

# 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: <b>AVJ-000</b>	Political Subdivision:	Agency Name <b>Az. Commission of Indian Affairs</b>
Org. Unit /Division:	Office	Phone: <b>542-3123</b>
Address: <b>1400 W. Washington Suite 300</b>	City: <b>Phoenix</b>	State: <b>AZ</b> ZIP: <b>85007</b>
Submitted By (Name): <b>Ron Lee</b>	Title: <b>Executive Director</b>	Signature: 

No.	RECORDS SERIES	R.S. Code	RETENTION (YR.)			REMARKS (Include start point of retention.)
			Off.	R.C.	Total	
<b>Contact: Sharon Kowalski</b>						
1.	Accounting & Budget Files	000387	1	4	5	After fiscal year prepared.
2.	Agency/Reading Files		2	-	2	After calendar year received.
3.	Deposits	020323	1	4	5	After fiscal year prepared.
4.	General Correspondence (not related to any Specific case or project)		2	-	2	After calendar year prepared or received.
5.	Personnel Files	007425	1	4	5	After termination.
6.	Program Tracking Files	727625	1	2	3	After calendar year prepared or received.
7.	Publication Receipts	150951	1	4	5	After fiscal year purchased.
8.	Tape Recordings of Meetings		1		1	After transcribed.
9.	Transitory Materials (non-record materials with short term reference value, i.e. newsletters, cover sheets, letters of transmittal, etc.)		3 mo	-	3 mo	After received.
						Supersedes schedule dated: 6-28-96

Approved by:  Director, Department of Library, Archives and Public Records	Approval Date: <div style="text-align: right; font-size: 1.2em; font-weight: bold;">JUN 14 1999</div>
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