

## Arizona State Library, Archives and Public Records

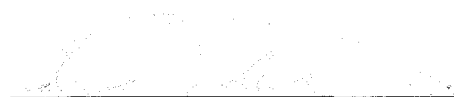
### Records Retention Schedule for the School Facilities Board

**Schedule Number: 999-07-53**


#### 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

  
\_\_\_\_\_  
John Arnold, Executive Director  
School Facilities Board

Approved

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

Date Approved:

AUG 07 2007

**Records Retention Schedule for  
School Facilities Board (SFB)**

| <u>Item #</u> | <u>Records Series</u>  | <u>Retention (Yrs.)</u> | <u>Remarks</u>   |
|---------------|--|-------------------------|--|
| 1.            | <b>Deficiencies Corrections</b><br>Assessments                                   | Permanent               | Preserve pursuant to ARS §39-101   |
| 2.            | Bid Records  | 9                       | After project closeout   |
| 3.            | Project Records  | 9                       | After project closeout   |
| 4.            | Drawings   | -                       | After building demolished, sold, transferred or abandoned                                  |
| 5.            | Job Order Contracts  | 9                       | After project closeout   |
| 6.            | School Construction Insurance Pool Records                                       | 9                       | After project closeout   |
| 7.            | Jefferson Wells Audit Records  | -                       | After administrative value has been served   |
| 8.            | Project Talk   | 5                       | After created or received or when administrative value has been served, whichever is later |
| 9.            | <b>Technology</b><br>As-built Plans  | -                       | After building has been demolished, sold, transferred or abandoned                         |
| 10.           | <b>New Construction</b><br>Capital Plans (submitted annually by school district) | 5                       | After received   |
| 11.           | Project Records  | 5                       | After closeout   |
| 12.           | Drawings   | -                       | After building has been demolished, sold, transferred or abandoned                         |
| 13.           | Reports  | -                       | After administrative value has been served   |
| 14.           | <b>Land</b><br>Land Acquisition Records (State ownership of land)                | -                       | After land sold, transferred or abandoned  |

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| <u>Item #</u> | <u>Records Series</u>  | <u>Retention (Yrs.)</u> | <u>Remarks</u>   |
|---------------|--|-------------------------|--|
| 15.           | <b>Building Renewal</b><br>3-year Plans  | 3                       | After created or received  |
| 16.           | Inspections (Re-assessments)   | Permanent               | Preserve pursuant to ARS §39-101                                   |
| 17.           | <b>Full Day Kindergarten</b><br>Expenditure Plans                                      | 3                       | After created or received  |
| 18.           | <b>Preventive Maintenance</b><br>Plans   | -                       | After building has been demolished, sold, transferred or abandoned |
| 19.           | Reports  | -                       | After building has been demolished, sold, transferred or abandoned |
| 20.           | <b>Board</b><br>Recordings of meetings   | -                       | After media is no longer audible or viable                         |
| 21.           | Member Appointment Records   | -                       | After member is no longer on the board                             |
| 22.           | <b>Procurement</b><br>Requests for Proposals (RFPs) and Requests for Quotations (RFQs) | 6                       | After project closeout   |
| 23.           | Claims   | 8                       | After final settlement made  |
| 24.           | Securities in Lieu   | 6                       | After project closeout   |
| 25.           | Rule Review Records  | 10                      | After rule adopted   |
| 26.           | Project Talk Instruction Records   | -                       | After program is no longer in use                                  |
| 27.           | <b>District Records</b><br>Annual Reports (from school districts)                      | -                       | After administrative value has been served                         |
| 28.           | Square Footage Deficiency Records  | 3                       | After report due date  |

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| <u>Item #</u> | <u>Records Series</u>                             | <u>Retention (Yrs.)</u> | <u>Remarks</u>  |
|---------------|---|-------------------------|---|
| 29.           | Emergency Deficiency Requests                     | Permanent               | Preserve pursuant to ARS §39-101  |
| 30.           | Database Records (who has computers in districts) | Permanent               | Preserve pursuant to ARS §39-101  |
|               | <b>Budget</b>                                     |                         |   |
| 31.           | SFB Budget Submittals                             | 5                       | After fiscal year submitted   |
|               | <b>Strategic Planning</b>                         |                         |   |
| 32.           | Master Lists of State Government Programs         | 5                       | After created or received   |
| 33.           | Five-Year Strategic Plans                         | 5                       | After created or received   |
|               | <b>Legislative Reports</b>                        |                         |   |
| 34.           | Joint Committee on Capital Review (JCCR) Reports  | 5                       | After created or received   |
| 35.           | Joint Legislative Budget Committee (JLBC) Reports | 5                       | After created or received   |
|               | <b>Other</b>                                      |                         |   |
| 36.           | Business Continuity Plans                         | 1                       | After superseded or obsolete  |
| 37.           | Information Technology Plans                      | 1                       | After superseded or obsolete  |
| 38.           | Risk Assessment Surveys                           | 1                       | After superseded or obsolete  |
| 39.           | Annual Reports                                    | Permanent               | Preserve pursuant to ARS §39-101. Send 2 paper copies to ASLAPR, Law and Research Library, State Documents; or send electronic copy to <a href="mailto:reports@lib.az.us">reports@lib.az.us</a> and 1 paper copy to ASLAPR, Law and Research Library, State Documents |

# *Disposition Schedule for ASF -- BLDGS*

School Facilities Board

| <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> |
|--|--------------------|--------------------|------------------------------|--------------------------------------|-------------------------------|------------------------|--------------------------------|
| Bid Records                                | 368                |                    | 2                            | 7                                    | 9                             | After project closeout | 999-07-53,<br>Item 2           |
| Deficiencies Corrections Project Records   | 369                |                    | 2                            | 7                                    | 9                             | After project closeout | 999-07-53,<br>Item 3           |
| Job Order Contracts                        | 370                |                    | 2                            | 7                                    | 9                             | After project closeout | 999-07-53,<br>Item 5           |
| School Construction Insurance Pool Records | 371                |                    | 2                            | 7                                    | 9                             | After project closeout | 999-07-53,<br>Item 6           |

| <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> |
|--|--------------------|--------------------|------------------------------|--------------------------------------|-------------------------------|-----------------------------|--------------------------------|
| New Construction Project Records                               | 372                |                    | 2                            | 3                                    | 5                             | After closeout              | 999-07-53, Item 11             |
| Requests for Proposals (RFP) and Requests for Quotations (RFQ) | 373                |                    | 3                            | 3                                    | 6                             | After project closeout      | 999-07-53, Item 22             |
| Claims   | 374                |                    | 3                            | 5                                    | 8                             | After final settlement made | 999-07-53, Item 23             |
| Securities in Lieu   | 375                |                    | 3                            | 3                                    | 6                             | After project closeout      | 999-07-53, Item 24             |