



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

ARCHIVES NO. 08-57

ITEM NO.	DESCRIPTION	RETENTION PERIOD	SPECIAL INSTRUCTIONS
DEPARTMENT Department of Public Health and Environment		DIVISION Prevention Services	
		SECTION Epidemiology, Planning and Evaluation Branch	
		PERMANENT <input type="checkbox"/> NON-PERMANENT <input checked="" type="checkbox"/>	
1.	Amendment 35 Grants Programs Evaluation <i>Includes evaluation material and correspondence</i> Record copy Duplicate copies	Retain for 3 years after program ends then destroy Retain until no longer needed then destroy	
2.	Colorado Latino Statewide Tobacco Prevention and Education Network (LSTPEN) Survey <i>Complete documentation of survey efforts, including instrument, correspondence, electronic data and associated reports</i> Record copy Duplicate copies	Retain for 3 years after program ends then destroy Retain until no longer needed then destroy	
3.	Colorado Tobacco Attitudes and Behavior Survey – Adults and Children <i>Complete documentation of survey efforts, including instrument, correspondence, electronic data and associated reports</i> Record copy Duplicate copies	Retain for 3 years after program ends then destroy 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 Kittleson</i>	Date 3/14/2008	Records Liaison Officer's Signature <i>Betsy Hauak</i>	Date 01-25-2008
Attorney General's Signature <i>John Suthers</i> <i>Lyndee Bottumman</i>	Date 6/26/08	State Auditor's Signature <i>Robert C. Steg</i>	Date 6/2/08

**NO RECORD SHALL BE DESTROYED THAT PERTAINS TO ANY
PENDING LEGAL CASE, CLAIM, ACTION OR AUDIT.**



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ARCHIVES NO. <i>08-57</i>

DEPARTMENT	DIVISION	SECTION	PERMANENT <input type="checkbox"/>
Department of Public Health and Environment	Prevention Services	Epidemiology, Planning and Evaluation Branch	NON-PERMANENT <input checked="" type="checkbox"/>
ITEM NO.	DESCRIPTION	RETENTION PERIOD	SPECIAL INSTRUCTIONS
4.	Injury Epidemiology Special Projects <i>In these special projects, Injury Epidemiology obtains injury-related data sets and links them then assesses the quality of and analyzes the data, usually leading to findings in the form of a report or summary.</i> Record copy Duplicate copies	Retain to satisfy the requirements of the funders then destroy Retain until no longer needed then destroy	Store in locked cabinets and secure databases Destroy by shredding or e-shredding
5.	Injury Surveillance Data <i>Data files of discharges and deaths related to injuries, SAS programs to link and analyze data files, descriptions of the data fields and the methods to select, link, sample, clean and/or analyze the data records</i> Record copy Duplicate copies	Retain for 5 years after funding for program ends then destroy Retain until no longer needed then destroy	Store in locked cabinets and secure databases Destroy by shredding or e-shredding
6.	Traumatic Brain Injury Medical Records <i>Includes medical records from non-federal acute care hospitals in Colorado</i> Record copy Duplicate copies	Hospitals have records copy Retain until no longer needed then destroy	Store in locked cabinets Destroy by shredding

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State Archivist's Signature <i>Terry Ketelsen</i>	Date <i>3/14/2008</i>	Records Liaison/Officer's Signature <i>Betsy Hauak</i>	Date <i>01-25-2008</i>
Attorney General's Signature	Date	State Auditor's Signature <i>[Signature]</i>	Date <i>6/2/08</i>



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Department of Public Health and Environment	Prevention Services	Epidemiology, Planning and Evaluation Branch	PERMANENT <input type="checkbox"/> NON-PERMANENT <input checked="" type="checkbox"/>
ITEM NO.	DESCRIPTION	RETENTION PERIOD	SPECIAL INSTRUCTIONS
7.	Traumatic Brain Injury Surveillance Data System <i>Data files of discharges and deaths related to traumatic brain injuries, SAS programs to link and analyze data files, descriptions of the data fields and the methods to select, link, sample, clean and/or analyze the data records</i> Record copy Duplicate copies	Retain for 5 years after funding for program ends then destroy Retain until no longer needed then destroy	Store in locked cabinets and secure databases Destroy by shredding or e-shredding

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State Archivist's Signature <i>Terry Kettelson</i>	Date 3/14/2008	Records Liaison Officer's Signature <i>Betsy Hannah</i>	Date 01-25-2008
Attorney General's Signature	Date	State Auditor's Signature <i>[Signature]</i>	Date 6/2/08

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