

RECORDS RETENTION AND DISPOSITION SCHEDULE

LADM

TO: RECORDS MANAGEMENT CENTER
19 WEST JEFFERSON STREET
PHOENIX, ARIZONA 85009

FROM: STATE AGENCY OR POLITICAL SUB. ARIZONA POWER AUTHORITY

ORGANIZATIONAL UNIT _____

SUBMITTED BY L Ormsby/D Robins TITLE Administrator/Sec

X [Signature] TELEPHONE 255-4263

NO.	RECORD SERIES	RETENTION PERIOD			REMARKS
		Total	Office	Records Center	
<u>ADMINISTRATIVE RECORDS</u>					
1.	Annual Reports (100-001)				
	a. Record Copy	Perm	-	-	Perm copy at Department of Library, Archives and Public Records.
	b. Non-Record Copy	-	-	-	Retain 25 ccs over 10 yrs old. Retain 100 ccs up to 10 years old.
2.	APA Rules and Regulations (150-520)				
	a. Master File	Perm.	Perm.	-	Retain in office files.
3.	Capital Equipment Inventory (150-405)	3	3	-	Retain until superseded. (After cy created)
4.	Commission Meeting Minutes (100-000)	Perm.	Perm.	Film	Microfilm annually (or as most practical) for security. Microfilm stored permanently.
5.	Commission Meeting Notices/Agenda (100-000)	3	3	-	After calendar year created.
6.	Commission Correspondence (110-600)	3	3	-	After calendar year created.
7.	Petition Files (140-200)	10	10	-	After appeal period; then review.
8.	Power Purchase Certificate Hearings and Files	10	10	-	After petition settled; then review.
8a.	Power Purchase Certificates	5	5	-	After cancelled or superseded; then review.
9.	Intergovernmental Agreements with other states and other state	3	3	-	After cancelled or superseded; then review.

APPROVED BY _____

[Signature] Date June 11, 1986
DIRECTOR, DEPT. OF LIBRARY, ARCH & PUB. RECORDS

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 STATE AGENCY OR POLITICAL SUB. _____ ORGANIZATIONAL UNIT _____

NO.	RECORD SERIES	RETENTION PERIOD			REMARKS
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<u>Administrative Records cont'd</u>					
10.	Attorney General Opinions (non-record copies(150-300)	-	-	-	After reference value served.
11.	APA Legal Counsel Opinions re APA (110-700)	-	-	-	After reference value served.
12.	Litigation Files (760 series)	5	5	-	After resolved; then review.
13.	Legislation (state or federal) affecting APA (840-101, 102, 105)	1	1	-	After bill passed or defeated.
13a.	Correspondence/position papers re this legislation	3	3	-	After bill passed or defeated.
14a.	<u>Customer Activities(770)</u> General Correspondence	3	3		After created.
b.	<u>Organization Activities</u> (780 series)				
	-Membership Agreements, bylaws	3	3	-	After superseded.
	-Budget Assessments/Dues	3	3	-	After year assessed.
15.	<u>Contracts for Prof. & Outside Serv.</u> (500 series)				
	a. Current/successful	5	5	-	After expired.
	b. Not Awarded	3	3	-	After contract awarded.
	c. Correspondence	2	2	-	After calendar year prepared or received. (Review before destruction)
16.	Intergovernmental Agreements with other states and/or other Ariz. state agencies	3	3	-	After cancelled, superseded then review.
17.	Project Development Records (600 series) Project Files	10	3	7	After closed or abandoned; Return to APA for review.
18.	Research & Development Material (710 series)	-	-	-	Review periodically.
19.	Insurance Records re Property (550 series)	3	3	-	After policy ends.

APPROVED BY:

Sharon Meyer Date September 26, 1986

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NO.	RECORD SERIES	RETENTION PERIOD			REMARKS
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<u>Administrative Records cont'd</u>					
20.	Chrono Files	5	5	-	After date created.
21.	Transitory	3 mo.	3 mo.	-	After date created.
22.	General Correspondence	3	3	-	After date created.
<u>FINANCIAL RECORDS</u>					
1a.	APA State Budget (200-200)	3	3	-	After Fiscal Year created.
b.	APA F.Y. Operations Budget	-	-	-	Until reference value served.
2a.	Audit Reports (120-100)	-	-	-	Until reference value served.
b.	Audit Correspondence	3	3	-	After audit complete &
3.	General Ledgers	Perma	Perm	-	Retain in office
4.	APA Monthly Financial Statements (220-100)	-	-	-	Until reference value served.
5.	Claims (includes copy of invoice and warrant) (220-230)	5	5	-	After Fiscal Year created.
6.	Warrants, cancelled original (220-240)	3	3	-	After Fiscal Year created.
7.	Expenditure Lists (220-239)	3	3	-	After Fiscal Year created.
7a.	Invoices (220-253)	3	3	-	After Fiscal Year created.
8.	Bank Statements, reconciliation (220-210)	3	3	-	After Fiscal Year created.
9.	Treasurers Deposit Transmittal Records (220-200)	3	3	-	After Fiscal Year created.
10.	Travel Orders, approved (220-290)	2	2	-	After FY approved.
11.	Payroll Deduction Records (210-100 - 210-291)	4	4	-	After FY created.

APPROVED BY:

Sharon Ingram Date *September 26, 1986*

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FROM:

20 CFR 404.1256

STATE AGENCY OR POLITICAL SUB. _____ ORGANIZATIONAL UNIT _____
Arizona Power Authority

NO.	RECORD SERIES	RETENTION PERIOD			REMARKS
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<u>Financial Records cont'd</u>					
12.	Investment Records (220-220, 221, 223, 225, & 229)	3	3	-	After cancelled, expired, reinvested.
13.	Customer Security Deposits (410-101)	3	3	-	After cancelled, expired, reinvested.
14.	Annual Report to F.E.R.C. (220-110)	3	3	-	After fiscal year created.
15.	Census Bureau Survey (annual) (220-120)	3	3	-	After fiscal year created.
<u>PERSONNEL RECORDS</u>					
1.	Employee Personnel Files (230-100 & 230-110)	10	10	-	After terminated.
2.	APA Job Descriptions (230-201 thru 210 & 230-251 thru 253)	-	-	-	Retain 1 original until superseded.
3.	Time and Leave Records (210-300 & 301)	3	3	-	After fiscal year created.
4.	Interview Information & Notes	2	2	-	After employee hired.
5.	Employment Inquiries/APA Response (230-120)	2	2	-	After created.
6.	Personnel Position Reports (230-610)	2	2	-	After close of fiscal year.
7.	Merit Increase reports (230-640)	2	2	-	After fiscal year created.
8.	Requests for new position/ reclassification (230-140 & 230-200)	1	1	-	After action denied/fulfilled.

APPROVED BY:

Sharon M. [Signature] Date June 11, 1986
 DIRECTOR, DEPT. OF LIBRARY, ARCH & PUB. RECORDS

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	<u>POWER OPERATIONS</u>				
1.	<u>Contract Files</u>				
	a. Power Purchase (Hoover) (310)	6	6	-	After cancelled or superseded
	b. Power Sales w/customers (400)	6	6	-	" "
	c. Parker-Davis Contract (320)	6	6	-	" "
	d. Transmission Contracts (330 & 410)	6	6	-	" "
	e. Power Sales - other power & energy (410-300-500)	6	6	-	" "
	f. ED-5 Substation Contract (340-360)	6	6	-	" "
2.	Contract Information Files re-allocation, negotiation, etc. (310 series & 410-200)	3	3	-	After contract executed; then review in office.
3.	APS Rate Increases (330-803-809)	1	1	-	After ruled on.
4.	Substation Files (410-600)	-	-	-	Until substation abandoned or discontinued.
5.	<u>Research & Development:</u>				
	a. Power Pooling Studies (710-716)	-	-	-	Retain until abandoned; then review.
	b. Navajo Power Marketing (710-710)	-	-	-	After reference value served.
6.	Hoover Operations Data (310 series)	-	-	-	Review after contract terminated.
7.	State of Arizona Load Surveys (870-773)	-	-	-	After reference value served.

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Sharon M. [Signature] Date June 11, 1986

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8.	<u>Water Data:</u>				
	-Watershed Con. Reports (870-400)	-	-	-	Until reference value served.
	-Hoover/Glen Canyon Operating/ filling Criteria	-	-	-	" "
	-CRSP Reservoir Data	-	-	-	" "
	-Boulder Canyon Water Supply	-	-	-	" "
	-Water Supply Outlook Reports	3	3	-	After date of report.
	-USBR Col. River Basin Reports	5	5	-	" "
	-USGS Col. River Water Records	5	5	-	" "

DISPSCHD
A150#406

APPROVED BY:

Sharon Ingeon Date June 11, 1986