DEPARTMENT OF PERSONNEL & ADMINISTRATION
STATE ARCHIVES AND PUBLIC RECORDS
RECORDS DISPOSITION SCHEDULE

ARCHIVES NO.
07-36

DEPARTMENT	DIVISION	SECTION	PERMANENT X☐
Local Affairs	Local Government	Local Government Services	NON-PERMANENT ☐

ITEM NO.	DESCRIPTION	RETENTION PERIOD	SPECIAL INSTRUCTIONS
1.	Special District (Title 32, Article 1) Files: a. Dissolved Districts b. Inactive Districts	Permanent	
2.	Property Tax Revenue Limitation Calculation (CRS 29-1-301, et seq)	Permanent	Destroy any paper copy This record series is in an electronic format since 1989.

I request approval of the above records disposition schedule. Retention periods have been established by this agency after careful evaluation of all of the factors listed in the State Records Management Policies and Procedures Manual. I hereby certify that I am authorized to act for the head of this agency in matters pertaining to disposal of records. I also certify that I will comply with all conditions listed on page 4-10 of the Records Management Policies and Procedures Manual..

State Archivist's Signature	Date	Records Liaison Officer's Signature	Date
Terry Ketchen	12/06/2006	[illegible]	11/16/2006
Attorney General's Signature	**Date**	**State Auditor's Signature**	**Date**
John W. Suthers by mnm	1/29/07	[illegible]	1/8/07

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ITEM NO.	DESCRIPTION	RETENTION PERIOD	SPECIAL INSTRUCTIONS
1.	Local Government Budgets (CRS 29-1-101, et seq.) - Municipalities - Counties - Districts (no school districts)	3 years	NOTE: No record shall be destroyed that pertains to any pending legal case, claim, action or audit.
2.	Local Government Audit Reports (duplicates from filings at State Auditor's)	5 years	

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State Archivist's Signature	Date	Records Liaison Officer's Signature	Date
Terry Ketelsen	12/26/2006	Mona Heustis	11/16/2006
Attorney General's Signature	**Date**	**State Auditor's Signature**	**Date**
John W. Suthers by mnm	1/29/07	[illegible]	1/8/07

SA-194 (REV 1/78)