

## Arizona State Library, Archives and Public Records

### General Records Retention Schedule for All Public Bodies Bond Records

**Schedule Number:**  
**000-12-39**

#### **Authorization and Approval**

Pursuant to ARS §41-151.12, the retention periods listed herein are the minimum amount of time records may be kept. Keeping records for a time period shorter than their approved retention period is illegal. 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 for a shorter time 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 inquire about a change to the retention period. Only the Arizona State Library, Archives and Public Records has the authority to set records retention periods. **Public records, including electronic records, not listed in this schedule are not authorized to be destroyed.**

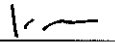
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Lisa Maxwell, Director  
Records Management Division  
Arizona State Library, Archives and Public Records

Date Approved: *April 24, 2012*

**Records Retention Schedule for  
All Public Bodies  
Bond Records**

| <u>Item #</u> | <u>Records Series</u>   | <u>Retention (Yrs.)</u> | <u>Remarks</u>  |
|---------------|---|-------------------------|---|
| 1.            | Bond Catalog or Listing (annual publication of all outstanding bonds and schedule of bonds)   | Permanent               | Preserve pursuant to ARS §39-101  |
| 2.            | Bond Rating Records   | 1                       | After superseded or after administrative value has been served, whichever is later                |
| 3.            | Bond Records (Working records and final documentation related to the issuance of bonds for which the public body is obligated and including bond transcripts, authority to permit bond negotiations with paying agent, project schedules and budget, financing timetable, comparison of alternative funding methods, copies of bids received, bond agreements, official statements and other related records)<br>a. Summary (Documents such as Feasibility Reports and Official Statements which include information about bond including amount authorized, description of how money spent, dates bond issued and redeemed )<br>b. All other records | Permanent               | Preserve pursuant to ARS §39-101  |
|               |   | 5                       | After fiscal year bond redeemed or after administrative value has been served, whichever is later |
| 4.            | Bond Redemption Records (including bond registers, interest or coupon payment records, bond ledgers, interest checks, redeemed notes and coupons, and other related records)  | 5                       | After fiscal year bond redeemed   |
| 5.            | Bond Registration Records (Registrar's copies of bond registration stubs)   | 5                       | After fiscal year bond redeemed   |

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| <u>Item #</u> | <u>Records Series</u>   | <u>Retention (Yrs.)</u> | <u>Remarks</u>                                  |
|---------------|---|-------------------------|---|
| 6.            | Bond Transaction Ledger<br>(cumulative report detailing all transactions associated with bond projects) | 5                       | After fiscal year bond redeemed                 |
| 7.            | Trustee's Records (including records of who bought and traded bonds)                                    | 5                       | After fiscal year bond redeemed                 |
| 8.            | Unissued Bond Records (bonds approved but not issued)   | 5                       | After fiscal year spending authority has lapsed |

**Supersedes schedule dated November 14, 2011**