



To:

STATE ARCHIVIST
Colorado State Archives
1313 Sherman Street, Suite 120
Denver, Colorado 80203-2236

From:

(Name)

(Title)

(Agency/Department)

(Address)

(City/State/Zip Code)

In accordance with the approved records retention schedule for this agency, the following actions were accomplished on

(Date)

☐ No records were destroyed under this schedule authorization.

☐ Records have been destroyed under this schedule authorization.

Please indicate below the manner in which the records were destroyed:

| | | |
|---|----------------|---------------|
| <input type="checkbox"/> Paper Recycle | Quantity _____ | Cu. Ft. |
| <input type="checkbox"/> Pulp Mill Vat | Quantity _____ | Cu. Ft. |
| <input type="checkbox"/> Crosscut Shred | Quantity _____ | Cu. Ft. |
| <input type="checkbox"/> Deep Trench - Sanitary Land Fill | Quantity _____ | Cu. Ft. |
| <input type="checkbox"/> Physical destruction of digital material | Quantity _____ | GB (gigabyte) |

(see page 2 "Reporting Quantities of Records"-Information sheet for conversions of quantity estimates of records)

Pursuant to CRS 24-80-103 a list of all records so disposed of (see sample form page 3) to be submitted with this Certificate of Disposal.

PLEASE KEEP YOUR RLO CONTACT INFORMATION CURRENT.

PLEASE USE THE COMMENTS AREA TO NOTE ANY CHANGES. THANK YOU.

Is your agency's mailing address correct? If no, please provide us with your correct address.

☐ Yes

☐ No

Please provide the name, email address and phone number of your Records Liaison Officer (RLO):

Comments/Updates:

Reported by:

Records Liaison Officer's Signature
(electronic/hand-written signature)

Title

Date: _____

RETURN THIS FORM TO THE COLORADO STATE ARCHIVES
(For electronic submittal, please email to DPA_ArchivesRM@state.co.us)

RECORDS MANAGEMENT SERVICES

REPORTING QUANTITIES OF RECORDS INFORMATION SHEET FOR CONVERSIONS OF QUANTITY ESTIMATES OF RECORDS

| Type of File Cabinet | Cubic Feet Per Drawer |
|--|--------------------------|
| 4 Drawer, letter-sized cabinet (metal) | 1.5 |
| 5 Drawer, letter-sized cabinet (metal) | 1.5 |
| 4 Drawer, legal-sized cabinet (metal) | 2.0 |
| 5 Drawer, legal-sized cabinet (metal) | 2.0 |
| 4 Drawer, legal-sized cabinet (wood) | 1.5 |
| 5 Drawer, legal-sized cabinet (wood) | 2.0 |
| A letter-sized transfer file (metal) | 1.5 |
| A legal-sized transfer file (metal) | 2.0 |
| A letter-sized transfer file (cardboard) | 1.5 |
| A legal-sized transfer file (cardboard) | 2.0 |
| A letter-sized transfer file (wood) | 1.5 |
| A "liberty" storage box | 2.0 |
| A legal-sized transfile (wood) | 2.0 |
| A letter-sized transfile (wood) | 1.5 |
| An open box (4 1/2x 6 x 14) (metal) | 2.0 |
| A check-sized single drawer (metal) | 0.7 |
| A 3 x 5 card single drawer (metal) | 0.1 |
| A 4 x 6 card single drawer (metal) | 0.2 |
| A 5 x 8 card single drawer (metal) | 0.3 |

| Size | Linear File Inches | Cubic Feet |
|---------------------------|--------------------|------------|
| Letter | 15 | 1.0 |
| Legal | 12 | 1.0 |
| A document drawer (metal) | | 0.3 |

[illegible]