



**DEPARTMENT OF PERSONNEL &
ADMINISTRATION
STATE ARCHIVES AND PUBLIC RECORDS
RECORDS DISPOSITION SCHEDULE**

ARCHIVES
NO. 08-31

DEPARTMENT Colorado Dept. of Public Health and Environment		DIVISION Water Quality Control Division	SECTION Watershed Section Monitoring Unit	PERMANENT <input checked="" type="checkbox"/>	NON-PERMANENT <input type="checkbox"/>
ITEM NO.	DESCRIPTION	RETENTION PERIOD		SPECIAL INSTRUCTIONS	
1.	Biocriteria	Record copy: Permanent. Duplicate copy: Retain until no longer needed then destroy.		<ul style="list-style-type: none"> Records are created by WQCD staff, systems operators & owners or contractors. <p><i>No record shall be destroyed that pertains to any pending legal cause, claim, action, or audit. All records will be evaluated when a destruction date arrives to determine whether they still have administrative, operating, legal or historical value that may warrant retaining them longer. This evaluation will be completed annually.</i></p>	
2.	Chemical monitoring guidance documents	Record copy: Permanent. Duplicate copy: Retain until no longer needed then destroy.			
3.	General monitoring guidance documents	Record copy: Permanent. Duplicate copy: Retain until no longer needed then destroy.			
4.	Lakes and reservoir monitoring/study data and reports	Record copy: Permanent. Duplicate copy: Retain until no longer needed then destroy.			
5.	Logistical data	Record copy: Permanent. Duplicate copy: Retain until no longer needed then destroy.			
6.	Monitoring plans	Record copy: Permanent. Duplicate copy: Retain until no longer needed then destroy.			
7.	Monitoring coordination documents	Record copy: Permanent. Duplicate copy: Retain until no longer needed then destroy.			
8.	Physical parameters	Record copy: Permanent. Duplicate copy: Retain until no longer needed then destroy.			

I request approval of the above records disposition schedule. Retention periods have been established by this agency after careful evaluation of all of the factors listed in the State Records Management Policies and Procedures Manual. I hereby certify that I am authorized to act for the head of this agency in matters pertaining to disposal of records. I also certify that I will comply with all conditions listed in the Records Management Policies and Procedures Manual.

State Archivist's Signature <i>Lenny Petersen</i>	Date 11/2/2007	Records Liaison Officer's Signature <i>Ditny Hauah</i>	Date 10-05-2007
Attorney General's Signature <i>John W. Suthers by mnm</i>	Date 12/17/07	State Auditor's Signature <i>Debbie Reg</i>	Date 11/28/07



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DEPARTMENT	DIVISION	SECTION	PERMANENT <input checked="" type="checkbox"/>	NON-PERMANENT <input type="checkbox"/>
Colorado Dept. of Public Health and Environment	Water Quality Control Division	Watershed Section Monitoring Unit		
ITEM NO.	DESCRIPTION	RETENTION PERIOD	SPECIAL INSTRUCTIONS	
9.	Quality Assurance/Quality Control docs for any data collection	Record copy: Permanent. Duplicate copy: Retain until no longer needed then destroy.		
10.	Reporting Status of water quality reports	Record copy: Permanent. Duplicate copy: Retain until no longer needed then destroy.		
11.	Stream monitoring/study data and reports	Record copy: Permanent. Duplicate copy: Retain until no longer needed then destroy.		
12.	Surface water assessments	Record copy: Permanent. Duplicate copy: Retain until no longer needed then destroy.		
13.	Surface water documents	Record copy: Permanent. Duplicate copy: Retain until no longer needed then destroy.		
14.	Toxicity testing methods documents	Record copy: Permanent. Duplicate copy: Retain until no longer needed then destroy.		
15.	Water Quality Data Management documents	Record copy: Permanent. Duplicate copy: Retain until no longer needed then destroy.		

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State Archivist's Signature <i>Jerry Ketchum</i>	Date 11/2/2007	Records Liaison Officer's Signature <i>Betsy Howell</i>	Date 10-05-2007
Attorney General's Signature <i>John W. Suthers by mmm</i>	Date 12/17/07	State Auditor's Signature <i>Richard D. McCoy</i>	Date 11/28/07