

**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>92-17</u>	Archives# 05-181
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Department Transportation	Division Audit	Internal & External Audit	<input 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.

Record's Liaison Officer's signature *Ella Weatherall* Date *2/16/05*

Signatories

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

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

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Revises Archives #92-17

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Item#	Description	Retention Period	Special Instructions
1.	<u>Internal - Post Contract Audit</u> Audit Workpapers* (Data that includes detailed information on testing, observation & analysis relating to the subject matter of each audit)	7 Years	*Confidential Record Authority: CRS 24-72-204(3)(A)(iv) Privileged Information Access: "Auditors & Persons in interest."
2.	Audit Reports (Copy)	10 Years	
3.	Audit Tracking Report	7 Years	
4.	<u>External - Pre Contract Audit</u> Workpapers* and Audit Reports (Consultant proposals & duplicate audit reports. Definitive report is part of permanent Project Contract file.)	7 Years after CDOT 950 date	*Confidential Record Authority: CRS 24-72-204(3)(A)(iv) Privileged Information Access: "Auditors & Persons in interest."
5.	Consultant Files (Contains financial information on vendor's status.)	7 Years	
RETENTION OF ALL OTHER RECORDS IS DETERMINED BY THE "GENERAL RECORDS SCHEDULE" WHICH IS DEVELOPED BY THE STATE ARCHIVIST.			