



COLORADO
State Archives

Department of Personnel & Administration
COLORADO STATE ARCHIVES
RECORDS RETENTION AND DISPOSITION REQUEST

ARCHIVES NO. 21-11

To: Morgan County 231 Ensign St. P.O. Box596 Ft. Morgan, CO 80701	From: STATE ARCHIVIST State Archives and Public Records 1313 Sherman Street, Room 122 Denver, Colorado 80203 Telephone (303) 866-4900 www.colorado.gov/archives
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Recommended Action:

- | | | |
|---|---|--|
| <input type="checkbox"/> Establish a Records Retention and Disposition Schedule | <input checked="" type="checkbox"/> Revise Agency Records Retention and Disposition | <input type="checkbox"/> One-Time Records Disposition Action |
|---|---|--|

AUTHORIZATION IS REQUESTED FOR RECOMMENDED ACTION SPECIFICALLY NOTED PER THE LISTINGS ATTACHED HERETO AND MADE A PART HEREOF. I HEREBY CERTIFY THAT I AM THE LEGAL RECORDS CUSTODIAN OR THE AUTHORIZED RECORDS OFFICER IN MATTERS PERTAINING TO THE DISPOSITION AND PRESERVATION OF PUBLIC RECORDS IN MY AGENCY.

April 7, 2021	X per email from Tracy Amen	Human Resource Director
_____	_____	_____
Date	Signature of Agency Official	Title

AUTHORIZATION

Pursuant to the provisions of CRS 24-80-103, as amended, Public Records Retention and Disposition Action is Authorized as follows.

- | | |
|------------------------------------|---|
| <input type="checkbox"/> By Agency | <input checked="" type="checkbox"/> By State Archives |
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PERMANENT RECORD ITEM(S)

NON-PERMANENT RECORD ITEM(S)

PAGE(S) 1-91

PAGE(S) 1-91

Destruction Options:

- | | | | |
|---|--------------------------------|-----------------------------------|------------------------------------|
| <input checked="" type="checkbox"/> Shred | <input type="checkbox"/> Burn | <input type="checkbox"/> Landfill | <input type="checkbox"/> Pulp Mill |
| <input checked="" type="checkbox"/> Paper Recycle | <input type="checkbox"/> Other | | |

X _____ Signature of State Archivist	X _____ Signature of State Auditor
April 7, 2021	
_____	_____
Approval Date	Approval Date

NO RECORD SHALL BE DESTROYED UNDER THIS SCHEDULE AUTHORITY SO LONG AS IT PERTAINS TO ANY PENDING LEGAL CASE, CLAIM ACTION OR AUDIT.