



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

ARCHIVES#
 16-82

DEPARTMENT REVENUE	DIVISION Motor Vehicle	SECTION Motor Vehicle Investigations Unit	PERMANENT <input type="checkbox"/> NON-PERMANENT <input checked="" type="checkbox"/>
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ITEM NO.	RECORD TITLE	RETENTION PERIOD	CITATIONS/SPECIAL INSTRUCTIONS
1	Policy and Procedures Manual	Permanent	#1, 1-24
2	Personnel Files Permanent Employees	Duplicate copies: Retain until administrative need ends and then destroy	#1, 11-2
3	Personnel files Temporary Employees	Duplicate copies: Retain by agency for 5 years after separation and then destroy	#1, 11-3
4	Working Papers	Record copy: Retain until administrative need ends and then destroy	#1, 1-35
5	Proposed Legislation Records	Duplicate copies: Retain until no longer needed then destroy	#1, 1-26
6	ORGANIZATION FILES • Operations Plans • Strategic Plans	Permanent	#2, 40.210
7	Employee Performance Appraisals	Duplicate copies: Retain by agency until superseded and then destroy	#1, 11-17
8	CASE RECORDS • Major Felonies/Violent Crimes	Permanent	#2, 100.080, B2
9	• Felony Case Records	10 years [CRS 16-5-401]	#2, 100.080, B3
10	• Misdemeanor Case Records	3 years	#2, 100.080, B4
11	REPORTS • Annual Reports	Permanent	#2, 40.290, A
12	• Daily Reports	2 years	#2, 40.290, B
13	• Monthly Reports	2 years	#2, 40.290, C
14	• Quarterly	3 years	#2, 40.290, D
15	• Weekly	2 years	#2, 40.290, E

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 06/07/2016	Records Liaison Officer's Signature 	Date 6/2/16
Attorney General's Signature Cynthia H. Costman by Crystal Shepherd	Date 09/06/14	State Auditor's Signature 	Date 05/02/16



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ITEM NO.	RECORD TITLE	RETENTION PERIOD	CITATIONS/SPECIAL INSTRUCTIONS	
16	Leave Applications	Duplicate copies: Retain until administrative need ends and then destroy	#1, 10-12	
17	Leave Summary Reports	Duplicate copies: Retain until administrative need ends and then destroy	#1, 10-14	
18	Vehicle Scheduling Logs and Reports	Duplicate copies: Retain for 3 years and then destroy.	#1, 9-14	
19	Telecommunications Service Records	Record copy: Retain by agency for 5 years and then destroy	#1, 4-6	
20	Time and Attendance Reports	Duplicate copies: Retain by agency for 1 year and then destroy	#1, 10-23	
21	Procurement Card Records	Retain by state agency/institution for 3three years	#1, 7-F, 6	
22	Expenditure Accounting General Correspondence and Control Files	Retain by state agency/institution for three years	#1, 7-F, 2	
23	Administrative Rule Making Files	Record copy: Retained by agency for 3 months or until administrative need ends and then destroy	#1, 1-4	
24	Daily Activity Schedules	Record copy: Retain by agency for 1 year and then destroy	#1, 1-8	
25	NCIC/CCIC Teletypes	30 days	#2, 100.080, M	

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State Archives

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26	Physical Evidence	Note: Physical evidence, including DNA evidence, is destroyed in consultation with, and upon written authorization from, the District Attorney. Since the retention and destruction of physical evidence related to crimes is determined by the police department in consultation with the District Attorney, the retention of such physical evidence is therefore not covered in this Retention Schedule.	#2, 100.080, E

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