

**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>01-15</u>	Archives# 05-183
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Department Transportation	Division Human Resources & Administration	Records Management Unit (Central Files)	<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.

Record's Liaison Officer's signature <i>Kella 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 <u>1</u> pages of this document:			
State Archivist's signature <i>Terry Kitzler</i>	Date 3-9-2005	Transportation Attorney signature <i>Harry Monow</i>	Date 2-24-05
State Auditor's signature <i>Sally Symons</i>	Date 4/1/05	Federal Highway Administration (FHWA) signature <i>Katherine M. Kelly</i>	Date 3-7-05
Attorney General's signature <i>John W. Suthers by mmm</i>	Date 5/3/05	Anti-trust Unit signature	Date
	Date		Date

**DIVISION OF STATE ARCHIVES AND PUBLIC RECORDS
RECORDS DISPOSITION SCHEDULE**

Revises Archive #01-15

Archives # 05-183

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Department Transportation	Division Human Resources Admin Services	Records Mgmt Unit/Central Files	<input type="checkbox"/> Permanent <input type="checkbox"/> Non-Permanent OTD
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Item#	Description	Retention Period	Special Instructions
1.	Contract Processing Records Routing Log (Discontinued Record Series) Note: This record is now automated, and is no longer deposited in Central Files. This is a one-time disposition action.	6 Years	