General Records Retention Schedule Issued to: All State And Local Agencies Administrative and Management Records

Schedule Number: GS 1018 (revised)

Authority: Pursuant to ARS §41-151.12(3), only the Arizona State Library, Archives and Public Records has the authority to set retention periods, including the sole authority to modify, extend or decrease records retention periods. The retention periods listed herein are the **required** time records must be retained. Records should be promptly and orderly disposed of at the end of their retention period. Keeping records longer than the retention period poses financial, legal, audit and investigative risks to the Agency. These risks need to be considered by State and Local Agencies when there is a compelling need to retain records for a longer period of time than the approved retention period. Records required for ongoing or foreseeable official proceedings such as audits, investigations or lawsuits, must be retained until released from such official proceedings, notwithstanding the instructions of this schedule.

Archival Value: Records designated as Permanent on the retention schedule must not be destroyed (ARS §39-101). If it is believed that special circumstances warrant other records to be retained permanently, contact the Arizona State Archives for assistance in determining historical or archival value. All records created prior to 1912 must be retained permanently. This retention schedule does not authorize the transfer of records to any repository other than the Arizona State Archives (ARS §41-151.09).

Disposition: This schedule is used in conjunction with the *Certificate of Records Destruction* . All records disposed under this schedule must be reported on the *Certificate of Records Destruction* , unless transferred to the Arizona State Archives.

Format: Retention periods listed on this schedule apply to all records regardless of physical form or characteristics. Records, regardless of format (including electronic, paper, microfilm, etc.) not listed in this schedule or on the approved General Retention Schedule, are not authorized to be destroyed.

Copies: Additional copies created for convenience or reference purposes should not be retained longer than the record copy listed in this schedule. Copies do not need to be reported on the *Certificate of Records Destruction* when they are disposed.

Supersedence: **Revision to Administrative and Management Records Schedule, GS 1018, Dated 8/26/2016**

Records Analyst, Secretary of State: Ruben Vargas

State Archivist, Secretary of State: Dr. Melanie Sturgeon

State Records Management Officer, Arizona State Archives, Records, and Arizona Capitol Museum: Dr. Ted Hale

Record Series Electronically Approved in RSM Database

General Records Retention Schedule Issued to:
All State and Local Agencies
Administrative and Management Records
GS 1018 (revised)

8/26/2016

Record Series Number	Record Series Title	Retention Period	Retention Remark	Legal Citation
10267	**Administrative Orders Board Orders Directives General Orders and Mission Statements** Does not include office internal administrative procedure records.	Permanent	Retain per Arizona Standards for Retain per Arizona Standards for Permanent Records or Transfer to Arizona State Archives when administrative value has been served.	ARS §39-101, §41-151, §13-2407.
10268	**Advertisement Records** These are placed by the public body in publications, websites or other means of communicating with the public.	3 Years	After calendar year created.	
10270	**Annual Reports** These are usually lengthy reports issued yearly by a public body giving an account of its internal workings and especially its finances.	10 Years	After superseded or obsolete unless otherwise specified in this retention schedule. If you are a State Agency please: Send two (2) paper copies to the following address: Library, Archives and Public Records - State Library of Arizona, Attn: State Docs, 1700 W. Washington, Ste. #300 Phoenix, AZ. 85007. Send electronic copy to: http://www.azlibrary.gov. If you are a Local Agency please send one (1) hard copy to the following address: Arizona State Archives, Attn: Arizona Collection, 1901 W. Madison St., Phoenix, AZ. 85009.	ARS §41-151.08.

Record Series Number	Record Series Title	Retention Period	Retention Remark	Legal Citation
10269	**Appointment Calendar Records** Records that document the scheduling of meetings and activities of an employee. May include meeting planners, paper or electronic calendars and tour / travel guides and planners.	1 Year	After calendar year of entry.	
10271	**Assurance Statements** These are no longer being created. Statement from public body concerning retention and maintenance of permanent electronic records. Official copy at Arizona State Library, Archives and Public Records (LAPR) / Archives and Records Management Branch.	-	Send original record to LAPR. Destroy agency copy after superseded or obsolete.	
10272	**Certificates of Compliance Records** Certificate from microfilm vendors verifying microfilm meets Arizona Standards for Permanent Records. Official copy at LAPR / Archives and Records Management Branch.	-	Send original record to LAPR. Destroy agency copy after superseded or obsolete.	

Record Series Number	Record Series Title	Retention Period	Retention Remark	Legal Citation
10274	**Citizenship Verification Records - Filed separately from application paperwork Application Approved** When applying for public benefit in response to ARS §1-501 §1-502 and similar.	-	Retain as long as applicant receives benefits.	ARS §1-501 §1-502
10275	**Citizenship Verification Records - Filed separately from application paperwork Application Denied** When applying for public benefit in response to ARS §1-501 §1-502 and similar.	3 Years	After calendar year denied.	ARS §1-501 §1-502
10273	**Citizenship Verification Records - Filed With Application Paperwork** When applying for public benefit in response to ARS §1-501 §1-502 and similar.	-	Retain per retention requirements for corresponding application records.	ARS §1-501 §1-502
30678	**Contracts Agreements Leases and Related Records** Including, but not limited to, intergovernmental agreements (IGA), mutual/automatic aid agreements, cooperative agreements and memorandums of understanding (MOU), but does not include construction contracts. (See Facilities / Grounds schedule).	6 Years	After fulfilled, expired, canceled or revoked.	

Record Series Number	Record Series Title	Retention Period	Retention Remark	Legal Citation
10276	**Disaster Recovery Records** Including business continuity plans and continuation of operations plans (COOP).		Keep current plan and most recent superseded plan.	29 CRF 1910.199(n).
30802	**FEMA / Multi-Hazard Mitigation Plans - Local** Includes, but not limited to, jurisdiction-wide adopted mitigation plans adopted by local governments and approved by the Federal Emergency Management Administration (FEMA).	5 Years	From the date of the approval of the previous plan.	44 CFR § 201.6(d)(3)
30800	**FEMA / Multi-Hazard Mitigation Plans - State Level Enhanced** Includes, but not limited to, jurisdiction-wide adopted mitigation plans adopted by local governments and approved by the Federal Emergency Management Administration (FEMA).	5 Years	From the date of the approval of the previous plan.	44 CFR § 201.5(c)

Record Series Number	Record Series Title	Retention Period	Retention Remark	Legal Citation
30799	**FEMA / Multi-Hazard Mitigation Plans - State Level Standard** Includes, but not limited to, jurisdiction-wide adopted mitigation plans adopted by local governments and approved by the Federal Emergency Management Administration (FEMA).	5 Years	From the date of the approval of the previous plan.	44 CFR § 201.4(d)
30801	**FEMA / Multi-Hazard Mitigation Plans - Tribal** Includes, but not limited to, jurisdiction-wide adopted mitigation plans adopted by local governments and approved by the Federal Emergency Management Administration (FEMA).	5 Years	From the date of the approval of the previous plan.	44 CFR § 201.7(d)(3)
10277	**File Plans** These plans detail the location where records are retained, the format of the records, etc.		After superseded or obsolete.	
10278	**General Correspondence** These records do NOT include Executive Correspondence. These are records that are not related to a specific project or case. Including, but not limited to, forms, letters, and memos.		After administrative or reference value has been served.	

Record Series Number	Record Series Title	Retention Period	Retention Remark	Legal Citation
10279	**Grant Records - Historical** Includes Administrative, financial and programmatic records. Historical records have enduring and significant value to the public body and meet the requirements found in the Guidance on Permanent and Historical Records at the following link http://www.azlibrary.gov/arm/guidelines-standards-and-statutes	Permanent	Retain per Arizona Standards for Retain per Arizona Standards for Permanent Records or Transfer to Arizona State Archives when administrative value has been served.	ARS §39-101, §41-151, §13-2407.
10280	**Grant Records - Non Historical** Includes Administrative, financial and programmatic records.	3 Years	After quarterly, annual, or final expenditure report submitted and approved, or after funding agency requirements are met, whichever is longer.	
10281	**Grant Records - Unsuccessful Applications**	1 Year	After rejected or withdrawn.	
10282	**Hold Harmless / Release / Waiver Agreements** These records are often required when the public goes on a ride-a-long with public safety or others reserve / use public facilities and / or equipment, etc.	3 Years	After created or received.	

Record Series Number	Record Series Title	Retention Period	Retention Remark	Legal Citation
10283	**Information Security and Privacy Incident Records - HIPAA Related** Health insurance portability and accountability act (HIPAA) records. Including HIPAA information security, privacy or other administrative simplification incidents or complaints. Incidents involving either paper or electronic records and including incidents related to those records.	6 Years	After incident closed and no further activity is anticipated.	
10284	**Information Security and Privacy Incident Records - Non HIPAA Related** Including information security and privacy incidents or complaints. Incidents involving either paper or electronic records and including incidents related to those records.	3 Years	After incident closed and no further activity is anticipated.	
10285	**Legislation Records** These records are for legislation proposed by agency.	Permanent	Retain per Arizona Standards for Retain per Arizona Standards for Permanent Records or Transfer to Arizona State Archives when administrative value has been served.	ARS §39-101, §41-151, §13-2407.

Record Series Number	Record Series Title	Retention Period	Retention Remark	Legal Citation
10286	**Legislation Tracking Records**	1 Year	After passed into law or defeated.	
10287	**Logs** Including, but not limited to, telephone message logs and sign-in sheets. These records don't include any other logs specifically mentioned in other General Retention Schedules.	-	After administrative or reference value has been served.	
10288	**National Voter Registration Act (NVRA) Declinations / Batch Reports** These records are created when a person is applying for a driver's license or renewal, is presented with the opportunity to register to vote and declines the opportunity.	2 Years	After date received.	ARS §16-112.
10289	**Notary Records** Includes notary journal(s) and notary seal.	-	Send to the Arizona Secretary of State after commission resigned.	
10290	**Office Internal Administrative Records** Including, but not limited to, duty rosters, non-policy work procedures / manuals, office assignments, and work schedules.	-	After superseded or obsolete or after administrative or reference value has been served, whichever is later.	

Record Series Number	Record Series Title	Retention Period	Retention Remark	Legal Citation
10291	**Organizational Reporting Records** Records of major changes to department or division organizational structure and its relationship to other offices and departments, including reporting structure and other functional relationships. Does not include information on individual employees.	Permanent	Retain per Arizona Standards for Permanent Records or transfer to State Archives when administrative value has been served. Each version (new and superseded) of an Organizational Reporting Record has a Permanent retention period.	ARS §39-101, §41-151, §13-2407.
10292	**Permit Records** These are records obtained by the Public Body and are NOT permits issued by Public Body.	3 Years	After permit expired, cancelled or revoked.	
10293	**Policy and Procedure Records** Official agency policy and procedure records. These records don't include internal office procedures records (see series #10289).	Permanent	Retain per Arizona Standards for Retain per Arizona Standards for Permanent Records or Transfer to Arizona State Archives when administrative value has been served.	ARS §39-101, §41-151, §13-2407.

Record Series Number	Record Series Title	Retention Period	Retention Remark	Legal Citation
10294	**Progress / Activity / Statistical Reports and Performance Measurement Records** These do not include the official agency annual report. Including weekly or monthly reports to supervisors, and managers' status reports, metrics benchmarks and other oversight and compliance records.	-	After administrative or reference value has been served.	
10295	**Project Records - Historical** Historical records have enduring and significant value to the public body and meet the requirements found in the Guidance on Permanent and Historical Records at the following link http://www.azlibrary.gov/arm/guidelines-standards-and-statutes	Permanent	Retain per Arizona Standards for Retain per Arizona Standards for Permanent Records or Transfer to Arizona State Archives when administrative value has been served.	ARS §39-101, §41-151, §13-2407.
10296	**Project Records - Non Historical** These records do not include construction projects.	3 Years	After project completed or abandoned.	

Record Series Number	Record Series Title	Retention Period	Retention Remark	Legal Citation
10299	**Public Records Requests** Includes the request made by the public for agency records. May include a copy of the records provided in response to the public records request.	1 Year	After calendar year created or received.	
10298	**Publication Printing Records and Program Logs** Records required for reprinting of publications; may include purchase agreements and forms, publication inventories and catalogs, and price guides.	6 Years	After published or contract fulfilled, expired, cancelled or revoked.	
10297	**Publications Produced by Public Body** Includes audits, brochures, budgets, capital improvement plans, comprehensive plans, newsletters, pamphlets, transportation studies and other published reports.	1 Year	After superseded or obsolete unless otherwise specified in this retention schedule. If you are a State Agency please: Send two (2) paper copies to the following address: Library, Archives and Public Records - State Library of Arizona, Attn: State Docs, 1700 W. Washington, Ste. #300 Phoenix, AZ. 85007. Send electronic copy to: http://www.azlibrary.gov. If you are a Local Agency please send one (1) hard copy to the following address: Arizona State Archives, Attn: Arizona Collection, 1901 W. Madison St., Phoenix, AZ. 85009.	ARS §41-151.08

Record Series Number	Record Series Title	Retention Period	Retention Remark	Legal Citation
10300	**Records Retention Schedules** Official copy at LAPR / Archives and Records Management Branch.	-	After superseded or obsolete.	
10301	**Reports of Records Destruction** Includes Certificates of Records Destruction, Notice of Destruction Prior to Records Disposition, Pre-approval for Unscheduled Records Disposition, and Single Requests for Records Destruction / Transfer. Official copy at LAPR / Archives and Records Management Branch.	-	Send original record to LAPR. Destroy agency copy after administrative or reference value has been served.	
10302	**Requests for Document Imaging of Public Records / Requests for Microfilming of Public Records** An approved (signed by the LAPR) Request for Imaging / Microfilming Source Records form is required anytime a public body is taking a paper record and converting that record to another format by either scanning it or microfilming it. Official copy at LAPR / Archives and Records Management Branch.	-	Send original record to LAPR. Destroy agency copy after superseded or obsolete.	

Record Series Number	Record Series Title	Retention Period	Retention Remark	Legal Citation
10303	**Rulemaking Records - Enacted / Adopted** Includes working documents used in creation or updating of rules and 5 year review records.	1 Year	After superseded or obsolete.	
10304	**Rulemaking Records - Not Enacted / Adopted**	1 Year	After calendar year rule rejected.	
10305	**Source Documents - Data Entry Forms** Including records used to update databases or other data collecting systems.	-	After entered data is verified.	

Record Series Number	Record Series Title	Retention Period	Retention Remark	Legal Citation
10306	**Source Documents - Scanning and / or Microfilm** The process of scanning or microfilming paper source records requires an approved (signed by the LAPR) Request for Imaging / Microfilming Source Records form anytime a public body is taking a paper record and converting that record to another format by either scanning it or microfilming it. These are records that are being scanned and / or microfilmed and the entire record is being captured in another format.	-	After film or image is verified. For scanning source records inspecting at least 20% of all records is required to ensure that all information on the scanned version is legible. For microfilming source records if the source records have a Permanent retention period and if the source documents are to be destroyed 100% of the records will be verified to ensure that all the information on the microfilmed versions is legible. For microfilming source records if the source records do not have a Permanent retention period inspecting at least 20% of all records is required to ensure that all information on the scanned version is legible.	
10307	**Strategic Plans and Goal Records** Including 5-year, 10-year, and other long- range planning records.	Permanent	Retain per Arizona Standards for Retain per Arizona Standards for Permanent Records or Transfer to Arizona State Archives when administrative value has been served.	ARS §39-101, §41-151, §13-2407.

Record Series Number	Record Series Title	Retention Period	Retention Remark	Legal Citation
10308	**Surveillance Recordings** Including, but not limited to, Closed Circuit TV (CCTV) recordings of building exteriors / lobbies / other areas open to the general public. These records do not include Law Enforcement Recordings (CCTV of nonpublic areas, aerial vehicle / equipment, Body Cam, Body Microphone, Dash Camera, or similar technology). Please see Law Enforcement Records General Retention Schedule for Law Enforcement Recordings.	14 Days	After created but may be retained until after administrative or reference value has been served whichever is later. Tape may be recorded over.	
10309	**Survey Question Records** These records are an examination of opinions, behavior, etc. made by asking people questions. These do not include property or land surveys.	-	After administrative or reference value has been served.	
10310	**Trademark Copyright and Patent Records**	Permanent	Retain per Arizona Standards for Retain per Arizona Standards for Permanent Records or Transfer to Arizona State Archives when administrative value has been served.	

Record Series Number	Record Series Title	Retention Period	Retention Remark	Legal Citation
10311	**Training Records** These records are created when a training class is provided by a Public Body. Including, but not limited to, attendance lists, evaluations, room reservations, and training announcements. These records do not include records of individual employees' attendance at training classes or their training history. Individual employee training records those records are found on the Human Resources / Personnel General Retention Schedule.	5 Years	After calendar year training is given.	
10312	**Training Records - Training Content Records** These records are created when a training class is given by a Public Body. Includes handouts, manual, syllabi, and other training presentation materials.	4 Years	After superseded or obsolete.	
10313	**Transitory Records** Includes records of limited reference value, letters of transmittal, and informational bulletins.	-	After administrative or reference value has been served.	

Record Series Number	Record Series Title	Retention Period	Retention Remark	Legal Citation
10413	**Working Records** Including, but not limited to, drafts, feeder reports, and notes used in the development of final or summary records.	-	After final record created, or after reference value has been served if final record is abandoned or on hold. Some working records are retained even after final report is created, but are usually specified in the records series descriptions on approved retention schedules.	

Arizona State Library, Archives and Public Records

General Records Retention Schedule for Counties Assessor Records

Schedule Number: 000-11-29

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 inquire about a change to the retention period. Only the Arizona State Library, Archives and Public Records has the authority to extend records retention periods. **Public records, including electronic records, not listed in this schedule are not authorized to be destroyed.**

7.25.11

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

Date Approved: July 25, 2011

Records Retention Schedule for Counties
Assessor Records

Item #	Records Series	Retention (Yrs.)	Remarks
1.	Assessor Database Records a. Temporary Records i. Denied exemptions ii. Senior freeze applications b. Historic Records (including affixed to property records, agricultural designation, annual assessment value, chain of title, change of value, contact information for rentals, golf course obsolescence records, historic preservation designation, property classification (i.e. primary, secondary, vacation), recorded plats, redaction notations, tax area maps, tax roll corrections, and other related records)	 1 - Permanent	 After calendar year denied After property sold or transferred Preserve pursuant to ARS §39-101
2.	Aerial Photographs, Maps and Worksheets	Permanent	Preserve pursuant to ARS §39-101
3.	Affidavits of Affixture	4	After calendar year received
4.	Affidavits of Primary Residence	4	After calendar year received
5.	Agricultural Land Records (including applications, Statements of Land Lease, and use records)	Permanent	Preserve pursuant to ARS §39-101
6.	Board Orders to Change Property Values (to correct Assessor's error on tax bill and including Notice of Proposed Correction (NOPC) a. Changes accepted b. Appeal records (including forms and related records) i. Tax amount changed (including letter and decision) ii. Tax amount not changed 1. appealed further to Board of Equalization, Tax Appeals Board or Superior Court	 4 4 4	 After calendar year ordered After calendar year created or received After case closed

Records Retention Schedule for Counties
Assessor Records

Item #	Records Series	Retention (Yrs.)	Remarks
	2. not appealed further (including letter and decision)	4	After calendar year created or received
7.	Business Property Statements (for businesses and agricultural property including Department of Revenue (DOR) 520 forms)	4	
	a. Notices of Value	4	After calendar year no longer in business
	b. Appeal Records (including forms and related records)		
	i. Assessed value changed (including letter and decision)	4	After calendar year created or received
	ii. Assessed value not changed		
	1. appealed further to Board of Equalization, Tax Appeals Board or Superior Court	4	After case closed
	2. not appealed further (including letter and decision)	4	After calendar year created or received
8.	Construction Plans, specifications and Computations (received from Development Services)	-	After administrative value has been served
9.	Cost/Market/Land Value Model Records	4	After calendar year created or received
10.	Exemption Lists for Board Approval (including lists of exemptions and Board approval records)	4	After calendar year approved
11.	Exemption Records (for individuals, non-profits, and churches and may include affidavits, death certificates, disability exemptions, certifications, 501C3 records, by-laws, articles of incorporation and other records)	4	After calendar year exemption ended
12.	Exemption Reference Listings (listings of exemptions maintained for easy reference)	-	After reference value has been served
13.	Golf Course Records (including records of rounds played)	4	After calendar year filed

Records Retention Schedule for Counties
Assessor Records

Item #	Records Series	Retention (Yrs.)	Remarks
14.	Historic Property Records (including applications and letters from State Historic Preservation Office (SHPO))	1	After calendar year expired
15.	Mobile Home Ad Valorem Tax Clearance Records (check of taxes owed before mobile home can be moved)	4	After calendar year created or received
16.	Mobile Home Dealer Reports (including reports of sold mobile homes and reports of inventory)	1	After calendar year received
17.	Mobile Home Park Cards (card for each space in a park with owner history information)	-	After reference value has been served
18.	Mobile Home Parks Reports (monthly reports of mobile homes moving in or out of mobile home parks)	1	After calendar year received
19.	Mobile Home Reports (from Department of Transportation (ADOT))	5	After calendar year received
20.	Property Record Cards (including real and personal property, and mobile home serial number cards)	Permanent	Preserve pursuant to ARS §39-101
21.	Redaction Records (forms requesting records be redacted)	1	After expired
22.	Rental Forms (including Arizona Residential Rental Forms)	-	After calendar year superseded or obsolete or after reference value has been served, whichever is later
23.	Resolutions (Tax bill correction records)	4	After calendar year created or received
24.	Senior Freeze Applications a. Denied b. Approved	 2 -	 After calendar year denied After calendar year expired
25.	Tax Deferral Records	4	After calendar year deferral ends

Records Retention Schedule for Counties
Assessor Records

Item #	Records Series	Retention (Yrs.)	Remarks
26.	Value Change Records (for real and personal property)		
	a. Appeal Records (including forms and related records)		
	i. Assessed value changed (including letter and decision)	4	After calendar year created or received
	ii. Assessed value not changed		
	1. appealed further to Board of Equalization, Tax Appeals Board or Superior Court	4	After case closed
	2. not appealed further (including letter and decision)	4	After calendar year created or received
	b. Returned Notices		
	i. Real property	-	After administrative value has been served
	ii. Personal property	3	After calendar year received

Supersedes schedule dated November 5, 2001

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

RECORDS RETENTION AND DISPOSITION SCHEDULE

PAGE 1 of 1

ALL ARIZONA MUNICIPALITIES

Function: **Attorney, Municipal**

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.) Off.	R.C.	Total	REMARKS (Include start point of retention.)
1	Arrest records (office copies)		-	-	2	After calendar year of arrest (Official copy at police dept.)
2	Case files:					
	a. Civil (except traffic)		-	-	3	After case closes
	b. Civil traffic		-	-	1	After case closes
	c. Condemnations		-	-	3	After case closes
	d. Criminal (except traffic)		-	-	1	After case closes
	e. Criminal traffic including DUIs		-	-	5	After case closes
	f. Zoning		-	-	3	After case closes
	Some items in this record series documenting high profile issues should be retained for historical purposes. Consult with State History and Archives Division (602-542-4159)					
3	Contracts, leases and agreements (office copies)		-	-	1	After receiving copy for review (Official copy at municipal clerk's office.)
4	Legal opinions		-	-	10	After calendar year issued
5	Subpoenas and summons		-	-	1mo	After served
6	Victim assistance grants (State funded)		-	-	5	After fiscal year received
7	Covenants not to sue or not to enforce		-	-	6	After receipt of covenant
8	Tax liens		-	-	3	After lien is cleared
						Supersedes Schedule Dated: October 10, 2001

Approved by:

X GladysAnn Wells

Director, Arizona State Library, Archives and Public Records

Approval Date: April 4, 2002

Jerry Lucente-Kirkpatrick
Records Management Specialist
1919 W Jefferson Street
Phoenix, AZ 85009
602-926-3820
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November 01, 2012

To Whom It May Concern,

On this date, I verified that we do not have the signed original Retention Schedule for ***Attorney, Municipal***, dated **April 04, 2002**. I have printed out a copy of the Schedule from the 2002 All AZ Municipalities Retention and Disposition Manual.

Sincerely,

Jerry Kirkpatrick

Arizona State Library, Archives and Public Records

General Records Retention Schedule for All Public Bodies Audit Records

Schedule Number: 000-12-64

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.**

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

Date Approved: July 3, 2012

Records Retention Schedule for
All Public Bodies
Audit Records

Item #	Records Series	Retention (Yrs.)	Remarks
1.	Financial Audit Records (including public body's copy of reports and audit work papers)		
	a. Organization-wide audit final report	7	After fiscal year report completed. Send 2 copies to ASLAPR, Law and Research Library, State Documents. If electronic, send electronic copy to reports@azlibrary.gov and paper copy to ASLAPR, Law and Research Library, State Documents.
	b. Departmental audits	7	After fiscal year report completed
	c. All other records	7	After fiscal year report completed
3.	Internal Audit Records (including departmental audits and audits of programs. Also includes audit work papers)	5	After fiscal year report completed
4.	Performance Audit Reports (including agency copy of reports, audit work papers and Sunset Review records)		
	a. Organization-wide audit final report	7	After fiscal year report completed. Send 2 copies to ASLAPR, Law and Research Library, State Documents. If electronic, send electronic copy to reports@azlibrary.gov and paper copy to ASLAPR, Law and Research Library, State Documents.
	b. Departmental audits	7	After fiscal year report
	c. All other records	7	After fiscal year report completed
5.	Sales Tax and Franchise Audit Records (including Multi-Jurisdictional Audit Records)	10	After fiscal year report completed

Supersedes schedule dated May 16, 2011

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

Arizona State Library, Archives and Public Records

General Records Retention Schedule for All Public Bodies Bond Records

Schedule Number:
000-12-~~39~~ 42

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.**

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

Item #	Records Series	Retention (Yrs.)	Remarks
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)		
	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)	Permanent	Preserve pursuant to ARS §39-101
	b. All other records	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

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

Records Retention Schedule for
All Public Bodies
Bond Records

Item #	Records Series	Retention (Yrs.)	Remarks
6.	Bond Transaction Ledger (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

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

Arizona State Library, Archives and Public Records

General Records Retention Schedule for Counties and Municipalities Building Safety and Inspection Records

Schedule Number: 000-12-38

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.**

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

Date Approved: April 24, 2012

Records Retention Schedule for
Counties and Municipalities
Building Safety and Inspection Records

Item #	Records Series	Retention (Yrs.)	Start of Retention
1.	Building Permitting Database (including Building Permits; Certificates of occupancy; Certifications of completion; applications; Plans, Specifications and Computations; Inspection records; Plan Review records; Pre-construction records; supporting documentation; and other related records)		
	a. Official Records	-	Retain for the same period as required for other formats of the same records series
	b. Copy where official record is kept in paper or microfilm	-	After reference value has been served
2.	Building Permit Records (including applications, field copies, and other related records)		
	a. Approved		
	1. Permit	Permanent	Preserve pursuant to ARS §39-101
	2. Supporting documentation	1	After work completed
	b. Withdrawn, Denied or Expired	1	After withdrawn, denied or expired
3.	Building Permit Address Records	6 months	After superseded or obsolete
4.	Certificates of Completion	Permanent	Preserve pursuant to ARS §39-101
5.	Certificates of Occupancy	Permanent	Preserve pursuant to ARS §39-101
6.	Change of Record Affidavits	-	After building demolished
7.	Code Enforcement Records		
	a. Code Violation Correction Notice Records (including no Building Permit issued, notice of violation, inspections, correspondence, and other related records)	3	After resolved
	b. Appealed Violations	3	After resolved

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

Records Retention Schedule for
Counties and Municipalities
Building Safety and Inspection Records

Item #	Records Series	Retention (Yrs.)	Start of Retention
8.	Construction Plans, Specifications and Computations (including approved site plans, building footprints, floor plans, standard plans, floor plans/specs for tract housing, blueprints, counter plans and landscape plans)		
	a. Single family residential, tract homes, commercial/industrial and all others including porches, signs, detached patios and fences	6 months	After work completed
	b. Withdrawn, Expired or Denied	6 months	After withdrawn, expired or denied
	c. Working Records (early reviews including residential and public/ semi-public pools)	-	After permit issued
9.	Demolition Permits	Permanent	Preserve pursuant to ARS §39-101
10.	Inspection Records		
	a. Single family residential	3	After work completed
	b. Commercial/Industrial	3	After work completed
	c. Other (including porches, signs, detached patios and fences)	1	After work completed
	d. Schedules	1	After calendar year created
	e. Special Inspection Certificates	3	After work completed
	f. Final Inspection Reports	3	After created or received
11.	Pool Plans (including standards)		
	a. Residential	6 months	After work completed
	b. Commercial	5	After work completed
12.	Registers of Permits	Permanent	Preserve pursuant to ARS §39-101

Supersedes schedule dated March 8, 2012

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

General Records Retention Schedule Issued to: All State and Local Agencies Cemetery Records

Schedule Number: GS 1033

Authority: Pursuant to ARS §41-151.12(3), only the Arizona State Library, Archives and Public Records has the authority to set retention periods, including the sole authority to modify, extend or decrease records retention periods. The retention periods listed herein are the **required** time records must be retained. Records should be promptly and orderly disposed of at the end of their retention period. Keeping records longer than the retention period poses financial, legal, audit and investigative risks to the Agency. These risks need to be considered when there is a compelling need to retain records for a longer period of time than approved retention period. Records required for ongoing or foreseeable official proceedings such as audits, investigations or lawsuits, must be retained until released from such official proceedings, notwithstanding the instructions of this schedule.

Archival Value: Records designated as Permanent on the retention schedule must not be destroyed (ARS §39-101). If it is believed that special circumstances warrant other records to be retained permanently, contact the Arizona State Archives for assistance in determining historical or archival value. All records created prior to 1912 must be retained permanently. This retention schedule does not authorize the transfer of records to any repository other than the Arizona State Archives (ARS §41-151.09).

Disposition: This schedule is used in conjunction with the *Certificate of Records Destruction*. All records disposed under this schedule must be reported on the *Certificate of Records Destruction*, unless transferred to the Arizona State Archives.

Format: Retention periods listed on this schedule apply to all records regardless of physical form or characteristics. Records, regardless of format (including electronic, paper, microfilm, etc.) not listed in this schedule or on the approved General Retention Schedule, are not authorized to be destroyed.

Copies: Additional copies created for convenience or reference purposes should not be retained longer than the record copy listed in this schedule. Copies do not need to be reported on the *Certificate of Records Destruction* when they are disposed.

Supersedence: This schedule supersedes *#000-12-61*, signed July 03, 2012.

		Approval Authorized by: Ted Hale	Date: 12/29/15
		Ted Hale, State Records Management Officer, Secretary of State	
Retention review and approval by:	Date: 12/24/15	Archival review and approval by: Melanie Sturgeon	Date: 12/29/2015
Jerry Lucente-Kirkpatrick, State Records Manager, Secretary of State		Melanie Sturgeon, State Archivist, Secretary of State	

General Records Retention Schedule for
All State And Local Agencies
Cemetery Records
GS 1033

Item #	Records Series	Retention (Yrs.)	Start of Retention
10473.	**Burial Records** This records series includes indigent burials. Includes certificates of right of interment, interment information records, burial permits, easement certificates, proof of military service and obituaries.	Permanent	Retain per Arizona *Standards for Permanent Records* or transfer to State Archives when administrative value has been served. ARS § 11-251(27).
10474.	**Cemetery Regulations and Procedures** Includes regulations regarding flowers, headstones, landscaping and gate closure hours.	-	After superseded or obsolete.
10475.	**Government Marker Requests**	6 months	After marker received or request denied.
10476.	**Indexes / Listings of Interments and Reserved Plots**	Permanent	Retain per Arizona *Standards for Permanent Records* or transfer to State Archives when administrative value has been served.
10477.	**Maps and Block Records**	Permanent	Retain per Arizona *Standards for Permanent Records* or transfer to State Archives when administrative value has been served.
10478.	**Release of Liability Records** For persons present at lowering.	5	After date of burial.

Supersedes Schedule #*000-12-61*, signed July 03, 2012.

Arizona State Library, Archives and Public Records

General Records Retention Schedule for Counties; Municipalities; and State Agencies, Boards and Commissions
Civic, Convention, and Cultural Facilities and Visitors' Bureau Records

Schedule Number:
000-12-44

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.**

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

Date Approved: June 11, 2012

Records Retention Schedule for
Counties; Municipalities; and State Agencies, Boards, and Commissions
Civic, Convention, and Cultural Facilities and Visitors' Bureau Records

Item #	Records Series	Retention (Yrs.)	Start of Retention
1.	Advertising Records (documents relating to advertising functions including books, budgets, and reports providing demographic information on visitors, costs for various collateral pieces produced, return on investments and other related records)	10	After created or received
2.	Collateral Records (including travel guides, calendar of events, meeting planners, tour and travel planners, media kits and other related records)	Permanent	Preserve pursuant to ARS §39-101
3.	Convention and Visitors; Bureau Studies (including studies conducted to research visitation and other visitor surveys)		
	a. Historical	Permanent	Preserve pursuant to ARS §39-101
	b. All others	-	After administrative value has been served
4.	Customer Relation Management Records (information regarding media contacts and articles, tour operators, meeting planners and consumer contact information)	-	After administrative value has been served
5.	Event Records (including applications, permits, proof/certificates of insurance, event correspondence, set-up records, copies of contracts and other related records)		
	a. Historical	Permanent	Preserve pursuant to ARS §39-101
	b. All other records	3	After event is no longer renewed or scheduled
6.	Revenue Per Available Room (Rev Par) Reports (documents sales tax revenues for the hotel industry)	-	After administrative value has been served
7.	Visitor Center Records (reports regarding the number of walk-in visitors and customer service survey results	-	After administrative value has been served

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

ARIZONA STATE
LIBRARY, ARCHIVES AND PUBLIC RECORDS
A DIVISION OF THE ARIZONA SECRETARY OF STATE

Preserving Arizona — Providing Access — Arizona State Library, Archives and Public Records

General Records Retention Schedule Issued To: All State And Local Agencies Clerks Records

Schedule Number: GS 1016

(Applies to the Clerk of any Agency, Board, Bureau, Commission, Committee, Council, District, Office or Other Political Subdivision.)

Authority: Pursuant to ARS §41-151.12(3), only the Arizona State Library, Archives and Public Records has the authority to set retention periods, including the sole authority to modify, extend or decrease records retention periods. The retention periods listed herein are the **required** time records must be retained. Records should be promptly and orderly disposed of at the end of their retention period. Keeping records longer than the retention period poses financial, legal, audit and investigative risks to the Agency. These risks need to be considered when there is a compelling need to retain records for a longer period of time than approved retention period. Records required for ongoing or foreseeable official proceedings such as audits, investigations or lawsuits, must be retained until released from such official proceedings, notwithstanding the instructions of this schedule.

Archival Value: Records designated as Permanent on the retention schedule must not be destroyed (ARS §39-101). If it is believed that special circumstances warrant other records to be retained permanently, contact the Arizona State Archives for assistance in determining historical or archival value. All records created prior to 1912 must be retained permanently. This retention schedule does not authorize the transfer of records to any repository other than the Arizona State Archives (ARS §41-151.09).

Disposition: This schedule is used in conjunction with the *Certificate of Records Destruction*. All records disposed under this schedule must be reported on the *Certificate of Records Destruction*, unless transferred to the Arizona State Archives.

Format: Retention periods listed on this schedule apply to all records regardless of physical form or characteristics. Records, regardless of format (including electronic, paper, microfilm, etc.) not listed in this schedule or on the approved General Retention Schedule, are not authorized to be destroyed.

Copies: Additional copies created for convenience or reference purposes should not be retained longer than the record copy listed in this schedule. Copies do not need to be reported on the *Certificate of Records Destruction* when they are disposed.

Supersedence: This schedule supersedes *Board of Supervisors, Clerk of*, signed November 05, 2001; *Clerk Municipal*, signed October 10, 2001.

Approval Authorized by:	Date:
Ted Hale	12/29/15
Ted Hale, State Records Management Officer, Secretary of State	

Retention review and approval by:	Date:	Archival review and approval by:	Date:
	12/24/15	Melanie Sturgeon	12/24/2015
Jerry Lucente-Kirkpatrick, State Records Manager, Secretary of State		Melanie Sturgeon, State Archivist, Secretary of State	

RECORDS MANAGEMENT CENTER
1919 West Jefferson Street • Phoenix, Arizona 85009 • http://www.azlibrary.gov/records • Phone: (602) 926-3815 • FAX: (602) 256-2838 • E-Mail: rmd@azlibrary.gov

Revised: December 14, 2015

General Records Retention Schedule for
All State And Local Agencies
Clerks Records
GS 1016

Item #	Records Series	Retention (Yrs.)	Start of Retention
10237.	**Abandonments, Easements and Right of Way (ROW) Records**	Permanent	Retain per Arizona *Standards for Permanent Records* or transfer to State Archives when administrative value has been served.
10238.	**Affidavits of Service of Process Records** These records may be part of a Notice of Claim brought against a public body, and filed with the authorized agent for that public body. These records may later become part of the Notice of Claim records.	1	After calendar year received. ARS § 11-622, §§ 12-821, 821.01.
10239.	**Annexation / DeAnnexation Records - Petitions and property valuation records** Whenever land / property is transferred from one public body to another, any records related to that land / property should be transferred, as well. Please remember to complete and file a Transfer of Records Between Public Bodies form with the LAPR.	3	After annexed.
10240.	**Annexation / DeAnnexation Records – Recorded maps and other historically significant records** Whenever land / property is transferred from one public body to another, any records related to that land / property should be transferred, as well. Please remember to complete and	Permanent	Retain per Arizona *Standards for Permanent Records* or transfer to State Archives when administrative value has been served.

Item #	Records Series	Retention (Yrs.)	Start of Retention
	file a Transfer of Records Between Public Bodies form with the LAPR.		
10241.	**Annexation / DeAnnexation Records – Refused**	3	After refused.
10242.	**Annual Report Records** These records are created by Special Districts, and a copy supplied to the County Board of Supervisors, in compliance with ARS § 48-251.	Permanent	Retain per Arizona *Standards for Permanent Records* or transfer to State Archives when administrative value has been served. ARS § 48-251.
10243.	**Annual Report Records – Received and Reported** These Reports are received by the County Board of Supervisors, and then a subsequent Compliance Report is submitted to the State.	5	After calendar year received and report submitted. ARS § 48-251.
	Annual Reports Public body wide reports. See *Administrative and Management Records* General Retention Schedule.	-	See *Administrative and Management Records* General Retention Schedule.
	Bequest Records If gift qualifies as a capital asset, see *capital asset* records series. If gift does not qualify as capital asset, see *financial management* records series.	-	See *Financial Records* General Retention Schedule.
10244.	**Board of Equalization Records – Tax Roll Correction Order Records**	1	After board process ends.

General Records Retention Schedule for
All State And Local Agencies
Clerks Records
GS 1016

Item #	Records Series	Retention (Yrs.)	Start of Retention
10245.	**Board of Equalization Records – Administrative Appeals Package Records**	2	After calendar year created.
	Bond Records See *Bond Records* General Retention Schedule.	-	See *Bond Records* General Retention Schedule.
10246.	**Business Licenses Trial Balance Records** Monthly listing of occupational (business) license accounts for which the license has not been paid.	5	After fiscal year created.
10247.	**Certificates of Sale / Notices of Trustee Sale Records**	3	After recorded.
10248.	**Charter, Amendment and Incorporation Records**	Permanent	Retain per Arizona *Standards for Permanent Records* or transfer to State Archives when administrative value has been served.
	Conflict of Interest / Ethics Disclosure / Personal Interest Records See *Human Resources / Personnel Records* General Retention Schedule.	-	See *Human Resources / Personnel Records* General Retention Schedule.
10249.	**Constable Log Records** This is the copy filed monthly with the Clerk of the Board of Supervisors.	2	After calendar year received. ARS § 11-445.
	Contracts, Agreements, Leases and Related Records See *Administrative and Management Records* General Retention Schedule.	-	See *Administrative and Management Records* General Retention Schedule.

Item #	Records Series	Retention (Yrs.)	Start of Retention
10250.	**Deeds / Titles to Buildings and Property** To buildings and property owned by the public body.	3	After building / property sold, transferred disposed of, or abandoned, or after building demolished.
10251.	**Disciplinary Notices** This written order specifically states the reasons for the officer or employee dismissal, suspension or reduction in rank. The order shall be filed with the Clerk of the Board of Supervisors.	3	After calendar year received. ARS § 11-356.
	Election Records See *Election Records* General Retention Schedule.	-	See *Election Records* General Retention Schedule.
	Financial Disclosure Statement Records See *Election Records* General Retention Schedule.	-	See *Election Records* General Retention Schedule.
10252.	**Franchise Records** Including, but not limited to, utilities and cable television.	6	After calendar year contract fulfilled, cancelled or revoked
	Indigent Burial Records See *Cemetery Records* General Retention Schedule.	-	See *Cemetery Records* General Retention Schedule. ARS § 11-251.
10253.	**License / Permit Records – Applications Not Approved Records**	2	After calendar year rejected.
10254.	**License / Permit Records – Bingo, Emergency Vehicles, Fireworks, Liquor, and Parade Records**	2	After calendar year of recommendation.

Item #	Records Series	Retention (Yrs.)	Start of Retention
10255.	**License / Permit Records – Citizen Complaint Records**	4	After calendar year resolved.
10256.	**License / Permit Records – Continuing Activity Records** Including, but not limited to business licenses, regulatory licenses, and business occupational and professional (BOP) records.	3	After calendar year canceled, expired or revoked.
10257.	**License / Permit Records – Correspondence with Unlicensed / Not in Business Account Records**	2	After calendar year created or received.
10258.	**License / Permit Records – Single Event Records** Includes license / permit for special events.	3	After calendar year issued.
10259.	**List of Inactive Business Account Records**	-	After superseded or obsolete.
10260.	**Minutes Records** These records are created by public bodies that are subject to open meeting law. Records including, but not limited to, regular sessions, study and work study sessions. Includes agendas and back-up / supporting documentation for approved items from meeting packets of governing boards, commissions, committees and councils; other decision-making boards, commissions, committees, and councils; advisory boards, commissions, committees,	Permanent	Retain per Arizona *Standards for Permanent Records* or transfer to State Archives when administrative value has been served. ARS § 38-431, 432.

Item #	Records Series	Retention (Yrs.)	Start of Retention
	councils, task forces, and ad hoc committees.		
10261.	**Minutes Records - Executive Session Records** These records are created by public bodies that are subject to open meeting law. Includes written notice of executive session regarding discussion or consideration of employment matters to affected officers, appointees or employees; Also includes agendas and back-up / supporting documentation for approved items from meeting packets of governing boards, commissions, committees and councils; other decision-making boards, commissions, committees, and councils; advisory boards, commissions, committees, councils, task forces, and ad hoc committees.	7	After calendar year created or received. ARS § 38-431.03(A)(1).
10262.	**Minutes Records - Audio or Video Recordings of Meetings** These records are created by public bodies that are subject to open meeting law. The purpose of these recordings is to assist in the transcription / creation of the Minutes. Includes Governing boards, commissions, committees and councils; other decision-making boards, commissions, committees, and councils; advisory boards, commissions, committees,	3 months	After date of meeting and after minutes transcribed or summarized and approved.

Item #	Records Series	Retention (Yrs.)	Start of Retention
	councils, task forces, and ad hoc committees. Audio or video recordings for other purposes fall under the records series, "Audio / Video Records – Non Historical" on the *Public Information and Marketing Records* General Retention Schedule.		
10263.	**Minutes Records - Staff Meetings** These records are created by public bodies that are subject to open meeting law. These are records created during routine staff meetings where policy is not set.	-	After administrative or reference value has been served.
	Official Oaths See *Human Resources / Personnel Records* General Retention Schedule.	-	See *Human Resources / Personnel Records* General Retention Schedule.
10264.	**Ordinances** Includes County / Municipal Codes	Permanent	Retain per Arizona *Standards for Permanent Records* or transfer to State Archives when administrative value has been served.
10430.	**Proclamations**	4	After calendar year issued. If Proclamations are historical, please refer to *Officials Records* General Retention Schedule.

General Records Retention Schedule for
All State And Local Agencies
Clerks Records
GS 1016

Item #	Records Series	Retention (Yrs.)	Start of Retention
10431.	**Public Meeting Notice Records** Includes affidavits of publication, certificate of posting for public meetings.	2	After calendar year of meeting. ARS §38-431.02.
10432.	**Public Notice Records - Notice of Public Posting Location(s)** Includes disclosure notices and statement of notice.	-	After superseded or obsolete. ARS §38-431.02.
10433.	**Request to Speak Records** These are completed by the public if they would like to speak at a public meeting.	-	After minutes are transcribed and / or summarized and approved.
10434.	**Resolutions**	Permanent	Retain per Arizona *Standards for Permanent Records* or transfer to State Archives when administrative value has been served.
	Sales Tax Records See *Sales Tax and Licensing Records* General Retention Schedule.	-	See *Sales Tax and Licensing Records* General Retention Schedule.
10435.	**School Facilities Board (SFB) Records – Reports and Surveys** School districts and charter schools only.	5	After calendar year created or sent to SFB.
	Special District Records These records will not fit into just one record series, but are distributed across many records series. You will need to locate the specific records series for the records in question and follow the corresponding retention period.	-	Retain for the same period of time as required for each records type being retained.

Item #	Records Series	Retention (Yrs.)	Start of Retention
	Includes district creation records, boundary changes, and budget records.		
10436.	**Subdivision Plat Records**	Permanent	Retain per Arizona *Standards for Permanent Records* or transfer to State Archives when administrative value has been served.
10437.	**Task Force Report / Study Records**	5	After submitted.
10438.	**Tax Deed Land Sale Records**	3	After property sold. ARS § 42-18303, and following.
	Treasurer Reports / Reports to the Treasurer See *Financial Records* General Retention Schedule.	-	See *Financial Records* General Retention Schedule.
10439.	**Uniform Code Records** Includes Uniform building codes, fire codes, plumbing codes, etc.	5	After codes revised, or after reference value has been served, whichever is longer.

Supersedes schedules for *Board of Supervisors, Clerk of*, signed November 05, 2001; *Clerk Municipal*, signed October 10, 2001.

If any of the Permanent records (records series that have a Permanent retention period) on this General Retention Schedule are recorded by the County Recorder, then the official Permanent record may be considered the recorded record at the County Recorder's office.

General Records Retention Schedule Issued to: All State And Local Agencies Clery and Code of Conduct Records

Schedule Number: GS 1043

Authority: Pursuant to ARS §41-151.12(3), only the Arizona State Library, Archives and Public Records has the authority to set retention periods, including the sole authority to modify, extend or decrease records retention periods. The retention periods listed herein are the **required** time records must be retained. Records should be promptly and orderly disposed of at the end of their retention period. Keeping records longer than the retention period poses financial, legal, audit and investigative risks to the Agency. These risks need to be considered by State and Local Agencies when there is a compelling need to retain records for a longer period of time than the approved retention period. Records required for ongoing or foreseeable official proceedings such as audits, investigations or lawsuits, must be retained until released from such official proceedings, notwithstanding the instructions of this schedule.

Archival Value: Records designated as Permanent on the retention schedule must not be destroyed (ARS §39-101). If it is believed that special circumstances warrant other records to be retained permanently, contact the Arizona State Archives for assistance in determining historical or archival value. All records created prior to 1912 must be retained permanently. This retention schedule does not authorize the transfer of records to any repository other than the Arizona State Archives (ARS §41-151.09).

Disposition: This schedule is used in conjunction with the *Certificate of Records Destruction* . All records disposed under this schedule must be reported on the *Certificate of Records Destruction* , unless transferred to the Arizona State Archives.

Format: Retention periods listed on this schedule apply to all records regardless of physical form or characteristics. Records, regardless of format (including electronic, paper, microfilm, etc.) not listed in this schedule or on the approved General Retention Schedule, are not authorized to be destroyed.

Copies: Additional copies created for convenience or reference purposes should not be retained longer than the record copy listed in this schedule. Copies do not need to be reported on the *Certificate of Records Destruction* when they are disposed.

Supersedence: **New Schedule**

Records Analyst, Secretary of State: Ruben Vargas

State Archivist, Secretary of State: Dr. Melanie Sturgeon

State Records Management Officer, Arizona State Archives, Records, and Arizona Capitol Museum: Dr. Ted Hale

Record Series Electronically Approved in RSM Database

General Records Retention Schedule Issued to:
All State and Local Agencies
Clery and Code of Conduct Records
GS 1043

6/28/2016

Record Series Number	Record Series Title	Retention Period	Retention Remark	Legal Citation
30306	**Clery Records** Warning Notices, Daily Crime Logs, and Annual Campus Security Report Required for Clery Act Compliance.	7 Years	After calendar year of incident.	U.S.C. 1092(f) (Federal Register 59060)
30310	**Clery Records / Aggravated Assault**	7 Years	After calendar year incident reported.	U.S.C. 1092(f) (Federal Register 59060)
30313	**Clery Records / Arson**	7 Years	After calendar year incident reported.	U.S.C. 1092(f) (Federal Register 59060)
30311	**Clery Records / Burglary**	7 Years	After calendar year incident reported.	U.S.C. 1092(f) (Federal Register 59060)
30307	**Clery Records / Criminal Homicide** Including murder and non-negligent manslaughter records, and negligent manslaughter records.	7 Years	After calendar year incident reported.	U.S.C. 1092(f) (Federal Register 59060)
30315	**Clery Records / Drug Law Violations**	7 Years	After calendar year incident reported.	U.S.C. 1092(f) (Federal Register 59060)
30316	**Clery Records / Illegal Weapons Possession**	7 Years	After calendar year incident reported.	U.S.C. 1092(f) (Federal Register 59060)
30317	**Clery Records / Incident Reports**	7 Years	After calendar year incident reported.	U.S.C. 1092(f) (Federal Register 59060)
30314	**Clery Records / Liquor Law Violations**	7 Years	After calendar year incident reported.	U.S.C. 1092(f) (Federal Register 59060)

General Records Retention Schedule Issued to:
All State and Local Agencies
Clery and Code of Conduct Records
GS 1043

6/28/2016

Record Series Number	Record Series Title	Retention Period	Retention Remark	Legal Citation
30325	**Clery Records / Motor Vehicle Theft**	7 Years	After calendar year incident reported.	U.S.C. 1092(f) (Federal Register 59060)
30318	**Clery Records / Review Decisions**	7 Years	After calendar year incident reported.	U.S.C. 1092(f) (Federal Register 59060)
30319	**Clery Records / Review Meeting Notices**	7 Years	After date of review meeting.	U.S.C. 1092(f) (Federal Register 59060)
30309	**Clery Records / Robbery**	7 Years	After calendar year incident reported.	U.S.C. 1092(f) (Federal Register 59060)
30308	**Clery Records / Sex Offenses** Includes forcible sex offenses and non-forcible sex offenses.	7 Years	After calendar year incident reported.	U.S.C. 1092(f) (Federal Register 59060)
30320	**Clery Records / Witness Statements**	7 Years	After calendar year incident reported.	U.S.C. 1092(f) (Federal Register 59060)
30305	**Code of Conduct Records** Should include any Incident Records and Parent / Student Notifications.	7 Years	After calendar year of incident.	U.S.C. 1092(f) (Federal Register 59060)

Arizona State Library, Archives and Public Records

General Records Retention Schedule for All Public Bodies Copy Center and Mail Room Records

Schedule Number: 000-12-40

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.**

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

Date Approved: May 1, 2012

Records Retention Schedule for
All Public Bodies
Copy Center and Mail Room Records

Item #	Records Series	Retention (Yrs.)	Start of Retention
	Copy Center		
1.	Photocopier Usage Records (including monthly reports of photocopier usage by organization unit)	1	After created or received
2.	Work Orders (requests from organizational units for duplication services at the Copy Center)	1	After request received
	Mail Room		
3.	Mail Pickup and Delivery Records (including mail logs, copies of certified or registered mail receipt forms, signed pickup and delivery receipts from Federal Express, United Parcel Services (UPS), and other related records)	1	After created or received
4.	Postage Meter Records (including number and classification of items mailed by agency and office, daily record of meter readings, applications for postage meter license and other related records)	1	After created or received
5.	Postal Charge Records (general accounting records for postal activities including report of monthly chargeout totals (by organizational unit), voucher for refund of postage fees, and receipts for postage meter readings)	1	After created or received
6.	Statements of Bulk Rate Mailings (certification to the United States Postal Service (USPS) that mail is properly prepared and presorted, qualifying for bulk rate mailing, including bulk mail account log and USPS Bulk Mail Statement)	1	After created or received

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

Arizona State Library, Archives and Public Records

General Records Retention Schedule for Arizona Counties Coroner/Medical Examiner Records

Schedule Number: 000-11-3

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 inquire about a change to the retention period. Only the Arizona State Library, Archives and Public Records has the authority to extend records retention periods. **Public records, including electronic records, not listed in this schedule are not authorized to be destroyed.**

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

Date Approved: 31 Jan 2011

Records Retention Schedule for
Counties
Coroner/Medical Examiner Records

Item #	Records Series	Retention (Yrs.)	Remarks
1.	Case Records (including medical examiners' reports, x-rays, toxicology reports, audio/video recordings, photographs, tissue slides, histology blocks, kodachromes, case notes, and other related records)		
	a. Landmark cases (unique because of circumstances of death, notoriety of the individual or very high level of press visibility)	Permanent	Preserve pursuant to ARS §39-101
	b. Unidentified Person or Undetermined Death	50	After autopsy/examination completed
	c. Homicides	30	After autopsy/examination completed but no more than 50 years after autopsy/examination completed
	d. Suicides	20	After autopsy/examination completed but no more than 50 years after autopsy/examination completed
	e. Accidental or Natural Causes (where autopsy done)	10	After autopsy/examination completed but no more than 50 years after autopsy/examination completed
	f. Natural Causes (no autopsy)	5	After examination competed but no more than 50 years after examination completed
2.	Cremation Records		
	a. Certificates (office copy)	1	After calendar year created or received
	b. Logs	1	After calendar year of last entry date
3.	Inquest Records (including proceedings of coroners' inquest, identification of deceased, date of death, witnesses, coroners' jurors, testimony and verdict to cause and manner of death, and other related records)	Permanent	Preserve pursuant to ARS §39-101

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

Records Retention Schedule for Counties
Coroner/Medical Examiner Records

Item #	Records Series	Retention (Yrs.)	Remarks
4.	No Investigation or No Jurisdiction Records (records for which no further investigation is required including notes on brief inquiries required to determine jurisdiction or to obtain medical history but not autopsy records)	5	After calendar year created or received
5.	Personal Property Records (Lists of personal property that arrived with body and documentation of its disposal)	6	After calendar year of release of property
6.	Specimen Tracking Sheets	6	After calendar year created or received

Supersedes schedule dated November 5, 2001

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

RECORDS RETENTION AND DISPOSITION SCHEDULE

ALL ARIZONA COUNTIES

Function: **County Attorney**

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.) Off.	R.C.	Total	REMARKS (Include start point of retention.)
1	Criminal cases: (Retention based on time limits pursuant to A.R.S. §13-107.)					
	a. Class 1 felonies – homicides; misuse of public funds; falsification of public records including dismissals without prejudice		-	-	25	After case closed
	b. All other homicides including dismissals with or without prejudice		-	-	10	After case closed (Retain minimum of 1 year beyond sentence imposed.)
	c. Class 2 through 6 felonies, other than homicides		-	-	2	After expiration of sentence / probation imposed.
	d. Sex crimes including dismissals without prejudice		-	-	-	After defendant dies or sentenced to a prison term which exceeds his / her probable life expectancy
	e. Misdemeanors		-	-	1	After case closed
	f. Fugitives		-	-	-	After date of order / mandate of extradition
	g. Dismissals without prejudice and no plea agreement – class 2 & 3 felonies		-	-	7	After case closed
	h. Dismissals without prejudice and no plea agreement – Superior court pre-arraignment		-	-	1	After case closed
	i. Dismissals without prejudice and no plea agreement – Justice court cases		-	-	1	After case closed
	j. Dismissals without prejudice and no plea agreement – all others		-	-	2	After case closed
	k. Dismissals without prejudice and with plea agreement		-	-	2	After expiration of sentence / probation imposed in plea agreement
	l. Dismissals for mental incompetency-class 1 felonies		-	-	25	After date of order / mandate
	m. Dismissal for mental incompentency – other than class 1 felonies		-	-	7	After case closed
	n. Dismissals with prejudice; not guilty verdicts other than homicides		-	-	2	After case closed
	o. Lower court appeals		-	-	1	After case closed
	p. Asset forfeitures		-	-	5	After case closed
2	Investigation files		-	-	5	After case closed
						Supersedes Schedule Dated: March 11, 1999

Approved by:
X Gladys Ann Wells
Director, Arizona State Library, Archives and Public Records

Approval Date: NOV 5 2001

RECORDS RETENTION AND DISPOSITION SCHEDULE

ALL ARIZONA COUNTIES | Function: **County Attorney**

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.) Off.	R.C.	Total	REMARKS (Include start point of retention.)
3	Civil cases:					
	a. AHCCCS eligibility		-	-	10	After date filed; or may be destroyed upon receipt of a court order, dismissal, court closing or settlement
	b. Bankruptcy		-	-	4	After case closed
	c. Bond forfeitures		-	-	2	After case closed
	d. Condemnations		-	-	10	After case closed
	e. General litigation		-	-	6	After case closed
	f. Public fiduciary (legal review of select cases)		-	-	2	After case closed
	g. Revenue and collections		-	-	5	After case closed
	h. Risk management		-	-	6	After case closed
	i. Tax appeals		-	-	6	After case closed
	j. Tax condemnations		-	-	4	After case closed
4	County attorney opinions		-	-	10	After date issued
5	School district boundary changes		-	-	10	After effective date
6	Voting rights submissions to U.S. Dept. of Justice (redrawing boundaries of voting districts, precincts, etc.)		-	-	13	After fiscal year prepared
7	Juvenile cases:					
	a. Traffic work files		-	-	-	Retain until juvenile reaches age 19
	b. Juvenile delinquency work files including petition / disposition for prosecuted cases		-	-	-	Retain until juvenile reaches age 23 (A.R.S. §8-247)
	c. Adoption work files (un-contested)		-	-	99	After date case is closed (A.R.S. §8-120)
8	Victim witness client information files					
	a. All excluding first degree homicides		-	-	5	After date case is closed
	b. First degree homicides		-	-	15	After date case is closed
9	Bad check cases:					
	a. Criminal complaints (work copies)		-	-	1	After adjudicated (original with prosecutor)
	b. Cases without complaints		-	-	1	After closed
						Supersedes Schedule Dated: March 11, 1999

Approved by:
X [signature]
Director, Arizona State Library, Archives and Public Records

Approval Date: NOV 5 2001

RECORDS RETENTION AND DISPOSITION SCHEDULE

ALL ARIZONA COUNTIES

Function: **County Attorney**

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.) Off.	R.C.	Total	REMARKS (Include start point of retention.)
10	Cancelled restitution Checks		-	-	3	After fiscal year paid
11	Restitution accounting records and reports		-	-	3	After fiscal year paid
12	Cash receipts		-	-	3	After fiscal year paid
13	Accounting system computer backup		-	-	-	Backup daily; rotate taped

Supersedes Schedule Dated:
March 11, 1999

Approved by:
X Shadyen Wells
Director, Arizona State Library, Archives and Public Records

Approval Date:
NOV 5 2001

General Records Retention Schedule issued to All Public Bodies
Criminal History Record Information Records
(For Non-Criminal Justice Use)

Schedule Number: GS 1004

Authority: 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.

Only the Arizona State Library, Archives and Public Records has the authority to extend or decrease records retention periods. 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, contact the Records Management Center to request a change to the retention period.

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.

Archival Value: Records designated as Permanent on the retention schedule must not be destroyed (ARS §39-101). If it is believed that special circumstances warrant other records to be retained permanently, contact the Arizona State Archives for assistance in determining historical or archival value. All records created prior to 1912 must be retained permanently. This retention schedule does not authorize the transfer of records to any repository other than the Arizona State Archives (ARS §41-151.09).

Disposition: This schedule is used in conjunction with the Report/Certificate of Records Destruction. All records disposed under this schedule must be reported on the Report/Certificate of Records Destruction, unless transferred to the Arizona State Archives.

Format: Retention periods listed on this schedule apply to all records regardless of physical form or characteristics. Records, regardless of format (including electronic, paper, microfilm, etc.) not listed in this schedule or on the approved General Retention Schedule, are not authorized to be destroyed.

Copies: Additional copies created for convenience or reference purposes should not be retained longer than the record copy listed in this schedule. Copies do not need to be reported on the Report/Certificate of Records Destruction when they are disposed.

Supersedence: This schedule does not supersede any General Retention Schedule

Approval Authorized by:	Date:
Joan Clark	9-26-2014
Joan Clark, State Librarian and Director, Library, Archives & Public Records	

Retention review and approval by:	Date:	Archival review and approval by:	Date:
	9/22/14	Melanie Sturgeon	9/23/2014
Jerry Lucente-Kirkpatrick, Records Analyst, Archives and Records Management		Melanie Sturgeon, State Archivist & Director, Archives & Records Management	

General Records Retention Schedule for
Criminal History Record Information (CHRI) Records (Non-Criminal Justice Use Only)

Item #	Records Series	Retention (Yrs.)	Remarks

Criminal History Records Information (CHRI) "...means information that is collected by criminal justice agencies on individuals and that consists of identifiable descriptions and notations of arrests, detentions, indictments and other formal criminal charges, and any disposition arising from those actions, sentencing, formal correctional supervisory action and release." (ARS §41-1750.Y.5)

CHRI should not be confused with routine background checks and related information to those checks.

CHRI is a confidential record and may not be released to the public. (ARS §41-1750.Q.4)

CHRI must be kept in a secure area.

CHRI "...disseminated to noncriminal justice agencies or to individuals shall be used only for the purposes for which it was given." (ARS 41-1750.Q.3)

Non-Criminal Justice Use of CHRI includes, but is not limited to, licensing determinations, noncriminal justice employment / volunteers, adoptions, guardianships, and conservators.

Unlawful release of CHRI is a class 6 felony. (ARS §41-1756)

General Records Retention Schedule for
Criminal History Record Information (CHRI) Records (Non-Criminal Justice Use Only)

Item #	Records Series	Retention (Yrs.)	Remarks
10044.	**Applicant Review and Challenge of Criminal History Record Information (CHRI) Record** An applicant or individual has the opportunity to review and challenge their criminal history record. These are the records created or received during that process.	-	After process and any related appellate remedies, have been exhausted. ARS §41-1750.G.7 28 CFR 16.34
10045.	**Authorized Personnel Record** Includes a list containing the current State and Local Agency personnel who are authorized to receive, view, handle, disseminate, store, retrieve, or dispose of CHRI. Also includes records related to designating a State or Local Agencies' Authorized Personnel, including, but not limited to, Acknowledgement Statement, Agency Information / Information Change Form, Agency Security Contact (ASC) and Chief Executive Officer (CEO) Change Form, and User Agreement.	-	After superseded or obsolete. Based upon the Arizona *Noncriminal Justice Agency Guide for Fee-Based State and Federal Criminal History Checks*, Section 4. (Edition: September 2014)
10046.	**Authorized Personnel Training Documentation Record** Includes training logs and other records that document initial and repeated trainings by Authorized Personnel related to security and awareness, and privacy and security.	-	After individual removed from Authorized Personnel List AND after calendar year Department of Public Safety (DPS), or its representatives, complete the Routine Audit. Based upon the Arizona *Noncriminal Justice Agency Guide for Fee-Based State and Federal Criminal History Checks*, Section 4. (Edition: September 2014)

General Records Retention Schedule for
Criminal History Record Information (CHRI) Records (Non-Criminal Justice Use Only)

Item #	Records Series	Retention (Yrs.)	Remarks
10047.	**Criminal History Records Information (CHRI) Record** "...means information that is collected by criminal justice agencies on individuals and that consists of identifiable descriptions and notations of arrests, detentions, indictments and other formal criminal charges, and any disposition arising from those actions, sentencing, formal correctional supervisory action and release." (ARS §41-1750.Y.5)	-	After suitability determination requiring CHRI request has been completed, OR after appeals / appeal process has been completed, OR after any regulatory guidelines have been satisfied, whichever is later. CHRI should be destroyed as soon as retention period is completed to prevent unauthorized dissemination. Based upon the Arizona *Noncriminal Justice Agency Guide for Fee-Based State and Federal Criminal History Checks*, Section 3. (Edition: September 2014)
10048.	**Criminal History Records Information - Related Record** These are records related to fingerprint cards and the request of CHRI that is received as a result of submitting a fingerprint card, and are retained as part of the Routine Audit process; includes fingerprint cards chain of custody documentation records, inventory sheets, and reject notice records.	-	After calendar year Department of Public Safety (DPS), or its representatives, complete the Routine Audit. Based upon the Arizona *Noncriminal Justice Agency Guide for Fee-Based State and Federal Criminal History Checks*, Section 2. (Edition: September 2014)
10049.	**Fingerprint Card Record** This is the card with the fingerprints on it, and is used to obtain CHRI. This Fingerprint Card does **not** contain any CHRI when prints are processed.	6 months	After created or received, or until one reuse completed.

General Records Retention Schedule for
Criminal History Record Information (CHRI) Records (Non-Criminal Justice Use Only)

Item #	Records Series	Retention (Yrs.)	Remarks
10050.	**Fingerprint Card with CHRI Documented Records** This is the card with the fingerprints on it, and is used to obtain CHRI. This Fingerprint Card **does** contain CHRI when prints are processed.	-	Either becomes records series #10047, or has the same retention period as records series #10047.
10051.	**Secondary Dissemination Log Records** A State or Local Agency receiving CHRI may not give this information to any other Agency or individual unless specifically authorized by law. Secondary Dissemination is this authorized "secondary" use of CHRI, and such instances of secondary dissemination must be documented.	5	After calendar year created. ARS §41-1750.Q.3 Based upon the Arizona *Noncriminal Justice Agency Guide for Fee-Based State and Federal Criminal History Checks*, Section 3. (Edition: September 2014)

Joan Clark, Director
Arizona State Library, Archives and Public Records

General Records Retention Schedule Issued to All Public Bodies
All Public Institutions of Higher Learning
Curriculum Records

Schedule Number: GS 1009

Authority: 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.

Only the Arizona State Library, Archives and Public Records has the authority to extend or decrease records retention periods. 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, contact the Records Management Center to request a change to the retention period.

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.

Archival Value: Records designated as Permanent on the retention schedule must not be destroyed (ARS §39-101). If it is believed that special circumstances warrant other records to be retained permanently, contact the Arizona State Archives for assistance in determining historical or archival value. All records created prior to 1912 must be retained permanently. This retention schedule does not authorize the transfer of records to any repository other than the Arizona State Archives (ARS §41-151.09).

Disposition: This schedule is used in conjunction with the Report/Certificate of Records Destruction. All records disposed under this schedule must be reported on the Report/Certificate of Records Destruction, unless transferred to the Arizona State Archives.

Format: Retention periods listed on this schedule apply to all records regardless of physical form or characteristics. Records, regardless of format (including electronic, paper, microfilm, etc.) not listed in this schedule or on the approved General Retention Schedule, are not authorized to be destroyed.

Copies: Additional copies created for convenience or reference purposes should not be retained longer than the record copy listed in this schedule. Copies do not need to be reported on the Report/Certificate of Records Destruction when they are disposed.

Supersedence: This schedule supersedes **All Arizona Community Colleges, Curriculum Office, signed November 15, 2002.**

Approval Authorized by:	Date:
Joan Clark	3/25/15
Joan Clark, State Librarian and Director, Library, Archives & Public Records	

Retention review and approval by:	Date:	Archival review and approval by:	Date:
	3/14/15	Melanie Sturgeon	3/23/2015
Jerry Lucente-Kirkpatrick, Records Analyst, Archives and Records Management		Melanie Sturgeon, State Archivist & Director, Archives & Records Management	

General Records Retention Schedule for
All Public Bodies
All Public Institutions of Higher Learning
Curriculum Records
GS 1009

Item #	Records Series	Retention (Yrs.)	Remarks
1.	**Curriculum History File Records**	Permanent	Retain per Arizona Standards for Permanent Records or transfer to State Archives when administrative value has been served.

General Records Retention Schedule Issued to: All State And Local Agencies Disability Services / Accessibility Records

Schedule Number: GS 1042

Authority: Pursuant to ARS §41-151.12(3), only the Arizona State Library, Archives and Public Records has the authority to set retention periods, including the sole authority to modify, extend or decrease records retention periods. The retention periods listed herein are the **required** time records must be retained. Records should be promptly and orderly disposed of at the end of their retention period. Keeping records longer than the retention period poses financial, legal, audit and investigative risks to the Agency. These risks need to be considered by State and Local Agencies when there is a compelling need to retain records for a longer period of time than the approved retention period. Records required for ongoing or foreseeable official proceedings such as audits, investigations or lawsuits, must be retained until released from such official proceedings, notwithstanding the instructions of this schedule.

Archival Value: Records designated as Permanent on the retention schedule must not be destroyed (ARS §39-101). If it is believed that special circumstances warrant other records to be retained permanently, contact the Arizona State Archives for assistance in determining historical or archival value. All records created prior to 1912 must be retained permanently. This retention schedule does not authorize the transfer of records to any repository other than the Arizona State Archives (ARS §41-151.09).

Disposition: This schedule is used in conjunction with the *Certificate of Records Destruction* . All records disposed under this schedule must be reported on the *Certificate of Records Destruction* , unless transferred to the Arizona State Archives.

Format: Retention periods listed on this schedule apply to all records regardless of physical form or characteristics. Records, regardless of format (including electronic, paper, microfilm, etc.) not listed in this schedule or on the approved General Retention Schedule, are not authorized to be destroyed.

Copies: Additional copies created for convenience or reference purposes should not be retained longer than the record copy listed in this schedule. Copies do not need to be reported on the *Certificate of Records Destruction* when they are disposed.

Supersedence: **New Schedule**

Records Analyst, Secretary of State: Ruben Vargas

State Archivist, Secretary of State: Dr. Melanie Sturgeon

State Records Management Officer, Arizona State Archives, Records, and Arizona Capitol Museum: Dr. Ted Hale

Record Series Electronically Approved in RSM Database

General Records Retention Schedule Issued to:
All State and Local Agencies
Disability Services / Accessibility Records
GS 1042 **6/28/2016**

Record Series Number	Record Series Title	Retention Period	Retention Remark	Legal Citation
30275	**Disability Resources Student Records** May include, but not limited to, records from medical providers, psychologists, counselors, agencies, or other professionals regarding the individual's physical and / or mental health, Individualized Education Program (IEP) Testing form(s), psychological report(s), medical report(s), visual evaluation(s), communications with or about the student, Student Academic Accommodation Request (SAAR) forms, consent forms, other records related to providing reasonable accommodations.	7 Years	After graduation or date of last attendance. Confidential destruction is required.	20 U.S.C. 1232g (FERPA)
30276	**Hearing Clinic Patient Records** May include, but not limited to, billing records (general and Medicare), client clinic charts (adult, pediatric, Medicare), Arizona Department of Economic Security (AZDES), and Internship Agreements.	7 Years	After last contact with patient and patient is of majority of age. Confidential destruction is required.	§29 CFR 1910.1020(h)(1)

General Records Retention Schedule Issued to:
All State and Local Agencies
Disability Services / Accessibility Records
GS 1042 **6/28/2016**

Record Series Number	Record Series Title	Retention Period	Retention Remark	Legal Citation
30277	**Speech Clinic Patient Records** May include, but not limited to, billing records (general and Medicare), client clinic charts (adult, pediatric, Medicare), Arizona Department of Economic Security (AZDES), and Internship Agreements.	7 Years	After last contact with patient and patient is of majority of age. Confidential destruction is required.	§29 CFR 1910.1020(h)(1)
30274	**Student Counseling Records** Student Consultations, Crisis Services, Group Counseling, Individual Counseling, Outreach.	7 Years	After graduation or last date of attendance.	

RECORDS RETENTION AND DISPOSITION SCHEDULE

ALL ARIZONA MUNICIPALITIES

Function: **Economic/Community Development**

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.) Off.	R.C.	Total	REMARKS (Include start point of retention.)
1	Census reports (annual or semi-annual)		-	-	10	After calendar year prepared
2	Urban development/redevelopment studies:					
	a. Not resulting in any action or implementation		-	-	5	After completed
	b. Resulting in a project or a program		-	-	-	File with project or program records ***Some items in this record series documenting high profile issues should be retained for historical purposes. Consult State history and Archives Division (602-542-4159)***
3	Urban development/redevelopment project files		-	-	5	After completed ***Some items in this record series documenting high profile issues should be retained for historical purposes. Consult State history and Archives Division (602-542-4159)***

Supersedes Schedule Dated: September 15, 1999

Approved by:

X Jeffrey Wells

Director, Arizona State Library, Archives and Public Records

Approval Date: OCT 10 2001

Arizona State Library, Archives and Public Records

General Records Retention Schedule for All Public Bodies Election Records

Schedule Number: 000-12-65

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.**

Lisa Maxwell, Director
Re ord. Managem nt Division
Arizona State Library, Archives and Public Records

Date Approved: July 10, 2012

General Records Retention Schedule for
All Public Bodies
Election Records

Item #	Records Series	Retention (Yrs.)	Remarks
1.	Candidate Records (State and local, including campaign finance records, nomination papers, petitions, affidavits, financial disclosure statements, statements of organization, threshold statements and other related records)		
	a. If elected	3	After term in office ended
	b. If not elected	3	After PAC terminated or after date of election, whichever is later
	c. Federal elections	2	After date of election
2.	Court Challenge Records		
	a. Historical	Permanent	Preserve pursuant to ARS §39-101
	b. All others	2	After calendar year resolved
3.	Cumulative Independent Expenditure Notification Forms	3	After date of election
4.	Department of Justice Records (including submissions and Americans with Disabilities Act (ADA) records)	Permanent	Preserve pursuant to ARS §39-101
5.	Election Records (Voted ballots, voting abstracts (ARS §16-618, 619) and related voting materials, including voted ballots, official and unofficial returns envelopes, unofficial results, early voting requests, county special election records, write-in tally sheets, official poll lists, tally lists and voted ballots (ARS §16-615); unofficial poll lists and tally lists(ARS §16-616); chain of custody documents, logic and accuracy test records, hand count/ early ballot audit documents and related records)		
	a. State and Local Elections	6 months	After date of election
	b. Federal and Presidential Preference Elections	2	After date of election (ARS §16-624(A); USC §42-1974)

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

General Records Retention Schedule for
All Public Bodies
Election Records

Item #	Records Series	Retention (Yrs.)	Remarks
	c. Political Subdivision Records i. If not retained by office	-	Transfer to political subdivision after election
	ii. All other records	-	After calendar year 2 regular elections held or after political subdivision ceases to exist or after political subdivision begins holding own elections, whichever comes first
6.	Election Violation Complaint Records a. Resolved through litigation b. Resolved without litigation	 5 2	 After litigation completed After date of election
7.	Maps (Precincts and districts, including legal descriptions)	Permanent	Preserve pursuant to ARS §39-101
8.	Official Canvass (ARS §16-646)	Permanent	Preserve pursuant to ARS §39-101
9.	Political Action Committee (PAC) Records a. Standing PAC i. Initial filing records ii. Jurisdictional filing records (records filed with jurisdictions where PAC is campaigning) b. All others	 3 3 3	 After PAC terminated After PAC terminated or after date of election, whichever is later After PAC terminated
10.	Polling Place Records (including consent forms) a. Presidential Preference Election (PPE) b. All others	 - 2	 After next PPE held After date of election
11.	Poll Worker for Election Day Records (including financial records, names, addresses, poll worked, sign-in sheets, reports and handouts and other related records)	2	After date of election
12.	Publicity Records (including pamphlets and other educational documentation for election issues) a. Historical	 Permanent	 Preserve pursuant to ARS §39-101

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

General Records Retention Schedule for
All Public Bodies
Election Records

Item #	Records Series	Retention (Yrs.)	Remarks
	b. All others	-	After fiscal year election held
13.	Report of Voter Statistics (if issued)	10	After date of election
14.	Signature Rosters (including for traditional elections, this is the actual signature roster and may include notation for voters that mail-in ballots and for elections that are fully conducted via mail-in / on-line, this can be a roster/checklist of citizens that actually voted in the election)	Permanent	Preserve pursuant to ARS §39-101
15.	Title 19 Records (including initiatives, recalls and referendum)		
	a. Historical	Permanent	Preserve pursuant to ARS §39-101
	b. Petitions, certification sheets and related correspondence	1	After calendar year of election. If no election held, return petitions to petitioner
	c. Application for initiatives, recalls and referendum	10	After calendar year filed
16.	Video Recording of Ballot Counting and Related Records (for any statewide, county or legislative election)	30 days	After end of challenge period on general election (ARS §16-621)

Supersedes schedule dated April 20, 2012

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

General Records Retention Schedule Issued to: All State And Local Agencies Electronic Communications, Social Media and Website Records

Schedule Number: GS 1026

Authority: Pursuant to ARS §41-151.12(3), only the Arizona State Library, Archives and Public Records has the authority to set retention periods, including the sole authority to modify, extend or decrease records retention periods. The retention periods listed herein are the **required** time records must be retained. Records should be promptly and orderly disposed of at the end of their retention period. Keeping records longer than the retention period poses financial, legal, audit and investigative risks to the Agency. These risks need to be considered when there is a compelling need to retain records for a longer period of time than approved retention period. Records required for ongoing or foreseeable official proceedings such as audits, investigations or lawsuits, must be retained until released from such official proceedings, notwithstanding the instructions of this schedule.

Archival Value: Records designated as Permanent on the retention schedule must not be destroyed (ARS §39-101). If it is believed that special circumstances warrant other records to be retained permanently, contact the Arizona State Archives for assistance in determining historical or archival value. All records created prior to 1912 must be retained permanently. This retention schedule does not authorize the transfer of records to any repository other than the Arizona State Archives (ARS §41-151.09).

Disposition: This schedule is used in conjunction with the *Certificate of Records Destruction*. All records disposed under this schedule must be reported on the *Certificate of Records Destruction*, unless transferred to the Arizona State Archives.

Format: Retention periods listed on this schedule apply to all records regardless of physical form or characteristics. Records, regardless of format (including electronic, paper, microfilm, etc.) not listed in this schedule or on the approved General Retention Schedule, are not authorized to be destroyed.

Copies: Additional copies created for convenience or reference purposes should not be retained longer than the record copy listed in this schedule. Copies do not need to be reported on the *Certificate of Records Destruction* when they are disposed.

Supersedence: This schedule supersedes *#000-12-22*, signed March 08, 2012.

		Approval Authorized by: Ted Hale	Date: 12/24/15
		Ted Hale, State Records Management Officer, Secretary of State	
Retention review and approval by:	Date: 12/24/15	Archival review and approval by: Melanie Sturgeon	Date: 12/24/2015
Jerry Lucente-Kirkpatrick, State Records Manager, Secretary of State		Melanie Sturgeon, State Archivist, Secretary of State	

General Retention Schedule for
All State And Local Agencies
Electronic Communications, Social Media and Website Records
GS 1026

Item #	Records Series	Retention (Yrs.)	Start of Retention
	Electronic Communication Records Including, but not limited to, electronic mail messages (E-mail), instant messages (IM), text messages, mobile to mobile (M2M) messages, voicemail messages, and any electronic communications over Internet Protocol (VoIP). After the Arizona Supreme Court rulings in *Lake v. City of Phoenix*, **metadata is a record, and needs to be preserved and retained** as an essential component of any electronic record. In order to meet the requirements of the definition of a "record" per ARS § 41-151.18, electronic communications **must capture and retain**, for the entire retention period of the record, **the following minimum metadata requirements**: • Sender and receiver identification (must be explicit enough to identify the individual senders / recipients); • If the message only indicates initials or other abbreviated identifiers (e.g., distribution lists, grouped addresses, etc.) as senders and / or recipients, then the custodian must document who were the actual senders and / or recipients of the message; • Date and time sent / received; • This metadata must be accessible with the official record.		

Item #	Records Series	Retention (Yrs.)	Start of Retention
	The actual retention period for an Electronic Communications Record depends upon the content and intent of that communication. Many different topics (content) can be discussed in an Electronic Communication. The Sender / Receiver needs to determine the content of that Electronic Communication, and then retain the Communication for the period of time required for that particular topic (content). The following records series are just several **examples of the many different topics (content)** that can be discussed in Electronic Communications, and **the required retention period for that particular Communication**.		
10406.	**Electronic Communications – Contracts, Agreements and Lease-Related Records** Including any content in the actual message, any attachments or links and is not a duplicate record, transitory or retained elsewhere, and the appropriate, minimum required metadata. These records do not include construction contracts. Includes intergovernmental agreements (IGA), mutual / automatic aid agreements, cooperative agreements and memorandums of understanding	6	After contract fulfilled, cancelled or revoked For additional information on Contracts, Agreements and Lease Records, please see *Administrative and Management Records* General Retention Schedule.

Item #	Records Series	Retention (Yrs.)	Start of Retention
	(MOU).		
10407.	**Electronic Communications – General Correspondence-Related Records** Including any content in the actual message, any attachments or links and is not a duplicate record, transitory or retained elsewhere, and the appropriate, minimum required metadata. These records do NOT include Executive Correspondence. These are records that are not related to a specific project or case. Including, but not limited to, forms, letters, and memos.	-	After administrative or reference value has been served. For additional information on General Correspondence Records, please see *Administrative and Management Records* General Retention Schedule.
10408.	**Electronic Communications – Time and Leave-Related Records, School Districts and Charter Schools** Including any content in the actual message, any attachments or links and is not a duplicate record, transitory or retained elsewhere, and the appropriate, minimum required metadata. Including, but not limited to, compassionate leave, donated leave, and military leave.	4	After fiscal year created or received. For additional information on Time and Leave Records, please see *Human Resources / Personnel Records* General Retention Schedule.

Item #	Records Series	Retention (Yrs.)	Start of Retention
10409.	**Electronic Communications – Time and Leave-Related Records, All Other Public Bodies** Including any content in the actual message, any attachments or links and is not a duplicate record, transitory or retained elsewhere, and the appropriate, minimum required metadata. Including, but not limited to, compassionate leave, donated leave, and military leave.	3	After fiscal year created or received. For additional information on Time and Leave Records, please see *Human Resources / Personnel Records* General Retention Schedule.
10410.	**Electronic Communications – Office Internal Administration-Related Records** Including any content in the actual message, any attachments or links and is not a duplicate record, transitory or retained elsewhere, and the appropriate, minimum required metadata. Including, but not limited to, duty rosters, non-policy work procedures / manuals, office assignments, and work schedules.	1	After superseded or obsolete. For additional information on Office Internal Administrative Records, please see *Administrative and Management Records* General Retention Schedule.
10411.	**Electronic Communications - Working Records-Related** Including any content in the actual message, any attachments or links and is not a duplicate record, transitory or retained elsewhere, and the appropriate, minimum required metadata. Including, but not limited to, drafts, feeder reports, and notes used in the development of final or	-	After final records created. For additional information on Working (Draft) Records, please see *Administrative and Management Records* General Retention Schedule.

Item #	Records Series	Retention (Yrs.)	Start of Retention
	summary records.		
10412.	**Electronic Communications – All Other Content (Topics)** Including any content in the actual message, any attachments or links and is not a duplicate record, transitory or retained elsewhere, and the appropriate, minimum required metadata.	-	Determine which type of record series these communications would best fit under, refer to the corresponding retention period for that records series, and retain according to that retention period.
	Social Media Records Including, but not limited to, blogs, comments / wall posts to social media site, Facebook, LinkedIn, twitter, and wikis. Please see *Public Information and Marketing Records* General Retention Schedule.	-	Please see *Public Information and Marketing Records* General Retention Schedule.
	Website Records Includes any content on a public body's website that meets the ARS §41-151.18 definition of a "record" and is not a duplicate record, transitory or retained elsewhere; format and control records, and web application / application change records. Please see *Information Technology Records General Retention Schedule*.		Please see *Information Technology Records* General Retention Schedule.

Supersedes schedule #000-12-22, signed March 08, 2012.

RECORDS RETENTION AND DISPOSITION SCHEDULE

ALL ARIZONA COUNTIES

Function: **Emergency Services / Management**

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.) Off.	R.C.	Total	REMARKS (Include start point of retention.)
1	Contract files:					
	a. Construction / real estate		-	-	3	After disposal of asset (retain a minimum of three years)
	b. Goods and services		-	-	6	After expired, canceled or revoked
	c. Personal services		-	-	6	After expired, canceled or revoked
2	Disaster assistance files		-	-	3	After year of final payment
3	Disaster response plans:					
	a. Official copy		-	-	Perm	Preserve pursuant to A.R.S. §39-101
	b. Non-records copies		-	-	-	Dispose of after latest revision published **Send one copy of plan to ASLAPR, Research Division.**
4	FEMA (Federal Emergency Management Agency) grant files		-	-	3	After fiscal year of final payment. Refer to specific requirements of the grant.

Supersedes Schedule Dated: March 11, 1999

Approved by:

X Jeffrey Dennis Mitchell

Director, Arizona State Library, Archives and Public Records

Approval Date: NOV 5 2001

General Records Retention Schedule Issued to: All State And Local Agencies Environmental Quality, Health, Management and Sustainability Records

Schedule Number: GS 1028 (revised)

Authority: Pursuant to ARS §41-151.12(3), only the Arizona State Library, Archives and Public Records has the authority to set retention periods, including the sole authority to modify, extend or decrease records retention periods. The retention periods listed herein are the **required** time records must be retained. Records should be promptly and orderly disposed of at the end of their retention period. Keeping records longer than the retention period poses financial, legal, audit and investigative risks to the Agency. These risks need to be considered by State and Local Agencies when there is a compelling need to retain records for a longer period of time than the approved retention period. Records required for ongoing or foreseeable official proceedings such as audits, investigations or lawsuits, must be retained until released from such official proceedings, notwithstanding the instructions of this schedule.

Archival Value: Records designated as Permanent on the retention schedule must not be destroyed (ARS §39-101). If it is believed that special circumstances warrant other records to be retained permanently, contact the Arizona State Archives for assistance in determining historical or archival value. All records created prior to 1912 must be retained permanently. This retention schedule does not authorize the transfer of records to any repository other than the Arizona State Archives (ARS §41-151.09).

Disposition: This schedule is used in conjunction with the *Certificate of Records Destruction* . All records disposed under this schedule must be reported on the *Certificate of Records Destruction* , unless transferred to the Arizona State Archives.

Format: Retention periods listed on this schedule apply to all records regardless of physical form or characteristics. Records, regardless of format (including electronic, paper, microfilm, etc.) not listed in this schedule or on the approved General Retention Schedule, are not authorized to be destroyed.

Copies: Additional copies created for convenience or reference purposes should not be retained longer than the record copy listed in this schedule. Copies do not need to be reported on the *Certificate of Records Destruction* when they are disposed.

Supersedence: **Revision to Environemental Quality, Health, Management and Sustainability Records Schedule, GS 1028, Dated 07/01/2016**

Records Analyst, Secretary of State: Ruben Vargas

State Archivist, Secretary of State: Dr. Melanie Sturgeon

State Records Management Officer, Arizona State Archives, Records, and Arizona Capitol Museum: Dr. Ted Hale

Record Series Electronically Approved in RSM Database

General Records Retention Schedule Issued to:
All State and Local Agencies
Environmental Quality, Health, Management and Sustainability Records
GS 1028

7/1/2016

Record Series Number	Record Series Title	Retention Period	Retention Remark	Legal Citation
20407	**Asbestos Inspection and Abatement Records** Including but not limited to records on remodeling and demolition of buildings where asbestos is located sampling forms and sampling lab results; asbestos inspection surveys; asbestos training certifications for contractors and consultants. May include waste shipment records.	50 Years	After calendar year building sold, transferred or demolished, or after lease expired, cancelled or revoked. Records of employee exposure or potential exposure or potential exposure to asbestos should be sent to Human Resources for retention with Employee Medical and Exposure Records.	29 CFR 1926.1101
20408	**Community Environmental Awareness Education and Outreach Campaign Program Records** Including, but not limited to, contest and exhibit records, promotional materials, presentations, issue papers, press releases, challenges and rebate programs.		After administrative value has been served.	
20409	**Energy Consumption and Savings Records** Including, but not limited to, monthly energy, gas and water consumption as indicated on utility bills.		After administrative value has been served.	

General Records Retention Schedule Issued to:
All State and Local Agencies
Environmental Quality, Health, Management and Sustainability Records
GS 1028

7/1/2016

Record Series Number	Record Series Title	Retention Period	Retention Remark	Legal Citation
20412	**Environmental Code Enforcement - Adopt A Street Program Records Liability waivers for volunteers** Records on groups and individuals who adopt City-maintained roads, providing litter pick-up and removal as volunteers.	6 Years	After created or received.	
20411	**Environmental Code Enforcement - Adopt A Street Program Records Volunteer forms and master database of current volunteers** Records on groups and individuals who adopt City-maintained roads, providing litter pick-up and removal as volunteers.		After administrative value has been served.	
20413	**Environmental Code Enforcement Case Records Notices of Violation and Related Records** For noncompliance with City codes regarding litter, junked or abandoned vehicles on public property, and Safe Sidewalk Ordinance. Includes photographs, notices and correspondence with City Attorney's Office regarding noncompliance.	6 Years	After created or received.	

General Records Retention Schedule Issued to:
All State and Local Agencies
Environmental Quality, Health, Management and Sustainability Records
GS 1028

7/1/2016

Record Series Number	Record Series Title	Retention Period	Retention Remark	Legal Citation
20414	**Environmental Code Enforcement Case Records Tracking database** Tracks noncompliance cases by address and date.		After administrative value has been served.	
20415	**Environmental Code Enforcement -Vehicle Removal Records** Records relating to towing of junked or abandoned vehicles off private property. Including, but not limited to, reference copies of invoices, copies of vehicle titles, tow requests, (used when no vehicle title is available), and tow forms.	6 Years	After created or received.	
20410	**Environmental Complaint Records**	3 Years	After resolved.	
20416	**Environmental Site Assessment and Remediation Records** Includes Request for Proposal (RFP), Request for Quote (RFQ), task orders, correspondence, Phase I, Phase II, and Phase III records.	50 Years	After building or property sold, transferred, or demolished; or after final decision not to acquire made; or after lease expired, cancelled or revoked.	

General Records Retention Schedule Issued to:
All State and Local Agencies
Environmental Quality, Health, Management and Sustainability Records
GS 1028

7/1/2016

Record Series Number	Record Series Title	Retention Period	Retention Remark	Legal Citation
20425	**Hazardous Products Center (HPC) Drop 'N Swap Records** Waiver and indemnification documentation for customers who obtain materials from the free re-use area.	6 Years	After created or received.	
20418	**Hazardous Products Center (HPC) Facility Operations Records Billing Records** Quarterly billing of customers for a portion of disposal, operations, and administrative costs based on daily statistics records.	3 Years	After fiscal year created or received.	
20419	**Hazardous Products Center (HPC) Facility Operations Records Daily Statistics** Information on the number of customers compiled for quarterly billing purposes.	3 Years	After fiscal year created or received.	
20420	**Hazardous Products Center (HPC) Facility Operations Records Hazardous Waste Manifests** Indicates pickup of waste by contractor and delivery to designated destination. Includes inventory, weight information, and container types.	30 Years	After created or received.	

Record Series Number	Record Series Title	Retention Period	Retention Remark	Legal Citation
20421	**Hazardous Products Center (HPC) Facility Operations Records Operating Records** Includes description and quantity of each hazardous waste received; method(s) and date(s) of treatment, storage or disposal; location of each hazardous waste within the facility, and the quantity at each location.		After HPC sold, transferred or demolished; or when lease expired, cancelled or revoked.	40 CFR 264.73
20422	**Hazardous Products Center (HPC) Facility Operations Records Scales Calibration** Calibration conducted by a contractor. This information is used for billing purposes.		After equipment sold, transferred, or no longer in use.	
20423	**Hazardous Products Center (HPC) Facility Operations Records Waste Determination Records** Includes lists of wastes, process descriptions, waste profile sheets, sampling plans, analytical results, and quality control documentation.		After HPC sold, transferred or demolished; or when lease expired, cancelled or revoked.	

General Records Retention Schedule Issued to:
All State and Local Agencies
Environmental Quality, Health, Management and Sustainability Records
GS 1028

7/1/2016

Record Series Number	Record Series Title	Retention Period	Retention Remark	Legal Citation
20424	**Hazardous Products Center (HPC) Facility Operations Records Weight Records** Information on outgoing shipments of hazardous waste. Information is used by driver to maintain shipment within legal weight limits for vehicle.		After administrative value has been served.	
20417	**Hazardous Products Center (HPC) Records - Arizona Department of Environmental Quality (ADEQ) Hazardous Waste Inspections**		After HPC sold, transferred or demolished; or after lease expired, cancelled or revoked.	
20426	**Hazardous Products Center (HPC) Refrigerant Reclamation Records** Records on refrigerant reclaimed from units received by the HPC.	3 Years	After created.	40 CFR 82.166(m)
20430	**Hazardous Products Center (HPC) Small Business Waste Program (SBWP) Records** Including customer information and listing of type and quantity of hazardous waste brought to HPC by customer.	3 Years	After created or received.	40 CFR 262.40
20431	**Hazardous Waste Manifest Records** For waste generated by public body.	30 Years	After created or received.	

General Records Retention Schedule Issued to:
All State and Local Agencies
Environmental Quality, Health, Management and Sustainability Records
GS 1028

7/1/2016

Record Series Number	Record Series Title	Retention Period	Retention Remark	Legal Citation
20432	**Household Hazardous Waste (HHW) Event Records Billing Records** Records on events which were sponsored by the public body to collect hazardous waste.	3 Years	After fiscal year created or received.	
20433	**Household Hazardous Waste (HHW) Event Records Hazardous Waste Manifests** Records on events which were sponsored by the public body to collect hazardous waste.	30 Years	After created or received.	
10217	**Inspection and Permitting Records - Citizen Complaint Records** Other than for permitted establishments that do not turn into legal action.	3 Years	After resolved.	
10218	**Inspection and Permitting Records - Food Handler Training Records**	3 Years	After training received.	
10219	**Inspection and Permitting Records - Legal Action Records** Including, but not limited to, cease and desist orders, complaints and stipulation orders.	10 Years	After resolved.	

General Records Retention Schedule Issued to:
All State and Local Agencies
Environmental Quality, Health, Management and Sustainability Records
GS 1028

7/1/2016

Record Series Number	Record Series Title	Retention Period	Retention Remark	Legal Citation
10220	**Inspection and Permitting Records - Permitted Establishment Records Inspection Records** Including, but not limited to, citizen complaints, correspondence, embargo and destruction reports, food borne illness reports, incident reports and inspection reports.	5 Years	After calendar year created or received.	
10221	**Inspection and Permitting Records - Permitted Establishment Records Operational Permit Records** Including, but not limited to, construction records, permit applications, plans and plan reviews.	5 Years	After establishment closed.	
10222	**Inspection and Permitting Records - Public and Semi-Public Swimming Pool Records Inspection Records** Including, but not limited to, citizen complaints, correspondence, incident reports and opening and annual inspection reports.	5 Years	After calendar year created or received.	

General Records Retention Schedule Issued to:
All State and Local Agencies
Environmental Quality, Health, Management and Sustainability Records
GS 1028

7/1/2016

Record Series Number	Record Series Title	Retention Period	Retention Remark	Legal Citation
10223	**Inspection and Permitting Records - Public and Semi-Public Swimming Pool Records Operational Permit Records** Including, but not limited to, construction records, permit applications, plans and plan reviews.	5 Years	After pool closed.	
20439	**Leaking Underground Storage Tank (LUST) Records** Includes correspondence, inspection reports, routing / action forms, spill reporting forms, photographs and correspondence with Arizona Department of Environmental Quality (ADEQ) regarding closure of leaking underground storage tanks (LUST's).	Permanent	Retain per Arizona Standards for Permanent Records or transfer to State Archives when administrative value has been served. Records of employee exposure or potential exposure to hazardous material should be sent to Human Resources for retention with Employee Medical and Exposure Records.	40 CFR 280.74
20434	**Property Maintenance Ordinance Records** Records relating to the development of a comprehensive ordinance which integrates all environmental code enforcement programs and signage codes.		After administrative value has been served	

Record Series Number	Record Series Title	Retention Period	Retention Remark	Legal Citation
20435	**Residential Energy Efficiency Program Records** Including applications which are accepted and related records, such as Applicant's Authorization, Understanding and Agreement; Application and Application Checklist; home assessment tool; Landlord Authorization Form and Work Installation Checklist; and Government Benefit Form.	6 Years	After work completed	
20437	**Sustainability Plans Records with Enduring Informational or Historical Value** Planning records for the following program areas: recycling and hazardous products center, resource conservation, climate protection (e.g. renewable energy and alternative fuels), community challenges (e.g. affordable housing and economic development), and city operations.	Permanent	Transfer to State Archives after administrative value has been served	

General Records Retention Schedule Issued to:
All State and Local Agencies
Environmental Quality, Health, Management and Sustainability Records
GS 1028

7/1/2016

Record Series Number	Record Series Title	Retention Period	Retention Remark	Legal Citation
20436	**Sustainability Plans Routine Administration and Operations** Planning records for the following program areas: recycling and hazardous products center, resource conservation, climate protection (e.g. renewable energy and alternative fuels), community challenges (e.g. affordable housing and economic development), and city operations.		After administrative value has been served.	
20438	**Trip / Travel / Waste Reduction Records** Including, but not limited to, plans, high pollution advisory program applications, survey information, and correspondence.	2 Years	After created or received.	
30271	**Underground Storage Tank (UST) Records** Includes correspondence inspection reports routing / action forms spill reporting forms photographs and correspondence with Arizona Department of Environmental Quality (ADEQ) regarding closure of underground storage tanks (UST's).	25 Years	After UST closed. Records of employee exposure, or potential exposure to hazardous material, should be sent to Human Resources for retention with Employee Medical and Exposure Records.	40 CFR 280.74

RECORDS RETENTION AND DISPOSITION SCHEDULE

ALL ARIZONA COUNTIES

Function: **Environmental Quality / Health**

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.) Off.	R.C.	Total	REMARKS (Include start point of retention.)
1	Permitted establishment files including inspection reports, permit applications, food borne illness reports, citizen complaints, embargo & destruction reports, incident reports, correspondence, etc.		-	-	5	After date record is placed in file (When establishment closes, keep balance of the file for 5 years.)
2	Permit records including revenue receipts, unpaid permits, and permit copies		-	-	3	After permit expiration date
3	Establishment plans, plan reviews and construction correspondence		-	-	5	After establishment closes
4	Legal action records including cease and desist orders, stipulation orders, etc.		-	-	10	After calendar prepared or received
5	Citizen complaints (other than for permitted establishments)		-	-	3	After calendar year received
6	Food handlers training records		-	-	3	After calendar year of training
7	Water and sewer construction and improvement records:					
	a. Federally funded projects expenditure records		-	-	3	After final payment (Check recordkeeping requirements of funding agency.)
	b. Locally funded projects expenditure records		-	-	3	After project completed
	c. "As-built" plans		-	-	-	Retain until plant is abandoned or demolished
8	Water and sewage treatment system maintenance records		-	-	10	After calendar year maintenance performed
9	Sewage treatment plant sludge incinerator records required pursuant to 40 CFR 153		-	-	2	After calendar year created (40 CFR 153)
						Supersedes Schedule Dated: March 11, 1999

Approved by:

X Gladys Ann Wells

Director, Arizona State Library, Archives and Public Records

Approval Date: NOV 5 2001

RECORDS RETENTION AND DISPOSITION SCHEDULE

ALL ARIZONA COUNTIES

Function: **Environmental Quality / Health**

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.) Off.	R.C.	Total	REMARKS (Include start point of retention.)
10	Sewage treatment – copy of semi-annual report to EPA		-	-	10	After period reported
11	Sewage treatment plant monthly operational reports		-	-	5	After calendar year created
12	Sewage treatment plant discharge monitoring reports		-	-	10	After calendar year of report
13	Individual sewage disposal systems including applications, permits, plot plans, engineering reports, etc.		-	-	-	Retain for the life of the facility
14	Sewer system plans (ACC certified companies)		-	-	-	Retain for the life of the system
15	Water treatment plant (ACC certified companies) records including permits, applications, plans, engineering reports, etc.		-	-	-	Retain for the life of the plant
16	Water system plans (ACC certified companies)		-	-	-	Retain for life of facility
17	Water system records of bacteriological analyses made pursuant to 40 CFR 141		-	-	5	After calendar year of analysis (40 CFR 141.33)
18	Water treatment records of chemical analyses made pursuant to 40 CFR 141		-	-	10	After calendar year of analysis
19	Water treatment records of action taken to correct violations of Federal primary drinking water regulations		-	-	3	After the last action taken on a particular violation (40 CFR 141.33)
20	Water treatment reports, summaries and correspondence relating to sanitary surveys of the water system		-	-	10	After completion of the sanitary survey (40 CFR 141.33)
						Supersedes Schedule Dated: March 11, 1999

Approved by:
X Shadyplerin Wells
Director, Arizona State Library, Archives and Public Records

Approval Date: NOV 5 2001

RECORDS RETENTION AND DISPOSITION SCHEDULE

ALL ARIZONA COUNTIES

Function: **Environmental Quality / Health**

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.) Off.	R.C.	Total	REMARKS (Include start point of retention.)
21	Water treatment records of any variance or exemption granted to the water system		-	-	5	After expiration of variance or exemption (40 CFR 141.33)
22	Water treatment sampling data and analyses, reports, surveys, letters, evaluations, schedules, State determinations, etc. required pursuant to 40 CFR 141.81 through 141.88		-	-	12	After calendar year of creation or receipt (40 CFR 141.91)
23	Water and sewer billing records		-	-	3	After fiscal year prepared
24	Subdivision and trailer park files:					
	a. Preliminary plans, plats, inspection reports, correspondence, complaints, etc.		-	-	1	After calendar year approved
	b. Final plats and certificates		-	-	30	After calendar year of approval
	c. Reports of annual compliance inspections		-	-	3	After calendar year prepared
25	Public and semi-public swimming pool files including plans, investigative reports, correspondence, applications, permits, etc.		-	-	5	After calendar year of final approval

ACC = Arizona Corporation Commission

Supersedes Schedule Dated: March 11, 1999

Approved by:
X Gladyce W. Wells
Director, Arizona State Library, Archives and Public Records

Approval Date: NOV 5 2001

General Records Retention Schedule Issued to: All State and Local Agencies Equipment and Vehicle Services

Schedule Number: GS 1034

Authority: Pursuant to ARS §41-151.12(3), only the Arizona State Library, Archives and Public Records has the authority to set retention periods, including the sole authority to modify, extend or decrease records retention periods. The retention periods listed herein are the **required** time records must be retained. Records should be promptly and orderly disposed of at the end of their retention period. Keeping records longer than the retention period poses financial, legal, audit and investigative risks to the Agency. These risks need to be considered when there is a compelling need to retain records for a longer period of time than approved retention period. Records required for ongoing or foreseeable official proceedings such as audits, investigations or lawsuits, must be retained until released from such official proceedings, notwithstanding the instructions of this schedule.

Archival Value: Records designated as Permanent on the retention schedule must not be destroyed (ARS §39-101). If it is believed that special circumstances warrant other records to be retained permanently, contact the Arizona State Archives for assistance in determining historical or archival value. All records created prior to 1912 must be retained permanently. This retention schedule does not authorize the transfer of records to any repository other than the Arizona State Archives (ARS §41-151.09).

Disposition: This schedule is used in conjunction with the *Certificate of Records Destruction*. All records disposed under this schedule must be reported on the *Certificate of Records Destruction*, unless transferred to the Arizona State Archives.

Format: Retention periods listed on this schedule apply to all records regardless of physical form or characteristics. Records, regardless of format (including electronic, paper, microfilm, etc.) not listed in this schedule or on the approved General Retention Schedule, are not authorized to be destroyed.

Copies: Additional copies created for convenience or reference purposes should not be retained longer than the record copy listed in this schedule. Copies do not need to be reported on the *Certificate of Records Destruction* when they are disposed.

Supersedence: This schedule supersedes *#000-12-24*, signed March 15, 2012.

Approval Authorized by:	Date:
Ted Hale	12/29/15
Ted Hale, State Records Management Officer, Secretary of State	

Retention review and approval by:	Date:	Archival review and approval by:	Date:
Jerry Lucente-Kirkpatrick	12/24/15	Melanie Sturgeon	12/24/2015
Jerry Lucente-Kirkpatrick, State Records Manager, Secretary of State		Melanie Sturgeon, State Archivist, Secretary of State	

General Records Retention Schedule for
All State And Local Agencies
Equipment / Vehicle Services Records
GS 1034

Item #	Records Series	Retention (Yrs.)	Remarks
	Accident Reports Involving public body employee and publicly owned vehicles / equipment. Please see the *Administrative and Management Records* General Retention Schedule.		
10479.	**Alternate Fuel Usage Reports** Including, but not limited to, ethanol, LPG, and natural gas.	3	After created or received.
10480.	**Equipment / Vehicle Assignment Records** Includes records documenting assignment of equipment / vehicles to specific employees.	3	After superseded or obsolete.
10481.	**Equipment / Vehicle Inventory Reports** Includes parts inventories.	3	After created.
10482.	**Equipment / Vehicle Operation and Maintenance Manuals**	-	After disposal of equipment / vehicle.
10483.	**Equipment / Vehicle Inspection / Test Records and History Records** Includes equipment specification records for specific equipment / vehicle (including fire hoses and school buses), maintenance logs and other maintenance records, and recall records (including notices and other related records received from manufacturer regarding defects and their correction).	3	After disposal of equipment / vehicle.

General Records Retention Schedule for
All State And Local Agencies
Equipment / Vehicle Services Records
GS 1034

Item #	Records Series	Retention (Yrs.)	Remarks
10484.	**Equipment / Vehicle Request Records** Includes requests to use fleet vehicles.	3	After created or received.
10485.	**Extended Dispatch Tickets** Includes records where service sent to disabled vehicle.	3	After created or received.
10486.	**Firearm Records** Includes Federal Firearm License.	10	After disposal of equipment.
10487.	**Fuel Operations Records** Including, but not limited to, Arizona Department of Environmental Quality (ADEQ), Environmental Protection Agency (EPA) and / or county permits and reports, and fuel system inspection records.	10	After expired.
10488.	**Fuel Storage Tank Records - Records Indicating Location, Dimension, Volume and Output of Tanks**	5	After created.
10489.	**Fuel Storage Tank Records - Records Documenting Volatile Organic Liquid (VOL) Records** Includes liquid stored, period of storage and the maximum true vapor pressure of tank.	2	After created.
10490.	**Fuel Storage Tank Records - Inspection Records** Includes documentation of daily tank inspections.	5	After created.
10491.	**Fuel Storage Tank Records - Gap Measurement Records**	2	After created.
10492.	**Fuel Tax Reports**	5	After created or received.

General Records Retention Schedule for
All State And Local Agencies
Equipment / Vehicle Services Records
GS 1034

Item #	Records Series	Retention (Yrs.)	Remarks
10493.	**Maintenance / Repair Work Order Records** Includes tracking records for maintenance requested / performed, not records on specific vehicles / equipment.	3	After work order closed.
10494.	**Plate / Registration Records - Undercover Plates** Includes requests and renewals.	1	After expired or revoked.
10495	**Plate / Registration Records - All Other Plates** Includes requests and renewals, and government standard plates.	1	After disposal of vehicle.
10496.	**Taxi Trip Tickets**	3	After created or received.
10497.	**Title Records** Includes vehicles.	-	After disposal of vehicle / equipment.
10498.	**Use Fuel Reports and Fuel Pump Receipts / Transaction Records**	3	After created or received.
10499.	**Vehicle Charge-Back, Mileage and Expense Records** Including, but not limited to, changes to requests, fuel receipts, mileage logs, and rental invoices.	3	After created or received.
10500.	**Vehicle Emission Test Results**	3	After test conducted.
10501.	**Walk-around Inspection Records** Checklists performed by drivers before driving publicly owned vehicle.	3 months	After created or received.

General Records Retention Schedule for
All State And Local Agencies
Equipment / Vehicle Services Records
GS 1034

Item #	Records Series	Retention (Yrs.)	Remarks
10502.	**Warranty Records**	-	After expired, or after disposal of equipment / vehicle, whichever is longer.

Supersedes schedule #*000-12*-24, signed March 15, 2012.

General Records Retention Schedule Issued To: All State And Local Agencies Facilities and Grounds Management Records

Schedule Number: GS 1023

Authority: Pursuant to ARS §41-151.12(3), only the Arizona State Library, Archives and Public Records has the authority to set retention periods, including the sole authority to modify, extend or decrease records retention periods. The retention periods listed herein are the **required** time records must be retained. Records should be promptly and orderly disposed of at the end of their retention period. Keeping records longer than the retention period poses financial, legal, audit and investigative risks to the Agency. These risks need to be considered when there is a compelling need to retain records for a longer period of time than approved retention period. Records required for ongoing or foreseeable official proceedings such as audits, investigations or lawsuits, must be retained until released from such official proceedings, notwithstanding the instructions of this schedule.

Archival Value: Records designated as Permanent on the retention schedule must not be destroyed (ARS §39-101). If it is believed that special circumstances warrant other records to be retained permanently, contact the Arizona State Archives for assistance in determining historical or archival value. All records created prior to 1912 must be retained permanently. This retention schedule does not authorize the transfer of records to any repository other than the Arizona State Archives (ARS §41-151.09).

Disposition: This schedule is used in conjunction with the *Certificate of Records Destruction*. All records disposed under this schedule must be reported on the *Certificate of Records Destruction*, unless transferred to the Arizona State Archives.

Format: Retention periods listed on this schedule apply to all records regardless of physical form or characteristics. Records, regardless of format (including electronic, paper, microfilm, etc.) not listed in this schedule or on the approved General Retention Schedule, are not authorized to be destroyed.

Copies: Additional copies created for convenience or reference purposes should not be retained longer than the record copy listed in this schedule. Copies do not need to be reported on the *Certificate of Records Destruction* when they are disposed.

Supersedence: This schedule supersedes *#000-11-08*, signed March 03, 2011.

Approval Authorized by: Ted Hale	Date: 12/29/15
Ted Hale, State Records Management Officer, Secretary of State	
Retention review and approval by:	Date: 12/24/15
Jerry Lucente-Kirkpatrick, State Records Manager, Secretary of State	
Archival review and approval by: Melanie Sturgeon	Date: 12/24/2015
Melanie Sturgeon, State Archivist, Secretary of State	

General Retention Schedule for
All State and Local Agencies
Facilities and Grounds Management Records
GS 1023

Item #	Records Series	Retention (Yrs.)	Start of Retention
10314.	**Accident and Fire Prevention Program Plan Records** Includes lists of first aid trained personnel.	1	After superseded or obsolete.
10315.	**Alarm Code and Key Control Records** Records tracking employee access to buildings.	1	After superseded or obsolete.
10316.	**Architect / Consultant Records - Not Used**	3	After created or received.
10317.	**As-built Plans, Drawings, Blueprints, Floor Plans, Layouts, Specifications and Americans with Disabilities Act (ADA) Compliance Records – Historical** Historical records have enduring and significant value to the public body, and meet the requirements found in the *Guidance on Permanent and Historical Records*, at the following link: http://www.azlibrary.gov/arm/guidelines-standards-and-statutes	Permanent	Retain per Arizona *Standards for Permanent Records* or transfer to State Archives when administrative value has been served.
10318.	**As-built Plans, Drawings, Blueprints, Floor Plans, Layouts, Specifications and Americans with Disabilities Act (ADA) Compliance Records – Non Historical**	1	After building abandoned, demolished, sold, or transferred.
10319.	**Building Inventory Records**	3	After superseded or obsolete.
10320.	**Certificates of Inspection Records** Includes Fire Marshal inspections.	1	After expired or after next cyclical inspection is conducted, whichever is later.

General Retention Schedule for
All State and Local Agencies
Facilities and Grounds Management Records
GS 1023

Item #	Records Series	Retention (Yrs.)	Start of Retention
10321.	**Construction Records - Completed** These are records documenting the construction and major renovation of buildings for public bodies. Including, but not limited to, inspection reports, progress reports, meeting minutes, construction contracts, construction bonds, and site.	9	After construction completed.
10322.	**Construction Records - Proposed but not completed** These are records documenting the construction and major renovation of buildings for public bodies. Including, but not limited to, inspection reports, progress reports, meeting minutes, construction contracts, construction bonds, and site.	7	After project abandoned.
10323.	**Construction Records – Guarantees / Warranties**	-	After expired, or after reference value has been served.
10324.	**Custodial / Landscape Services Records - Contracted** Including, but not limited to, service schedules.	6	After contract expired, cancelled or revoked.
10325.	**Custodial / Landscape Services Records – Not Contracted** Including, but not limited to, service schedules.	2	After work completed.
	Deeds / Titles to Buildings and Property Please see *Clerks Records* General Retention Schedule.	-	Please see *Clerks Records* General Retention Schedule.

Item #	Records Series	Retention (Yrs.)	Start of Retention
	Easements Please see *Clerks Records* General Retention Schedule.	-	Please see *Clerks Records* General Retention Schedule.
10326.	**Environmental Records - Asbestos Inspection and Abatement Records and Management Plans** Includes Hazard Emergency Response Act (AHERA) records. Records documenting employee exposure or potential exposure to hazardous substances should be transferred to Human Resources for retention with Employee Medical and Exposure Records.	50	After building abandoned, demolished, sold, or transferred.
10327.	**Environmental Records - Underground Storage Tank Records, Leaking**	Permanent	Retain per Arizona *Standards for Permanent Records* or transfer to State Archives when administrative value has been served.
10328.	**Environmental Records - Underground Storage Tank Records, Not Leaking**	25	After building abandoned, demolished, sold, or transferred.
10329.	**Environmental Records - Hazardous Materials Disposal Records**	3	After disposal of material.
10330.	**Environmental Records - Hazardous Materials Incident Report Records**	5	After created or received.

Item #	Records Series	Retention (Yrs.)	Start of Retention
10331.	**Environmental Records - Lead-Based Paint Records** Includes correspondence, inspection and remediation reports, Requests for Proposal (RFP's), Request for Quotes (RFQ's), sample lab reports, certification of liability insurance, and waste acceptance reports.	50	After building abandoned, demolished, sold, or transferred, or after lease expired, cancelled or revoked.
10332.	**Environmental Records - Internal Facility Environmental Monitoring Records** Investigations regarding potential environmental issues in Public body-owned facilities / buildings and other buildings where Public employees work. Environmental issues may include air quality complaints for mold and / or volatile organic compounds (VOC's); roof leaks, and pest infestations. This primarily includes annual facility inspections, spill prevention control and countermeasure (SPCC) plan and implementation, hazardous waste contingency plan and emergency response plan (HWCPERP) and implementation, annual reporting requirements, asbestos operations and maintenance (O&M) plan inspection, and indoor air quality sampling and visual inspection for mold growth and persistent moisture.	3	After building abandoned, demolished, sold, or transferred, or after lease expired, cancelled or revoked.

General Retention Schedule for
All State and Local Agencies
Facilities and Grounds Management Records
GS 1023

Item #	Records Series	Retention (Yrs.)	Start of Retention
10333.	**Facility Assessment Records**	-	After building abandoned, demolished, sold, or transferred.
10334.	**Facility Usage Records** Includes applications and proof of insurance.	6	After calendar year facility used or access denied.
10335.	**False Alarm Records**	3	After created or received.
10336.	**Fire Safety System Records – Planned / Preventative Maintenance Records** Includes inspection, testing and repair records for alarms, break glass station alarms, fire extinguishers, smoke detectors, and sprinkler systems.	5	After work performed.
10337.	**Fire Safety System Records – All Other Records** Including, but not limited to, equipment, installation, plans, renovations, specifications and other related records for alarms, fire extinguishers, smoke detectors, and sprinkler systems.	-	After equipment removed or replaced or after building abandoned, demolished, sold, or transferred, whichever comes first.
10338.	**Maintenance / Repair Work Orders – Major Work**	-	After building abandoned, demolished, sold, or transferred.
10339.	**Maintenance / Repair Work Orders - Routine Work**	3	After work order closed.
10340.	**Master Plans – Historical** Includes department, agency, regional or state-wide. Historical records have enduring and significant value to the public body, and meet the requirements	Permanent	Retain per Arizona *Standards for Permanent Records* or transfer to State Archives when administrative value has been served.

Item #	Records Series	Retention (Yrs.)	Start of Retention
	Records, at the following link: http://www.azlibrary.gov/arm/guidelines-standards-and-statutes		
10341.	**Master Plans – Non Historical** Includes department, agency, regional or state-wide.	5	After superseded or obsolete.
10342.	**Pest Control Records - Termites** Includes herbicide and pesticide spray records. Records documenting employee exposure or potential exposure to hazardous substances should be transferred to Human Resources for retention with *Employee Medical and Exposure Records*.	5	After work completed. A.A.C. R4-29-307.
10343.	**Pest Control Records - All other pests** Includes herbicide and pesticide spray records. Records documenting employee exposure or potential exposure to hazardous substances should be transferred to Human Resources for retention with *Employee Medical and Exposure Records*.	3	After work completed. A.A.C. R4-29-307.
10344.	**Planned / Preventative Maintenance Records** Includes schedules and documentation of work performed.	-	After equipment removed or replaced, or after building abandoned, demolished, sold, or transferred, whichever comes first.

Item #	Records Series	Retention (Yrs.)	Start of Retention
10345.	**Property Acquisition Records – Historical** Includes acquisition agreements, correspondence, offer packages, appraisal reports, condemnation actions, escrow / closing documents, deeds, title insurance and title records. Historical records have enduring and significant value to the public body, and meet the requirements found in the *Guidance on Permanent and Historical Records*, at the following link: http://www.azlibrary.gov/arm/guidelines-standards-and-statutes	Permanent	Retain per Arizona *Standards for Permanent Records* or transfer to State Archives when administrative value has been served.
10346.	**Property Acquisition Records - Capital Improvement Project Related** Includes acquisition agreements, correspondence, offer packages, appraisal reports, condemnation actions, escrow/closing documents, deeds, title insurance and title records.	3	After acquisition has been abandoned, or after property has been abandoned or transferred, but not less than 25 years after Capital Improvement Project is completed and closed and the warranty period has expired.
10347.	**Property Acquisition Records - Private Development Related** Includes acquisition agreements, correspondence, offer packages, appraisal reports, condemnation actions, escrow/closing documents, deeds, title insurance and title records.	3	After building abandoned, demolished, sold, or transferred.
10348.	**Security Records** Includes records that document security plans for facilities.	3	After superseded or obsolete.

General Retention Schedule for
All State and Local Agencies
Facilities and Grounds Management Records
GS 1023

Item #	Records Series	Retention (Yrs.)	Start of Retention
10349.	**Soils Investigation Records** Includes test reports.	-	After superseded or obsolete or after building / property is abandoned, demolished, sold, or transferred, whichever is earlier.
10350.	**Space Management Records** Includes records with layout of offices, etc. used to manage office space efficiently.	3	After superseded or obsolete.
10351.	**Utility Records – Regulatory Fee Records**	3	After calendar year fee incurred.
10430.	**Utility Records - Repair and Maintenance Records**	5	After calendar year created or received.
10431.	**Vandalism Records**	2	After calendar year created or received.

Supersedes schedule #*000-11-08*, signed March 03, 2011.

General Records Retention Schedule Issued to All Public Bodies
Financial Records

Schedule Number: GS 1017

Authority: Pursuant to ARS §41-151.12, the retention periods listed herein are the required amount of time records must be kept. Records must be promptly and orderly disposed of at the end of their retention period. Keeping records for a time period other than their approved retention period is illegal. Keeping records longer than the retention period poses financial, legal, audit and investigative risks to the Agency.

Only the Arizona State Library, Archives and Public Records has the authority to set retention periods, including the sole authority to modify, extend or decrease records retention periods. 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, contact the Records Management Center to request a change to the retention period.

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.

Archival Value: Records designated as Permanent on the retention schedule must not be destroyed (ARS §39-101). If it is believed that special circumstances warrant other records to be retained permanently, contact the Arizona State Archives for assistance in determining historical or archival value. All records created prior to 1912 must be retained permanently. This retention schedule does not authorize the transfer of records to any repository other than the Arizona State Archives (ARS §41-151.09).

Disposition: This schedule is used in conjunction with the *Certificate of Records Destruction*. All records disposed under this schedule must be reported on the *Certificate of Records Destruction*, unless transferred to the Arizona State Archives.

Format: Retention periods listed on this schedule apply to all records regardless of physical form or characteristics. Records, regardless of format (including electronic, paper, microfilm, etc.) not listed in this schedule or on the approved General Retention Schedule, are not authorized to be destroyed.

Copies: Additional copies created for convenience or reference purposes should not be retained longer than the record copy listed in this schedule. Copies do not need to be reported on the *Certificate of Records Destruction* when they are disposed.

Supersedence: This schedule supersedes **GS 1002, signed 03/26/2014.**

		Approval Authorized by: Joan Clark	Date: 7-23-15
		Joan Clark, State Librarian and Director, Library, Archives & Public Records	
Retention review and approval by:	Date: 7/10/15	Archival review and approval by: Melanie J. Sturgeon	Date: 7/14/2015
Jerry Lucente-Kirkpatrick, Records Analyst, Archives and Records Management		Melanie Sturgeon, State Archivist & Records Officer, Archives & Records Management	

General Records Retention Schedule for
All Public Bodies
Financial Records
GS 1017

Item #	Records Series	Retention (Yrs.)	Remarks
10055.	**Accounts Payable and Receivable Records – State Agencies, Boards and Commissions** Including, but not limited to, claims, demands, advance records and vouchers, travel requests (approved), fund transfer records, purchase orders, receiving documents, invoices and receipts, insufficient funds (NSF) and returned check records, credit card authorization records, cash transactions records (including petty cash records, receipts, summaries (daily receipts and sales), cash register tapes, voided transaction records, mail receipt lists, cash register reconciliation reports, cash refund records, and other related records), purchase card (Pro card, P-card) records, and billing and collection records.	5	After fiscal year created or received.
10056.	**Accounts Payable and Receivable Records – School Districts and Charter Schools** Including, but not limited to, claims, demands, advance records and vouchers, travel requests (approved), fund transfer records, purchase orders, receiving documents, invoices and receipts, insufficient funds (NSF) and returned check records, credit card authorization records, cash transactions records (including petty cash records, receipts, summaries (daily receipts and sales), cash register tapes, voided transaction records, mail receipt lists, cash register reconciliation	4	After fiscal year created or received.

Item #	Records Series	Retention (Yrs.)	Remarks
	reports, cash refund records, and other related records), purchase card (Pro card, P-card) records, and billing and collection records.		
10057.	**Accounts Payable and Receivable Records – All Other Public Bodies** Including, but not limited to, claims, demands, advance records and vouchers, travel requests (approved), fund transfer records, purchase orders, receiving documents, invoices and receipts, insufficient funds (NSF) and returned check records, credit card authorization records, cash transactions records (including petty cash records, receipts, summaries (daily receipts and sales), cash register tapes, voided transaction records, mail receipt lists, cash register reconciliation reports, cash refund records, and other related records), purchase card (Pro card, P-card) records, and billing and collection records.	3	After fiscal year created or received.
10058.	**Banking Records, Checks / Warrants (Canceled or Voided) – State Agencies, Boards and Commissions**	5	After fiscal year returned or voided.
10059.	**Banking Records, Checks / Warrants (Canceled or Voided) – All Other Public Bodies**	3	After fiscal year returned or voided.
10060.	**Banking Records, All Other Records** Including bank statements, warrant registers, reconciliation records, transfers, and deposits.	7	After fiscal year created or received. Requirement per Arizona Department of Revenue.

General Records Retention Schedule for
All Public Bodies
Financial Records
GS 1017

Item #	Records Series	Retention (Yrs.)	Remarks
10061.	**Budget Records, Official Approved and Appropriated Budget**	Permanent	Retain per Arizona *Standards for Permanent Records* or transfer to State Archives when administrative value has been served.
10062.	**Budget Records, All Other Records – School Districts and Charter Schools** Including, but not limited to, fund requests, internal reports, worksheets, calculations, revenue projections, notices of budget hearings, and affidavits of publication.	4	After fiscal year covered by budget.
10063.	**Budget Records, All Other Records – All Other Public Bodies** Including, but not limited to, fund requests, internal reports, worksheets, calculations, revenue projections, notices of budget hearings, and affidavits of publication.	3	After fiscal year covered by budget.
10064.	**Capital Asset Records, Capital equipment and property inventories**	3	After fiscal year superseded or obsolete.
10065.	**Capital Asset Records, Capitalization policies**	1	After fiscal year superseded or obsolete.
10066.	**Capital Asset Records, Depreciation schedules**	1	After fiscal year superseded or obsolete.

Item #	Records Series	Retention (Yrs.)	Remarks
10067.	**Capital Asset Records, All Other Records** Including, but not limited to, invoices, receipts, property control records (including lost / stolen reports; obsolete / damaged items listings, amortization records, transfer records, disposition records including auction / sales, trade-ins, and catastrophic loss); contracts, leases and other related records for capital expenses, including land, building and equipment.	3	After fiscal year of disposal of property but not less than 6 years after property acquired.
10068.	**Census Bureau Reports**	-	After superseded or obsolete.
10069.	**Official On-Line Comprehensive Database** Includes receipts and expenditures.	3	After fiscal year added to database. ARS §41-725.
10070.	**Deposits with Treasurer** Also includes reports to the Treasurer.	3	After fiscal year deposit made.
10071.	**Financial Management Records** Including, but not limited to, lists of authorized check signers, accounting records including general / special journals, general / special / subsidiary ledgers and journal entry records; trial balances, credit and refund policies / procedures, statements of fees charged and expenditures incurred, lists of adjusting journal entries, summary of related party transactions, advice of encumbrance and lists of liabilities, gift and donation	3	After fiscal year created or received.

Item #	Records Series	Retention (Yrs.)	Remarks
	records (including tax credit receipt forms) and schedules of all bank accounts (chart of accounts), all investments (including trustee held investments), fees and price lists, student records (including student loan receivables, allowances for uncollectible student loans, and full time student equivalents), accounts receivable and similar assets, accounts payable and similar liabilities, contributions to retirement systems, sponsored programs, receivable taxes, prepaid expenses, inter-fund payables, receivables and transfers, contingent liabilities, insurance coverage, irrevocable trust activity, capital, installment purchases and operating lease agreements.		
10072.	**Financial Reports, Annual Financial Statement, General Ledger Annual Summary, or Comprehensive Annual Financial Report (CAFR)**	Permanent	Retain per Arizona *Standards for Permanent Records* or transfer to State Archives when administrative value has been served.
10073.	**Financial Reports, All Other Detail or Summary Reports – State Agencies, Boards and Commissions** Including weekly, monthly and ad hoc reports and work papers; affidavits of publications of annual financial reports.	5	After fiscal year created or received.
10074.	**Financial Reports, All Other Detail or Summary Reports – School Districts and Charter Schools**	4	After fiscal year created or received.

Item #	Records Series	Retention (Yrs.)	Remarks
	Including weekly, monthly and ad hoc reports and work papers; affidavits of publications of annual financial reports.		
10075.	**Financial Reports, All Other Detail or Summary Reports – All Other Public Bodies** Including weekly, monthly and ad hoc reports and work papers; affidavits of publications of annual financial reports.	3	After fiscal year created or received.
10076.	**Internal Revenue Service (IRS) and Department of Revenue (ADOR) Forms and Reports, and Applicable State Forms and Reports for Out-of-State Employees Records** Including W-2's and 1099 R's (including undeliverable), 1099 misc. records, and other related records documenting remuneration and withholdings of employees and retirees.	4	After fiscal year contributions were due or paid.
10077.	**Investment Records** Including trade tickets, security transaction advises, and summary investment reports.	3	After fiscal year investment abandoned.
10078.	**Lien Records** Records documenting liens placed on property for debt owed public body.	7	After fiscal year lien paid in full.
10079.	**Medicaid in Public Schools (MIPS) Records** Applies to School Districts and Charter Schools only.	5	After fiscal year of receipt of final payment.

Item #	Records Series	Retention (Yrs.)	Remarks
10080.	**Payroll Records, Deferred Compensation Quarterly Report Records**	3	After fiscal year created or received.
10081.	**Payroll Records, Direct Deposit Records - Confirmation Reports**	6 months	After received.
10082.	**Payroll Records, Direct Deposit Records - All Other Records**	3	After fiscal year created or received.
10083.	**Payroll Records, Employee Personnel / Payroll Data Add-Change–Delete Records** Includes, but not limited to, finance copy of personnel action forms, including pay or position change notices; additions to payroll, terminations, promotions, demotions, transfers, retirement system applications, records documenting voluntary deductions such as contributions to savings account, saving bond purchases; direct deposit requests, and garnishment orders.	3	After fiscal year superseded or obsolete.
10084.	**Payroll Records, Employee Time and Leave Records – School District and Charter Schools** Includes overtime and comp time records.	4	After fiscal year created or received.
10085.	**Payroll Records, Employee Time and Leave Records – All Other Public Bodies** Includes overtime and comp time records.	3	After fiscal year created or received.

Item #	Records Series	Retention (Yrs.)	Remarks
10086.	**Payroll Records, All Other Records** Including, but not limited to, payroll registers (gross and net), annual earning summaries, payroll adjustments and reimbursements, payroll voided checks, and other records documenting all remuneration made to employees, employers contributions and all Social Security contributions and adjustments.	4	After fiscal year contributions were due or paid.
10087.	**Third Party Collection Agency Records, Accounts Assigned to Outside Collection Agency**	7	After date of last charge to account.
10088.	**Third Party Collection Agency Records, Statement and Reconciliations**	7	After fiscal year created or received.
10089.	**Unclaimed Property Records, Report Submitted to Arizona Department of Revenue (ADOR) per ARS §44-323**	5	After fiscal year created or received.
10090.	**Unclaimed Property Records, Un-cashed Checks**	5 years 6 months	After fiscal year created.
10091.	**Unclaimed Property Records, All Other Records**	7	After fiscal year created or received.
10092.	**Retirement System Contribution Records** To be used only by public bodies which utilize their own retirement system(s), and are not a member of the Arizona State Retirement System Accounts.	40	After fiscal year contribution made.

General Records Retention Schedule for
All Public Bodies
Financial Records
GS 1017

Item #	Records Series	Retention (Yrs.)	Remarks
10093.	**Deferred Compensation Deposit Records** To be used **only** by public bodies which utilize their own retirement system(s), and are not a member of the Arizona State Retirement System Accounts.	20	After fiscal year deposit made.

Supersedes schedule GS1002, signed March 26, 2014.

General Records Retention Schedule Issued to All Public Bodies
All Public Institutions of Higher Learning
Financial Aid Records

Schedule Number: GS 1012

Authority: 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.

Only the Arizona State Library, Archives and Public Records has the authority to extend or decrease records retention periods. 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, contact the Records Management Center to request a change to the retention period.

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.

Archival Value: Records designated as Permanent on the retention schedule must not be destroyed (ARS §39-101). If it is believed that special circumstances warrant other records to be retained permanently, contact the Arizona State Archives for assistance in determining historical or archival value. All records created prior to 1912 must be retained permanently. This retention schedule does not authorize the transfer of records to any repository other than the Arizona State Archives (ARS §41-151.09).

Disposition: This schedule is used in conjunction with the Report/Certificate of Records Destruction. All records disposed under this schedule must be reported on the Report/Certificate of Records Destruction, unless transferred to the Arizona State Archives.

Format: Retention periods listed on this schedule apply to all records regardless of physical form or characteristics. Records, regardless of format (including electronic, paper, microfilm, etc.) not listed in this schedule or on the approved General Retention Schedule, are not authorized to be destroyed.

Copies: Additional copies created for convenience or reference purposes should not be retained longer than the record copy listed in this schedule. Copies do not need to be reported on the Report/Certificate of Records Destruction when they are disposed.

Supersedence: This schedule supersedes **#000-12-11, signed February 13, 2012.**

Approval Authorized by:	Date:
Joan Clark	3-25-15
Joan Clark, State Librarian and Director, Library, Archives & Public Records	

Retention review and approval by:	Date:	Archival review and approval by:	Date:
	3/14/15	Melanie Sturgeon	3/23/2015
Jerry Lucente-Kirkpatrick, Records Analyst, Archives and Records Management		Melanie Sturgeon, State Archivist & Director, Archives & Records Management	

Records Retention Schedule for
All Public Institutions of Higher Learning
Financial Aid Records

Item #	Records Series	Retention (Yrs.)	Start of Retention
1.	**Annual Fiscal Operations Reports**	3	After fiscal year created or received.
2.	**Financial Aid Records - Perkins Original Promissory Notes** Including, but not limited to, all student files under the Financial Aid program for Family Federal Education Loan (FFEL) and Direct Loan (DL), ACG/SMART, TEACH grants Campus-Based programs including verifications, appeals, financial needs analysis, income reassessments, dependency overrides, Federal Education R Privacy Act (FERPA) release forms, loan request forms, records, housing plans, exit counseling forms, asset verification forms, promissory notes, proof of active duty forms, amended tax returns, Bachelor's degree verifications, birth certificates, citizenship proof, Center for Training and Development (CTD) enrollment agreements, Financial Aid Federal Student Application (FAFSA) signature pages, budget evaluation requests, selective service records, parent authorization forms, year to date (YTD) subs, third party documentation, Veterans status proof, TRIBE, W-2 forms, and 1040 (A, EZ, Normal).	3	After loan assigned to ED, cancelled or repaid.
3.	**Financial Aid Records - Perkins Repayment Records** Including, but not limited to, all student files under the Financial Aid program for Family Federal Education Loan (FFEL) and Direct Loan (DL), ACG/SMART, TEACH grants Campus-Based	3	After loan satisfied or records needed to enforce the obligation, whichever is later.

Item #	Records Series	Retention (Yrs.)	Start of Retention
	programs including verifications, appeals, financial needs analysis, income reassessments, dependency overrides, Federal Education R Privacy Act (FERPA) release forms, loan request forms, records, housing plans, exit counseling forms, asset verification forms, promissory notes, proof of active duty forms, amended tax returns, Bachelor's degree verifications, birth certificates, citizenship proof, Center for Training and Development (CTD) enrollment agreements, Financial Aid Federal Student Application (FAFSA) signature pages, budget evaluation requests, selective service records, parent authorization forms, year to date (YTD) subs, third party documentation, Veterans status proof, TRIBE, W-2 forms, and 1040 (A, EZ, Normal).		
4.	**Financial Aid Records - All Other Records** Including, but not limited to, all student files under the Financial Aid program for Family Federal Education Loan (FFEL) and Direct Loan (DL), ACG/SMART, TEACH grants Campus-Based programs including verifications, appeals, financial needs analysis, income reassessments, dependency overrides, Federal Education R Privacy Act (FERPA) release forms, loan request forms, records, housing plans, exit counseling forms, asset verification forms, promissory notes, proof of active duty forms, amended tax returns, Bachelor's degree verifications,	3	After award year for which aid was awarded.

Item #	Records Series	Retention (Yrs.)	Start of Retention
	birth certificates, citizenship proof, Center for Training and Development (CTD) enrollment agreements, Financial Aid Federal Student Application (FAFSA) signature pages, budget evaluation requests, selective service records, parent authorization forms, year to date (YTD) subs, third party documentation, Veterans status proof, TRIBE, W-2 forms, and 1040 (A, EZ, Normal).		
5.	**Fiscal Operations Reports and Applications to Participate (FISAP) and Financial Aid Detail Reports**	3	After the award year in which the related FISAP submitted.
6.	**Scholarship Listings**	3	After fiscal year created or received.
7.	**Summary of Outstanding Loan Records - Monthly**	-	After reference value has been served.
8.	**Summary of Outstanding Loan Records - Annual**	3	After fiscal year created or received.

General Records Retention Schedule Issued to: All State and Local Agencies Fire Fighting and Prevention Records

Schedule Number: GS 1024

Authority: Pursuant to ARS §41-151.12(3), only the Arizona State Library, Archives and Public Records has the authority to set retention periods, including the sole authority to modify, extend or decrease records retention periods. The retention periods listed herein are the **required** time records must be retained. Records should be promptly and orderly disposed of at the end of their retention period. Keeping records longer than the retention period poses financial, legal, audit and investigative risks to the Agency. These risks need to be considered when there is a compelling need to retain records for a longer period of time than approved retention period. Records required for ongoing or foreseeable official proceedings such as audits, investigations or lawsuits, must be retained until released from such official proceedings, notwithstanding the instructions of this schedule.

Archival Value: Records designated as Permanent on the retention schedule must not be destroyed (ARS §39-101). If it is believed that special circumstances warrant other records to be retained permanently, contact the Arizona State Archives for assistance in determining historical or archival value. All records created prior to 1912 must be retained permanently. This retention schedule does not authorize the transfer of records to any repository other than the Arizona State Archives (ARS §41-151.09).

Disposition: This schedule is used in conjunction with the *Certificate of Records Destruction*. All records disposed under this schedule must be reported on the *Certificate of Records Destruction*, unless transferred to the Arizona State Archives.

Format: Retention periods listed on this schedule apply to all records regardless of physical form or characteristics. Records, regardless of format (including electronic, paper, microfilm, etc.) not listed in this schedule or on the approved General Retention Schedule, are not authorized to be destroyed.

Copies: Additional copies created for convenience or reference purposes should not be retained longer than the record copy listed in this schedule. Copies do not need to be reported on the *Certificate of Records Destruction* when they are disposed.

Supersedence: This schedule supersedes *000-12-23*, signed March 08, 2012.

Approval Authorized by:	Date:
Ted Hale	12/29/15
Ted Hale, State Records Management Officer, Secretary of State	

Retention review and approval by:	Date:	Archival review and approval by:	Date:
Jerry Lucente-Kirkpatrick	12/24/15	Melanie Sturgeon	12/24/2015
Jerry Lucente-Kirkpatrick, State Records Manager, Secretary of State		Melanie Sturgeon, State Archivist, Secretary of State	

RECORDS MANAGEMENT CENTER
1919 West Jefferson Street • Phoenix, Arizona 85009 • http://www.azlibrary.gov/records • Phone: (602) 926-3815 • FAX: (602) 256-2838 • E-Mail: records@azlibrary.gov

General Records Retention Schedule
All State And Local Agencies
Fire Fighting and Prevention Records
GS 1024

Item #	Records Series	Retention (Yrs.)	Start of Retention
10352.	**Accreditation / Certification / Licensing / Regulatory Records** Including, but not limited to, exhibits, manuals, and self-assessments records.	3	After expired.
10353.	**Administrative Directive Records**	6	After calendar year created or received.
10354.	**Annual Response Report Records**	2	After created.
10355.	**Building Plan Check Records**	3	After construction approved.
10356.	**Certificate of Necessity (CON) Records – Approved**	10	After superseded or obsolete.
10357.	**Certificate of Necessity (CON) Records - Denied**	10	After denied.
10358.	**Drug Box Check Sheets/ Inventory Records**	1	After created.
10359.	**Emergency Medical Services (EMS) Records - Adults**	6	After date of last contact.
10360.	**Emergency Medical Services (EMS) Records - Minors**	24	After date of birth.
10361.	**EMS Billing Records**	6	After created or received.
10362.	**Fire Alarm System Records**	3	After created.
10363.	**Fire Investigation Report Records - Arson**	25	After final adjudication reached.
10364.	**Fire Investigation Report Records – All Others**	5	After final adjudication reached.
10365.	**Fire Prevention / Notices of Violation / Citation Records**	3	After created.

Item #	Records Series	Retention (Yrs.)	Start of Retention
10366.	**Fuel Management Records – Home Assessment Records** Wildfire risk susceptibility assessments including recommendations for reducing wildfire risk, provided to homeowners.	3	After created or received or after superseded, whichever is later.
10367.	**Fuel Management Records - Hazardous Vegetation and Trees** Documentation on locations with vegetation and / or tree hazards including correspondence, location and stage of mitigation.	1	After created or received.
10368.	**Fuel Management Records - Partnership Records** Includes documentation on partnerships with other government entities, non-profits and businesses.	2	After created or received.
10369.	**Fuel Management Records - Prescribed Fire / Burn Plan Records**	3	After plan superseded or obsolete.
10370.	**Fuel Management Records – Property / Treatment Records** Documentation on vegetation treatments on both private and public properties, including cutting trees and cleaning up debris.	-	After administrative value has been served.

General Records Retention Schedule
All State And Local Agencies
Fire Fighting and Prevention Records
GS 1024

Item #	Records Series	Retention (Yrs.)	Start of Retention
10371.	**Hazardous Material Records** Includes disposal, incident, inventory, Tier Two. Records documenting employee exposure or potential exposure to hazardous substances should be transferred to Human Resources for retention with Employee Medical and Exposure Records.	3	After created, received or material disposal of. 40 CFR 372.10.
10372.	**Hydrant Records – Location Records**	2	After hydrant or line replaced.
10373.	**Hydrant Records - All others**	3	After created or received.
10374.	**Incident Alarm Summaries**	5	After created.
10375.	**Incident Reports**	6	After created.
10376.	**Inspection Summary Reports**	3	After created
10377.	**Juvenile Fire Setter Records**	18	After date of birth of juvenile.
10378.	**National Fire Incident Reports (NFIR) Records**	3	After created.
10379.	**Occupancy Inspection Records** Fire Code Inspection records.	-	After building abandoned or demolished.
10380.	**Permit Records - Burn permits**	5	After calendar year issued.
10381.	**Permit Records – LPG and other Tank Installation Records**	3	After issued.
10382.	**Permit Records - All Others**	1	After expired.
10383.	**Program Records** Including, but not limited to, car seat, CPR, and public education.	3	After created.

Item #	Records Series	Retention (Yrs.)	Start of Retention
10384.	**Property Disposal Records** Includes property donated for training exercises.	1	After disposal of property.
10385.	**Property Fire History Records**	Permanent	Retain per Arizona *Standards for Permanent Records* or transfer to State Archives when administrative value has been served.
10386.	**Radio Logs – Routine Traffic**	1	After created.
10387.	**Recordings of Radio Transmittals and Emergencies**	6 months	After recorded.
	Ride-Along / Hold Harmless Records	-	See *Administrative and Management Records* General Retention Schedule.
10388.	**Sprinkler System Records**	3	After created.
10389.	**Standpipe Records**	3	After created.
10390.	**Variance Records** Including structures and occupancy.	3	After expired, cancelled or revoked or after building demolished, whichever comes first.
10391.	**Volunteer Drill Records**	1	After created.
10392.	**Volunteer Reports** Periodically reported.	1	After created.

General Records Retention Schedule
All State And Local Agencies
Fire Fighting and Prevention Records
GS 1024

Item #	Records Series	Retention (Yrs.)	Start of Retention
10393.	**Wildfire Report Records – Historical** If declared a "disaster" then these records would qualify as historical records. Including, but not limited to, firefighter accounts / reports, homeowner / landowner notifications, implementation records, and property / treatment plans. Historical records have enduring and significant value to the public body, and meet the requirements found in the *Guidance on Permanent and Historical Records*, at the following link: http://www.azlibrary.gov/arm/guidelines-standards-and-statutes	Permanent	Retain per Arizona *Standards for Permanent Records* or transfer to State Archives when administrative value has been served.
10394.	**Wildfire Report Records – Non Historical** Including, but not limited to, firefighter accounts / reports, homeowner / landowner notifications, implementation records, and property / treatment plans.	3	After calendar year created or received.

Supersedes schedule #000-12-23, signed March 08, 2012.

General Records Retention Schedule Issued to:
All State and Local Agencies
School Districts and Charter Schools
Food Service / Student Activities / Auxiliary Operations Records

Schedule Number:
GS 1025

Authority: Pursuant to ARS §41-151.12(3), only the Arizona State Library, Archives and Public Records has the authority to set retention periods, including the sole authority to modify, extend or decrease records retention periods. The retention periods listed herein are the **required** time records must be retained. Records should be promptly and orderly disposed of at the end of their retention period. Keeping records longer than the retention period poses financial, legal, audit and investigative risks to the Agency. These risks need to be considered when there is a compelling need to retain records for a longer period of time than approved retention period. Records required for ongoing or foreseeable official proceedings such as audits, investigations or lawsuits, must be retained until released from such official proceedings, notwithstanding the instructions of this schedule.

Archival Value: Records designated as Permanent on the retention schedule must not be destroyed (ARS §39-101). If it is believed that special circumstances warrant other records to be retained permanently, contact the Arizona State Archives for assistance in determining historical or archival value. All records created prior to 1912 must be retained permanently. This retention schedule does not authorize the transfer of records to any repository other than the Arizona State Archives (ARS §41-151.09).

Disposition: This schedule is used in conjunction with the *Certificate of Records Destruction*. All records disposed under this schedule must be reported on the *Certificate of Records Destruction*, unless transferred to the Arizona State Archives.

Format: Retention periods listed on this schedule apply to all records regardless of physical form or characteristics. Records, regardless of format (including electronic, paper, microfilm, etc.) not listed in this schedule or on the approved General Retention Schedule, are not authorized to be destroyed.

Copies: Additional copies created for convenience or reference purposes should not be retained longer than the record copy listed in this schedule. Copies do not need to be reported on the *Certificate of Records Destruction* when they are disposed.

Supersedence: This schedule supersedes *#000-07-230*, signed November 15, 2007.

Approval Authorized by:	Date:
Ted Hale	12/29/15
Ted Hale, State Records Management Officer, Secretary of State	

Retention review and approval by:	Date:	Archival review and approval by:	Date:
Jerry Lucente-Kirkpatrick	12/24/15	Melanie Sturgeon	12/29/2015
Jerry Lucente-Kirkpatrick, State Records Manager, Secretary of State		Melanie Sturgeon, State Archivist, Secretary of State	

General Retention Schedule for
All State And Local Agencies
School Districts and Charter Schools
Food Service / Student Activities / Auxiliary Operations Records
GS 1025

Item #	Records Series	Retention (Yrs.)	Start of Retention
	All Previous Records Series Related to Financial Records Including, but not limited to, cash records (advances, balances, disbursements, receipts, register details and transfers), charge sales, collections, disbursements, expenditures, financial records, investment ledgers, refunds, reimbursement claims, sales reports, Please see *Financial Records General Retention Schedule*.	-	Please see *Financial Records General Retention Schedule.*
10396.	**Applications for Federal Assistance** Reduced price on meals because of low income. Including, but not limited to, documentation of participation data by school in support of the Claim for Reimbursement, production and menu records, documentation to support performance-based cash assistance, written response to audit findings, information on civil rights complaints, if any; number of food safety inspections, prices for paid lunches charged, documentation of action taken to disallow improper claims submitted, records of USDA audit findings, records pertaining to civil rights responsibilities, records pertaining to annual food preference survey, and records	4	After fiscal year final claim for reimbursement submitted, or after audit findings resolved, whichever is later. 7 CFR 210.15; 210.20; 210.23.

Item #	Records Series	Retention (Yrs.)	Start of Retention
	to demonstrate compliance with the professional standards.		
10397.	**Daily Report of Tickets / Meal Cards Issued**	4	After fiscal year created or received.
10398.	**Daily Summaries of Meals Served**	4	After fiscal year created or received.
10399.	**Extracurricular Activity Records** Includes permission slips and field trip waivers.	4	After fiscal year activity occurred.
10400.	**Highly Qualified Teacher Forms**	5	After fiscal year created or received.
10401.	**Logs of Tickets / Meal Cards** Includes both District and School records. Includes records of tickets / cards on hand, issued, and received.	4	After fiscal year created or received.
10402.	**School District Employee Reports (SDER)**	4	After fiscal year submitted.
10403.	**Teacher Classroom Education Plans** An outline of what the teachers will be teaching on a day to day basis.	1	After fiscal year created or revised.

General Retention Schedule for
All State And Local Agencies
School Districts and Charter Schools
Food Service / Student Activities / Auxiliary Operations Records
GS 1025

Item #	Records Series	Retention (Yrs.)	Start of Retention
10404.	**Title I and Title VII Records**	4	After fiscal year created or received.
10405.	**Used Meal Tickets**	1	After fiscal year created or received.

Supersedes schedule #000-07-230, signed November 15, 2007.

Arizona State Library, Archives and Public Records

General Records Retention Schedule for Counties; Municipalities; Special Districts; and State Agencies, Boards and Commissions Flood Control Records

Schedule Number:
000-12-45

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.**

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

Date Approved: June 11, 2012

Records Retention Schedule for
Counties; Municipalities; Special Districts; and State Agencies, Boards and Commissions
Flood Control Records

Item #	Records Series	Retention (Yrs.)	Start of Retention
1.	Aerial Photographs	Permanent	Preserve pursuant to ARS §39-101
2.	Area Drainage Master Studies (ADMS)/Area Drainage Master Plans (ADMP)	20	After superseded or obsolete
3.	Blue Stake Requests/Responses	3	After calendar year created or received
4.	Certifications of Land Rights Acquisitions to Federal Agencies	Permanent	Preserve pursuant to ARS §39-101
5.	Condemnation Case Records		
	a. Final Order of Condemnations	Permanent	Preserve pursuant to ARS §39-101
	b. All other records	10	After case closed
6.	Correspondence (to Federal Government, Cities, County Highway Department and others regarding parcels, easements, intergovernmental agreements, GLM grants, SLD leases and other acquisition records not filed with project records)	3	After created or received
7.	Development Review Records		
	a. Letter	Permanent	Preserve pursuant to ARS §39-101
	b. Backup material	-	After letter finalized
8.	Drainage Records	Permanent	Preserve pursuant to ARS §39-101
9.	Elevation Certificates	Permanent	Preserve pursuant to ARS §39-101
10.	Flood Damage Reports	Permanent	Preserve pursuant to ARS §39-101
11.	Floodplain Determination Records (Citizen inquiries to see if property is in a floodplain)	-	After administrative value has been served

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

Records Retention Schedule for
Counties; Municipalities; Special Districts; and State Agencies, Boards and Commissions
Flood Control Records

Item #	Records Series	Retention (Yrs.)	Start of Retention
12.	Floodplain Records (including Floodplain delineation and studies (maps and computer printouts); Use permits (FA)(FC)(FCC); Violations (FI); Re-certification (annual) CRS; Flood insurance and floodway maps; Permits and registers; and Land use records	Permanent	Preserve pursuant to ARS §39-101
13.	Grandfathered Water Rights Certificates	Permanent	Preserve pursuant to ARS §39-101
14.	Hydrologic Engineering Center (HEC) 1 Models	Permanent	Preserve pursuant to ARS §39-101
15.	Infrastructure Records (including Federal, Local and Intergovernmental Agreement (IGA) of Fixed Assets	-	After structure sold, demolished, transferred or abandoned
16.	Inspection Records on Structures		
	a. Dam safety	Permanent	Preserve pursuant to ARS §39-101
	b. State and Federal agency inspections	Permanent	Preserve pursuant to ARS §39-101
	c. Operations and maintenance (O&M)	Permanent	Preserve pursuant to ARS §39-101
17.	Laboratory Water Quality Records from National Pollutant Discharge Elimination System (NPDES)	3	After sample taken (40 CFR 122.41(J)(2))
18.	Licenses and Temporary Use Permits Received/Granted (including rain gauges, Air Quality, Oversized Load and Water Use permits)	3	After expired, cancelled or revoked
19.	Office Pest Commission Records	7	After date of treatment
20.	Negotiator Records	5	After project completed

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

Records Retention Schedule for
Counties; Municipalities; Special Districts; and State Agencies, Boards and Commissions
Flood Control Records

Item #	Records Series	Retention (Yrs.)	Start of Retention
21.	Project Records (including Project design files; As-builts; Correspondence; Phase I/II/Environmental site assessments; Hazardous cleanup disposals; Asbestos inspections and supporting records; Wildlife issues (endangered species act); Environmental applications, clearances, 401/404 project files; Archeological inventories; Vegetation surveys and supporting records; and maps relating to project)		
	a. Red-lined plans and other working records	-	After project completed
	b. All other records	50	After property sold, transferred or abandoned
22.	Relocation Records	5	After either project completed or Federal audit completed
23.	Resolution Records	Permanent	Preserve pursuant to ARS §39-101
24.	Right of Entry for Preliminary Investigation Records	5	After project completed or cancelled
25.	Right of Way Permits	-	After expired, cancelled or revoked
26.	Sales Records (including buying and selling property)	7	After close of Escrow
27.	State Land Department Lease Records	Permanent	Preserve pursuant to ARS §39-101
28.	Storm Records		
	a. Regulation records	-	After superseded or obsolete
	b. Storm event records (including records about storms, rainfall data, damage and action taken)	Permanent	Preserve pursuant to ARS §39-101
28.	Trespass Records	3	After resolution of case/ problem

Records Retention Schedule for
Counties; Municipalities; Special Districts; and State Agencies, Boards and Commissions
Flood Control Records

Item #	Records Series	Retention (Yrs.)	Start of Retention
29.	Warranty Deeds, Easements, Final Orders of Condemnation, Title Insurance Policies, Escrow Instructions and Deeds	-	After expired, cancelled, or revoked or after property sold, transferred or abandoned; whichever comes first

Arizona State Library, Archives and Public Records

General Records Retention Schedule for Counties; Municipalities; Special Districts; and State Agencies, Boards and Commissions Historic Preservation Records

Schedule Number: 000-12-62

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.**

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

Date Approved: July 3, 2012

Records Retention Schedule for
Counties; Municipalities; Special Districts; and State Agencies, Boards and Commissions
Historic Preservation Records

Item #	Records Series	Retention (Yrs.)	Start of Retention
1.	Archaeology Reports and Data Records (including maps of survey locations, reports, photographs, surveys, completed forms and other related records for use for certified archaeologists)	Permanent	Preserve pursuant to ARS §39-101
2.	Certified Local Government Program Records (documentation regarding an agreement between the Public Body and State Historic Preservation office whereby the Public Body does historic preservation in exchange for grant funding. Includes correspondence, agreements, and annual surveys)	Permanent	Preserve pursuant to ARS §39-101
3.	Historic Preservation Design Guideline Records (including Design Handbooks, Historic Design Review Standards and Guidelines, and Landmarks Historic Design Review Standards and Guidelines)	Permanent	Preserve pursuant to ARS §39-101
4.	Historic Properties Receiving Reduced Property Taxes from the State Records (including inspection reports, audits, work papers, and other related records)	5	After annual audit/inspection of building condition completed
5.	Historic Register Records a. Research, Surveys and Reports (records on property listed in Historic Register)	Permanent	Preserve pursuant to ARS §39-101
	b. Grant and Incentive Records for historic property owners	5	After final expenditure report submitted or audit completed, or after funding agency requirements are met, whichever is longer

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

Records Retention Schedule for
Counties; Municipalities; Special Districts; and State Agencies, Boards and Commissions
Historic Preservation Records

Item #	Records Series	Retention (Yrs.)	Start of Retention
	c. Certificates of Appropriateness or Certificates of No Effect (issued by the Historic Preservation Commission (HPC) for alteration of an existing historic structure or landmark, new construction, or for demolition or relocation of historic landmarks. Ensures that general design and character of proposed changes are compatible with surrounding properties)	Permanent	Preserve pursuant to ARS §39-101
	d. Conservation Easement Records	-	After easement no longer in use
	e. Historic Register Lists, Historic Context Reports, an Historic Significance and Integrity Assessment Reports	Permanent	Preserve pursuant to ARS §39-101

Arizona State Library, Archives and Public Records

General Records Retention Schedule for Counties, Municipalities, and Special Districts Housing Records

Schedule Number: 000-12-57

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.**

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

Date Approved: June 15, 2012

Records Retention Schedule for
Counties, Municipalities and Special Districts
Housing Records

Item #	Records Series	Retention (Yrs.)	Comments
1.	Capital Fund Grant Program Records (including records by unit of work carried out to permit HUD to review the extent to which units have been substantially rehabilitated (24 CFR 968.310; 24 CFR 905.666); files and records of planning meetings including minutes and resident surveys; and source documents of physical and management assessment identifying all work necessary to bring each development up to the modernization and energy standards, to comply with lead-based testing and abatement requirements, and to comply with other program requirements (24 CFR 968.320; 24 CFR 905.672)	5	After Federal fiscal year created
2.	Community Development Block Grant (CDBG) Records		
	a. Local determination of eligibility (24 CFR 570.200)	5	After date of submission of the Consolidated Annual Performance and Evaluation Report (CAPER) where specific activity is reported on for the final time or after retention period required by contract is met, whichever is later (ARS §35.214)
	b. Slum and blight area records including boundaries and conditions (24 CFR 570.208)	5	After date of submission of the CAPER where specific activity is reported on for the final time or after retention period required by contract is met, whichever is later (ARS §35.214)
	c. Displacement, relocation, acquisition and replacement of housing records (24 CFR 570.488; 24 CFR 570.606)	5	After date of submission of the CAPER where specific activity is reported on for the final time or after retention period required by contract is met, whichever is later ARS §35.214)

Item #	Records Series	Retention (Yrs.)	Comments
	d. Records describing each activity assisted with CDBG funds including the location' the amount of CDBG funds budgeted, obliged and expensed for each activity; and records demonstrating that activities meet national objectives of benefiting low and moderate income persons	5	After date of submission of the CAPER where specific activity is reported on for the final time or after retention period required by contract is met, whichever is later (ARS §35.214)
	e. Lead-based inspection and/or test reports	3	After date of report or after retention period required by contract is met After date of submission of the CAPER where specific activity is reported on for the final time or after retention period required by contract is met, whichever is later (24 CFR 570.608)
3.	Fraud Recoveries Program Judgment Records (including amounts recovered, nature of judgment, amount of legal fees and expenses incurred (24 CFR 892.204))	3	After date of judgment (HUD recommendation)
4.	Home Investment Partnerships Program Records (including program requirement records; project records; community housing development organization set-aside records; affirmative marketing procedures and requirements records; environmental compliance review records; displacement, relocation and real property acquisition records; labor requirements; lead-based paint records; certifications; and program administrative records)		
	a. Records referring to periods of affordability	5	After required period of affordability ended or after retention period required by contract is met (24 CFR 92.508)

Item #	Records Series	Retention (Yrs.)	Comments
	b. Down Payment Assistance Program records	5	After recapture period ended
	c. Records covering displacement and acquisition	5	After date by which all persons displaced from property, and all persons whose property is acquired for the project have received final payment or after retention period required by contract is met (24 CFR 92.508)
5.	Housing Choice Voucher (Section 8) Housing Assistance Payments Program for Existing Housing		
	a. Certifications and relevant documentation, rent reasonableness limitation records	3	After Federal fiscal year created (24 CFR 882.106)
	b. Lead-based paint inspection and/or test reports	3	After date of report (24 CFR 882.109; 24 CFR 882.405; 24 CFR 882.211)
	c. Complaints by families concerning compliance by owner with housing quality standards	3	After Federal fiscal year received (24 CFR 882.211)
	d. Applications, notices to applicants and applicant responses retained in order to provide HUD with racial, ethnic, gender and disability status	5	After Federal fiscal year created or received
	e. Requests for lease approval, inspection reports, notices of lease approval/disapproval, executed leases, and executed housing choice voucher contract records (24 CFR 887.207)	3	After Federal fiscal year created or received
	f. Separate accounts and records of management function activities performed to meet contractual obligations when owner functions are not contracted out (24 CFR 887.305)	3	After Federal fiscal year created or received

Records Retention Schedule for
Counties, Municipalities and Special Districts
Housing Records

Item #	Records Series	Retention (Yrs.)	Comments
6.	Housing Choice Voucher (Section 8) Housing Assistance Payments Program for New Construction (including race, ethnicity, gender and disability records of program beneficiaries)	3	After Federal fiscal year created (24 CFR 880.603)
7.	Housing Choice Voucher (Section 8) Housing Assistance Payments Program for Substantial Rehabilitation (including race, ethnicity, gender and disability records of program beneficiaries)	3	After Federal fiscal year created (24 CFR 881.602; 24 CFR 880.603; 24 CFR 968.108)
8.	Housing and Urban Development (HUD) Grant Records (including financial records, programmatic records, supporting documents, statistical records, real property and equipment records)		
	a. Down Payment Assistance Program records	5	After recapture period ended
	b. All other records	3	After final payment made or after final resolution of all issues regarding grant resolved, whichever is later (7 CFR 3016.42; 24 CFR 85.42)
9.	Public Housing Assistance Payments Program Records		
	a. Application, Participant and Family Records (provide HUD with racial, gender, ethnic and disability data including application, notices to the applicant, applicant responses, records of informal hearings, and a statement of final disposition in cases or ineligible determinations)	3	After Federal fiscal year created or received (24 CFR 882.209; 24 CFR 994.214; 24 CFR 886.321; 24 CFR 968.108)
	b. Records that document the basis on which allowances for utilities and scheduled surcharges and revision are established and revised (24 CFR 965.473)	3	After Federal fiscal year created or received (HUD recommendation)

Item #	Records Series	Retention (Yrs.)	Comments
	c. Records on which unites, common areas, exteriors, and child care facilities have been tested for lead-based paint; test results by location (24 CFR 965.709)	3	After Federal fiscal year created or received (HUD recommendation)
10.	Public Housing Voucher Program Records		
	a. Applications, notices to applications and applicant responses retained in order to provide HUD with racial, ethnic, gender and disability status	5	After Federal fiscal year created (24 CFR 887.155)
	b. Requests for lease approval inspection reports, notices of lease approval/disapproval, executed lease, and executed housing choice voucher contract records (24 CFR 887.207)	3	After Federal fiscal year created (HUD recommendation)
	c. Separate accounts and records of management function activities performed to met contractual obligations when owner functions are contract out (24 CFR 887.305)	3	After Federal fiscal year created or received (HUD recommendation)
	d. Applications, notices to applicants and applicant responses retained in order to provide HUD with racial, ethnic, gender and disability status	5	After Federal fiscal year created or received
	e. Full executed lease documents, move-in inspection reports, notices to tenants of lease violations, notices of lease terminations and evictions	3	After move out date
11.	Public Works Planning Records (including accounting records for plan preparation (24 CFR 598.13))	5	After completion of plan or plan abandoned

Records Retention Schedule for
Counties, Municipalities and Special Districts
Housing Records

Item #	Records Series	Retention (Yrs.)	Comments
12.	Rehabilitation Records (including Owner Occupied Housing Rehabilitation Program and Rental Rehabilitation Program)		
	a. Down Payment Assistance Program records	5	After recapture period ended
	b. All other records	5	After lien removed from property
13.	Residential Homeownership Program Records (necessary to calculate payments due to commissioner (24 CFR 248.173))	3	After fiscal year of date of payment (HUD recommendation)
14.	Section 5(h) Homeownership Program Records (including sales and financial records for all activities incident to the implementation of the plan (24 CFR 906.17; 24 CFR 905.1017))	3	After Federal fiscal year created or received (HUD recommendation)
15.	Urban Homesteading Records		
	a. Financial records; property disposition records; supporting documents; statistical records; and all other related records pertinent to the program	5	After fee simple title has been conveyed to all homesteaders (24 CFR 590.25)
	b. Race, ethnicity, gender and disability records of program beneficiaries	5	After calendar year created or received (HUD recommendation)

Supersedes schedules Counties/Housing dated November 5, 2001 and Municipalities/ Housing dated October 10, 2001

Note: Any records required to be retained per contract must be kept a minimum of 6 years after that contract is expired, cancelled or revoked in order to be in compliance with State contract laws.

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

General Records Retention Schedule Issued to: All State And Local Agencies Human Resources / Personnel Records

Schedule Number: GS 1006 (revised)

Authority: Pursuant to ARS §41-151.12(3), only the Arizona State Library, Archives and Public Records has the authority to set retention periods, including the sole authority to modify, extend or decrease records retention periods. The retention periods listed herein are the **required** time records must be retained. Records should be promptly and orderly disposed of at the end of their retention period. Keeping records longer than the retention period poses financial, legal, audit and investigative risks to the Agency. These risks need to be considered by State and Local Agencies when there is a compelling need to retain records for a longer period of time than the approved retention period. Records required for ongoing or foreseeable official proceedings such as audits, investigations or lawsuits, must be retained until released from such official proceedings, notwithstanding the instructions of this schedule.

Archival Value: Records designated as Permanent on the retention schedule must not be destroyed (ARS §39-101). If it is believed that special circumstances warrant other records to be retained permanently, contact the Arizona State Archives for assistance in determining historical or archival value. All records created prior to 1912 must be retained permanently. This retention schedule does not authorize the transfer of records to any repository other than the Arizona State Archives (ARS §41-151.09).

Disposition: This schedule is used in conjunction with the *Certificate of Records Destruction* . All records disposed under this schedule must be reported on the *Certificate of Records Destruction* , unless transferred to the Arizona State Archives.

Format: Retention periods listed on this schedule apply to all records regardless of physical form or characteristics. Records, regardless of format (including electronic, paper, microfilm, etc.) not listed in this schedule or on the approved General Retention Schedule, are not authorized to be destroyed.

Copies: Additional copies created for convenience or reference purposes should not be retained longer than the record copy listed in this schedule. Copies do not need to be reported on the *Certificate of Records Destruction* when they are disposed.

Supersedence: **Revision to Human Resources / Personnel Records Schedule GS 1006, dated 07/18/2016**

Records Analyst, Secretary of State: Ruben Vargas

State Archivist, Secretary of State: Dr. Melanie Sturgeon

State Records Management Officer, Arizona State Archives, Records, and Arizona Capitol Museum: Dr. Ted Hale

Record Series Electronically Approved in RSM Database

General Records Retention Schedule Issued to:
All State and Local Agencies
Human Resources / Personnel Records
GS 1006 **7/18/2016**

Record Series Number	Record Series Title	Retention Period	Retention Remark	Legal Citation
20686	**Affirmative Action / Equal Employment Opportunity Records** Including reports and supporting documentation, but does not include specific charges, responses and case files (see Grievance and Complaint records (item #22)). If any of the above records are kept in the Employee Personnel File, then retain those records in accordance with the retention period for item #12, unless the record has a longer retention period than the retention period for personnel files. In that case, remove the record with the longer retention period and retain it according to the retention period for that record series and destroy the rest of the personnel file as directed above. Employee Medical and Exposure Records may not be filed in the Personnel File files. In that case remove the record with the longer retention period and retain it according to the retention period for that record series and destroy the rest of the personnel file as directed above. *Employee Medical and Exposure Records may not be filed in the Personnel File.*	3 Years	After created or received.	
20687	**Alcohol / Drug Testing Program Records - Cancelled or Negative Results** Including Commercial Drivers' License (CDL) Random Drug Records. If any of the above records are kept in the Employee Personnel File, then retain those records in accordance with the retention period for item #12, unless the record has a longer retention period than the retention period for	1 Year	After created or received.	

Record Series Number	Record Series Title	Retention Period	Retention Remark	Legal Citation
	personnel files. In that case, remove the record with the longer retention period and retain it according to the retention period for that record series and destroy the rest of the personnel file as directed above. *Employee Medical and Exposure Records may not be filed in the Personnel File.*			
20690	**Alcohol / Drug Testing Program Records - Forms from Previous Employers** Including Commercial Drivers' License (CDL) Random Drug Records. If any of the above records are kept in the Employee Personnel File, then retain those records in accordance with the retention period for item #12, unless the record has a longer retention period than the retention period for personnel files. In that case, remove the record with the longer retention period and retain it according to the retention period for that record series and destroy the rest of the personnel file as directed above. *Employee Medical and Exposure Records may not be filed in the Personnel File.*	3 Years	After received.	
20688	**Alcohol / Drug Testing Program Records - Positive Results** Including Commercial Drivers' License (CDL) Random Drug Records. If any of the above records are kept in the Employee Personnel File, then retain those records in accordance with the retention period for item #12, unless the record has a longer retention period than the retention period for personnel files. In that case, remove the record with the longer retention period and	5 Years	After action taken in response to results is resolved.	

Record Series Number	Record Series Title	Retention Period	Retention Remark	Legal Citation
	retain it according to the retention period for that record series and destroy the rest of the personnel file as directed above. *Employee Medical and Exposure Records may not be filed in the Personnel File.*			
20689	**Alcohol / Drug Testing Program Records - Records Related to Collection** Including Commercial Drivers' License (CDL) Random Drug Records. If any of the above records are kept in the Employee Personnel File, then retain those records in accordance with the retention period for item #12, unless the record has a longer retention period than the retention period for personnel files. In that case, remove the record with the longer retention period and retain it according to the retention period for that record series and destroy the rest of the personnel file as directed above. *Employee Medical and Exposure Records may not be filed in the Personnel File.*	2 Years	After test given.	
20691	**Americans with Disabilities Act (ADA) Records** Including requests for accommodation. If any of the above records are kept in the Employee Personnel File, then retain those records in accordance with the retention period for item #12, unless the record has a longer retention period than the retention period for personnel files. In that case, remove the record with the longer retention period and retain it according to the retention period for that record series and destroy the rest of the personnel file as	3 Years	After completion of accommodation or case settled.	

Record Series Number	Record Series Title	Retention Period	Retention Remark	Legal Citation
	directed above. *Employee Medical and Exposure Records may not be filed in the Personnel File.*			
20692	**Benefit Enrollment Records** Including employee enrollment ln medical, dental, life insurance, prepaid legal, beneficiary designation and other benefit options. If any of the above records are kept in the Employee Personnel File, then retain those records in accordance with the retention period for item #12, unless the record has a longer retention period than the retention period for personnel files. In that case, remove the record with the longer retention period and retain it according to the retention period for that record series and destroy the rest of the personnel file as directed above. Employee Medical and Exposure Records may not be filed in the Personnel File	5 Years	After employee terminated.	
20693	**Civil Service / Merit Board / Personnel Board Records - Appeal Records** Including appeal / hearing case records, exhibits, transcripts and other related records and excluding minutes (See Retention Schedule for Management Records for retention of minutes and other Board related records). If any of the above records are kept in the Employee Personnel File, then retain those records in accordance with the retention period for item #12, unless the record has a longer retention period than the retention period for personnel files. In that case, remove the	2 Years	After resolved.	

Record Series Number	Record Series Title	Retention Period	Retention Remark	Legal Citation
	record with the longer retention period and retain it according to the retention period for that record series and destroy the rest of the personnel file as directed above. *Employee Medical and Exposure Records may not be filed in the Personnel File.*			
20694	**Civil Service / Merit Board / Personnel Board Records - Litigation Records** Including appeal / hearing case records, exhibits, transcripts and other related records and excluding minutes (See Retention Schedule for Management Records for retention of minutes and other Board related records). If any of the above records are kept in the Employee Personnel File, then retain those records in accordance with the retention period for item #12, unless the record has a longer retention period than the retention period for personnel files. In that case, remove the record with the longer retention period and retain it according to the retention period for that record series and destroy the rest of the personnel file as directed above. *Employee Medical and Exposure Records may not be filed in the Personnel File.*	2 Years	After case closed.	
20695	**Civil Service / Merit Board / Personnel Board Records - Merit System Rules Files** Including appeal / hearing case records, exhibits, transcripts and other related records and excluding minutes (See Retention Schedule for Management Records for retention of minutes and other	Permanent	Preserve pursuant to ARS §39-101.	ARS §39-101

Record Series Number	Record Series Title	Retention Period	Retention Remark	Legal Citation
	Board related records). If any of the above records are kept in the Employee Personnel File, then retain those records in accordance with the retention period for item #12, unless the record has a longer retention period than the retention period for personnel files. In that case, remove the record with the longer retention period and retain it according to the retention period for that record series and destroy the rest of the personnel file as directed above. *Employee Medical and Exposure Records may not be filed in the Personnel File.*			
20696	**Classification / Market Study Records** Including studies and reports. If any of the above records are kept in the Employee Personnel File, then retain those records in accordance with the retention period for item #12, unless the record has a longer retention period than the retention period for personnel files. In that case, remove the record with the longer retention period and retain it according to the retention period for that record series and destroy the rest of the personnel file as directed above. *Employee Medical and Exposure Records may not be filed in the Personnel File.*	1 Year	After superseded or obsolete.	
20698	**Declaration of Gifts Records - All others**	5 Years	After filed.	
20697	**Declaration of Gifts Records - Elected and Appointed Officials** If any of the above records are kept in the Employee Personnel File, then retain those records in accordance with the retention	3 Years	After term of office ended.	

Record Series Number	Record Series Title	Retention Period	Retention Remark	Legal Citation
	period for item #12, unless the record has a longer retention period than the retention period for personnel files. In that case, remove the record with the longer retention period and retain it according to the retention period for that record series and destroy the rest of the personnel file as directed above. *Employee Medical and Exposure Records may not be filed in the Personnel File.*			
20699	**Department of Economic Security (DES) New Hire Reports (per ARS §23-722.01)** If any of the above records are kept in the Employee Personnel File, then retain those records in accordance with the retention period for item #12, unless the record has a longer retention period than the retention period for personnel files. In that case, remove the record with the longer retention period and retain it according to the retention period for that record series and destroy the rest of the personnel file as directed above. *Employee Medical and Exposure Records may not be filed in the Personnel File.*	1 Year	After submitted.	ARS §23-722.01
20700	**Disability Records** Including short-term and long-term disability. If any of the above records are kept in the Employee Personnel File, then retain those records in accordance with the retention period for item #12, unless the record has a longer retention period than the retention period for personnel files. In that case, remove the record with the longer	6 Years	After claim closed.	

Record Series Number	Record Series Title	Retention Period	Retention Remark	Legal Citation
	retention period and retain it according to the retention period for that record series and destroy the rest of the personnel file as directed above. *Employee Medical and Exposure Records may not be filed in the Personnel File.*			
20702	**Employee Consolidated Omnibus Budget Reconciliation Act (COBRA) Records - All others** If any of the above records are kept in the Employee Personnel File, then retain those records in accordance with the retention period for item #12, unless the record has a longer retention period than the retention period for personnel files. In that case, remove the record with the longer retention period and retain it according to the retention period for that record series and destroy the rest of the personnel file as directed above. *Employee Medical and Exposure Records may not be filed in the Personnel File.*	3 Years	After either benefits terminated or coverage rejected.	
20701	**Employee Consolidated Omnibus Budget Reconciliation Act (COBRA) Records - Decline Notice Records** Including returned undeliverable notices. If any of the above records are kept in the Employee Personnel File, then retain those records in accordance with the retention period for item #12, unless the record has a longer retention period than the retention period for personnel files. In that case, remove the record with the longer retention period and retain it according to the	2 Years	After employee terminated.	

Record Series Number	Record Series Title	Retention Period	Retention Remark	Legal Citation
	retention period for that record series and destroy the rest of the personnel file as directed above. *Employee Medical and Exposure Records may not be filed in the Personnel File.*			
30680	**Employee Exposure Records** Employee exposure record means a record containing any of the following kinds of information: (i) Environmental (workplace) monitoring or measuring of a toxic substance or harmful physical agent, including personal, area, grab, wipe, or other form of sampling, as well as related collection and analytical methodologies, calculations, and other background data relevant to interpretation of the results obtained; (ii) Biological monitoring results which directly assess the absorption of a toxic substance or harmful physical agent by body systems (e.g., the level of a chemical in the blood, urine, breath, hair, fingernails, etc.) but not including results which assess the biological effect of a substance or agent or which assess an employee's use of alcohol or drugs; (iii) Material safety data sheets indicating that the material may pose a hazard to human health; or (iv) In the absence of the above, a chemical inventory or any other record which reveals where and when used and the identity (e.g., chemical, common, or trade name) of a toxic substance or harmful physical agent.	30 Years	After calendar year of event.	29 CFR 1910.1020 (5)(i)(ii)(iii)(iv)

Record Series Number	Record Series Title	Retention Period	Retention Remark	Legal Citation
30679	**Employee Medical Records** Employee medical record means a record concerning the health status of an employee which is made or maintained by a physician, nurse, or other health care personnel or technician, including: (A) Medical and employment questionnaires or histories (including job description and occupational exposures), (B) The results of medical examinations (pre-employment, pre-assignment, periodic, or episodic) and laboratory tests (including chest and other X-ray examinations taken for the purposes of establishing a base-line or detecting occupational illness, and all biological monitoring not defined as an ‘‘employee exposure record’’), (C) Medical opinions, diagnoses, progress notes, and recommendations, (D) First aid records, (E) Descriptions of treatments and prescriptions, and (F) Employee medical complaints. (ii) ‘‘Employee medical record’’ does not include medical information in the form of: (A) Physical specimens (e.g., blood or urine samples) which are routinely discarded as a part of normal medical practice; or (B) Records concerning health insurance claims if maintained separately from the employer’s medical program and its records, and not accessible to the employer by employee name or other direct personal identifier (e.g., social security number, payroll number, etc.); or (C) Records created solely in preparation for litigation which are privileged from discovery under the	30 Years	After termination of employment.	29 CFR 1910.1020 (6)(i)

Record Series Number	Record Series Title	Retention Period	Retention Remark	Legal Citation
	applicable rules of procedure or evidence; or (D) Records concerning voluntary employee assistance programs (alcohol, drug abuse, or personal counseling programs) if maintained separately from the employer's medical program and its records. For employees who have worked less than one year, see record series for Employee Medical Records Employed Less Than One Year.			
30681	**Employee Medical Records - Employed Less Than One (1) Year** Employee medical record means a record concerning the health status of an employee which is made or maintained by a physician, nurse, or other health care personnel or technician, including: (A) Medical and employment questionnaires or histories (including job description and occupational exposures), (B) The results of medical examinations (pre-employment, pre-assignment, periodic, or episodic) and laboratory tests (including chest and other X-ray examinations taken for the purposes of establishing a base-line or detecting occupational illness, and all biological monitoring not defined as an ''employee exposure record''), (C) Medical opinions, diagnoses, progress notes, and recommendations, (D) First aid records, (E) Descriptions of treatments and prescriptions, and (F) Employee medical complaints. (ii) ''Employee medical record'' does not include medical information in the form of: (A) Physical		Employer does not need to retain medical records if they are provided to the employee upon termination of employment.	29 CFR 1910.1020 (6)(i)

Record Series Number	Record Series Title	Retention Period	Retention Remark	Legal Citation
	specimens (e.g., blood or urine samples) which are routinely discarded as a part of normal medical practice; or (B) Records concerning health insurance claims if maintained separately from the employer's medical program and its records, and not accessible to the employer by employee name or other direct personal identifier (e.g., social security number, payroll number, etc.); or (C) Records created solely in preparation for litigation which are privileged from discovery under the applicable rules of procedure or evidence; or (D) Records concerning voluntary employee assistance programs (alcohol, drug abuse, or personal counseling programs) if maintained separately from the employer's medical program and its records.			
20706	**Employee Personnel Records - Contract Employees** For full-time, part-time, contract, seasonal, interns, volunteer, appointed, or elected positions. Including applications, resumes, performance reviews, disciplinary records, records documenting employee pay decisions, loyalty oaths and oaths of office, conflict of interest and personal interest disclosure records, confidentiality agreements, policy acknowledgements, exit interviews, drivers' qualifications, training, and pre-employment background check records. If any of the above records are kept in the Employee Personnel File, then retain those records in accordance with the	6 Years	After contract expired, cancelled, or revoked.	

Record Series Number	Record Series Title	Retention Period	Retention Remark	Legal Citation
	retention period for item #12, unless the record has a longer retention period than the retention period for personnel files. In that case, remove the record with the longer retention period and retain it according to the retention period for that record series and destroy the rest of the personnel file as directed above. *Employee Medical and Exposure Records may not be filed in the Personnel File.*			
20704	**Employee Personnel Records - Official Copy** For full-time, part-time, contract, seasonal, interns, volunteer, appointed, or elected positions. Including applications, resumes, performance reviews, disciplinary records, records documenting employee pay decisions, loyalty oaths and oaths of office, conflict of interest and personal interest disclosure records, confidentiality agreements, policy acknowledgements, exit interviews, drivers' qualifications, training, and pre-employment background check records. If any of the above records are kept in the Employee Personnel File, then retain those records in accordance with the retention period for item #12, unless the record has a longer retention period than the retention period for personnel files. In that case, remove the record with the longer retention period and retain it according to the retention period for that record series and destroy the rest of the personnel file as directed above. *Employee Medical and Exposure Records may not be filed in the*	5 Years	After employee terminated, or term of office ended.	

Record Series Number	Record Series Title	Retention Period	Retention Remark	Legal Citation
	Personnel File.			
20705	**Employee Personnel Records - Supervisors' and Other Non-Official Copies** For full-time, part-time, contract, seasonal, interns, volunteer, appointed, or elected positions. Including applications, resumes, performance reviews, disciplinary records, records documenting employee pay decisions, loyalty oaths and oaths of office, conflict of interest and personal interest disclosure records, confidentiality agreements, policy acknowledgements, exit interviews, drivers' qualifications, training, and pre-employment background check records. If any of the above records are kept in the Employee Personnel File, then retain those records in accordance with the retention period for item #12, unless the record has a longer retention period than the retention period for personnel files. In that case, remove the record with the longer retention period and retain it according to the retention period for that record series and destroy the rest of the personnel file as directed above. *Employee Medical and Exposure Records may not be filed in the Personnel File.*	6 Months	After employee terminated or transferred.	
20707	**Employee Recognition Records** If any of the above records are kept in the Employee Personnel File, then retain those records in accordance with the retention period for item #12, unless the record has a longer retention period than the retention		After administrative value has been served.	

Record Series Number	Record Series Title	Retention Period	Retention Remark	Legal Citation
	period for personnel files. In that case, remove the record with the longer retention period and retain it according to the retention period for that record series and destroy the rest of the personnel file as directed above. *Employee Medical and Exposure Records may not be filed in the Personnel File.*			
20708	**Employee Suggestion Program Records** Including award program records. If any of the above records are kept in the Employee Personnel File, then retain those records in accordance with the retention period for item #12, unless the record has a longer retention period than the retention period for personnel files. In that case, remove the record with the longer retention period and retain it according to the retention period for that record series and destroy the rest of the personnel file as directed above. *Employee Medical and Exposure Records may not be filed in the Personnel File.*		After administrative value has been served.	
20709	**Employee Summary Records** Listing of current and former employees including name, dates of employment and job titles used to answer job reference questions. If any of the above records are kept in the Employee Personnel File, then retain those records in accordance with the retention period for item #12, unless the record has a longer retention period than the retention period for personnel files. In that case, remove the record with the longer retention period and retain it according to	15 Years	After employee terminated.	

Record Series Number	Record Series Title	Retention Period	Retention Remark	Legal Citation
	the retention period for that record series and destroy the rest of the personnel file as directed above. *Employee Medical and Exposure Records may not be filed in the Personnel File.*			
20710	**Employee Survey / Questionnaire Records** Including attitude surveys, selective certification surveys, salary surveys and other surveys not filed with specific program records. If any of the above records are kept in the Employee Personnel File, then retain those records in accordance with the retention period for item #12, unless the record has a longer retention period than the retention period for personnel files. In that case, remove the record with the longer retention period and retain it according to the retention period for that record series and destroy the rest of the personnel file as directed above. *Employee Medical and Exposure Records may not be filed in the Personnel File.*		After administrative value has been served.	
20711	**Employee Tuition Refund Program Records** If any of the above records are kept in the Employee Personnel File, then retain those records in accordance with the retention period for item #12, unless the record has a longer retention period than the retention period for personnel files. In that case, remove the record with the longer retention period and retain it according to the retention period for that record series and	3 Years	After fiscal year refund issued.	

Record Series Number	Record Series Title	Retention Period	Retention Remark	Legal Citation
	destroy the rest of the personnel file as directed above. *Employee Medical and Exposure Records may not be filed in the Personnel File.*			
20713	**Examination Records - Answer Sheets** If any of the above records are kept in the Employee Personnel File, then retain those records in accordance with the retention period for item #12, unless the record has a longer retention period than the retention period for personnel files. In that case, remove the record with the longer retention period and retain it according to the retention period for that record series and destroy the rest of the personnel file as directed above. *Employee Medical and Exposure Records may not be filed in the Personnel File.*	1 Year	After test administered.	
20712	**Examination Records - Booklets (Master Booklet Including Development Documentation) and Oral Board Questions** If any of the above records are kept in the Employee Personnel File, then retain those records in accordance with the retention period for item #12, unless the record has a longer retention period than the retention period for personnel files. In that case, remove the record with the longer retention period and retain it according to the retention period for that record series and destroy the rest of the personnel file as directed above. *Employee Medical and Exposure Records may not be filed in the*	2 Years	After superseded or obsolete.	

Record Series Number	Record Series Title	Retention Period	Retention Remark	Legal Citation
	Personnel File.			
20715	**Examination Records - Oral Board Questions** If any of the above records are kept in the Employee Personnel File, then retain those records in accordance with the retention period for item #12, unless the record has a longer retention period than the retention period for personnel files. In that case, remove the record with the longer retention period and retain it according to the retention period for that record series and destroy the rest of the personnel file as directed above. *Employee Medical and Exposure Records may not be filed in the Personnel File.*	2 Years	After created or received.	
20714	**Examination Records - Testing Administration Records** Including lists of individuals scheduled for exam. If any of the above records are kept in the Employee Personnel File, then retain those records in accordance with the retention period for item #12, unless the record has a longer retention period than the retention period for personnel files. In that case, remove the record with the longer retention period and retain it according to the retention period for that record series and destroy the rest of the personnel file as directed above. *Employee Medical and Exposure Records may not be filed in the Personnel File.*	1 Year	After scheduled test date.	

Record Series Number	Record Series Title	Retention Period	Retention Remark	Legal Citation
20717	**Family Medical Leave Act (FMLA) Records - All other Records** Including employee leave request forms, supporting documentation and other non-medical related records. Employee certification and health records must be retained separately from the personnel file with the employee health and exposure records. If any of the above records are kept in the Employee Personnel File, then retain those records in accordance with the retention period for item #12, unless the record has a longer retention period than the retention period for personnel files. In that case, remove the record with the longer retention period and retain it according to the retention period for that record series and destroy the rest of the personnel file as directed above. *Employee Medical and Exposure Records may not be filed in the Personnel File.*	3 Years	After created, received, or leave expired, whichever is later.	
20716	**Family Medical Leave Act (FMLA) Records - Certification of Health-Care Provider Forms** Including employee leave request forms, supporting documentation and other non-medical related records. Employee certification and health records must be retained separately from the personnel file with the employee health and exposure records. If any of the above records are kept in the Employee Personnel File, then retain those records in accordance with the retention period for item #12, unless the	6 Months	After employee terminated.	

Record Series Number	Record Series Title	Retention Period	Retention Remark	Legal Citation
	record has a longer retention period than the retention period for personnel files. In that case, remove the record with the longer retention period and retain it according to the retention period for that record series and destroy the rest of the personnel file as directed above. *Employee Medical and Exposure Records may not be filed in the Personnel File.*			
20718	**Flexible Spending Account Records** If any of the above records are kept in the Employee Personnel File, then retain those records in accordance with the retention period for item #12, unless the record has a longer retention period than the retention period for personnel files. In that case, remove the record with the longer retention period and retain it according to the retention period for that record series and destroy the rest of the personnel file as directed above. *Employee Medical and Exposure Records may not be filed in the Personnel File.*	7 Years	After created or received.	
20719	**Grievance and Complaint Records** Including Affirmative Action/ Equal Employment Opportunity (EEO) complaint and response records, Arizona Civil Rights Division (ACRD) charge and response records, employee relations issues and performance issues.	3 Years	After resolved.	

Record Series Number	Record Series Title	Retention Period	Retention Remark	Legal Citation
20720	**Group Insurance Records** If any of the above records are kept in the Employee Personnel File, then retain those records in accordance with the retention period for item #20704, unless the record has a longer retention period than the retention period for personnel files. In that case, remove the record with the longer retention period and retain it according to the retention period for that record series and destroy the rest of the personnel file as directed above. *Employee Medical and Exposure Records may not be filed in the Personnel File.*	1 Year	After superseded or obsolete.	
20722	**Hiring / Selection Records, All others** Including job announcements, applications, selection, test scores, interview records, pre-employment background check records, affirmative action questionnaires and other related records for individuals not hired. If any of the above records are kept in the Employee Personnel File, then retain those records in accordance with the retention period for item #12, unless the record has a longer retention period than the retention period for personnel files. In that case, remove the record with the longer retention period and retain it according to the retention period for that record series and destroy the rest of the personnel file as directed above. *Employee Medical and Exposure Records may not be filed in the Personnel File.*	2 Years 6 Months	After position filled or abandoned.	

Record Series Number	Record Series Title	Retention Period	Retention Remark	Legal Citation
20721	**Hiring / Selection Records, Peace Officers (as defined by ARS §1-215)** Including job announcements, applications, selection, test scores, interview records, pre-employment background check records, affirmative action questionnaires and other related records for individuals not hired. If any of the above records are kept in the Employee Personnel File, then retain those records in accordance with the retention period for item #12, unless the record has a longer retention period than the retention period for personnel files. In that case, remove the record with the longer retention period and retain it according to the retention period for that record series and destroy the rest of the personnel file as directed above. *Employee Medical and Exposure Records may not be filed in the Personnel File.*	3 Years	After position filled or abandoned.	ARS §1-215
20730	**I-9 Forms** May also include Social Security Verification (SSA) records for individual employees.	1 Year	After employee terminated, but not less than 3 years after date of hire.	
20724	**Individual Employee Training Records - All Others** Including certificates of attendance and other related records. If any of the above records are kept in the Employee Personnel File, then retain those records in accordance with the retention period for item #12, unless the record has a longer retention period than the retention period for	3 Years	After training received.	

Record Series Number	Record Series Title	Retention Period	Retention Remark	Legal Citation
	personnel files. In that case, remove the record with the longer retention period and retain it according to the retention period for that record series and destroy the rest of the personnel file as directed above. *Employee Medical and Exposure Records may not be filed in the Personnel File.*			
20723	**Individual Employee Training Records - Law Enforcement Officers** Including certificates of attendance and other related records. If any of the above records are kept in the Employee Personnel File, then retain those records in accordance with the retention period for item #12, unless the record has a longer retention period than the retention period for personnel files. In that case, remove the record with the longer retention period and retain it according to the retention period for that record series and destroy the rest of the personnel file as directed above. *Employee Medical and Exposure Records may not be filed in the Personnel File.*	5 Years	After employee terminated.	
20725	**Insurance Policies (Contract with Insurance Company)** If any of the above records are kept in the Employee Personnel File, then retain those records in accordance with the retention period for item #12, unless the record has a longer retention period than the retention period for personnel files. In that case, remove the record with the longer retention period and retain it according to the retention period for that record series and	6 Years	After expired, canceled, or revoked.	

Record Series Number	Record Series Title	Retention Period	Retention Remark	Legal Citation
	destroy the rest of the personnel file as directed above. *Employee Medical and Exposure Records may not be filed in the Personnel File.*			
20729	**Investigation Records (From DMV) - Routine Department of Motor Vehicles (DMV) Reports, Serious Infractions** If any of the above records are kept in the Employee Personnel File, then retain those records in accordance with the retention period for item #12, unless the record has a longer retention period than the retention period for personnel files. In that case, remove the record with the longer retention period and retain it according to the retention period for that record series and destroy the rest of the personnel file as directed above. *Employee Medical and Exposure Records may not be filed in the Personnel File.*		Transfer to personnel record.	
20728	**Investigation Records (From DMV) - Routine Department of Motor Vehicles (DMV) Reports, No Major Infractions** If any of the above records are kept in the Employee Personnel File, then retain those records in accordance with the retention period for item #12, unless the record has a longer retention period than the retention period for personnel files. In that case, remove the record with the longer retention period and retain it according to the retention period for that record series and destroy the rest of the personnel file as directed above. *Employee Medical and*	4 Years	After received or superseded, whichever is first.	

Record Series Number	Record Series Title	Retention Period	Retention Remark	Legal Citation
	Exposure Records may not be filed in the Personnel File.			
20726	**Investigations of Personnel Matters - Sustained** Including internal investigation records. If any of the above records are kept in the Employee Personnel File, then retain those records in accordance with the retention period for item #12, unless the record has a longer retention period than the retention period for personnel files. In that case, remove the record with the longer retention period and retain it according to the retention period for that record series and destroy the rest of the personnel file as directed above. *Employee Medical and Exposure Records may not be filed in the Personnel File.*	5 Years	After employee terminated, or investigation resolved, or closed, whichever comes later.	
20727	**Investigations of Personnel Matters - Unsustained** Including internal investigation records. If any of the above records are kept in the Employee Personnel File, then retain those records in accordance with the retention period for item #12, unless the record has a longer retention period than the retention period for personnel files. In that case, remove the record with the longer retention period and retain it according to the retention period for that record series and destroy the rest of the personnel file as directed above. *Employee Medical and Exposure Records may not be filed in the*	5 Years	After investigation resolved or closed.	

Record Series Number	Record Series Title	Retention Period	Retention Remark	Legal Citation
	Personnel File.			
20731	**Job Announcements** If filed separately from hiring / selection records. If any of the above records are kept in the Employee Personnel File, then retain those records in accordance with the retention period for item #12, unless the record has a longer retention period than the retention period for personnel files. In that case, remove the record with the longer retention period and retain it according to the retention period for that record series and destroy the rest of the personnel file as directed above. *Employee Medical and Exposure Records may not be filed in the Personnel File.*	2 Years 6 Months	After position filled or abandoned.	
20732	**Leave Records** Including compassionate leave, donated leave, military leave and other related records. If any of the above records are kept in the Employee Personnel File, then retain those records in accordance with the retention period for item #12, unless the record has a longer retention period than the retention period for personnel files. In that case, remove the record with the longer retention period and retain it according to the retention period for that record series and destroy the rest of the personnel file as directed above. *Employee Medical and Exposure Records may not be filed in the Personnel File.*	3 Years	After fiscal year created or received.	

Record Series Number	Record Series Title	Retention Period	Retention Remark	Legal Citation
20733	**Life Insurance Paid Claims** If any of the above records are kept in the Employee Personnel File, then retain those records in accordance with the retention period for item #12, unless the record has a longer retention period than the retention period for personnel files. In that case, remove the record with the longer retention period and retain it according to the retention period for that record series and destroy the rest of the personnel file as directed above. *Employee Medical and Exposure Records may not be filed in the Personnel File.*	7 Years	After fiscal year claim paid.	
20734	**Merit Based Pay Funding Records** If any of the above records are kept in the Employee Personnel File, then retain those records in accordance with the retention period for item #12, unless the record has a longer retention period than the retention period for personnel files. In that case, remove the record with the longer retention period and retain it according to the retention period for that record series and destroy the rest of the personnel file as directed above. Employee Medical and Exposure Records may not be filed in the Personnel File	2 Years	After created or received.	
20735	**Multi-Lingual Testing Records** If any of the above records are kept in the Employee Personnel File, then retain those records in accordance with the retention period for item #12, unless the record has a	2 Years	After test administered.	

Record Series Number	Record Series Title	Retention Period	Retention Remark	Legal Citation
	longer retention period than the retention period for personnel files. In that case, remove the record with the longer retention period and retain it according to the retention period for that record series and destroy the rest of the personnel file as directed above. *Employee Medical and Exposure Records may not be filed in the Personnel File.*			
20738	**Out-of-Class Assignment Reports** If any of the above records are kept in the Employee Personnel File, then retain those records in accordance with the retention period for item #12, unless the record has a longer retention period than the retention period for personnel files. In that case, remove the record with the longer retention period and retain it according to the retention period for that record series and destroy the rest of the personnel file as directed above. *Employee Medical and Exposure Records may not be filed in the Personnel File.*	3 Years	After created or received.	
20739	**Pay Plan / Salary Schedule / Annual Salary Schedules Records** If any of the above records are kept in the Employee Personnel File, then retain those records in accordance with the retention period for item #12, unless the record has a longer retention period than the retention period for personnel files. In that case, remove the record with the longer retention period and retain it according to the retention period for that record series and	Permanent	Preserve pursuant to ARS §39-101.	ARS §39-101

Record Series Number	Record Series Title	Retention Period	Retention Remark	Legal Citation
	destroy the rest of the personnel file as directed above. *Employee Medical and Exposure Records may not be filed in the Personnel File.*			
20740	**Polygraph Records of Law Enforcement or Probation Officers - *Records Created or Received before July 29, 2010*** Including data and reports, but not including pre-employment polygraphs in which applicant was not hired or data and reports of active investigation or appeals per ARS §38-1101(N). If any of the above records are kept in the Employee Personnel File, then retain those records in accordance with the retention period for item #12, unless the record has a longer retention period than the retention period for personnel files. In that case, remove the record with the longer retention period and retain it according to the retention period for that record series and destroy the rest of the personnel file as directed above. *Employee Medical and Exposure Records may not be filed in the Personnel File.*	5 Years	After either employee terminated.	
20741	**Polygraph Records of Law Enforcement or Probation Officers - *Records Created or Received on or After July 29, 2010*** Including data and reports, but not including pre-employment polygraphs in which applicant was not hired or data and reports of active investigation or appeals per ARS §38-1101(N). If any of the above records are kept in the Employee Personnel File, then retain those records in accordance with	3 Years	After date appointed or hired, and no more than 3 years and 90 days after date appointed or hired.	ARS §38-1101(N)

Record Series Number	Record Series Title	Retention Period	Retention Remark	Legal Citation
	the retention period for item #12, unless the record has a longer retention period than the retention period for personnel files. In that case, remove the record with the longer retention period and retain it according to the retention period for that record series and destroy the rest of the personnel file as directed above. *Employee Medical and Exposure Records may not be filed in the Personnel File.*			
20742	**Position Descriptions** Records describing established positions including information on title, series, grade, duties, and responsibilities. Also contains Position Description Questionnaire (PDQs). If any of the above records are kept in the Employee Personnel File, then retain those records in accordance with the retention period for item #12, unless the record has a longer retention period than the retention period for personnel files. In that case, remove the record with the longer retention period and retain it according to the retention period for that record series and destroy the rest of the personnel file as directed above. *Employee Medical and Exposure Records may not be filed in the Personnel File.*	3 Years	After either superseded or position abolished, whichever comes first.	
20743	**Reduction in Force (RIF) Records** Including computation documentation and recap summaries. If any of the above records are kept in the Employee Personnel File, then retain those records in accordance with the retention period for item #12,	5 Years	After RIF completed or abandoned.	

Record Series Number	Record Series Title	Retention Period	Retention Remark	Legal Citation
	unless the record has a longer retention period than the retention period for personnel files. In that case, remove the record with the longer retention period and retain it according to the retention period for that record series and destroy the rest of the personnel file as directed above. *Employee Medical and Exposure Records may not be filed in the Personnel File.*			
20744	**Requests for Classification of New Positions or Reclassification of Existing Positions** Including salary advancement records. If any of the above records are kept in the Employee Personnel File, then retain those records in accordance with the retention period for item #12, unless the record has a longer retention period than the retention period for personnel files. In that case, remove the record with the longer retention period and retain it according to the retention period for that record series and destroy the rest of the personnel file as directed above. *Employee Medical and Exposure Records may not be filed in the Personnel File.*	1 Year	After request acted upon.	
20745	**Requests for Verification of Employment** If any of the above records are kept in the Employee Personnel File, then retain those records in accordance with the retention period for item #12, unless the record has a longer retention period than the retention period for personnel files. In that case, remove the record with the longer retention		After administrative value has been served.	

Record Series Number	Record Series Title	Retention Period	Retention Remark	Legal Citation
	period and retain it according to the retention period for that record series and destroy the rest of the personnel file as directed above. *Employee Medical and Exposure Records may not be filed in the Personnel File.*			
20746	**Retirement Benefits Records - Any State-Wide Retirement Fund including Arizona State Retirement System (ASRS) and Public Safety Retirement System (PSRS) Records** Including self-insured public bodies. Including temporary hours reports. If any of the above records are kept in the Employee Personnel File, then retain those records in accordance with the retention period for item #12, unless the record has a longer retention period than the retention period for personnel files. In that case, remove the record with the longer retention period and retain it according to the retention period for that record series and destroy the rest of the personnel file as directed above. *Employee Medical and Exposure Records may not be filed in the Personnel File.*	5 Years	After created or received.	
20747	**Retirement Benefits Records - Self-Funded Retirement Records** Including self-insured public bodies. If any of the above records are kept in the Employee Personnel File, then retain those records in accordance with the retention period for item #12, unless the record has a longer retention period than the retention period for personnel files. In that case,	10 Years	After death of beneficiary.	

Record Series Number	Record Series Title	Retention Period	Retention Remark	Legal Citation
	remove the record with the longer retention period and retain it according to the retention period for that record series and destroy the rest of the personnel file as directed above. *Employee Medical and Exposure Records may not be filed in the Personnel File.*			
20748	**Retirement Systems Actuarial and Annual Reports** If any of the above records are kept in the Employee Personnel File, then retain those records in accordance with the retention period for item #12, unless the record has a longer retention period than the retention period for personnel files. In that case, remove the record with the longer retention period and retain it according to the retention period for that record series and destroy the rest of the personnel file as directed above. *Employee Medical and Exposure Records may not be filed in the Personnel File.*	1 Year	After published.	
20749	**Social Security Verification Records** Lists of social security numbers which have been verified with the Social Security Administration (SSA) with match or mismatch responses from SSA. Does not include individual responses. All mismatch responses require written documentation from office addressed to the employee. If any of the above records are kept in the Employee Personnel File, then retain those records in accordance with the retention period for item #12, unless the record has a	1 Year	After verification completed.	

Record Series Number	Record Series Title	Retention Period	Retention Remark	Legal Citation
	longer retention period than the retention period for personnel files. In that case, remove the record with the longer retention period and retain it according to the retention period for that record series and destroy the rest of the personnel file as directed above. *Employee Medical and Exposure Records may not be filed in the Personnel File.*			
20750	**Special Work Assignment Records** If any of the above records are kept in the Employee Personnel File, then retain those records in accordance with the retention period for item #12, unless the record has a longer retention period than the retention period for personnel files. In that case, remove the record with the longer retention period and retain it according to the retention period for that record series and destroy the rest of the personnel file as directed above. *Employee Medical and Exposure Records may not be filed in the Personnel File.*	2 Years	After approved or denied.	
20751	**Statistical Listings of Employees** If any of the above records are kept in the Employee Personnel File, then retain those records in accordance with the retention period for item #12, unless the record has a longer retention period than the retention period for personnel files. In that case, remove the record with the longer retention period and retain it according to the retention period for that record series and destroy the rest of the personnel file as		After superseded or obsolete.	

Record Series Number	Record Series Title	Retention Period	Retention Remark	Legal Citation
	directed above. *Employee Medical and Exposure Records may not be filed in the Personnel File.*			
20752	**Test Security Affidavits (School Districts and Charter Schools only)** If any of the above records are kept in the Employee Personnel File, then retain those records in accordance with the retention period for item #12, unless the record has a longer retention period than the retention period for personnel files. In that case, remove the record with the longer retention period and retain it according to the retention period for that record series and destroy the rest of the personnel file as directed above. *Employee Medical and Exposure Records may not be filed in the Personnel File.*	6 Years	After test administered.	
20753	**Unemployment Claims and Appeals Records** If any of the above records are kept in the Employee Personnel File, then retain those records in accordance with the retention period for item #12, unless the record has a longer retention period than the retention period for personnel files. In that case, remove the record with the longer retention period and retain it according to the retention period for that record series and destroy the rest of the personnel file as directed above. *Employee Medical and Exposure Records may not be filed in the Personnel File.*	2 Years	After action taken.	

Record Series Number	Record Series Title	Retention Period	Retention Remark	Legal Citation
20758	**Union / Collective Bargaining Records - All other Records (except minutes)** If any of the above records are kept in the Employee Personnel File, then retain those records in accordance with the retention period for item #12, unless the record has a longer retention period than the retention period for personnel files. In that case, remove the record with the longer retention period and retain it according to the retention period for that record series and destroy the rest of the personnel file as directed above. *Employee Medical and Exposure Records may not be filed in the Personnel File.*	1 Year	After created or received.	
20754	**Union / Collective Bargaining Records – Arbitration / Grievance Case Records** If any of the above records are kept in the Employee Personnel File, then retain those records in accordance with the retention period for item #12, unless the record has a longer retention period than the retention period for personnel files. In that case, remove the record with the longer retention period and retain it according to the retention period for that record series and destroy the rest of the personnel file as directed above. *Employee Medical and Exposure Records may not be filed in the Personnel File.*	8 Years	After case resolved.	

Record Series Number	Record Series Title	Retention Period	Retention Remark	Legal Citation
20755	**Union / Collective Bargaining Records - Collective Bargaining Agreements** If any of the above records are kept in the Employee Personnel File, then retain those records in accordance with the retention period for item #12, unless the record has a longer retention period than the retention period for personnel files. In that case, remove the record with the longer retention period and retain it according to the retention period for that record series and destroy the rest of the personnel file as directed above. *Employee Medical and Exposure Records may not be filed in the Personnel File.*	Permanent	Preserve pursuant to ARS §39-101.	ARS §39-101
20757	**Union / Collective Bargaining Records - Election Records** If any of the above records are kept in the Employee Personnel File, then retain those records in accordance with the retention period for item #12, unless the record has a longer retention period than the retention period for personnel files. In that case, remove the record with the longer retention period and retain it according to the retention period for that record series and destroy the rest of the personnel file as directed above. *Employee Medical and Exposure Records may not be filed in the Personnel File.*	6 Years	After election held.	

Record Series Number	Record Series Title	Retention Period	Retention Remark	Legal Citation
20756	**Union / Collective Bargaining Records - Negotiation Records** Including workbooks and signed articles but excluding minutes. If any of the above records are kept in the Employee Personnel File, then retain those records in accordance with the retention period for item #12, unless the record has a longer retention period than the retention period for personnel files. In that case, remove the record with the longer retention period and retain it according to the retention period for that record series and destroy the rest of the personnel file as directed above. *Employee Medical and Exposure Records may not be filed in the Personnel File.*	8 Years	After created or received.	
20759	**Unsolicited Applications** If any of the above records are kept in the Employee Personnel File, then retain those records in accordance with the retention period for item #12, unless the record has a longer retention period than the retention period for personnel files. In that case, remove the record with the longer retention period and retain it according to the retention period for that record series and destroy the rest of the personnel file as directed above. *Employee Medical and Exposure Records may not be filed in the Personnel File.*		After administrative value has been served.	

Record Series Number	Record Series Title	Retention Period	Retention Remark	Legal Citation
20761	**Wellness Fair Records - All other Records** Records concerning events hosted by the Public Body for their employees including correspondence, sign-in sheets, receipts of incentives and/ or logs and other related records. If any of the above records are kept in the Employee Personnel File, then retain those records in accordance with the retention period for item #12, unless the record has a longer retention period than the retention period for personnel files. In that case, remove the record with the longer retention period and retain it according to the retention period for that record series and destroy the rest of the personnel file as directed above. *Employee Medical and Exposure Records may not be filed in the Personnel File.*	6 Years	After event held.	
20760	**Wellness Fair Records - Health Related Records for Employees** Records concerning events hosted by the Public Body for their employees including correspondence, sign-in sheets, receipts of incentives and/ or logs and other related records. If any of the above records are kept in the Employee Personnel File, then retain those records in accordance with the retention period for item #12, unless the record has a longer retention period than the retention period for personnel files. In that case, remove the record with the longer retention period and retain it according to the retention period for that record series	30 Years	After employee terminated.	

Record Series Number	Record Series Title	Retention Period	Retention Remark	Legal Citation
	and destroy the rest of the personnel file as directed above. *Employee Medical and Exposure Records may not be filed in the Personnel File.*			
20763	**Workers' Compensation Records - Billing Records (State Compensation Fund)** If any of the above records are kept in the Employee Personnel File, then retain those records in accordance with the retention period for item #12, unless the record has a longer retention period than the retention period for personnel files. In that case, remove the record with the longer retention period and retain it according to the retention period for that record series and destroy the rest of the personnel file as directed above. *Employee Medical and Exposure Records may not be filed in the Personnel File.*	5 Years	After created or received.	
20762	**Workers' Compensation Records - State Agency, Board and Commission Records** Agency copy, official copy at Department of Administration (ADOA). If any of the above records are kept in the Employee Personnel File, then retain those records in accordance with the retention period for item #12, unless the record has a longer retention period than the retention period for personnel files. In that case, remove the record with the longer retention period and retain it according to the retention period for that record series and destroy the rest of the personnel file as directed above. *Employee*	3 Years	After employee terminated.	

Record Series Number	Record Series Title	Retention Period	Retention Remark	Legal Citation
	Medical and Exposure Records may not be filed in the Personnel File.			
20766	**Workers' Compensation Records - Case Records** If any of the above records are kept in the Employee Personnel File, then retain those records in accordance with the retention period for item #12, unless the record has a longer retention period than the retention period for personnel files. In that case, remove the record with the longer retention period and retain it according to the retention period for that record series and destroy the rest of the personnel file as directed above. *Employee Medical and Exposure Records may not be filed in the Personnel File.*	75 Years	After case closed.	
20764	**Workers' Compensation Records - Denied Claims** If any of the above records are kept in the Employee Personnel File, then retain those records in accordance with the retention period for item #12, unless the record has a longer retention period than the retention period for personnel files. In that case, remove the record with the longer retention period and retain it according to the retention period for that record series and destroy the rest of the personnel file as directed above. *Employee Medical and Exposure Records may not be filed in the Personnel File.*	3 Years	After denied.	

General Records Retention Schedule Issued to:
All State and Local Agencies
Human Resources / Personnel Records
GS 1006 **7/18/2016**

Record Series Number	Record Series Title	Retention Period	Retention Remark	Legal Citation
20765	**Workers' Compensation Records - Reports of Industrial Injury** Employer and supervisors' reports. If any of the above records are kept in the Employee Personnel File, then retain those records in accordance with the retention period for item #12, unless the record has a longer retention period than the retention period for personnel files. In that case, remove the record with the longer retention period and retain it according to the retention period for that record series and destroy the rest of the personnel file as directed above. *Employee Medical and Exposure Records may not be filed in the Personnel File.*	5 Years	After created or received.	

Arizona State Library, Archives and Public Records

General Records Retention Schedule for All Public Bodies Information Technology (IT) Records

Schedule Number: 000-12-41

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.**

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

Date Approved: May 1, 2012

General Records Retention Schedule for
All Public Bodies
Information Technology (IT) Records

Item #	Records Series	Retention (Yrs.)	Start of Retention
1.	Application Records (including Development Records; Problem Records (problem definition, testing, user approval final resolution and other related records); Program Records (including specific descriptions or individual programs, program steps and modifications); Server Records (including Advantage, Budget System, PeopleSoft, and other related records); Systems Records (including overall description, diagrams, program inter-relationships); User Manuals (including procedures manuals and handbooks))	3	After system terminated or 3 years after superseded or obsolete, whichever is first
2.	Backup Tape Library Records (including records about backup tapes but not the actual backup tapes)	1	After superseded or obsolete
3.	Computer System Maintenance Records (records which document the maintenance of computer systems and components including computer equipment inventories, hardware performance reports, component maintenance, system backup reports, and backup tape inventories)		
	a. Records related to system/ component repair or service	-	After system removed
	b. Records related to backups or inventories	-	After superseded or obsolete
4.	Conversion, Integration, and Migration Plan Records	3	After successful conversion completed
5.	Data Model, Use Cases and Process Model Records	3	After superseded or obsolete

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

General Records Retention Schedule for
All Public Bodies
Information Technology (IT) Records

Item #	Records Series	Retention (Yrs.)	Start of Retention
6.	Department Service Request Records (including plans, requests, performance reports, usage, bills, payments, installation, change, removal and servicing of equipment, Help Desk records and Work Orders)	3	After completed, cancelled or abandoned
7.	Distribution Lists (if not needed to document recipients of emails sent by Public Body)	1	After superseded or obsolete
8.	Enterprise Architecture Records (including system set-up and how hardware is linked)	5	After created or superseded, whichever comes first
9.	Geographic Information Systems (GIS) Records		
	a. Data Layer Records		
	i. Official copy (This series represents any content in a department's GIS database that meets the statutory definition of a record and is not a duplicate, transitory or retained elsewhere)	-	Retain for the same period as required for other forms of the same record series
	ii. Unaltered data layers (unaltered or minimally altered data layers received from other agencies and commercial sources are reference records)	3	After received or when informational value has been served, whichever is later
	iii. All other copies (This series represents any content in a department's GIS database that is strictly a duplicate or transitory in nature with a records copy of the information existing elsewhere)	-	After reference value has been served
	b. Format and Control Records (including record layouts, file structures, code books, configuration and setup files, installation and implementation procedures or instruction and any other documentation that define or describe the data or the application)	3	After superseded or obsolete

General Records Retention Schedule for
All Public Bodies
Information Technology (IT) Records

Item #	Records Series	Retention (Yrs.)	Start of Retention
	c. Significantly Altered Data Layers (data layers received from other agencies and commercial sources which are significantly altered are considered a record)	-	Retain for the same period as required for other forms of the same records series
10.	Information Technology (IT) Configuration Management Records (including hardware configuration records)	1	After disposal of system
11.	IT Capital Investment Records (including IT asset records and inventory records of IT equipment)	3	After superseded or obsolete
12.	IT Operations / Productions Records (including operating manuals, program run books, setup/error/halt procedures, operating schedules, program run and batch control logs, error message reports, operations schedule records, and terminal activity reports)		
	a. Transitory (short-term value) records	2	After created or received
	b. All other records	2	After production operations ceased or superseded, whichever comes first
13.	Logs (including technology and usage monitoring records, intrusion detection, assessments, email monitoring, internet monitoring, security, application or database transactions, usage, tracking, audit)	-	After administrative value has been served

General Records Retention Schedule for
All Public Bodies
Information Technology (IT) Records

Item #	Records Series	Retention (Yrs.)	Start of Retention
14.	Master File Content Records		
	a. Official records (These records are components of databases, database management systems, electronic document management systems (EDMS), etc and represents any content within that meets the statutory definition of a record and is not a duplicate record, transitory or retained elsewhere)	-	Retain for the same period as required for other forms of the same records series as found on other approved retention schedules. Records must be deleted at the end of the approved retention period (ARS §41-151.12)
	b. Reference records (non-record copy – This series represents any content in a department's Master File (database, database management system, electronic document management system (EDMS), etc) that is strictly a duplicate or transitory in nature, with a record copy of the information existing elsewhere]	-	After reference value has been served
	c. Format and Control Records (configuration and setup files, installation and implementation procedures or instructions)	3	After superseded or obsolete
15.	Problem Records for Software Infrastructure	3	After problem resolved
16.	Security Records		
	a. Records related to maintaining the security of systems and data	1	After system superseded or obsolete
	b. Audit trail reports and records	5	After created or reported
	c. Computer security incident handling, reporting and follow-up records	3	After all follow-up actions completed
	d. Password/Security Authorization Records	2	After created or superseded, whichever is later
	e. Legal and Regulatory Compliance Records	5	After created or received
	f. Breach Notification Records	-	See Management Records General Retention Schedule for All Public Bodies

General Records Retention Schedule for
All Public Bodies
Information Technology (IT) Records

Item #	Records Series	Retention (Yrs.)	Start of Retention
17.	Test and Certification Records (including files, scripts, or instructions)	5	After created or superseded, whichever comes first

Supersedes schedule dated July 25, 2011

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

General Records Retention Schedule Issued to All Public Bodies
All Public Institutions of Higher Learning
Institutional Research Records

Schedule Number: GS 1010

Authority: 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.

Only the Arizona State Library, Archives and Public Records has the authority to extend or decrease records retention periods. 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, contact the Records Management Center to request a change to the retention period.

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.

Archival Value: Records designated as Permanent on the retention schedule must not be destroyed (ARS §39-101). If it is believed that special circumstances warrant other records to be retained permanently, contact the Arizona State Archives for assistance in determining historical or archival value. All records created prior to 1912 must be retained permanently. This retention schedule does not authorize the transfer of records to any repository other than the Arizona State Archives (ARS §41-151.09).

Disposition: This schedule is used in conjunction with the Report/Certificate of Records Destruction. All records disposed under this schedule must be reported on the Report/Certificate of Records Destruction, unless transferred to the Arizona State Archives.

Format: Retention periods listed on this schedule apply to all records regardless of physical form or characteristics. Records, regardless of format (including electronic, paper, microfilm, etc.) not listed in this schedule or on the approved General Retention Schedule, are not authorized to be destroyed.

Copies: Additional copies created for convenience or reference purposes should not be retained longer than the record copy listed in this schedule. Copies do not need to be reported on the Report/Certificate of Records Destruction when they are disposed.

Supersedence: **This schedule supersedes All Arizona Community Colleges, Institutional Research, signed November 15, 2002.**

Approval Authorized by:	Date:
Joan Clark	3-25-15
Joan Clark, State Librarian and Director, Library, Archives & Public Records	

Retention review and approval by:	Date:
	3/14/15
Jerry Lucente-Kirkpatrick, Records Analyst, Archives and Records Management	

Archival review and approval by:	Date:
Melanie Sturgeon	3/23/2015
Melanie Sturgeon, State Archivist & Director, Archives & Records Management	

General Records Retention Schedule for
All Public Bodies
All Public Institutions of Higher Learning
Institutional Research Records
GS 1010

Item #	Records Series	Retention (Yrs.)	Remarks
1.	**Cyclical Internal Reports – Final Reports**	Permanent	Retain per Arizona Standards for Permanent Records or transfer to State Archives when administrative value has been served.
2.	**Cyclical Internal Reports – Supporting Documentation**	6	After calendar year created or received.
3.	**Cyclical Reports – Issued by Other Organizations**	2	After calendar year received.
4.	**Reports to State or Federal Government, or North Central Accreditation Association – Final Report**	Permanent	Retain per Arizona Standards for Permanent Records or transfer to State Archives when administrative value has been served.
5.	**Reports to State or Federal Government, or North Central Accreditation Association – Supporting Documentation**	6	After calendar year created.
6.	**Reports to State or Federal Government, or North Central Accreditation Association – Federal Graduate Report Supporting Documentation**	10	After calendar year created.
7.	**Reports to Other External Organizations**	3	After calendar year created.
8.	**Special Internal Reports (Ad Hoc) – Final Report**	Permanent	Retain per Arizona Standards for Permanent Records or transfer to State Archives when administrative value has been served.

General Records Retention Schedule for
All Public Bodies
All Public Institutions of Higher Learning
Institutional Research Records
GS 1010

Item #	Records Series	Retention (Yrs.)	Remarks
9.	**Special Internal Reports (Ad Hoc) – Supporting Documentation**	6	After calendar year created or received.

General Records Retention Schedule Issued to: All State And Local Agencies Law Enforcement Records

Schedule Number: GS 1031

Authority: Pursuant to ARS §41-151.12(3), only the Arizona State Library, Archives and Public Records has the authority to set retention periods, including the sole authority to modify, extend or decrease records retention periods. The retention periods listed herein are the **required** time records must be retained. Records should be promptly and orderly disposed of at the end of their retention period. Keeping records longer than the retention period poses financial, legal, audit and investigative risks to the Agency. These risks need to be considered by State and Local Agencies when there is a compelling need to retain records for a longer period of time than the approved retention period. Records required for ongoing or foreseeable official proceedings such as audits, investigations or lawsuits, must be retained until released from such official proceedings, notwithstanding the instructions of this schedule.

Archival Value: Records designated as Permanent on the retention schedule must not be destroyed (ARS §39-101). If it is believed that special circumstances warrant other records to be retained permanently, contact the Arizona State Archives for assistance in determining historical or archival value. All records created prior to 1912 must be retained permanently. This retention schedule does not authorize the transfer of records to any repository other than the Arizona State Archives (ARS §41-151.09).

Disposition: This schedule is used in conjunction with the *Certificate of Records Destruction*. All records disposed under this schedule must be reported on the *Certificate of Records Destruction*, unless transferred to the Arizona State Archives.

Format: Retention periods listed on this schedule apply to all records regardless of physical form or characteristics. Records, regardless of format (including electronic, paper, microfilm, etc.) not listed in this schedule or on the approved General Retention Schedule, are not authorized to be destroyed.

Copies: Additional copies created for convenience or reference purposes should not be retained longer than the record copy listed in this schedule. Copies do not need to be reported on the *Certificate of Records Destruction* when they are disposed.

Supersedence: This schedule supersedes *#000-12-30*, signed April 05, 2012.

Approval Authorized by:	Date:
Ted Hale	3/21/16
Ted Hale, State Records Management Officer, Secretary of State	

Retention review and approval by:	Date:	Archival review and approval by:	Date:
Jerry Lucente Kirkpatrick	3/19/16	Melanie Sturgeon	3/21/2016
Jerry Lucente Kirkpatrick, State Records Manager, Secretary of State		Melanie Sturgeon, State Archivist, Secretary of State	

RECORDS MANAGEMENT CENTER
1919 West Jefferson Street • Phoenix, Arizona 85009 • http://www.azlibrary.gov/records • Phone: (602) 926-3815 • FAX: (602) 256-2838 • E-Mail: records@azlibrary.gov

General Records Retention Schedule for
All State And Local Agencies
Law Enforcement Records
GS 1031

Item #	Records Series	Retention (Yrs.)	Start of Retention
1.	**Crime Reports and Investigation Records** Includes a Departmental Report (DR) and may include supplemental records such as citations, Arizona Crime Information Center (ACIC) / National Crime Information Center (NCIC) records, and other related records.		
	a. Felonies		
	i. Murder Including 1st and 2nd degree murder, manslaughter and negligent homicide.	Permanent	Transfer to State Archives 99 years after calendar year crime report created.
	ii. Sex Offenses May include sex offender registry or other sex offense related records.	109	After calendar year crime report created.
	iii. Other Serious Offenses As defined by ARS §13-706(F)(1).	99	After calendar year crime report created.
	iv. All Other Felonies	25	After calendar year crime report created.
	b. Misdemeanors	25	After calendar year crime report created.
	c. Petty Offenses Defined as any offense in which a fine only may be levied (no jail time).	3	After calendar year crime report created.
	d. Juvenile Referrals	-	After 18th birthday if not filed with Crime Report and Investigation Records.
	e. Traffic / Watercraft Accident Reports – Property Damage / Injury		
	i. Fatalities	10	After calendar year crime report created.
	ii. All Other Records	5	After calendar year crime report created.

Item #	Records Series	Retention (Yrs.)	Start of Retention
2.	**Crime Records** If not filed with Crime Report and Investigation Records and may include Subpoena / Summons Records for officers (office copy, official copy with Courts / Attorneys), missing person notices, seizure / forfeiture records, crime lab reports, property and impound records, property release forms, chain of custody of evidence records, arrest records, mug shots and prisoner property jail receipts.	25	After calendar year created.
3.	**Law Enforcement Recordings** Law enforcement recordings are audio and video records created by law enforcement for investigative purposes. This definition does not include law enforcement created recordings addressed by other retention schedules.		
	a. Evidentiary Recordings These recordings have been determined to have content relevant to an investigation or prosecution.	-	Retention period begins on actual date of recording. After disposition of underlying case, follow the retention period required by the corresponding ***Criminal Reports and Investigation Records***. Disposition includes declination of prosecution, dismissal, sentencing, and expiration of statute of limitations.

Item #	Records Series	Retention (Yrs.)	Start of Retention
	Non-Evidentiary Recordings All other law enforcement recordings.	185 days	After actual date of recording. These recordings may be retained longer at the state or local agency's discretion.
4.	**Citation Records**		
	a. Attached To Case Records	-	Filed with Crime Report and Investigation Records.
	b. Not Attached To Case Records May include voided / damaged original citations, parking citations and equipment repair orders / warnings for violations, property disposal reports, warrant records, and other related records.	30 days	After created.
5.	**Warrant Records**		
	a. Warrants	-	After cancelled or served then return to the court.
	b. Warrant Service And Tracking Records	2	After calendar year crime report created.
6.	**Arizona Criminal Justice Information System (ACJIS) Records** Arizona Crime Information Center (ACIC) / National Crime Information Center (NCIC) records including entries, clears, cancellations and hit notifications for license plates, vehicles, articles, guns, boats, vehicle parts, securities, missing persons and other related records.		
	a. Attached To Case Records	-	Filed with Crime Report and Investigation Records.
	b. Not Attached To Case Records	30 days	After created.

Item #	Records Series	Retention (Yrs.)	Start of Retention
7.	**Non-Crime Records** May include ACJIS Terminal Operator Certifications (TOC), Federal Bureau of Investigation (FBI) audits, property disposal reports / records, abandoned vehicles, field investigation (FI) cards, alarm reports, tips and leads, vacation property watch records, teletypes, and other related records.	30 days	After created.
8.	**Orders of Protection Records** **a. Orders**	-	After served, cancelled or expired with being served, then return to the court.
	b. Orders of Protection Service And Tracking Records	2	After served, cancelled or expired with being served.
9.	**Homeland Security Records** Includes reports and logs.	10	After calendar year created.
10.	**Departmental Records / Logs / Administrative Records** May include alarm permits and assessments, attorney interview requests, crime information bulletins, supervisor monthly inspection records, citizen ride-along, impound hearing records, letters of clearance, pawn transactions, permits such as parade, oversized vehicle, events, property impound / release, code enforcement, and other related records.	1	After calendar year created.
11.	**Police Department Strategic Plans**	-	After superseded or obsolete.

Item #	Records Series	Retention (Yrs.)	Start of Retention
12.	**Professional Standards Records** Includes standards from law enforcement professional organizations. Such as Commission on Accreditation for Law Enforcement Agencies (CALEA).	-	After superseded or obsolete.
13.	**Communications Records** May include 9-1-1 recordings, 9-1-1 Automatic Telephone Number Identification (ATNI) / Automatic Location Identification (ALI) Records, Computer Aided Dispatch (CAD) Records, radio frequency permits, vehicle to vehicle CAD, Calls for service and other related records.	30 days	After recorded.
14.	**Permanent Historical Law Enforcement Records** May include one-time events with historical value, operations plans, documents, videos, promotions, retirements and proclamations.	Permanent	Transfer to State Archives after administrative or reference value has been served.
15.	**Community Program Records** May include Blockwatch / Woodswatch, volunteer information, Citizens' Police Academy, Crisis Intervention, bicycle registration, and other related records.		
	i. Renewable Or Time-Limited Records	30 days	After calendar year superseded or obsolete.
	ii. All Other Records	30 days	After calendar year created.

Item #	Records Series	Retention (Yrs.)	Start of Retention
16.	**Internal Affairs Records** May include critical incident reviews, use of force, weapons deployments, and other related records.	3	After calendar year review completed.
17.	**Investigations and Intelligence Information Records – Not Records About Specific Crimes** May include repeat offender, silent witness, GangNet and gang records, intelligence and confidential informant records, vice, drugs, organized crime records, and other related records.	-	After reference value has been served.
18.	**Jail / Detention Facility Records** Adult / Juvenile Records may include arrest records, juvenile referrals, mug shot photos and other related records.		
	a. Adult / Juvenile – held with Departmental Report	-	Filed with Crime Report and Investigation Records.
	b. Adult Records – not held with Departmental Report	10	After date of last contact.
	c. Juvenile – not held with Departmental Report	-	After juvenile's 18th birthday.
19.	**Other Jail / Detention Records** May include arrest fingerprint cards (office copy, official copy with Department of Public Safety (DPS), prisoner / inmate retention records, prisoner property and jail property records, jail health inspection, and other related records.	30 days	After date of last contact.
20.	**Service Animal Records** Service animal deployment, tracking and medical records.	2	After service animal retired.

General Records Retention Schedule for
All State And Local Agencies
Law Enforcement Records
GS 1031

Item #	Records Series	Retention (Yrs.)	Start of Retention
21.	**Crime Logs** May include various logs such as arrest / prisoner, citation, evidence, key control, storage room, narcotic room entry / authorization, evidence room visitors, chain of custody, and logs of other related records.	1	After calendar year created.
22.	**All Other Logs** May include criminal justice use criminal history inquiry logs, warrant, communications / radio, departmental report, patrol / duty, briefing, radar use, license plate reader (LPR), report dissemination, subpoena / summons (for officer / employee court appearance), tow / impound / repossession, undercover expenditure (buy money), visitor register, and other related records.	6 months	After created or received.

Supersedes schedule #000-12-31, signed April 05, 2012.

General Records Retention Schedule Issued to: All State And Local Agencies Library Records

Schedule Number: GS 1035

Authority: Pursuant to ARS §41-151.12(3), only the Arizona State Library, Archives and Public Records has the authority to set retention periods, including the sole authority to modify, extend or decrease records retention periods. The retention periods listed herein are the **required** time records must be retained. Records should be promptly and orderly disposed of at the end of their retention period. Keeping records longer than the retention period poses financial, legal, audit and investigative risks to the Agency. These risks need to be considered when there is a compelling need to retain records for a longer period of time than approved retention period. Records required for ongoing or foreseeable official proceedings such as audits, investigations or lawsuits, must be retained until released from such official proceedings, notwithstanding the instructions of this schedule.

Archival Value: Records designated as Permanent on the retention schedule must not be destroyed (ARS §39-101). If it is believed that special circumstances warrant other records to be retained permanently, contact the Arizona State Archives for assistance in determining historical or archival value. All records created prior to 1912 must be retained permanently. This retention schedule does not authorize the transfer of records to any repository other than the Arizona State Archives (ARS §41-151.09).

Disposition: This schedule is used in conjunction with the *Certificate of Records Destruction*. All records disposed under this schedule must be reported on the *Certificate of Records Destruction*, unless transferred to the Arizona State Archives.

Format: Retention periods listed on this schedule apply to all records regardless of physical form or characteristics. Records, regardless of format (including electronic, paper, microfilm, etc.) not listed in this schedule or on the approved General Retention Schedule, are not authorized to be destroyed.

Copies: Additional copies created for convenience or reference purposes should not be retained longer than the record copy listed in this schedule. Copies do not need to be reported on the *Certificate of Records Destruction* when they are disposed.

Supersedence: This schedule supersedes *#000-12-17*, signed March 08, 2012.

Approval Authorized by: Ted Hale	Date: 12/29/15
Ted Hale, State Records Management Officer, Secretary of State	
Retention review and approval by:	Date: 12/24/15
Jerry Lucente-Kirkpatrick, State Records Manager, Secretary of State	
Archival review and approval by: Melanie Sturgeon	Date: 12/24/2015
Melanie Sturgeon, State Archivist, Secretary of State	

General Records Retention Schedule for
All State And Local Agencies
Library Records
GS 1035

Item #	Records Series	Retention (Yrs.)	Start of Retention
10503.	**Book Discussion Group Records** Includes records of books checked out for book discussion groups.	1	After created or received.
10504.	**Bookmobile Program Records** Program documentation for the Preschoolers acquiring Literacy Skills (PALS) and County bookmobiles. Includes waiting lists of sites requesting service and sites currently receiving service, information brochures and schedules.	-	After administrative value has been served.
10505.	**Borrowers / Cardholders / Visitor Registration Records** Includes records for users of public access computers.	-	After expired, updated or obsolete.
10506.	**Catalog of Collection Holdings** Includes shelf lists.	-	After item referred to is removed from the collection.
10507.	**Circulation Records - Borrower-Specific** Confidential pursuant to ARS §41-151.22.	-	After administrative value has been served. ARS § 41-151.22.
10508.	**Circulation Records - Book Title and / or Author-Specific**	-	After administrative value has been served.
10509.	**Community Service Records**	1	After application received.
10510.	**Donation / Gift Records - Added to Collection** Including one-time and on-going.	-	After administrative value has been served.

General Records Retention Schedule for
All State And Local Agencies
Library Records
GS 1035

Item #	Records Series	Retention (Yrs.)	Start of Retention
10511.	**Donation / Gift Records - Not Added to Collection** Including one-time and on-going.	-	After administrative value has been served.
10512.	**Equipment Reservation / Sign-up Records**	-	After administrative value has been served.
10513.	**E-Rate Records** Includes technology plans.	6	After fulfilled, cancelled or revoked. 47 CFR 54.516.
10514.	**Incident / Accident Records** Please see *Administrative and Management Records* General Retention Schedule.	-	Please see *Administrative and Management Records* General Retention Schedule.
10515.	**Intra / Inter-Library Loan Records - Photocopies of Periodicals** When borrowing in a manner that retains the numbers of copies of periodicals being borrowed.	3	After calendar year created. In compliance with Commission on New Technology Uses (CONTU) guidelines / copyright laws.
10516.	**Intra / Inter-Library Loan Records - All Other Records**	-	After administrative value has been served.
10517.	**Jail Library – Patron Request Records** Requests to borrow materials or for the library to purchase materials not currently owned.	-	After administrative value has been served.
10518.	**Library Display / Exhibit Records - Calendar of Exhibits** Displays of art or authors. Including, but not limited to, forms, inventory lists, and waivers.	10	After created.

General Records Retention Schedule for
All State And Local Agencies
Library Records
GS 1035

Item #	Records Series	Retention (Yrs.)	Start of Retention
10519.	**Library Display / Exhibit Records - All Other Records** Displays of art or authors. Including, but not limited to, forms, inventory lists, and waivers.	3	After exhibit removed
10520.	**Library History Collection Records** Records regarding library buildings. Includes photographs of events and newsletters.	Permanent	Retain per Arizona *Standards for Permanent Records* or transfer to State Archives when administrative value has been served.
10521.	**Special Services Machine Exchange Records** Forms used to exchange machines from the Arizona Talking Book Library. Includes user name, address and phone number. Machines are owned by the Arizona Talking Book Library.	1	After equipment returned.
10522.	**Statistical Records** Does not include the Annual Report.	-	After cumulative update completed.
10523.	**Summer Reading Program Records** Records of summer reading program. Including, but not limited to, any fees charged, information on incentive prizes, lists of presenters, registration materials, and samples of handouts.	-	After administrative value has been served.

General Records Retention Schedule for
All State And Local Agencies
Library Records
GS 1035

Item #	Records Series	Retention (Yrs.)	Start of Retention
10524.	**Working Records for Online Catalog** Includes item records downloaded from vendor or bibliographic utility databases for which local cataloging has not yet been completed.	-	After superseded or obsolete.

Supersedes schedule #000-12-17, signed March 08, 2012.

Arizona State Library, Archives and Public Records

General Records Retention Schedule for All Public Bodies Medical Records

Schedule Number: 000-12-28

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.**

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

Date Approved: March 27, 2012

Records Retention Schedule for
All Public Bodies
Medical Records

Item #	Records Series	Retention (Yrs.)	Start of Retention
1.	Patient Medical Records (including immunization records, disease surveillance reports, medical orders and protocols, mental health, dental, forensic and family planning records)		
	a. Adults	6	After date of last contact (ARS §12-2291; AAC R9-10-228(A)(10))
	b. Juvenile	24	After patient's date of birth (ARS §12-2291; AAC R9-10-228(A)(10))
	c. School District Students		
	i. Immunization records (card specified by Department of Health Services)	Permanent	Preserve pursuant to ARS §39-101
	ii. All other records	3	After fiscal year of last attendance
2.	Prescription Records (including orders)	7	After created or received (ARS §32-1964)
3.	Medical Imaging Records (including x-rays, scans and other image records		
	a. Mammography records	10	After date of last contact (42 CFR 900.12; AAC R12-1-614(D))
	b. Adults	6	After date of last contact (42 CFR 482.26(d)(2))
	c. Juveniles	24	After patient's date of birth

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

General Records Retention Schedule issued to All Public Bodies Officials Records

Schedule Number: GS 1021

Authority: Pursuant to ARS §41-151.12, the retention periods listed herein are the required amount of time records must be kept. Records must be promptly and orderly disposed of at the end of their retention period. Keeping records for a time period other than their approved retention period is illegal. Keeping records longer than the retention period poses financial, legal, audit and investigative risks to the Agency.

Only the Arizona State Library, Archives and Public Records has the authority to set retention periods, including the sole authority to modify, extend or decrease records retention periods. 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, contact the Records Management Center to request a change to the retention period.

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.

Archival Value: Records designated as Permanent on the retention schedule must not be destroyed (ARS §39-101). If it is believed that special circumstances warrant other records to be retained permanently, contact the Arizona State Archives for assistance in determining historical or archival value. All records created prior to 1912 must be retained permanently. This retention schedule does not authorize the transfer of records to any repository other than the Arizona State Archives (ARS §41-151.09).

Disposition: This schedule is used in conjunction with the *Certificate of Records Destruction*. All records disposed under this schedule must be reported on the *Certificate of Records Destruction*, unless transferred to the Arizona State Archives.

Format: Retention periods listed on this schedule apply to all records regardless of physical form or characteristics. Records, regardless of format (including electronic, paper, microfilm, etc.) not listed in this schedule or on the approved General Retention Schedule, are not authorized to be destroyed.

Copies: Additional copies created for convenience or reference purposes should not be retained longer than the record copy listed in this schedule. Copies do not need to be reported on the *Certificate of Records Destruction* when they are disposed.

Supersedence: This schedule supersedes **GS 1008, signed December 05, 2014.**

Approval Authorized by:	Date:
Joan Clark	7-23-15
Joan Clark, State Librarian and Director, Library, Archives & Public Records	

Retention review and approval by:	Date:	Archival review and approval by:	Date:
	7/13/15	Melanie T. Sturgeon	7/15/2015
Jerry Lucente-Kirkpatrick, Records Analyst, Archives and Records Management		Melanie Sturgeon, State Archivist & Records Officer, Archives & Records Management	

DEFINITIONS:

1. **"Officials"** means any person elected or appointed to hold any elective or appointive office of any public body (includes only the top three tiers of the overall public body-level Organization Chart) and any chief administrative officer, head, director, superintendent or chairman of any public body. (ARS §39-121.01) University and Community College Presidents are included under this definition.

2. **"Public body"** means this state, any county, city, town, school district, political subdivision or tax-supported district in this state, any branch, department, board, bureau, commission, council or committee of the foregoing, and any public organization or agency, supported in whole or in part by monies from this state or any political subdivision of this state, or expending monies provided by this state or any political subdivision of this state.
(ARS §39-121.01)

3. **"Records"** are defined in ARS §41-151.18, and are made or received in any format, "physical form or characteristic" (paper, electronic, microform, photographs, videos, email, website, social media, tweets, etc.) and include both in-house and out-sourced records creation and storage.

4. **Records created** by Officials and Public Bodies, in the course of their official business and public duties, belong to the public (the state). They are not the sole and private property of the individual(s) creating, receiving or disseminating the records. (ARS §41-151.15)

5. **Because records belong** to the public (the State), records created or received by Officials and Public Bodies in the course of their official business and public duties cannot be removed during their tenure or when they leave office and / or given away to private organizations, historical societies, libraries, and so on. When the Officials and Public Bodies no longer wish to retain their permanent records, especially historical records, these records should be transferred to the State Archives, which is the Depository of official archives. (ARS §41-151.09)

6. **Permanent and Historical Records**
Permanent records are records that have enduring, historical or research value that are retained permanently in an office or in the Arizona State Archives after a period of active use. Records are considered permanent if they have enduring administrative, fiscal or legal value to government or if they possess significant secondary research value beyond those for which they were created. Permanent Records are also known as Historically Significant, Historical or Archival Records.

   Please see our Guidance on Permanent and Historical Records, located at the following link: http://www.azlibrary.gov/arm/guidelines-standards-and-statutes

   Whenever and wherever the Arizona State Library, Archives and Public Records (LAPR) refer to **Permanent Records**, the following are explicitly included:

   1) Permanent Records are any records in which the retention period is listed as "**Permanent**" on an approved Retention Schedule (General or Custom), or deemed historical records. Any and all Permanent Records shall be strictly processed, retained, maintained and preserved per the

Arizona ***Standards for Permanent Records***, located at the following link: http://www.azlibrary.gov/sites/azlibrary.gov/files/arm-standard-for-permanent-records_april_23_2013_signed.pdf.

2) Any public body, or their vendor, that processes, retains, maintains and preserves their own Permanent Records, must strictly follow the Arizona ***Standards for Permanent Records***. **There are no exceptions**.

3) Sometimes a record series may not have a permanent retention period, but some records within that series may become permanent records when they are impacted by local or national events or issues. These records become historical when they:

- Document a controversial issue
- Document a program, project, event or issue that results in a significant change affecting the local community, city, county or state
- Document a program, project, event or issue that involves prominent people, places or events
- Document a program, project, event or issue that resulted in media attention locally, statewide or nationally

4) If records, at the time of their destruction, are deemed to be non-historical, based upon the appropriate considerations, records series / retention period, then there will not be an issue if such records might be deemed historical at some point in time after they have been destroyed.

Examples of historical records may include, but are not limited to, the following:

1) Evolving core values, duties or missions of a state or local agency. Examples include changes within the Child Protective Services Division evolving into a new agency, or the Medical Marijuana program beginning and impacting local law enforcement and regulatory agencies.

2) Current or recent issues and events. Any of these may become controversial topics and/or topics of interest. You will recognize many of these issues, especially if you suddenly get a large number of letters, calls or e-mails expressing a concern in opposition or support of an issue. Some examples include Government Employee Retirement Plans and Stadium issues, but may also include some of the following subjects:

- Abortion
- Alternative fuels
- Environmental issues
- Fiscal concerns
- Forests, wildfires and forest management
- Freeways or highway
- Gambling and casinos
- Gay rights
- Gun control
- Illegal immigration
- Important landmarks
- Land and development issues
- Legalization of drugs
- Protests
- Terrorism or terrorists
- Water issues
- Welfare issues (for or against)

10147.	**Accomplishments, Awards, Opinions, Orders, Priority Statements, and Proclamations Records – Historical** Some of these records can be found on official websites or social media sites. Historical Records meet the definition / description of the "***Permanent and Historical Records***" statement listed under the Definitions section of this Schedule, in accordance with LAPR Guidance on Permanent and Historical Records: http://www.azlibrary.gov/arm/guidelines-standards-and-statutes	Permanent	Retain per Arizona *Standards for Permanent Records* or transfer to State Archives when administrative value has been served.
10148.	**Accomplishments, Awards, Opinions, Orders, Priority Statements, and Proclamations Records – Non Historical** Some of these records can be found on official websites or social media sites.	4	After calendar year created.
10149.	**Activity / Progress / Statistical Reports and Performance Measurement Records** These are reports submitted to Officials by Departments / Divisions they oversee within the public body. These records include weekly or monthly reports, status reports, metrics, benchmarks and other oversight and compliance records but don't include official annual report.	3	After calendar year created or received.
10150.	**Appointment Calendar / Schedule Records - Historical** Records documenting the scheduling of meetings and public events that involve the Official. Historical Records meet the definition / description of the "***Permanent and Historical Records***" statement listed under the Definitions section of this	Permanent	Retain per Arizona *Standards for Permanent Records* or transfer to State Archives when administrative value has been served.

Item #	Records Series	Retention (Yrs.)	Remarks
	Schedule, in accordance with LAPR Guidance on Permanent and Historical Records: http://www.azlibrary.gov/arm/guidelines-standards-and-statutes		
10151.	**Appointment Calendar / Schedule Records – Non Historical** Records documenting the scheduling of meetings and public events that involve the Official.	-	After term in office / appointment / position ends. This applies only to full-time Officials. All others, please use the following Schedules: #000-12-15, Administrative Records, Records Series #4; or GS1003, Public Information and Marketing Records, Records Series #10022.
10152.	**Biographic Statement Records** Some of these records can be found on websites or social media sites.	Permanent	Retain per Arizona *Standards for Permanent Records* or transfer to State Archives when administrative value has been served.
10153.	**Constituent Correspondence Records – Historical** Includes correspondence between any member of the public, organization or business, **and** an Official, including, but not limited to, citizen comments and complaints. Historical records meet the definition / description of the "***Permanent and Historical Records***" statement listed under the Definitions section of this Schedule, in accordance with LAPR Guidance on Permanent and Historical	Permanent	Retain per Arizona *Standards for Permanent Records* or transfer to State Archives when administrative value has been served.

Item #	Records Series	Retention (Yrs.)	Remarks
	Records: http://www.azlibrary.gov/arm/guidelines-standards-and-statutes		
10154.	**Constituent Correspondence Records – Non Historical** Includes correspondence between any member of the public, organization or business, **and** an Official, including, but not limited to, citizen comments and complaints.	2	After calendar year created or received.
10155.	**Events Records – Historical** Records that document the planning for an event, the event itself, and any records related to or in response to the event, and includes presentation materials and handouts, registration and attendance lists, reports, and schedules of speakers and activities. Historical Records meet the definition / description of the "***Permanent and Historical Records***" statement listed under the Definitions section of this Schedule, in accordance with LAPR Guidance on Permanent and Historical Records: http://www.azlibrary.gov/arm/guidelines-standards-and-statutes	Permanent	Retain per Arizona *Standards for Permanent Records* or transfer to State Archives when administrative value has been served.
10156.	**Events Records – Non Historical** Records that document the planning for an event, the event itself, and any records related to or in response to the event, and includes presentation materials and handouts, registration and attendance lists, reports, and schedules of speakers and activities.	2	After calendar year created or received.

Item #	Records Series	Retention (Yrs.)	Remarks
10157.	**Executive Correspondence Records** Correspondence to or from an Official that sets or discusses policies.	Permanent	Retain per Arizona *Standards for Permanent Records* or transfer to State Archives when administrative value has been served.
10158.	**Inauguration Records** Records that document the planning for an inauguration, the inauguration itself, and any records related to the inauguration, including video. These Inauguration Records apply only to inaugurations that occur outside of a regularly scheduled Board, Council or Committee meeting.	Permanent	Retain per Arizona *Standards for Permanent Records* or transfer to State Archives when administrative value has been served.
10159.	**Lobbying Records** These are records that are created or received by the Official, including accounting of hours.	5	After calendar year created or received.
10160.	**Press Release Records – Historical** News releases and "News room" records that document significant events involving an Official, and may include news and communications to the public. Historical Records meet the definition / description of the "***Permanent and Historical Records***" statement listed under the Definitions section of this Schedule, in accordance with LAPR Guidance on Permanent and Historical Records: http://www.azlibrary.gov/arm/guidelines-standards-and-statutes	Permanent	Retain per Arizona *Standards for Permanent Records* or transfer to State Archives when administrative value has been served.

Item #	Records Series	Retention (Yrs.)	Remarks
10161.	**Press Release Records – Non Historical** News releases and "News room" records that document significant events involving an Official, and may include news and communications to the public.	2	After calendar year created or received.
10162.	**Publications** Publications produced by Official or their Office including, but not limited to, audits, brochures, budgets, capital improvement plans, comprehensive plans, newsletters, pamphlets, transportation studies and other published reports.	1	After superseded or obsolete. If you are an Official of a **State Agency**, please: Send two (2) paper copies to the following address: Library, Archives and Public Records, State Library of Arizona, State Docs 1700 W Washington Ste #300 Phoenix, AZ 85007. **and** Send electronic copy to research@azlibrary.gov. If you are an Official of a **Local Agency**, please Send one (1) hardcopy to the following address: Arizona State Archives, Attn: Arizona Collection 1901 W. Madison St. Phoenix, AZ 85009. ARS §41-151.08.

Item #	Records Series	Retention (Yrs.)	Remarks
10163.	**Speeches / Major Statement Records – Historical** Speeches, addresses and other comments of historical value that document significant events of the Official and / or public body during ceremonies, interviews and other public meetings. Records meet the definition / description of the "***Permanent and Historical Records***" statement listed under the Definitions section of this Schedule, in accordance with LAPR Guidance on Permanent and Historical Records: http://www.azlibrary.gov/arm/guidelines-standards-and-statutes	Permanent	Retain per Arizona *Standards for Permanent Records* or transfer to State Archives when administrative value has been served.
10164.	**Speeches / Major Statement Records – Non Historical** Speeches, addresses and other comments that document events of the Official and / or public body during ceremonies, interviews and other public meetings.	2	After calendar year created or received.
10165.	**Transition Records – Historical** These records document the transition from the incumbent official to the official-elect. These are records created by the incumbent official, and provided to the official-elect and their administration. Records may include reports, recommendations, working group records, budget records, press releases and other briefing materials. Also includes any continuing projects or issue-related records begun by the incumbent and inherited by the official-elect, which were completed or finalized by the incumbent administration. Records meet the definition / description	Permanent	Retain per Arizona *Standards for Permanent Records* or transfer to State Archives when administrative value has been served.

Item #	Records Series	Retention (Yrs.)	Remarks
	of the "***Permanent and Historical Records***" statement listed under the Definitions section of this Schedule, in accordance with LAPR Guidance on Permanent and Historical Records: http://www.azlibrary.gov/arm/guidelines-standards-and-statutes		
10166.	**Transition Records – Non Historical** These records document the transition from the incumbent official to the official-elect. These are records created by the incumbent official, and provided to the official-elect and their administration. Records may include reports, recommendations, working group records, budget records, press releases and other briefing materials. Also includes any continuing projects or issue-related records begun by the incumbent and inherited by the official-elect, which were completed or finalized by the incumbent administration.	1	After calendar year official-elect takes office.

Supersedes schedule GS 1008, signed December 05, 2014.

Joan Clark, Director
Arizona State Library, Archives and Public Records

General Records Retention Schedule Issued to: All State And Local Agencies Parks and Recreation Records

Schedule Number: GS 1044 (revised)

Authority: Pursuant to ARS §41-151.12(3), only the Arizona State Library, Archives and Public Records has the authority to set retention periods, including the sole authority to modify, extend or decrease records retention periods. The retention periods listed herein are the **required** time records must be retained. Records should be promptly and orderly disposed of at the end of their retention period. Keeping records longer than the retention period poses financial, legal, audit and investigative risks to the Agency. These risks need to be considered by State and Local Agencies when there is a compelling need to retain records for a longer period of time than the approved retention period. Records required for ongoing or foreseeable official proceedings such as audits, investigations or lawsuits, must be retained until released from such official proceedings, notwithstanding the instructions of this schedule.

Archival Value: Records designated as Permanent on the retention schedule must not be destroyed (ARS §39-101). If it is believed that special circumstances warrant other records to be retained permanently, contact the Arizona State Archives for assistance in determining historical or archival value. All records created prior to 1912 must be retained permanently. This retention schedule does not authorize the transfer of records to any repository other than the Arizona State Archives (ARS §41-151.09).

Disposition: This schedule is used in conjunction with the *Certificate of Records Destruction* . All records disposed under this schedule must be reported on the *Certificate of Records Destruction* , unless transferred to the Arizona State Archives.

Format: Retention periods listed on this schedule apply to all records regardless of physical form or characteristics. Records, regardless of format (including electronic, paper, microfilm, etc.) not listed in this schedule or on the approved General Retention Schedule, are not authorized to be destroyed.

Copies: Additional copies created for convenience or reference purposes should not be retained longer than the record copy listed in this schedule. Copies do not need to be reported on the *Certificate of Records Destruction* when they are disposed.

Supersedence: **Counties, Municipalities, State Agencies, Boards & Commissions, Parks & Recreation Schedule, 000-12-60, Dated, 6/27/2012**

Records Analyst, Secretary of State: Ruben Vargas

State Archivist, Secretary of State: Dr. Melanie Sturgeon

State Records Management Officer, Arizona State Archives, Records, and Arizona Capitol Museum: Dr. Ted Hale

Record Series Electronically Approved in RSM Database

RECORDS MANAGEMENT CENTER
1919 West Jefferson Street • Phoenix, Arizona 85009 • http://www.azlibrary.gov/records • Phone: (602) 926-3815 • FAX: (602) 256-2838 • E-Mail: records@azlibrary.gov

Revised: December 14, 2015

General Records Retention Schedule Issued to:
All State and Local Agencies
Parks and Recreation Records
GS 1044

7/1/2016

Record Series Number	Record Series Title	Retention Period	Retention Remark	Legal Citation
20915	**Archaeology Records**	Permanent	Preserve pursuant to ARS §39-101	ARS §39-101
20917	**Group Campground Rosters**	1 Year	After superseded or obsolete	
20921	**Land Acquisition Records, Acquisition Related Correspondence**	1 Year	After acquisition completed or abandoned	
20919	**Land Acquisition Records Appraisal Reports and other records needed to acquire parcels through condemnation**	15 Years	After condemnation settled and related legal cases closed	
20920	**Land Acquisition Records, Deeds and Title Insurance Policies**	-	After property sold abandoned or transferred	
20918	**Land Acquisition Records, Phase I Environmental Records**	7 Years	After date of simple acquisition	
20922	**Licensed Site Records, Court Records Regarding Custody**	3 Years	After completed	
20923	**Licensed Site Records, Program Participant Records** Including illness documentation and prescription authorization forms.	5 Years	After end of school year created or received	

General Records Retention Schedule Issued to:
All State and Local Agencies
Parks and Recreation Records
GS 1044

7/1/2016

Record Series Number	Record Series Title	Retention Period	Retention Remark	Legal Citation
20924	**Licensed Site Records, Required Records** Including attendance sign-in sheets and payment authorization.	5 Years	After end of school year created or received	
20925	**Maintenance Records**	3 Years	After created or received	
20926	**Park and Trail Development and Planning Records** Including site programming records, meeting records, public input records, surveys, preliminary budgets, and cost planning records.	10 Years	After created or received	
20927	**Park Pass Information Records** Including Annual Passes.	1 Year	After superseded or obsolete	
20929	**Park Plans and Blueprints, All Other Records**	-	After property no longer serves as a park or is no longer owned by the public body	
20928	**Park Plans and Blueprints, Historical**	Permanent	Preserve pursuant to ARS §39-101	ARS §39-101
20930	**Park Ranger Daily Logs**	5 Years	After created	
20931	**Permits** Including parks, basins, preserve, and outdoor facilities.	1 Year	After created or received	

General Records Retention Schedule Issued to:
All State and Local Agencies
Parks and Recreation Records
GS 1044

7/1/2016

Record Series Number	Record Series Title	Retention Period	Retention Remark	Legal Citation
20932	**Pesticide/Herbicide Records** Including herbicide and pesticide spray records. Records documenting employee exposure or potential exposure to hazardous substances should be transferred to Human Resources for retention with Employee Medical and Exposure Records.	5 Years	After work completed	
20933	**Preserve Improvement Project Records** Including bids, plans and specifications for trails and access areas and other related records.	3 Years	After construction completed	
20934	**Recreation, Activity and Event Records, Attendance Records** Including schedules, advertisements, promotions, brochures, rosters, log books, and other related records.	1 Year	After date of program	
20935	**Recreation, Activity and Event Records, Development Records** Including schedules, advertisements, promotions, brochures, rosters, log books, and other related records.	2 Years	After superseded or obsolete	

General Records Retention Schedule Issued to:
All State and Local Agencies
Parks and Recreation Records
GS 1044

7/1/2016

Record Series Number	Record Series Title	Retention Period	Retention Remark	Legal Citation
20936	**Recreation, Activity and Event Records, Registration Records** Including schedules, advertisements, promotions, brochures, rosters, log books, and other related records.	3 Years	After created or received	
20937	**Recreation, Activity and Event Records, Schedules** Including schedules, advertisements, promotions, brochures, rosters, log books, and other related records.	1 Year	After superseded or obsolete	
20938	**Reservation Records** Including tennis courts, baseball diamonds, ramadas, and other park areas.	6 Years	After date of reservation	
20941	**Sports Complex Records, Off-Season Use Records** Including short term or seasonal facility rentals for sports or special events in the off-season.	6 Years	After date of reservation	
20940	**Sports Complex Records, Spring Training Records** Records created during the preparation and operation for spring training.	3 Years	After end of season	

General Records Retention Schedule Issued to:
All State and Local Agencies
Parks and Recreation Records
GS 1044

7/1/2016

Record Series Number	Record Series Title	Retention Period	Retention Remark	Legal Citation
20944	**Youth Development Records** Including Jobs Training Partnership Act (JPTA) records, X-Tattoo Removal records, First Offender records, Stop Crime Remove Urban Blight (SCRUB) records, Student Truancy Reduction Initiative Valuing Education (STRIVE) records, Young First Offender records, and other related records.	7 Years	After completion of program	

RECORDS RETENTION AND DISPOSITION SCHEDULE

ALL ARIZONA COUNTIES

Function: **Planning and Zoning**

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.) Off.	R.C.	Total	REMARKS (Include start point of retention.)
1	Zoning case files **NOTE: Some of these files may involve high profile or otherwise noteworthy projects that may have long term or historical value. Contact History and Archives Division if you wish a professional archival appraisal of any of these files.**		-	-	20	After calendar year file closes
2	Incomplete zoning cases (dropped or withdrawn before decision is rendered)		-	-	2	After calendar year opened
3	Comprehensive plans including land use, neighborhoods, areas, etc.		-	-	Per	Preserve pursuant to A.R.S. §39-101
4	Background materials and preliminary drafts of plans		-	-	1	After plan finalized
5	Minutes of public meetings of boards or commissions (office copy)		-	-	3	After calendar year of meeting
6	Planning and zoning reports		-	-	3	After calendar year published
7	Violation case files		-	-	1	After calendar year case is closed

Supersedes Schedule Dated: March 11, 1999

Approved by:
X Madelyn Wells
Director, Arizona State Library, Archives and Public Records

Approval Date: NOV 5 2001

RECORDS RETENTION AND DISPOSITION SCHEDULE

PAGE 1 of 1

ALL ARIZONA MUNICIPALITIES

Function: **Planning and Zoning**

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.) Off.	R.C.	Total	REMARKS (Include start point of retention.)
1	Zoning case files ***NOTE: Some of these files may involve high profile or otherwise noteworthy projects that may have long term or historical value. Contact History and Archives Division if you wish a professional archival appraisal of any of these files.***		-	-	20	After calendar year file closes
2	Incomplete zoning cases (dropped or withdrawn before decision is rendered)		-	-	2	After calendar year opened
3	Comprehensive plans including land use, neighborhoods, areas, etc.		-	-	Per	Preserve pursuant to A.R.S. §39-101
4	Background materials and preliminary drafts of plans		-	-	1	After plan finalized
5	Minutes of public meetings of boards or commissions (office copy)		-	-	3	After calendar year of meeting
6	Planning and zoning reports		-	-	3	After calendar year published
7	Violation case files		-	-	1	After calendar year case is closed
						Supersedes Schedule Dated: September 15, 1999

Approved by:

X GladysAnn Wells

Director, Arizona State Library, Archives and Public Records

Approval Date: October 10, 2001

Jerry Lucente-Kirkpatrick
Records Management Specialist
1919 W Jefferson Street
Phoenix, AZ 85009
602-926-3820
jkirkpatrick@azlibrary.gov

November 01, 2012

To Whom It May Concern,

On this date, I verified that we do not have the signed original Retention Schedule for ***Planning and Zoning***, dated **October 10, 2001**. I have printed out a copy of the Schedule from the 2002 All AZ Municipalities Retention and Disposition Manual.

Sincerely,

Jerry Kirkpatrick

RECORDS RETENTION AND DISPOSITION SCHEDULE

ALL STATE AGENCIES

Function: **Planning and Zoning**

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.) Off.	R.C.	Total	REMARKS (Include start point of retention.)
1	Zoning case files **NOTE: Some of these files may involve high profile or otherwise noteworthy projects that may have long term or historical value. Contact History and Archives Division if you wish a professional archival appraisal of any of these files.**		-	-	20	After calendar year file closes
2	Incomplete zoning cases (dropped or withdrawn before decision is rendered)		-	-	2	After calendar year opened
3	Comprehensive plans including land use, neighborhoods, areas, etc.		-	-	Perm	Preserve pursuant to A.R.S. §39-101
4	Background materials and preliminary drafts of plans		-	-	1	After plan finalized
5	Minutes of public meetings of boards or commissions (office copy)		-	-	3	After calendar year of meeting
6	Planning and zoning reports		-	-	3	After calendar year published
7	Violation case files		-	-	1	After calendar year case is closed

Supersedes Schedule Dated: September 15, 1999

Approved by:

X Gladys Ann Wells

Director, Arizona State Library, Archives and Public Records

Approval Date: OCT 10 2001

RECORDS RETENTION AND DISPOSITION SCHEDULE

ALL ARIZONA COUNTIES

Function: **Public Defender**

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.) Off.	R.C.	Total	REMARKS (Include start point of retention.)
1	Felony cases		-	-	10	After final disposition of case
2	Misdemeanor cases		-	-	5	After final disposition of case
3	Juvenile cases		-	-	5	After final disposition of case
4	Juvenile cases prosecuted under Sexual Predator Act (A.R.S.§36-3701 et.seq.)		-	-	10	After final disposition of case
5	Extradition files		-	-	4	After date of closing
6	Mental competency cases		-	-	4	After final disposition of case
7	Appeals		-	-	10	After final disposition of case

Supersedes Schedule Dated:
March 11, 1999

Approved by:
X
Director, Arizona State Library, Archives and Public Records

Approval Date: NOV 5 2001

Arizona State Library, Archives and Public Records

General Records Retention Schedule for Arizona Counties Public Fiduciary Records

Schedule Number: 000-11-2

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 inquire about a change to the retention period. Only the Arizona State Library, Archives and Public Records has the authority to extend records retention periods. **Public records, including electronic records, not listed in this schedule are not authorized to be destroyed.**

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

Date Approved: 31 Jan 2011

Records Retention Schedule for Counties
Public Fiduciary Records

Item #	Records Series	Retention (Yrs.)	Remarks
1.	Administrative Case Records (probate cases with estates under $10,000)	7	After case/account closed
2.	Client Records (including guardianships/conservatorships, probate cases and trust cases)		
	a. Case histories (including consultation notes, financial ledgers and court reports	7	After case/account closed
	b. Supporting financial documentation (including receipts, statements, vouchers, banking records and other related records)	3	After fiscal year created or received
	c. Tax returns	7	After filed
3.	Indigent Burial Financial Records		
	a. Approved	20	After burial
	b. Disallowed	1	After decision to disallow made
4.	Mental Health Case Records	7	After case closed
5.	Referral Records (cases investigated but referred elsewhere)	7	After case referred

Supersedes schedule dated November 5, 2001

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

Arizona State Library, Archives and Public Records

General Records Retention Schedule for All Public Bodies Public Health Records

Schedule Number: 000-12-33

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.**

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

Date Approved: April 20, 2012

Records Retention Schedule for
All Public Bodies
Public Health Records

Item #	Records Series	Retention (Yrs.)	Start of Retention
	Academic		
1.	Academic Affairs Records (including credential records)	75	After created or received
	Administrative and Management		
2.	Appointment Records	3	After created or received
3.	Charge Records if not included in patient medical record (including encounter forms, tick sheets, acuity sheets, charge sheets and other related records)	1	After created or received
4.	Health Insurance Portability and Accountability Act (HIPAA) Privacy Standard Documentation Records (not patient specific)	6	After created or superseded, whichever is later (45 CFR 164.5300(j))
5.	Indigent Health Care Administrative Records (including hearing files, hospital notification records, long term care files and Arizona Health Care Cost Containment Services (AHCCCS) eligibility records, and other related records)	5	After fiscal year created or received (AAC R9-22-313)
6.	Medicare Records		
	a. Licenses and Permit Records	7	After fiscal year created or received
	b. Patient Account Records		
	i. Paid	6	After fiscal year paid
	ii. In collections	6	After fiscal year collected or written off
	c. Medicare Reimbursement Records (including ownership data, organization and operating cost data, fiscal records, medical records, tax records, asset sale records, acquisition or lease records, patient service charge schedules, income and funds flow information and other related records)	6	After fiscal year created or received (42 CFR 413.20)

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

Records Retention Schedule for
All Public Bodies
Public Health Records

Item #	Records Series	Retention (Yrs.)	Start of Retention
7.	Registers (chronological registers of tests including lab logs, blood draws logs and pregnancy screening logs)	2	After created
	Clinical		
8.	Clinical Trial Agreements (including related documentation)	15	After created or received
	Compliance		
9.	Compliance Records (including investigation records, supporting documents, work papers and hotline documents)	7	After created or completed, whichever is later
	Emergency/Clinic Records		
10.	Central Log of Patients (including sign-in sheets)	5	After created (42 CFR 489/20(r)(1-3))
11.	Lists of On-call Physicians	10	After created (42 CFR 489/20(r)(1-3))
	Health Information Records		
12.	Disease Indices (data sent to Arizona Department of Health Services (ADHS))	Permanent	Preserve pursuant to ARS §39-101
13.	Emergency Room and Paramedic Communication Records	6	After date of last contact (ARS §12-2291; AAC R9-10-228(A)(10))
14.	HIV Records (**not** including any personal identifying information and including statistics sent to Department of Health Services (ADHS) or federal/regional groups)	Permanent	Preserve pursuant to ARS §39-101 (per Arizona Department of Health Services (ADHS))
15.	Hospital and Outpatient Clinic Records (encounter statistics)	1	After created or received
16.	Indices to Patient Records		
	a. Historic/Master	Permanent	Preserve pursuant to ARS §39-101
	b. All others	10	After created

Records Retention Schedule for
All Public Bodies
Public Health Records

Item #	Records Series	Retention (Yrs.)	Start of Retention
17.	Records of Individuals Transferred to/from Hospital (records relating to the transfer of a patient should not include medical records)	5	After created or received (42 CFR 489.20(r)(1-3))
18.	Release or Disposal of Human Remains Records	10	After created or received
19.	Sterilization Logs	20	After created or received
	Laboratory		
20.	Blood and Blood Component Disposition Records	5	After disposal of blood and/or blood components
21.	Blood and Blood Product Testing Records (for donated blood)	5	After processing completed or 6 months after expired, whichever is later (42 CFR 593.1105)
22.	Immunohematology Records and Transfusion Records (for donated blood)	5	After processing completed or 6 months after expired, whichever is later (42 CFR 593.1105)
23.	Patient Testing Records (including instrument printouts if not filed in patient medical record)	2	After created (42 CFR 593.1105)
24.	Refrigeration and Blood Inspection Records (for donated blood)	5	After created or received
25.	Requests for Tests (if not filed in patient medical record)	2	After created or received
	Long Term and Extended Stay		
26.	Admission Listings, Registers and Statistical Records	6	After created or received
27.	Operative Indices	10	After created or received
28.	Physician Indices	10	After created
29.	Registers of Surgical Procedures	75	After created or received
30.	Rounds and Assignment Sheets	3	After created or received
31.	Tumor Registry Records	10	After created or received

Records Retention Schedule for
All Public Bodies
Public Health Records

Item #	Records Series	Retention (Yrs.)	Start of Retention
	Medical Staff		
32.	Bylaws and Rules/Regulations	Permanent	Preserve pursuant to ARS §39-101
33.	Medical Staff Services Records (including credential records)	75	After no longer member of staff
34.	Physician Services Agreements	6	After expired, cancelled or revoked
	Nursing		
35.	Nursing Training Records (including attendance, course outlines and examinations)	5	After employee terminated
36.	Private Duty Nurse Records	6	After date last used
37.	Daily Assignment Schedules	3	After created or received
	Nutrition		
38.	Dietary Records		
	a. Food costs	5	After fiscal year created or received
	b. Meal counts	5	After fiscal year created or received
	c. Menus	2	After created
39.	Women, Infants and Children (WIC) Food Program Records (including education records, financial operation reports, hearing files, vendor records and other related records)	3	After date of final expenditure report (7 CFR 246.15)
	Permitting/Inspection		
40.	Citizen Complaint Records (other than for permitted establishments that do not turn into legal action)	3	After resolved
41.	Food Handler Training Records	3	After training received
42.	Legal Action Records (including complaints, cease and desist orders, stipulation orders, and other related records)	10	After resolved

Records Retention Schedule for
All Public Bodies
Public Health Records

Item #	Records Series	Retention (Yrs.)	Start of Retention
43.	Permitted Establishment Records (including permit applications, plans, plan reviews, construction records, embargo and destruction reports, incident reports, inspection reports, food borne illness reports, citizen complaints, correspondence and other related records)	5	After establishment closed
44.	Public and Semi-public Swimming Pool Inspection Records (including opening and annual inspections, permits, complaints and other related records)	5	After pool closed
	Pharmacy		
45.	Controlled Substances Records (including inventory and orders both dispensed and administered)	3	After created or received (R4-23-1003)
46.	Quality Monitoring Records (including Accucheck, drug storage, exposure control, first aid kits, oxygen tank, syringe and medical count sheets and narcotics counts, and other related records)	3	After created or received
	Radiology		
47.	Radioisotope Records (including receipt, transfer, use, storage, delivery, disposal and reports of over-exposure)	Permanent	Preserve pursuant to ARS §39-101
48.	Requests for Tests (other than contained in medical records)	1 month	After month created or received
	Vital Records		
49.	Applications for Copy of Birth/Death Records	3	After processed
50.	Birth/Death Certificate Registration Records (if not entered directly into Arizona Department of Health Services (ADHS) database)	10	After registered

Records Retention Schedule for
All Public Bodies
Public Health Records

Item #	Records Series	Retention (Yrs.)	Start of Retention
51.	Correspondence (pertaining to birth/death records)	-	After administrative value has been served
52.	Corrections Records		
	a. Birth	4	After received
	b. Death	10	After received
53.	Disposal of Permits	4	After permit expired
54.	Paternity Records	3	After action taken

Supersedes schedules Counties/Health Services and Counties/Environmental Quality/ Health – items 1, 2, 3, 4, 5, 6, and 25 dated November 5, 2001

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

ARIZONA STATE
LIBRARY, ARCHIVES AND PUBLIC RECORDS
A DIVISION OF THE ARIZONA SECRETARY OF STATE

Preserving Arizona — Providing Access — Arizona State Library, Archives and Public Records

General Records Retention Schedule Issued to All Public Bodies
Public Information and Marketing

Schedule Number: GS 1003

Authority: 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.

Only the Arizona State Library, Archives and Public Records has the authority to extend or decrease records retention periods. 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, contact the Records Management Center to request a change to the retention period.

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.

Archival Value: Records designated as Permanent on the retention schedule must not be destroyed (ARS §39-101). If it is believed that special circumstances warrant other records to be retained permanently, contact the Arizona State Archives for assistance in determining historical or archival value. All records created prior to 1912 must be retained permanently. This retention schedule does not authorize the transfer of records to any repository other than the Arizona State Archives (ARS §41-151.09).

Disposition: This schedule is used in conjunction with the Report/Certificate of Records Destruction. All records disposed under this schedule must be reported on the Report/Certificate of Records Destruction, unless transferred to the Arizona State Archives.

Format: Retention periods listed on this schedule apply to all records regardless of physical form or characteristics. Records, regardless of format (including electronic, paper, microfilm, etc.) not listed in this schedule or on the approved General Retention Schedule, are not authorized to be destroyed.

Copies: Additional copies created for convenience or reference purposes should not be retained longer than the record copy listed in this schedule. Copies do not need to be reported on the Report/Certificate of Records Destruction when they are disposed.

Supersedence: This schedule supersedes, all or in part, series from the following schedules: ***Electronic Communications, Social Networking and Website Records***, 000-12-22, approved 03/08/2012; ***Public Information /Marketing Records, Community College,*** approved 11/15/2002; ***Civic, Convention, and Cultural Facilites and Visitors' Bureau Records***, 000-12-44, approved 6/11/2012.

Approval Authorized by:	Date:
Joan Clark	9-11-2014
Joan Clark, State Librarian and Director, Library, Archives & Public Records	

Retention review and approval by:	Date:	Archival review and approval by:	Date:
Carey Clifton-Myers	9/11/2014	Melanie Sturgeon	9/11/2014
Carey Clifton-Myers, Records Specialist, Archives and Records Management		Melanie Sturgeon, State Archivist & Director, History, Archives & Records Management	

RECORDS MANAGEMENT CENTER
1919 West Jefferson Street • Phoenix, Arizona 85009 • http://www.azlibrary.gov/records • Phone: (602) 926-3815 • FAX: (602) 256-2838 • E-Mail: rmd@azlibrary.gov

General Records Retention Schedule for
All Public Bodies
Public Information and Marketing Records

Item #	Records Series	Retention (Yrs.)	Remarks
10018.	**Advertising and Outreach Records** Records that document the promotional efforts of the public body and its services; may include books, budgets, and reports providing demographic information on visitors; and consumer and marketing leads.	2	After created or received.
10019.	**Audio/Video Records – Historical** Records of historical value that document significant activities and productions of the public body for publicity and educational purposes; may include final television and radio programs, scripts, edited and unedited tapes, raw footage and other related records.	Permanent	Retain per Arizona *Standards for Permanent Records* or transfer to State Archives when administrative value has been served.
10020.	**Audio/Video Records – Non Historical** Records of non-historical value that document routine events or activities of the public body and productions for publicity and educational purposes; may include edited and unedited tapes, raw footage and other related records.	-	After reference value has been served.
10021.	**Broadcast Logs** Records that document the daily broadcast activities of the public body radio station or television channel; may include log sheets, program delays, daily announcers, technical difficulties, and other digital broadcast records.	2	After calendar year created.

General Records Retention Schedule for
All Public Bodies
Public Information and Marketing Records

Item #	Records Series	Retention (Yrs.)	Remarks
10022.	**Calendar of Public Events** Records that document the scheduling of public meetings and events of the public body; may include meeting planners and tour and travel guides and planners.	2	After calendar year created.
10023.	**Distribution Lists** Contact lists; may include Friends and Fans lists, listservs, email contacts, and mailing lists.	-	After superseded or obsolete.
10024.	**Public Events Records-Historical** Records of historical value that document a significant event; includes presentation materials and handouts, registration and attendance lists, reports, and schedules of speakers and activities.	Permanent	Retain per Arizona *Standards for Permanent Records* or transfer to State Archives when administrative value has been served.
10025.	**Public Events Records-Non Historical** Records of non-historical value that document an event, or the planning thereof, and any records related to or in response to the event; may include applications, certificate/proof of insurance, materials on planning and arrangements, participant evaluations, permits, presentation materials and handouts, registration and attendance lists, reports, and schedules of speakers and activities.	2	After calendar year created or received.

Item #	Records Series	Retention (Yrs.)	Remarks
10026.	**Graphic Art** Records that document the major representation of the public body and its services; includes final versions of logos, trademarks, branding, seals and posters. Final artwork for temporary programs or minor projects is not required.	Permanent	Retain per Arizona *Standards for Permanent Records* or transfer to State Archives when administrative value has been served.
10027.	**Photographs – Historical** Records of historical value that document significant activities, events, and staff of the public body; may include negatives, clips, scrapbook material, and logs records.	Permanent	Retain per Arizona *Standards for Permanent Records* or transfer to State Archives when administrative value has been served.
10028.	**Photographs – Non Historical** Records of non-historical value that document activities, events, and staff of the public body; may include negatives, clips, scrapbook material, and logs records.	2	After calendar year created or received.
10029.	**Press Releases – Historical** News releases and "News room" records of historical value that document significant events of the public body; may include news and communications to the public.	Permanent	Retain per Arizona *Standards for Permanent Records* or transfer to State Archives when administrative value has been served.
10030.	**Press Releases – Non Historical** News releases and "News room" records of non-historical value; may include news and communications to the public.	2	After calendar year created or received.

Item #	Records Series	Retention (Yrs.)	Remarks
10031.	**Public Service Announcements** Records that document communications required for the safety and wellbeing of the public; may include commercials, consumer protection alerts, emergency communications, news recordings, public notices, public safety announcements and radio broadcasts.	2	After calendar year created or received.
10032.	**Rights and Reproduction Records** Records that document the use of photographs, video, and music; may include access conditions, copyright logs, notice of intention to obtain compulsory license and compulsory license, model and photo release forms, ownership records, and permissions.	-	After rights material has ended. For student records maintain until superseded or 4 years after fiscal year of last attendance. **Confidentiality:** Additional measures may be required for photo releases of school children younger than 18 years of age. Resources to consider include: address confidentiality programs, Child Protective Services requirements; Family Educational Rights and Privacy Act (FERPA), Individuals with Disabilities Education Act (IDEA), licensed childcare providers (i.e. DES, Health Services) requirements, school or school district policies, and witness protection programs.

Item #	Records Series	Retention (Yrs.)	Remarks
10033.	**Social Networking Administrative & Technical Records** Format and control records; may include, CEO/CIO approval records, marketing plan, registration records, and social networking matrix.	1	After superseded or obsolete.
10034.	**Speeches – Historical** Speeches, addresses and other comments of historical value that document significant events of the public body during ceremonies, interviews and other public meetings.	Permanent	Retain per Arizona *Standards for Permanent Records* or transfer to State Archives when administrative value has been served. See also: *Officials Records Schedule* (GS 1001) for elected or appointed officials or any chief administrative officer, head, director, superintendent, or chairman of any public body. ARS §39-121.01.
10035.	**Speeches – Non Historical** Speeches, addresses and other comments of non-historical value that represent the public body during ceremonies, interviews and other public meetings.	2	After calendar year created or received.

RECORDS RETENTION AND DISPOSITION SCHEDULE

ALL ARIZONA MUNICIPALITIES

Function: **Public Works – Streets (Transportation)**

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.) Off.	R.C.	Total	REMARKS (Include start point of retention.)
1	Street project construction records:					
	a. Project construction files		-	-	3	After completion and final payment
	b. "As-built" plans		-	-	-	Retain until abandoned or transferred to other jurisdiction. Recommend microfilm for security.
	c. Extra copies of construction records including field office copies and work-site copies		-	-	1	After completion of construction
2	Street maintenance records					
	a. Routine maintenance of street and roadside areas		-	-	3	After fiscal year maintenance performed
	b. Major maintenance and improvement projects		-	-	-	Treat as construction project records (See item 1)
3	Encroachment and road cut permits		-	-	3	After permit terminates or encroachment is abandoned
4	Survey notes and records		-	-	-	Retain until surveyed area is abandoned or transferred to another Jurisdiction.
5	Maps including aerials, mosaics, negatives, contour, etc.		-	-	-	Retain until mapped area is abandoned or transferred to another jurisdiction
6	Contracts and intergovernmental agreements (IGAs)					
	a. Official copy		-	-	-	Transfer to municipal clerk
	b. Office (extra non-record) copies		-	-	1	After expired, cancelled of revoked
7	Right of way files		-	-	-	Retain until land is abandoned or transferred. Transfer official copy of deed and title insurance to the municipal clerk.

Supersedes Schedule Dated: September 15, 1999

Approved by:

X Gladys Ann Wells

Director, Arizona State Library, Archives and Public Records

Approval Date: OCT 10 2001

RECORDS RETENTION AND DISPOSITION SCHEDULE

ALL ARIZONA MUNICIPALITIES

Function: **Public Works – Water & Sewer**

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.) Off.	R.C.	Total	REMARKS (Include start point of retention.)
1	Water and sewer construction and improvement records:					
	a. Federally funded projects expenditure records		-	-	3	After final payment (Check recordkeeping requirements of funding agency.)
	b. Locally funded projects expenditure records		-	-	3	After project completed
	c. "As-built" plans		-	-	-	Retain until plant is abandoned or demolished
2	Water and sewage treatment system maintenance records		-	-	10	After calendar year maintenance performed
3	Sewage treatment plant sludge incinerator records required pursuant to 40 CFR 153		-	-	2	After calendar year created (40 CFR 153)
4	Sewage treatment – copy of semi-annual report to EPA		-	-	10	After period reported
5	Sewage treatment plant monthly operational reports		-	-	5	After calendar year created
6	Sewage treatment plant discharge monitoring reports		-	-	10	After calendar year of report
7	Individual sewage disposal systems including applications, permits, plot plans, engineering reports, etc.		-	-	-	Retain for the life of the facility
8	Sewer system plans (ACC certified companies)		-	-	-	Retain for the life of the system
9	Water treatment plant (ACC certified companies) records including permits, applications, plans, engineering reports, etc.		-	-	-	Retain for the life of the plant
						Supersedes Schedule Dated: September 15, 1999

Approved by:

X Gladys-Ann Wells

Director, Arizona State Library, Archives and Public Records

Approval Date: OCT 10 2001

RECORDS RETENTION AND DISPOSITION SCHEDULE

ALL ARIZONA MUNICIPALITIES

Function: **Public Works – Water & Sewer**

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.) Off.	R.C.	Total	REMARKS (Include start point of retention.)
10	Water system plans (ACC certified companies)		-	-	-	Retain for life of facility
11	Water system records of bacteriological analyses made pursuant to 40 CFR 141		-	-	5	After calendar year of analysis (40 CFR 141.33)
12	Water treatment records of chemical analyses made pursuant to 40 CFR 141		-	-	10	After calendar year of analysis
13	Water treatment records of action taken to correct violations of Federal primary drinking water regulations		-	-	3	After the last action taken on a particular violation (40 CFR 141.33)
14	Water treatment reports, summaries and correspondence relating to sanitary surveys of the water system		-	-	10	After completion of the sanitary survey (40 CFR 141.33)
15	Water treatment records of any variance or exemption granted to the water system		-	-	5	After expiration of variance or exemption (40 CFR 141.33)
16	Water treatment sampling data and analyses, reports, surveys, letters, evaluations, schedules, State determinations, etc. required pursuant to 40 CFR 141.81 through 141.88		-	-	12	After calendar year of creation or receipt (40 CFR 141.91)
17	Water and sewer billing records		-	-	3	After fiscal year prepared

Supersedes Schedule Dated: September 15, 1999

Approved by:

X Gladyse Wells

Director, Arizona State Library, Archives and Public Records

Approval Date: OCT 10 2001

Arizona State Library, Archives and Public Records

General Records Retention Schedule for All Public Bodies Purchasing/Procurement Records

Schedule Number: 000-11-54

Authorization and Approval

Pursuant to ARS §41-151.12, 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 inquire about a change to the retention period. Only the Arizona State Library, Archives and Public Records has the authority to extend records retention periods. **Public records, including electronic records, not listed in this schedule are not authorized to be destroyed.**

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

Date Approved: 8/30/11

Records Retention Schedule for
All Public Bodies
Purchasing/Procurement Records

Item #	Records Series	Retention (Yrs.)	Remarks
1.	Contract and Lease Records (including Requests for Quotes (RFQ)/ Requests for Purchase (RFP)/ Requests for Information (RFI), recap sheets, scores, awards, bonds, certificates of insurance, W-9 forms, and other related records)	6	After fiscal year contract fulfilled, canceled or revoked
2.	Unsuccessful Bids (if filed separately from contract records)	3	After fiscal year received but no more than 6 years after fiscal year contract fulfilled, canceled or revoked
3.	Late Received Bids (including modifications, withdrawals and other related records)	1 month	After vendor notified (Bids may be returned to vendor in lieu of destruction)
4.	Canceled Solicitation Records	1	After fiscal year canceled but not more than 5 years after fiscal year canceled
5.	Vendor Lists (including active, potential or registered vendors)	-	After superseded or obsolete
6	Purchase Order Records (if issued under contract)	6	After fiscal year created or received
7.	Protest Records (if filed separately from contract records)	5	After fiscal year resolved
8.	Credit Memos	5	After fiscal year created or received
9.	Oral and Written Quotations (for purchases for which a contract is not required)	5	After fiscal year created or received

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

Records Retention Schedule for
All Public Bodies
Purchasing/Procurement Records

Item #	Records Series	Retention (Yrs.)	Remarks
10.	Vendor Records (records about vendors and suppliers providing goods and services to the agency including name and address of vendor or company, description of goods and services provided, catalogs, promotional and advertising materials, product specification sheets, copies of price quotations, and other related records)	5	After fiscal year superseded or obsolete

Supersedes schedule dated May 16, 2011

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

Arizona State Library, Archives and Public Records

General Records Retention Schedule for All Arizona Counties Recorder Records

Schedule Number: 000-09-94

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 inquire about a change to the retention period. Only the Arizona State Library, Archives and Public Records has the authority to extend records retention periods. **Public records, including electronic records, not listed in this schedule are not authorized to be destroyed.**

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

Date Approved: 05/06/2010

General Records Retention Schedule for
All Arizona Counties
Recorder

Item #	Records Series	Retention (Yrs.)	Remarks
1.	Blotters	Permanent	Created and preserved pursuant to ARS §11-472
2.	Fee Collection Records	3	After fiscal year created
3.	Indices to Recorded Instruments, Maps and Plats	Permanent	Created and preserved pursuant to ARS §11-462 and 463)
4.	Index Reports (Printed out from index database)	3	After calendar year created
5.	Official Oaths		
	a. County Recorder's	-	After reference value served. Official copy with Clerk of the Board
	b. Other elective county and elective precinct officers	5	After term of office expires
6.	Recorded Instruments (including all recorded documents, maps and plats)		
	a. Original instruments, maps and plats	-	Returned to requestor or destroyed after recorded on permanent quality medium and all other provisions of ARS §11-479 are met
	b. Microfilm (original silver halide master)	Permanent	Retain and secure in separate location pursuant to ARS §11-479
	c. Non-silver halide microfilm or electronic	-	After reference value served
	d. Returned mail instruments	-	After final attempt to mail is returned
7.	Signature Rosters / Voter History		
	a. For traditional elections, this is the actual signature roster and may include notation for voters that mail-in ballots)	Permanent	Preserve pursuant to ARS §39-101. When the public body no longer wishes to maintain the permanent records, they should be transferred to the State Archives
	b. For elections that are fully conducted via mail-in / on-line, this can be a roster / checklist of citizens that actually voted in the election	-	Will be provided by the Arizona Secretary Of State through the Voter Registration Records database
8.	Uniform Commercial Code (UCC) Article 3 Requests for Information	6	After calendar year completed

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

General Records Retention Schedule for
All Arizona Counties
Recorder

Item #	Records Series	Retention (Yrs.)	Remarks
	Voting Registration Records		
9.	Voter Notification Records (including returned mailed information)	1	After mailed, but no less than 6 months after date of election
10.	Voter Registration Records Database a. Output records i. Affidavits of Registration (voter) records ii. Cancelation of Affidavits of Registration (voter) records iii. Early / Absentee Voter records iv. Audit logs v. General Register	-	After reference value served
	b. Database and data fields Last Name, First Name, Middle Name, Suffix, Date of Birth, Birthplace, Name of Parent, Former Name, Driver License Number, Social Security Number, Indian Census Number, Party, Occupation, Poll Worker Status, Mailing Address, Mailing City, Mailing State, Mailing Zip, Residence Address, Residence City, Residence State, Residence County, Residence Zip, Telephone, Precinct, County Assigned Voter ID Number, Registration Status, NVRA Source, Last Modified Date, Restriction Status, Record Status	-	5 years after voter registration cancelled or after reference value served, whichever is later. (Official copy with Secretary of State's Office)
	c. Input records i. Voter Registration Affidavits ii. Voter Registration Cancellations iii. United States Citizenship and Immigration Services – Systematic Alien Verification for Entitlements (SAVE) iv. Juror Questionnaire-related v. Death Notifications vi. US Postal Service – Change of Address Notifications vii. Confirmation Notices	-	After scanned and verified and after reference value served
	d. System records (including configuration and setup, installation and implementation, design, program operation, software-related, site logs and statistical compilations, site maps, comprehensive list of URLs referenced and related records)	1	After superseded or obsolete or after reference value has been served, whichever is later

Supersedes schedule dated November 5, 2001

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

General Records Retention Schedule Issued to All Public Bodies
All Public Institutions of Higher Learning
Registrar Records

Schedule Number: GS 1013

Authority: 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.

Only the Arizona State Library, Archives and Public Records has the authority to extend or decrease records retention periods. 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, contact the Records Management Center to request a change to the retention period.

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.

Archival Value: Records designated as Permanent on the retention schedule must not be destroyed (ARS §39-101). If it is believed that special circumstances warrant other records to be retained permanently, contact the Arizona State Archives for assistance in determining historical or archival value. All records created prior to 1912 must be retained permanently. This retention schedule does not authorize the transfer of records to any repository other than the Arizona State Archives (ARS §41-151.09).

Disposition: This schedule is used in conjunction with the Report/Certificate of Records Destruction. All records disposed under this schedule must be reported on the Report/Certificate of Records Destruction, unless transferred to the Arizona State Archives.

Format: Retention periods listed on this schedule apply to all records regardless of physical form or characteristics. Records, regardless of format (including electronic, paper, microfilm, etc.) not listed in this schedule or on the approved General Retention Schedule, are not authorized to be destroyed.

Copies: Additional copies created for convenience or reference purposes should not be retained longer than the record copy listed in this schedule. Copies do not need to be reported on the Report/Certificate of Records Destruction when they are disposed.

Supersedence: This schedule supersedes **#000-12-11, signed February 13, 2012.**

Approval Authorized by: Joan Clark	Date: 3-25-15
Joan Clark, State Librarian and Director, Library, Archives & Public Records	
Retention review and approval by:	Date: 3/14/15
Jerry Lucente-Kirkpatrick, Records Analyst, Archives and Records Management	
Archival review and approval by: Melanie Sturgeon	Date: 3/23/2015
Melanie Sturgeon, State Archivist & Director, Archives & Records Management	

General Records Retention Schedule for
All Public Bodies
All Public Institutions of Higher Learning
Registrar Records

Item #	Records Series	Retention (Yrs.)	Remarks
1.	**Enrollment Reports Prepared for Arizona Board of Regents (ABOR)** Includes 21st day and 45th day census reports.	Permanent	Retain per Arizona Standards for Permanent Records or transfer to State Archives when administrative value has been served.
2.	**Permanent Student Records** Includes academic transcripts, graded class rosters, graduation audit reports, combined name and gender change authorizations, and student folders (background information).	Permanent	Retain per Arizona Standards for Permanent Records or transfer to State Archives when administrative value has been served.
3.	**Routine Office Records** Including, but not limited to, records specifically related to the Registrar's Office such as routine class schedules, affidavits of dependency, official transcript requests, academic record changes, various registration forms, enrollment verifications, graduation applications, residency classification petitions, and name change authorizations.	-	After administrative value has been served or after allowed by federal regulation, whichever is later.
4.	**Veterans (G.I. Bill) Student Records** As required by Veteran's Administration (VA) agreement, and may including VA application, certifications and status changes.	3	After semester of last attendance.

Joan Clark, Director
Arizona State Library, Archives and Public Records

General Records Retention Schedule Issued to: All State And Local Agencies Risk Management Records

Schedule Number: GS 1038 (revised)

Authority: Pursuant to ARS §41-151.12(3), only the Arizona State Library, Archives and Public Records has the authority to set retention periods, including the sole authority to modify, extend or decrease records retention periods. The retention periods listed herein are the **required** time records must be retained. Records should be promptly and orderly disposed of at the end of their retention period. Keeping records longer than the retention period poses financial, legal, audit and investigative risks to the Agency. These risks need to be considered by State and Local Agencies when there is a compelling need to retain records for a longer period of time than the approved retention period. Records required for ongoing or foreseeable official proceedings such as audits, investigations or lawsuits, must be retained until released from such official proceedings, notwithstanding the instructions of this schedule.

Archival Value: Records designated as Permanent on the retention schedule must not be destroyed (ARS §39-101). If it is believed that special circumstances warrant other records to be retained permanently, contact the Arizona State Archives for assistance in determining historical or archival value. All records created prior to 1912 must be retained permanently. This retention schedule does not authorize the transfer of records to any repository other than the Arizona State Archives (ARS §41-151.09).

Disposition: This schedule is used in conjunction with the *Certificate of Records Destruction* . All records disposed under this schedule must be reported on the *Certificate of Records Destruction* , unless transferred to the Arizona State Archives.

Format: Retention periods listed on this schedule apply to all records regardless of physical form or characteristics. Records, regardless of format (including electronic, paper, microfilm, etc.) not listed in this schedule or on the approved General Retention Schedule, are not authorized to be destroyed.

Copies: Additional copies created for convenience or reference purposes should not be retained longer than the record copy listed in this schedule. Copies do not need to be reported on the *Certificate of Records Destruction* when they are disposed.

Supersedence: **Revision to Risk Management Records Schedule, GS 1038, dated 7/18/2016**

Records Analyst, Secretary of State: Ruben Vargas

State Archivist, Secretary of State: Dr. Melanie Sturgeon

State Records Management Officer, Arizona State Archives, Records, and Arizona Capitol Museum: Dr. Ted Hale

Record Series Electronically Approved in RSM Database

General Records Retention Schedule Issued to:
All State and Local Agencies
Risk Management Records
GS 1038 (revised) **7/18/2016**

Record Series Number	Record Series Name	Retention Period	Retention Remark	Legal Citation
10314	**Accident and Fire Prevention Program Plan Records** Includes lists of first aid trained personnel.	1 Year	After superseded or obsolete.	
30284	**Accident and Incident Prevention / Safety Program and Safety Training Records - Asbestos Management Plans.**	-	Retain for life of facility.	§29 CFR 1910.1001(j)(3)(i)(ii).
30278	**Accident and Incident Prevention / Safety Program and Safety Training Records - Drills / Checks / Reviews** Including, but not limited to, fire and disaster drill records, fire extinguisher safety checks, safety reviews of sites, and safety reviews of vehicles.	5 Years	After calendar year created, received, or audited.	

Record Series Number	Record Series Name	Retention Period	Retention Remark	Legal Citation
30682	**Accident and Incident Prevention / Safety Program and Safety Training Records - Industrial Hygiene Monitoring Records** Including, but not limited to, records (including data) generated from personal, area, bulk and surface sample collection, direct reading monitoring and observations performed to assess employee exposures to physical, chemical, biological, and ergonomic hazards.	30 Years	After calendar year created or received.	§10 CFR 850 §10 CFR 851 §29 CFR 1910.1020 §29 CFR 1910 Subpart Z §29 CFR 1926 Subpart Z
30279	**Accident and Incident Prevention / Safety Program and Safety Training Records - Inspections** Including, but not limited to, building inspection reports (official copy with risk management), Fire Marshal inspection records, property / equipment / vehicle inspection records, and risk management inspections - safety account.	10 Years	After expired or after next cyclical inspection is conducted whichever is later. Does not apply to private citizen property.	

Record Series Number	Record Series Name	Retention Period	Retention Remark	Legal Citation
30280	**Accident and Incident Prevention / Safety Program and Safety Training Records - Logs and Reports** Including, but not limited to, emergency rescue records, federal and state safety report records (regarding safety status and recommendations for improvement), fire suppression records, fixed fire systems, hazard communication records, hazardous energy control program (HECP) records, safety log books, safety personal protection records, sprinkler fire alarm system documents, and storage of hazardous products records.	15 Years	After calendar year created, received, or audited. Does not apply to private citizen property.	

Record Series Number	Record Series Name	Retention Period	Retention Remark	Legal Citation
30282	**Accident and Incident Prevention / Safety Program and Safety Training Records - Occupational Safety and Health Administration (OSHA) Records All Other Records** Including, but not limited to, accident reports, annual summaries, citation records, hazard communication records, hazardous energy control program (HECP) records, logs, safety health audits, safety log books, safety personnel protection records, worksite safety inspections).	5 Years	After created or received or citation resolved, whichever is later.	
30281	**Accident and Incident Prevention / Safety Program and Safety Training Records - Occupational Safety and Health Administration (OSHA) Records Safety Data Sheets (SDS)** Previously known as Material Safety Data Sheets (MSDS).	30 Years	After substance last received in workplace.	§29 CFR 1910.1200.

Record Series Number	Record Series Name	Retention Period	Retention Remark	Legal Citation
30283	**Accident and Incident Prevention / Safety Program and Safety Training Records - Safety Permits**	1 Year	After calendar year superseded or obsolete.	
30286	**Accident and Incident Prevention / Safety Program and Safety Training Records - Safety Programs** Including, but not limited to, safety incentive program reports, respirator program records, and safety incentive program records.	5 Years	After superseded or obsolete.	
30287	**Accident and Incident Prevention / Safety Program and Safety Training Records - Training** Including, but not limited to, Asbestos training records, blood-borne pathogen training records, and hazardous materials (HAZMAT) training records.	1 Year	After employee terminated.	§29 CFR 1910.1001(m)(4) §20 CFR 1010.1030(h)(2)(ii) §29 CFR 1910.120.
30288	**Certificates of Insurance** Includes proof of insurance coverage provided by public body to businesses, individuals, and other public bodies. In the event of litigation, the insurance policy provides proof of coverage.	19 Years	After created or received.	

Record Series Number	Record Series Name	Retention Period	Retention Remark	Legal Citation
30289	**Certificates of Liability** Includes proof of insurance for vendors who have done work for the public body.	6 Years	After contract with vendor expired, cancelled, or revoked.	
30291	**Claim Records - Adults** Including, but not limited to, checks for reimbursement, claim forms, incident reports, investigation records, invoices, notices of claims, pictures, recovery documentation on efforts at cost recovery for damage to public body buildings, equipment, vehicles, property, and subpoenas for paid and denied claims. (*If juvenile is incapacitated and reaches 24 years of age from date of birth, use this record series*).	5 Years	After claim closed.	

Record Series Number	Record Series Name	Retention Period	Retention Remark	Legal Citation
30290	**Claim Records - Juvenile** Including, but not limited to, checks for reimbursement, claim forms, incident reports, investigation records, invoices, notices of claims, pictures, recovery documentation on efforts at cost recovery for damage to public body buildings, equipment, vehicles, property, and subpoenas for paid and denied claims (*for incapacitated juveniles who reach 24th birthday, use Claim Records / Incapacitated Adults record series G-30323*).	24 Years	After date of birth.	
30677	**Claim Records - Property Damage** Including, but not limited to, checks for reimbursement, claim forms, incident reports, investigation records, invoices, notices of claims, pictures, recovery documentation on efforts at cost recovery for damage to public body buildings, equipment, vehicles, property, and subpoenas for paid and denied claims.	6 Years	After claim closed.	

Record Series Number	Record Series Name	Retention Period	Retention Remark	Legal Citation
30323	**Claim Records / Incapacitated Adults** Including, but not limited to, checks for reimbursement, claim forms, incident reports, investigation records, invoices, notices of claims, pictures, recovery documentation on efforts at cost recovery for damage to public body buildings, equipment, vehicles, property, and subpoenas for paid and denied claims (*for incapacitated juveniles who reach 24th birthday, use this record series*).	80 Years	After claim closed.	§ARS 12-502
30293	**Claim Registers** Includes voucher registers.	6 Years	After calendar year created.	
30294	**Claim Related Queries and Reports**	-	After administrative value has been served.	
30299	**Insurance Policies - Liability** Includes auto, environmental, liability, and property. Including, but not limited to, directors and officers, errors and omissions, policies, and pollution.	6 Years	After audited, cancelled, expired, or revoked.	
30300	**Insurance Policies - Medical Malpractice**	18 Years	After audited, cancelled, expired, or revoked.	

Record Series Number	Record Series Name	Retention Period	Retention Remark	Legal Citation
30298	**Insurance Policies - Property** Includes auto, environmental, liability, and property. Including, but not limited to, audits of policies, aviation policies and bonds, crime, difference in conditions (DIC), earthquake, fine arts, flood, vehicle physical damage.	6 Years	After audited, cancelled, expired, or revoked.	
30301	**Insurance Policies – Workers' Compensation**	25 Years	After audited, cancelled, expired, or revoked.	
30324	**Loss Control Records & Reports** Including but not limited to Arizona division of occupational safety and health (ADOSH) collision investigation records consultation inspection audits insurance carrier internal reports stolen property reports and vandalism records (including reports and records of restitution).	5 Years	After closed.	
30304	**Risk Analysis Records - All others**	-	After administrative value has been served.	
30303	**Risk Analysis Records - Health Claims**	6 Years	After calendar year created.	

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Arizona State Library, Archives and Public Records

General Records Retention Schedule Issued to: All State and Local Agencies Sales Tax Records

Schedule Number: GS 1029

Authority: Pursuant to ARS §41-151.12(3), only the Arizona State Library, Archives and Public Records has the authority to set retention periods, including the sole authority to modify, extend or decrease records retention periods. The retention periods listed herein are the **required** time records must be retained. Records should be promptly and orderly disposed of at the end of their retention period. Keeping records longer than the retention period poses financial, legal, audit and investigative risks to the Agency. These risks need to be considered when there is a compelling need to retain records for a longer period of time than approved retention period. Records required for ongoing or foreseeable official proceedings such as audits, investigations or lawsuits, must be retained until released from such official proceedings, notwithstanding the instructions of this schedule.

Archival Value: Records designated as Permanent on the retention schedule must not be destroyed (ARS §39-101). If it is believed that special circumstances warrant other records to be retained permanently, contact the Arizona State Archives for assistance in determining historical or archival value. All records created prior to 1912 must be retained permanently. This retention schedule does not authorize the transfer of records to any repository other than the Arizona State Archives (ARS §41-151.09).

Disposition: This schedule is used in conjunction with the *Certificate of Records Destruction*. All records disposed under this schedule must be reported on the *Certificate of Records Destruction*, unless transferred to the Arizona State Archives.

Format: Retention periods listed on this schedule apply to all records regardless of physical form or characteristics. Records, regardless of format (including electronic, paper, microfilm, etc.) not listed in this schedule or on the approved General Retention Schedule, are not authorized to be destroyed.

Copies: Additional copies created for convenience or reference purposes should not be retained longer than the record copy listed in this schedule. Copies do not need to be reported on the *Certificate of Records Destruction* when they are disposed.

Supersedence: This schedule supersedes *#000-11-82*, signed October 28, 2011.

Approval Authorized by: Ted Hale	Date: 12/29/15
Ted Hale, State Records Management Officer, Secretary of State	
Retention review and approval by:	Date: 12/24/15
Jerry Lucente-Kirkpatrick, State Records Manager, Secretary of State	
Archival review and approval by: Melanie Sturgeon	Date: 12/29/2015
Melanie Sturgeon, State Archivist, Secretary of State	

RECORDS MANAGEMENT CENTER
1919 West Jefferson Street • Phoenix, Arizona 85009 • http://www.azlibrary.gov/records • Phone: (602) 926-3815 • FAX: (602) 256-2838 • E-Mail: records@azlibrary.gov

Revised: December 14, 2015

General Records Retention Schedule for
All State And Local Agencies
Sales Tax Records
GS 1029

Item #	Records Series	Retention (Yrs.)	Start of Retention
10446.	**Business Bankruptcy Records** Includes correspondence created or received regarding business bankruptcies.	7	After fiscal year created or received.
10447.	**Citizen Complaint Records**	4	After fiscal year resolved.
10448.	**Franchise Records – Tax Records** Including, but not limited to, utilities and cable television records.	6	After fiscal year created or received.
10449.	**Lists of Inactive Business Account Records**	1	After superseded or obsolete.
10450.	**Sales Tax Records – Account Records** Including program and non-program public bodies. Includes EIN assignment records.	6	After fiscal year tax license account closed or agreement satisfied, whichever is later.
10451.	**Sales Tax Records – Appeal Records**	4	After fiscal year case resolved.
10452.	**Sales Tax Records - Cash Receipts and Return Edit Records** Includes daily batches of sales tax returns received by the public body.	1 month	After created, or after information entered into final report and verified, whichever is later.

General Records Retention Schedule for
All State And Local Agencies
Sales Tax Records
GS 1029

Item #	Records Series	Retention (Yrs.)	Start of Retention
10453.	**Sales Tax Records Complaint Records** Complaints filed by the public body against individuals or businesses for failure to file, obtain a license, pay sales tax, or provide records for auditing.	2	After fiscal year resolved.
10454.	**Sales Tax Records - Delinquency Vouchers** Billings sent to sales tax customers that have an unpaid balance due or unfiled public body sales tax returns.	2	After fiscal year resolved.
10455.	**Sales Tax Records - License Application Card Records**	Permanent	Retain per Arizona *Standards for Permanent Records* or transfer to State Archives when administrative value has been served.
10456.	**Sales Tax Records – Monthly Sales Tax Report Records**	10	After fiscal year created.
10457.	**Sales Tax Records - Ordinances From Other Public Bodies**	-	After reference value has been served.
10458.	**Sales Tax Records - Statistical Records** Includes class detail history, class summary, area, and class within area.	Permanent	Retain per Arizona *Standards for Permanent Records* or transfer to State Archives when administrative value has been served.

General Records Retention Schedule for
All State And Local Agencies
Sales Tax Records
GS 1029

Item #	Records Series	Retention (Yrs.)	Start of Retention
10459.	**Sales Tax Records - All Other Records** Including, but not limited to, active account returns, cash receipts registers, delinquency report (printouts of all sales tax accounts which have a balance due or have unfiled city sales tax returns), listing of all active and inactive accounts, rebate records (including requests for rebates), and refund requests from other public bodies.	6	After fiscal year created or received.
10460.	**Solicitor's Application Records** Applications from solicitors to operate in the city. Solicitors include transient merchants who sell products from a specific location and salespeople who go door-to-door to sell products or solicit orders for products to be delivered at a later date.	4	After fiscal year received.
10461.	**Write-Off Records** Including, but not limited to, miscellaneous billing write-offs (listing of miscellaneous billing accounts that were written-off at fiscal year-end as uncollectible), and written-off sales tax account records.	6	After fiscal year created or received.

Supersedes schedule #*000-11-82*, signed October 28, 2011.

Arizona State Library, Archives and Public Records

General Records Retention Schedule for Counties School Superintendent Records

Schedule Number: 000-11-25

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 inquire about a change to the retention period. Only the Arizona State Library, Archives and Public Records has the authority to extend records retention periods. **Public records, including electronic records, not listed in this schedule are not authorized to be destroyed.**

Jim Drake 6-21-11

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

Date Approved: 6/21/11

Records Retention Schedule for Counties
School Superintendent Records

Item #	Records Series	Retention (Yrs.)	Remarks
1.	Accommodation School Records a. Annual Financial Report	Permanent	Preserve pursuant to ARS §39-101
	b. Auditors' Reports	5	After fiscal year created or received
2.	Certificates of Educational Convenience	2	After fiscal year of last attendance
3.	Expense Warrant Registers	5	After fiscal year created or received
4.	Federal Project Monitoring Records	1	After fiscal year created or received
5.	Homeschooling Records (including affidavits of intent to homeschool)	1	After fiscal year student withdraws from being homeschooled, reaches age 16 or moves outside the county
6.	Pesticide Application Notifications	1	After fiscal year created or receive
7.	Private School Affidavit Records (including affidavits of intent to attend private school)	1	After fiscal year student withdraws from private school, reaches age 16 or moves outside the county
8.	Records for School Districts NOT maintaining their own records		Follow retention periods listed in the retention schedules approved for School Districts and Charter Schools
9.	School District Advice of Encumbrance Records	1	After fiscal year created or received
10.	School District Employee Reports	3	After fiscal year created or received
11.	School District Financial Reports (including annual financial report, paid/cancelled warrant reports, payroll reports, reconciliations, edits, and other related records)	1	After fiscal year created or received
12.	School District Audit Reports	1	After fiscal year created or received

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

Records Retention Schedule for Counties
School Superintendent Records

Item #	Records Series	Retention (Yrs.)	Remarks
13.	School District Budget Expense Reports	3	After fiscal year created or received
14.	School District Budget and Expense Journals (including entries summarized, monthly reports, vouchers and other related records)	2	After fiscal year created or received
15.	School District Reports not listed elsewhere in this schedule (including employees lacking certification, incorrect certification, substitute time errors, and other related records)	1	After superseded or obsolete
16.	Teacher Certification Reports (including alpha lists and purge data from school districts)	-	After superseded or obsolete

Supersedes schedule dated November 5, 2001

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

Arizona State Library, Archives and Public Records

General Records Retention Schedule for Counties and Municipalities Solid Waste and Recycling Records

Schedule Number: 000-12-18

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.**

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

Date Approved: March 8, 2012

Records Retention Schedule for
Counties and Municipalities
Solid Waste and Recycling Records

Item #	Records Series	Retention (Yrs.)	Start of Retention
1.	Correspondence with Regulatory Agencies concerning landfills (documentation on regulatory issues, including notification and remediation)	30	After post-closure period for landfill passed (40 CFR 258.61)
2.	Customer Correspondence		
	a. Safety-related correspondence (regarding personal protective equipment requirements) and customer profile (including information on type of waste delivered to landfill)	30	After post-closure period for landfill passed (40 CFR 258.61)
	b. All other correspondence (including correspondence regarding rate increases and billing adjustments)	-	After administrative value has been served
3.	Exceptional Waste Records for Landfill (including asbestos and other exceptional waste applications and guidance documentation)	30	After landfill closed (40 CFR 258.61)
4.	Financial Assurance for Closure and Post-Closure Landfill Records	30	After landfill closed (40 CFR 258.61)
5.	Environmental Monitoring Records – Landfill (including Gas monitoring records (documentation on quarterly monitoring of methane, carbon dioxide, and oxygen generated by the landfill), soil pore-water data, soil moisture, visible emissions, reports to Arizona Department of Environmental Quality (ADEQ) and other related records)	30	After post-closure period for landfill passed (40 CFR 258.61)
6.	Inert Materials Facilities Records		
	a. Volume received – daily and quarterly	3	After calendar year created or received
	b. Volume received – annual summary	10	After calendar year created or received

Records Retention Schedule for
Counties and Municipalities
Solid Waste and Recycling Records

Item #	Records Series	Retention (Yrs.)	Start of Retention
	c. National Pollutant Discharge Elimination System (NPDES) permits, conditional use permits, construction records, and noxious weed remediation records	5	After renewed and approved
7.	Landfill Closure and Post Closure Records	30	After post-closure period for landfill passed (40 CFR 258.61)
8.	Landfill History Records (background information on deed, contracts with U.S. Forest Service and legal descriptions)	Permanent	Preserve pursuant to ARS §39-101
9.	Permits – Landfill – ADEQ		
	a. Air Quality (including currently approved and previously approved permits, reports to ADEQ, and inspections conducted annually by ADEQ)	30	After post-closure period of landfill passed (40 CFR 258.61)
	b. NPDES (including currently approved and previously approved permits, reports to ADEQ, and inspections conducted annually by ADEQ	5	After subsequent permit renewed and approved
	c. Solid Waste (including currently approved and previously approved permits, reports to ADEQ, and inspections conducted biennially by ADEQ, and facility plans)	30	After post-closure period of landfill passed (40 CFR 258.61)
10.	Recycling Program Records (including curbside recycling, drop-off recycling, in-house recycling, white good recycling and backyard composting)	3	After fiscal year created or received

Records Retention Schedule for
Counties and Municipalities
Solid Waste and Recycling Records

Item #	Records Series	Retention (Yrs.)	Start of Retention
11.	Safety Records (including training received from Risk Management, Arizona Division of Occupational Safety and Health (ADOSH), or on-site. Files are inspected by ADEQ during biennial solid waste inspections)	5	After either calendar year or fiscal year training received (29 CFR 1910.120)
12.	Solid Waste Receiving Records – Landfill (including daily tickets, weekly and monthly reports regarding tonnage of materials received, product type(s), and customer information)	3	After calendar year created or received
13.	Survey Records – Landfill and Inert Materials Facilities	Permanent	Preserve pursuant to ARS §39-101.
14.	Waste Inspection Records – Landfill (including random inspections of incoming loads of waste for hazardous wastes or other wastes that are not accepted at the landfill and annual summary of random inspections)	30	After post-closure period for landfill passed (40 CFR 258.61)
15.	Waste Tire Disposal Records		
	a. Generator Disposal Permits (annual)	1	After fiscal year created or received
	b. Disposal manifests	3	After fiscal year created or received

Supersedes County/Public Works - Landfill schedule dated November 5, 2001 and Municipality/Public Works - Landfill schedule dated October 10, 2001

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

General Records Retention Schedule Issued to All Public Bodies
All Public Institutions of Higher Learning
Student Housing Records

Schedule Number: GS 1014

Authority: 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.

Only the Arizona State Library, Archives and Public Records has the authority to extend or decrease records retention periods. 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, contact the Records Management Center to request a change to the retention period.

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.

Archival Value: Records designated as Permanent on the retention schedule must not be destroyed (ARS §39-101). If it is believed that special circumstances warrant other records to be retained permanently, contact the Arizona State Archives for assistance in determining historical or archival value. All records created prior to 1912 must be retained permanently. This retention schedule does not authorize the transfer of records to any repository other than the Arizona State Archives (ARS §41-151.09).

Disposition: This schedule is used in conjunction with the Report/Certificate of Records Destruction. All records disposed under this schedule must be reported on the Report/Certificate of Records Destruction, unless transferred to the Arizona State Archives.

Format: Retention periods listed on this schedule apply to all records regardless of physical form or characteristics. Records, regardless of format (including electronic, paper, microfilm, etc.) not listed in this schedule or on the approved General Retention Schedule, are not authorized to be destroyed.

Copies: Additional copies created for convenience or reference purposes should not be retained longer than the record copy listed in this schedule. Copies do not need to be reported on the Report/Certificate of Records Destruction when they are disposed.

Supersedence: This schedule supersedes **#000-12-63, signed July 03, 2012.**

Approval Authorized by:	Date:
Joan Clark	3-25-15
Joan Clark, State Librarian and Director, Library, Archives & Public Records	

Retention review and approval by:	Date:	Archival review and approval by:	Date:
	3/14/15	Melanie Sturgeon	3/23/2015
Jerry Lucente-Kirkpatrick, Records Analyst, Archives and Records Management		Melanie Sturgeon, State Archivist & Director, Archives & Records Management	

Records Retention Schedule for
All Public Bodies
All Public Institutions of Higher Learning
Student Housing Records

Item #	Records Series	Retention (Yrs.)	Start of Retention
1.	**Student Resident Records** Including, but not limited to, licenses, cancellations, applications, check in / out forms, appeals, financial and other written requests, background checks, exemptions, license agreement releases, and receipts.	5	After student leaves residential housing.

Joan Clark, Director
Arizona State Library, Archives and Public Records

Arizona State Library, Archives and Public Records

General Records Retention Schedule for School Districts and Charter Schools Student Records

Schedule Number: 000-11-53

Authorization and Approval

Pursuant to ARS §41-151.12, 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 inquire about a change to the retention period. Only the Arizona State Library, Archives and Public Records has the authority to extend records retention periods. **Public records, including electronic records, not listed in this schedule are not authorized to be destroyed.**

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

Date Approved: 8/30/11

General Retention Schedule for
All School Districts and Charter Schools
Student Records

Item #	Records Series	Retention (Yrs.)	Remarks
1.	Daily Attendance Records (attendance records for the school and not individual student attendance records This series includes student sign in/out logs)	4	After fiscal year created or received
2.	School Registers	4	After fiscal year created or received
3.	Certificates of Educational Convenience (CEC)	4	After fiscal year of last attendance
4.	Disciplinary Records	4	After fiscal year of last attendance
5.	Excused Absence Records	4	After fiscal year created or received
6.	Child Abuse Reports	2	After student's 18th birthday
7.	Counseling Session Records	4	After fiscal year of last attendance
8.	Professional and Working Records	4	After fiscal year of last attendance
9.	Federal Survey Records	3	After fiscal year created or received
10.	Access and Release Records	4	After fiscal year of last attendance
11.	Grade Records (class grade books and not individual student's grades)	2	After grades transferred to permanent student records
12.	Standardized Test Score Sheets (including AIIMS)	3	After scores transferred to permanent student records
13.	Student Activities Records (including extracurricular activities, awards, recommendations, and other related records)	4	After fiscal year of last attendance

General Retention Schedule for
All School Districts and Charter Schools
Student Records

Item #	Records Series	Retention (Yrs.)	Remarks
14.	Pesticide Notification Records	2	After posted
15.	Health Records (including basic identifying data, general medical history, medical reports, vision and hearing tests, student accident reports, and other related records but does not include immunization records)	3	After fiscal year of last attendance
16.	Immunization Records (card specified by Department of Health Services)	Permanent	Preserve pursuant to ARS §39-101
17.	Anecdotal Records	4	After fiscal year of last attendance
18.	Non-medical Professional Reports (including reports from psychologists, social workers and other related records)	4	After fiscal year of last attendance
19.	Student Withdrawal Notices	4	After fiscal year of withdrawal
20.	Permanent Student Records (including personal identifying information (name, student identification number, etc.), transcript of final grades, summary of attendance and standardized test scores)	Permanent	Preserve pursuant to ARS §39-101
21.	Special Education Records (including placement records, referrals, evaluations, testing data and other related records)	4	After fiscal year of final enrollment in program **(Parents must be notified prior to destruction of special education records)**
22.	Special Education Census Records	5	After fiscal year created or received
23.	Student Insurance Records	4	After fiscal year of last attendance

General Retention Schedule for
All School Districts and Charter Schools
Student Records

Item #	Records Series	Retention (Yrs.)	Remarks
24.	Student Population Studies	3	After fiscal year created or received
25.	Tuition Program Records	4	After fiscal year created or received
26.	Affidavits of Intent to Home School (office copy – official copy with County Superintendent of Schools	4	After fiscal year of last attendance
27.	Juvenile Probation Records	3	After student's 18th birthday
28.	Registration Records for Students Who Never Attend School	4	After fiscal year created or received
29.	Pre-school Records (students not continuing in school district)	1	After fiscal year of last attendance
30.	Composite Test Scores and Growth Models (not scores of individual students but general school and district scores)	-	After administrative value has ended
31.	Annually Updated Records (including computer use agreements and annual questionnaires including residency questionnaire)	-	After superseded or obsolete
32.	All Other Non-permanent Student Records	4	After fiscal year of last attendance

Supersedes schedule dated November 15, 2007

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

RECORDS RETENTION AND DISPOSITION SCHEDULE

ALL ARIZONA COUNTIES

Function: **Transportation / Highways**

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.) Off.	R.C.	Total	REMARKS (Include start point of retention.)
1	Highway / road project construction records:					
	a. Project construction files		-	-	3	After completion and final payment
	b. "As-built" plans		-	-	-	Retain until abandoned or transferred to other jurisdiction. Recommend microfilm for security.
	c. Extra copies of construction records including field office copies and work-site copies		-	-	1	After completion of construction
2	Highway / road maintenance records					
	a. Routine maintenance of street and roadside areas		-	-	3	After fiscal year maintenance performed
	b. Major maintenance and improvement projects		-	-	-	Treat as construction project records (See item 1)
3	Encroachment and road cut permits		-	-	3	After permit terminates or encroachment is abandoned
4	Survey notes and records		-	-	-	Retain until surveyed area is abandoned or transferred to another Jurisdiction.
5	Maps including aerials, mosaics, negatives, contour, etc.		-	-	-	Retain until mapped area is abandoned or transferred to another jurisdiction
6	Contracts and intergovernmental agreements (IGAs)					
	a. Official copy		-	-	-	Transfer to Clerk of the Board
	b. Office (extra non-record) copies		-	-	1	After expired, cancelled of revoked
7	Right of way files		-	-	-	Retain until land is abandoned or transferred. Transfer official copy of deed and title insurance to the municipal clerk.

Supersedes Schedule Dated: March 11, 1999

Approved by:
X
Director, Arizona State Library, Archives and Public Records

Approval Date: NOV 5 2001

Arizona State Library, Archives and Public Records

General Records Retention Schedule for Counties Treasurer

Schedule Number: 000-11-90

Authorization and Approval

Pursuant to ARS §41-151.12, 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 inquire about a change to the retention period. Only the Arizona State Library, Archives and Public Records has the authority to extend records retention periods. **Public records, including electronic records, not listed in this schedule are not authorized to be destroyed.**

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

Date Approved: November 18, 2011

Records Retention Schedule for Counties
Treasurer Records

Item #	Records Series	Retention (Yrs.)	Remarks
1.	Annual Tax Rolls	Permanent	Preserve pursuant to ARS §39-101
2.	Bankruptcy Records (including report from Bankruptcy Court)	3	After fiscal year discharged or dismissed
3.	Collateral Records (records showing collateral for money on deposit at bank)	3	After fiscal year created or received
4.	Expired Tax Lien Records (including affidavit of publication, notifications, and other related records)	10	After fiscal year lien expired (ARS §42-18127(A))
5.	Investment Records (including ledgers, bid sheets, maturity date reports, advise of purchase, advise of redemption, and other related records)	3	After fiscal year of maturity/call or sold dates of securities
6.	Tax Collection and Processing Records (for real estate and personal property including assessment and tax roll assessment resolutions, certificates of clearance and corrections)	5	After posted to the Tax Roll
7.	Tax Database Records (including annual tax roll or tax levy from County Assessor, parcels, real property, commercial equipment, mobile homes, assessed value and tax rates for special distracts, annual taxes due, tax collection records, and tax distribution records)		
	a. Official record	-	Retain for the same period as required for other formats of the same records series
	b. Copy where official record is kept in paper or microfilm	-	After administrative or reference value has been served

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

Records Retention Schedule for Counties
Treasurer Records

Item #	Records Series	Retention (Yrs.)	Remarks
8.	Tax Disbursement or Distribution Reports (daily, weekly or monthly reports of payments to cities, towns and bi-county public bodies including supporting documentation)	3	After fiscal year created or received
9.	Tax Lien Sales Records from Administrative and Judicial Foreclosures (including property listings of sales, notices from lien holder, receipts, tax redemption certificates and other related records)	5	After redemption or issuance of Treasurer's Deed
10.	Tax Receivable Ledgers	-	After cleared and posted
11.	Tax Service or Impound Books (multiple parcel tax receipts)	3	After fiscal year created or received

Supersedes schedule dated November 14, 2011

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

General Records Retention Schedule Issued to All Public Bodies
All Public Institutions of Higher Learning
Undergraduate Admissions Records

Schedule Number: GS 1011

Authority: 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.

Only the Arizona State Library, Archives and Public Records has the authority to extend or decrease records retention periods. 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, contact the Records Management Center to request a change to the retention period.

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.

Archival Value: Records designated as Permanent on the retention schedule must not be destroyed (ARS §39-101). If it is believed that special circumstances warrant other records to be retained permanently, contact the Arizona State Archives for assistance in determining historical or archival value. All records created prior to 1912 must be retained permanently. This retention schedule does not authorize the transfer of records to any repository other than the Arizona State Archives (ARS §41-151.09).

Disposition: This schedule is used in conjunction with the Report/Certificate of Records Destruction. All records disposed under this schedule must be reported on the Report/Certificate of Records Destruction, unless transferred to the Arizona State Archives.

Format: Retention periods listed on this schedule apply to all records regardless of physical form or characteristics. Records, regardless of format (including electronic, paper, microfilm, etc.) not listed in this schedule or on the approved General Retention Schedule, are not authorized to be destroyed.

Copies: Additional copies created for convenience or reference purposes should not be retained longer than the record copy listed in this schedule. Copies do not need to be reported on the Report/Certificate of Records Destruction when they are disposed.

Supersedence: This schedule supersedes **#000-12-29, signed February 13, 2012.**

		Approval Authorized by: Joan Clark	Date: 3-25-15
		Joan Clark, State Librarian and Director, Library, Archives & Public Records	
Retention review and approval by:	Date: 3/14/15	Archival review and approval by: Melanie Sturgeon	Date: 3/23/2015
Jerry Lucente-Kirkpatrick, Records Analyst, Archives and Records Management		Melanie Sturgeon, State Archivist & Director, Archives & Records Management	

General Records Retention Schedule for
All Public Bodies
All Public Institutions of Higher Learning
Undergraduate Admissions Records

Item #	Records Series	Retention (Yrs.)	Remarks
1.	**Correspondence** Other than applications and application supporting documents.	2	After beginning of semester applied for.
2.	**Routine Admissions Office Records** Including, but not limited to, non-matriculated students' admissions records, credit / non-credit approvals, and athletic eligibility records.	-	After administrative value has been served or after allowed by federal regulation, whichever is later.
3.	**Undergraduate Admission Appeal Records** Including appeal letters and supporting documentation.	2	After beginning of semester applied for.
4.	**Undergraduate Application Records – Admitted / Enrolled Students** Including applications, transcripts and test scores.	-	Transfer to Registrar's Office upon enrollment.
5.	**Undergraduate Application Records – Admitted / Not Enrolled Students** Including applications, transcripts and test scores.	1	After beginning of semester applied for.
6.	**Undergraduate Application Records – Students Not Admitted** Including applications, transcripts and test scores.	1	After beginning of semester applied for.

Joan Clark, Director
Arizona State Library, Archives and Public Records

Arizona State Library, Archives and Public Records

General Records Retention Schedule for All Public Bodies Warehouse/Supply Records

Schedule Number: 000-12-35

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.**

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

Date Approved: April 20, 2012

Records Retention Schedule for
All Public Bodies
Warehouse/Supply Records

Item #	Records Series	Retention (Yrs.)	Remarks
1.	Physical Inventory Records (for supplies/consumables and all other assets including tag records, count sheets, control records or logs, property listings and other related records)	3	After fiscal year created or received
2.	Supplies/Consumables Acquisition Records (including acquisition lists and reconciliations expenditures to acquisitions)	3	After fiscal year property disposed of
3.	Supplies/Consumables Control Records (including lost/stolen reports; obsolete/damaged items listings; transfer records; disposition records including sales, trade-ins, and catastrophic loss; and other related records)	3	After fiscal year created or received
4.	Supplies/Consumables Disposal Records (including disposal lists, disposal authorization, auction/sale records and other related records)	3	After fiscal year property disposed of

Supersedes schedule dated January 31, 2011

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