



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

ARCHIVES#
 16-39

DEPARTMENT REVENUE		DIVISION EXECUTIVE DIRECTOR'S OFFICE		SECTION OFFICE OF HUMAN RESOURCES RISK MANAGEMENT		PERMANENT <input type="checkbox"/>	NON-PERMANENT <input checked="" type="checkbox"/>
ITEM NO.	RECORD TITLE	RETENTION PERIOD	CITATIONS/SPECIAL INSTRUCTIONS				
1	Employee Files Personnel Files Retirement Information Terminated/Resigned Employee Files	Retain for 10 years after retirement or separation of employee and then destroy.	#1, 11-2.				
2	Employee Performance Ratings	Retain as part of agency personnel file.	#1, 11-17				
3	Position Files	Retain by agency personnel office for 4 years or until revised and then destroy	#1, 11-43				
4	Temporary Employee Files	Retain by agency for 5 years after separation and then destroy	#1, 11-3				
5	Abolished Position Files/Abolished Temp Files	Retain by agency personnel office for 4 years and then destroy.	#1, 11-38				
6	Section Policies and Procedures	2 years after superseded or obsolete	#2, 40.220 A.				
7	4511 Log	Retain by agency for 1 year and then destroy	#1, 1-16				

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 11.14.15
Attorney General's Signature C.R.B. for Cynthia H. Coffman	Date 12/8/15	State Auditor's Signature Merri Hunter	Date 1-7-16



ARCHIVES #

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ITEM NO.	RECORD TITLE	RETENTION PERIOD	CITATIONS/SPECIAL INSTRUCTIONS	
8	Adverse Action files/Corrective/Disciplinary Action Log	Retain by agency for 6 years after case is closed and then destroy	#1, 11-1	
9	Service Awards Log	Retain as part of agency personnel file for 3 years and then destroy	#1, 11-9	
10	Leave Reports	Retain by agency personnel office from the date the date the sick leave cap was established	#1, 11-27	
11	Request for Leave	Retain by agency as part of the leave record for 3 years and then destroy	#1, 11-28	
12	Budget - Invoices	Retain by agency for 3 Years and then destroy	#1, 2-5	
13	Short Term Disability/Workers Compensation/FMLA	Retain by agency for 5 years and then destroy	#1, 11-35	
14	Verification of Employment Eligibility (I-9)	Retain 3 years after termination	#1, 11-52	

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