



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

ARCHIVES
NO. 07-76

| DEPARTMENT Colorado Dept. of Public Health and Environment | | DIVISION Water Quality Control Division | | SECTION Outreach and Assistance Unit Miscellaneous Responsibilities | | PERMANENT <input checked="" type="checkbox"/> | NON-PERMANENT <input checked="" type="checkbox"/> |
|---|--|---|--|---|--|---|---|
| ITEM NO. | DESCRIPTION | RETENTION PERIOD | | SPECIAL INSTRUCTIONS | | | |
| 1. | Outreach and assistance documents, which include general program questions from the public, educational materials, reference materials. | Record copy: Retain until no longer needed then destroy. 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. | Water Quality Control Commission Control regulations nos. 71-75 rulemaking files. Documents including correspondence used to establish regulations, standards and classification rules for specific individual water bodies. | Record copy: Permanent. Duplicates: Retain until no longer needed then destroy. | | | | | |
| 3. | 401/404 Review related documents. These are duplicate letters. Originals are in the system files. Electronic format | Record copy: Keep 1 year then destroy. Duplicates: Retain until no longer needed then destroy. | | | | | |
| 4. | Enforcement letters. These are duplicate letters. Originals are in the system files. Electronic format. | Record copy: Keep 1 year 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.

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|---|-------------------|--|--------------------|
| State Archivist's Signature <i>Jerry 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 man</i> | Date 7/18/07 | State Auditor's Signature <i>Michael E. Reg</i> | Date 6/18/07 |