



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

ARCHIVES
NO. 08-27

DEPARTMENT Colorado Dept. of Public Health and Environment		DIVISION Water Quality Control Division		SECTION Outreach and Assistance Program Clean Water Act Grants		PERMANENT <input checked="" type="checkbox"/>	NON-PERMANENT <input type="checkbox"/>
ITEM NO.	DESCRIPTION	RETENTION PERIOD		SPECIAL INSTRUCTIONS			
1.	604B Grant A. Award letter from EPA B. Grant condition guidance document C. Correspondence D. Workplan approval letter E. Miscellaneous documents F. Commission correspondence	Record copy: Permanent. 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. 			
2.	Regional Council of Government water quality management plans. Also known as "208." Paper format.	Record copy: Permanent. Duplicates: Retain until no longer needed then destroy.		<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>			

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 Kjetelsen</i>	Date 11/2/2007	Records Liaison Officer's Signature <i>Betsy Hannah</i>	Date 10-05-2007
Attorney General's Signature <i>John W. Suthers by man</i>	Date 12/7/07	State Auditor's Signature <i>[Signature]</i>	Date 11/28/07