



DEPARTMENT	DIVISION	SECTION	PERMANENT	NON-PERMANENT
Revenue	Enforcement	Marijuana/Investigations	<input type="checkbox"/>	<input checked="" type="checkbox"/>
ITEM NO.	RECORD TITLE	RETENTION PERIOD	CITATIONS/SPECIAL INSTRUCTIONS	
1	Administrative Proceeding Records	3 years after proceeding concludes, provided that all rights of appeal have expired	#2, 40.010	
2	Application and Licensing Files *Applications and supporting documents *MED Investigation Records *Misc. Documents	2 years after establishment ceases operation or after final denial, expiration, revocation, termination or transfer of license, except that any background materials that will also apply to transferred license should be retained from original license file and that any obsolete material may be purged when replaced with updated information	#2, 75.020 D, 1	
3	Bonds Required Before License or Permit can be Issued	6 years after expiration	#2, 75.010	
4	Case Specific Evidence Logs	Life of related case files or life of defendant, whichever is later [C.R.S. 18-1-1101 et seq.]	#2, 100.080, E, 3, a, [C.R.S. 18-1-1101 et seq.]	
5	Evidence Logs Documenting Multiple Cases	7 years	#2, 100.080, E, 3, b	
6	Field Contact Records After Which No Complaint is Filed i.e. site visit reports.	3 years	#2, 100.080, G #2, 100.080, B, 4	
7	Investigative Reports After Which No Related Investigation is Initiated	3 years		
8	Marijuana Surrender and Destruction Log	Until completion of next succeeding evidence and property audit	#2, 100.080, E, 2	

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. I hereby certify that I am authorized to act for the head of this agency in matters pertaining to disposal of records.

State Archivist's Signature 	Date 11/30/2015	Records Liaison Officer's Signature 	Date 11.20.15
Attorney General's Signature 	Date 12/8/15	State Auditor's Signature 	Date 1-28-16



ARCHIVES #

DEPARTMENT Revenue	DIVISION Enforcement	SECTION Marijuana, Investigations	PERMANENT <input type="checkbox"/> NON-PERMANENT <input checked="" type="checkbox"/>
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ITEM NO.	RECORD TITLE	RETENTION PERIOD	CITATIONS/SPECIAL INSTRUCTIONS
9	Patient Registry Information (patient lists, patient status change forms)	Until no longer needed for reference	#2, 75-020, D, 2
10	Field Contact Reports; including Public Complaints and Tips after which no investigation is initiated	3 years	#2, 100.080, G
11	Working Papers which have a short-term use and comprise the background records, such as preliminary drafts, analyses or notes, regarding a particular case files	Retain by agency until administrative need ends and then destroy.	#1, 1-35

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