



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

ARCHIVES
NO. 07-44

DEPARTMENT Colorado Dept. of Public Health and Environment	DIVISION Water Quality Control Division	SECTION Permits Unit Concentrated Animal Feeding Operation (CAFO)	PERMANENT <input type="checkbox"/> NON-PERMANENT <input checked="" type="checkbox"/>
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ITEM NO.	DESCRIPTION	RETENTION PERIOD	SPECIAL INSTRUCTIONS
1.	Concentrated Animal Feeding Operation (CAFO) permit applications, including: A. Amendment and renewal applications B. Application form C. Appendices D. Attachments	Record copy: Retain 5 years onsite then send offsite. Keep offsite for 5 years after the facility no longer has permit coverage then destroy. Duplicate: 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.</i></p>
2.	CAFO permit, general and individual, including: A. Rationale B. Permit C. Tracking sheets, public notices and supporting docs for the permit (letters of correction, address changes, renewal notices, extension letters, permit numbering changes)	Record copy: Keep 5 years onsite then send offsite. Keep offsite 5 years then destroy. Duplicate: Retain until no longer needed then destroy.	
3.	Certifications under general permits including: A. Rationale B. Permit C. Tracking sheets, public notices and supporting docs for the permit (letters of correction, address changes, renewal notices, extension letters, permit numbering changes) D. Annual Reports E. Correspondence F. Inspections/Photos	Record copy: Keep 5 years or until the expiration date of the associated permit, whichever is sooner, then send offsite. Keep offsite for 5 years then destroy. Duplicate: Retain until no longer needed then destroy. Record copy: Keep the most current approved plans onsite. Send superceded plans offsite immediately; keep for 5 years then destroy.. Duplicate: Retain until no longer needed then destroy.	
4.	Approved Nutrient Management Plans (NMPs) for certifications under CAFO general permits and for individual permits		

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>Jerry Kiteleson</i>	Date 1/26/2007	Records Liaison Officer's Signature <i>Betsy Hannah</i>	Date 12-04-2006
Attorney General's Signature <i>John W. Suthers by mmm</i>	Date 4/4/07	State Auditor's Signature <i>[Signature]</i>	Date 3/2/07



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ARCHIVES
NO. 07-44

DEPARTMENT Colorado Dept. of Public Health and Environment		DIVISION Water Quality Control Division	SECTION Permits Unit. Housed Commercial Swine Feeding Operation (HCSFO)	PERMANENT <input type="checkbox"/> NON-PERMANENT <input checked="" type="checkbox"/>
ITEM NO.	DESCRIPTION	RETENTION PERIOD		SPECIAL INSTRUCTIONS
5.	Housed Commercial Swine Feeding Operation (HCSFO) permit applications including: A. Permit application form B. Amendments C. Renewal applications and may include any of the following: D. Appendices or attachments E. Construction plan F. Operations plan G. Swine waste management plan H. Monitoring plan I. Financial assurance plan	Record copy: Keep 5 years onsite then move to offsite storage. Keep offsite 5 years after the permit becomes inactive then destroy. Duplicate: Retain until no longer needed then destroy.		<ul style="list-style-type: none"> Records are created by WQCD staff, systems operators & owners or contractors.
6.	HCSFO permit including: A. Individual Permit B. Rationale C. Tracking sheets, public notices, and supporting docs for the permit (letters of correction, address changes, renewal notices, extension letters, permit numbering changes) D. Inspections/Photos	Record copy: Keep 5 years onsite, then move offsite for 5 years, then destroy. Duplicate: Retain until no longer needed then destroy.		
7.	HCSFO correspondence	Record copy: Keep most current 3 years onsite then send offsite. Keep 7 years offsite then destroy. Duplicate: Retain until no longer needed then destroy.		
8.	Approved HCSFO plans (operations, swine waste management plans, monitoring plans, financial assurance plans)	Record copy: Keep the current approved plans onsite 5 years after the site becomes inactive then destroy. Send superceded plans offsite immediately; keep for 5 years then destroy. Duplicate: Retain until no longer needed then destroy.		
9.	Quarterly HCSFO monitoring reports (QMRs)	Record copy: Keep most current 3 years onsite then send offsite. Keep 7 years offsite then destroy. Duplicate: Retain until no longer needed then destroy.		

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State Archivist's Signature <i>Terry Helstrom</i>	Date 1/26/2007	Records Liaison Officer's Signature <i>Betsy Davala</i>	Date 12-04-2006
Attorney General's Signature <i>John W. Suthers by man</i>	Date 4/4/07	State Auditor's Signature <i>Michael J. Coffey</i>	Date 3/2/07