



# 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 Office of Tourism (AXQ 000)	
ORG. UNIT/DIVISION		OFFICE	PHONE 542-8687
ADDRESS 1100 W. Washington		CITY Phoenix	ZIP A7 85007
SUBMITTED BY Greg Gilstrap		TITLE Director	SIGNATURE X <i>Greg Gilstrap</i>

No.	RECORDS SERIES	R.S. CODE	RETENTION (YR)			REMARKS
			OFFICE	R.C.	TOTAL	
1	Employee Personnel File	517425	2	3	5	After terminated.
2	Grievance Files		3	-	3	After grievance action is completed.
3	Request for New Positions/Reclassification of Existing Positions		1	-	1	After request action is fulfilled or denied.
4	Training Files (including attendance lists, evaluations, and other records maintained by the training unit)		3	-	3	After session is completed.
5	Claim Ledgers	150316	1	4	5	After fiscal year prepared.
6	Deposits	020390	1	4	5	After fiscal year prepared.
7	Employee Leave Requests/Overtime	760390	1	4	5	After fiscal year prepared.
8	Claims	160316	1	4	5	After fiscal year prepared.
9	Transfers	000969	1	4	5	After fiscal year prepared.
10	Employee Travel Claims	150016	1	4	5	After fiscal year prepared.
11	Warrant Register	810015	1	4	5	After fiscal year prepared.
12	Various Financial Reports	000954	1	4	5	After fiscal year prepared.
13	LAR's (Labor Activity Reports)	150324	1	4	5	After fiscal year prepared.
14	Labor Distributions	150363	1	4	5	After fiscal year prepared.
15	Payroll Claims	481658	1	4	5	After fiscal year prepared.
16	Payroll Registers	761652	1	4	5	After fiscal year prepared.

APPROVED BY: <i>Andrew Benson</i> DIRECTOR, DEPARTMENT OF LIBRARY, ARCHIVES & PUBLIC RECORDS	APPROVAL DATE: <b>MAR 21 1994</b> SUPERSEDES REQUEST APPROVED: 9-4-92
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AGENCY NAME  
Office of Tourism

OFFICE

PAGE 2 OF 2

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17	Payroll/Personnel Action Forms	801690	1	4	5	After fiscal year prepared.
18	Time Sheets	000390	1	4	5	After fiscal year prepared.
19	YTD Payrolls	041663	1	4	5	After fiscal year prepared.

APPROVED BY:



DIRECTOR, DEPARTMENT OF LIBRARY, ARCHIVES & PUBLIC RECORDS

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**MAR 21 1994**

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