



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

ARCHIVES NO.
 08-35

DEPARTMENT Colorado Department of Public Health & Environment		DIVISION Executive Director's Office		SECTION Office of Health Disparities		PERMANENT <input checked="" type="checkbox"/>	NON-PERMANENT <input checked="" type="checkbox"/>
ITEM NO.	DESCRIPTION	RETENTION PERIOD		SPECIAL INSTRUCTIONS			
1	Health Disparities Grant Program Grant Contracts (Proposals, Contracts, Final Evaluation Reports)	Three (3) years after grant ends		Pursuant to Records Management Manual S2 – 2.8 and S7 – J. Destroy by recycling.			
2	Office of Health Disparities Grant Applications, Contracts	Three (3) years after grant ends		Pursuant to Records Management Manual S2 – 2.8 and S7 – J. Destroy by recycling.			
3	Committee Meeting Audio Tapes	Permanent		Pursuant to Records Management Manual S1 – 1.7.			
4	Committee Meeting Minutes	Permanent		Pursuant to Records Management Manual S1 – 1.7.			
5	General Correspondence	Two (2) years		Pursuant to Records Management Manual S1 – 1.14. Destroy by recycling.			
6	Education and Research Resources	Retain until updated or administrative need ends		Destroy by recycling.			
7	Records regarding appointment of Minority Health Advisory Commission members	Permanent		Pursuant to Records Management Manual S1 – 1.7.			
8	Internal Administrative Correspondence	Two (2) years		Pursuant to Records Management Manual S1 – 1.17. Destroy by recycling.			
<p><i>Note: No record shall be destroyed that pertains to any pending legal case, claim, action or audit.</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 of the Records Management Policies and Procedures Manual.

State Archivist's Signature <i>Larry Ketelsen</i>	Date 11/14/2007	Records Liaison Officer's Signature <i>Betsy Shuah</i>	Date 11-08-07
Attorney General's Signature <i>John W. Suthens by mnm</i>	Date 12/17/07	State Auditor's Signature <i>Frank S. Roy</i>	Date 11/28/07