



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

ARCHIVES NO.
 13-05

DEPARTMENT Public Health & Environment	DIVISION Office of Emergency Preparedness and Response	SECTION Office Wide	PERMANENT <input type="checkbox"/> NON-PERMANENT <input checked="" type="checkbox"/>
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ITEM NO.	DESCRIPTION	RETENTION PERIOD	SPECIAL INSTRUCTIONS
1.	Hospital Preparedness Grant Project Files <i>Records series includes, grant guidance, application, notice of grant award (NGA), budget exception reports (BERs), progress reports (mid, end of year, others as needed), related correspondence including site visit reports, audits, and carry over, redirection and other fiscal grant requests. Also, included are contracts, budget spreadsheets (internal), including LTC and ALR contracts (budgets and scopes of work) and PS end of year reports, and mid-year fiscal letters.</i>	3 ⁶ years after final payments are made and all other pending matters are closed.	<i>Retention period changed to comply w/AG comments SAJ</i>
			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 08/21/2012	Records Liaison Officer's Signature <i>[Signature]</i>	Date 12-5-11
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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2.	Emergency Preparedness and Response Cooperative Agreement Grant Project File <i>Records series includes, grant guidance, application, notice of grant award (NGA), technical assistance reports (TARs), budget exception reports (BERs), progress reports (mid, end of year, others as needed), related correspondence including site visit reports, audits, SNS S-TAR assessment, PHIN certifications, (MOU) and carry over, redirection and other fiscal grant requests. Also, included are contracts, budget spreadsheets (internal and LPHA funding), including LPHA contracts (budgets and scopes of work) and PS end of year reports, and mid-year fiscal letters</i>	<i>6</i> 5 <i>YR</i> after final payments are made and all other pending matters are closed.		<i>Retention period changed to comply w AB comments - RZ</i>			
3.	Governor's Expert Emergency Epidemic Response Committee Files <i>Records created by the GEEERC includes the agenda, meeting minutes, final reports, and related records documenting accomplishments.</i>	Permanent.		Retention period prescribed State Archives Records Management Manual No. 1-7 and by statute at §24-32-2104 et seq. C.R.S. NO RECORD SHALL BE DESTROYED THAT PERTAINS TO ANY PENDING LEGAL CASE, CLAIM, ACTION OR AUDIT.			



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4.	<p>Training and Exercise Files <i>Records series includes training materials used for training in functions or activities related to the goals of OEPR. Records include, but are not limited to, public information messages, press releases, fact sheets, training course plans, instructional materials, and other training aids.</i></p>	<p>(10) years and then assess historic value for retention purposes.</p>	
5.	<p>Office Publications <i>Documents created by the Office to include, pamphlets, reports, leaflets, annual reports, other published materials relating to management projects. This records series also includes social marketing campaign material.</i></p>	<p>Maintained permanently at the Colorado State Publications Library and Colorado State Archives. Copies retained until administrative need ends.</p>	
6.	<p>Emergency Response and Incident Reporting Line <i>Records series includes spill reports, email, and correspondence.</i></p>	<p>(10) years and then assess historic value for retention purposes.</p>	
7.	<p>Policy and Procedure Manual(s) <i>Records series includes materials unique to OEPR operations, some of which may contain confidential information.</i></p>	<p>Permanent</p>	<p>NO RECORD SHALL BE DESTROYED THAT PERTAINS TO ANY PENDING LEGAL CASE, CLAIM, ACTION OR AUDIT.</p>



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8.	Continuity of Operations Planning Files <i>Records series may include policies, standard operating procedures, and training materials.</i>	Permanent							
9.	Situation Awareness Tool (SATool) Database <i>Records stored in this database include reference and planning documentation.</i>	Permanent							
10.	Executive Session Recordings <i>Recordings of discussions that occur during an executive session.</i>	(90) days after the date of the executive session.		Retention period prescribed by statute at §24-6-402(2)(E), C.R.S.					
11.	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.							
12.	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.							

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