



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

ARCHIVES#  
 16-84

<b>DEPARTMENT</b> Revenue	<b>DIVISION</b> Administrative Office Division	<b>SECTION</b> Office of Research and Analysis	PERMANENT <input type="checkbox"/> NON-PERMANENT <input checked="" type="checkbox"/>
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ITEM NO.	RECORD TITLE	RETENTION PERIOD	CITATIONS/SPECIAL INSTRUCTIONS
1	Annual Reports	Permanent	#2, 40.290, A
2	Statistical of Income	Permanent	#2, 40.260
3	Tax Profile and Expenditure Study	Permanent	#2, 40.260
4	Sale Tax Exemption Study	Permanent	#2, 40.260
5	Federal Census Reports	Permanent	#2, 40.260
6	General Fund Collection Reports	2 years after completion of audit	#2, 30.190, A
7	Federal Report- Motor Fuel Reports	2 years after completion of audit	#2, 30.190, A
8	State Motor Fuel Reports	Permanent	#2, 40.260
9	Liquor Reports	Permanent	#2, 40.260
10	Retail Sales Tax Reports	Permanent	#2, 40.260
11	TABOR Reports	Permanent	#2, 40.260
12	Marijuana Sales Tax Revenue Reports	Permanent	#2, 40.260
13	Accrual Estimates for Accounting Fiscal Year Closing	Until no longer needed	#2, 40.350
14	Leave Record (duplicate copies)	Retain until administrative need end and then destroy	#1, 11-27
15	Position Descriptions(PDQ)(Duplicate copies)	Retain until superseded or obsolete and then destroy	#1, 11-43
16	Weekly updates	2 years	#2, 40.290, E
17	Monthly Updates	2 years	#2, 40.290, 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 06/07/2016	Records Liaison Officer's Signature 	Date 6/2/16
Attorney General's Signature Cynthia H. Coffman by Cristin D. Shepherd	Date 09/06/16	State Auditor's Signature 	Date 10/2/16



ARCHIVES #
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<b>DEPARTMENT</b> Revenue	<b>DIVISION</b> Administrative Office Division	<b>SECTION</b> Office of Research and Analysis	PERMANENT <input type="checkbox"/> NON-PERMANENT <input checked="" type="checkbox"/>
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ITEM NO.	RECORD TITLE	RETENTION PERIOD	CITATIONS/SPECIAL INSTRUCTIONS
18	Average Market Rates for Unprocessed Retail Marijuana	Permanent.	#2, 40.330
19	Quarterly Letter to the GA Reporting Revenue Impact for Bills Passed in 2010 Legislative Session	Permanent.	#2, 40.330
20	Annual TABOR threshold refund, income, income tax rate and earned income tax credit amount.	Permanent.	#2, 40.330
21	Average Tax Paid	Permanent.	#2, 40.330
22	Enterprises Zone Income Tax Credit report to the Office of Economic Development and International Trade	Permanent.	#2, 40.330
23	Coal Indexing	Permanent.	#2, 40.330
24	Probate level Indexing	Permanent.	#2, 40.330
25	Property Tax Credit Income level Indexing	Permanent.	#2, 40.330
26	Employees Performance Appraisals-duplicate copies	Retain by Agency until superseded and then destroy	#1, 11-17

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