

# RECORDS RETENTION AND DISPOSITION SCHEDULE

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

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State Agency Password	Political Subdivision	Agency Name <b>Citizens Clean Elections Commission</b>
Org. Unit/Division	Office	Phone <b>(602) 364-3477</b>
Address <b>1616 W. Adams Suite 110</b>	City <b>Phoenix</b>	State <b>AZ</b> Zip <b>85007</b>
Submitted By (Name) <b>Colleen Connor</b>	Title <b>Executive Director</b>	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.	Off.	R.C.	Total	
1.	Minutes						
	a. Commission			P	-	P	Refer to ARS 39-101.
	b. Audio Recording of Meetings			1	-	1	After minutes transcribed.
2.	Commission Records						
	a. Reports/Studies resulting in no			5	-	5	After year created.
3.	Agency Policies, Directives, General Orders, Administrative Orders, etc.			P	-	P	Refer to ARS 39-101.
4.	Agency Annual Report required pursuant to statute or administrative rule			10	-	10	After year reported. One copy to ASLAPR State Documents.
5.	Legislation Files including case files for proposed legislation and files tracking legislation			1	-	1	After passed into law or defeated and abandoned.
6.	Records Retention and Disposition Schedules			1	-	1	After revised.
7.	Certificates/Reports of Records Destruction			2	-	2	After year records destroyed.
8.	Intergovernmental Agreements			3	-	3	After canceled, suspended or expired.
9.	General Correspondence including letter, memos, etc. not related to a specific project or case (paper and/or electronic)						
	a. Official Copy (signed original or copy of signed original)			2	-	2	After created or received.
	b. Final Draft			3mo	-	3mo	After official copy created.
	c. Earlier Drafts			-	-	-	After superseded.

Approved by: <b>X</b> Director, Arizona State Library, Archives and Public Records	Approval Date: DEC 30 2003
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No.	RECORD SERIES	R.S. Code	RETENTION (YR.)			REMARKS (Include start point of retention.)
			Off.	R.C.	Total	
10.	E-Mail Communications a. Records* (including sender and receiver identification, time and date sent and received, and complete message) preserved and retained on individual computers or on a server b. Records* created with other software transmitted via E-mail and maintained on hard disk, floppy disk or on a server. c. Records* (including sender and receiver identification, time and date sent and received, and complete message) printed to paper and preserved and retained in that form d. Records* sent as attachments to E-mail e. Routine non-record communications f. E-mail data backups g. Periodic printouts of E-mail directories and distribution lists h. Computer maintained E-mail directories and distribution lists  <i>* Meeting requirements of the definition of records per ARS 41-1350.</i>		-	-	-	Retain for the same length of time as required for other forms of the same record series.  Retain for the same length of time as required for other forms of the same record series.  Retain for the same length of time as required for other forms of the same record series.  Retain for the same length of time as required for other forms of the same record series.  Retain until informational value has been served or a maximum of three months.  After date backup was run. After updated or modified.  After updated or modified.
11.	Transitory materials including correspondence of limited reference value, letters of transmittal and informational bulletins (paper and/or electronic)		3mo	-	3mo	After created or received.
12.	Appointment Calendars		1	-	1	After calendar year created.
13.	Reference Materials including duplicate files or documents, periodicals, catalogs, published reports, etc. (non-records)		-	-	-	After informational value has been served or a maximum of 3 years.
14.	Working Documents including notes, drafts, feeder reports, etc. used in the development of final or summary records (paper and/or electronic)		-	-	-	After completion of the final record.

Approved by: <input checked="" type="checkbox"/>	Approval Date: DEC 30 2003
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No.	RECORD SERIES	R.S. Code	RETENTION (YR.)			REMARKS (Include start point of retention.)
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15.	Progress/Activity Reports (except official agency annual report) including weekly or monthly reports to supervisors and managers (paper and/or electronic)		1	-	1	After fiscal year created or compiled.
16.	Office Internal Administrative Records including non-policy work procedures, office assignments, work schedules, etc. (paper and/or electronic)		3	-	3	After revised or discontinued.
17.	Logs including telephone message logs, sign-in sheets, etc. (paper and/or electronic)		1	-	1	After last entry date.
18.	Employee Time and Leave Records (unit of assignment copy only) including leave requests		1	-	1	After calendar year created.
19.	Financial Records (office copies only) including order requisitions, purchase orders, travel claims, invoices, cash receipts, petty cash, etc. (paper and/or electronic)		3	-	3	After fiscal year created or received.
20.	Voice Mail		-	-	-	Erase or otherwise destroy messages following taking required action.
21.	Voice Mail Backup (if this exists)		1mo	-	1mo	After date backup is run.
22.	Employee Personnel Files (supervisors copy)		6mo	-	6mo	After termination or transfer.
23.	Agency Budget Request including work papers, spread sheets, calculations, etc. (paper and/or electronic)		3	-	3	After fiscal year submitted.
24.	Subordinate Organization Unit Budget Requests and Work Papers (paper and/or electronic)		3	-	3	After fiscal year submitted.
25.	Budget Approved and Appropriated (agency copy)		3	-	3	After fiscal year covered.
26.	Expense Accounting Records including agency copies of all claims, warrant registers, purchase orders, receiving documents, invoices, etc. (paper and/or electronic)		5	-	5	After fiscal year created or received.
27.	Employee Time and Leave Records (official agency copy)		3	-	3	After fiscal year created. 29CFR516.2
28.	HRMS40 Employee Notice Personnel/Payroll Data add-change-delete		3	-	3	After fiscal year created. 29CFR516.2

Approved by: <input checked="" type="checkbox"/> <i>Stacy Ann Kelle</i> Director, Arizona State Library, Archives and Public Records	Approval Date: DEC 8 0 2003
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No.	RECORD SERIES	R.S. Code	RETENTION (YR.)			REMARKS (Include start point of retention.)
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29.	Payroll Records including all remuneration made to employees and all Social Security contributions and adjustments		4	-	4	After fiscal year contributions were due or paid. 20CFR404.1225
30.	Payroll Deduction Records		2	-	2	After fiscal year created. 29CFR516.2
31.	Deposits with Treasurer (paper and/or electronic)		2	-	2	After fiscal year created.
32.	Contracts (official agency copy)		6	-	6	After fiscal year fulfilled, cancelled or voided.
33.	Capital Equipment Inventory (paper and/or electronic)		3	-	3	After fiscal year created.
34.	Financial Audit Reports (agency copy)		3	-	3	After fiscal year of audit completed.
35.	Employee Personnel File:					
	a. Official Agency File		5	-	5	After calendar year termination of State service.
	b. Supervisor's Work File		6mo	-	6mo	After termination or transfer.
36.	Statistical Listings or Employees		-	-	-	After superseded.
37.	Position Descriptions (PDQs)		3	-	3	After superseded or position abolished.
38.	Requests for Classification of New Positions or Reclassification of existing positions		1	-	1	After request is acted on.
39.	Grievance Files (confidential)		3	-	3	After action taken or grievance resolved.
40.	Hiring Records including lists, applications, selection, test scores, interview records, etc.		2	-	2	After calendar year received or prepared. 29CFR1602.31
41.	Records created or maintained in order to complete EEO-2 or similar reports		1	-	1	After calendar year of report.
42.	EEO-4 including supporting information		3	-	3	After submitted. 29CFR1602.30
43.	Form I-9 (proof of legal residency in USA)		1	-	1	After employee terminates, but not less than 3 years after date of hire. 8CFR27a.2
44.	Agency Employee Training Files including attendance lists class outlines, etc.		3	-	3	After calendar year training is given.
45.	Financial Records					
	a. Claims		2	-	2	After fiscal year prepared.
	b. Transfers		2	-	2	After fiscal year prepared.
46.	Enforcement Files		-	-	4	After case closed. ARS 16-956
47.	Participating Candidate Files		-	-	4	After general election. ARS 16-947

Approved by: <input checked="" type="checkbox"/> <i>Gladys Hill</i> Director, Arizona State Library, Archives and Public Records	Approval Date: DEC 30 2003
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