

Records Management Information and Instructions

Records Management Documents:

Records Management Approval Request Form
Records Retention and Disposition Request and Authorization
Certificate of Record Disposal
Submittal Form
Retention Schedule approved 04/07/2021
Resolution 2018 BCC 43 – Related to HB 18-1128

Destruction of Department Documents:

Review your departments section of the Retention Schedule, if documents are listed, they must be destroyed according to the retention period identified.

Destruction of such documents must be logged on the submittal form and the certificate of record disposal form must be completed and returned to Tracy Amen as she is the Authorized Records Officer per the approval of the Retention Policy.

Submittal Form:

(Sample of how to complete below)

Item #/Retention Sch #	Description	Disposition Date	Method of Destruction	Quantity in Cu. Ft.
Sec 14, Item 4, a	Advertisements of Job Opportunities	1/1/2021	Shred	1.5 cu.ft.

Certificate of Records Disposal:

Complete the top right section as follows:

Your Name

Your Title

Agency is Morgan County/Your Department

Address: 231 Ensign St., P.O. Box 596

Ft Morgan, CO 80701

(Agency and Address must match the authorization form)

Date – actual date of destruction

Mark the type of destruction either Paper Recycle or Shred

Quantity – transfer the total Cu. Ft from the submittal form

The remaining information under “Pursuant to CRS 24-80-103” will be completed by Tracy Amen. A copy will be provided for your records and the original form will be mailed to the Colorado State Archives.

If you have questions or need assistance with this process please contact Tracy Amen.