



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

ARCHIVES NO.
 08-28

DEPARTMENT		DIVISION	SECTION	PERMANENT	NON-PERMANENT
Colorado Dept. of Public Health and Environment		Water Quality Control Division	Clean Water Facilities Program Facility Operator Program	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
ITEM NO.	DESCRIPTION	RETENTION PERIOD	SPECIAL INSTRUCTIONS		
1.	Facility classification files: A. Classification B. Operator in Responsible Charge (ORC) forms C. Compliance schedules D. Formal Compliance and enforcement files	Record copy: Permanent Duplicates: Retain until no longer needed then destroy.	<p>Note: The Facility Operators Program and the Water and Wastewater Facility Operators Certification Board Program are separate programs and have separate retention schedules.</p> <p>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.</p>		
2.	Disciplinary files: A. Disciplinary files that do not go to the Water and Wastewater Facility Operators Certification Board. B. Background files on cases that go to formal disciplinary action.	Record copy: Retain 5 years then destroy. Duplicates: Retain until no longer needed then destroy.			
3.	Policies and procedures manuals	Record copy: Permanent Duplicates: Retain until no longer needed then destroy.			
4.	Correspondence	Record copy: Permanent Duplicates: Retain until no longer needed then destroy.			
5.	Databases	Final version of database will be retained permanently prior to software migration. 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>Larry Ketchum</i>	Date 11/2/2007	Records Liaison Officer's Signature <i>Betsy Duvall</i>	Date 10-05-2007
Attorney General's Signature <i>John W. Suthers by mmm</i>	Date 12/17/07	State Auditor's Signature <i>[Signature]</i>	Date 11/28/07