

**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 #88-22 & 91-338	Archives# 06-39
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Department Transportation	Division Safety & Traffic Engineering	<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	Date
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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>Terry Setelsen</i>	Date 8/22/2005	Transportation Attorney signature <i>Henry Maron</i>	Date 8-5-05
State Auditor's signature <i>Sally Symons</i>	Date 8/28/05	Federal Highway Administration (FHWA) signature <i>Katherine McKelley</i>	Date 8-18-05
Attorney General's signature <i>John W. Suthers by mm</i>	Date 9/5/05	Anti-trust Unit signature	Date
	Date		Date

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Item#	Description	Retention Period	Special Instructions
1.	Project Records (Section 403) (Discontinued Records Series)	3 years after final voucher has been paid.	
2.	Lifesaver's Conference Information concerning National Lifesaver's Conference & Colorado Lifesaver's Conference (Discontinued Records Series. Department no longer hosts these conferences.)	7 years	
3.	Roadside Beautification Program A. Tourist Oriented Directional Signs (TODS) B. Specific Information & Business Signs (LOGOS) (Discontinued Program)	3 years after cancellation, expi ration or denial of permit.	
4.	55 MPH Compliance Monitoring & Speed Zone Recommendations (Discontinued Program)	7 years	
<p><u>THESE RECORDS ARE OBSOLETE AND ARE NO LONGER OF VALUE TO THE AGENCY. THIS IS A ONE-TIME DISPOSITION ACTION.</u></p>			