



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

ARCHIVES NO.  
 05-220

DEPARTMENT REVENUE		DIVISION GAMING		SECTION COMMUNICATIONS		PERMANENT	x
						NON-PERMANENT	x
ITEM NO.	DESCRIPTION	RETENTION PERIOD		SPECIAL INSTRUCTIONS			
1	News Articles	5 Years + Current		Note: No record shall be destroyed that pertains to any pending legal case, claim, action, or audit.			
2	News Releases	5 Years + Current					
3	Employee Residency Surveys	3 Years + Current					
4	Gaming Statistics	Permanent					
5	Gaming Update Newsletter	Keep 5 copies Permanently					
6	Industry Bulletins	Retain until obsolete, superseded or administrative value is lost					
7	Annual Reports	Permanent					
8	Fact Books & Abstract	Retain until obsolete, superseded or administrative value is lost					
9	Tribal Gaming Compacts	6 Years Following Expiration or Termination					
10	Limited Gaming Act	Permanent					
11	Colorado Gaming Regulations	Permanent					
12	Tribal Economic Impact Study	Retain until obsolete, superseded or administrative value is lost					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>Larry Fetelsen</i>	Date 6/14/2005	Records Liaison Officer's Signature <i>Julie Raybal</i>	Date 6-13-05
Attorney General's Signature <i>John Suthers by mmm</i>	Date 7/8/05	State Auditor's Signature <i>Sally Symanski</i>	Date 6/17/05