

STATE OF ARIZONA

RECORDS RETENTION AND DISPOSITION SCHEDULE

Arizona State Library, Archives and Public Records
RECORDS MANAGEMENT DIVISION
 1919 West Jefferson Street

Phoenix, Arizona 85009

Phone: 602-542-3741 Fax: 602-542-3890
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PROVIDING ACCESS
 Preserving Arizona

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State Agency Password AWL-CLEM	aw	Agency Name Board of Executive Clemency	
Org. Unit/Division Business Office		Office	Phone 602-542-5656 X 243
Address 1645 West Jefferson, Suite 101		City Phoenix	Zip AZ 85007
Submitted By (Name) Daisy Kirkpatrick	Title Legal Secretary I	Signature 	

No.	RECORDS SERIES	R.S. Code	RETENTION (YR.)			REMARKS (Include start point of retention.)
			Off.	R.C.	Total	
1.	Agency Budgets (requested & approved)		3	-	3	After fiscal year prepared.
2.	Board Records:					
a.	Board Packets (agendas/support mat'l)		3	-	3	After calendar year prepared.
b.	Minutes		Perm	*	Perm	Microfilm as volume justifies. * Microfilm masters stored in RMC vault.
c.	Policies and Procedures		Perm	-	Perm	
d.	Tape Recordings of Board Business Meetings		5	-	5	After month recorded.
3.	Capital Equipment Inventories		5	-	5	After fiscal year prepared.
4.	Claims		5	-	5	After fiscal year prepared.
5.	Clemency Records					
a.	Hearing Tapes		5	-	5	After hearing completed.
b.	Inmate Files	298925	1	5	6	After sentence expired.
c.	Notifications (letters to criminal justice Agencies, letters to victims filed with inmate files)	735845	1	5	6	After sentence expired.
d.	Other special legislated cases		-	-	-	Filed with inmate files.
e.	Reprieve Hearings		Perm	-	Perm	After completed. Transfer to State Archives.
6.	Contracts (for outside consultants)		6	-	6	After expired.
7.	Correspondence Files		2	-	2	After fiscal year prepared or received.
a.	Financial		2	-	2	After fiscal year prepared
b.	General		2	-	2	After calendar year prepared.
8.	Deposits with State Treasurer		5	-	5	After fiscal year prepared.
9.	Employee Personnel Files		5	-	5	After terminated.
10.	Federally Funded Projects/Grants		5	-	5	After final expenditure report submitted.
11.	Financial Records		5	-	5	After fiscal year prepared.
12.	Payroll, Time and Leave Records		5	-	5	After fiscal year prepared.
13.	Monthly Network Backup Tapes	333333	-	5	5	After date of backup.

Supersedes Schedule dated: 10-20-94

Approved by: Director, Department of Library, Archives and Public Records RMC-2 R8/94	Approval Date: <div style="font-size: 1.2em; font-weight: bold;">SEP 9 2003</div>
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