



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

ARCHIVES NO.
 10-15

DEPARTMENT Public Health & Environment	DIVISION Air Pollution Control Division	SECTION Administrative Records (Division -Wide)	PERMANENT <input checked="" type="checkbox"/> NON-PERMANENT <input checked="" type="checkbox"/>
ITEM NO.	DESCRIPTION	RETENTION PERIOD	SPECIAL INSTRUCTIONS
1.	Division Written Histories <i>Documentation of the division's history and of events sponsored or funded by the division.</i> Record copy Duplicate copy	Permanent Retain until no longer needed then destroy	NOTE: No record shall be destroyed that pertains to any pending case, claim, action or audit.
2.	Daily Activities Schedules and Executive Calendars <i>Records containing substantive information relating to the official activities, the substance of which is not incorporated into official files, including calendars, appointment books, schedules, logs, diaries, and other records documenting meetings, appointments, telephone calls, trips, visits and other activities of employees.</i> Record copy Duplicate copy	Retain for 60 days, then destroy. Until no longer needed.	
3.	General Correspondence (routine) <i>Records that are general in nature and do not relate directly to primary program responsibilities: e.g. letters of appreciation, congratulations, parking assignments, etc.</i> Record copy Duplicate copy	Retain for 1 year and then destroy Retain until no longer needed.	

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 Ketchen</i>	Date 9/10/2009	Records Liaison Officer's Signature <i>Betsy Hays</i>	Date 09-03-2009
Attorney General's Signature <i>John W Suthers by KAllin</i>	Date 1/8/2010	State Auditor's Signature <i>Debra A. Ray</i>	Date 11/4/09



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4.	<p>Internal Administrative Correspondence <i>Records of a general nature (not policy) which are created in the course of administering agency programs: e.g. office organization, staffing and procedures.</i> Record copy</p> <p>Duplicate copy</p>	<p>Retain for 60 days then destroy Retain until no longer needed</p>					
5.	<p>Internal Committee and Conference Files <i>Records relating to establishment, organization, membership, and policy for committees and conferences formed to handle problems or issues relating to the business of division programs. These committees are <u>not</u> appointed by the Governor of the General Assembly. Does not include ad hoc work groups.</i> Record copy</p> <p>Duplicate copy</p>	<p>Retain for 2 years after termination of committee then destroy Retain until no longer needed</p>					
6.	<p>Management Reports <i>Reports on analysis and implementation of programs and operation of those programs.</i> Record copy</p> <p>Duplicate copy</p>	<p>Retain for 10 years then destroy Retain until no longer needed</p>					



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7.	Organization Files <i>Records detailing an organization, which could include charts and re-organization studies.</i> Record copy Duplicate copy	Retain for 10 years then destroy Retain until no longer needed					
8.	Policy and Procedure Manuals <i>Policies and procedures that govern the internal workings of the division and its staff.</i> Record copy Duplicate copy	Retain until superseded then destroy Retain until no longer needed					
9.	Program Targeted Communication <i>Communications related to a particular program, including public education, mass mailings, and e-mailings to local and delegated agencies and newsletters.</i> Record copy Duplicate copy	Retain until administrative need ends then destroy Retain until no longer needed					



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10.	Publications <i>Documents created by the agency, including pamphlets, reports, leaflets, file manuals, annual reports, other published or processed documents, and the last manuscript report, if not published, relating to management projects.</i> Record copy Duplicate copy	Send (4) copies to Colorado Special Publications Library Retain by agency until no longer needed then destroy					
11.	Records Disposition Files <i>Records which document the destruction of the division's records.</i> Record copy Duplicate copy	Permanent Retain until no longer needed then destroy					
12.	Records Management Files <i>Records used in creating and establishing records management programs. They may contain records inventories, correspondence, classification designations, records control, equipment, filing procedures/manuals, training and software information.</i> Record Copy Duplicate Copy	Retain until updated or superseded Retain until no longer needed					



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13.	Site Visit Reports <i>Reports written and prepared as a result of site visits by the division. They contain summary documentation on programs, operations and productivity, responses and actions taken.</i> Record copy Duplicate copy	Retain for 3 years then destroy Retain until no longer needed					
14.	Staff Meeting Minutes <i>Records of meetings with staff, including agenda, minutes, notices and attachments.</i> Record copy Duplicate copy	Retain until administrative needs ends then destroy Retain until no longer needed					
15.	Technical Reference Files <i>Documents retained strictly for reference and informational purposes which are not part of any other official files.</i> Record copy Duplicate copy	Retain for 3 months or until administrative need ends then destroy Retain until no longer needed then destroy					



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16.	Training Sessions and Course Files for Outside Entities <i>General file of agency-sponsored training.</i> Record copy Duplicate copy	Retain until superseded or obsolete then destroy. Retain until no longer needed then destroy					
17.	Transitory Files <i>Papers of short-term interest which have no documentary or evidential value, including transmittal correspondence, acknowledgements, telephone messages, copies of replies which require no administrative action or quasi-official notices.</i> Record copy Duplicate copy	Retain for 3 months or until administrative need ends, then destroy Until no longer needed then destroy					
18.	Working Papers <i>Documents and papers which have a short term use and comprise the background records for particular projects.</i> Record copy Duplicate copy	Retain all copies until administrative need ends then destroy Retain until no longer needed then destroy					