



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

ARCHIVES NO.  
 05-76

DEPARTMENT REVENUE	DIVISION CASH & DOCUMENT PROCESSING	SECTION CASH & DOCUMENT PROCESSING ADMINISTRATION	PERMANENT x NON-PERMANENT x
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ITEM NO.	DESCRIPTION	RETENTION PERIOD	SPECIAL INSTRUCTIONS
1	OHR Policies & Procedures	Retain until obsolete, superseded or administrative value is lost.	Note: No record shall be destroyed that pertains to any pending legal case, claim, action, or audit.
2	Performance Reviews & PDQ'S	Retain until employee leaves or superseded.	
3	Monthly Summary	1 Year + Current	
4	Production Statistics	7 Years + Current	
5	Budget Planning	Retain until obsolete, superseded or administrative value is lost.	
6	Budgets	5 Years + Current	
7	Committees Reports (Copy)	Retain until obsolete, superseded or administrative value is lost.	
8	McHugh - Personal Files	Retain until obsolete, superseded or administrative value is lost.	
9	Legislation File (Copy)	Retain until obsolete, superseded or administrative value is lost.	
10	Postage Information	Retain until obsolete, superseded or administrative value is lost.	
11	Security Planning FILE	Retain until obsolete, superseded or administrative value is lost.	
12	Business Planning FILE	7 Years + Current	
13	Planning For Projects	Retain until obsolete, superseded or administrative value is lost.	
14	Colorado Statutes	Retain until obsolete, superseded or administrative value is lost.	

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>Terry Ketelsen</i>	Date 9/30/2004	Records Liaison Officer's Signature <i>Julie Regal</i>	Date 9-16-04
Attorney General's Signature <i>John W. Suthers by mm</i>	Date 4/18/05	State Auditor's Signature <i>Billy Smanosh</i>	Date 10/8/04



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			NON-PERMANENT <input checked="" type="checkbox"/>

ITEM NO.	DESCRIPTION	RETENTION PERIOD	SPECIAL INSTRUCTIONS
15	General Correspondence	Retain until obsolete, superseded or administrative value is lost.	Note: No record shall be destroyed that pertains to any pending legal case, claim, action, or audit.
16	Administrative Unit Files	Retain until obsolete, superseded or administrative value is lost.	

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State Archivist's Signature <i>Terry Ketelsen</i>	Date 9/30/2004	Records Liaison Officer's Signature <i>Julie Kaybal</i>	Date 9-16-04
Attorney General's Signature <i>John W. Santors by mnm</i>	Date 9/15/05	State Auditor's Signature <i>Darryl J. Gonsky</i>	Date 10/8/04