

# STATE CONTROLLER POLICY

## RECORDS RETENTION PERIODS FOR CONTRACTS

- 1) **Contracts signed by State Controller Delegates.** Agencies shall retain contracts signed by the State Controller delegate for six years after the contract term ends.
- 2) **Contracts signed by the State Controller.** The Office of the State Controller shall retain all contracts signed by the State Controller for three years after the contract terms ends, after which, State Archives shall retain them for an additional three years, so that the total retention period is six years after the term ends.
- 3) **Contract Disputes.** If there is a contract-related dispute that lasts beyond the ending date of the contract, the contact shall be retained for six years after resolution thereof.
- 4) **Perpetual License Agreements.** Contracts that contain perpetual license agreements shall be retained for the period of time agencies use the license plus six years.
- 5) **Financial Records.** For a complete schedule of records retention for all financial records, please review the Records Management Manual – State Government Agencies, Schedule 7 – Financial Records, at: <http://www.colorado.gov/dpa/doit/archives/rm/rmman/sch7.htm>

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**David J. McDermott, CPA**  
**State Controller**