



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

ARCHIVES NO.
 13-03

DEPARTMENT Public Health & Environment	DIVISION Community Relations	SECTION Office of Communications	PERMANENT <input checked="" type="checkbox"/>	NON-PERMANENT <input checked="" type="checkbox"/>
ITEM NO.	DESCRIPTION	RETENTION PERIOD	SPECIAL INSTRUCTIONS	
1.	Correspondence <i>Records series is specific to paper or electronic documents housed outside of the department's electronic mail messaging system. Records series contains documents not duplicated elsewhere that are created in the course of administering department program.</i>	(1) year or until administrative need ends		
2.	Electronic Mail <i>Records series includes electronic messages deemed to be of archival value.</i>	(60) days or until administrative need ends, whichever occurs first; electronic mail is deleted from the system after 60 days, per department policy	Electronic messages deemed to be of archival value shall be retained with other like documents having similar retention characteristics.	
3.	News Releases <i>Includes prepared statements or announcements issued for distribution to the news media.</i>	Permanent		
4.	Social Media Records <i>Online communication tool(s), which may include general postings and comments.</i>	(60) days from date of capture		

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>[Signature]</i>	Date 08/21/12	Records Liaison Officer's Signature <i>[Signature]</i>	Date 4-24-12
Attorney General's Signature <i>[Signature]</i>	Date 11/30/12	State Auditor's Signature <i>[Signature]</i>	Date 11-5-12



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5.	<p>Publications <i>Documents created by the Office, which may include pamphlets, leaflets and reports.</i></p> <p><i>Internal publications</i></p> <p><i>External publications</i> Record copy</p> <p>Duplicate copy</p>	<p>Permanent</p> <p>Permanent at CO State Publications Library</p> <p>Retain until administrative need ends</p>	
6.	<p>Department Policies <i>Policies that govern operation and administration of various programs within the organization.</i></p>	<p>Retain until superseded; superseded versions retained for (10) years from date of revision</p>	<p>NO RECORD SHALL BE DESTROYED THAT PERTAINS TO ANY PENDING LEGAL CASE, CLAIM, ACTION OR AUDIT.</p>