



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

ARCHIVES  
NO. **07-78**

<b>DEPARTMENT</b> Colorado Dept. of Public Health and Environment		<b>DIVISION</b> Water Quality Control Division	<b>SECTION</b> Outreach and Assistance Unit Water Pollution Control Revolving Fund Program	PERMANENT <input type="checkbox"/> NON-PERMANENT <input checked="" type="checkbox"/>
ITEM NO.	DESCRIPTION	RETENTION PERIOD	SPECIAL INSTRUCTIONS	
1.	Water Pollution Control Revolving Fund Project files (WPCRF)  Preconstruction planning and design A. Planning correspondence (Preliminary engineering reports, utility plans) B. Environmental assessments (Finding of no significant impact docs or categorical exclusion docs) C. Design correspondence (Plans and specifications, site applications and addendums)	Record copy: Retain 25 years then destroy. Duplicates: Retain until no longer needed then destroy.	<p>All project files are sent to offsite storage once the construction phase of the system's plan is complete, when the loan recipient has complied with all the federal requirements and the recipient meets the one year certification of permit compliance and when the loan has been paid out.</p> <ul style="list-style-type: none"> <li>Records are created by WQCD staff, systems, operators &amp; owners or contractors.</li> <li>Records are kept in the WQCD Outreach and Assistance records center unless moved offsite for long-term or permanent retention.</li> </ul> <p><i>No record shall be destroyed that pertains to any pending legal cause, claim, action, or audit. All records will be evaluated when a destruction date arrives to determine whether they still have administrative, operating, legal or historical value that may warrant retaining them longer. This evaluation will be completed annually.</i></p>	
2.	Financial documents A. Loan application packets user charge information and credit reports B. Loan agreements C. Planning/design grant applications D. Planning/design grant awards E. Payments for planning/design grants	Record copy: Retain 25 years then destroy. Duplicates: Retain until no longer needed then destroy.		

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>Jerry Ketelsen</i>	Date 4/14/2007	Records Liaison Officer's Signature <i>Betsy Hays</i>	Date 10-23-2006
Attorney General's Signature <i>John W. Suthers by mma</i>	Date 7/18/07	State Auditor's Signature <i>[Signature]</i>	Date 6/18/07



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3.	Loan pay requests	Record copy: Retain 25 years then destroy. Duplicates: Retain until no longer needed then destroy.					
4.	Engineering and construction agreements A. Engineering agreements B. Bid packages ( Minority business enterprise/ women-owned business enterprise docs)	Record copy: Retain 25 years then destroy. Duplicates: Retain until no longer needed then destroy.					
5.	Change orders	Record copy: Retain 25 years then destroy. Duplicates: Retain until no longer needed then destroy.					
6.	Systems manuals A. Operation and maintenance manuals B. Plan of operations.	Record copy: Retain 25 years then destroy. Duplicates: Retain until no longer needed then destroy.					
7.	A. All inspection documents (Pre-construction conference final and one year certification docs) B. Miscellaneous docs such as monthly reports, project manager notes, newspaper articles	Record copy: Retain 25 years then destroy Duplicates: Retain until no longer needed then destroy.					

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State Archivist's Signature <i>Terry Ketschen</i>	Date 4/11/2007	Records Liaison Officer's Signature <i>Betsy Hannah</i>	Date 10-23-2006
Attorney General's Signature <i>John W. Suthers by mm</i>	Date 7/18/07	State Auditor's Signature <i>Debbie E. Reag</i>	Date 6/18/07