



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

ARCHIVES
NO. **07-73**

DEPARTMENT Colorado Dept. of Public Health and Environment	DIVISION Water Quality Control Division	SECTION Outreach and Assistance Unit State Grant Funding	PERMANENT <input type="checkbox"/> NON-PERMANENT <input checked="" type="checkbox"/>
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ITEM NO.	DESCRIPTION	RETENTION PERIOD	SPECIAL INSTRUCTIONS
1.	State grant funding for drinking water projects A. State grant application packets B. State grant awards / amendments C. Pay requests	Record copy: Retain 25 years then destroy. Duplicates: Retain until no longer needed then destroy.	<p>All project files are sent to offsite storage once the construction phase of the system's plan is complete, when the loan recipient has complied with all the federal requirements and the recipient meets the one year certification of permit compliance and when the loan has been paid out.</p> <ul style="list-style-type: none"> Records are created by WQCD staff, systems, operators & owners or contractors. Records are kept in the WQCD Outreach and Assistance records center unless moved offsite for long-term or permanent retention. <p><i>No record shall be destroyed that pertains to any pending legal cause, 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.	State grant funding for waste water projects A. State grant application packets B. State grant awards / amendments C. Pay requests	Record copy: Retain 25 years then destroy. 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.

State Archivist's Signature <i>Terry Ketelsen</i>	Date 4/11/2007	Records Liaison Officer's Signature <i>Betsy Hannah</i>	Date 10.23.2006
Attorney General's Signature <i>John W. Suthers by mnm</i>	Date 7/18/07	State Auditor's Signature <i>Deborah S. Hoag</i>	Date 6/18/07