



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

ARCHIVES#  
 15-42

<b>DEPARTMENT</b> Transportation	<b>DIVISION</b> Office of Transportation Safety	<b>SECTION</b> CDOT Risk Management	PERMANENT <input type="checkbox"/> NON-PERMANENT <input checked="" type="checkbox"/>
-------------------------------------	---	--	---

ITEM NO.	RECORD TITLE	RETENTION PERIOD	CITATIONS SPECIAL INSTRUCTIONS
1.	Owner Controlled Insurance Program (OCIP) Documents	10 years after closure of each CDOT project enrolled/closed in OCIP	Retention specifically for all OCIP related documents for CDOT projects enrolled in the program. Retention meets OCIP policy requirements.

**NO RECORD SHALL BE DESTROYED UNDER THIS SCHEDULE AUTHORITY SO LONG AS IT PERTAINS TO ANY LEGAL CASE, CLAIM, ACTION OR AUDIT.**

I request approval of the above records disposition. I hereby certify that I am authorized to act for the head of this agency in matters pertaining to disposal of records.

State Archivist's Signature <i>[Signature]</i>	Date 04/01/2015	Records Liaison Officer's Signature <i>[Signature]</i>	Date 1/6/15
Signature of Deputy State Auditor for State Auditor <i>[Signature]</i>	Date 3/30/15	Signature of Assistant Attorney General for Attorney General <i>[Signature]</i>	Date 1/21/15