



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

ARCHIVES NO. 07-81

DEPARTMENT Colorado Dept. of Public Health and Environment	DIVISION Water Quality Control Division	SECTION Drinking Water	PERMANENT <input type="checkbox"/>
			NON-PERMANENT <input checked="" type="checkbox"/>

ITEM NO.	DESCRIPTION	RETENTION PERIOD	SPECIAL INSTRUCTIONS
1.	Consumer Confidence Reports rule	Record copy: Keep 4 years then destroy. Duplicates: Retain until no longer needed then destroy.	No records shall be destroyed so long as they pertain to any pending legal case, 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. <ul style="list-style-type: none"> Records are created by WQCD staff, systems operators & owners or their contractors. Source: 40 CFR 142.14
2.	Enhanced Surface Water Treatment rule ("Turbidity and disinfection") documents	Record copy: Keep 3 years then destroy. Duplicates: Retain until no longer needed then destroy	
3.	Total Coliform rule ("Bacti" files)	Record copy: Keep 3 years then destroy. Duplicates: Retain until no longer needed then destroy	
4.	Divisional records of decisions related to circumstances surrounding violations of the Total Coliform rule not including the actual determination that the violation occurred.	Record copy: Keep 4 years then destroy Duplicates: Retain until no longer needed then destroy	
5.	Public Notification rule	Record copy: Keep 4 years then destroy. Duplicates: Retain until no longer needed then destroy	
6.	Divisional records of decisions to modify total coliform monitoring frequency outside of the regulatory requirement.	Record copy: Keep 4 years then destroy. Duplicates: Retain until no longer needed then destroy	
7.	Records of decisions that a non-community water system may be inspected less than once every five years.	Record copy: Keep 4 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>Jerry Kettleman</i>	Date 4/11/2007	Records Liaison Officer's Signature <i>Betsy Haugh</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>[Signature]</i>	Date 6/18/07



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

ARCHIVES NO. 07-81

DEPARTMENT	DIVISION	SECTION	PERMANENT	NON-PERMANENT
Colorado Dept. of Public Health and Environment	Water Quality Control Division	Drinking Water	<input type="checkbox"/>	<input checked="" type="checkbox"/>
ITEM NO.	DESCRIPTION	RETENTION PERIOD	SPECIAL INSTRUCTIONS	
8.	Monitoring schedule	Record copy: Keep 12 years then destroy. Duplicates: Retain until no longer needed then destroy		
9.	List of agents, other than the state, that are authorized to conduct sanitary surveys (USFS and local health depts.)	Record copy: Keep until the authorization is withdrawn then destroy. Duplicates: Retain until no longer needed then destroy		
10.	Divisional records related to extending the time period to conduct repeat total coliform monitoring, or to waive the requirement to collect five repeat samples or to invalidate a total coliform sample.	Record copy: Keep 12 years then destroy Duplicates: Retain until no longer needed then destroy		
11.	Variance and exemption records	Record copy: Keep 5 years following the expiration of the variance or exemption then destroy. Duplicates: Retain until no longer needed then destroy		
12.	Laboratory reporting forms	Record copy: Keep 12 years then destroy. Duplicates: Retain until no longer needed then destroy		
13.	Monitoring plans	Record copy: Keep 12 years then destroy. Duplicates: Retain until no longer needed then destroy		
14.	Acrylamide and epichlorohydrin certifications	Record copy: Keep 12 years then destroy. Duplicates: Retain until no longer needed then destroy.		
15.	Sanitary surveys	Record copy: Keep 12 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 Ketchum</i>	Date <i>4/11/2007</i>	Records Liaison Officer's Signature <i>Betsy Hayak</i>	Date <i>10-23-2006</i>
Attorney General's Signature <i>John W. Suthers by mmm</i>	Date <i>7/28/07</i>	State Auditor's Signature <i>Debra Ann Reg</i>	Date <i>6/18/07</i>



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

ARCHIVES NO.
 07-81

DEPARTMENT	DIVISION	SECTION	PERMANENT	NON-PERMANENT
Colorado Dept. of Public Health and Environment	Water Quality Control Division	Drinking Water	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
ITEM NO.	DESCRIPTION	RETENTION PERIOD	SPECIAL INSTRUCTIONS	
16.	Records of state approvals	Record copy: Keep 12 years then destroy. Duplicates: Retain until no longer needed then destroy.		
17.	Annual reports from systems	Record copy: Keep 12 years then destroy. Duplicates: Retain until no longer needed then destroy.		
18.	Inventory records of each public water system	Record copy: Keep 12 years after system becomes inactive then destroy. Duplicates: Retain until no longer needed then destroy.		
19.	All sample results except microbiological contaminants: A. Disinfectants/Disinfection By-products rules B. Filter Backwash Recycling rule C. Lead and Copper rule D. Nitrate/Nitrite rule E. Radionuclides rule F. Surface Water Treatment rule G. Unregulated Contaminant Monitoring rule H. Volatile and Synthetic Organics rule	Record copy: Keep 12 years after system becomes inactive then destroy. Duplicates: Retain until no longer needed then destroy.		
20.	Correspondence including violation letters and compliance advisories for each of the 17 rules (For other correspondence see "Administration" records retention schedule)	Record copy: Permanent Duplicates: Retain until no longer needed then destroy.		
21.	Inspection documents	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>Jerry Kettner</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>Erica D. Reay</i>	Date 6/18/07



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

ARCHIVES NO.
 07-81

DEPARTMENT	DIVISION	SECTION	PERMANENT	NON-PERMANENT
Colorado Dept. of Public Health and Environment	Water Quality Control Division	Drinking Water	<input checked="" type="checkbox"/>	<input type="checkbox"/>
ITEM NO.	DESCRIPTION	RETENTION PERIOD	SPECIAL INSTRUCTIONS	
22.	Divisional records of decisions that specify treatment requirements under the surface water treatment rules.	Record copy: Permanent Duplicates: Retain until no longer needed then destroy.		
23.	Divisional records of decisions not covered in the other categories.	Record copy: Permanent Duplicates: Retain until no longer needed then destroy.		
24.	Vulnerability assessment	Record copy: Permanent or until a more current assessment is issued. Duplicates: Retain until no longer needed then destroy.		
25.	Asbestos repeat monitoring	Record copy: Permanent or until a more current assessment is issued. Duplicates: Retain until no longer needed then destroy.		
26.	Maps, drawings and photos	Record copy: Keep according to the retention period of the materials it accompanies. Duplicates: Retain until no longer needed then destroy.		
27.	Primacy records	Record copy: Permanent Duplicates: Retain until no longer needed then destroy.		
28.	Databases:	Record copy: Look to each specific category for retention times. 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 mmn</i>	Date 7/18/07	State Auditor's Signature <i>William D. King</i>	Date 6/18/07