



Arizona State Library, Archives and Public Records

Records Retention Schedule for the Department of Weights and Measures

Schedule Number: 999-09-59

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



Gene Palma, Interim Director
Department of Weights and Measures

Approved



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

June 09, 2009

Date Approved:

**Records Retention Schedule for
Department of Weights and Measures**

<u>Item #</u>	<u>Records Series</u>	<u>Retention (Yrs.)</u>	<u>Remarks</u>
	Administration		
1.	Non-general Correspondence (not including executive correspondence)	3	After calendar created or received
2.	Strategic Planning Records	3	After calendar year created
3.	Rules Records	6	After rules became effective
4.	Five-year Rule Review Records	1	After next five-year rules became effective
5.	Affirmative Action Plans	5	After calendar year approved
6.	Public Records Request Records	1	After completed
7.	Customer Survey Card Records	90 days	After data entered or end of investigation, whichever is later
	Accounting and Finance		
8.	Cancelled Checks	3	After fiscal year created or received
9.	Banking Records (including statements)	10	After fiscal year created or received
10.	Notification of Bankruptcy	5	After fiscal year created or received
	Licensing and Testing		
11.	Device (Placed in Service Report - PISR) and Small Scale Application Records	3	After fiscal year processed or expired, whichever is later
12.	Registered Service Agent (RSA) / Registered Service Representative (RSR) Application Records	3	After fiscal year processed or expired, whichever is later
13.	Registered Service Agent (RSA) / Registered Service Representative (RSR) Testing and Training Records	3	After fiscal year processed or when it expires, whichever is later
14.	Weighmaster Application Records	3	After fiscal year processed or expired, whichever is later
15.	License Update Listings Form Records	1	After fiscal year submitted or receipt of next complete update, whichever is later

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16.	License Change Records	90 days	After revised license mailed
	Legal Actions		
17.	Pending Litigation Records	-	After litigation resolved or legal counsel advice to dispose, whichever is later
18.	Enforcement / Civil Penalty Records	5	After resolution
19.	Administrative Hearing Records	5	After hearing
20.	Undercover Inspection Records	3	After hearing
	Metrology Laboratory		
21.	Calibration / Test Reports and Release Form Records	10	After calendar year created or received
22.	Ledgers (Monthly work logs)	Permanent	Preserve pursuant to ARS §39-101. (Accreditation requirement) When the Department no longer wishes to maintain the permanent records, they should be transferred to the State Archives
23.	Metrology Lab Audits	Permanent	Preserve pursuant to ARS §39-101. (Accreditation requirement) When the Department no longer wishes to maintain the permanent records, they should be transferred to the State Archives
24.	Compliance / Feedback / Corrective Action Records	Permanent	Preserve pursuant to ARS §39-101. (Accreditation requirement) When the Department no longer wishes to maintain the permanent records, they should be transferred to the State Archives

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25.	Deviations from Accepted Procedure Records	Permanent	Preserve pursuant to ARS §39-101. (Accreditation requirement) When the Department no longer wishes to maintain the permanent records, they should be transferred to the State Archives
26.	Management Reviews (National Institute of Standards and Technology (NIST))	Permanent	Preserve pursuant to ARS §39-101. (Accreditation requirement) When the Department no longer wishes to maintain the permanent records, they should be transferred to the State Archives
27.	Control Document Records (including list records and distribution records)	Permanent	Preserve pursuant to ARS §39-101. (Accreditation requirement) When the Department no longer wishes to maintain the permanent records, they should be transferred to the State Archives
28.	Environmental Condition / Deviation Log	Permanent	Preserve pursuant to ARS §39-101. (Accreditation requirement) When the Department no longer wishes to maintain the permanent records, they should be transferred to the State Archives
29.	Calibration / Maintenance (Standards Equipment) Records	Permanent	Preserve pursuant to ARS §39-101. (Accreditation requirement) When the Department no longer wishes to maintain the permanent records, they should be transferred to the State Archives

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30.	Software Verification Records	Permanent	Preserve pursuant to ARS §39-101. (Accreditation requirement) When the Department no longer wishes to maintain the permanent records, they should be transferred to the State Archives
31.	NIST Standards Reports	Permanent	Preserve pursuant to ARS §39-101. (Accreditation requirement) When the Department no longer wishes to maintain the permanent records, they should be transferred to the State Archives
32.	Weighing Equipment Assessment Records	Permanent	Preserve pursuant to ARS §39-101. (Accreditation requirement) When the Department no longer wishes to maintain the permanent records, they should be transferred to the State Archives
33.	Assessment of Mass Uncertainties Records	Permanent	Preserve pursuant to ARS §39-101. (Accreditation requirement) When the Department no longer wishes to maintain the permanent records, they should be transferred to the State Archives
34.	Mass Code Surveillance Records	Permanent	Preserve pursuant to ARS §39-101. (Accreditation requirement) When the Department no longer wishes to maintain the permanent records, they should be transferred to the State Archives

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35.	Public Education and Marketing Media Video Library Records	Permanent	Preserve pursuant to ARS §39-101. When the Department no longer wishes to maintain the permanent records, they should be transferred to the State Archives
36.	Special Event Records	10	After calendar year created
37.	Corporate Education Records	10	After calendar year created
38.	Consumer Education Records	10	After calendar year created
39.	Information Technology Software Licenses	-	Until expired or inactive
40.	Compliance Certification Records	3	After calendar year created
41.	All Inspection Records (paper or electronic)	3	After calendar year created
42.	Enforcement Records (leading to civil penalties / enforcement actions)	5	After calendar year of inspection
43.	Registered Supplier Records (including reports, application records and audit reports)	3	After calendar year created
44.	Air and Fuel Quality Biofuels Data Reports	3	After calendar year created
45.	Arizona Transportation Fuel Annual Report, (ATFAR)	10	After calendar year created
46.	ATFAR Supporting Records	2	After calendar year created
47.	Rack Meter Third Part Calibration Records	1	After calendar year created
48.	Fuel Quality Inspection Reports	3	After calendar year created
49.	Cleaner Burning Gas (CBG) Program Records (including audits and batch certifications)	5	After calendar year created
50.	Reformulated Gas (RFG) Survey Data Records	5	After survey completed

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51.	Authority to Construct (ATC) Records	Permanent	Preserve pursuant to ARS §39-101. (Accreditation requirement) When the Department no longer wishes to maintain the permanent records, they should be transferred to the State Archives
52.	Arizona Department of Transportation County Distribution Reports	2	After calendar year created
53.	Transportation Fuels Supply Disruption Report and Data	3	After calendar year of the event
54.	MAG Air Quality Technical Committee Meeting Notices (and related materials)	2	After calendar year created
55.	Final Fuel and Air Quality Technical Report	Permanent	Preserve pursuant to ARS §39-101. When the Department no longer wishes to maintain the permanent records, they should be transferred to the State Archives

Supersedes schedule dated June 17, 2003

Disposition Schedule for AYM -- ADM

Department of Weights and Measures

<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>
Rules Records	480	804225	1	5	6	After rules became effective	999-09-59, Item 3
Device (Placed in Service Report (PISR)) and Small Scale Application Records	481	179006	1	2	3	After fiscal year processed or expired, whichever is later	999-09-59, Item 11
Registered Service Agent (RSA)/Registered Service Representative (RSR)	482	159006	1	2	3	After fiscal year processed or expired, whichever is later	999-09-59, Item 12
Weighmaster Application Records	483	169006	1	2	3	After fiscal year processed or expired, whichever is later	999-09-59, Item 14

<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>
Enforcement/Civil Penalty Records	484	099525	3	2	5	After resolution	999-09-59, Item 18
Certification Records	485	456625	1	2	3	After calendar year created	999-09-59, Item 40
All Inspection Records	486	152254	1	2	3	After calendar year created	999-09-59, Item 41