



Arizona State Library, Archives and Public Records

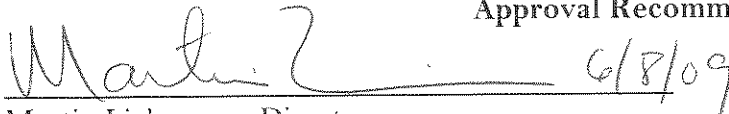
Records Retention Schedule for the Office of the State Capital Post Conviction Defender

Schedule Number: 999-09-86

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

 6/8/09

Martin Lieberman, Director
Office of the State Capital Post conviction Defender

Approved

 5/7/09
GladysAnn Wells, Director
Arizona State Library, Archives and Public Records

Date Approved:

**Records Retention Schedule for
Office of the State Capital Post Conviction Defender**

<u>Item #</u>	<u>Records Series</u>	<u>Retention (Yrs.)</u>	<u>Remarks</u>
1.	Client Records	-	Transfer to new attorney after decision reached.