



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

ARCHIVES NO. \_

05-84

DEPARTMENT REVENUE	DIVISION ENFORCEMENT	SECTION AUTO INDUSTRY DIVISION	PERMANENT	X
			NON-PERMANENT	X
ITEM NO.	DESCRIPTION	RETENTION PERIOD	SPECIAL INSTRUCTIONS	
1	Dealer/Wholesaler Application Information	Retain until obsolete, superseded or administrative value is lost.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2	Fee Schedule	Retain until obsolete, superseded or administrative value is lost		
3	Checklist for dealer/wholesale applicants	Retain until obsolete, superseded or administrative value is lost		
4	MV Dealer Board Application-Dealer License	Retain until obsolete, superseded or administrative value is lost		
5	Addendum to Original Application	Retain until obsolete, superseded or administrative value is lost		
6	Statement of Financial Condition	Retain until obsolete, superseded or administrative value is lost		
7	Bond-MV Dealer/Wholesaler	Retain until obsolete, superseded or administrative value is lost		
8	Place of Business Affidavit	Retain until obsolete, superseded or administrative value is lost		
9	Instructions for Colorado Business Registration	Retain until obsolete, superseded or administrative value is lost.		
10	Colorado Business Registration	Permanent		
11	Dealer/Wholesaler Plate Affidavit	Retain until obsolete, superseded or administrative value is lost.		
12	Instructions for Dealer/Wholesaler Examination	Until revised + 1 Year		
13	MV Industry License Law Manual	Until revised + 1 Year		

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 Kotelson</i>	Date <i>10/1/2004</i>	Records Liaison Officer's Signature <i>Julie Keybal</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 Symant</i>	Date <i>10/8/04</i>



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						NON-PERMANENT	X
ITEM NO.	DESCRIPTION	RETENTION PERIOD		SPECIAL INSTRUCTIONS			
14	MV Dealer Board Mastery Examination	5 Years + Current		Note: No record shall be destroyed that pertains to any pending legal case, claim, action, or audit.			
15	MV Dealer Board Mastery Exam Answers	5 Years + Current					
16	Dealer License Renewal Application	Retain until obsolete, superseded or administrative value is lost.					
17	Exam Affidavit for Dealer/Wholesale Applicants	5 Years + Current					
18	Salesperson Application Information	Until revised + 1 Year					
19	MV Salesperson License Application	Retain until obsolete, superseded or administrative value is lost.					
20	Mastery Exam Administration Procedures	Until revised + 1 Year					
21	Examination Affidavit	2 Years + Current					
22	Salesperson License Remittance Form	2 Years + Current					
23	MV-Bond-Salesperson or Buyer Agent	1 Year after bond is paid or otherwise retired					
24	Continuation Certificate	1 Year after bond is paid or otherwise retired					
25	Buyer Agent Application Information	Until revised + 1 Year					
26	Buyer Agent License Application	Retain until obsolete, superseded or administrative value is lost.					

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

SA-194 (REV 1/78)



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

ARCHIVES NO. 05-84

DEPARTMENT REVENUE		DIVISION ENFORCEMENT	SECTION AUTO INDUSTRY DIVISION	PERMANENT X	NON-PERMANENT X
ITEM NO.	DESCRIPTION	RETENTION PERIOD	SPECIAL INSTRUCTIONS		
27	Buyer Agent Renewal Application	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.		
28	Information Booklet on Manufacturer & Selling Motor Vehicles	Until revised + 1 Year			
29	Manufacturer/Distributor License Application	Retain until obsolete, superseded or administrative value is lost.			
30	Manufacturer/Distributor License Renewal App	Retain until obsolete, superseded or administrative value is lost.			
31	Exempt Manufacturer Request Form	Retain until obsolete, superseded or administrative value is lost.			
32	Manufacturer Representative License Application	Retain until obsolete, superseded or administrative value is lost.			
33	Representative License Remittance Form	Retain until obsolete, superseded or administrative value is lost.			
34	Application for Dealer/Wholesale License Name Change	Retain until obsolete, superseded or administrative value is lost.			
35	Class License Change Application	Retain until obsolete, superseded or administrative value is lost.			
36	Dealer Application for Additional Location	Retain until obsolete, superseded or administrative value is lost.			

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State Archivist's Signature <i>Terry Ketchum</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>6/18/05</i>	State Auditor's Signature <i>Sally Symanski</i>	Date <i>10/8/04</i>

SA-194 (REV 1/78)



DEPARTMENT OF PERSONNEL & ADMINISTRATION  
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 RECORDS DISPOSITION SCHEDULE

ARCHIVES NO. 05-84

DEPARTMENT	DIVISION	SECTION	PERMANENT	NON-PERMANENT
REVENUE	ENFORCEMENT	AUTO INDUSTRY DIVISION	X	X
ITEM NO.	DESCRIPTION	RETENTION PERIOD	SPECIAL INSTRUCTIONS	
37	Dealer/Wholesaler/Salesperson Information Request	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.	
38	Miscellaneous Payments to AID	Retain until obsolete, superseded or administrative value is lost.		
39	Payment Received on Account	Retain until obsolete, superseded or administrative value is lost.		
40	Notice of Ownership Change	Retain until obsolete, superseded or administrative value is lost.		
41	Complaint Process for Consumers & Dealers	Until revised + 1 Year		
42	Complaint Form Page 1	Until revised + 1 Year		
43	Complaint Form Page 2	Until revised + 1 Year		
44	Dealer Complaint Letter	Until revised + 1 Year		
45	Compliance Audit of Dealership	Until revised + 1 Year		
46	Location Audit	Until revised + 1 Year		
47	Off-Premise Permit Application	Retain until obsolete, superseded or administrative value is lost.		
48	Affidavit For Full-Use Plates	Retain until obsolete, superseded or administrative value is lost.		

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State Archivist's Signature <i>Jerry Kutzman</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 mm</i>	Date <i>4/18/05</i>	State Auditor's Signature <i>Sally G. Manski</i>	Date <i>10/8/04</i>



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ITEM NO.	DESCRIPTION	RETENTION PERIOD	SPECIAL INSTRUCTIONS	
49	Out of State Dealer Temporary License App	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.	
50	Odometer Tampering	Until Revised + 1 Year		
51	The Big Deal	Until Revised + 1 Year		
52	Tips for Purchasing a Motor Vehicle	Until Revised + 1 Year		
53	To Lease or Not to Lease?	Until Revised + 1 Year		
54	Colorado's Lemon Law for Consumers/Dealers	Until Revised + 1 Year		
55	Dealer Board Advertising Rules	Until Revised + 1 Year		
56	Licensing	Retain until obsolete, superseded or administrative value is lost.		
57	Compliance/Investigations	Retain until obsolete, superseded or administrative value is lost.		
58	Public Information Service	Retain until obsolete, superseded or administrative value is lost.		
59	Policy and Procedure Manuals DOR	Retain until obsolete, superseded or administrative value is lost.		
60	Board Disciplinary Actions i.e	Permanent		
61	Notice of Charges	Permanent		
62	Notice of Hearing	Permanent		

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State Archivist's Signature <i>Jerry Kuttel</i>	Date 10/1/2004	Records Liaison Officer's Signature <i>Julie Paschal</i>	Date 9-16-04
Attorney General's Signature <i>John W. Suthers by mnm</i>	Date 4/18/05	State Auditor's Signature <i>Dorothy J. Gorman</i>	Date 10/8/04

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ITEM NO.	DESCRIPTION	RETENTION PERIOD	SPECIAL INSTRUCTIONS
63	Stipulation and Order	Permanent	Note: No record shall be destroyed that pertains to any pending legal case, claim, action, or audit.
64	Findings and Conclusions	Permanent	
65	Summary Suspension	Permanent	
66	Time Sheets	3 Years + Current	
67	Personnel Records (employee file) (Copy)	Retain until employee leaves or until superseded + 1 Year	

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State Archivist's Signature <i>Jerry Ketelsen</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 mmm</i>	Date 4/18/05	State Auditor's Signature <i>Sally Symant</i>	Date 10/8/04

SA-194 (REV 1/78)