



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

ARCHIVES
NO. 07-75

DEPARTMENT	DIVISION	SECTION	PERMANENT	NON-PERMANENT
Colorado Dept. of Public Health and Environment	Water Quality Control Division	Outreach and Assistance Unit Non-point Source Grants Program	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
ITEM NO.	DESCRIPTION	RETENTION PERIOD	SPECIAL INSTRUCTIONS	
1.	Nonpoint Source Council minutes	Record copy: Permanent. Duplicates: Retain until no longer needed then destroy.	<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.	Nonpoint Source Council agendas	Record copy: Permanent. Duplicates: Retain until no longer needed then destroy.		
3.	Colorado State University Cooperative Extension Outreach Coordinator reports	Record copy: Permanent. Duplicates: Retain until no longer needed then destroy.		
4.	Statewide and Project Nonpoint Source contracts: A. General correspondence B. Semi-annual (6 months) reports from contractor C. Products and materials for distribution to target audience. All media types. D. Technical reports, final reports and products done by contractor E. Contracts and amendments F. Reimbursement requests and financial information	A.-C. Record copy: Keep 10 years after the close of the contract then destroy. D. Permanent. E.-F. Record copy: Keep 10 years after the close of the contract then destroyed. Duplicates: Retain until no longer needed then destroy.		
5.	Proposal / soliciting of contractors process docs: A. Allocation document B. Notice of availability document C. Scoring criteria D. Miscellaneous correspondence E. Drafts and final grant opportunity guidance doc F. Packet "Grant Application Guidance" given to prospective contractors G. Funding approval letters H. Letters of commitment from each project partner I. Evaluation forms J. Reports / Memos to the Commission K. Copies of proposals not funded	Record copy: Permanent. 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 Ketselsen</i>	Date 4/11/2007	Records Liaison Officer's Signature <i>Betsy Hauak</i>	Date 10-23-2006
Attorney General's Signature <i>John W. Suthers by mmm</i>	Date 7/18/07	State Auditor's Signature <i>Debbie Regg</i>	Date 6/18/07



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6.	Grant management for statewide projects docs: A. Award letter from EPA B. Grant condition guidance doc C. Correspondence D. Work plan approval letters E. Miscellaneous documents F. Copies of memos to Commission	Record copy: Permanent. Duplicates: Retain until no longer needed then destroy.	
7.	Program management document, which is written every 5 years: A. Drafts B. Related correspondence C. Supporting documents D. Final document	A. Record copy: Keep 20 years then destroy. B. Record copy: Keep 20 years then destroy. C. Record copy: Keep 20 years then destroy. D. Record copy: Keep Permanent. Duplicates: Retain until no longer needed then destroy.	

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State Archivist's Signature <i>Jerry Ketterson</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 mmr</i>	Date 7/18/07	State Auditor's Signature <i>[Signature]</i>	Date 6/18/07