

## RECORDS MANAGEMENT SERVICES

### RECORDS SCHEDULING AND DISPOSAL - PROCEDURES AND STANDARDS

#### How to use the general schedule

1. Study the general schedule and compare it with your existing one, if you have one already established, to determine which schedule or schedules you will use.
2. Locate and examine all your records/information data bases.
3. Match each records/information series with the title and description on the general schedule.

This general schedule is divided into sixteen schedules with the schedule number serving as a reference number. The next reference number of importance is the item number which has been assigned to each record within a specific schedule. Used with the schedule number it can identify a specific record series (e.g. 1-9 refers to Schedule 1 on Administrative Records, item 9 which is Executive Correspondence).

The schedules are then organized to provide the following information on each record:

**Record series title:** This is the record title most commonly used.

**Description:** A short paragraph that describes the purpose and content of the record.

**Retention:** The time period indicates the minimum length of time that the record/information should be retained by the agency before disposition. Retention periods apply to the information, regardless of the physical format (paper, microfilm, computer disk or tape, optical imaging, CD-ROM or other medium).

This general schedule covers the majority of government records/information. However, due to the diversity and rapidly changing functions of government, new records are continually being created. Therefore, some agency records may not be included. For any records/information not included in this schedule, the agency records officer should contact the State Archives and we will work with you to schedule those new or unique records.

#### Definitions:

1. Public records are all writings made, maintained, or kept by the department or an agency for use in the exercise of functions required or authorized by law, administrative rule or involving the receipt or expenditure of public funds. "Writings" means and includes all books, papers, magazines, photographs, cards, tapes, recordings or other documentary materials, regardless of physical form or characteristics including records in computerized format.
2. Confidential documents are all writings that are not open to public inspection according to state statute or regulation, federal statute or regulation, rules of the Colorado Supreme Court, or specific court order.
3. Official custodian is the division head, section head, or assigned employee, who is responsible for the maintenance, care, and keeping of public records, regardless of whether such records are in his or her actual physical custody and control.
4. Person in interest is the person who is the subject of a record or his or her representative. If the person in interest is under 18 years of age or is incompetent, the custodian must allow access to the person's parent or duly appointed legal representative.

#### Inventory of records

The preparation of an inventory of all agency records is basic to the development of records retention and disposition schedules.

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The records inventory is accomplished by using the "Records Inventory Worksheet" form. One worksheet form should be completed for each record series or inventory item, in accordance with the procedures described in the Appendix.

### Confidential and restricted records

Records officers and records custodians should ensure that confidential records/information are filed, accessed, and disposed of according to federal, state, and basic records management requirements.

### Reporting authorized disposal of records/information

When retention requirements have been met, the state agency can dispose of obsolete records/information. A Certificate of Destruction is to be completed and returned to the State Archives (see Appendix). The proper destruction of public records is essential to creating a credible records management program. Haphazardly destroyed records/information can erode public confidence in any government program. **NOTE: NO RECORD SHALL BE DESTROYED THAT PERTAINS TO ANY PENDING LEGAL CASE, CLAIM ACTION, OR AUDIT.**

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