

RECORDS RETENTION AND DISPOSITION SCHEDULE

Arizona State Library, Archives and Public Records
RECORDS MANAGEMENT DIVISION
 1919 West Jefferson Street
 Phoenix, Arizona 85009
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State Agency Password ASNC-000	Political Subdivision	Agency Name Companion Animal Spay and Neuter Committee	
Org. Unit/Division	Office	Phone 602-506-8515	
Address 2323 S 35th Ave	City Phoenix	State AZ	Zip 85009
Submitted By (Name) Dr. Silva	Title Board Member	Signature <i>Rodrigo Silva</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.	Application Records (including applications, supporting documentation, letters of approval or rejection and scorecards)	13	-	3	3	After calendar year sent or received

Approved by: X <i>[Signature]</i> Director, Arizona State Library, Archives and Public Records	Approval Date: 12 14 2007
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