



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

ARCHIVES NO.
14-10

DEPARTMENT	DIVISION	SECTION	PERMANENT	X
REVENUE	MOTOR VEHICLE	ADMINISTRATION	NON-PERMANENT	X
ITEM NO.	DESCRIPTION	RETENTION PERIOD	SPECIAL INSTRUCTIONS	
		<i>NOTE: No record shall be destroyed if litigation pertaining to that record has not been resolved</i>	*1 Colorado State Archives Records Management Manual *2 Colorado Municipal Records Retention Schedule *3 DOR Intranet website (Personnel/Rule Hearings, etc.)	
1	Section Policies/Procedures	Permanent-Review old policies and procedures annually. Destroy only unneeded duplicates.	*1 Ref. 1-24 SARMM	
2	Division Rules	Permanent	*2 Ref. Section 40.070 CMRRS	
3	Performance Plans & Evaluations	1 year from separation Duplicate copies only -Until administrative need ends	*1 Ref. 11-2 SARMM	
4	Internal Investigations	5 yrs (unsubstantiated investigations) 10 yrs after termination (substantiated investigations)	*2 Ref. Section 90.160 CMRRS *2 Ref. Section 100.080K	
5	DMV Delegation/Appointing Documents	Retain until administrative need ends or Delegation has been rescinded	*3 Ref. DOR Intranet website	
6	General Correspondence (Paper and Electronic)	5 Calendar Years + Current	*1 Ref. 1-14 SARMM	
7A	Annual Reports	Permanent	*2 Ref. Section 40.290 CMRRS	
7B	Monthly Reports	2 Years	*2 Ref. Section 40.290 CMRRS	
8	MVAdmin e-mail Correspondence	1 Calendar Year + Current Duplicate copies-Retain by agency for 3 months	*1 Ref. 1-14 SARMM	
9	Colorado Register [Rules Digest]	Permanent	*2 Ref. Section 40.070 CMRRS	
10	Proposed DMV Legislation [All DMV Sections]	Permanent Duplicate copies: Retain until no longer needed, then destroy	*1 Ref. Section 1-26 SARMM	
11	Operations Plan	Permanent	*2 Ref. Section 40.210 CMRRS	
12	Strategic Plan	Permanent	*2 Ref. Section 40.210 CMRRS	

NO RECORD SHALL BE DESTROYED UNDER THIS SCHEDULE AUTHORITY SO LONG AS IT PERTAINS TO ANY LEGAL CASE, CLAIM, ACTION OR AUDIT.

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	Date	Records Liaison Officer's Signature	Date
	10/30/2013		10/16/13
Attorney General's Signature	Date	State Auditor's Signature	Date
	2/12/14		12/16/13