

**DIVISION OF STATE ARCHIVES AND PUBLIC RECORDS  
RECORDS DISPOSITION SCHEDULE,  
SIGNATURE PAGE**

<input type="checkbox"/> Schedule establishment <input checked="" type="checkbox"/> Schedule revision, revises Archives # <u>85-144</u>	Archives#  05-180
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Department Transportation	Division Office of Public Relations	<input checked="" type="checkbox"/> Permanent <input checked="" type="checkbox"/> Non-Permanent
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**Records custodians**

No record shall be destroyed under this schedule authority so long as it pertains to any pending legal case, claim action or audit.

It shall be the responsibility of the agency to inspect their own microfilm and certify to the continuity of the filmed record and legibility of the information. If any image is not completely readable, or any portion of the series has not been filmed, appropriate corrections or documentation must be made to insure standards and to comply with CRS, as amended, Title 24-80-107 before transfer/security deposit to the State Archivist.

**Records officer**

The recommended retention periods on this schedule are the result of evaluation of the factors listed in the State Records Management Policies and Procedures Manual and CRS 24-80-101 et. Seq. As Records Liaison Officer, I am authorized by the head of this agency to act in all matters regarding Records Management and I request approval of this records disposition schedule.

Records Liaison Officer's signature <i>Gella Weatherall</i>	Date 02/16/05
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**Signatories**

I certify I have reviewed and concur with the records retention periods established on all 2 pages of this document:

State Archivist's signature <i>Terry Kiteleson</i>	Date 3-9-2005	Transportation Attorney signature <i>Henry Monow</i>	Date 2-24-05
State Auditor's signature <i>Sally Symanski</i>	Date 4/1/05	Federal Highway Administration (FHWA) signature <i>Katherine M Kelly</i>	Date 3-2-05
Attorney General's signature <i>John W. Suthers by mm</i>	Date 5/3/05	Anti-trust Unit signature	Date
	Date		Date

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Item#	Description	Retention Period	Special Instructions
1.	Subject Files/Historical Files (Department repository for information on major topics and newspaper clippings of public interest. Information source for newsmen, legislators, engineers and the general public.	Permanent	
2.	CDOT Photograph Files (Photographs & slides of persons, projects, etc. used as a historical reference.	Permanent	
3.	Hot Line Calls	3 years provided all complaints are satisfied.	
RETENTION OF ALL OTHER RECORDS IS DETERMINED BY THE "GENERAL RECORDS SCHEDULE" WHICH IS DEVELOPED BY THE STATE ARCHIVIST.			