

RECORDS RETENTION AND DISPOSITION SCHEDULE

Department of Library, Archives and Public Records
RECORDS MANAGEMENT DIVISION
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Preserving
Arizona
 PROVIDING ACCESS

Org. Unit/Division Basic Police Academies	Office Administration	
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Pursuant to A.R.S. §41-1351, the following records retention periods are finite and absolute. They are NOT minimum retention periods or guidelines. Records may be kept beyond their designated retention periods only where required by law or regulation, or if they are involved in current or pending litigation.

No	RECORD SERIES	RETENTION (YR.)			REMARKS
		OFC	RC	Total	
1.	Academy Student Master Lists (includes non-graduates)	25	-	25	After prepared.
2.	Academy Student Records				
a.	Signed documents indicating receipt and reading of policy, procedures, and rule manuals; applications; attendance rosters; missed classes and remedial training; disciplinary actions; performance history; etc.)	3	-	3	After date of last attendance. May be forwarded to employing agency after graduation.
b.	Copies of exams, answer sheets, evaluations, etc.	3	-	3	After graduation. Retain at academy.
3.	Correspondence Files:				
a.	Short Term (info only, no action required)	-	-	-	After item read or action taken.
b.	General (affects operations of the agency)	2	-	2	After calendar year prepared or received.
c.	Case Related.	-	-	-	File with case and retain for same period.
4.	Internal Policies, Procedures, & Manuals of the Academy	-	-	-	After superseded.
5.	Lesson Plans with School Administrator's Approval	25	-	25	After calendar year created.
6.	Non-Record Copies of Office Records (includes regularly maintained payroll, personnel, finance, purchasing, admin, etc.)	1	-	1	After fiscal year prepared.
7.	Reference/Reading Files	-	-	-	After reference value served but no more than 3 years.
8.	Transitory Files/Communications (including cover letters, letters of transmittal, news letters, etc.)	-	-	-	After action completed.

Approved by:

Joseph P. Wells

Director, Department of Library, Archives and Public Records

Approval Date:

MAR 22 2002