

**COLORADO SCHOOL DISTRICT RECORDS MANAGEMENT MANUAL  
APPENDIX E - YEARLY REPORTING OF RECORDS DISPOSAL  
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A condition for use of this Manual, School Districts will be required to report yearly destruction of records during the month of July and August. The Colorado State Archives utilizes these figure to prepare statistics required by the State of Colorado.

Open, print, complete and mail or fax the form back to our office. Be sure to include your complete school address, including section or unit name.

The Certificate of Disposal is available in the following formats:

- PDF -the freely available Adobe Acrobat Reader is required to open and print this file
- MS Word -We recommend that you right click on the link and save the file to your computer for offline access Reporting Quantities of Records (PDF format) - this conversion chart is helpful in determining measurements of records destroyed

[Return to Colorado School District Records Management Manual Main Page](#)

[Return to Services We Provide](#)

[Return to Colorado State Archives](#)