

**CDOT Records Destruction Inventory Form**

**This form must be completed and approved by a supervisor who has authority over the records listed below. Once it is approved, it must be approved by the CDOT Records Officer, in the CDOT Office of Policy and Government Relations, prior to destroying the records. The information in this form will be submitted by the CDOT Records Officer to the State Archives Office to meet the requirements of § 24-80-103, Colorado Revised Statutes. No record may be disposed of that has legal, administrative or historical value.**

**For questions, please contact Records Management at this email: dot\_records\_mgmt@state.co.us.**

Note: to print this document, chose 11 x 17 paper size

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| **SUBMITTED BY: (Records Coordinator’s Name and email)** | **APPROVED BY CDOT RECORDS OFFICER: (initial)** |
| **APPROVED BY: (Supervisor’s name and email)** | **IF NOT APPROVED, STATE ISSUES THAT MUST BE RESOLVED HERE:** |
| **DATE OF SUBMISSION to OPGR:** | **DATE OF APPROVAL:** |

| **Item No. / Retention Schedule Ref. No.**  ***Note: if you don’t know the retention schedule number, contact the CDOT Records Officer.*** | **Date range of records**  ***Note: Please group records by fiscal year. Do not mix fiscal years together.*** | **Description of record** | **Quantity**  ***Note: CDOT must measure the amount and number of documents in terms of cubic feet. Please see the chart on the last page and determine the quantity of the documents intended to be destroyed as accurately as possible*.** | **Electronically Retained? *Note: must specify what software system it is located in. If the document is required to be retained ten years or less, the paper copy may be destroyed but must be documented in this form. The document must be accessible electronically and the location must be specified here.*** |
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| Examples: General Records Schedule 7-A-1, G.R.S 1-11, Unique Schedule 16-04, 15-40 | Examples:  FY 2013, July 2014 – Sept. 2014, October 2015 | Examples:  Invoices, purchase order files, time sheets | Examples: Use only standard size (one cubic foot) boxes. Ask Records Management for boxes if needed. | Examples: Invoices maintained in SAP. |
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**Reporting Quantities of Records**

**Conversion Information of Quantity Estimates or Records**

**Note: All Construction Project Plans are required to be kept indefinitely. If you have oversize documents, please contact James Mabry, the Central Files Administrator, to discuss retention.**

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| **Type of Container** | **Cubic Feet Per Container** |
| A “banker’s” records storage box | 2.0 |
| Drawer, letter-sized cabinet (metal) | 1.5 |
| Drawer, letter-sized cabinet (metal) | 1.5 |
| Drawer, legal-sized cabinet (metal) | 2.0 |
| Drawer, legal-sized cabinet (metal) | 2.0 |
| Drawer, legal-sized cabinet (wood) | 1.5 |
| Drawer, legal-sized cabinet (wood) | 2.0 |