



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

ARCHIVES NO. 07-77

DEPARTMENT	DIVISION	SECTION	PERMANENT	NON-PERMANENT
Colorado Dept. of Public Health and Environment	Water Quality Control Division	Outreach and Assistance Unit. Drinking Water State Revolving Loan Fund Set-Aside Programs	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
ITEM NO.	DESCRIPTION	RETENTION PERIOD	SPECIAL INSTRUCTIONS	
1.	Capacity Development Program documents (except the cumulative report)	Record copy: Retain 7 years 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.	Capacity Development Program cumulative reports	Record copy: Permanent. Duplicates: Retain until no longer needed then destroy.		
3.	Small Systems Training & Technical Assistance documents	Record copy: Retain 7 years then destroy. Duplicates: Retain until no longer needed then destroy.		
4.	Ten-percent Program Management documents	Record copy: Retain 7 years then destroy. Duplicates: Retain until no longer needed then destroy.		
5.	Operator's Expense Reimbursement Grant documents	Record copy: Retain 7 years then destroy. Duplicates: Retain until no longer needed then destroy.		
6.	Vulnerability Assessment Grant documents	Record copy: Retain 7 years then destroy. Duplicates: Retain until no longer needed then destroy.		
7.	Wildfire Training documents. This program has ceased.	Record copy: Retain 7 years (Until 2011) then destroy. Duplicates: Retain until no longer needed then destroy.		
8.	Source Water Assessment & Protection Program (SWAP) work plans	Record copy: Permanent. Duplicates: Retain until no longer needed then destroy.		
9.	Wellhead Protection Program work plans	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 Kjetelsen</i>	Date <i>4/11/2007</i>	Records Liaison Officer's Signature <i>Betsy Hannah</i>	Date <i>10-23-2006</i>
Attorney General's Signature <i>John W. Suthers by mm</i>	Date <i>7/18/07</i>	State Auditor's Signature <i>Deborah E. Raef</i>	Date <i>6/18/07</i>