SCHEDULING RECORDS

The primary objective of the records inventory and records evaluation is to provide the data necessary to produce records retention schedules. These schedules are simply timetables that identify the length of time records must be kept prior to final disposition. A.R.S. §41-1346 requires that each state and local agency submit proposed retention schedules to the Arizona State Library, Archives and Public Records.

Records Retention Schedules may be developed along organizational lines, with schedules written for specific organizational units. Functional schedules group records based on what the records is used for and it goes across organizational lines.

Retention schedules should be reviewed at least every 2 years and revised as needed. Since public laws, regulations and office operations are constantly revised and improvements in equipment and work methods can make a schedule revision necessary. The information resources of public agencies must adapt to respond to these changes. Revisions to retention schedules may be initiated by either agency management or the Arizona State Library, Archives and Public Records.

CONCURRENCE BY AGENCY MANAGEMENT

Prior to approval from the Arizona State Library, Archives and Public Records, retention schedules must have the concurrence of the management of the office or agency submitting the schedules. There is a place for a signature on front signature page.

Following Arizona State Library, Archives and Public Records approval, it is advisable to incorporate the retention schedule into the agency directives or policies.

AUTHORIZATION TO DESTROY RECORDS

After approval by the Arizona State Library, Archives and Public Records, the retention schedules become the authorization to destroy records at a designated point in time. No further authority is required to destroy the records.

CAVEAT (WARNING)

Approved schedules <u>DO NOT</u> pre-empt good judgment. Records required for legal, audit or investigative purposes beyond the recommended retention must be maintained until cleared by the appropriate authority before destruction. Likewise, extensions of retention for other reasons must be requested from the Arizona State Library, Archives and Public Records.