



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

ARCHIVES#
 16-53

DEPARTMENT REVENUE	DIVISION GAMING	SECTION INVESTIGATIONS/ ENFORCEMENT	PERMANENT <input type="checkbox"/>	NON-PERMANENT <input checked="" type="checkbox"/>
ITEM NO.	RECORD TITLE	RETENTION PERIOD	CITATIONS/SPECIAL INSTRUCTIONS	
1	Investigative Case Reports (Working Papers)	Retain by agency until administrative need ends and then destroy	#1, 1-35	
2	Memorandums of Understanding Inter-agency Agreements (Agreements & Contracts)	6 years after expiration or cancellation, fulfillment of all terms of agreement or contract or resolution of any disputes, whichever is later, provided that audit has been completed and agreement or contract no longer has any binding effect; except prior to destruction, evaluate for continuing legal, administrative or historical value	#2, 40.030	
3	Exclusion List (Working Papers)	Retain by agency until administrative need ends and then destroy	#1, 1-35	
4	Casino Files (Working Papers)	Retain by agency until administrative need ends and then destroy	#1, 1-35	
5	Floor Plans (Working Papers)	Retain by agency until administrative need ends and then destroy	#1, 1-35	
6	Table Game Applications (Working Papers)	Retain by agency until administrative need ends and then destroy	#1, 1-35	
7	Table Game Committee Minutes (Working Papers)	Retain by agency until administrative need ends and then destroy	#1, 1-35	
8	Chip and Token Approvals (Working Papers)	Retain by agency until administrative need ends and then destroy	#1, 1-35	

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