



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

ARCHIVES#
15-58

DEPARTMENT	DIVISION	SECTION	PERMANENT	NON-PERMANENT
Transportation	Staff Branches/Project Development	CDOT HQ and Region Right of Way	<input checked="" type="checkbox"/>	<input type="checkbox"/>
ITEM NO.	RECORD TITLE	RETENTION PERIOD	CITATIONS/SPECIAL INSTRUCTIONS	
1.	Acquisition Relocation Reports and Diary	Permanent	*CDOT Central Files will Microfilm from Project Wise 3 years after project closure. *Region ROW will file these same listed original documents to CDOT Headquarters via hard copy throughout the project life cycle. HQ will then have the complete original record.	
2.	Appraisal Reports Refined/Purged	Permanent		
3.	Closing Documents	Permanent		
4.	Federal Land Transfers 1. Easement Deed 2. Correspondence a. Bureau of Land Management b. Forest Service c. National Parks or Similar	Permanent		
5.	Colorado Forest Highway Projects 1. Correspondence 2. Plans	Permanent		
6.	State Land Board (SLB) 1. Grant 2. Correspondence 3. Valuation	Permanent		
7.	Maps - ROW Plans	Permanent		
8.	General Project Information: 1. Land Acquisition Approvals 2. Recorded Information 3. Form(s) 218 FHWA Authorization Plan 4. Acquisition Stage Relocation Plans	Permanent		
9.	Parcel Specific: 1. Deeds 2. Easements 3. Rules and Orders 4. Lis Pendens 5. Certificates of Title 6. Stipulations to Possession	Permanent		

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 	Date 5/5/2015	Records Liaison Officer's Signature 	Date 4/21/15
Signature of Deputy State Auditor for State Auditor 	Date 4/20/2015	Signature of Assistant Attorney General for Attorney General 	Date 5/18/15



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10.	General Parcel Information: 1. Offer Letter 2. Condemnation Request 3. Agent's Diary (Negotiator Log) 4. 30-day Notice 5. Legal Memo	Permanent	*CDOT Central Files will Microfilm from Project Wise 3 years after project closure. *Region ROW will file these same listed original documents to CDOT Headquarters via hard copy throughout the project life cycle. HQ will then have the complete original record.	
11.	Financial: 1. Fair Market Value Form 2. Administrative Settlement Form	Permanent		
12.	Appraisals: 1. Title Sheet 2. Appraiser Certificate for Property 3. Transmittal Letter 4. Summary	Permanent		
13.	Agreements, Contracts, Licenses: 1. Memorandum of Agreement 2. Possession and Use	Permanent		
14.	Leases: 1. Memo of Agreement (MOA) for Protective Rent	Permanent		
15.	Relocation: 1. Determination and Claim 2. 90-Day Letter 3. First Contact Letter 4. Diary	Permanent		
16.	Environmental/Hazardous Material 1. Demolition 2. Lead Paint 3. Applicable Property Management Info	Permanent		
17.	Title Policy	Permanent		
18.	Exception Requirements	Permanent		
19.	Closing Documents	Permanent		

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State Archivist's Signature 	Date 5/5/2015	Records Liaison Officer's Signature 	Date 4/21/15
Signature of Deputy State Auditor for State Auditor 	Date 11/20/2015	Signature of Assistant Attorney General for Attorney General C.R.B. for Cynthia H. Coffman	Date 5/18/15