 0802W2 in Vault (most recent) and Archives	11/10/22	90.140.K PAYROLL RECORDS-W-2 Forms	0802W2 Finance	In Progress
Wage Classification, Merit Increase Schedule and Position Classification Schedule	PU-Other Publications	6 documents, 1966-1974; narrow search by Pub Type: Pay Plans	all	adopted by Resolution; permanent hardcopy in Archives in Record Series 0506PA	11/10/22	90.140.B.1 PAYROLL RECORDS-Compensation or Pay Plans-Pay Plans 90.140.B.2 PAYROLL RECORDS-Compensation or Pay Plans-Seniority or Merit Systems		
warranties issued to the City, City roof warranties, warranty for roof	CW-Warranties	31x, 1987-2020	City-wide	permanent hardcopy in Vault in Record Series 6002	11/10/22	35.010 EQUIPMENT RECORDS IN GENERAL	6002 Warranties	Needs Work

City Records Locator Tool (Relotoo)

Search Term (record name)	OnBase Doc Type	Notes	Access Level	Other Record Location	Date Modified	MRRM #	City Records & Archives Class#	City RIM Status
water quality annual reports, drinking water analysis	PU-Administrative Reports	38x, 1988-current; seach Subject = *water quality*	all	permanent hardcopy in Record Series folder 5702CO in Archives	11/10/22	60.090.A WATER AND SEWER TREATMENT SYSTEM RECORDS- Analytical Reports 60.090.B WATER AND SEWER TREATMENT SYSTEM RECORDS- Annual reports	5702CO Plans, Reports & Studies	Needs Work
Way To Go Club newsletters, Way To Go, Word on the Street newsletter	PU-Newsletters	46x, 2016-2019; search Document Name = *Way To Go*	all	permanent hard copy in Record Series 3702NE in Archives	11/10/22	40.260 Publications	3702NE Public Transportation/Transit	We're on it
Wellness Committee printed materials for City employees, Passport to Wellness	CW-Employee Committees		City employees	permanent hardcopy in Archives in Records Series 5502WE	11/10/22	40.080.A COMMITTEES – INTERNAL-Ongoing Committees 40.260 Publications	5502WE Historical	
who is buried where in Greenmount Cemetery	[not in OnBase]	Greenmount GIS database at https://gis.durangogov.org/DurangoJS/ When the GIS Viewer is open, open “Maps” then “Bookmarks” then “Greenmount Cemetery”. Then open “Map Themes” then “Greenmount Cemetery”. Next, in “Quick Search” you may search by the last name, first name, dates, years, if a veteran, by typing in service, exp, Army, Navy, etc.	all	research regarding the Greenmount and Animas City Cemeteries can be done by visiting the cemetery offices in the Moore Parks Shop	11/10/22	10.020 CEMETERY BOUNDARY AND LOT RECORDS	2702 Cemetery	We're on it
Word on the Street, Your Weekly Way to Go! Club News	PU-Newsletters		all	permanent hardcopy in Record Series 3702NE in Archives (in their own folder; 27X, 2018-2019)	11/10/22	40.260 Publications	3702NE Public Transportation/Transit	We're on it
Workmen’s Compensation, Workers Compensation, Workers’ Compensation	[not in OnBase]		Finance staff	permanent hardcopy in Record Group 51 in Vault	11/10/22	90.220 WORKERS' COMPENSATION	51 Worker's Compensation	Needs Work

City Records Locator Tool (Relotoo)

Search Term (record name)	OnBase Doc Type	Notes	Access Level	Other Record Location	Date Modified	MRRM #	City Records & Archives Class#	City RIM Status
zoning variances planning records	PL-Development Case Files		Community Development and Planning staff; subject to CORA request	permanent hardcopy in 4-drawer file cabinets, the earliest (1969-2004) in cabinet #s 1-15 in the Zircon; more recent in cabinets in River City Hall	11/10/22	65.060 VARIANCE AND EXEMPTION CASE FILES 65.080 ZONING RECORDS 65.030.A DEVELOPMENT CASE FILES-Approved	10 Planning/Zoning	