

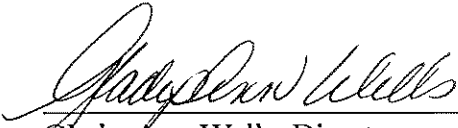
Arizona State Library, Archives and Public Records

General Records Retention Schedule for Arizona Counties Coroner/Medical Examiner Records

Schedule Number:
000-11-3

Authorization and Approval

Pursuant to ARS §41-1351, the retention periods listed herein are both the minimum and maximum time records may be kept. Keeping records for a time period other than their approved retention period is illegal. However, records required for ongoing or foreseeable official proceedings such as audits, lawsuits or investigations, must be retained until released from such official proceedings, notwithstanding the instructions of this schedule. If it is believed that special circumstances warrant that records should be kept longer or shorter times than the time period listed in this schedule or that any of these records may be appropriate for transfer to the State Archives, please contact the Records Management Division to inquire about a change to the retention period. Only the Arizona State Library, Archives and Public Records has the authority to extend records retention periods. Public records, including electronic records, not listed in this schedule are not authorized to be destroyed.



Gladys Ann Wells, Director
Arizona State Library, Archives and Public Records

Date Approved: 31 Jan 2011

**Records Retention Schedule for
Counties
Coroner/Medical Examiner Records**

<u>Item #</u>	<u>Records Series</u>	<u>Retention (Yrs.)</u>	<u>Remarks</u>
1.	Case Records (including medical examiners' reports, x-rays, toxicology reports, audio/video recordings, photographs, tissue slides, histology blocks, kodachromes, case notes, and other related records)		
	a. Landmark cases (unique because of circumstances of death, notoriety of the individual or very high level of press visibility)	Permanent	Preserve pursuant to ARS §39-101
	b. Unidentified Person or Undetermined Death	50	After autopsy/examination completed
	c. Homicides	30	After autopsy/examination completed but no more than 50 years after autopsy/examination completed
	d. Suicides	20	After autopsy/examination completed but no more than 50 years after autopsy/examination completed
	e. Accidental or Natural Causes (where autopsy done)	10	After autopsy/examination completed but no more than 50 years after autopsy/examination completed
	f. Natural Causes (no autopsy)	5	After examination completed but no more than 50 years after examination completed
2.	Cremation Records		
	a. Certificates (office copy)	1	After calendar year created or received
	b. Logs	1	After calendar year of last entry date
3.	Inquest Records (including proceedings of coroners' inquest, identification of deceased, date of death, witnesses, coroners' jurors, testimony and verdict to cause and manner of death, and other related records)	Permanent	Preserve pursuant to ARS §39-101

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<u>Item #</u>	<u>Records Series</u>	<u>Retention (Yrs.)</u>	<u>Remarks</u>
4.	No Investigation or No Jurisdiction Records (records for which no further investigation is required including notes on brief inquiries required to determine jurisdiction or to obtain medical history but not autopsy records)	5	After calendar year created or received
5.	Personal Property Records (Lists of personal property that arrived with body and documentation of its disposal)	6	After calendar year of release of property
6.	Specimen Tracking Sheets	6	After calendar year created or received

Supersedes schedule dated November 5, 2001