



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

ARCHIVES#
 16-50

DEPARTMENT Revenur		DIVISION Gaming		SECTION Audit		PERMANENT <input type="checkbox"/>	NON-PERMANENT <input checked="" type="checkbox"/>
ITEM NO.	RECORD TITLE	RETENTION PERIOD		CITATIONS/SPECIAL INSTRUCTIONS			
1	Audit Reports & Management Letters (Audit Records)	Permanent.		#2, 30.040, A			
2	Audit General Files (Working Papers)	Retain by agency until administrative need ends and then destroy.		#1, 1-35			
3	Audit Compliance File & Variance (Working Papers)	Retain by agency until administrative need ends and then destroy.		#1, 1-35			
4	Audit Information System Files (Working Papers)	Retain by agency until administrative need ends and then destroy.		#1, 1-35			
5	Financial Statements-Licensees (Working Papers)	Retain by agency until administrative need ends and then destroy.		#1, 1-35			
6	Gaming Tax Information (Publications)	Permanent. Creating agency shall transfer one copy to State Archives when published.		#1, 1-27			
7	Gaming Statistics (Publications)	Permanent. Creating agency shall transfer one copy to State Archives when published.		#1, 1-27			

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 11.16.15
Attorney General's Signature 	Date 12/8/15	State Auditor's Signature 	Date 1-7-16