



Arizona State Library, Archives and Public Records

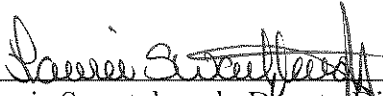
Records Retention Schedule for the State Mine Inspector

Schedule Number: 64-09-114

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



Laurie Swartzbaugh, Deputy Director
State Mine Inspector

Approved



Gladys Ann Wells, Director
Arizona State Library, Archives and Public Records

Date Approved: 11/20/2009

**Records Retention Schedule for
State Mine Inspector**

<u>Item #</u>	<u>Records Series</u>	<u>Retention (Yrs.)</u>	<u>Remarks</u>
1.	Health and Safety Inspection Records (annual)	6	After calendar year created
2.	Fatality Records	Permanent	Transfer records to the State Archives 10 years after calendar year of fatality

Supersedes schedule dated August 2, 1982

Disposition Schedule for SMI -- 000

State Mine Inspector

Record Series	New RS Code	Old RS Code	Time in Office (yrs.)	Time in Records Center (yrs.)	Total Retention (yrs.)	Cut-off	Retention Schedule Code
Accounts Payable and Receivable	F-3a		1	4	5	After fiscal year created or received	000-09-153, Item 3a
Employee Time and Leave Records	F-4a		1	2	3	After fiscal year create or received	000-09-153, Item 4a
Employee Personnel Records	HR-1a		1	4	5	After calendar year of termination	000-09-155, Item 1a