



Arizona State Library, Archives and Public Records

Records Retention Schedule for the Department of Homeland Security

Schedule Number: 999-07-84

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

Karina Ordóñez, Strategic Policy Coordinator
Department of Homeland Security

Approved

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

Date Approved:

2007 09 2007

**Records Retention Schedule for
Department of Homeland Security**

<u>Item #</u>	<u>Records Series</u>	<u>Retention (Yrs.)</u>	<u>Remarks</u>
1.	Various Council Records a. Historical	Permanent	Transfer to State Archives after administrative value has been served
	b. All others	3	After calendar year created or received
2.	General Agreements and Memorandums of Understanding (MOUs)	6	After fulfilled, cancelled or revoked
3.	Border Issue Records (office copies)	3	After administrative value has been served
4.	Programmatic Records a. Historical (including policy making)	3	Transfer to State Archives after administrative value has been served.
	b. All others	3	After administrative value has been served