

# RECORDS RETENTION AND DISPOSITION SCHEDULE

Arizona State Library, Archives and Public Records  
**RECORDS MANAGEMENT DIVISION**  
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PROVIDING ACCESS  
*Preserving Arizona*

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State Agency Password	Political Subdivision	Agency Name <b>Law Enforcement Merit System Council</b>
Org. Unit/Division	Office	Phone <b>223-2286</b>
Address <b>2102 W. Encanto Blvd. Suite 375</b>		City <b>Phoenix</b>
		AZ Zip <b>85009</b>
Submitted By (Name) <b>Sandra L. Sierra</b>	Title <b>Admin Services Officer</b>	Signature <b>X <i>Sandra L. Sierra</i></b>

Pursuant to ARS §41-1351, the following retention periods represent the maximum time records may be kept. Unless records relate to pending or current litigation, or are necessary for an audit, keeping records beyond their retention period is illegal. If you believe that special circumstances warrant the extension of any of these retention periods records should be kept longer than the period listed below or that any of these record series may be appropriate for transfer should be transferred to the Archives, please contact the Records Management Division to inquire about a change to the retention period. Only the State Library Records Management Division has the authority to extend records retention periods.

No.	RECORD SERIES	R.S. Code	RETENTION (YR.)			REMARKS (Include start point of retention.)
			Off.	R.C.	Total	
1.	Minutes a. Council Business b. Other Decision Making Bodies c. Audio Tapes of Meetings		P P 3mo	- - -	P P 3mo	Refer to ARS 39-101. Refer to ARS 39-101. After transcribed.
2.	Council Records including Agendas, Agenda Packets, Correspondence, etc.		3	-	3	After calendar year created.
3.	Administrative Rules		-	-	-	After superceded.
4.	Records Retention and Disposition Schedules		1	-	1	After superceded.
5.	Certificates of Records Destruction		2	-	2	After fiscal year records destroyed.
6.	Agency Budget Requests including Work Papers, Spread Sheets, Calculations					
7.	Budget Approved and Appropriated.		3	-	3	After fiscal year of budget.
8.	Financial Records (office copy) a. Requisitions b. Travel Claims		1 1	- -	1 1	After fiscal year end. After fiscal year end.
9.	Capital Equipment Inventory		3	-	3	After fiscal year created.
10.	Employee Time and Leave Records (office copy)		1	-	1	After fiscal year created.

Approved by: <b>X <i>Glenn H. Miller</i></b> Director, Arizona State Library, Archives and Public Records	Approval Date: <b>MAY 1 2002</b>
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No.	RECORD SERIES	R.S. Code	RETENTION (YR.)			REMARKS (Include start point of retention.)
			Off.	R.C.	Total	
11.	Disciplinary Case Files – Notices of Punitive Action		3	-	3	After action taken or appeal resolved.
12.	Testing Records					
	a. Written Exams		2	-	2	After fiscal year created.
	b. Oral Exams		2	-	2	After fiscal year created.
	c. Supporting Documentation		2	-	2	After fiscal year created.
13.	Job Descriptions		-	-	-	After superceded.

Approved by: Director, Arizona State Library, Archives and Public Records	Approval Date: <b>MAY 1 2002</b>
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