



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

ARCHIVES NO.

05-86

DEPARTMENT REVENUE	DIVISION TAXATION	SECTION TAXPAYER SERVICE DIVISION	PERMANENT X NON-PERMANENT X
ITEM NO.	DESCRIPTION	RETENTION PERIOD	SPECIAL INSTRUCTIONS
1	Production Reports	1 Years + Current	Note: No record shall be destroyed that pertains to any pending legal case, claim, action, or audit.
2	Internal Procedures	Retain until superseded, obsolete or administrative value is lost	
3	Personnel Records (copy)	Retain until employee leaves or superseded + 1 Year	
4	Internal Business E-Mail	6 Years + Current	
5	Public Information & Education: E-mail Responses to Public Through Web Site (right now, Technologies)	6 Years + Current	
6	E-mail Responses to Citizens/Gov. Advoc. Office Responses	6 Years + Current	
7	E-mail responses to public through DOR main Web page e-mailbox	6 Years + Current	
8	Outbound E-Mail Communication	6 Years + Current	
9	Colorado Taxes Web Pages	Retain until superseded, obsolete or administrative value is lost	
10	News releases, annual income tax news media guide, radio public service announcements.	Permanent - Retain by agency for 5 years then transfer to State Archives	
11	Public Training Attendance Records	3 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>Terry Kitchener</i>	Date 5/26/05	Records Liaison Officer's Signature <i>Julie Raybal</i>	Date 5-24-05
Attorney General's Signature <i>John W. Suthers by mmm</i>	Date 6/1/05	State Auditor's Signature <i>Dorey Symons</i>	Date 5/27/05



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12	ASSIST System	Retain until superseded, obsolete or administrative value is lost	Note: No record shall be destroyed that pertains to any pending legal case, claim, action, or audit.
13	Call Center: SERV Phone Line Scripts	Retain until superseded, obsolete or administrative value is lost	
14	Evaluation Monitoring Sheets of Call Center Employees	3 Years + Current	
15	Admin: Director's electronic records for Taxpayer Service daily operations.	Retain until superseded, obsolete or administrative value is lost	
16	CPA's Liaison Meeting	3 Years + Current	
17	Determination Ruling Requests	Permanent	
18	Colorado Open Records Requests	1 Year + Current	
19	General Correspondence	1 Year + Current	
20	Expenditure Reports	5 Years + Current	
21	Colorado Statutes	Retain for one year until disbursement of the statutes the following year.	
22	Tax Research	2 Years + Current	

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State Archivist's Signature <i>Larry Detitsen</i>	Date 5/26/05	Records Liaison Officer's Signature <i>Julie Baykal</i>	Date 5-24-05
Attorney General's Signature <i>John W. Suthers</i>	Date 6/1/05	State Auditor's Signature <i>Dolly Symonst</i>	Date 8/27/05



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			X X
ITEM NO.	DESCRIPTION	RETENTION PERIOD	SPECIAL INSTRUCTIONS
23	BTAS: City & County Distribution Reports	3 Years + Current	Note: No record shall be destroyed that pertains to any pending legal case, claim, action, or audit.
24	City & County Distribution Reports	3 Years + Current	
25	City & County Distribution Reports	Retain until superseded, obsolete or administrative value is lost	
26	City & County Ordinances	Retain until superseded, obsolete or administrative value is lost	
27	City & County Maps	Retain until superseded, obsolete or administrative value is lost	
28	Business Tax Refund Claims	90 Days + Current	
29	Determination Letters (research)	Retain until administrative value is lost	
30	Accounting Services/Business Files	3 Years + Current	
31	Aviation Sales Tax Files	3 Years + Current	
32	Accounting Services/Business Files	3 Years + Current	
33	Business Personal Property Tax Refunds	3 Years + Current	

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State Archivist's Signature <i>Terry Dittman</i>	Date 5/26/05	Records Liaison Officer's Signature <i>Julie Raybal</i>	Date 5-24-05
Attorney General's Signature <i>John W. Suthers by mmm</i>	Date 6/1/05	State Auditor's Signature <i>Dolly Symant</i>	Date 5/27/05



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34	Larimer County	Permanent		Note: No record shall be destroyed that pertains to any pending legal case, claim, action, or audit.	
35	Tax Statutes Letters	3 Years + Current			
36	Work in Progress Spreadsheet Approval Process	Retain until superseded, obsolete or administrative value is lost			
37	Remit. 01, Amended Returns	90 Days + Current			
38	Master Tobacco Settlement & Jenkins Act	Permanent			
39	Winery Reports	5 Years + Current			
40	Sales Tax Spreadsheet Reports	5 Years + Current			
41	Sales Tax History/Procedures	Permanent			
42	Form Tracking	Retain until superseded, obsolete or administrative value is lost			
43	P.U.C.	7 Years + Current			
44	Alternative Fuels Vehicles	Retain until superseded, obsolete or administrative value is lost			
45	ITAS: Edit Lists	2 Years + Current			
46	Estate Tax Files	17 Years + Current			

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State Archivist's Signature <i>Terry Feltman</i>	Date 5/26/05	Records Liaison Officer's Signature <i>Julie Raybal</i>	Date 5-24-05
Attorney General's Signature <i>John W. Suthers by mm</i>	Date 6/1/05	State Auditor's Signature <i>Dolly Symanski</i>	Date 5/27/05



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47	Microfiche Reports & Refunds	Retain until superseded, obsolete or administrative value is lost	Note: No record shall be destroyed that pertains to any pending legal case, claim, action, or audit.		
48	Non-Resident Beneficiaries	Retain until superseded, obsolete or administrative value is lost			
49	Agency Intercepts	5 Years + Current			
50	Severance Tax Reports	5 Years + Current			
51	Account Adjustments from Mainframe	90 Days + Current			
52	Unclaimed Estimates File	7 Years + Current			
53	Policy: E-mail responses to taxpayers (referrals from Director)	Retain until superseded, obsolete or administrative value is lost			
54	Informal Letter Rulings	Retain until superseded, obsolete or administrative value is lost			
55	Research - Tax Rulings	2 Years + Current			
56	Enablx Software/Program	4 Years after superseded			
57	Drake Software/Program	4 Years after superseded			

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State Archivist's Signature <i>Jerry Kitchin</i>	Date 5/26/05	Records Liaison Officer's Signature <i>Julie Raybal</i>	Date 5-24-05
Attorney General's Signature <i>John W. Suthers by mm</i>	Date 6/1/05	State Auditor's Signature <i>Dalley Symanski</i>	Date 5/27/05



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58	FYI and FAQ (For your information and frequently asked questions program)	Retain until superseded, obsolete or administrative value is lost	Note: No record shall be destroyed that pertains to any pending legal case, claim, action, or audit.		
59	Software Vendor Correspondence	4 Years after superseded			
60	Electronic Publication Index	Retain until superseded, obsolete or administrative value is lost			
61	Conservation Easement Reviews	Permanent			
62	Tax Advisory Group	Retain until superseded, obsolete or administrative value is lost			
63	Sales Tax Simplification Task Force	Retain until superseded, obsolete or administrative value is lost			
64	E-mail Correspondence/Research	Retain until superseded, obsolete or administrative value is lost			
65	Regulations & Reg. Hearings	Permanent			

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State Archivist's Signature <i>Terry Kiteleson</i>	Date 5/26/05	Records Liaison Officer's Signature <i>Julie Raybal</i>	Date 5-24-05
Attorney General's Signature <i>John W. Suthers by mmr</i>	Date 6/1/05	State Auditor's Signature <i>Sally Symanski</i>	Date 5/27/05