



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

ARCHIVES NO.
12-11

DEPARTMENT	DIVISION	SECTION	PERMANENT <input checked="" type="checkbox"/>	NON-PERMANENT <input checked="" type="checkbox"/>
ITEM NO.	DESCRIPTION	RETENTION PERIOD	SPECIAL INSTRUCTIONS	
Department of Public Health and Environment	Prevention Services	Administrative Records (Division-Wide)		
1.	Agency Written Histories <i>Any documentation of an agency's history and of events sponsored or funded by an agency</i> Record copy 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 <i>Records created by a committee/conference created by the General Assembly or Governor</i> Record copy 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 <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 copies	Until deleted per Department policy 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 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 Ketschen</i>	Date <i>12/2/2011</i>	Records Liaison Officer's Signature <i>Betsy Hauak</i>	Date <i>11-28-2011</i>
Attorney General's Signature <i>John W. Suthers by Terry</i>	Date <i>03/12/2012</i>	State Auditor's Signature <i>Herri Hunter</i>	Date <i>2-21-2012</i>

**NO RECORD SHALL BE DESTROYED THAT PERTAINS TO ANY
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4.	<p>Forms Development File <i>Working papers, background materials, requisitions, specifications, processing data and control records which provide documentation to the creation and establishment of a form</i></p> <p>Record copy</p> <p>Duplicate copy</p>	<p>Retain for 1 month after form is discontinued, superseded or cancelled then destroy</p> <p>Retain until no longer needed then destroy</p>	
5.	<p>General Correspondence (Routine) <i>Records that are general in nature and do not related directly to primary program responsibilities; e.g. letters of appreciation, congratulations, parking assignment, etc.</i></p> <p>Record copy</p> <p>Duplicate copies</p>	<p>Retain for 1 year then destroy</p> <p>Retain until no longer needed then destroy</p>	<p>Most correspondence is in the form of e-mail. E-mails are deleted after 60 days per Department policy</p>
6.	<p>Internal Administrative Correspondence <i>Records of a general nature (not policy) which are created in the course of administering agency program; e.g. office organization, staffing and procedures</i></p> <p>Record copy</p> <p>Duplicate copy</p>	<p>Retain for 2 years then destroy</p> <p>Retain for until no longer needed then destroy</p>	<p>Most correspondence is in the form of e-mail. E-mails are deleted after 60 days per Department policy</p>



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7.	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 an agency. These committees are not appointed by the Governor or the General Assembly. Does not include ad hoc work groups</i> 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 <i>Reports on analysis and implementation of programs and operation of those programs</i> Record copy Duplicate copies	Retain for 10 years then destroy Retain until no longer needed then destroy			
9.	Organizational Files <i>Records detailing an organization, which could include charts and reorganization studies</i> 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 <i>Reports written and prepared as a result of a performance audit on state agencies. They contain summary documentation on agency programs, operations and productivity</i> Record copy Duplicate copies	CDPHE Internal Auditor has record copy Retain until no longer needed then destroy			
11.	Policy & Procedures Manual for Division Staff <i>Policies and procedures that govern the internal workings of the Division and its staff</i> Record copy Duplicate copies	Retain paper copies until superseded 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.		
12.	Policy and Procedures Manuals for Local and Delegated Agencies <i>Policies and procedures that govern the operation and administration of specific programs operated by local and delegated agencies</i> Record copy Duplicate copies	Retain 7 years after specific program ends then destroy Retain until no longer needed then destroy	The documentation may have legal value for local and delegated agencies in the event of lawsuits by clients		



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

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16.	Records Disposition Files <i>Records which document the destruction of a governmental agency's records</i> Record copy Duplicate copies	Permanent Retain until administrative need ends then destroy	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		
17.	Records Management Files <i>Records used in creating and establishing records management programs, including records inventories</i> Record copy Duplicate copies	Retain until updated or superseded Retain until administrative need ends then destroy			
18.	State Site Visit Reports <i>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</i> Record copy Duplicate copies	Retain for 3 years after grant period ends then destroy Retain until no longer needed then destroy			
19.	Staff Meeting Minutes <i>Records of meetings with staff, including agenda, minutes, notices & attachments</i> Record copy Duplicate copies	Retain until administrative need ends then destroy Retain until no longer needed then destroy			

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20.	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 copies	Retain for 3 months or until administrative need ends then destroy Retain until no longer needed then destroy	These reference materials generally are non-record documents		
21.	Training Conferences and Course Files for Outside Agencies <i>General file of agency-sponsored training for outside agencies who have contracts with or grants from the Division</i> Record copy Duplicate copies	Retain until superseded or obsolete then destroy Retain until no longer needed then destroy			
22.	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 and quasi-official notices</i> Record copy Duplicate copies	Retain for 3 months or until administrative need ends then destroy Retain until no longer needed then destroy			

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23.	Unsuccessful Grant Application Files <i>Rejected or withdrawn grant applications, memoranda, correspondence and other records relating to the decision to reject the grant proposal</i> 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 <i>Documents recorded on electronic media that are used to produce a hard copy which is then maintained in organized files</i> 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 <i>Papers which have a short-term use and comprise the background records for particular projects</i> Record copy Duplicate copies	Retain all copies until administrative need ends then destroy			
26.	Executive Session Recordings <i>Recordings of discussions that occur during an executive session.</i>	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.		