



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

ARCHIVES NO. 08-68

DEPARTMENT	DIVISION	SECTION	PERMANENT <input type="checkbox"/>
Department of Public Health and Environment	Prevention Services	Healthy Living Branch (Center for Healthy Living & Chronic Disease Prevention)	NON-PERMANENT <input checked="" type="checkbox"/>
ITEM NO.	DESCRIPTION	RETENTION PERIOD	SPECIAL INSTRUCTIONS
1.	COPAN (Colorado Physical Activity and Nutrition Program) Grant Tracking System <i>On-line system for tracking the progress of COPAN grants to organizations</i>	Retain until obsolete or superseded	
2.	COPAN Smart Meals Program <i>A COPAN quasi-trust fund where restaurants are the clients. Includes documents of participation and evaluations but not fiscal documents</i> Record copy Duplicate copies	Retain until restaurant not longer participates in the program then destroy Retain until no longer needed then destroy	
3.	CDPHE Wellness Program Files <i>Files include descriptions, schedules, registration forms & related material for CDPHE'S wellness program for employees</i> Record copy Duplicate copies	Retain 7 years after the current year 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 Ketelsen</i>	Date <i>4/24/2008</i>	Records Liaison Officer's Signature <i>Betsy Hauak</i>	Date <i>01-25-2008</i>
Attorney General's Signature <i>John Suthers</i> <i>Lyndie Rottman</i>	Date <i>6-25-08</i>	State Auditor's Signature <i>Clarence E. Reg</i>	Date <i>4/24/08</i>

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