



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

ARCHIVES NO.  
10-10

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|---|---|---|--|
| DEPARTMENT<br>Public Health & Environment | DIVISION<br>Executive Director's Office | SECTION<br>Office of Environmental Integration & Sustainability | PERMANENT <input checked="" type="checkbox"/><br>NON-PERMANENT <input checked="" type="checkbox"/> |
|---|---|---|--|

| ITEM NO. | DESCRIPTION  | RETENTION PERIOD   | SPECIAL INSTRUCTIONS  |
|----------|--|--|---|
| OEIS-1   | <b>DAILY ACTIVITY SCHEDULES</b><br><i>Records regarding State employees who are not executives or exempt status containing substantive information relating to official activities, the substance of which has not been incorporated into official files. Includes calendars, appointment books, schedules, logs, diaries, and other records documenting meetings, appointments, telephone calls, trips, visits, and other activities of employees.</i>                                      | Retain by the agency for 1 year or until administrative need ends, and then destroy.   |   |
| OEIS-2   | <b>EXECUTIVE CALENDARS</b><br><i>Records containing substantive information relating to the official activities of high-level officials, which are not incorporated into memoranda, reports, correspondence, or other records, included in the official files. Include calendars, appointment books, schedules, logs, diaries, and other records documenting meetings, appointments, telephone calls, trips, visits, and other activities of the employees. See Daily Activity Schedule.</i> | Retain by the agency for 1 year or until administrative need ends, and then destroy.   |   |
| OEIS-3   | <b>SARA REPORTING PROGRAM (TRI/TIER II)</b><br><i>SARA (EPCRA) documents, including Tier II Chemical Inventory and Toxic Release Inventory (TRI) and other related documents.</i><br><br>Record (ERS 26-32-2601)<br><br>Electronic Databases   | Retain for 3 years (current year plus the next two most recent years) and then destroy.<br><br>Maintain permanently or until no viable means of technology allows access and then destroy. | Three years is equal to the current year plus the next two recent years.                      |
| OEIS-4   | <b>LEGAL DOCUMENTS</b><br><i>Informal AGO opinions</i>   | Retain by agency for five (5) years or until administrative need ends, and then destroy.   |   |
| OEIS-5   | <b>OIL &amp; GAS CONSULTATION PROGRAM</b><br><i>Final Colorado Oil and Gas Conservation Commission (COGCC) consultation recommendations for variance request, Local Government Designee (LSD) request and well density modification.</i><br><br><i>Final COGCC consultation recommendations for Comprehensive Drilling Plans (CDP).</i>  | Retain by agency for five (5) years, and then destroy.<br><br>Retain by agency for ten (10) years, and then destroy.   | 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 listed in the Records Management Policies and Procedures Manual.

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| State Archivist's Signature<br><i>Terry Ketschen</i>                | Date<br>8/4/2009  | Records Liaison Officer's Signature<br><i>Betsy Hauke</i> | Date<br>07-29-2009 |
| Attorney General's Signature<br><i>K. Allen for John W. Suthers</i> | Date<br>8/26/2009 | State Auditor's Signature<br><i>Chris R. ...</i>          | Date<br>8/7/09     |



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| DEPARTMENT                  | DIVISION   | SECTION   | PERMANENT <input type="checkbox"/>  | NON-PERMANENT <input checked="" type="checkbox"/> |
|-----------------------------|--|---|---|---|
| Public Health & Environment | Executive Director's Office  | Office of Environmental Integration & Sustainability  |   |   |
| ITEM NO.                    | DESCRIPTION  | RETENTION PERIOD  | SPECIAL INSTRUCTIONS  |   |
| OEIS-6                      | <b>ENVIRONMENTAL LEADERSHIP PROGRAM</b><br><i>Records pertaining to members of the Environmental Leadership Program, including application materials, company profiles, metrics, and other related documents of program members.</i>   | Retain by agency for three (3) years or until administrative need ends, and then destroy.   | A copy of the final SEP report must be submitted to the appropriate environmental division to file in the enforcement file. |   |
| OEIS-7                      | <b>DATA PROCESSING PLANNING</b><br><i>Reports, studies, analysis, and short-range plans.</i>   | Retain for ten years or until administrative need ends, and then destroy.   |   |   |
| OEIS-8                      | <b>SUPPLEMENTAL ENVIRONMENTAL PROJECTS</b><br><i>Project summaries, project reports and correspondence related to SEPs.</i><br>Record<br><br>Duplicates  | The applicable environmental division maintains record copy.<br><br>Maintain duplicate final SEP reports and related project records until five (5) years after completion of the project, or until administrative need ends, and then destroy. |   |   |
| OEIS-9                      | <b>PROPOSED LEGISLATION RECORDS</b><br><i>Records created by governmental agencies for the purpose of proposing legislation. They contain correspondence, memoranda, research information on proposed legislation, fiscal notes, summaries, estimated cost reports, impact statements, and other information documenting the proposed legislation.</i>   | Retain until Administrative need ends and then destroy.   |   |   |
| OEIS-10                     | <b>SELF-AUDIT LAW PRIVILEGE AND IMMUNITY LAW RECORDS</b><br><i>Environmental audit information submitted by a regulated entity and records associated with penalty immunity in response to disclosure of certain regulatory violations.</i>  | Retain for five (5) years following determination of self-audit request or enforcement action is completed.   |   |   |
| OEIS-11                     | <b>ENVIRONMENTAL AGRICULTURE PROGRAM</b><br><i>Records pertaining to non-permit related items for Animal Feeding Operations, Concentrated Animal Feeding Operations, and Housed Commercial Swine Feeding Operations. This may include inspections, correspondence, complaints, information requests, meeting notes, guidance documents, policies, photos, spills/discharges, and documentation leading up to regulatory changes.</i> | Retain for one (1) year or until administrative need ends, and then destroy.  |   |   |

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|--|-------------------|---|--------------------|
| State Archivist's Signature<br><i>Terry Jettison</i>             | Date<br>8/4/2009  | Records Liaison Officer's Signature<br><i>Betsy Hauah</i> | Date<br>07-29-2009 |
| Attorney General's Signature<br><i>John W. Suthers by KAllen</i> | Date<br>8/26/2009 | State Auditor's Signature<br>_____                        | Date<br>_____      |