

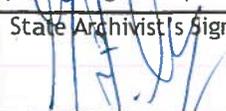
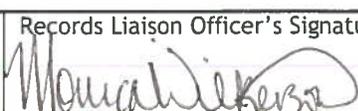
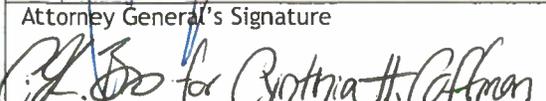
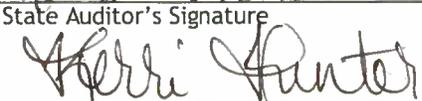
DEPARTMENT OF PERSONNEL &  
ADMINISTRATION  
STATE ARCHIVES AND PUBLIC RECORDS  
RECORDS DISPOSITION SCHEDULE

ARCHIVES #  
*16-01*

DEPARTMENT		DIVISION	SECTION	PERMANENT <input checked="" type="checkbox"/>	NON-PERMANENT <input checked="" type="checkbox"/>
Public Health & Environment		Community Relations	Office of Communications		
ITEM NO.	RECORD TITLE	RETENTION PERIOD	CITATIONS/SPECIAL INSTRUCTIONS		
1	ELECTRONIC MAIL	90 days or until administrative need ends, <u>whichever occurs first</u>  <i>See Special Instructions &gt;</i>	Electronic mail is automatically deleted from the system after 90 days, per department policy.  Electronic messages deemed to be of archival value shall be saved in archival format and retained with other like documents having similar retention characteristics.  <i>C.R.S. 24-80-101</i>		
2	SOCIAL MEDIA RECORDS Online communication tool(s), which may include general postings and comments.	90 days or until administrative need ends, <u>whichever occurs first</u>  <i>See Special Instructions &gt;</i>	Social media records deemed to be of archival value shall be saved in archival format and retained with other like documents having similar retention characteristics.		
3	PUBLIC RELATIONS FILES Speeches, remarks made at formal ceremonies by agency heads of agencies or their senior assistants.	Record Copy: Permanent at State Archives  Duplicate Copy: 10 years then destroy	<p><i>No Manual Guidance</i></p> <p>Retain by agency for 7 years then transfer to State Archives</p> <p>Duplicate copies must be destroyed after 10 years</p> <p><i>SARMM 15-7</i></p>		

**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 <i>7/20/2015</i>	Records Liaison Officer's Signature 	Date <i>7/21/15</i>
Attorney General's Signature 	Date <i>7/27/15</i>	State Auditor's Signature 	Date <i>9/8/15</i>



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4	<b>PRESS RELEASES</b> Includes prepared statements or announcements issued for distribution to the news media.	Record Copy: Permanent at State Archives  Duplicate Copy: 5 years then destroy		Retain by agency for 5 years then transfer to State Archives  Duplicate copies must be destroyed after 5 years  SARMM 15-5			
5	<b>PUBLICATIONS</b> "State publication" means any information for public distribution, regardless of format, method of reproduction, source, or copyright that is produced, purchased for distribution, or authorized, with the imprint of, or at the total or partial expense of the agency, <i>with the exception of correspondence, interoffice memoranda, or those items detailed by section 24-72-204.</i> "State publication" includes, without limitation, information available electronically by means of computer diskettes, compact discs, computer tapes, other electronic storage media, or a public telecommunications network. (C.R.S. 24-90-202)  <b>EXTERNAL</b> 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. (SARMM 1-27)  <b>INTERNAL</b> Documents created by the agency for internal-only distribution, including pamphlets, reports, leaflets, file manuals, annual reports, and other published or processed documents.	Permanent at State Archives and at State Publications Library  <i>See Special Instructions &gt;</i>  Permanent; retain internally for historical reference  <i>See Special Instructions &gt;</i>		Transfer one copy to State Archives when published. Transfer four copies to State Publications Library.  SARMM 1-27  Includes NEWSLink, Daily Broadcasts, etc.  Retain internally. Do not transfer to State Archives or State Publications Library  SARMM 15-6 - minimum 3 months			

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