



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

ARCHIVES NO.
09-34

DEPARTMENT Colorado Department of Public Health and Environment	DIVISION Laboratory Services	SECTION Chemistry - Radiochemistry	PERMANENT <input type="checkbox"/> NON-PERMANENT <input checked="" type="checkbox"/>
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ITEM NO.	DESCRIPTION	RETENTION PERIOD	SPECIAL INSTRUCTIONS
1	Radiochemistry: Analytical records pursuant to Safe Drinking Water Act	10 years + current	NOTE: No record shall be destroyed that pertains to any pending legal case, claim, action or audit.

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 in the Records Management Policies and Procedures Manual.

State Archivist's Signature <i>Terry Kettelson</i>	Date 4/20/2009	Records Liaison Officer's Signature <i>Betsy Hines</i>	Date 4/17/2009
Attorney General's Signature <i>John W. Suthers by K. Ashin</i>	Date 5/4/09	State Auditor's Signature <i>William E. Coef</i>	Date 7/7/09

STATE OF COLORADO

Bill Ritter, Jr., Governor
James B. Martin, Executive Director

Dedicated to protecting and improving the health and environment of the people of Colorado

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Colorado Department
of Public Health
and Environment

April 17, 2009

TO: Terry Ketelsen, State Archivist
FROM: Betsy Harrah, Records Liaison Officer
SUBJECT: Re-submission of New Records Disposition Schedule for Laboratory Services Division

Please find attached for your review, approval, and routing, a new records disposition schedule for the Laboratory Services Division – Radiochemistry Unit of the Department of Public Health and Environment. If you have any questions, I may be reached at 303-692-2034 or by email: betsy.harrah@state.co.us.

Thank you.