

STATE OF ARIZONA RECORDS RETENTION AND DISPOSITION SCHEDULE

Arizona State Library, Archives and Public Records
RECORDS MANAGEMENT DIVISION
1919 West Jefferson Street

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PROVIDING ACCESS
Preserving Arizona

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State Agency Password AXJ-ADM	Political Subdivision	Agency Name State Treasurer		
Org. Unit/Division		Office	Phone 602-542-1448	
Address 1700 W. Washington St, 1st floor W wing		City Phoenix	Zip AZ 85007	
Submitted By (Name) Richard Petrenka	Title Deputy Treasurer	Signature X		

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.

Contact: Klint Tegland						
1.	Banking Records (deposits, credits, cancelled warrants, warrant reconciliations, statements, etc.)	000990	1	4	5	After fiscal year prepared or received.
2.	Claims	000016	1	4	5	After fiscal year prepared.
3.	Custodial Security Records		5	-	5	After fiscal year released.
4.	Forgery/Pay -In Vouchers	005854	1	4	5	After case closed.
5.	General Correspondence		2	-	2	After fiscal year prepared or received.
6.	Investment Records					
a.	Bank Investment Confirmation	150990	1	4	5	After fiscal year prepared or received.
b.	Collateral Folders	160990	1	4	5	After fiscal year prepared or received.
c.	Matured Securities	170990	1	4	5	After fiscal year prepared or received.
d.	Endowment Fund	190990	1	4	5	After fiscal year prepared or received.
e.	Safekeeping Receipts	200990	1	4	5	After fiscal year prepared or received.
7.	Investment Reports	150954	1	4	5	After fiscal year prepared or received.
8.	Pay-In Vouchers/Treasurer Deposits	001669	1	4	5	After fiscal year prepared or received.
9.	Personnel Records (official copies)		5	-	5	After termination.
10.	Transfers	001690	1	4	5	After fiscal year prepared or received.

Supersedes schedule approved: 12-16-93

Approved By: Gladys Ann Mills Director, Department of Library, Archives and Public Records	Approval Date: 7/8/02
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