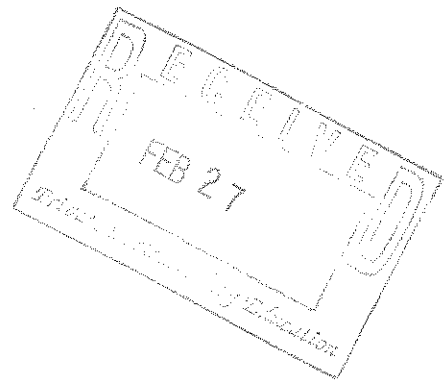


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Arizona State Library, Archives and Public Records

Records Retention Schedule for the Board for Private Postsecondary Education

Schedule Number: 999-08-32

Authorization and Approval

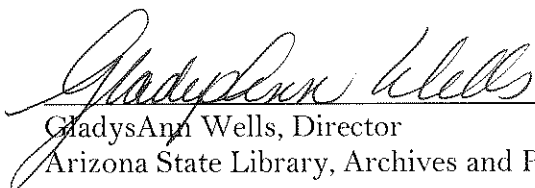
Pursuant to ARS §41-1351, the retention periods listed herein are both the minimum and maximum time records may be kept. Keeping records for a time period other than their approved retention period is illegal. However, records required for ongoing or foreseeable official proceedings such as audits, lawsuits 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



Teri Candelaria, Executive Director
Board for Private Postsecondary Education

Approved



GladysAnn Wells, Director
Arizona State Library, Archives and Public Records

Date Approved: MAR 12 2008

AWT-000

**Records Retention Schedule for
Board for Private Postsecondary Education**

<u>Item #</u>	<u>Records Series</u>	<u>Retention (Yrs.)</u>	<u>Remarks</u>
1.	Board Records a. Agenda Records b. Recordings of Board Meetings	10 -	After calendar year created After minutes approved
2.	Complaint and Inquiry Records (including questions and comments concerning the operation of licensed schools)	4	After calendar year received
3.	Investigation Records	7	After investigation completed
4.	Licensing Records (of regulated schools) a. Active (high volume and periodically purged) b. Closed	15 10	After transferred to Records Management Center (RMC) After transferred to RMC
5.	Student Records	30	After school closed

Supersedes schedule dated December 22, 2003

Disposition Schedule for AWT -- 000

Board for Private Postsecondary Educat

<i>Record Series</i>	<i>New RS Code</i>	<i>Old RS Code</i>	<i>Time in Office (yrs.)</i>	<i>Time in Records Center (yrs.)</i>	<i>Total Retention (yrs.)</i>	<i>Cut-off</i>	<i>Retention Schedule Code</i>
Board Records - Agenda Records	313	009844	5	5	10	After calendar year created	999-08-32, Item 1a
Complaint and Inquiry Records	314	009525	2	2	4	After calendar year received	999-08-32, Item 2
Investigation Records	315	098925	2	5	7	After transferred to Records Management Center (RMC)	999-08-32, Item 3
Licensing Records - Active	316	504225	-	15	15	After transferred to RMC	999-08-32, Item 4a

<i>Record Series</i>	<i>New RS Code</i>	<i>Old RS Code</i>	<i>Time in Office (yrs.)</i>	<i>Time in Records Center (yrs.)</i>	<i>Total Retention (yrs.)</i>	<i>Cut-off</i>	<i>Retention Schedule Code</i>
Licensing Records - Closed	317	807325	-	10	10	After closed	999-08-32, Item 4b
Student Records	318	153090	-	30	30	After school closed	999-08-32, Item 5

Disposition Schedule for AWT -- 000

Board for Private Postsecondary Educat

<i>Record Series</i>	<i>New RS Code</i>	<i>Old RS Code</i>	<i>Time in Office (yrs.)</i>	<i>Time in Records Center (yrs.)</i>	<i>Total Retention (yrs.)</i>	<i>Cut-off</i>	<i>Retention Schedule Code</i>
Complaint and Inquiry Records	314	009525	2	2	4	After calendar year received	999-09-134, Item 1
Investigation Records	315	098925	2	5	7	After investigation completed	999-09-134, Item 2
Licensing Records - Active	316	504225	-	30	30	After transferred to RMC	999-09-134, Item 3a
Licensing Records - Closed	317	807325	-	30	30	After transferred to Records Management Center	999-09-134, Item 3b

*Retention
Schedule Code*

Cut-off

*Total Retention
(yrs.)*

*Time in Records
Center (yrs.)*

*Time in
Office (yrs.)*

*Old RS
Code*

*New RS
Code*

Record Series

999-09-
134, Item 4

After school closed

50

50

-

153090

318

Student Records