



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

ARCHIVES NO. 05-82

DEPARTMENT REVENUE	DIVISION Executive Director's Office	SECTION Administration	PERMANENT NON-PERMANENT	x x
ITEM NO.	DESCRIPTION	RETENTION PERIOD	SPECIAL INSTRUCTIONS	
1	Fred Fisher Boxes Marked for State Archives	Permanent retain for 10 years transfer to State Archives	Note: No record shall be destroyed that pertains to any pending legal case, claim, action, or audit.	
2	Taxation Re-Engineering Core Team Report - Phase II	Retain until obsolete, superseded or administrative value is lost.		
3	Income Tax Re-Engineering Initiatives	Retain until obsolete, superseded or administrative value is lost.		
4	Information Management Annual Plan	Retain until obsolete, superseded or administrative value is lost.		
5	Technology Assessment and Recommendations	Retain until obsolete, superseded or administrative value is lost.		
6	Colorado Department of Revenue - Income Tax Initiative	Retain until obsolete, superseded or administrative value is lost.		
7	Colorado Income Tax Initiative - Income Tax System Requirements	Retain until obsolete, superseded or administrative value is lost.		
8	Envirotest Files	Retain until obsolete, superseded or administrative value is lost.		
9	Re-Engineering	Retain until obsolete, superseded or administrative value is lost.		
10	Executive Oversight Committee Binder	Retain until obsolete, superseded or administrative value is lost.		
11	Tabor Special Session	Retain until obsolete, superseded or administrative value is lost.		
12	Governor Owens 1999 Planning Session	Permanent retain for 10 years transfer to State Archives		
13	IMAP	Retain until obsolete, superseded or administrative value is lost.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 Fletcher</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 mnm</i>	Date 4/18/05	State Auditor's Signature <i>Darryl J. Mansch</i>	Date 10/8/04



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

ARCHIVES NO.
05-82

DEPARTMENT REVENUE		DIVISION Executive Director's Office	SECTION Administration	PERMANENT x	NON-PERMANENT x
ITEM NO.	DESCRIPTION	RETENTION PERIOD		SPECIAL INSTRUCTIONS	
14	Information Technology Strategic Plan	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.	
15	Lottery	Permanent retain for 10 years transfer to State Archives			
16	Liquor	Permanent retain for 10 years transfer to State Archives			
17	Racing	Permanent retain for 10 years transfer to State Archives			
18	Gaming	Permanent retain for 10 years transfer to State Archives			
19	Envirotest	7 Years + Current			
20	Misc. Correspondence	1 Year + Current			
21	Phone Power Update Statistics	1 Year + Current			
22	Suggestion Program	3 Years + Current			
23	Tax Hearings	Permanent			
24	Rule Hearings	Permanent			
25	Services	Retain until obsolete, superseded or administrative value is lost.			
26	Colorado Limited Gaming Act	Permanent retain for 10 years transfer to State Archives			
27	Colorado CVISN	Retain until obsolete, superseded or administrative value is lost.			
28	Acronyms/Buzzwords Used to Describe Commercial Vehicle Operations	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>Perry Heltzen</i>	Date <i>10/1/2004</i>	Records Liaison Officer's Signature <i>Jelie Raybal</i>	Date <i>9-16-04</i>
Attorney General's Signature <i>John W. Guthers by mm</i>	Date <i>4/18/05</i>	State Auditor's Signature <i>Darryl J. Mansch</i>	Date <i>10/8/04</i>



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

ARCHIVES NO.
05-82

DEPARTMENT REVENUE	DIVISION Executive Director's Office	SECTION Administration	PERMANENT NON-PERMANENT
			x x
ITEM NO.	DESCRIPTION	RETENTION PERIOD	SPECIAL INSTRUCTIONS
29	DOR Communications Plan	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.
30	Enforcement Reengineering Processes	Retain until obsolete, superseded or administrative value is lost.	
31	Reengineering Phase III Plan	Retain until obsolete, superseded or administrative value is lost.	
32	Phase III Manual	Retain until obsolete, superseded or administrative value is lost.	
33	New Income Tax System Alternatives	Retain until obsolete, superseded or administrative value is lost.	
34	Income Tax Initiative Progress Report	Retain until obsolete, superseded or administrative value is lost.	
35	IT Architecture Project	Retain until obsolete, superseded or administrative value is lost.	
36	Reengineering Papers	Retain until obsolete, superseded or administrative value is lost.	
37	Proposed Regulations/Rule Making	Retain until obsolete, superseded or administrative value is lost.	
38	Emissions	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>Jerry Ketelsen</i>	Date 10/1/2004	Records Liaison Officer's Signature <i>Julie Kaybal</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>Sally Lyness</i>	Date 10/8/04