



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

ARCHIVES #  
16-08

<b>DEPARTMENT</b> Civil Rights and Business Resource Center	<b>DIVISION</b> Administrative Services	<b>SECTION</b> CDOT Headquarters Civil Rights and Business Resource Center	PERMANENT <input type="checkbox"/> NON-PERMANENT <input checked="" type="checkbox"/>
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ITEM NO.	RECORD TITLE	RETENTION PERIOD	CITATIONS/SPECIAL INSTRUCTIONS
1.	Disadvantaged Business Enterprise (DBE) Program Manual	3 years after superseded	49 CFR 26.11
2.	Unified Certification Program (UCP) Plan	3 years after superseded	49 CFR 26.11
3.	FHWA Title VI Implementation Plan	3 years after superseded	23 CFR 200.9 (b)
4.	FHWA Title VI Annual Goals and Accomplishments Report	3 years after superseded	23 CFR 200.9 (b) (10)
5.	DBE Certification Files	3 years after file closes	49 CFR 26.11
6.	CDOT Division of Transit and Rail Title VI Plan	3 years after superseded	23 CFR 200.9 (b)
7.	Limited English Proficiency Plan	3 years after superseded	23 CFR 200.9 (b)
8.	CDOT Bidders List	3 years after superseded	49 CFR 26.11

\* For the above citations, there is no retention period specified.

**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 7/29/2015	Records Liaison Officer's Signature 	Date 7/21/15
Signature of Deputy State Auditor for State Auditor 	Date 9/8/15	Signature of Assistant Attorney General for Attorney General 	Date 8/3/15