



RECORDS RETENTION AND DISPOSITION SCHEDULE

Department of Library, Archives & Public Records
RECORDS MANAGEMENT DIVISION
 1919 West Jefferson Street
 Phoenix, Arizona 85009
 542-3741

<input checked="" type="checkbox"/> STATE AGENCY	<input type="checkbox"/> POLITICAL SUBDIVISION	AGENCY NAME Board of Regents (AWY ADM)	
ORG. UNIT/DIVISION Administration		OFFICE	PHONE 229-2511 255-4082
ADDRESS 2020 N. Central Suite 230 3030 N. Central Suite 1400		CITY Phoenix	ZIP 85004 AZ 85012
SUBMITTED BY Peggy Martin		TITLE Administrative Assistant	SIGNATURE X

No.	RECORDS SERIES	R.S. CODE	RETENTION (YR)			REMARKS
			OFFICE	R.C.	TOTAL	
1	Board Minutes				P	Film annually.
2	Supporting Documentation				Sec film	
	Source documents		5	-	5	After calendar year created.
	Microfilm		P		P	Film annually.
					Sec film	
3	University Budget Files	809725	3	7	10	After date submitted.
4	Academic Affairs Council Files	150625	2	8	10	After calendar year created.
5	Academic Program Files	151725	1	4	5	After program completed.
6	Policy Manual Support Documents	000681	1	4	5	After policy approved.
7	Student Health Insurance Files	002425	-	2	2	After transfer date.
8	Student Files					
	a. Non-funded	153025	1	-	1	After appropriation received.
	b. Funded	163025	1	5	6	After obligation satisfied.
9	Pay-in-Vouchers	211669	1	2	3	After fiscal year prepared.
10	Student Pay-back	003057	1	2	3	After fiscal year received.
11	University Invoices		5	-	5	After fiscal year received.

APPROVED BY: DIRECTOR, DEPARTMENT OF LIBRARY, ARCHIVES & PUBLIC RECORDS	APPROVAL DATE: DEC 5 1991 SUPERSEDES REQUEST APPROVED: 9-16-91
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AGENCY NAME Board of Regents (AWY ADM)	OFFICE Administration	PAGE 2 OF 2
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No.	RECORDS SERIES	R.S. CODE	RETENTION (YR)			REMARKS
			OFFICE	R.C.	TOTAL	
	FINANCIAL AFFAIRS					
12	Administrative Files (including correspondence, advisory board notes, internal audit support materials, statements, expense accounting records, etc.)	040625	1	2	3	After fiscal year prepared or received.
13	Expense Accounting Records	010325	1	2	3	After fiscal year prepared.
14	University Budgets	049763	1	4	5	After fiscal year prepared.
	PERSONNEL					
15	Employee Personnel Files	007425	2	3	5	After termination. ARS 38-231.
16	Grievance Files		3	-	3	After grievance action is completed.
17	Hiring interview and selection records including interview questions and interviewers notes		2	-	2	After employee selected. 29 CFR 1602.31.

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