



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

ARCHIVES  
 NO. 07-41

<b>DEPARTMENT</b> Colorado Dept. of Public Health and Environment	<b>DIVISION</b> Water Quality Control Division	<b>SECTION</b> Enforcement Unit	PERMANENT <input type="checkbox"/>
			NON-PERMANENT <input checked="" type="checkbox"/>

ITEM NO.	DESCRIPTION	RETENTION PERIOD	SPECIAL INSTRUCTIONS
1.	Attorney client communications	Record copy: Keep until closure of the case then destroy. Duplicates: Retain until no longer needed then destroy.	
2.	Draft documents	Record copy: Retain until final agency action then destroy. Duplicates: Retain until no longer needed then destroy.	
3.	Enforcement referrals	Record copy: Keep until closure of the case then destroy. Duplicates: Retain until no longer needed then destroy.	
4.	Correspondence: A. EPA oversight correspondence B. Correspondence with other government agencies C. Formal correspondence D. Settlement correspondence E. Internal correspondence such as emails, memos, notes.	A. Record copy: Keep until closure of the case then destroy. Duplicates: Retain until no longer needed then destroy. B. Record copy: Retain 12 years then destroy. At 12 years reevaluate the retention on a case-by-case basis. Duplicates: Retain until no longer needed then destroy. C. Record copy: Retain 12 years then destroy. At 12 years reevaluate the retention on a case-by-case basis. Duplicates: Retain until no longer needed then destroy. D. Record copy: Retain until final agency action then destroy. Duplicates: Retain until no longer needed then destroy. E. Record copy: Keep until closure of the case then destroy. Duplicates: Retain until no longer needed then destroy.	
5.	Formal enforcement actions	Record copy: Retain 12 years then destroy. At 12 years reevaluate the retention on a case-by-case basis. Duplicates: Retain until no longer needed then destroy.	

*No record shall be destroyed that pertains to any pending legal case, claim, action, or audit.*

I request approval of the above records disposition schedule. Retention periods have been established by this agency after careful evaluation of all of the factors listed in the State Records Management Policies and Procedures Manual. I hereby certify that I am authorized to act for the head of this agency in matters pertaining to disposal of records. I also certify that I will comply with all conditions listed in the Records Management Policies and Procedures Manual.

State Archivist's Signature <i>Terry Ketselson</i>	Date 1/4/2007	Records Liaison Officer's Signature <i>Betsy Janku</i>	Date 12-04-2006
Attorney General's Signature <i>John W. Suthers by mmm</i>	Date 1/29/07	State Auditor's Signature <i>[Signature]</i>	Date 1/8/07



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6.	Meeting notes	Record copy: Keep until closure of the case then destroy. Duplicates: Retain until no longer needed then destroy.					
7.	Meeting summaries	Record copy: Keep until closure of the case then destroy. Duplicates: Retain until no longer needed then destroy.					
8.	Phone records and phone logs	Record copy: Keep 10 years then destroy. Duplicates: Retain until no longer needed then destroy.					
9.	Responsive submittals	Record copy: Retain 12 years then destroy. At 12 years reevaluate the retention on a case-by-case basis. Duplicates: Retain until no longer needed then destroy.					
10.	Public notice documents from the systems	Record copy: Retain 3 years then destroy. Duplicates: Retain until no longer needed then destroy.					
11.	Settlement penalty calculations and adjustment justifications	Record copy: Retain until final agency action then destroy. Duplicates: Retain until no longer needed then destroy.					
12.	Supporting evidence	Record copy: Retain 12 years then destroy. At 12 years reevaluate the retention on a case-by-case basis. Duplicates: Retain until no longer needed then destroy.					
13.	Unilateral penalty calculations	Record copy: Retain 12 years then destroy. At 12 years reevaluate the retention on a case-by-case basis. Duplicates: Retain until no longer needed then destroy.					

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State Archivist's Signature <i>Terry Ketelsen</i>	Date 1/4/2007	Records Liaison Officer's Signature <i>Betsy Hannah</i>	Date 12-04-2006
Attorney General's Signature <i>John W. Suthers by mmr</i>	Date 1/29/07	State Auditor's Signature <i>Debra E. Tracy</i>	Date 1/8/07