



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

ARCHIVES NO.
 10-37

DEPARTMENT	DIVISION	SECTION	PERMANENT <input checked="" type="checkbox"/>	NON-PERMANENT <input type="checkbox"/>
Public Health & Environment	Executive Director's Office	Air Quality Control Commission		
ITEM NO.	DESCRIPTION	RETENTION PERIOD	SPECIAL INSTRUCTIONS	
1.	Meeting Files <i>May include notice, proposed revisions, presentation material, and public comment.</i>	Permanent	Transfer to inactive storage after 2 years or until documents can be electronically converted and stored on-site.	
2.	Rulemaking Files <i>May include request for hearing, notice of hearing, Secretary of State confirmation reports, agenda, agenda item control sheet, fact sheet, memorandum of notice, proposed rule language, technical support document, economic impact analysis, party status list and parties documentation, EPA comments, public comments, Statement of Basis and Purpose, Attorney General's opinion, rule language as published in the CCR, notice of final adoption, transcript. Party documentation may include evidence of filings, statements from parties, exhibits, and public comments.</i>	Permanent	Transfer to inactive storage after 2 years or until documents can be electronically converted and stored on-site.	
3.	Recordings of Meetings <i>Includes cassette tapes, CD's, other electronic recordings</i>	Permanent	Transfer to inactive storage after 2 years or until documents can be electronically converted and stored on-site.	

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 Kitchel</i>	Date 3/5/2010	Records Liaison Officer's Signature <i>Betsy Hannah</i>	Date 2-25-2010
Attorney General's Signature <i>John W. Suthers by K. Allen</i>	Date 4/21/2010	State Auditor's Signature <i>W. C. K. K. K.</i>	Date 3/18/10



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4.	State Implementation Plans <i>May include notice of hearing, legal ad as published in the Denver Post, agenda of meeting, agenda item control sheet, memorandum of notice, proposed language, technical support document, economic impact analysis, party status list and parties documentation, EPA comments, public comments, Statement of Basis and Purpose, Attorney General's opinion, adopted rule language. Party documentation may include evidence of filings and statements from parties.</i>	Permanent	Transfer to inactive storage after 2 years or until documents can be electronically converted and stored on-site.	
5.	Historical Regulation Files <i>Includes current and superseded regulations.</i>	Permanent	Transfer to inactive storage after 2 years or until documents can be electronically converted and stored on-site.	
6.	Commission Annual Reports <i>Yearly activities of the Commission and as it relates to the Board of Health.</i>	Permanent	Transfer to inactive storage after 2 years or until documents can be electronically converted and stored on-site.	
7.	Environmental Protection Agency ("EPA") Correspondence <i>Includes transmittal letters to and from EPA that may include exhibits.</i>	Permanent	Transfer to inactive storage after 2 years or until documents can be electronically converted and stored on-site.	



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8.	Enforcement Contracts <i>Includes enforcement notice, appeals by party, and any action taken.</i>	Current and previous year	On-Site until timeline expires; destroy by shredding.
9.	Administrative Correspondence <i>Includes Administrator's miscellaneous items.</i>	Current and previous year	On-Site until timeline expires; destroy by shredding.
10.	Commissioner Files <i>Includes appointments, expense and per diem reports.</i>	Current and previous year	On-Site until timeline expires; destroy by shredding.
			No record shall be destroyed that pertains to any pending legal, case, claim or action.