

RECORDS RETENTION AND DISPOSITION SCHEDULE

Arizona State Library, Archives and Public Records
RECORDS MANAGEMENT DIVISION
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Preserving Arizona

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State Agency Password APA-000	Political Subdivision	Agency Name Board of Appraisal		
Org. Unit/Division		Office	Phone 602-542-1539	
Address 1400 W Washington, Suite 360		City Phoenix	State AZ	Zip 85007
Submitted By (Name) Deborah Pearson		Title Executive Director	Signature <i>Deborah Pearson</i>	

Pursuant to ARS §41-1351, the following retention periods represent the maximum time records may be kept. Unless records relate to pending or current litigation, or are necessary for an audit, keeping records beyond their retention period is illegal. If you believe that special circumstances warrant the extension of any of these retention periods that records should be kept longer than the period listed below or that any of these record series may be appropriate for transfer to the Archives, please contact the Records Management Division to inquire about a change to the retention period. Only the Records Management Division has the authority to extend records retention periods.

No.	RECORD SERIES	R.S. Code	RETENTION (YR.)			REMARKS (Include start point of retention.)
			Off.	R.C.	Total	
1.	Incomplete/Withdrawn Applications (including appraisal reports)		3	7	10	After fiscal year closed or withdrawn
2.	Successful Appraisal Reports (submitted with application)		-	-	-	After license/certification issued
3.	Complaint/Investigation Records		3	-	3	After dismissed
	a. Dismissed		3	-	3	After dismissed
	b. Resulting in Disciplinary or Non-Disciplinary Action	648925	3	47	50	After action taken
4.	Exam Scores		3	-	3	After fiscal year score received
5.	Expired Licensing/Certification Files (including application)	459025	3	2	5	After fiscal year of non-renewal
6.	Tape Recordings of Board Meetings		-	-	-	After all investigative cases addressed on tape are closed
7.	Paid Claims	010316	2	3	5	After fiscal year paid

**Supersedes Schedule Dated:
December 22, 1992**

Approved by: X <i>Gladyson White</i> Director, Arizona State Library, Archives and Public Records	Approval Date: JAN 08 2008
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