



Arizona State Library, Archives and Public Records

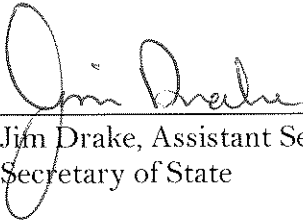
Records Retention Schedule for the Secretary of State All Divisions and Services

Schedule Number: 2-09-54

Authorization and Approval

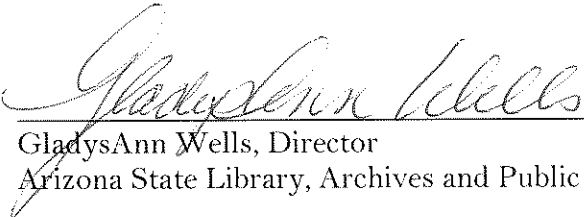
Pursuant to ARS §41-1351, the retention periods listed herein are both the minimum and maximum time records may be kept. Keeping records for a time period other than their approved retention period is illegal. However, records required for ongoing or foreseeable official proceedings such as audits, lawsuits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



Jim Drake, Assistant Secretary of State
Secretary of State

Approved



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

Date Approved: 11/20/2009

**Records Retention Schedule for
Secretary of State
All Divisions and Services**

<u>Item #</u>	<u>Records Series</u>	<u>Retention (Yrs.)</u>	<u>Remarks</u>
1.	Election Services Campaign Finance Records (Federal – office copy)	3	After date of election
2.	Campaign Finance Records (State) a. Candidate records b. Financial disclosures c. Political committees (other than candidate committees) d. Electronic media e. Database	Permanent 10 Permanent 3 months Permanent	Preserve pursuant to ARS §39-101. Transfer to State Archives 10 years after date of election After filed Preserve pursuant to ARS §39-101. Transfer to State Archives 10 years after date of election After entered into database and verified Preserve pursuant to ARS §39-101. When the office no longer wishes to maintain the permanent records, they should be transferred to the State Archives
3.	Candidate Activity Records	8	After date of election
4.	Canvass of Elections	Permanent	Preserve pursuant to ARS §39-101. Transfer to State Archives 6 years after date of election
5.	Clean Elections Lobbyist Fee Records (Citizens Clean Election Commission)	5	After date of election
6.	Election Activity Records (including challenges, lawsuits, recounts, public records requests and other related records)	6	After date of election or after all legal issues have been resolved, whichever is later
7.	Felony Conviction Records a. Source records b. Database	2 -	After 2 year election cycle, after filed and after reference value has been served

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8.	Election Services (continued) Initiative / Referendum / Recall Records, signature petitions a. Landmark records	Permanent	Preserve pursuant to ARS §39-101. Transfer to State Archives 6 years after date of election
	b. All other records	6	After date of election
9.	Lobbyist Records	5	After filed
10.	National Voter Registration Act (NVRA) Declinations/ Batch Reports	2	After date of general election
11.	New Party Recognition Records	5	After filed
12.	Nomination Records (including paper petitions and receipts)	6	After date of election
13.	Principal and Public Body Records	5	After filed
14.	Qualifying Contribution Records a. Statewide Candidates	8	After calendar year of election
	b. Legislative Candidates	6	After calendar year of election
15.	Title 19 Records (including recalls, initiatives, referendums, petitions, certifications, correspondence, etc)	6	After date of election
16.	Voter Registration Statistics Records a. Electronic media	6	After transferred to database
	b. Paper or Electronic	6	After date of election
17.	Electronic Program Computer Records, held in escrow	3	Preserve pursuant to ARS §16-445
18.	Unused Logic and Accuracy Ballot Records	6 months	Destroy all unused ballots after date of election
19.	Voter Registration System (VRAZ) Database Records	Permanent	After reference value served
20.	Administration Accounting Working Records	5	After fiscal year created

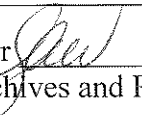
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<u>Item #</u>	<u>Records Series</u>	<u>Retention (Yrs.)</u>	<u>Remarks</u>
21.	Annual Financial Statements	5	After fiscal year created
22.	Attest Logs	10	After calendar year created
23.	Capital Asset Purchase Records (including claims, supporting documentation)	3	After disposal of asset
24.	Claim Records (including backup and supporting documentation)	5	After fiscal year paid
25.	1099 Reports (to IRS)	5	After fiscal year created
26.	E-mail Directories and Distribution List Records		
	a. Printed	2	After updated, superseded or obsolete
	b. Maintained on computer	-	After updated, superseded or obsolete
27.	Extradition and Requisition Records (office copy)	1	After calendar year processed
28.	Letters of Appointment	5	After received
29.	Loyalty Oaths / Oaths of Office	5	After term of office or termination of employment
	Business Services		
30.	Advanced Directive Registry	-	After notification of death but no more than 5 years after notification, or when notified to remove records, whichever comes first
31.	Athlete Agent Records	6	After fiscal year expired, cancelled or revoked
32.	Certified Original Rules and Regulations	Permanent	Preserve pursuant to ARS §39-101. When the office no longer wishes to maintain the permanent records, they should be transferred to the State Archives
33.	Professional Employer Filings and Regulatory Records	5	After date filed
34.	Charity/Telemarketer or Telephone Solicitor/Contracted Fundraiser	5	After date filed

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<u>Item #</u>	<u>Records Series</u>	<u>Retention (Yrs.)</u>	<u>Remarks</u>
	Records		
35.	Dance Studio Bond Records	5	After month filed
36.	Filing Records a. Health Spa b. Linen Supplier Laundry Marks	6	After fiscal year expired, cancelled or revoked
37.	Notary Records a. Complaints i. Revoked or suspended ii. Unsubstantiated b. Resignation c. Lost or stolen seal notifications d. Notary journals e. All other records (applications, bonds, riders and power of attorney)	5 5 5 5 5 5	After action taken After resolved After resigned After notification received After date of last entry After month issued
38.	Notifications of Revocation and / or Suspension of Technical Registration License or Certificate	-	After removed from published list
39.	Open Meeting Notice Records	2	After superseded or obsolete
40.	Original Engrossed Bills (Passed)	Permanent	Preserve pursuant to ARS §39-101. When the office no longer wishes to maintain the permanent records, they should be transferred to the State Archives
41.	Out of State Landlord Agent Records	5	After superseded or obsolete
42.	Partnership Records	Permanent	Preserve pursuant to ARS §39-101. When the office no longer wishes to maintain the permanent paper records, they should be transferred to the State Archives
43.	Tradename and Trademark Records	Permanent	Preserve pursuant to ARS §39-101. When the office no longer wishes to maintain the permanent paper records, they should be transferred to the State

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44.	Uniform Commercial Code (UCC) Records a. UCC Filings (Microfilm or electronic - original returned to originator after image verified) b. UCC Search Requests	6 3	Archives After calendar year filed After calendar year completed

Supersedes schedule dated February 28, 1995; February 9, 1996; May 14, 1998; January 29, 2001

Disposition Schedule for AXB -- 000

Secretary of State

Record Series	New RS Code	Old RS Code	Time in Office (yrs.)	Time in Records Center (yrs.)	Total Retention (yrs.)	Cut-off	Retention Schedule Code
Notary Records	376	450025	0	5	5	After month issued	2-09-54, Item 37E
Charities	377		3	2	5	After date of filing	2-09-54, Item 34
Campaign Finance Records (State) - Candidate	515	560325	4	6	Permanent	Transfer to State Archives 10 years after date of election	2-09-54, Item 2A
Campaign Finance Records (State) - Financial Disclosures	516	170325	1	9	10	After filed	2-09-54, Item 2B

<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>
Campaign Finance Records (State) - Political Committees	517	160325	2	8	Permanent	Transfer to State Archives 10 years after date of election	2-09-54, Item 2C
Candidate Activity Records	518	501825	4	4	8	After date of election	2-09-54, Item 3
Canvass of Elections	519	561857	3	3	Permanent	Transfer to State Archives 6 years after date of election	2-09-54, Item 4
Clean Election Lobbyist Fee Records	520	211611	1	4	5	After date of election	2-09-54, Item 5
Election Activity Records	521	161825	3	3	6	After date of election or after all legal issues have been resolved, whichever	2-09-54, 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>
Initiative/Referendum/Recall Records - Landmark	522	171825	6 months	5 years 6 months	Permanent	Transfer to State Archives 6 years after date of election	2-09-54, Item 8A
Initiative/Referendum/Recall Records - All other records	523	171825	6 months	5 years 6 months	6	After date of election	2-09-54, Item 8B
Lobbyist Records	524	162625	2	3	5	After filed	2-09-54, Item 9
National Voter Registratio Act (NVRRA) Declinations/Batch Reports	525	161823	-	2	2	After date of general election	2-09-54, Item 10
New Party Recognition Records	526	253425	2	3	5	After filed	2-09-54, Item 11

<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>
Nominaition Records	527	161849	-	6	6	After date of election	2-09-54, Item 12
Principal and Public Body Records	528	182625	2	3	5	After filed	2-09-54, Item 13
Qualifying Contribution Records - Statewide Candidates	529		2	6	8	After calendar year of election	2-09-54, Item 14A
Qualifying Contribution Records - Legislative Candidates	530		2	4	6	After calendar year of election	2-09-54, Item 14B
Voter Registration Statistics Records	531	451825	3	3	6	After date of election	2-09-54, Item 16B

<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>
Accounting Working Records	532	675786	1	4	5	After fiscal year created	2-09-54, Item 20
Capital Asset Purchase Records	533	002225	1	2	3	After disposal of asset	2-09-54, Item 23
Claim Records	534	000316	1	4	5	After fiscal year paid	2-09-54, Item 24
1099 Reports (to IRS)	535	500554	3	2	5	After fiscal year created	2-09-54, Item 25