



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

ARCHIVES NO. 14-11

DEPARTMENT REVENUE	DIVISION Motor Vehicle	SECTION Emissions	PERMANENT x	NON-PERMANENT x
ITEM NO.	DESCRIPTION	RETENTION PERIOD	SPECIAL INSTRUCTIONS <small>#1 Colorado State Archives Records Management Manual #2 Colorado Municipal Records Retention Schedule #3 DOR Intranet Website (Personnel/Rule Hearings, etc.)</small>	
1	Supervisor's Employee Files (Copy)	1 Year From Separation	Archives #05-213	
2	Request for Leave (Copy)	1 Year	#1, 11-28	
3	Leave Summary Reports (Copy)	1 Year + Current	#1, 11-29	
4	Time Sheets	5 Years	CRS 8-72-107	
5	Pro-card (Invoice) Documentation	3 Years	#1, 7F-6	
6	Purchase Order Documentation (Copy)	1 Year + Current	#1, Schedule 7, Item A-3	
7	Expenditure Analysis Spreadsheets	5 Years	Archives #12-30 (Item 15)	
8	Rule Making Documentation	Permanent	#2, 40.070	
9	Telecom (Long Distance) Report (Copy)	1 Year + Current	#1, 4-6	
10	Station Files - Appl. For Official Inspection/Repair Station (DR 2344) for 1981 & older vehicles - Appl. For Official Inspection Facility (DR 2341) for gas vehicles - Appl. For Diesel Inspection Station (DR 2062) - Station Contact Report Overt Audit (DR 2346) - Lane Q/A Audit Summary Report/90 Day Lane Audit - Document Order Form (DR 2351) - Station Summary Report - Diesel Station Audit Report - Notice of Violation Administrative Action (DR 2852)	2 Years after station closes; Provided audits have been completed and released.	#2, 75.020	
11	Dealership Files - Temporary Emissions Exempt Vehicle Windshield Sticker Agreement - Document Order Form (DR 2351)	2 Years after dealership closes; Provided audits have been completed and released	#2, 75.020	

I request approval Reports 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 10/24/2013	Records Liaison Officer's Signature 	Date 10-17-13
Attorney General's Signature 	Date 3/12/14	State Auditor's Signature 	Date 12-16-13

No record shall be destroyed under this schedule authority so long as it pertains to any pending legal case, claim, action or audit



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

ARCHIVES NO.

14-11

DEPARTMENT REVENUE	DIVISION Motor Vehicle	SECTION Emissions	PERMANENT	x
			NON-PERMANENT	x
ITEM NO.	DESCRIPTION	RETENTION PERIOD	SPECIAL INSTRUCTIONS #1 Colorado State Archives Records Management Manual #2 Colorado Municipal Records Retention Schedule #3 DOR Intranet Website (Personnel/Rule Hearings, etc.)	
12	Inspector/Mechanic Files - Emissions Inspector/Mechanic License (DR 2381) - Inspector Observation Report Card - Station 90 Day Performance Audit (DR 2604) - Application For Diesel Inspector License (DR 2061) - Change of Address Notification - Findings of Fact, Conclusions of Law, Sanctions, and Order - Notice of Violation Administrative Action (DR 2852) - Document Receipt (DR 2511) - Covert Vehicle Expense Report (DR 2355)	2 Years after termination of license; Provided audits have been completed and released	#2, 75.020	
13	Site Location Files - Emissions Program Clean Screen Gas Audit Report - Blue License (DR 2124) - CDPHE Letters - Utility Permit Application	2 Years after site closes	#2, 75.020	
14	SDM Files - Blue License (DR 2124) - Clean Screen Program Gas Audit Report	2 Years after SDM closes	#2, 75.020	
15	Envirotest Files - Station Contact Report (DR 2346) - Lane Q/A Audit Summary Report - Appl. For Official Inspection/Repair Station (DR 2344)	2 Years after station closes; Provided audits have been completed and released.	#2, 75.020	
16	Waiver Application Files	3 Years + Current	#2, 40.230	
17	Hearing Files - Stipulation and Agreement - Hearing Letter - Notice of Violation Letter	3 Years + Current	Archives #05-213	

No record shall be destroyed under this schedule authority so long as it pertains to any pending legal case, claim, action or audit



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

ARCHIVES NO.
 14-11

DEPARTMENT REVENUE	DIVISION Motor Vehicle	SECTION Emissions	PERMANENT <input checked="" type="checkbox"/> NON-PERMANENT <input checked="" type="checkbox"/>
ITEM NO.	DESCRIPTION	RETENTION PERIOD	SPECIAL INSTRUCTIONS #1 Colorado State Archives Records Management Manual #2 Colorado Municipal Records Retention Schedule #3 DOR Intranet Website (Personnel/Rule Hearings, etc.)
18	Consumer Complaint Files (DR 2375) & Customer Concern/Claim Files from Envirotest - Complaint Report (DR 2771) - Emissions Letter to Complainant	3 Years + Current	Archives #05-213

No record shall be destroyed under this schedule authority so long as it pertains to any pending legal case , claim, action or audit