

RECORDS RETENTION AND DISPOSITION SCHEDULE

Arizona State Library, Archives and Public Records
RECORDS MANAGEMENT DIVISION

1919 West Jefferson Street
Phoenix, Arizona 85009

Phone: 602-542-3741 Fax: 602-542-3890
E-mail: rmd@lib.az.us

PROVIDING ACCESS
Preserving Arizona

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State Agency Password AVU-000	Political Subdivision	Agency Name Department of Liquor Licenses and Control		
Org. Unit/Division		Office	Phone 602-542-9020	
Address 800 W Washington, 5th Floor		City Phoenix	State AZ	Zip 85007
Submitted By (Name) Cheryl Bowen		Title Administration Manager	Signature 	

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 that records should be kept longer than the period listed below or that any of these record series may be appropriate for transfer to the Archives, please contact the Records Management Division to inquire about a change to the retention period. Only the 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.	Enforcement Records – External Police Reports		3 mos	-	3 mos	After supervisory action taken
2.	Worksheets and daily logs (electronic images)		5	-	5	After calendar year prepared
3.	Fiscal Records (including accounts receivable – billings, budget information, cash receipt journals, claims, deposits with State Treasurer, ledgers – expenditures/revenues, monthly disbursements and register tapes and envelopes)		5	-	5	After fiscal year prepared or received
4.	Hearing Records (electronic images)		10	-	10	After case closed
5.	Licensing Files (electronic images)		10	-	10	After calendar year license terminated
6.	Quota Files		10	-	10	After calendar year of drawing
7.	Special Event Licenses		3	-	3	After calendar year issued
<p style="font-size: small;">* Backup tapes for electronic images are stored at RMC</p>						<p style="text-align: right;">Supersedes Schedule Dated: September 9, 2003</p>

Approved by: X Director, Arizona State Library, Archives and Public Records	Approval Date: JAN 21 2005
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