



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

ARCHIVES  
NO. **07-80**

<b>DEPARTMENT</b> Colorado Dept. of Public Health and Environment		<b>DIVISION</b> Water Quality Control Division	<b>SECTION</b> Enforcement Unit	PERMANENT <input type="checkbox"/>	NON-PERMANENT <input checked="" type="checkbox"/>
ITEM NO.	DESCRIPTION	RETENTION PERIOD		SPECIAL INSTRUCTIONS	
1.	Attorney client communications	Record copy: Keep until closure of the case then destroy. Duplicates: Retain until no longer needed then destroy.		<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>	
2.	Draft documents	Record copy: Retain until final agency action then destroy. Duplicates: Retain until no longer needed then destroy.			
3.	Enforcement referrals	Record copy: Keep until closure of the case then destroy. Duplicates: Retain until no longer needed then destroy.			
4.	Correspondence:				
	A. EPA oversight correspondence	A. Record copy: Keep until closure of the case then destroy. Duplicates: Retain until no longer needed then destroy.			
	B. Correspondence with other government agencies	B. Record copy: Retain 12 years then destroy. At 12 years reevaluate the retention on a case-by-case basis. Duplicates: Retain until no longer needed then destroy.			
	C. Formal correspondence	C. Record copy: Retain 12 years then destroy. At 12 years reevaluate the retention on a case-by-case basis. Duplicates: Retain until no longer needed then destroy.			
	D. Settlement correspondence	D. Record copy: Retain until final agency action then destroy. Duplicates: Retain until no longer needed then destroy.			
	E. Internal correspondence such as emails, memos, notes.	E. Record copy: Keep until closure of the case then destroy. Duplicates: Retain until no longer needed then destroy.			
5.	Formal enforcement actions	Record copy: Retain 12 years then destroy. At 12 years reevaluate the retention on a case-by-case basis. 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 Kitchin</i>	Date <i>4/11/2007</i>	Records Liaison Officer's Signature <i>Betsy Hauak</i>	Date <i>10-23-2006</i>
Attorney General's Signature <i>John W. Suthers by mnm</i>	Date <i>7/18/07</i>	State Auditor's Signature <i>Barbara E. Hoag</i>	Date <i>6/18/07</i>



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6.	Meeting notes	Record copy: Keep until closure of the case then destroy. Duplicates: Retain until no longer needed then destroy.					
7.	Meeting summaries	Record copy: Keep until closure of the case then destroy. Duplicates: Retain until no longer needed then destroy.					
8.	Phone records and phone logs	Record copy: Keep 10 years then destroy. Duplicates: Retain until no longer needed then destroy.					
9.	Responsive submittals	Record copy: Retain until final agency action then destroy. Duplicates: Retain until no longer needed then destroy.					
10.	Public notice documents from the systems	Record copy: Retain 3 years then destroy. Duplicates: Retain until no longer needed then destroy.					
11.	Settlement penalty calculations and adjustment justifications	Record copy: Retain until final agency action then destroy. Duplicates: Retain until no longer needed then destroy.					
12.	Supporting evidence	Record copy: Retain 12 years then destroy. At 12 years reevaluate the retention on a case-by-case basis. Duplicates: Retain until no longer needed then destroy.					
13.	Unilateral penalty calculations	Record copy: Retain 12 years then destroy. At 12 years reevaluate the retention on a case-by-case basis. Duplicates: Retain until no longer needed then destroy.					

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State Archivist's Signature <i>Terry Litzels</i>	Date 4/11/2007	Records Liaison Officer's Signature <i>Betsy Hanak</i>	Date 10-23-2006
Attorney General's Signature <i>John W. Suthers by mm</i>	Date 7/18/07	State Auditor's Signature <i>Debbie E. Ray</i>	Date 6/18/07