



COLORADO

State Archives

DEPARTMENT OF PERSONNEL & ADMINISTRATION

STATE ARCHIVES AND PUBLIC RECORDS

RECORDS DISPOSITION SCHEDULE

ARCHIVES#

16-54

DEPARTMENT Department of Revenue		DIVISION Division of Motor Vehicles		SECTION Emissions		PERMANENT <input type="checkbox"/>	NON-PERMANENT <input checked="" type="checkbox"/>
ITEM NO.	RECORD TITLE	RETENTION PERIOD		CITATIONS/SPECIAL INSTRUCTIONS			
1	Station Files (Independent, Fleet, Diesel) <ul style="list-style-type: none"> • Appl. For Official Inspection/Repair Station for 1981 & older vehicles (DR2344) • Appl. For Diesel Inspection Station (DR2062) • Appl. For Official Inspection Facility (DR2341) • Blue License (DR2124) • Station Contact Report (DR2346) • Lane Q/A Audit Summary Report/90-Day Lane Audit • Document Order Form (DR2351) • Station Summary Report • Diesel Station Audit Report • Notice of Violation Administrative Action (DR 2852) 	2 years after expiration, revocation, denial, or termination of licensed activity.		#2, 75.020, C			
2	Contractor (Envirotest) Station and Remote Site Files <ul style="list-style-type: none"> • Appl. For Official Inspection Facility (DR2341) • Utility Permit Application for remote site • Station Contact Report (DR2346) • Lane Q/A Audit Summary Report/90 Day Lane Audit • Document Order Form (DR2351) • Station Summary Report • Notice of Violation Administrative Action (DR 2852) • Blue License (DR2124) • CDPHE Letters • Clean Screen Gas Audit Reports 	2 years after expiration, revocation, denial, or termination of licensed activity or closure of the site.		#2, 75.020, C			

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



DEPARTMENT Department of Revenue	DIVISION Division of Motor Vehicles	SECTION Emissions	PERMANENT <input type="checkbox"/>
			NON-PERMANENT <input checked="" type="checkbox"/>

ITEM NO.	RECORD TITLE	RETENTION PERIOD	CITATIONS/SPECIAL INSTRUCTIONS
3	Inspector Files <ul style="list-style-type: none"> • Emissions Inspector License Application (DR2381) • Application for Diesel Inspector License (DR2061) • Blue License (DR2124) • Inspector Observation Report Card • 90 Day Performance Audit (DR2604) • Change of Address Notification • Notice of Violation Administrative Action (DR2852) • Document Receipt (DR2511) 	2 years after expiration, revocation, denial, or termination of licensed activity.	#2, 75.020, C
4	Dealership Files <ul style="list-style-type: none"> • Temporary Emissions Exempt Vehicle (TEEV) Windshield Agreement • Document Order Form (DR2351) 	2 years from the TEEV Windshield Agreement date.	#2, 75.020, F
5	Administrative Proceeding Files <ul style="list-style-type: none"> • Hearing Notice • Notice of Charges • Stipulation and Agreement • Notice of Violation 	3 years after proceeding concludes provided that all rights of appeal have expired.	#2, 40-010
6	Waiver Application Files <ul style="list-style-type: none"> • Application • Supporting documentation (proof of public assistance, repair receipts, correspondence) 	2 years after expiration, revocation, denial, or termination of permitted use.	#2, 75.020, F
7	Consumer Complaint Files <ul style="list-style-type: none"> • Consumer Complaints (DR2375) • Complaint Report (DR2771) • Correspondence • Supporting documentation, (photographs, repair quotes, repair receipts, documentation from vendor) 	2 years after response or action or 2 years if no response or action is required	#2, 40-090

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DEPARTMENT	DIVISION	SECTION	PERMANENT	NON-PERMANENT
Department of Revenue	Division of Motor Vehicles	Emissions	<input type="checkbox"/>	<input checked="" type="checkbox"/>
ITEM NO.	RECORD TITLE	RETENTION PERIOD	CITATIONS/SPECIAL INSTRUCTIONS	
8	Administrative Rulemaking Files	Retain by agency for 3 months or until administrative need ends and then destroy.	#1, 1-4	
9	Financial Documents <ul style="list-style-type: none"> • Procard (Invoice) documentation • Purchase Order documentation and expenditure records (copy) • Covert Vehicle Expense Reports (DR2355) • Telecom (Long Distance) Report (duplicate copy) 	Retained by state agency/institution for three years	#1, 7-F, 6	
		Retained by state agency/institution for three years	#1, 7-F, 2	
		Retain by agency for 1 year and then destroy	#1, 4-7	
10	Budget Documents <ul style="list-style-type: none"> • Estimates, expenditure analysis, justification (duplicate copy) 	Retain until no longer needed then destroy	#1, 2-5	
11	Employee Files <ul style="list-style-type: none"> • Supervisor files (duplicate copy) • Request for Leave (duplicate copy) • Leave Summary Report (duplicate copy) • Training records • Daily activity/time accounting logs 	Retain until administrative need ends and then destroy	#1, 11-27 #1, 11-11	
		Retain by agency for 1 year and then destroy	#1, 1-8	
12	Attorney General's Opinions (duplicate copies)	Retain until no longer needed then destroy	#1, 1-6	
13	Policy and Procedures Documentation	2 years after superseded or obsolete	#1, 40-220, A	
14	Internal Administrative Correspondence	Retain by agency for 2 years and then destroy	#1, 1-17	

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DEPARTMENT Department of Revenue	DIVISION Division of Motor Vehicles	SECTION Emissions	PERMANENT <input type="checkbox"/> NON-PERMANENT <input checked="" type="checkbox"/>
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ITEM NO.	RECORD TITLE	RETENTION PERIOD	CITATIONS/SPECIAL INSTRUCTIONS
15	Motor Pool Records (duplicate copy) <ul style="list-style-type: none"> • Fuel sales receipts • Trip logs • Insurance adjuster estimates • Maintenance records 	Retain for 1 year and then destroy	#1, 9-3

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