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

<table>
<thead>
<tr>
<th>DEPARTMENT</th>
<th>DIVISION</th>
<th>SECTION</th>
<th>PERMANENT</th>
<th>NON-PERMANENT</th>
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<td>Department of Public Health and Environment</td>
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<td>Administrative Records (Division-Wide)</td>
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| 1. | Agency Written Histories<br>
Any documentation of an agency’s history and of events sponsored or funded by an agency<br>
Record copy<br>
Duplicate copies | Permanent Retain until no longer needed then destroy | Retain record copy for 10 years then transfer to State Archives |
| 2. | Committee and Conference Files<br>
Records created by a committee/conference created by the General Assembly or Governor<br>
Record copy<br>
Duplicate copies | Permanent Retain for 5 years then destroy | Retain record copy for 10 years then transfer to Archives; may be transferred to off-site storage after 3 years |
| 3. | Daily activities schedules and Executive calendars<br>
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<br>
Record copy<br>
Duplicate copies | Until deleted per Department policy<br>
Retain any copies until no longer needed then destroy | Individual calendars and meeting schedules are maintained electronically and deleted from the system after 60 days per Department policy. The electronic version is the record copy. |

I request approval of the above records disposition schedule. Retention periods have been established by this agency after careful evaluation of all 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: [Signature]
Date: 12/2/2011

Record Liaison Officer’s Signature: [Signature]
Date: 11/28/2011

Attorney General’s Signature: [Signature]
Date: 03/12/2012

NO RECORD SHALL BE DESTROYED THAT PERTAINS TO ANY PENDING LEGAL CASE, CLAIM, ACTION OR AUDIT.
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| 4.      | Forms Development File  
*Working papers, background materials, requisitions, specifications, processing data and control records which provide documentation to the creation and establishment of a form*  
Record copy  
Duplicate copy | Retain for 1 month after form is discontinued, superseded or cancelled then destroy  
Retain until no longer needed then destroy | Most correspondence is in the form of e-mail. E-mails are deleted after 60 days per Department policy |
| 5.      | General Correspondence (Routine)  
*Records that are general in nature and do not related directly to primary program responsibilities; e.g. letters of appreciation, congratulations, parking assignment, etc.*  
Record copy  
Duplicate copies | Retain for 1 year then destroy  
Retain until no longer needed then destroy | Most correspondence is in the form of e-mail. E-mails are deleted after 60 days per Department policy |
| 6.      | Internal Administrative Correspondence  
*Records of a general nature (not policy) which are created in the course of administering agency program; e.g. office organization, staffing and procedures*  
Record copy  
Duplicate copy | Retain for 2 years then destroy  
Retain for until no longer needed then destroy | |
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| 7.      | Internal Committee and Conference Files Records relating to establishment, organization, membership and policy for committees and conferences formed to handle problems or issues relating to the business of an agency. These committees are not appointed by the Governor or the General Assembly. Does not include ad hoc work groups  
Record copy  
Duplicate copies | Retain for 2 years after termination of committee then destroy  
Retain until no longer needed then destroy |  |
| 8.      | Management Improvement Reports  
Records on analysis and implementation of programs and operation of those programs  
Record copy  
Duplicate copies | Retain for 10 years then destroy  
Retain until no longer needed then destroy |  |
| 9.      | Organizational Files  
Records detailing an organization, which could include charts and reorganization studies  
Record copy  
Duplicate copies | Permanent  
Retain until superseded then destroy | Retain record copy for 10 years then transfer to State Archives; may be transferred to off-site storage after 3 years |
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| 10.     | Performance Audit Reports  
*Reports written and prepared as a result of a performance audit on state agencies. They contain summary documentation on agency programs, operations and productivity*
  
Record copy  
Duplicate copies | CDPHE Internal Auditor has record copy  
Retain until no longer needed then destroy |  
These manuals contain issues related to routine administrative functions and are maintained electronically and automatically updated when changes are made. The electronic version is the record copy.  
The documentation may have legal value for local and delegated agencies in the event of lawsuits by clients |
| 11.     | Policy & Procedures Manual for Division Staff  
*Policies and procedures that govern the internal workings of the Division and its staff*
  
Record copy  
Duplicate copies | Retain paper copies until superseded then destroy |  
| 12.     | Policy and Procedures Manuals for Local and Delegated Agencies  
*Policies and procedures that govern the operation and administration of specific programs operated by local and delegated agencies*
  
Record copy  
Duplicate copies | Retain 7 years after specific program ends then destroy  
Retain until no longer needed then destroy |  

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| 13. | Program-Targeted Communications  
*Communications related to a particular program, including public education, mass mailings and e-mailings to local and delegated agencies and newsletters*  
Record copy  
Duplicate copies | Retain until administrative need ends then destroy  
Retain until no longer needed then destroy | Most correspondence is in the form of e-mail. E-mails are deleted after 60 days per Department policy |
| 14. | Proposed Legislation Records  
*Records created by governmental agencies for the purpose of proposing legislation, including correspondence, memoranda, research, fiscal notes, summaries, estimated cost reports, impact statements, etc.*  
Record copy  
Duplicate copies | | |
| 15. | Publications  
*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. This record series also includes social marketing campaign material.*  
Record copy  
Duplicate copies | | Send at least 4 copies to Colorado State Publications Library (CoSPL) when published |

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| 16.     | Records Disposition Files  
          *Records which document the destruction of a governmental agency’s records*
          Record copy  
          Duplicate copies |
| 17.     | Records Management Files  
          *Records used in creating and establishing records management programs, including records inventories*
          Record copy  
          Duplicate copies |
| 18.     | State Site Visit Reports  
          *Reports written and prepared as a result of site visits by state agencies. They contain summary documentation on grantee programs, operations and productivity, responses and actions taken*
          Record copy  
          Duplicate copies |
| 19.     | Staff Meeting Minutes  
          *Records of meetings with staff, including agenda, minutes, notices & attachments*
          Record copy  
          Duplicate copies |

**RETENTION PERIOD**

16. Permanent  
Retain until administrative need ends then destroy

17. Retain until updated or superseded  
Retain until administrative need ends then destroy

18. Retain for 3 years after grant period ends then destroy  
Retain until no longer needed then destroy

19. Retain until administrative need ends then destroy  
Retain until no longer needed then destroy

**SPECIAL INSTRUCTIONS**

- PSD has record copy. Retain record copy for 10 years then transfer to State Archives; may be transferred to off-site storage after 3 years.
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<td>20.</td>
<td>Technical Reference Files&lt;br&gt;&lt;em&gt;Documents retained strictly for reference and informational purposes which are not part of any other official files&lt;/em&gt;&lt;br&gt;Record copy&lt;br&gt;Duplicate copies</td>
<td>Retain for 3 months or until administrative need ends then destroy&lt;br&gt;Retail until no longer needed then destroy</td>
<td>These reference materials generally are non-record documents</td>
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<td>21.</td>
<td>Training Conferences and Course Files&lt;br&gt;for Outside Agencies&lt;br&gt;&lt;em&gt;General file of agency-sponsored training for outside agencies who have contracts with or grants from the Division&lt;/em&gt;&lt;br&gt;Record copy&lt;br&gt;Duplicate copies</td>
<td>Retain until superseded or obsolete then destroy&lt;br&gt;Retail until no longer needed then destroy</td>
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<td>22.</td>
<td>Transitory Files&lt;br&gt;&lt;em&gt;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 and quasi-official notices&lt;/em&gt;&lt;br&gt;Record copy&lt;br&gt;Duplicate copies</td>
<td>Retain for 3 months or until administrative need ends then destroy&lt;br&gt;Retail until no longer needed then destroy</td>
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| 23.     | Unsuccessful Grant Application Files  
Rejected or withdrawn grant applications, memoranda, correspondence and other records relating to the decision to reject the grant proposal  
Record copy  
Duplicate copies | Retain for 2 years after rejection or withdrawal then destroy  
Retain until no longer needed then destroy |  |
| 24.     | Word Processing Files  
Documents recorded on electronic media that are used to produce a hard copy which is then maintained in organized files  
Record copy  
Duplicate copies | Retain until hardcopy is filed and administrative need ends then destroy  
Retain until no longer needed then destroy |  |
| 25.     | Working Papers  
Papers which have a short-term use and comprise the background records for particular projects  
Record copy  
Duplicate copies | Retain all copies until administrative need ends then destroy |  |
| 26.     | Executive Session Recordings  
Recordings of discussions that occur during an executive session. | Retain recording for at least (90) days after the date of the executive session. | Retention period prescribed by statute at §24-6-402(2)(E), C.R.S., 2011. |