



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

ARCHIVES
NO. 07-89

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

ITEM NO.	DESCRIPTION	RETENTION PERIOD	SPECIAL INSTRUCTIONS
1.	Indexes and Check Lists Bibliographies, check lists, and indexes of agency publications and new releases, except those used as indexes to public relations files.	Record copy: Retain until superseded or obsolete and then destroy Duplicate copies: Retain until superseded or obsolete and then destroy.	
2.	Information Project Files Informational services project case files maintained in formally designated information offices.	Record copy: Retain for 1 year after close of file or completion of project and then destroy. Duplicate copies: Retain until administrative need ends and then destroy.	

No record shall be destroyed that pertains to any pending legal cause, claim, action, or audit.

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 Kittson</i>	Date 4/18/2007	Records Liaison Officer's Signature <i>Betsy Hannah</i>	Date 01-19-07
Attorney General's Signature <i>John W. Suthers by man</i>	Date 7/18/07	State Auditor's Signature <i>Deanna E. Ruff</i>	Date 6/18/07