



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

ARCHIVES  
NO. 07-49

DEPARTMENT Colorado Dept. of Public Health and Environment		DIVISION Water Quality Control Division		SECTION Telecommunications		PERMANENT <input type="checkbox"/>	NON-PERMANENT <input checked="" type="checkbox"/>
ITEM NO.	DESCRIPTION	RETENTION PERIOD		SPECIAL INSTRUCTIONS			
1.	Mail Control Records Records of receipt and routine of incoming and outgoing mail and items handled by private delivery companies such as United Parcel Service, including statistical reports of postage used on outgoing mail and fees paid for private deliveries (special delivery, foreign, registered, certified, and parcel post).	Record copy: Retain by agency for 3 years and then destroy. Duplicate copies: Retain by agency for 6 months and then destroy.		No record shall be destroyed that pertains to any pending legal cause, claim, action, or audit.			
2.	Messenger Service Records Daily logs, assignment records and instructions, dispatch records, delivery receipts, route schedules, and related records.	Record copy: Retain by agency for 2 years and then destroy. Duplicate copies: Retain by agency for 2 months and then destroy.					
3.	State Mail and Delivery Service Receipts Records of receipts for mail and packages received through the state mail system.	Record copy: Retain by agency for 1 year and then destroy. Duplicate copies: Retain by agency for 6 months and then destroy.					
4.	Telecommunications Service Work Orders Reference copies of vouchers, bills, and invoices, relating to the installation, change, removal, and servicing of equipment.	Record copy: Originals go to Telecommunications. Duplicate copies: Retain by agency for 1 year and then destroy.					
5.	Telecommunications Service Agreements Copies of agreements with background data and other records relating to agreements for telecommunications services.	Record copy: Originals go to Telecommunications. Duplicate copies: Retain by agency for 2 years after expiration or cancellation of agreement and 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 Kitchens</i>	Date 2/5/2007	Records Liaison Officer's Signature <i>Betty Hannah</i>	Date 12-4-2006
Attorney General's Signature <i>John W. Suthers by name</i>	Date 4/4/07	State Auditor's Signature <i>Debra Berg</i>	Date 3/2/07



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

ARCHIVES  
NO. 07-49

<b>DEPARTMENT</b> Colorado Dept. of Public Health and Environment	<b>DIVISION</b> Water Quality Control Division	<b>SECTION</b> Telecommunications	PERMANENT <input type="checkbox"/>
			NON-PERMANENT <input checked="" type="checkbox"/>

ITEM NO.	DESCRIPTION	RETENTION PERIOD	SPECIAL INSTRUCTIONS
6.	Telecommunications Service Records Telecommunications general files including plans, reports, and other records pertaining to equipment requests, telephone service, and other similar services.	Record copy: Originals go to Telecommunications. Duplicate copies: Retain until no longer needed then destroy.	
7.	Telecommunications Statistical Reports Statistical information gathered from a telecommunication program to document cost and volume. Information includes repair orders, billings, new equipment purchases, and accounting information.	Record copy: Originals go to Telecommunications. Duplicate copies: Retain by agency for 1 year and then destroy.	
8.	Telephone Message Registers Message registers, logs, performance reports, daily load reports, and related or similar records.	Record copy: Retain for 6 months and then destroy. Duplicate copies: Retain for 2 months and then destroy.	
9.	Telephone Messages Written incoming and outgoing telephone messages.	Record copy: Retain for 2 months and then destroy. Duplicate copies: Retain for 1 month and 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 Kitzelson</i>	Date 2/5/2007	Records Liaison Officer's Signature <i>Betsy Hauak</i>	Date 12-21-2006
Attorney General's Signature <i>John W. Suthers by mm</i>	Date 4/4/07	State Auditor's Signature <i>Frank C. Keag</i>	Date 3/2/07