



## Arizona State Library, Archives and Public Records

### General Records Retention Schedule for All Arizona Counties Recorder Records

Schedule Number: 000-09-94

#### 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.**

  
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GladysAnn Wells, Director  
Arizona State Library, Archives and Public Records

Date Approved: 05/06/2010

**General Records Retention Schedule for  
All Arizona Counties  
Recorder**

<u>Item #</u>	<u>Records Series</u>	<u>Retention (Yrs.)</u>	<u>Remarks</u>
1.	Blotters	Permanent	Created and preserved pursuant to ARS §11-472
2.	Fee Collection Records	3	After fiscal year created
3.	Indices to Recorded Instruments, Maps and Plats	Permanent	Created and preserved pursuant to ARS §11-462 and 463)
4.	Index Reports (Printed out from index database)	3	After calendar year created
5.	Official Oaths	-	After reference value served. Official copy with Clerk of the Board
	a. County Recorder's	-	After reference value served. Official copy with Clerk of the Board
	b. Other elective county and elective precinct officers	5	After term of office expires
6.	Recorded Instruments (including all recorded documents, maps and plats)	-	Returned to requestor or destroyed after recorded on permanent quality medium and all other provisions of ARS §11-479 are met
	a. Original instruments, maps and plats	-	Returned to requestor or destroyed after recorded on permanent quality medium and all other provisions of ARS §11-479 are met
	b. Microfilm (original silver halide master)	Permanent	Retain and secure in separate location pursuant to ARS §11-479
	c. Non-silver halide microfilm or electronic	-	After reference value served
	d. Returned mail instruments	-	After final attempt to mail is returned
7.	Signature Rosters / Voter History	Permanent	Preserve pursuant to ARS §39-101. When the public body no longer wishes to maintain the permanent records, they should be transferred to the State Archives
	a. For traditional elections, this is the actual signature roster and may include notation for voters that mail-in ballots)	Permanent	Preserve pursuant to ARS §39-101. When the public body no longer wishes to maintain the permanent records, they should be transferred to the State Archives
	b. For elections that are fully conducted via mail-in / on-line, this can be a roster / checklist of citizens that actually voted in the election	-	Will be provided by the Arizona Secretary Of State through the Voter Registration Records database
8.	Uniform Commercial Code (UCC) Article 3 Requests for Information	6	After calendar year completed

