

**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>96-48</u>	Archives# 05-208
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Department Transportation	Division Human Resources & Administration	Center for Procurement & Contract Services	<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: *Elia Weatherall* Date: *4/25/05*

Signatories

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

State Archivist's signature <i>Larry Ketchen</i>	Date <i>5/10/2005</i>	Transportation Attorney signature <i>Henry Monas</i>	Date <i>4/26/05</i>
State Auditor's signature <i>Sally Symonak</i>	Date <i>6/7/05</i>	Federal Highway Administration (FHWA) signature <i>Katherine McKelly</i>	Date <i>5/5/05</i>
Attorney General's signature <i>John Suthers by mm</i>	Date <i>6/15/05</i>	Anti-trust Unit signature	Date
	Date		Date

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Revises 96-48

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Item#	Description	Retention Period	Special Instructions
1.	Procurement Records (Non-contract) A. Cost Analysis Forms B. Purchase Requisitions (CDOT # 15) C. Accounting Information (CDOT #516) D. Purchase Orders E. Procurement Documents (PD's) F. Encumbrance Documents (PG's) G. Price Agreements	7 Years 7 Years 7 Years 7 Years 7 Years 7 Years 6 Years after expiration of agreement or supplement.	
2.	Sole Source Justification Records	7 Years	
3.	Procurement Records (Contract) A. Contract (excluding railroad contracts) project & non-project related - Secondary copy B. Supporting documentation to contracts including cost analysis forms, purchase requests, accounting information, purchase orders, (PD's), encumbrance documents (PG's), agreements, RFP's, bids. RETENTION OF ALL OTHER RECORDS IS DETERMINED BY THE "GENERAL RECORDS SCHEDULE" WHICH IS DEVELOPED BY THE STATE ARCHIVIST.	Life of contract + 7 Years past expiration date of last supplement.	Original Contract to Central Files upon final signature.