



To: STATE ARCHIVIST
Colorado State Archives
1313 Sherman Street, Suite120
Denver, Colorado 80203-2236
From: (Name), (Title), (Agency/Department), (Address), (City/State/Zip Code)

In accordance with the approved records retention schedule for this agency, the following actions were accomplished on (Date)

No records were destroyed under this schedule authorization.

Records have been destroyed under this schedule authorization.

Please indicate below the manner in which the records were destroyed:

Table with 3 columns: Disposal Method, Quantity, and Unit. Rows include Paper Recycle, Pulp Mill Vat, Crosscut Shred, Deep Trench - Sanitary Land Fill, and Physical destruction of digital material.

(see page 2 "Reporting Quantities of Records"-Information sheet for conversions of quantity estimates of records)

Pursuant to CRS 24-80-103 a list of all records so disposed of (see sample form page 3) to be submitted with this Certificate of Disposal.

PLEASE KEEP YOUR RLO CONTACT INFORMATION CURRENT. PLEASE USE THE COMMENTS AREA TO NOTE ANY CHANGES. THANK YOU.

Is your agency's mailing address correct? If no, please provide us with your correct address. Yes No

Please provide the name, email address and phone number of your Records Liaison Officer (RLO):

Comments/Updates:

Reported by:

Records Liaison Officer's Signature (electronic/hand-written signature)

Title

Date:

RETURN THIS FORM TO THE COLORADO STATE ARCHIVES (For electronic submittal, please email to DPA\_ArchivesRM@state.co.us)

**REPORTING QUANTITIES OF RECORDS  
INFORMATION SHEET FOR CONVERSIONS OF QUANTITY ESTIMATES OR RECORDS**

<b>Type of File Cabinet</b>	<b>Cubic Feet Per Drawer</b>
4 Drawer, letter-sized cabinet (metal)	1.5
5 Drawer, letter-sized cabinet (metal)	1.5
4 Drawer, legal-sized cabinet (metal)	2.0
5 Drawer, legal-sized cabinet (metal)	2.0
4 Drawer, legal-sized cabinet (wood)	1.5
5 Drawer, legal-sized cabinet (wood)	2.0
A letter-sized transfer file (metal)	1.5
A legal-sized transfer file (metal)	2.0
A letter-sized transfer file (cardboard)	1.5
A legal-sized transfer file (cardboard)	2.0
A letter-sized transfer file (wood)	1.5
A "liberty" storage box	2.0
A legal-sized transfile (wood)	2.0
A letter-sized transfile (wood)	1.5
An open box (4 ½ x 6 x 14) (metal)	2.0
A check-sized single drawer (metal)	0.7
A 3 x 5 card single drawer (metal)	0.1
A 4 x 6 card single drawer (metal)	0.2
A 5 x 8 card single drawer (metal)	0.3
A document drawer (metal)	0.3

**Conversion Table: Linear File Inches to Cubic Feet**

<b>Size</b>	<b>Linear File Inches</b>	<b>Cubic Feet</b>
Letter	15	1.0
Legal	12	1.0
<b>Cards:</b>		
3x5	1	0.0037
4x6	1	0.0074
5x7	1	0.0111
<b>Punch Cards and Checks</b>		
Approximately 7 V2 x 3 ½	1	0.026
Upright Document Drawers	1	0.0111
<b>Bound ledgers and other books and/or documents, x-ray film, etc. are to be estimated by actual measurements (L x W x D inches or feet)</b>		

