



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

ARCHIVES
NO. 07-45

DEPARTMENT Colorado Dept. of Public Health and Environment		DIVISION Water Quality Control Division		SECTION Engineering Unit		PERMANENT <input checked="" type="checkbox"/>	NON-PERMANENT <input checked="" type="checkbox"/>
ITEM NO.	DESCRIPTION	RETENTION PERIOD			SPECIAL INSTRUCTIONS		
1.	Wastewater (WW) site applications, submittal package and approval letter.	Record copy: Permanent. Goes into the site application file. Duplicate: Retain until no longer needed then destroy.			<ul style="list-style-type: none"> Records are created by WQCD staff, systems operators & owners or their contractors. Documents with pwsid or permit numbers are filed in their respective files unless otherwise noted in the Retention Period column. <p><i>No record shall be destroyed that pertains to any pending legal cause, claim, action, or audit.</i></p>		
2.	WW site location approvals (from ENG to the system.)	Record copy: Permanent. Duplicate: Retain until no longer needed then destroy.					
3.	WW process design report.	Record copy: Keep 25 years then destroy. Send to offsite storage immediately. Duplicate: Retain until no longer needed then destroy.					
4.	WW process design approval letter from Engineering Section to the system.	Record copy: Permanent. Duplicate: Retain until no longer needed then destroy.					
5.	WW plans and specs and engineering reports.	Record copy: Keep 25 years then destroy. Send to offsite storage immediately. Duplicate: Retain until no longer needed then destroy.					
6.	WW plans and specs approval letter from ENG to the system.	Record copy: Permanent. Duplicate: Retain until no longer needed then destroy.					
7.	Drinking water (DW) plans and specs and engineering reports.	Record copy: Keep 25 years then destroy. Send to offsite storage immediately. Duplicate: Retain until no longer needed then destroy.					
8.	DW plans and specs and engineering report approval letter (from ENG to the system.)	Record copy: Permanent. Duplicate: 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>Terry Ketselsen</i>	Date <i>1/26/2007</i>	Records Liaison Officer's Signature <i>Betsy Hannah</i>	Date <i>12-4-2006</i>
Attorney General's Signature <i>John W. Suthers by mmm</i>	Date <i>4/4/07</i>	State Auditor's Signature <i>[Signature]</i>	Date <i>3/3/07</i>



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9.	DW inspection packages checklist (Used by district engineer (DE) for onsite inspections.)	Record copy: Retain until no longer needed then destroy. Goes in the inspector's personal work file. Duplicate: Retain until no longer needed then destroy.					
10.	WW and DW inspection letter and inspection report (from the Engineering Section to the system.)	Record copy: Permanent. Duplicate: Retain until no longer needed then destroy.					
11.	WW inspection checklist.	Record copy: Retain by inspector until no longer needed then destroy. Goes in the inspector's personal work file. Duplicate: Retain until no longer needed then destroy.					
12.	401/404 certification subdivision reviews (docs submitted by city/counties for Engineering Section DE's comments)	Record copy: Keep 7 years then destroy. Goes in the County File. Duplicate: Retain until no longer needed then destroy.					
13.	Spill reports.	Record copy: Permanent. If the spill is from a system with a permit or pwsid number it goes in the respective file. If no number the doc is filed in the Spill File. Duplicate: Retain until no longer needed then destroy.					
13.5	County Files. Documents with no pwsid or permit numbers. These are correspondence & other related docs between WQCD staff and public.	Record copy: Keep 7 years then destroy. Duplicate: Retain until no longer needed then destroy.					

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Attorney General's Signature <i>John W. Suthers by m/m</i>	Date <i>4/4/07</i>	State Auditor's Signature <i>[Signature]</i>	Date <i>3/2/07</i>



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DEPARTMENT	DIVISION	SECTION	PERMANENT	NON-PERMANENT
Colorado Dept. of Public Health and Environment	Water Quality Control Division	Engineering Unit	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
ITEM NO.	DESCRIPTION	RETENTION PERIOD	SPECIAL INSTRUCTIONS	
14.	Databases: a. Accomplishment Tracking database. b. Spill Report database. c. Inspection followup database. d. Drinking water sampling program. e. Historical site application database.	Record copy: Permanent. Duplicate: Retain until no longer needed then destroy.		
15.	Drinking and wastewater inspection plans in database.	Record copy: Keep 25 years then destroy. Duplicate: Retain until no longer needed then destroy.		
16.	Bimonthly inspection agenda.	Record copy: Keep 2 years then destroy. Duplicate: Retain until no longer needed then destroy.		
17.	Drinking water sampling program letters.	Record copy: Keep 12 years then destroy. Duplicate: Retain until no longer needed then destroy.		
18.	Inspection follow-up letters indicating violations and/or deficiencies.	Record copy: Permanent. Duplicate: Retain until no longer needed then destroy.		
19.	U.S. Forest Service / CDPHE WQCD meeting notes, agendas and correspondence.	Record copy: Keep 10 years then destroy then destroy. Duplicate: Retain until no longer needed then destroy.		

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Attorney General's Signature <i>John W. Suthers by mmr</i>	Date 4/4/07	State Auditor's Signature <i>[Signature]</i>	Date 3/2/07



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ITEM NO.	DESCRIPTION	RETENTION PERIOD	SPECIAL INSTRUCTIONS	
20.	Organic Chemical Monitoring Waiver Program documents, also known as: Waivers, Chemical monitoring waiver, vulnerability use, vulnerability access. May contain confidential information.	Record copy: Permanent. Goes in drinking water or permit file. Potentially confidential information must be evaluated prior to filing in the collection. If the document is determined to be confidential it will be noted on the document and filed in a confidential file by permit or pwsid number. Duplicate: Retain until no longer needed then destroy.		
21.	Final monitoring waiver letter from WQCD to the system.	Record copy: Permanent. Duplicate: Retain until no longer needed then destroy.		
22.	Corrosion control treatment approval documents for systems that exceed the lead and copper action level limits, includes plans sent to WQCD, test data, plans and correspondence.	Record copy: Permanent. Duplicate: Retain until no longer needed then destroy.		
23.	Drinking water needs survey. Completed every 4 years to estimate the 20 year needs by individual systems, the survey goes to the EPA. ENG keeps a copy of the survey.	Record copy: Keep 10 years then destroy. Duplicate: Retain until no longer needed then destroy.		

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Attorney General's Signature <i>John W. Suthers by mmm</i>	Date 4/4/07	State Auditor's Signature <i>Corey K. Kegg</i>	Date 3/2/07