


RECORDS RETENTION AND DISPOSITION SCHEDULE

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Arizona*

PROVIDING
ACCESS


Arizona State Library, Archives and Public Records
RECORDS MANAGEMENT DIVISION
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State Agency Password AUTO-THFT	Political Subdivision	Agency Name Arizona Automobile Theft Authority		
Org. Unit/Division		Office	Phone 602.364.2893	
Address 1400 W. Washington, Suite 270		City Phoenix	State AZ	Zip 85007
Submitted By (Name) Art Myer		Title Fiscal Services Specialist	Signature 	

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.	Minutes		3	-	Perm	After calendar year prepared. Transfer to State Archives
2.	Agendas and Support Materials		3	-	Perm	After calendar year prepared. Transfer to State Archives
3.	Annual Reports		10	-	10	After submitted, send six copies to State Research Library
4.	Bids on Capital Equipment		5	-	5	After fiscal year received
5.	Employee Personnel Files		5	-	5	After calendar year of termination of state service
6.	Grants Disbursed by AATA					
	a. Contracts		10	-	Perm	After fiscal year closed. Transfer to State Archives
	b. Award Documents		10	-	Perm	After fiscal year closed. Transfer to State Archives
	c. All Other Records		10	-	10	After fiscal year closed.
7.	Insurance Collections (with documentation)		10	-	10	After calendar year received
8.	Payroll Stubs		4	-	4	After calendar year received
9.	Time & Attendance sheets		3	-	3	After calendar year prepared
						Supersedes schedule dated: October 1, 2004

Approved by: X  Director, Arizona State Library, Archives and Public Records	Approval Date: JAN 24 2006
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State Agency Password AUTO-THFT	Political Subdivision	Agency Name Arizona Automobile Theft Authority
Org. Unit/Division		Office

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No.	RECORD SERIES	R.S. Code	RETENTION (YR.)			REMARKS (Include start point of retention.)
			Off.	R.C.	Total	
10.	Vendor Files		5		5	After fiscal year prepared
11.	Watch Your Car Enrollment Forms a. Paper Form		-		-	Source document destroyed after image verified
	b. Electronic Image of Form		3		3	After vehicle no longer in program
12.	Accounting Folders (may include) -Invoices/Bills -Deposits -Status Reports (DAFRs) from General Accounting Office -Travel Claims		5		5	After fiscal year prepared
13.	Electronic Mail Communications a. Records* (including sender and receiver identification**, time and date sent, and complete message)		-	-	-	The electronic version may be deleted after the record is transferred to a proper recordkeeping system. The version maintained in the proper recordkeeping system is designated as the official copy and must be retained for the same period as required for other forms of the same records series.
	b. Records* attached to electronic mail messages		-	-	-	The electronic version may be deleted after the record is transferred to a proper recordkeeping system. The version maintained in the proper recordkeeping system is designated as the official copy and must be retained for the same period as required for other forms of the same records series.

**Supersedes schedule dated:
October 1, 2004**

Approved by: X Director, Arizona State Library, Archives and Public Records	Approval Date:
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