



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

ARCHIVES NO.
 05-75

DEPARTMENT REVENUE		DIVISION TAXATION	SECTION CONFeree	PERMANENT x	NON-PERMANENT x
ITEM NO.	DESCRIPTION	RETENTION PERIOD		SPECIAL INSTRUCTIONS	
1	Conferee Case Files	Retain 7 years after closing		Note: No record shall be destroyed that pertains to any pending legal case, claim, action, or audit.	
2	Conferee Research	Retain until superseded, obsolete or administrative value is lost			
3	Legislation FILE (Copy)	10 Years + Current			
4	Personnel FILE (Copy)	Retain until employee leaves or retain until superseded			
5	EOD Director's Determinations	Permanent			
6	Reports	Retain until superseded, obsolete or administrative value is lost			
7	Budget FILE	5 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 <i>Jerry Peterson</i>	Date <i>9/30/2004</i>	Records Liaison Officer's Signature <i>Julie Raybal</i>	Date <i>9-13-04</i>
Attorney General's Signature <i>John W. Suthers by mnm</i>	Date <i>4/18/05</i>	State Auditor's Signature <i>Sally Dynamak</i>	Date <i>10/8/04</i>