**Guidance On How To Fill Out a Records Retention Box Label**

 1. What is it? A Records Retention Box Label is affixed to each box after a CDOT office or division, working with the CDOT Records Officer, determines that paper records must be retained for a certain time period.

2. Where is it? Records Retention Box Labels are available on the Records Management Program website (2 on one page), INSERT WEBPAGE LINK.

3. What is the Records Retention Schedule Number? The records retention schedule number is the number taken from the State Archives General Records Retention Schedule, or CDOT’s Unique Records Retention Schedule. This can also include reference to the United State Code, the Code of Federal Regulations, state statute or CDOT Procedural Directives. Refer to the file plan for your office or division to locate the records retention schedule number and enter it in this field.

If you do not have a file plan, or if the records you wish to retain are not listed on your file plan, contact the CDOT Records Officer at dot\_records\_mgmt@state.co.us to ask for assistance. It is the CDOT Records Officer’s responsibility, working with the Records Management Program and the Office of the Attorney General, to determine the correct retention period, taking into consideration any input from the specific division or office.

4. What is the Records Title? Please enter the title or name of the records you are boxing up. Do not mix different types of records together. For example, all invoices from the same year would be boxed together and all personnel files for separated employees from the same year would be boxed together. Records that pertain to a certain project number must not be intermingled with other projects. Please do not intermingle invoices with personnel files.

5. What is the Date Range? Enter the date or date range for the records. Examples: If you have project records and the project closed on a certain date, write in the project closure date. If you have general ledgers for a fiscal year, then write the fiscal year applicable to the general ledgers.

6. What is the Disposition/Destruction Date? Enter in the date on which the records can be destroyed. This is calculated by looking at the retention period on the records file plan and counting out that number of years from the date the office or division has determined the records may closed. For example, if the project file closed on 4/17/2016, and project files are retained for 3 years, the project file can be disposed of on 4/17/2019. If the office operates on a fiscal year, then purchase orders from FY 2010 can be destroyed on 6/30/2016 (the retention period under state general retention period 7-A-3 requires retention for 6 years and June 30th is the last day of the fiscal year.

If a record is to be retained permanently, write “permanent” in this field.

7. What is a Box Number? Enter the box number using the X of Y format, where X is the box’s number and Y is the total number of boxes of records for that group. Example: 7 of 12 means the 7th box of 12 boxes.

8. What is the Originating Office? Enter in the name of the office or division that created or is responsible for the records in the box.