



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

ARCHIVES NO.
 08-33

DEPARTMENT	DIVISION	SECTION	PERMANENT <input checked="" type="checkbox"/>
Public Health & Environment	Executive Director's Office	Sustainability Program	NON-PERMANENT <input checked="" type="checkbox"/>
ITEM NO.	DESCRIPTION	RETENTION PERIOD	SPECIAL INSTRUCTIONS
ADMINISTRATION			
1A	<u>Financial Reports</u> – COFRS related documents such as monthly, quarterly and yearly financial reports; payroll/personnel reports, and billing reports.	Retain for 5 years and then destroy.	
2A	<u>Kronos</u> – employee time and attendance reporting system	Retain until administrative need ends and then destroy.	
3A	<u>Personnel</u> – Policies, awards, recognition programs, executive orders, medical monitoring and training.	Transfer to CDPHE Human Resources after separation or retirement.	
4A	<u>Program Administrative Records</u> – Information related to administration of the program including correspondence, management, organization, meetings, workgroups, internal work plans and reports.	Retain for 10 years and then destroy.	
5A	Audits, reports and strategic plans.	Destroy 10 ⁶ years after document date. TR	
6A	<u>General correspondence</u> – Includes public notices and media clippings.	6 years TR	<i>No record shall be destroyed that pertains to any pending legal case, claim, action or audit.</i>

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>Larry Ketchum</i>	Date <i>11/14/2007</i>	Records Liaison Officer's Signature <i>Betsy Hauke</i>	Date <i>10-05-2007</i>
Attorney General's Signature <i>John W. Suthers by man</i>	Date <i>12/30/07</i>	State Auditor's Signature <i>Deborah E. Regg</i>	Date <i>11/28/07</i>



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ITEM NO.	DESCRIPTION	RETENTION PERIOD	SPECIAL INSTRUCTIONS	
7A	<u>Policy and Guidelines</u> – Finalized versions of any policy or guidance officially adopted by the program supporting technical information, program decisions or related information.	Permanent unless superseded and then destroy.		
8A	<u>Decision Documents or Records of Decisions</u> – Official documents, reports or correspondence documenting the background information on the issue and program options.	Permanent unless superseded and then destroy.		
9A	<u>AGO Correspondence</u> – Information that contains attorney-client correspondence that is not specific to an opinion and not public record information, and is not specific to another public record file.	Permanent		
10A	<u>AGO Opinions</u> – Contains the actual legal opinion of the assigned attorney general representative and a copy of the correspondence requesting the opinion, if any.	Permanent		
11A	<u>Legislative Documents</u> .- Includes decision item documents, fiscal notes, legislative requests and other related legislative reports	Permanent. Destroy all draft versions after final versions are available.		
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Attorney General's Signature <i>John W. Suthers by mail</i>	Date <i>12/30/07</i>	State Auditor's Signature <i>Debra P. Deeg</i>	Date <i>11/28/07</i>



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12A	<u>Transaction Documents</u> -- Intergovernmental transactions, grant masters, contractual vendor invoices, time and effort reports, purchase orders, scopes of work and other miscellaneous financial documents.	Retain for 3 years and then destroy.					
13A	<u>Grant Programs</u> -- Information pertaining to cash grants and funding sources and federal grants including application, award contracts, financial statements, cost reports, correspondence and work plans.	Retain for 5 years after final submission of the Financial Status Report.		<i>Must obtain approval from EPA before destroying records related to EPA grants.</i>			
14A	<u>Contracts</u> -- Information pertaining to pre-solicitation documents, purchase requests, acquisition planning information, authorization to contract, contract justification documentation, solicitation document, bids/offers/quotations and attachments, contract documents, contract amendments, contractor performance and contract close-out documentation, and other related correspondence.	Retain for 5 years after contract expires or final payment and then destroy.		<i>Must obtain approval from EPA before destroying records related to EPA contracts.</i>			
15A	<u>Other</u> -- Other documents or materials that do not fit into the other categories such as work plans, technical reports and investigative reports or other related materials.	Destroy after 5 years or if the administrative need ends, destroy within one year.		<i>No record shall be destroyed that pertains to any pending legal case, claim, action or audit.</i>			

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Attorney General's Signature <i>John W. Sautters by mail</i>	Date <i>12/30/07</i>	State Auditor's Signature <i>Debra A. [Signature]</i>	Date <i>11/28/07</i>



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DEPARTMENT Public Health & Environment	DIVISION Executive Director's Office	SECTION Sustainability Program	PERMANENT <input checked="" type="checkbox"/>
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ITEM NO.	DESCRIPTION	RETENTION PERIOD	SPECIAL INSTRUCTIONS
16A	Information Technology – Records related to databases.	Permanent	
	IT budget and related information.	Retain for 5 years and then destroy.	
	Software application, computer hardware and manuals, equipment inventories and other related computer software information.	Retain until updated, disposed of, or superseded and then destroy.	
17A	Equipment Management – Information related to audio-visual equipment including cameras, telephones, tape recorders, projectors and other miscellaneous equipment.	Retain for 1 year after disposal of equipment and then destroy.	
18A	Local Health Department Agreements – Correspondence and agreements with specific local health departments.	Retain for 5 years and then destroy.	
19A	Organizational Groups – Information related to groups such as Peaks to Prairies, P2Rx, CEP including reports.	Retain for 5 years and then destroy.	

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State Archivist's Signature <i>Larry Ketterson</i>	Date 11/14/2007	Records Liaison Officer's Signature <i>Ditay Hannah</i>	Date 10-05-2007
Attorney General's Signature <i>John W. Suthers by mmm</i>	Date 12/30/07	State Auditor's Signature <i>[Signature]</i>	Date 11/28/07



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ITEM NO.	DESCRIPTION	RETENTION PERIOD	SPECIAL INSTRUCTIONS
COMPLIANCE ASSISTANCE			
1CA	<u>Reference Material</u> – external documents, books, brochures, guidance materials, and other information related to sustainability activities, technologies or efforts.	Retain until administrative need ends or material is outdated after 5 years and then destroy.	
2CA	<u>Policy Material</u> – Internal documents clarifying a course of action or method staff will use to carry out department objectives.	Retain until administrative need ends and then destroy.	
3CA	<u>Training Material</u> – speaker notes, slides, user guides and handouts for training and other related training materials used by program staff.	Retain until administrative need ends or material is outdated after 5 years and then destroy.	
4CA	<u>General Technical Material</u> – Product information, technical data and descriptions of topics related to sustainability or animal feeding operations.	Retain for 5 years and then destroy.	
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	REGULATIONS			
1R	Regulations created by the program including final draft of rules, commission related documentation, Secretary of State filings and similar documentation.	Permanent		
2R	Draft versions of regulations and related rulemaking materials.	Retain until rulemaking is final and then destroy.		
3R	Stakeholder meetings related to rulemakings including minutes, sign-in sheets, work sessions, and comments received.	Permanent		
4R	EPA correspondence related to rulemaking activities.	Retain for 5 years from document date.		
5R	Air, water and waste commissions or Board of Health correspondence.	Retain for 5 years from document date.		
6R	Regulatory Interpretation	Permanent		
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Attorney General's Signature <i>John W. Suthers</i> <i>by mem</i>	Date <i>12/30/07</i>	State Auditor's Signature <i>[Signature]</i>	Date <i>11/28/07</i>



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1CM	CONFIDENTIAL MATERIAL Complaints – Information related to animal feeding operations that would potentially compromise the complainant's identity including the original complaint log, letter or similar material.	Destroy 15 years from document date or when superseded or no longer applicable.		
2CM	<u>Litigation</u> – Attorney-client correspondence related to any litigation.	Retain for 5 years after file closed and then destroy.		
1SR	SARA REPORTING PROGRAMS (TRI/TIER II) SARA (EPCRA) documents, including Tier II Chemical Inventory and Toxic Release Inventory (TRI) and other related documents.	Retain for three years (current year plus the next two most recent years) and then destroy.		
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