

# STATE OF ARIZONA RECORDS RETENTION AND DISPOSITION SCHEDULE

Arizona State Library, Archives and Public Records  
RECORDS MANAGEMENT DIVISION  
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PROVIDING ACCESS  
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State Agency Password <b>AYG-RUCO</b>	Political Subdivision	Agency Name Residential Utility Consumer Office
Org. Unit/Division		Office
Address 2828 North Central, Ste 1200		Phone 602-279-5679
City Phoenix		Zip <b>AZ</b> 85004
Submitted By (Name) Cheryl Fraulob	Title Business Manager	Signature <i>X Cheryl Fraulob</i>

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.	RECORDS SERIES	R.S. Code	RETENTION (YR.)			REMARKS (Include start point of retention.)
			Off.	R.C.	Total	
1.	Agendas		3	-	3	After calendar year prepared.
2.	Annual Reports		10	-	10	After fiscal year prepared.
3.	Audits		-	-	-	After next audit completed.
4.	Budgets		3	-	3	After fiscal year prepared.
5.	Claim Files	480025	1	4	5	After fiscal year prepared.
6.	Contracts	001355	1	5	6	After expired.
7.	Employee Personnel Files	001925	2	3	5	After termination. ARS § 38-233
8.	General Correspondence		2	-	2	After fiscal year prepared.
9.	History Files (document RUCO formation, organization, activities, board member bio's, etc.)		Perm	-	Perm	See ARS § 39-101 & perm standards.
10.	Intergovernmental Agreements (IGA's)		3	-	3	After expired.
11.	Interview, Selection, Promotion & Hiring Records		2	-	2	After position filled. 29 CFR 1602.31
12.	Minutes of RUCO Board Meetings		Perm	-	Perm	Microfilm as volume justifies.
13.	Payroll Records (deductions, rosters, reconciliations, reports, etc.)		4	-	4	After fiscal year prepared.
14.	Rate Cases/Data Requests	510025	3	7	10	After closed.

Supersedes schedule approved: 7-6-95

Approved by:

*Gary L. Wells*  
 Director, Department of Library, Archives and Public Records

Approval Date:

JUN 6 2002