

# STATE OF COLORADO

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## DEPARTMENT OF MILITARY AND VETERANS AFFAIRS

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Bill Owens  
Governor

Major General  
Mason C. Whitney  
The Adjutant General

**Policy Letter:** DMVA 37-2

**Effective Date:** March 1, 2004

**Summary:** Policy and Guidance for Fiscal/Financial Records Management

**Applicability:** DMVA Employees

**Staff Proponent:** DMVA Controller

**Supercedes:** New

**Official:**

William L. Robinson  
Deputy Director

**Distribution:** TAG  
Controller  
All DMVA Employees

## DEPARTMENT OF MILITARY AND VETERANS AFFAIRS

### FISCAL/FINANCIAL RECORDS MANAGEMENT

#### GENERAL GUIDELINES:

1. The Colorado State Archives Office has prepared a Records Management Manual detailing general retention and disposition schedules giving each agency the legal standards to retain and dispose of records common to each state office. The schedules also list records which are to be permanently retained and protected and when an agency may dispose of non-permanent records. All records to be destroyed must be shredded. [http://www.archives.state.co.us/rmm\\_dir/index.html](http://www.archives.state.co.us/rmm_dir/index.html)
2. Information is available in the Department of Military and Veterans Affairs Accounting and Finance Office on allowable agency deviation from Colorado State Archives Records Management Manual.
3. Each Master Cooperative Agreement (MCA) between the Federal Government and Department of Military Affairs covers a period of five (5) years. All financial and programmatic records, supporting documents, statistical records, and other records which are pertinent to the MCA shall be retained for three (3) years from the ending date of the period. If any litigation, claim, negotiation, audit, or other action involving the records has been started before the expiration of the three (3) year period, the records must be retained until completion of all issues which arise from it or until the end of the regular three-year period, which ever is later.
4. Documents pertaining to grants are to be retained for three years after the grant closes.
5. The Division of Veterans Affairs and the Civil Air Patrol are to retain duplicate financial documents for one year and then the documents may be destroyed.
6. Duplicate payroll timesheets and other payroll records are to be retained for a minimum of one year and then may be destroyed.
7. Capital construction records shall be retained by the agency as long as the property is owned. After disposition of the property, the records are to be held six years by the agency and then transferred to State Archives.