



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

ARCHIVES NO. . 05-81
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DEPARTMENT REVENUE	DIVISION Cash & Document Processing	SECTION Outgoing Mail Services	PERMANENT <span style="float:right">x</span>	NON-PERMANENT <span style="float:right">x</span>
ITEM NO.	DESCRIPTION	RETENTION PERIOD	SPECIAL INSTRUCTIONS	
1	Daily Production Sheets	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	3 Years + Current		
4	Performance Reviews & P.D.Q.'s	Retain until employee leaves or superseded		
5	Vendor Invoices	1 Year + Current		
6	Request For Leave	1 Year + Current		
7	State or Agency Timesheets	1 Year + Current		
8	Compensatory Timesheets	1 Year + Current		
9	Leave Summary Reports	1 Year + Current		
10	Section Policies & Procedures	Retain until obsolete, supersede or admin. Value is lost		
11	Division Folders	3 Years + Current		
12	Monthly Files	3 Years + Current		
13	Spoiled Postage	3 Years + Current		
14	COFRS (Colo.Financial Reporting System)	3 Years + Current		
15	Vehicles FILE	Retain for 1 Year after vehicle leaves custody		
16	Purchase Orders	3 Years + Current		
17	Inventory	Retain until obsolete, superseded or admin. 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>Perry Ketchum</i>	Date 10/1/2004	Records Liaison Officer's Signature <i>Julie Raybal</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>Dolly Symanski</i>	Date 10/8/04



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DEPARTMENT REVENUE	DIVISION Cash & Document Processing	SECTION Outgoing Mail Services	PERMANENT <input checked="" type="checkbox"/>	NON-PERMANENT <input checked="" type="checkbox"/>
ITEM NO.	DESCRIPTION	RETENTION PERIOD	SPECIAL INSTRUCTIONS	
18	Vendor Maintenance Agreement (Copy)	Retain until obsolete, superseded or admin. Value is lost	Note: No record shall be destroyed that pertains to any pending legal case, claim, action, or audit.	
19	Shredding Record	Retain until obsolete, superseded or admin. Value is lost		
20	Mail Services Vacant Position	2 Years + Current		
21	Weekly Status Reporting	2 Years + Current		
22	Neopost FILE	4 Years after disposition of equipment		
23	Express Personnel Services FILE	1 Year + Current		
24	Telephone Log	Retain until obsolete, superseded or admin. Value is lost		
25	Income Warrants	3 Years + Current		
26	Direct Deposit Record	3 Years + Current		
27	Permits FOR SERVICE (Copy)	Retain until obsolete, superseded or admin. Value is lost		
28	N.C.O.A. / Fair Issack FILE	Retain until obsolete, superseded or admin. Value is lost		
29	Postage Database Contractor FILE	4 Years after disposition of equipment		
30	Outgoing Mail Services LOG	Retain until obsolete, superseded or admin. Value is lost		
31	United State Postal Service FILE	Retain until obsolete, superseded or admin. Value is lost		

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State Archivist's Signature <i>Terry Kitchener</i>	Date <i>10/1/2004</i>	Records Liaison Officer's Signature <i>Julie Raybal</i>	Date <i>9-16-04</i>
Attorney General's Signature <i>John W. Suthers by mmm</i>	Date <i>9/18/05</i>	State Auditor's Signature <i>Sally Gonsinski</i>	Date <i>10/8/04</i>

SA-194 (REV 1/78)



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 STATE ARCHIVES AND PUBLIC RECORDS  
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ARCHIVES NO.  
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DEPARTMENT REVENUE	DIVISION Cash & Document Processing	SECTION Outgoing Mail Services	PERMANENT NON-PERMANENT
			x x
ITEM NO.	DESCRIPTION	RETENTION PERIOD	SPECIAL INSTRUCTIONS
32	Human Resources/Training FILE	Retain until obsolete, superseded or admin. Value is lost	Note: No record shall be destroyed that pertains to any pending legal case, claim, action, or audit.
33	Log Book	Retain until obsolete, superseded or admin. Value is lost	
34	Form Book	Retain until obsolete, superseded or admin. Value is lost	
35	Bell & Howell Manuals/Guidelines	4 Years after disposition of equipment	
36	Inserts Log	Retain until obsolete, superseded or admin. Value is lost	
37	Postage Transmittal Sheets	1 Year + Current	

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State Archivist's Signature <i>Terry Ketchen</i>	Date 10/1/2004	Records Liaison Officer's Signature <i>Julie Rayboul</i>	Date 9-16-04
Attorney General's Signature <i>John W. Suthers by mmm</i>	Date 4/18/05	State Auditor's Signature <i>Sally Symanski</i>	Date 10/8/04

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