



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

ARCHIVES#
 16-48

DEPARTMENT REVENUE		DIVISION ENFORCEMENT		SECTION DIVISION OF RACING EVENTS		PERMANENT <input type="checkbox"/>	NON-PERMANENT <input checked="" type="checkbox"/>
ITEM NO.	RECORD TITLE	RETENTION PERIOD	CITATIONS/SPECIAL INSTRUCTIONS				
1	Part time employee time sheets (copy)	Retain until administrative need ends and then destroy	#1, 11-48				
2	Permanent Employee Personnel Records • Performance reviews • Commendations • Qualifications • Leave Reports	Retain until administrative need ends and then destroy	#1, 11-2				
3	Temporary Employee Personnel Records	Retain by agency for 5 years after separation and then destroy	#1, 11-3				
4	DORE Policies and Procedures Manual	Permanent	#1, 1-24				
5	Fee schedules with supporting documentation	Retain 2 years after revised	#2, 30.090				
6	Auditor's Reports • Purse reports • Horse mutuel reports • Deposit reports • Greyhound welfare reports • Horse outs reports • Miscellaneous auditor's reports	Retain by agency until administrative need ends and then destroy	#1, 1-31				
7	Financial spreadsheets and records • Handle statistics • Source market fees • Miscellaneous auditor's reports	Retain by agency until administrative need ends and then destroy	#1, 1-31				
8	Tax Audits	Permanent	#2, 30.040				
9	Annual reports	Retain by agency until administrative need ends and then destroy	#1, 1-27				
10	Licensing Daily Deposits and Runs	3 years	#2, 30.050(A)				

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 <i>[Signature]</i>	Date 11/30/2015	Records Liaison Officer's Signature <i>[Signature]</i>	Date 11.16.15
Attorney General's Signature <i>[Signature]</i>	Date 12/8/15	State Auditor's Signature <i>[Signature]</i>	Date 1-7-16



ARCHIVES #

DEPARTMENT REVENUE	DIVISION ENFORCEMENT	SECTION DIVISION OF RACING EVENTS	PERMANENT <input type="checkbox"/>	NON-PERMANENT <input checked="" type="checkbox"/>
ITEM NO.	RECORD TITLE	RETENTION PERIOD	CITATIONS/SPECIAL INSTRUCTIONS	
11	Bank / Account Statements (copy)	3 years	#2, 30.050(A)	
12	Electronic Master Forms • Application forms • Licensing forms • Other administrative forms	Retain by agency until hard copy is filed and administrative need ends and then delete	#1, 1-34	
13	Association financial statements	3 years	#2, 30.050, A	
14	Commission meeting minutes, agendas, supporting documents, and race date hearings	Permanent	#1, 1-21	
15	Commissioner Information	Permanent	#2, 45.080, B	
16	Commissioner Statements of Interest and Financial Disclosures	2 years after service ends or conflict of interest no longer exists	#2, 45.080, A	
17	Commission meeting recordings	6 months after approval of minutes	#2, 45.140, B	
18	Misc. correspondence files	Retain by agency for 1 year and then destroy	#1, 1-14	
19	Attorney General Opinions (copy)	Retain until no longer needed and then destroy	#1, 1-6	
20	Investigation Case Files • Case reports • Exhibit items • Lab results • Correspondence • Complaints • Witness statements	3 years	#2, 100.080, B, 4	
21	Rulings (Board / CRC), Director's Orders, and Stipulations	6 years after case is closed and then destroy	#1, 1-19	

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ITEM NO.	RECORD TITLE	RETENTION PERIOD	CITATIONS/SPECIAL INSTRUCTIONS
22	District Court case files	6 years after case is closed and then destroy	#1, 1-19
23	Licensing Files	2 years after final denial, expiration, revocation, termination or transfer of license	#2, 75.020
24	Rule-making documentation and files	Permanent	#1, 1-26
25	Legislative / Proposed Legislation Files	Permanent	#1, 1-26
26	CORA Information Requests	Retain 2 years after request is answered	#1, 15-8
27	Weekly Stewards' Reports	2 years	#2, 40.290, E
28	Investigators' Reports - Weekly reports - Monthly reports - Human drug testing - Stable inspection reports - Kennel inspection reports	Retain by agency until administrative need ends and then destroy	#1, 1-31
29	Test Barn Records - Lasix witness cards - Veterinary records - Health certificates - Security logs - Veterinarian reports	Retain by agency until administrative need ends and then destroy	#1, 1-31

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