



Arizona State Library, Archives and Public Records

Records Retention Schedule for the Office of the State Forester

Schedule Number: 999-08-88

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 request a change to the retention period. Only the Arizona State Library, Archives and Public Records has the authority to extend or decrease records retention periods. **Public records, including electronic records not listed in this schedule or on the approved General Retention Schedule are not authorized to be destroyed.**

Approval Recommended

Kirk Rowdabaugh, Arizona State Forester
Office of the State Forester

Approved

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

Date Approved:

JUN 12 2008

SFO-FOR

**Records Retention Schedule for
Office of the State Forester**

<u>Item #</u>	<u>Records Series</u>	<u>Retention (Yrs.)</u>	<u>Remarks</u>
1.	Fire File Records (including Severity)	5	After calendar year created or received
2.	Large Fire and Federal Emergency Management Association (FEMA) Fire Records	5	After fiscal year created or received
	a. Financial records and shift plans	Permanent	Transfer to State Archives 6 years after created or received
	b. All other records (including maps, documentation and final reports)	Permanent	Transfer to State Archives after administrative value has been served
3.	Wild Land Fire Reports	Permanent	Transfer to State Archives after administrative value has been served
4.	Payroll Deduction Records	5	After fiscal year superseded or obsolete
5.	Deposit with the Treasurer Records	5	After fiscal year deposit made
6.	Training Records (including attendance rosters, grades and certificates issued)	50	After calendar year training was given

Disposition Schedule for SFO -- FOR

Office of the State Forester

<i>Record Series</i>	<i>New RS Code</i>	<i>Old RS Code</i>	<i>Time in Office (yrs.)</i>	<i>Time in Records Center (yrs.)</i>	<i>Total Retention (yrs.)</i>	<i>Cut-off</i>	<i>Retention Schedule Code</i>
Fire File Records (including severity)	348	153725	1	4	5	After calendar year created or received	999-08-88, Item 1
Large Fire and FEMA Fire Records	349	153725	-	6	Permanent	Transfer to State Archives 6 years after created or received	999-08-88, Item 2
Forestry Grant Records	F-12A	743725, 350	1	4	5	After fiscal year final expenditure report submitted or after funding agency	000-09-152, Item 12A
Cooperative Fire Rate Agreements and Blanket Purchase Agreements;	F-9A	351	1	5	6	After fiscal year fulfilled, cancelled or revoked	000-09-152, Item 9A

<i>Record Series</i>	<i>New RS Code</i>	<i>Old RS Code</i>	<i>Time in Office (yrs.)</i>	<i>Time in Records Center (yrs.)</i>	<i>Total Retention (yrs.)</i>	<i>Cut-off</i>	<i>Retention Schedule Code</i>
Accounts Payable and Receivable Records	F-3A	352	1	4	5	After fiscal year created or received	000-09-152, Item 3A
Budget Request Records	F-1	353	1	2	3	After fiscal year submitted	000-09-152, Item 1
Budget Approved and Agency Appropriated	F-2	354	1	2	3	After fiscal year covered by budget	000-09-152, Item 2
Employee Time and Leave Records	F-4A	355	1	4	5	After fiscal year created or received	000-09-152, Item 4A
Payroll Records	F-6	356	1	4	5	After fiscal year taxes due	000-09-152, Item 6

<i>Record Series</i>	<i>New RS Code</i>	<i>Old RS Code</i>	<i>Time in Office (yrs.)</i>	<i>Time in Records Center (yrs.)</i>	<i>Total Retention (yrs.)</i>	<i>Cut-off</i>	<i>Retention Schedule Code</i>
Payroll Deduction Records	357		1	4	5	After fiscal year superseded or obsolete	999-08-88, Item 4
Deposits with Treasurer	358		1	4	5	After fiscal year deposit made	999-08-88, Item 5