

STATE OF ARIZONA

RECORDS RETENTION AND DISPOSITION SCHEDULE

Department of 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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State Agency Password: AUV-000	Political Subdivision:	Agency Name: Arizona Council For The Hearing Impaired
Org. Unit /Division:	Office:	Phone: 542-3323
Address: 1400 West Washington, First Floor	City: Phoenix	State: AZ ZIP: 85007
Submitted By (Name): Marilyn Ellington	Title: Office Manager	Signature: X <i>Marilyn Ellington</i>

Pursuant to A.R.S. § 41-1351, the following records retention periods are finite and absolute. They are *not* minimum retention periods or guidelines. Records may be kept beyond their designated retention periods only where required by law or regulation, or if they are involved in current or pending litigation.

No.	RECORDS SERIES	R.S. Code	RETENTION (YR.)			REMARKS (Include start point of retention.)
			Off.	R.C.	Total	
1	Accounting Records	000387	1	4	5	After fiscal year prepared
2	Computer Manuals (non-record)		-	-	-	After revised
3	Employee Personnel Files		5	-	5	After termination
4	Historical Files (ACHI/TDD*)		-	-	-	Transfer to DLAPR, Archives Division when no longer required for administration
5	Relay Statistics (computer printouts from Communication Service for the Deaf)	430063	2	3	5	After fiscal year received
6	TDD* Fund Reports	160387	1	4	5	After fiscal year received
7	Minutes		Perm	-	Perm	Microfilm as volume dictates (call DLAPR, Preservation Imaging, 542-3741)
*Telecommunication Service for the Deaf						
						Supersedes Schedule dated: June 16, 1988

Approved by: Gladys Ann Leells Director, Department of Library, Archives and Public Records <small>RMC-2 R4/97</small>	Approval Date: <div style="text-align: center; font-size: 1.2em;">MAY 14 1988</div>
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