



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

ARCHIVES NO.
10-63

DEPARTMENT Public Health and Environment		DIVISION Air Pollution Control		SECTION Indoor Environment Program		PERMANENT <input type="checkbox"/>		NON-PERMANENT <input checked="" type="checkbox"/>	
ITEM NO.	DESCRIPTION	RETENTION PERIOD		SPECIAL INSTRUCTIONS					
1	Submitted Asbestos Permit Applications <i>Documents submitted as part of an asbestos abatement permit application.</i>	Retain for seven (7) years after the abatement project is completed and the permit has expired. If an enforcement action is associated with the project the permit application will be part of the enforcement file and retained in accordance with the enforcement records retention period.							
2	Asbestos Permits <i>Documents associated with the issuance of an asbestos abatement permit or approval notice.</i>	Retain for seven (7) years after the abatement project is completed and the permit has expired. Retain longer if special circumstances exist.							
3	Asbestos Inspection Records <i>Records associated with the inspection of an asbestos abatement project or an unpermitted complaint.</i>	Retain for seven (7) years after the project is completed. If an enforcement action is associated with the inspection then the inspection records will be part of the enforcement file and retained in accordance with the enforcement records retention period.							
4	Asbestos Enforcement Records <i>Formal legal documents associated with an instance of known or suspected non compliance with Regulation No. 8, Part B, including photographs, sample analyses, drawings, and any other relevant items pertaining to the enforcement case.</i>	Retain for fifteen (15) years after the violator has ceased business operations. If the violator is not a business entity and did not violate the Rule in the course of conducting business, retain for seven (7) years instead.		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 listed in the Records Management Policies and Procedures Manual.

State Archivist's Signature <i>Terry Ketelsen</i>	Date 5/10/2010	Records Liaison Officer's Signature <i>Betsy Kavanagh</i>	Date 04/22/10
Attorney General's Signature <i>John A. Suthers</i>	Date 7/26/10	State Auditor's Signature <i>Debra K. DeLoe</i>	Date 6/14/10



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ITEM NO.	DESCRIPTION	RETENTION PERIOD		SPECIAL INSTRUCTIONS	
Public Health & Environment		Air Pollution Control	Indoor Environment Program		
5	Asbestos School Management Plans <i>Documents submitted by Local Education Agencies ("LEA") that constitute the official school management plan for asbestos.</i>	Retain until seven (7) years after the buildings covered by the asbestos management plan have been demolished.			
6	Asbestos Certification Records <i>All documents submitted to the division as part of an application for certification in one or more of the asbestos disciplines.</i>	Retain for three (3) years following the expiration of the certification.			
7	Asbestos Training Provider Course Approval Application Materials <i>All materials submitted to the division as part of the application materials for approval as an asbestos training course provider.</i>	Retain for seven (7) years following the course provider no longer teaching.			
8	Submitted Demolition Permit Applications <i>Documents submitted as part of a building demolition permit application.</i>	Retain for seven (7) years after the demolition project is completed and the permit has expired. If an enforcement action is associated with the project the permit application will be part of the enforcement file and retained in accordance with the enforcement records retention period.			
9	Demolition Permits (aka, Approval Notices) <i>Documents associated with the issuance of an asbestos abatement permit or approval notice.</i>	Retain for seven (7) years after the demolition project is completed, the permit has expired, and the building has been completely razed. Retain longer if special circumstances exist.			
10	Asbestos Program Policies <i>Documents reflecting results of division development of policies, regulatory interpretations, and memos as applied in Colorado.</i>	Retain current versions until replaced by newer version. Retain older version for seven (7) years.			



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Public Health & Environment	Air Pollution Control	Indoor Environment Program	NON-PERMANENT <input checked="" type="checkbox"/>
ITEM NO.	DESCRIPTION	RETENTION PERIOD	SPECIAL INSTRUCTIONS
11	Lead-based Paint Abatement Permit Applications <i>Documents submitted as part of a lead-based paint abatement permit application.</i>	Retain for seven (7) years after the abatement project is completed and the permit has expired. If an enforcement action is associated with the project the permit application will be part of the enforcement file and retained in accordance with the enforcement records retention period.	
12	Lead-based Paint Abatement Permits <i>Documents associated with the issuance of a lead-based paint abatement permit.</i>	Retain for seven (7) years after the abatement project is completed and the permit has expired. Retain longer if special circumstances exist.	
13	Lead Certification Records <i>All documents submitted to the division as part of an application for certification in one or more of the lead-based paint disciplines.</i>	Retain for three (3) years following the expiration of the certification.	
14	Lead-based Paint Inspection Records <i>Records associated with the inspection of a lead-based paint abatement project or a complaint.</i>	Retain for seven (7) years after the project is completed. If an enforcement action is associated with the inspection then the inspection records will be part of the enforcement file and retained in accordance with the enforcement records retention period.	
15	Lead Enforcement Records <i>Formal legal documents associated with an instance of known or suspected non compliance with Regulation No. 19, Parts A or B, including photographs, sample analyses, drawings, and any other relevant items pertaining to the enforcement case.</i>	Retain for fifteen (15) years after the violator has ceased business operations. If the violator is not a business entity and did not violate the Rule in the course of conducting business, retain for seven (7) years instead.	



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ITEM NO.	DESCRIPTION	RETENTION PERIOD	SPECIAL INSTRUCTIONS		
16	Lead Program Policies <i>Documents reflecting results of division development of policies, regulatory interpretations, and memos as applied in Colorado.</i>	Retain current versions until replaced by newer version. Retain older version for seven (7) years.			
17	CFC Equipment Registration Forms <i>All documents submitted as part of the registration of refrigeration or air conditioning equipment, as required under Regulation no. 15.</i>	Retain initial registration for seven (7) years after the equipment has been disposed of permanently. Annual renewal registrations are totally electronic and tracked in the CFC database; no hard copy record exists for the renewal.			
18	Chlorofluorocarbon Control ("CFC") Inspection Forms and Reports <i>All records associated with the inspection of sources using regulated ozone depleting a lead-based paint abatement project or a complaint.</i>	Retain for three (3) years after the inspection. If an enforcement action is associated with the inspection then the inspection records will be part of the enforcement file and retained in accordance with the enforcement records retention period.			
19	CFC Enforcement Records <i>Formal legal documents associated with an instance of known or suspected non compliance with Regulation No. 15, including photographs, sample analyses, drawings, and any other relevant items pertaining to the enforcement case.</i>	Retain for fifteen (15) years after the violator has ceased business operations. If the violator is not a business entity and did not violate the Rule in the course of conducting business, retain for seven (7) years instead.			
20	CFC Policies <i>Documents reflecting results of D development of policies, regulatory interpretations, and memos as applied in Colorado.</i>	Retain current versions until replaced by newer version. Retain older versions for seven (7) years.			