



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

ARCHIVES NO.  
 05-88

DEPARTMENT REVENUE		DIVISION Motor Vehicle Business Group	SECTION Driver License	PERMANENT <input checked="" type="checkbox"/>	NON-PERMANENT <input checked="" type="checkbox"/>
ITEM NO.	DESCRIPTION	RETENTION PERIOD		SPECIAL INSTRUCTIONS	
1	Bank Deposit Slips	3 years + Current		Note: No record shall be destroyed that pertains to any pending legal case, claim, action, or audit.	
2	Daily Office Totals	3 years + Current			
3	Weekly Office Totals	3 years + Current			
4	Express Consent Forms	3 years + Current			
5	Proof of Service	3 years + Current			
6	Employee Timesheets	3 years + Current			
7	Request for Proposal - Polaroid	Until obsolete, superseded or administrative value is lost			
8	Memos/Correspondence-Polaroid	Until obsolete, superseded or administrative value is lost			
9	Bid - Polaroid	Until obsolete, superseded or administrative value is lost			
10	Personnel Files (Copy)	Until employee leaves or superseded			
11	Failed Vision Tests	3 years + Current			
12	Overtime Sheets	1 year + Current			
13	OJW's (outstanding judgment warrants)	5 years + Current			
14	Medical Exam Reports	Until obsolete, superseded or administrative value is lost			
15	Memos regarding overages/shortages	3 years + Current			
16	Voided Document Reports	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 Ketschen</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 4/20/05	State Auditor's Signature <i>Sally Symanski</i>	Date 10/8/04



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ITEM NO.	DESCRIPTION	RETENTION PERIOD	SPECIAL INSTRUCTIONS	
17	Weekly Download Reports	3 years + Current	Note: No record shall be destroyed that pertains to any pending legal case, claim, action, or audit.	
18	Regional Service Center Study	Until obsolete, superseded or administrative value is lost		
19	Geographic Study	Until obsolete, superseded or administrative value is lost		
20	Fraud Attempts	Permanent		
21	Notice of Denial	5 years + Current		
22	Miscellaneous Memos	1 year + Current		
23	Sick/AL Requests	1 year + Current		
24	Travel Reimbursements	3 years + Current		
25	Receiving Reports	3 years + Current		
26	Colo Revised Statutes	Until Superseded		
27	Inventory Supply Requests	1 year + Current		
28	Strategic Plan	Until obsolete, superseded or administrative value is lost		
29	RPP Ratings (Copy)	Until employee leaves		
30	Cleared Short Checks	5 years + Current		
31	Credit Card Receipts	3 years + Current		
32	Statistics "Big 3"	Until obsolete, superseded or administrative value is lost		
33	Immigration Statistics	Until obsolete, superseded or administrative value is lost		

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State Archivist's Signature <i>Jerry Fitchner</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 4/20/05	State Auditor's Signature <i>Judy J. Gorman</i>	Date 10/8/04



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DEPARTMENT REVENUE	DIVISION Motor Vehicle Business Group	SECTION Driver License	PERMANENT x	NON-PERMANENT x
ITEM NO.	DESCRIPTION	RETENTION PERIOD	SPECIAL INSTRUCTIONS	
34	All License Statistics	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.	
35	Monthly Office Statistics	Until obsolete, superseded or administrative value is lost		
36	Decision Items	Until obsolete, superseded or administrative value is lost		
37	PC Information	Permanent		
38	Cleared Short Checks	5 years + Current		
39	Bank Reconciliation's	3 years + Current		
40	Deposit Slips w/weekly download	3 years + Current		
41	Renew By Mail Batch Slips	3 years + Current		
42	Accounts Payable	5 years + Current		
43	Renew By Mail Applications	Until obsolete, superseded or administrative value is lost		
44	Old Employee Files (Copy)	1 year after leaving		
45	General Ledger Reports -GNL16	3 years + Current		
46	Rent Payment Vouchers	3 years + Current		
47	4511's - Payment Record	3 years + Current		
48	Disciplinary Actions	Until employee leaves + 1 year		
49	Legislation (Copy)	Until obsolete, superseded or administrative value is lost		

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ITEM NO.	DESCRIPTION	RETENTION PERIOD		SPECIAL INSTRUCTIONS	
50	Asbestos ID Applications	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.	
51	Bost Completion Statements	Until obsolete, superseded or administrative value is lost			

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Attorney General's Signature <i>John W. Suthers by mm</i>	Date 4/20/05	State Auditor's Signature <i>Dolly Symonak</i>	Date 10/8/04

SA-94 (REV 1/78)