



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

ARCHIVES NO.
07-63

| DEPARTMENT Colorado Dept. of Public Health and Environment | | DIVISION Water Quality Control Division | | SECTION Clean Water Facilities Program Facility Operator Program | | PERMANENT <input checked="" type="checkbox"/> | NON-PERMANENT <input checked="" type="checkbox"/> |
|---|--|---|--|---|--|---|---|
| ITEM NO. | DESCRIPTION | RETENTION PERIOD | | SPECIAL INSTRUCTIONS | | | |
| 1. | Facility classification files: A. Classification B. Operator in Responsible Charge (ORC) forms C. Compliance schedules D. Formal Compliance and enforcement files | Record copy: Permanent Duplicates: Retain until no longer needed then destroy. | | <p>Note: The Facility Operators Program and the Water and Wastewater Facility Operators Certification Board Program are separate programs and have separate retention schedules.</p> <p><i>No records shall be destroyed so long as they pertain to any pending legal case, 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. | Disciplinary files: A. Disciplinary files that do not go to the Water and Wastewater Facility Operators Certification Board. B. Background files on cases that go to formal disciplinary action. | Record copy: Retain 5 years then destroy. Duplicates: Retain until no longer needed then destroy. | | | | | |
| 3. | Policies and procedures manuals | Record copy: Permanent Duplicates: Retain until no longer needed then destroy. | | | | | |
| 4. | Correspondence | Record copy: Permanent Duplicates: Retain until no longer needed then destroy. | | | | | |
| 5. | Databases | Final version of database will be retained permanently prior to software migration. Duplicates: 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.

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|---|--------------------------|--|---------------------------|
| State Archivist's Signature <i>Terry Letelsen</i> | Date <i>1/26/2007</i> | Records Liaison Officer's Signature <i>Betsy Davala</i> | Date <i>10-23-2006</i> |
| Attorney General's Signature <i>John W. Suthers by man</i> | Date <i>4/11/07</i> | State Auditor's Signature <i>Diane Kelly</i> | Date <i>3/29/07</i> |