



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

ARCHIVES#
 16-86

DEPARTMENT Revenue	DIVISION Taxation	SECTION Tax Auditing & Compliance Sr. Director Administrative Assistant	PERMANENT <input type="checkbox"/> NON-PERMANENT <input checked="" type="checkbox"/>
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ITEM NO.	RECORD TITLE	RETENTION PERIOD	CITATIONS/SPECIAL INSTRUCTIONS
1	Internal Administrative Correspondence	Retain by agency for 2 years and then destroy.	#1, 1-17
2	Receipt Books	Retain by State Agency/Institution for three years.	#1, 7-N, 3
3	Policies/procedures manual (Duplicate Copy)	Retain until no longer needed then destroy.	#1, 1-24

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. Colman by Crista D. Shepherd	Date 09/06/2016	State Auditor's Signature 	Date 6/2/16