

GENERAL SCHEDULES

General schedules are comprised of record series that are common to all agencies. Rather than develop retention and disposition schedules for each agency including these common record series, a general schedule is developed to cover all the like offices in various agencies. The general retention schedules ensure consistent and standardized retention periods for similar record series from various agencies.

The general schedules included in this manual are designated “All” to indicate their appropriateness for all agencies. They list many common record series, and provide retention and disposition requirements for these records. The schedules have all the necessary authorization and represent the legal, practical and economical life cycles for these records.

No further authorization is required to destroy these records after the total retention period is over. However, *destruction of these records must be reported to Arizona State Library, Archives and Public Records.*

These schedules DO NOT preempt good judgement. Records required for legal or audit purposes beyond the recommended retention must be maintained until cleared by the appropriate authority before destruction.

FUNCTIONAL SCHEDULES

The general records are functional in nature with the following functions covered State Agencies, Cities, Counties, School Districts, Fire Districts and all other political subdivisions in the state:

- All - Office Administration
- All – Agency/Dept. Management
- All – Agency Financial

OFFICE ADMINISTRATION records are those common to all (or most) office or unit locations within any agency. The record series covered in this schedule are broad and general by nature and may include many specific types of documentation and information.

AGENCY MANAGEMENT records are those that are concerned with the actual management of a complete agency. The records included in this schedule are common to virtually all county agencies and are of a general nature. Specific records produced in the management of the agency which **directly** concern the objective or mission of the agency are either found in the model retention schedules or must be listed on a separate customized retention and disposition schedule and submitted to Arizona State Library, Archives and Public Records.

AGENCY FINANCIAL records are *copies* of original financial records being maintained for information and administrative purposes by the originating agency. They are **not** the official copy used in the course of a financial audit. The *official* copies are filed at the county finance office. They are records retained strictly for the administration of the agency. If an agency is maintaining the original/official copies of financial records the agency should use the “Finance” retention and disposition schedule.