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

ARCHIVES NO.
05-101

DEPARTMENT	DIVISION	SECTION	
REVENUE	CDP	Data Entry, PRU, ERA, Registration Control	PERMANENT x NON-PERMANENT x

ITEM NO.	DESCRIPTION	RETENTION PERIOD	SPECIAL INSTRUCTIONS
1	Daily Production Reports	1 Year + Current	Note: No record shall be destroyed that pertains to any pending legal case, claim, action, or audit.
2	Time Cards	5 Years (original) + Current	
3	Employee Time Sheets	5 Years + Current	
4	Performance Review & PDQ's (Copy)	Retain until obsolete, superseded or administrative value is lost	
5	Vendor Invoices	1 Year + Current	
6	Request for Leave	1 Year + Current	
7	State or Agency Time Sheets	1 Year + Current	
8	Compensatory Time Sheets	1 Year + Current	
9	Leave Summary Reports	1 Year + Current	
10	Sectional Procedures	Retain until obsolete, superseded or administrative value is lost	
11	Monthly Reports	2 Years + Current	
12	Monthly Income Tax Documents	4 Years + Current	
13	Monthly Income Tax Documents	4 Years + Current	
14	Monthly Income Tax Documents	4 Years + Current	
15	Transaction Code Counts	4 Years + Current	
16	Second day EFT Payment records … …	4 Years + Current	
17	EDI Fuel Distributor Accounts	4 Years + Current	
18	EDI RAS payment report (Gaming)	4 Years + Current	

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 Ketelsen	10/8/2004	Julie Raybal	9-29-04
Attorney General's Signature	**Date**	**State Auditor's Signature**	**Date**
John W. Suthers by mnm	5/3/05	Sally Symanski	10/29/04

SA-194 (REV 1/78)

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

ARCHIVES NO.
05-101

DEPARTMENT	DIVISION	SECTION	
REVENUE	CDP	Data Entry, PRU, ERA, Registration Control	PERMANENT x NON-PERMANENT x

ITEM NO.	DESCRIPTION	RETENTION PERIOD	SPECIAL INSTRUCTIONS
19	Bad Validation Numbers	4 Years + Current	Note: No record shall be destroyed that pertains to any pending legal case, claim, action, or audit.
20	Matched EFT payments for Major Tax	4 Years + Current	
21	Other EFT payments	4 Years + Current	
22	Automatic EFT payments	4 Years + Current	
23	Mis-matched EFT Discrepancies	4 Years + Current	
24	IFTA Detail Transaction	4 Years + Current	
25	Duplicate IFTA Detail	4 Years + Current	
26	Duplicate IFTA Returns on Filing Per.	4 Years + Current	
27	Duplicate Validations Report	4 Years + Current	
28	DATA ENTRY Batch processes	4 Years + Current	
29	Colorado Financial Reporting System	1 Year + Current	
30	CFRS Interface	1 Year + Current	
31	ERA Collection Control Report	1 Year + Current	
32	RAS Liability Recap	1 Year + Current	
33	Income Tax Statistics	1 Year + Current	
34	Income Tax Statistics—Month to date	1 Year + Current	
35	Out of Balance transactions	4 Years + Current	
36	Mass Transit accounts w/county tax	4 Years + Current	
37	ERA Random Edit Selection Report	4 Years + Current	

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Terry Kittleson	10/8/2004	Julie Roybal	9-29-04
Attorney General's Signature	**Date**	**State Auditor's Signature**	**Date**
John W. Suthers by mmm	5/3/05	Sally Symanski	10/29/04

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ITEM NO.	DESCRIPTION	RETENTION PERIOD	SPECIAL INSTRUCTIONS
38	ERA Production Report By Initiator	4 Years + Current	Note: No record shall be destroyed that pertains to any pending legal case, claim, action, or audit.
39	Monthly Outstanding ERA Collection Summary	4 Years + Current	
40	Income Tax Daily Business Verify Run	4 Years + Current	
41	Income Tax Monthly Verify Error	2 Years + Current	
42	Income Tax Transaction File	2 Years + Current	
43	Operator Report	2 Years + Current	
44	H&I Report	4 Years + Current	
45	Income Tax Fund Recap	4 Years + Current	
46	Severance Tax Fund Recap	4 Years + Current	
47	Batch Recap Messages	4 Years + Current	
48	Daily Income Tax EFT Payments	4 Years + Current	
49	Daily Severance Tax EFT Payments	4 Years + Current	
50	Income Tax Transfers	4 Years + Current	
51	Income Tax Transfers Summary	4 Years + Current	
52	Duplicate and Missing Val Number	4 Years + Current	
53	Duplicate Val Numbers Dropped From Daily Business	4 Years + Current	
54	Severance Tax Daily Batch List	4 Years + Current	
55	Possible Account Number Corrections	4 Years + Current	

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Terry Fletcher	10/8/2004	Julie Reybal	9-29-04
Attorney General's Signature	**Date**	**State Auditor's Signature**	**Date**
John W. Suthers by mam	5/3/05	Sally Symanski	10/29/04

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ITEM NO.	DESCRIPTION	RETENTION PERIOD	SPECIAL INSTRUCTIONS
56	Missing Document Report	4 Years + Current	Note: No record shall be destroyed that pertains to any pending legal case, claim, action, or audit.
57	Income Tax Input Per System	4 Years + Current	
58	Income Tax Daily Voided Val List	4 Years + Current	
59	Income Tax Batch&Doc Count … …	4 Years + Current	
60	Income Tax Batches with Pennies	4 Years + Current	
61	Income Tax List of Valid Deletes	4 Years + Current	
62	Income Tax Stats Per ICVSAM Extract	4 Years + Current	
63	Income Tax Document Codes Processed	4 Years + Current	
64	Daily Report of Errors By Batch	4 Years + Current	
65	Income Tax Daily Batch List	4 Years + Current	
66	Income & Severance Tax Batch Recap	4 Years + Current	
67	AARAP Income Tax Transfer Records	4 Years + Current	
68	AARAP Major Tax Transfer Records	4 Years + Current	
69	AARAP Format Totals (edits)	4 Years + Current	
70	Online Transaction Audit Trail	4 Years + Current	
71	AARAP Cash	4 Years + Current	
72	EFT Payments Added To AARAP Cash	4 Years + Current	
73	Delinquency System Undistributed	4 Years + Current	
74	Delinquency System Posting Totals	4 Years + Current	

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Terry Kittelsen	10/8/2004	Julie Roybal	9-27-04
Attorney General's Signature	**Date**	**State Auditor's Signature**	**Date**
John W. Suthers by [illegible]	5/3/05	Sally Symanski	10/29/04

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ITEM NO.	DESCRIPTION	RETENTION PERIOD	SPECIAL INSTRUCTIONS
75	Matched EFT payments for Major Tax	4 Years + Current	Note: No record shall be destroyed that pertains to any pending legal case, claim, action, or audit.
76	CVEC Accounting Processed	4 Years + Current	
77	EFT transfers/EDI payments	4 Years + Current	
78	Second day RAS Daily Transfers	4 Years + Current	
79	Daily Transfers	4 Years + Current	
80	Daily work logs	1 Year + Current	
81	Batch Control Daily Report	1 Year + Current	
82	Income Tax Daily Batch list	1 Year + Current	
83	Data Entry Batch Processing Report – Business	1 Year + Current	
84	Monthly Production Reports	3 Years + Current	
85	Purchase Orders & Invoices	1 Year + Current	

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Attorney General's Signature	**Date**	**State Auditor's Signature**	**Date**
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