



RECORDS RETENTION AND DISPOSITION SCHEDULE

Department of Library, Archives & Public Records
RECORDS MANAGEMENT DIVISION
 1919 West Jefferson Street
 Phoenix, Arizona 85009
 542-3741

<input checked="" type="checkbox"/> STATE AGENCY	<input type="checkbox"/> POLITICAL SUBDIVISION	AGENCY NAME AZ Coliseum & Exposition Center (AUM COL)		
ORG. UNIT/DIVISION		OFFICE Accounting	PHONE 252-6771 X113	
ADDRESS 1826 W. McDowell Rd.		CITY Phoenix	ZIP AZ 85007	
SUBMITTED BY Dennis D. Weigelt		TITLE Accounting Director	SIGNATURE <i>X Dennis D. Weigelt</i>	

No.	RECORDS SERIES	R.S. CODE	RETENTION (YR)			REMARKS
			OFFICE	R.C.	TOTAL	
1	Accounting Records (includes income & claims payable, event detail - accounts payable, payroll registers, ETR, ERE, ledgers - invoices - journal entries, financial statements)	010316	2	3	5	After fiscal year prepared or received.
2	Purchasing Records (purchase orders, bids)	009347	2	3	5	After fiscal year prepared or received.
3	Personnel Records (all)	517425	2	3	5	After calendar year of termination.
4	Executive Office					
	a. Operation files		5	-	5	After calendar year prepared or received.
	b. Board minutes		P	Sec	P	Film
5	Public Relations					
	a. Correspondence		2	-	2	After calendar year prepared or received.
	b. State Fair Photos		P	-	P	
6	Commercial Space					
	a. Correspondence		2	-	2	After calendar year prepared or received.
	b. Booking files and contracts		6	-	6	After calendar year prepared or received.
	c. State fair contracts		6	-	6	After calendar year prepared or received.
7	Entry Office					
	a. Exhibit forms & records		1	-	1	After calendar year prepared or received.
	b. Judging records		2	-	2	After calendar year prepared or received.

APPROVED BY: DIRECTOR, DEPARTMENT OF LIBRARY, ARCHIVES & PUBLIC RECORDS	APPROVAL DATE: SEP 16 1991 SUPERSEDES REQUEST APPROVED: 6-5-91
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AGENCY NAME AZ Coliseum & Exposition Center (AUM COL)	OFFICE Accounting	PAGE 2 OF 2
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No.	RECORDS SERIES	R.S. CODE	RETENTION (YR)			REMARKS
			OFFICE	R.C.	TOTAL	
	c. Superintendents & judges contracts (non-record copy)		2	-	2	After calendar year has expired.
8	Box Office Event Files		2	-	2	After calendar year prepared or received.
9	Security Reports					
	a. Incident reports		3	-	3	After fiscal year prepared or received.
	b. First-aid reports		3	-	3	After fiscal year prepared or received.
10	Parking Coupons		2	-	2	After fiscal year received.
11	Accounting Records (related to Attorney General investigation)		4	-	4	After transfer date.
12	Automotive Service Records		3	-	3	After disposal of vehicle.
13	Fuel Ticket Issue		3	-	3	After fiscal year prepared.
14	General Correspondence		2	-	2	After prepared or received.
15	Parking Ticket Stubs		1	-	1	After fiscal year tickets sold.
	SPECIAL EVENTS SECTION					
16	Personnel Records		-	-	-	Transfer to Personnel section.
17	Booking Contracts/Files	721317	2	4	6	After fiscal year prepared.
18	Fair Files	040025	2	2	4	After fiscal year prepared or received.
19	Telephone Files		2	-	2	After fiscal year prepared.

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