

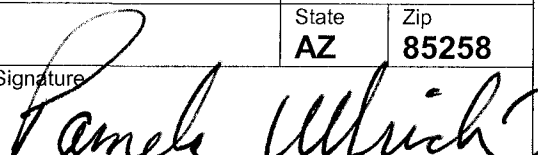
RECORDS RETENTION AND DISPOSITION SCHEDULE

Arizona State Library, Archives and Public Records
RECORDS MANAGEMENT DIVISION
 1919 West Jefferson Street
 Phoenix, Arizona 85009
 Phone: 602-542-3741 Fax: 602-542-3890
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|--|-----------------------|--|--|---------------------|
| State Agency Password AXD-000 | Political Subdivision | Agency Name Structural Pest Control Commission | | |
| Org. Unit/Division Executive Director's Office | | Office | Phone 602-255-3664 | |
| Address 9535 E Doubletree Ranch Road | | City Scottsdale | State AZ | Zip 85258 |
| Submitted By (Name) Pamela J Ulbrich | | Title Administrative Services Officer II | Signature  | |

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. | RECORD SERIES | R.S. Code | RETENTION (YR.) | | | REMARKS (Include start point of retention.) |
|-----|--|--------------|-----------------|------|-------|--|
| | | | Off. | R.C. | Total | |
| 1. | Licensing Files (including applications, approvals, denials, correspondence, and qualifying party, applicator and business licenses) | 004525 | 5 | - | 5 | After expiration of license |
| 2. | Complaint Files | | 5 | - | 5 | After complaint filed (pursuant to ARS §32-2321(O)(1)) |
| 3. | Daily Inspection Reports (non use inspections) | 088954 | 3 | - | 3 | After calendar year created |
| 4. | Use Inspection Reports | 158954 | 3 | - | 3 | After calendar year created |
| 5. | Expense Accounting Records (including claims, payroll, deposits, warrant registers, and other related records) | 210352 | 5 | - | 5 | After fiscal year created or received |
| 6. | Inquiries | | 6 mo | - | 6 mo | After date closed |

**Supersedes Schedule Dated:
July 24, 2001**

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| Approved by: <input checked="" type="checkbox"/>  Director, Arizona State Library, Archives and Public Records | Approval Date: JUL 26 2005 |
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