



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



**General Records Retention Schedule Issued to:
All Public Bodies
Administration and Management Records**

**Schedule Number:
GS-1018 Rev. 5**

- 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 General Schedule 1018 Rev. 4 dated February 8, 2021.**

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|---|---|
| Records Analyst, Secretary of State: Helena LaPina | Arizona State Archivist: Laura Palma Blandford |
| <i>Records Series Electronically Approved in RSM Database</i> | <i>Records Series Electronically Approved in RSM Database</i> |
| Deputy Arizona State Archivist: Carlos Lopez | |
| <i>Records Series Electronically Approved in RSM Database</i> | |

Polly Rosenbaum State Archives and History Building

1901 W. Madison St. • Phoenix, Arizona 85009 • Home Page: <http://www.azlibrary.gov/records> • Phone: (602) 926-3815 • E-Mail: records@azlibrary.gov

Revised: 3/30/2022

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Administration and Management Records

| Record Series Number | Record Series Title | Retention Period | Retention Remark | Legal Citation(s) | Approval Date |
|-----------------------------|---|-------------------------|---|--------------------------|----------------------|
| 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 Permanent Records or transfer to State Archives when administrative value has been served. | | 12/29/2015 |
| 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. | | 12/29/2015 |

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|-----------------------------|--|-------------------------|---|--------------------------|----------------------|
| 10270 | Annual Reports Reports issued yearly by a public body giving an account of its internal workings and finances. | 10 Years | If you are a State Agency: Send two (2) paper copies to Arizona State Library, Archives and Public Records; Attn: State Docs, Send an electronic copy to research@azlibrary.gov. If you are a Local Agency: Send one (1) paper copy to: Arizona State Library, Archives and Public Records, Attn: Arizona Collections, 1901 W. Madison St. Phoenix, AZ 85009. | ARS 41-151.08. | 8/19/2020 |
| 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. | | 12/29/2015 |

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|-----------------------------|---|-------------------------|---|--------------------------|----------------------|
| 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. | | 12/29/2015 |
| 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. | | 12/29/2015 |
| 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. | | 12/29/2015 |
| 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. | | 12/29/2015 |
| 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. | | 12/29/2015 |

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|-----------------------------|---|-------------------------|---|--------------------------|----------------------|
| 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. | | 5/13/2020 |
| 10276 | Disaster Recovery Records Including business continuity plans and continuation of operations plans (COOP). | | Keep current plan and most recent superseded plan. | 29 CFR 1910.120 | 5/1/2017 |
| 30802 | FEMA / Multi-Hazard Mitigation Plans - Local Includes, but not limited to, documentation of the planning process used to develop the plan, including how it was prepared, who was involved in the process, and how the public was involved. See 44 CFR 201.6(d)(3) for a full description of plan contents. | 5 Years | from the date of the approval of the previous plan. | 44 CFR 201.6(d)(3) | 8/26/2016 |
| 30800 | FEMA / Multi-Hazard Mitigation Plans - State Level, Enhanced Includes, but not limited to, documentation of the State's project implementation capability, identifying and demonstrating the ability to implement the plan. See 44 CFR 201.5(c) for a full description of plan contents. | 5 Years | from the date of the approval of the previous plan. | 44 CFR 201.5(c) | 8/26/2016 |

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|-----------------------------|--|-------------------------|--|--------------------------|----------------------|
| 30799 | FEMA / Multi-Hazard Mitigation Plans - State Level, Standard Includes, but not limited to, description of the planning process used to develop the plan, including how it was prepared, who was involved in the process, and how other agencies participated. See 44 CFR 201.4(d) for a full description of plan contents. | 5 Years | from the date of the approval of the previous plan. | 44 CFR 201.4(d) | 8/26/2016 |
| 30801 | FEMA / Multi-Hazard Mitigation Plans - Tribal Includes, but not limited to, documentation of the planning process used to develop the plan, including how it was prepared, who was involved in the process, and how the public was involved. See 44 CFR 201.7(d)(3) for a full description of plan contents. | 5 Years | from the date of the approval of the previous plan. | 44 CFR 201.7(d)(3) | 8/26/2016 |
| 10277 | File Plans These plans detail the location where records are retained, the format of the records, etc. | | After superseded or obsolete. | | 12/29/2015 |
| 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. | | 12/29/2015 |

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|-----------------------------|---|-------------------------|---|--------------------------|----------------------|
| 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. | Permanent | Retain per Arizona Standards for Permanent Records or transfer to State Archives when administrative value has been served. | | 12/29/2015 |
| 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. | | 12/29/2015 |
| 10281 | Grant Records - Unsuccessful Applications | 1 Year | After rejected or withdrawn. | | 12/29/2015 |
| 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. | | 7/18/2016 |

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|-----------------------------|---|-------------------------|---|--------------------------|----------------------|
| 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. | | 12/29/2015 |
| 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. | | 12/29/2015 |
| 10285 | Legislation Records These records are for legislation proposed by agency. | Permanent | Retain per Arizona Standards for Permanent Records or transfer to State Archives when administrative value has been served. | | 12/29/2015 |
| 10286 | Legislation Tracking Records | 1 Year | After passed into law or defeated. | | 12/29/2015 |

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|-----------------------------|---|-------------------------|--|--------------------------|----------------------|
| 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. | | 12/29/2015 |
| 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. | 12/29/2015 |
| 10289 | Notary Records Includes notary journal(s) and notary seal. | | Send to the Arizona Secretary of State after commission resigned. | | 12/29/2015 |
| 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. | | 6/11/2021 |

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|-----------------------------|---|-------------------------|---|--------------------------|----------------------|
| 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. | | 12/29/2015 |
| 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. | | 12/29/2015 |
| 10293 | Policy and Procedure Records Official agency policy and procedure records. These records don't include internal office procedures records (see series #10290). | Permanent | Retain per Arizona Standards for Permanent Records or transfer to State Archives when administrative value has been served. | | 5/2/2017 |

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|-----------------------------|--|-------------------------|---|--------------------------|----------------------|
| 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. | | 12/29/2015 |
| 10295 | Project Records - Historical Historical records have enduring and significant value to the public body. | Permanent | Retain per Arizona Standards for Permanent Records or transfer to State Archives when administrative value has been served. | | 7/24/2020 |
| 10296 | Project Records - Non Historical These records do not include construction projects. | 3 Years | After project completed or abandoned. | | 12/29/2015 |
| 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. | | 12/29/2015 |
| 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. | | 12/29/2015 |

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|----------------------|--|------------------|--|-------------------|---------------|
| 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 1901 W Madison St., Phoenix, AZ 85009. and Send electronic copy to research@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 | 7/24/2020 |

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| 10300 | Records Retention Schedules Official copy at LAPR / Archives and Records Management Branch. | | After superseded or obsolete. | | 12/29/2015 |
| 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. | | 12/29/2015 |
| 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. | | 12/29/2015 |
| 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. | | 12/29/2015 |

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| 10304 | Rulemaking Records - Not Enacted / Not Adopted | 1 Year | After calendar year rule rejected. | | 12/13/2019 |
| 10305 | Source Documents - Data Entry Forms Including records used to update databases or other data collecting systems. | | After entered data is verified. | | 12/29/2015 |

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|----------------------|--|------------------|----------------------------------|-------------------|---------------|
| 10306 | <p>Source Documents - Scanning and / or Microfilm</p> <p>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.</p> <p>* 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.</p> | | After film or image is verified. | | 12/29/2015 |

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|-----------------------------|---|-------------------------|--|--------------------------|----------------------|
| 10307 | Strategic Plans and Goal Records Including 5-year, 10-year and other long range planning records. | Permanent | Retain per Arizona Standards for Permanent Records or transfer to State Archives when administrative value has been served. | | 12/29/2015 |
| 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. | | 12/29/2015 |
| 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. | | 12/29/2015 |

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|-----------------------------|---|-------------------------|---|--------------------------|----------------------|
| 10310 | Trademark, Copyright and Patent Records | Permanent | Retain per Arizona Standards for Permanent Records or transfer to State Archives when administrative value has been served. | | 12/29/2015 |
| 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. | | 12/29/2015 |
| 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. | | 12/29/2015 |
| 10313 | Transitory Records Includes records of limited reference value, letters of transmittal and informational bulletins. | | After administrative or reference value has been served. | | 12/29/2015 |

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| 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. | | 12/29/2015 |
| 52264 | Indemnity Agreements Agreements between property owners regarding easements built within the public bodies' right-of-way. | 10 Years | After completed, expired or cancelled. | | 10/13/2020 |



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



General Records Retention Schedule Issued to:
All Arizona Counties
Assessor Records

Schedule Number:
GS-1050

- 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 Schedule Number 000-11-29, dated July 25, 2011.**

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| Records Analyst, Secretary of State: Richard Carroll | State Records Management Officer, Arizona State Archives & Records Management Center: Dr. Ted Hale |
| <i>Records Series Electronically Approved in RSM Database</i> | <i>Records Series Electronically Approved in RSM Database</i> |
| Assistant Director of Archives: Dennis Preisler, Ph.D. | Records Management Officer: |
| <i>Records Series Electronically Approved in RSM Database</i> | Records series approval on file |

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: 10/18/2018

General Records Retention Schedule Issued to:
All Arizona Counties
Assessor Records

Schedule Number: GS-1050

| Record Series Number | Record Series Title | Retention Period | Retention Remark | Legal Citation(s) | Approval Date |
|-----------------------------|--|-------------------------|------------------------------------|--------------------------|----------------------|
| 20034 | Assessor Database Records, Temporary Records, Denied exemptions | 1 Year | After calendar year denied | | 7/25/2011 |
| 20035 | Assessor Database Records, Temporary Records, Senior freeze applications | | After property sold or transferred | | 7/25/2011 |
| 20036 | Assessor Database Records, 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. | Permanent | Preserve pursuant to ARS 39-101 | ARS 39-101 | 7/25/2011 |
| 20037 | Aerial Photographs, Maps and Worksheets | Permanent | Preserve pursuant to ARS 39-101 | ARS 39-101 | 7/25/2011 |
| 20038 | Affidavits of Affixture | 4 Years | After calendar year received | | 7/25/2011 |
| 20039 | Affidavits of Primary Residence | 4 Years | After calendar year received | | 7/25/2011 |
| 20040 | Agricultural Land Records Including applications, Statements of Land Lease, and use records. | Permanent | Preserve pursuant to ARS 39-101 | ARS 39-101 | 7/25/2011 |

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Assessor Records

Schedule Number: GS-1050

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|-----------------------------|--|-------------------------|---|--------------------------|----------------------|
| 20041 | Board Orders to Change Property Values, Changes accepted to correct Assessor's error on tax bill and including Notice of Proposed Correction (NOPC). | 4 Years | After calendar year ordered | | 7/25/2011 |
| 20042 | Board Orders to Change Property Values, Appeal records, Tax amount changed to correct Assessor's error on tax bill and including Notice of Proposed Correction (NOPC); including letter and decision. | 4 Years | After calendar year created or received | | 7/25/2011 |
| 20043 | Board Orders to Change Property Values, Appeal records, Tax amount not changed, appealed further to Board of Equalization, Tax Appeals Board or Superior Court to correct Assessor's error on tax bill and including Notice of Proposed Correction (NOPC). | 4 Years | After case closed | | 7/25/2011 |
| 20044 | Board Orders to Change Property Values, Appeal records, Tax amount not changed, not appealed further To correct Assessor's error on tax bill and including Notice of Proposed Correction (NOPC); including letter and decision. | 4 Years | After calendar year created or received | | 4/20/2016 |
| 20045 | Business Property Statements, Notices of Value For businesses and agricultural property including Department of Revenue (DOR) 520 forms. | 4 Years | After calendar year no longer in business | | 7/25/2011 |
| 20046 | Business Property Statements, Appeal Records, Assessed value changed For businesses and agricultural property including Department of Revenue (DOR) 520 forms, including letter and decision. | 4 Years | After calendar year created or received | | 7/25/2011 |

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Schedule Number: GS-1050

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|-----------------------------|--|-------------------------|--|--------------------------|----------------------|
| 20047 | Business Property Statements, Appeal Records, Assessed value not changed, appealed further to Board of Equalization, Tax Appeals Board or Superior Court For businesses and agricultural property including Department of Revenue (DOR) 520 forms. | 4 Years | After case closed | | 7/25/2011 |
| 20048 | Business Property Statements, Appeal Records, Assessed value not changed, not appealed further For businesses and agricultural property including Department of Revenue (DOR) 520 forms; including letter and decision. | 4 Years | After calendar year created or received | | 7/25/2011 |
| 20049 | Construction Plans, specifications and Computations Received from Development Services. | | After administrative value has been served | | 7/25/2011 |
| 20050 | Cost/Market/Land Value Model Records | 4 Years | After calendar year created or received | | 7/25/2011 |
| 20051 | Exemption Lists for Board Approval Including lists of exemptions and Board approval records. | 4 Years | After calendar year approved | | 7/25/2011 |
| 20052 | 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 Years | After calendar year exemption ended | | 7/25/2011 |

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| 20053 | Exemption Reference Listings Listings of exemptions maintained for easy reference. | | After reference value has been served | | 7/25/2011 |
| 20054 | Golf Course Records Including records of rounds played. | 4 Years | After calendar year filed | | 7/25/2011 |
| 20055 | Historic Property Records Including applications and letters from State Historic Preservation Office (SHPO). | 1 Year | After calendar year expired | | 7/25/2011 |
| 20056 | Mobile Home Ad Valorem Tax Clearance Records Check of taxes owed before mobile home can be moved. | 4 Years | After calendar year created or received | | 7/25/2011 |
| 20057 | Mobile Home Dealer Reports Including reports of sold mobile homes and reports of inventory. | 1 Year | After calendar year received | | 7/25/2011 |
| 20058 | Mobile Home Park Cards Card for each space in a park with owner history information. | | After reference value has been served | | 7/25/2011 |
| 20059 | Mobile Home Parks Reports Monthly reports of mobile homes moving in or out of mobile home parks. | 1 Year | After calendar year received | | 7/25/2011 |

General Records Retention Schedule Issued to:
All Arizona Counties
Assessor Records

Schedule Number: GS-1050

| Record Series Number | Record Series Title | Retention Period | Retention Remark | Legal Citation(s) | Approval Date |
|-----------------------------|--|-------------------------|---|--------------------------|----------------------|
| 20060 | Mobile Home Reports From Department of Transportation (ADOT). | 5 Years | After calendar year received | | 7/25/2011 |
| 20061 | Property Record Cards Including real and personal property, and mobile home serial number cards. | Permanent | Preserve pursuant to ARS 39-101 | ARS 39-101 | 7/25/2011 |
| 20062 | Redaction Records Forms requesting records be redacted. | 1 Year | After expired | | 7/25/2011 |
| 20063 | Rental Forms Including Arizona Residential Rental Forms. | | After calendar year superseded or obsolete or after reference value has been served, whichever is later | | 7/25/2011 |
| 20064 | Resolutions Tax bill correction records. | 4 Years | After calendar year created or received | | 7/25/2011 |
| 20066 | Senior Freeze Applications, Approved | | After calendar year expired | | 7/25/2011 |

General Records Retention Schedule Issued to:
All Arizona Counties
Assessor Records

Schedule Number: GS-1050

| Record Series Number | Record Series Title | Retention Period | Retention Remark | Legal Citation(s) | Approval Date |
|-----------------------------|--|-------------------------|--|--------------------------|----------------------|
| 20065 | Senior Freeze Applications, Denied | 2 Years | After calendar year denied | | 7/25/2011 |
| 20067 | Tax Deferral Records | 4 Years | After calendar year deferral ends | | 7/25/2011 |
| 20068 | Value Change Records, Appeal Records, Assessed value changed For real and personal property; including letter and decision. | 4 Years | After calendar year created or received | | 7/25/2011 |
| 20069 | Value Change Records, Appeal Records, Assessed value not changed, appealed further to Board of Equalization, Tax Appeals Board or Superior Court For real and personal property. | 4 Years | After case closed | | 7/25/2011 |
| 20070 | Value Change Records, Appeal Records, Assessed value not changed, not appealed further For real and personal property, including letter and decision. | 4 Years | After calendar year created or received | | 7/25/2011 |
| 20071 | Value Change Records, Returned Notices, Real property For real and personal property. | | After administrative value has been served | | 7/25/2011 |

General Records Retention Schedule Issued to:
All Arizona Counties
Assessor Records

Schedule Number: GS-1050

| Record Series Number | Record Series Title | Retention Period | Retention Remark | Legal Citation(s) | Approval Date |
|-----------------------------|---|-------------------------|------------------------------|--------------------------|----------------------|
| 20072 | Value Change Records, Returned Notices, Personal property For real and personal property. | 3 Years | After calendar year received | | 7/25/2011 |



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

**Schedule Number:
GS-1046**

- 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 general schedule GS 1046 dated 04/05/2017**

| | |
|---|--|
| Records Analyst, Secretary of State: Richard Carroll | State Records Management Officer, Arizona State Archives & Records Management Center: Dr. Ted Hale |
| <i>Records Series Electronically Approved in RSM Database</i> | <i>Records Series Electronically Approved in RSM Database</i> |
| Assistant Director of Archives: Dennis Preisler, Ph.D. | |
| <i>Records Series Electronically Approved in RSM Database</i> | |

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Revised: 10/24/2018

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

Schedule Number: GS-1046

| Record Series Number | Record Series Title | Retention Period | Retention Remark | Legal Citation(s) | Approval Date |
|-----------------------------|--|-------------------------|--|--------------------------|----------------------|
| 20087 | Financial Audit Records, All Other Records Including public body's copy of reports and audit work papers. | 7 Years | After fiscal year report completed. | | 2/24/2017 |
| 20086 | Financial Audit Records, Departmental Audits Including public body's copy of reports and audit work papers. | 7 Years | After fiscal year report completed. | | 3/31/2017 |
| 20085 | Financial Audit Records, Organization-Wide Audit Final Report Including public body's copy of reports and audit work papers. | 7 Years | After fiscal year report completed. Send 2 copies to ASLAPR, Law and Research Library, State Documents If electronic, send electronic copy to <i>reports@azlibrary.gov</i> and paper copy to ASLAPR, Law and Research Library, State Documents. | | 2/24/2017 |
| 20088 | Internal Audit Records Including departmental audits and audits of programs. Also includes audit work papers. | 5 Years | After fiscal year report completed. | | 2/6/2017 |
| 20091 | Performance Audit Reports, All Other Records Including agency copy of reports, audit work papers and Sunset Review records. | 7 Years | After fiscal year report completed. | | 2/6/2017 |

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

Schedule Number: GS-1046

| Record Series Number | Record Series Title | Retention Period | Retention Remark | Legal Citation(s) | Approval Date |
|-----------------------------|--|-------------------------|--|--------------------------|----------------------|
| 20090 | Performance Audit Reports, Departmental Audits Including agency copy of reports, audit work papers and Sunset Review records. | 7 Years | After fiscal year report completed. | | 2/6/2017 |
| 20089 | Performance Audit Reports, Organization-Wide Audit Final Report Including agency copy of reports, audit work papers and Sunset Review records. | 7 Years | After fiscal year report completed. Send 2 copies to ASLAPR, Law and Research Library, State Documents If electronic, send electronic copy to <i>reports@azlibrary.gov</i> and paper copy to ASLAPR, Law and Research Library, State Documents. | | 2/6/2017 |
| 20092 | Sales Tax And Franchise Audit Records Including multi- jurisdictional audit records. | 10 Years | After fiscal year report completed. | | 2/6/2017 |



ARIZONA STATE
LIBRARY, ARCHIVES AND PUBLIC RECORDS
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General Records Retention Schedule Issued to:
All Public Bodies
Bond Records

Schedule Number:
GS-1052

- 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 Schedule Number 000-12-42, dated April 24, 2012.**

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|---|--|
| Records Analyst, Secretary of State: Richard Carroll | State Records Management Officer, Arizona State Archives & Records Management Center: Dr. Ted Hale |
| <i>Records Series Electronically Approved in RSM Database</i> | <i>Records Series Electronically Approved in RSM Database</i> |
| Assistant Director of Archives: Dennis Preisler, Ph.D. | Records Management Officer: |
| <i>Records Series Electronically Approved in RSM Database</i> | Records series approval on file |

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Revised: 10/15/2018

General Records Retention Schedule Issued to:
All Public Bodies
Bond Records

Schedule Number: GS-1052

| Record Series Number | Record Series Title | Retention Period | Retention Remark | Legal Citation(s) | Approval Date |
|----------------------|---|------------------|---|-------------------|---------------|
| 20143 | Bond Catalog or Listing annual publication of all outstanding bonds and schedule of bonds | Permanent | Preserve pursuant to ARS 39-101 | ARS 39-101 | 4/24/2012 |
| 20144 | Bond Rating Records | 1 Year | After superseded or after administrative value has been served, whichever is later | | 4/24/2012 |
| 20145 | Bond Records, Summary 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. 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 | ARS 39-101 | 4/24/2012 |
| 20146 | Bond Records, All other 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. | 5 Years | After fiscal year bond redeemed or after administrative value has been served, whichever is later | | 4/24/2012 |

General Records Retention Schedule Issued to:
All Public Bodies
Bond Records

Schedule Number: GS-1052

| Record Series Number | Record Series Title | Retention Period | Retention Remark | Legal Citation(s) | Approval Date |
|-----------------------------|---|-------------------------|---|--------------------------|----------------------|
| 20147 | Bond Redemption Records Including bond registers, interest or coupon payment records, bond ledgers, interest checks, redeemed notes and coupons, and other related records. | 5 Years | After fiscal year bond redeemed | | 4/24/2012 |
| 20148 | Bond Registration Records Registrar's copies of bond registration stubs. | 5 Years | After fiscal year bond redeemed | | 4/24/2012 |
| 20149 | Bond Transaction Ledger cumulative report detailing all transactions associated with bond projects. | 5 Years | After fiscal year bond redeemed | | 4/24/2012 |
| 20150 | Trustee's Records including records of who bought and traded bonds. | 5 Years | After fiscal year bond redeemed | | 4/24/2012 |
| 20151 | Unissued Bond Records bonds approved but not issued. | 5 Years | After fiscal year spending authority has lapsed | | 4/24/2012 |



ARIZONA STATE
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**General Records Retention Schedule Issued to:
All Public Bodies
Building Safety and Inspection Records**

**Schedule Number:
GS-1053 Rev. 3**

- 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 General Schedule 1053 Rev. 2 dated June 23, 2021.**

| | |
|---|---|
| Records Analyst, Secretary of State: Helena LaPina | Arizona State Archivist: Laura Palma Blandford |
| <i>Records Series Electronically Approved in RSM Database</i> | <i>Records Series Electronically Approved in RSM Database</i> |
| Deputy Arizona State Archivist: Carlos Lopez | |
| <i>Records Series Electronically Approved in RSM Database</i> | |

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Revised: 3/25/2022

**General Records Retention Schedule Issued to:
All Public Bodies**

Schedule Number: GS 1053 Rev. 3

Building Safety and Inspection Records Records

| Record Series Number | Record Series Title | Retention Period | Retention Remark | Legal Citation(s) | Approval Date |
|-----------------------------|--|-------------------------|---|--------------------------|----------------------|
| 20157 | Building Permit Address Records. | 6 Months | After superseded or obsolete | | 2/19/2020 |
| 20154 | Building Permit Records, Approved Permit. | 10 Years | after the building has been destroyed | | 6/9/2020 |
| 20155 | Building Permit Records, Supporting documentation. Including applications, field copies and other related records. | 1 Year | After work completed | | 2/24/2020 |
| 20156 | Building Permit Records, Supporting documentation, Withdrawn; Denied or Expired. Including applications, field copies and other related records. | 1 Year | After withdrawn, denied or expired | | 2/24/2020 |
| 20152 | Building Permitting Database, Official Records. 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. | | Retain for the same period as required for other formats of the same records series | | 7/24/2020 |
| 20159 | Certificates of Occupancy. | - | Maintain for the life of the building. | | 8/19/2020 |

**General Records Retention Schedule Issued to:
All Public Bodies**

Schedule Number: GS 1053 Rev. 3

Building Safety and Inspection Records Records

| Record Series Number | Record Series Title | Retention Period | Retention Remark | Legal Citation(s) | Approval Date |
|-----------------------------|---|-------------------------|---------------------------|--------------------------|----------------------|
| 20160 | Change of Record Affidavits. | | After building demolished | | 2/24/2020 |
| 20162 | Code Enforcement Records, Appealed Violations. | 3 Years | After resolved | | 3/27/2020 |
| 20161 | Code Enforcement records, Code Violation Correction Notice records. Including no Building Permit issued, notice of violation, inspections, correspondence and other related records. | 3 Years | After resolved | | 3/27/2020 |
| 20163 | Construction Plans, Specifications and Computations: Single-Family Residential, Tract Homes, Commercial/Industrial and all Others. Including approved site plans, building footprints, floor plans, standard plans, floor plans/specs for tract housing, blueprints, counter plans, landscape plans, porches, signs, detached patios and fences. | 6 Months | After work completed | | 7/24/2020 |

**General Records Retention Schedule Issued to:
All Public Bodies**

Schedule Number: GS 1053 Rev. 3

Building Safety and Inspection Records

| Record Series Number | Record Series Title | Retention Period | Retention Remark | Legal Citation(s) | Approval Date |
|-----------------------------|---|-------------------------|------------------------------------|--------------------------|----------------------|
| 20164 | Construction Plans, Specifications, and Computations: Withdrawn, Expired, or Denied. Including approved site plans, building footprints, floor plans, standard plans, floor plans/ specs for tract housing, blueprints, counter plans and landscape plans. | 6 Months | After withdrawn, expired or denied | | 7/24/2020 |
| 20165 | Construction Plans Specifications and Computations: Working Records. Including approved site plans, building footprints, floor plans, standard plans, floor plans/specs for tract housing, blueprints, counter plans and landscape plans, early reviews including residential and public/semi-public pools. | - | Retain until permit is issued. | | 7/24/2020 |
| 20168 | Inspection Records, Commercial/Industrial. | 3 Years | After work completed | | 3/27/2020 |
| 20172 | Inspection Records, Final Inspection Reports. | 3 Years | After created or received | | 3/27/2020 |

**General Records Retention Schedule Issued to:
All Public Bodies**

Schedule Number: GS 1053 Rev. 3

Building Safety and Inspection Records Records

| Record Series Number | Record Series Title | Retention Period | Retention Remark | Legal Citation(s) | Approval Date |
|-----------------------------|---|-------------------------|-----------------------------|--------------------------|----------------------|
| 20170 | Inspection Records, Schedules. | 1 Year | After calendar year created | | 2/24/2020 |
| 20167 | Inspection Records, Single-family residential. | 3 Years | After work completed | | 2/24/2020 |
| 20171 | Inspection Records, Special Inspection Certificates. | 3 Years | After work completed | | 2/19/2020 |
| 20169 | Inspection Records, Other records. Including porches, signs, detached patios and fences. | 1 Year | After work completed | | 7/24/2020 |
| 20174 | Pool Plans, Commercial. Including standards. | 5 Years | After work completed | | 2/19/2020 |
| 20173 | Pool Plans, Residential. Including standards. | 6 Months | After work completed | | 2/19/2020 |

**General Records Retention Schedule Issued to:
All Public Bodies**

Schedule Number: GS 1053 Rev. 3

Building Safety and Inspection Records Records

| Record Series Number | Record Series Title | Retention Period | Retention Remark | Legal Citation(s) | Approval Date |
|-----------------------------|------------------------------------|-------------------------|---------------------------------|--------------------------|----------------------|
| 20158 | Certificates of Completion. | Permanent | Preserve pursuant to ARS 39-101 | ARS 39-101 | 4/24/2012 |
| 20166 | Demolition Permits. | Permanent | Preserve pursuant to ARS 39-101 | ARS 39-101 | 4/24/2012 |
| 20175 | Registers of Permits. | Permanent | Preserve pursuant to ARS 39-101 | ARS 39-101 | 4/24/2012 |



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

**Schedule Number:
GS-1033 Rev. 1**

- 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 Schedule Number GS 1033, dated December 24, 2015.**

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|---|--|
| Records Analyst, Secretary of State: Richard Carroll | State Records Management Officer, Arizona State Archives & Records Management Center: Dr. Ted Hale |
| <i>Records Series Electronically Approved in RSM Database</i> | <i>Records Series Electronically Approved in RSM Database</i> |
| Assistant Director of Archives: Dennis Preisler, Ph.D. | Records Management Officer: |
| <i>Records Series Electronically Approved in RSM Database</i> | Records series approval on file |

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Revised: 10/15/2018

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

Schedule Number: GS-1033 Rev. 1

| Record Series Number | Record Series Title | Retention Period | Retention Remark | Legal Citation(s) | Approval Date |
|-----------------------------|--|-------------------------|---|--------------------------|----------------------|
| 10473 | Burial Records This record 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) | 12/29/2015 |
| 10474 | Cemetery Regulations and Procedures Includes regulations regarding flowers, headstones, landscaping and gate closure hours. | | After superseded or obsolete. | | 12/29/2015 |
| 10475 | Government Marker Requests | 6 Months | After marker received or request denied. | | 12/29/2015 |
| 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. | | 12/29/2015 |
| 10477 | Maps and Block Records | Permanent | Retain per Arizona Standards for Permanent Records or transfer to State Archives when administrative value has been served. | | 12/29/2015 |

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

Schedule Number: GS-1033 Rev. 1

| Record Series Number | Record Series Title | Retention Period | Retention Remark | Legal Citation(s) | Approval Date |
|-----------------------------|---|-------------------------|-------------------------|--------------------------|----------------------|
| 10478 | Release of Liability Records For persons present at lowering. | 5 Years | After date of burial. | | 12/29/2015 |



ARIZONA STATE
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**General Records Retention Schedule Issued to:
Counties, Municipalities, State Agencies, Boards and Commissions
Civic, Convention, Cultural Facilities and Visitor's Bureau Records**

**Schedule Number:
GS-1054**

- Authority:** Pursuant to 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 (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 (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 Schedule Number 000-12-44, dated June 11, 2012.**

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|---|--|
| Records Analyst, Secretary of State: Richard Carroll | State Records Management Officer, Arizona State Archives & Records Management Center: Dr. Ted Hale |
| <i>Records Series Electronically Approved in RSM Database</i> | <i>Records Series Electronically Approved in RSM Database</i> |
| Assistant Director of Archives: Dennis Preisler, Ph.D. | Records Management Officer: |
| <i>Records Series Electronically Approved in RSM Database</i> | Records series approval on file |

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Revised: 10/15/2018

**General Records Retention Schedule Issued to:
Counties, Municipalities, State Agencies, Boards and Commissions
Civic, Convention, Cultural Facilities and Visitor's Bureau Records**

Schedule Number: GS-1054

| Record Series Number | Record Series Title | Retention Period | Retention Remark | Legal Citation(s) | Approval Date |
|-----------------------------|---|-------------------------|---|--------------------------|----------------------|
| 20182 | 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 Years | After created or received | | 6/11/2012 |
| 20183 | 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 | ARS 39-101 | 6/11/2012 |
| 20184 | Convention and Visitors; Bureau Studies, Historical Including studies conducted to research visitation and other visitor surveys. | Permanent | Preserve pursuant to ARS, 39-101 | ARS 39-101 | 6/11/2012 |
| 20185 | Convention and Visitors; Bureau Studies, All others Including studies conducted to research visitation and other visitor surveys. | | After administrative value has been served | | 6/11/2012 |
| 20186 | Customer Relation Management Records Information regarding media contacts and articles, tour operators, meeting planners and consumer contact information. | | After administrative value has been served | | 6/11/2012 |
| 20187 | Event Records, Historical Including applications, permits, proof/ certificates of insurance, event correspondence, set-up records, copies of contracts and other related records. | Permanent | Preserve pursuant to ARS, 39-101 | ARS 39-101 | 6/11/2012 |
| 20188 | Event Records, All other records Including applications, permits, proof/ certificates of insurance, event correspondence, set-up records, copies of contracts and other related records. | 3 Years | After event is no longer renewed or scheduled | | 6/11/2012 |

General Records Retention Schedule Issued to:
Counties, Municipalities, State Agencies, Boards and Commissions
Civic, Convention, Cultural Facilities and Visitor's Bureau Records

Schedule Number: GS-1054

| Record Series Number | Record Series Title | Retention Period | Retention Remark | Legal Citation(s) | Approval Date |
|-----------------------------|--|-------------------------|--|--------------------------|----------------------|
| 20189 | Revenue Per Available Room (Rev Par) Reports Documents sales tax revenues for the hotel industry. | | After administrative value has been served | | 6/11/2012 |
| 20190 | Visitor Center Records Reports regarding the number of walk-in visitors and customer service survey results. | | After administrative value has been served | | 6/11/2012 |



ARIZONA STATE
LIBRARY, ARCHIVES AND PUBLIC RECORDS
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**General Records Retention Schedule Issued to:
All State and Local Agencies
Clerks Records**

**Schedule Number:
GS-1016 Rev. 1**

- 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 Schedule Number GS 1016, dated July 2, 2019.**

| | |
|---|---|
| Records Analyst, Secretary of State: Richard Carroll | Arizona State Archivist: Dennis Preisler, PhD |
| <i>Records Series Electronically Approved in RSM Database</i> | <i>Records Series Electronically Approved in RSM Database</i> |
| Deputy Arizona State Archivist: Laura Palma-Blandford | |
| <i>Records Series Electronically Approved in RSM Database</i> | |

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Revised: 3/18/2021

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

Schedule Number:
GS-1016 Rev. 1

| Record Series Number | Record Series Title | Retention Period | Retention Remark | Legal Citation(s) | Approval Date |
|----------------------|--|------------------|--|--|---------------|
| 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. | | 12/29/2015 |
| 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 Year | After calendar year received. | A.R.S. § 11-622, § 12-821, § 12-821.01 | 12/29/2015 |
| 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 with the Arizona State Library, Archives & Public Records. | 3 Years | After annexed. | | 12/29/2015 |
| 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 file a Transfer of Records Between Public Bodies form with the Arizona State Library, Archives & Public Records. | Permanent | Retain per Arizona Standards for Permanent Records, or transfer to State Archives when administrative value has been served. | | 12/29/2015 |

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

Schedule Number:
GS-1016 Rev. 1

| Record Series Number | Record Series Title | Retention Period | Retention Remark | Legal Citation(s) | Approval Date |
|----------------------|---|------------------|--|-------------------|---------------|
| 10241 | Annexation / DeAnnexation Records: Refused | 3 Years | After refused. | | 12/29/2015 |
| 10242 | Annual Report Records These records are created by Special Districts, and a copy supplied to the County Board of Supervisors in compliance with A.R.S § 48-251. | Permanent | Retain per Arizona Standards for Permanent Records, or transfer to State Archives when administrative value has been served. | A.R.S § 48-251 | 12/29/2015 |
| 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 Years | After calendar year received and report submitted. | A.R.S § 48-251 | 12/29/2015 |
| 10245 | Board of Equalization Records: Administrative Appeals Package Records | 2 Years | After calendar year created. | | 12/29/2015 |
| 10244 | Board of Equalization Records: Tax Roll Correction Order Records | 1 Year | After board process ends. | | 12/29/2015 |
| 10246 | Business Licenses Trial Balance Records Monthly listing of occupational (business) license accounts for which the license has not been paid. | 5 Years | After fiscal year created. | | 12/29/2015 |

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

Schedule Number:
GS-1016 Rev. 1

| Record Series Number | Record Series Title | Retention Period | Retention Remark | Legal Citation(s) | Approval Date |
|----------------------|---|------------------|--|-------------------|---------------|
| 10247 | Certificates of Sale / Notices of Trustee Sale Records | 3 Years | After recorded. | | 12/29/2015 |
| 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. | | 12/29/2015 |
| 10249 | Constable Log Records This is the copy filed monthly with the Clerk of the Board of Supervisors. | 2 Years | After calendar year received. | A.R.S § 11-445 | 12/29/2015 |
| 10250 | Deeds / Titles to Buildings and Property To buildings and property owned by the public body. | 3 Years | After building/property sold, transferred, disposed of, abandoned, or after building demolished. | | 12/29/2015 |
| 53384 | Delegation of Authority | 2 Years | After superseded or voided. | | 12/21/2018 |
| 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 Years | After calendar year received. | A.R.S § 11-356 | 12/29/2015 |

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

Schedule Number:
GS-1016 Rev. 1

| Record Series Number | Record Series Title | Retention Period | Retention Remark | Legal Citation(s) | Approval Date |
|----------------------|--|------------------|--|-------------------|---------------|
| 10252 | Franchise Records Including, but not limited to utilities and cable television. | 6 Years | After calendar year contract fulfilled, cancelled, or revoked. | | 12/29/2015 |
| 10253 | License / Permit Records: Applications Not Approved Records | 2 Years | After calendar year rejected. | | 12/29/2015 |
| 10254 | License / Permit Records: Bingo, Emergency Vehicles, Fireworks, Liquor and Parade Records | 2 Years | After calendar year of recommendation. | | 12/29/2015 |
| 10255 | License / Permit Records: Citizen Complaint Records | 4 Years | After calendar year resolved. | | 12/29/2015 |
| 10256 | License / Permit Records: Continuing Activity Records Including, but not limited to business licenses, regulatory licenses, and business occupational, and professional (BOP) records. | 3 Years | After calendar year canceled expired or revoked. | | 12/29/2015 |
| 10257 | License / Permit Records: Correspondence with Unlicensed / Not in Business Account Records | 2 Years | After calendar year created or received. | | 12/29/2015 |

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

Schedule Number:
GS-1016 Rev. 1

| Record Series Number | Record Series Title | Retention Period | Retention Remark | Legal Citation(s) | Approval Date |
|----------------------|--|------------------|--|-------------------|---------------|
| 10258 | License / Permit Records: Single Event Records Includes license/permit for special events. | 3 Years | After calendar year issued. | | 12/29/2015 |
| 10259 | List of Inactive Business Account Records | - | After superseded or obsolete. | | 12/29/2015 |
| 10260 | Minutes Records These records are created by public bodies that are subject to open meeting law. Records include, 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, councils, task forces, and ad hoc committees. | Permanent | Retain per Arizona Standards for Permanent Records, or transfer to State Archives when administrative value has been served. | A.R.S § 38-431 | 7/2/2019 |

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

Schedule Number:
GS-1016 Rev. 1

| Record Series Number | Record Series Title | Retention Period | Retention Remark | Legal Citation(s) | Approval Date |
|----------------------|---|------------------|--|---------------------------------|---------------|
| 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 backup/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 Years | After calendar year created or received. | A.R.S § 38-431.03 (A)(1) | 12/29/2015 |
| 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, councils, task forces, and ad hoc committees. Audio or video recordings for other purposes fall under the records series, "Audio I Video Records - Non Historical" on the Public Information and Marketing Records General Retention Schedule. | 3 Months | After date of meeting and after minutes transcribed, or summarized and approved. | | 12/29/2015 |

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

Schedule Number:
GS-1016 Rev. 1

| Record Series Number | Record Series Title | Retention Period | Retention Remark | Legal Citation(s) | Approval Date |
|----------------------|---|------------------|---|-----------------------|---------------|
| 10263 | Minutes Records: Staff Meetings These are records created during routine staff meetings. | - | After administrative or reference value has been served. | | 11/17/2020 |
| 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. | | 12/29/2015 |
| 10430 | Proclamations | 4 Years | After calendar year issued. If Proclamations are historical please refer to the Officials Records General Retention Schedule. | | 12/29/2015 |
| 10431 | Public Meeting Notice Records Includes affidavits of publication, certificate of posting for public meetings. | 2 Years | After calendar year of meeting. | A.R.S § 38-431.02. | 12/29/2015 |
| 10432 | Public Notice Records: Notice of Public Posting Location(s) Includes disclosure notices, and statement of notice. | - | After superseded or obsolete. | A.R.S § 38-431.02. | 12/29/2015 |
| 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. | | 12/29/2015 |

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

Schedule Number:
GS-1016 Rev. 1

| Record Series Number | Record Series Title | Retention Period | Retention Remark | Legal Citation(s) | Approval Date |
|----------------------|---|------------------|--|-------------------|---------------|
| 10434 | Resolutions | Permanent | Retain per Arizona Standards for Permanent Records, or transfer to State Archives when administrative value has been served. | | 12/29/2015 |
| 10435 | School Facilities Board (SFB) Records: Reports and Surveys School districts and charter schools only. | 5 Years | After calendar year created, or sent to SFB. | | 12/29/2015 |
| 10436 | Subdivision Plat Records | Permanent | Retain per Arizona Standards for Permanent Records, or transfer to State Archives when administrative value has been served. | | 12/29/2015 |
| 10437 | Task Force Report / Study Records | 5 Years | After submitted. | | 12/29/2015 |
| 10438 | Tax Deed Land Sale Records | 5 Years | After submitted. | | 12/29/2015 |
| 10439 | Uniform Code Records Includes Uniform building codes, fire codes, plumbing codes, etc. | 5 Years | After codes revised, or after reference value has been served, whichever is longer. | | 12/29/2015 |



ARIZONA STATE
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**General Records Retention Schedule Issued to:
All State and Local Agencies
Clergy 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:** **This schedule supersedes general schedule GS 1043 dated 06/28/2016**

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|---|--|
| Records Analyst, Secretary of State: Richard Carroll | State Records Management Officer, Arizona State Archives & Records Management Center: Dr. Ted Hale |
| <i>Records Series Electronically Approved in RSM Database</i> | <i>Records Series Electronically Approved in RSM Database</i> |
| Assistant Director of Archives: Dennis Preisler, Ph.D. | |
| <i>Records Series Electronically Approved in RSM Database</i> | |

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Revised: 10/24/2018

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

Schedule Number: GS-1043

| Record Series Number | Record Series Title | Retention Period | Retention Remark | Legal Citation(s) | Approval Date |
|-----------------------------|--|-------------------------|--|--|----------------------|
| 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) | 6/9/2016 |
| 30310 | Clery Records / Aggravated Assault | 7 Years | After calendar year incident reported. | U.S.C. 1092(f) (Federal Register 59060) | 6/28/2016 |
| 30313 | Clery Records / Arson | 7 Years | After calendar year incident reported. | U.S.C. 1092(f) (Federal Register 59060) | 6/28/2016 |
| 30311 | Clery Records / Burglary | 7 Years | After calendar year incident reported. | U.S.C. 1092(f) (Federal Register 59060) | 6/28/2016 |
| 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) | 6/28/2016 |
| 30315 | Clery Records / Drug Law Violations | 7 Years | After calendar year incident reported. | U.S.C. 1092(f) (Federal Register 59060) | 6/28/2016 |
| 30316 | Clery Records / Illegal Weapons Possession | 7 Years | After calendar year incident reported. | U.S.C. 1092(f) (Federal Register 59060) | 6/28/2016 |
| 30317 | Clery Records / Incident Reports | 7 Years | After calendar year incident reported. | U.S.C. 1092(f) (Federal Register 59060) | 6/28/2016 |

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

Schedule Number: GS-1043

| Record Series Number | Record Series Title | Retention Period | Retention Remark | Legal Citation(s) | Approval Date |
|-----------------------------|---|-------------------------|--|--|----------------------|
| 30314 | Clery Records / Liquor Law Violations | 7 Years | After calendar year incident reported. | U.S.C. 1092(f) (Federal Register 59060) | 6/28/2016 |
| 30325 | Clery Records / Motor Vehicle Theft | 7 Years | After calendar year incident reported. | U.S.C. 1092(f) (Federal Register 59060) | 6/28/2016 |
| 30318 | Clery Records / Review Decisions | 7 Years | After calendar year incident reported. | U.S.C. 1092(f) (Federal Register 59060) | 6/28/2016 |
| 30319 | Clery Records / Review Meeting Notices | 7 Years | After date of review meeting. | U.S.C. 1092(f) (Federal Register 59060) | 6/28/2016 |
| 30309 | Clery Records / Robbery | 7 Years | After calendar year incident reported. | U.S.C. 1092(f) (Federal Register 59060) | 6/28/2016 |
| 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) | 6/28/2016 |
| 30320 | Clery Records / Witness Statements | 7 Years | After calendar year incident reported. | U.S.C. 1092(f) (Federal Register 59060) | 6/28/2016 |
| 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) | 6/28/2016 |



ARIZONA STATE
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**General Records Retention Schedule Issued to:
All State and Local Agencies
Constable Records**

**Schedule Number:
GS-1036**

- 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 Schedule Number GS 1036, dated March 2, 2016.**

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|---|--|
| Records Analyst, Secretary of State: Richard Carroll | State Records Management Officer, Arizona State Archives & Records Management Center: Dr. Ted Hale |
| <i>Records Series Electronically Approved in RSM Database</i> | <i>Records Series Electronically Approved in RSM Database</i> |
| Assistant Director of Archives: Dennis Preisler, Ph.D. | Records Management Officer: |
| <i>Records Series Electronically Approved in RSM Database</i> | Records series approval on file |

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Revised: 10/16/2018

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

Schedule Number: GS-1036

| Record Series Number | Record Series Title | Retention Period | Retention Remark | Legal Citation(s) | Approval Date |
|-----------------------------|--|-------------------------|---|--------------------------|----------------------|
| 20255 | Certificates of Service These may include photos of postings left on doors, and photos of individuals who have been served. | 1 Year | After date of service of the injunction of the defendant. | | |
| 20256 | Returned U.S. Mail Records These records include regular and certified mailings that are returned. | 6 Months | After received. | | |
| 53290 | Subpoenas, Summons and Writs These include service-record copies of civil complaints, civil subpoenas, civil summons, civil criminal subpoenas, criminal summons, out-of-state documents/orders, writs of restitution (eviction), writs of garnishment, writs of replevin, writs of execution. | 1 Year | After date of service. | ARS II-445(I)(J) | |



ARIZONA STATE
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**General Records Retention Schedule Issued to:
All Public Bodies
Copy Center and Mail Room Records**

**Schedule Number:
GS-1055**

- 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 Schedule Number 000-12-40, dated May 1, 2012.**

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|---|--|
| Records Analyst, Secretary of State: Richard Carroll | State Records Management Officer, Arizona State Archives & Records Management Center: Dr. Ted Hale |
| <i>Records Series Electronically Approved in RSM Database</i> | <i>Records Series Electronically Approved in RSM Database</i> |
| Assistant Director of Archives: Dennis Preisler, Ph.D. | Records Management Officer: |
| <i>Records Series Electronically Approved in RSM Database</i> | Records series approval on file |

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Revised: 10/16/2018

General Records Retention Schedule Issued to:
All Public Bodies
Copy Center and Mail Room Records

Schedule Number: GS-1055

| Record Series Number | Record Series Title | Retention Period | Retention Remark | Legal Citation(s) | Approval Date |
|-----------------------------|--|-------------------------|---------------------------|--------------------------|----------------------|
| 20258 | Photocopier Usage Records Including monthly reports of photocopier usage by organization unit. | 1 Year | After created or received | | 5/1/2012 |
| 20259 | Work Orders Requests from organizational units for duplication services at the Copy Center. | 1 Year | After request received | | 5/1/2012 |
| 20260 | 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 Items 3-6 fall under the header Mail Room. | 1 Year | After created or received | | 5/1/2012 |
| 20261 | 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 Year | After created or received | | 5/1/2012 |
| 20262 | 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 Year | After created or received | | 5/1/2012 |
| 20263 | 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, Items 3-6 fall under the header Mail Room. | 1 Year | | | 5/1/2012 |



ARIZONA STATE
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**General Records Retention Schedule Issued to:
All Arizona Counties
Coroner / Medical Examiner Records**

**Schedule Number:
GS-1048 Rev. 1**

- 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 general schedule GS 1048 dated 10/24/2018.**

| | |
|---|--|
| Records Analyst, Secretary of State: Richard Carroll | State Records Management Officer, Arizona State Archives & Records Management Center: Dr. Ted Hale |
| <i>Records Series Electronically Approved in RSM Database</i> | <i>Records Series Electronically Approved in RSM Database</i> |
| Assistant Director of Archives: Dennis Preisler, Ph.D. | |
| <i>Records Series Electronically Approved in RSM Database</i> | |

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Revised: 3/6/2019

General Records Retention Schedule Issued to:
All Arizona Counties
Coroner / Medical Examiner Records

Schedule Number: GS-1048 Rev.1

| Record Series Number | Record Series Title | Retention Period | Retention Remark | Legal Citation(s) | Approval Date |
|-----------------------------|---|-------------------------|--|--------------------------|----------------------|
| 20268 | Case Records, Accidental or Natural Causes Including medical examiners' reports, X-rays, toxicology reports, audio/video recordings, photographs, kodachromes, case notes, and other related records (where autopsy done). | 10 Years | After autopsy/ examination completed but no more than 50 years after autopsy/ examination completed. | | 5/4/2017 |
| 20266 | Case Records, Homicides Including medical examiners' reports, X-rays, toxicology reports, audio/video recordings, photographs, kodachromes, case notes, and other related records. | 30 Years | After autopsy/examination completed but no more than 50 years after autopsy/ examination completed. | | 5/4/2017 |
| 20264 | Case Records, Landmark Cases Including medical examiners' reports, X-rays, toxicology reports, audio/video recordings, photographs, kodachromes, case notes, and other related records. Unique because of circumstances of death, notoriety of the individual or very high level of press visibility. | Permanent | Preserve pursuant to ARS 39-101 | ARS 39-101 | 5/4/2017 |
| 20269 | Case Records, Natural Causes Including medical examiners' reports, X-rays, toxicology reports, audio/video recordings, photographs, kodachromes, case notes, and other related records. No autopsy. | 5 Years | After examination completed but no more than 50 years after examination completed. | | 5/4/2017 |

General Records Retention Schedule Issued to:
All Arizona Counties
Coroner / Medical Examiner Records

Schedule Number: GS-1048 Rev.1

| Record Series Number | Record Series Title | Retention Period | Retention Remark | Legal Citation(s) | Approval Date |
|-----------------------------|--|-------------------------|--|--------------------------|----------------------|
| 20267 | Case Records, Suicides Including medical examiners' reports, X-rays, toxicology reports, audio/video recordings, photographs, kodachromes, case notes, and other related records. | 20 Years | After autopsy/examination completed but no more than 50 years after autopsy/examination completed. | | 5/4/2017 |
| 20265 | Case Records, Unidentified Person or Undetermined Death Including medical examiners' reports, X-rays, toxicology reports, audio/video recordings, photographs, kodachromes, case notes, and other related records. | 50 Years | After autopsy/examination completed. | | 5/4/2017 |
| 20270 | Cremation Records, Certificates (office copy) | 1 Year | After calendar year created or received. | | 5/4/2017 |
| 20271 | Cremation Records, Logs | 1 Year | After calendar year created or received. | | 5/4/2017 |
| 20272 | 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. | ARS 39-101 | 5/4/2017 |
| 53388 | Instrument Logs Including maintenance logs. | 10 Years | After the life of the instrument. | | 2/20/2019 |

General Records Retention Schedule Issued to:
All Arizona Counties
Coroner / Medical Examiner Records

Schedule Number: GS-1048 Rev.1

| Record Series Number | Record Series Title | Retention Period | Retention Remark | Legal Citation(s) | Approval Date |
|-----------------------------|--|-------------------------|---|--------------------------|----------------------|
| 53389 | Lab Visitor Logs | 5 Years | After calendar year created. | | 2/20/2019 |
| 20273 | 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 Years | After calendar year created or received. | | 5/4/2017 |
| 20274 | Personal Property Records Lists of personal property that arrived with body and documentation of its disposal. | 6 Years | After calendar year of release of property. | | 5/4/2017 |
| 53391 | Proficiency Test Results | 10 Years | After calendar year created. | | 2/20/2019 |
| 53390 | Quality Control Records | 10 Years | After calendar year created. | | 2/20/2019 |
| 20275 | Specimen Tracking Sheets | 6 Years | After calendar year created or received. | | 5/4/2017 |
| 53387 | Temperature Logs | 3 Years | After calendar year created. | | 2/20/2019 |



ARIZONA STATE
LIBRARY, ARCHIVES AND PUBLIC RECORDS
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**General Records Retention Schedule Issued to:
All Public Bodies**

**Schedule Number:
GS-1004 Rev.1**

Criminal History Record Information Records (For Non-Criminal Justice Use)

- 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 Schedule Number GS 1004, dated September 26, 2014.**

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|---|--|
| Records Analyst, Secretary of State: Richard Carroll | State Records Management Officer, Arizona State Archives & Records Management Center: Dr. Ted Hale |
| <i>Records Series Electronically Approved in RSM Database</i> | <i>Records Series Electronically Approved in RSM Database</i> |
| Assistant Director of Archives: Dennis Preisler, Ph.D. | Records Management Officer: |
| <i>Records Series Electronically Approved in RSM Database</i> | Records series approval on file |

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Revised: 10/16/2018

**General Records Retention Schedule Issued to:
All Public Bodies**

Schedule Number: GS-1004 Rev.1

Criminal History Record Information Records (For Non-Criminal Justice Use)

| Record Series Number | Record Series Title | Retention Period | Retention Remark | Legal Citation(s) | Approval Date |
|-----------------------------|--|-------------------------|--|---------------------------------|----------------------|
| 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. 728 CFR 16.34 | 9/26/2014 |
| 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. | | 9/26/2014 |
| 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. | | 9/26/2014 |

**General Records Retention Schedule Issued to:
All Public Bodies**

Schedule Number: GS-1004 Rev.1

Criminal History Record Information Records (For Non-Criminal Justice Use)

| Record Series Number | Record Series Title | Retention Period | Retention Remark | Legal Citation(s) | Approval Date |
|-----------------------------|---|-------------------------|--|---|----------------------|
| 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." | | 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. | Based upon the Arizona Noncriminal Justice Agency Guide for Fee-Based State and Federal Criminal History Checks, Section 3. (Edition: September 2014) | 9/26/2014 |
| 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. | | 9/26/2014 |
| 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. | | 9/26/2014 |

**General Records Retention Schedule Issued to:
All Public Bodies**

Schedule Number: GS-1004 Rev.1

Criminal History Record Information Records (For Non-Criminal Justice Use)

| Record Series Number | Record Series Title | Retention Period | Retention Remark | Legal Citation(s) | Approval Date |
|-----------------------------|---|-------------------------|--|--------------------------|----------------------|
| 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. | | 9/26/2014 |
| 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 Years | After calendar year created. | ARS 41-1750.Q.3 | 9/26/2014 |



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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:** **This schedule supersedes general schedule GS 1042, dated 06/28/2016.**

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|---|--|
| Records Analyst, Secretary of State: Richard Carroll | State Records Management Officer, Arizona State Archives & Records Management Center: Dr. Ted Hale |
| <i>Records Series Electronically Approved in RSM Database</i> | <i>Records Series Electronically Approved in RSM Database</i> |
| Assistant Director of Archives: Dennis Preisler, Ph.D. | |
| <i>Records Series Electronically Approved in RSM Database</i> | |

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Revised: 10/24/2018

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

Schedule Number: GS-1042

| Record Series Number | Record Series Title | Retention Period | Retention Remark | Legal Citation(s) | Approval Date |
|-----------------------------|---|-------------------------|---|--------------------------|----------------------|
| 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) | 6/28/2016 |
| 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) | 7/1/2016 |
| 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) | 7/1/2016 |
| 30274 | Student Counseling Records Student consultations, crisis services, group counseling, individual counseling, outreach. | 7 Years | After graduation or last date of attendance. | | 6/28/2016 |



ARIZONA STATE
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General Records Retention Schedule Issued to:
All Arizona Municipalities
Economic / Community Development

Schedule Number:
GS-1057

- 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 schedule dated October 10, 2001.**

| | |
|---|--|
| Records Analyst, Secretary of State: Richard Carroll | State Records Management Officer, Arizona State Archives & Records Management Center: Dr. Ted Hale |
| <i>Records Series Electronically Approved in RSM Database</i> | <i>Records Series Electronically Approved in RSM Database</i> |
| Assistant Director of Archives: Dennis Preisler, Ph.D. | Records Management Officer: |
| <i>Records Series Electronically Approved in RSM Database</i> | Records series approval on file |

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Revised: 10/16/2018

General Records Retention Schedule Issued to:
All Arizona Municipalities
Economic / Community Development

Schedule Number: GS-1057

| Record Series Number | Record Series Title | Retention Period | Retention Remark | Legal Citation(s) | Approval Date |
|-----------------------------|---|-------------------------|---|--------------------------|----------------------|
| 20319 | Census reports Annual or semi-annual. | 10 Years | After calendar year prepared | | 10/10/2001 |
| 20320 | Urban development/redevelopment studies: Not resulting in any action or implementation | 5 Years | After completed | | 10/10/2001 |
| 20321 | Urban development/redevelopment studies: 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) | | 10/10/2001 |

General Records Retention Schedule Issued to:
All Arizona Municipalities
Economic / Community Development

Schedule Number: GS-1057

| Record Series Number | Record Series Title | Retention Period | Retention Remark | Legal Citation(s) | Approval Date |
|-----------------------------|--|-------------------------|--|--------------------------|----------------------|
| 20322 | Urban development/redevelopment project files | 5 Years | 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) | | 10/10/2001 |



ARIZONA STATE
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**General Records Retention Schedule Issued to:
All Public Bodies
Election Records**

**Schedule Number:
GS-1058 Rev. 3**

- 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 General Schedule 1058 Rev. 2 dated September 30, 2021.**

| | |
|---|---|
| Records Analyst, Secretary of State: Helena LaPina | Arizona State Archivist: Laura Palma Blandford |
| <i>Records Series Electronically Approved in RSM Database</i> | <i>Records Series Electronically Approved in RSM Database</i> |
| Deputy Arizona State Archivist: Carlos Lopez | |
| <i>Records Series Electronically Approved in RSM Database</i> | |

Polly Rosenbaum State Archives and History Building

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Revised: 3/30/2022

General Records Retention Schedule Issued to:
All Public Bodies
Election Records

Schedule Number: GS 1058 Rev.3

| Record Series Number | Record Series Title | Retention Period | Retention Remark | Legal Citation(s) | Approval Date |
|-----------------------------|--|-------------------------|--|--------------------------|----------------------|
| 20325 | Candidate Records, Federal Elections. State and local election records of federal candidates, including campaign finance records, nomination papers, petitions, affidavits, financial disclosure statements, statements of organization, threshold statements and other related records. | 4 Years | After date of election | | 9/28/2021 |
| 20323 | Candidate Records, If Elected. State and local election records, including campaign finance records, nomination paper, petitions; affidavits, financial disclosure statements, statements of organization, threshold statements and other related records. | 4 Years | After term in office ended. | | 9/28/2021 |
| 20324 | Candidate Records, If Not Elected. State and local election records, including campaign finance records; nomination papers, petitions, affidavits, financial disclosure statements, statements of organization, threshold statements and other related records. | 4 Years | After PAC terminated or after date of election, whichever is later | | 9/30/2021 |
| 20327 | Court Challenge Records, All others. | 2 Years | After calendar year resolved | | 7/10/2012 |
| 20326 | Court Challenge Records, Historical. | Permanent | Preserve pursuant to ARS 39-101 | ARS 39-101 | 7/10/2012 |
| 20328 | Cumulative Independent Expenditure Notification Forms. | 3 Years | After date of election | | 7/10/2012 |

General Records Retention Schedule Issued to:
All Public Bodies
Election Records

Schedule Number: GS 1058 Rev.3

| Record Series Number | Record Series Title | Retention Period | Retention Remark | Legal Citation(s) | Approval Date |
|-----------------------------|--|-------------------------|---|---------------------------------|----------------------|
| 20329 | Department of Justice Records. Including submissions and Americans with Disabilities Act (ADA) records. | Permanent | Preserve pursuant to ARS 39-101 | ARS 39-101 | 7/10/2012 |
| 20331 | Election Records; Federal and Presidential Preference Elections. 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. | 2 Years | After date of election (ARS 16-624(A); USC 42- 1974)" | ARS 16-624(A); USC 42- 1974) | 7/10/2012 |

General Records Retention Schedule Issued to:
All Public Bodies
Election Records

Schedule Number: GS 1058 Rev.3

| Record Series Number | Record Series Title | Retention Period | Retention Remark | Legal Citation(s) | Approval Date |
|-----------------------------|---|-------------------------|--|--------------------------|----------------------|
| 20333 | <p>Election Records; Political Subdivision Records, All other records.</p> <p>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.</p> | | 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 | | 7/10/2012 |
| 20332 | <p>Election Record; Political Subdivision Records, If not retained by office.</p> <p>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.</p> | | Transfer to political subdivision after election | | 7/10/2012 |

General Records Retention Schedule Issued to:
All Public Bodies
Election Records

Schedule Number: GS 1058 Rev.3

| Record Series Number | Record Series Title | Retention Period | Retention Remark | Legal Citation(s) | Approval Date |
|-----------------------------|--|-------------------------|---------------------------------|--------------------------|----------------------|
| 20330 | Election Records; State, and Local Elections. 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. | 6 Months | After date of election | | 7/10/2012 |
| 20334 | Election Violation Complaint Records, Resolved through litigation. | 5 Years | After litigation completed | | 7/10/2012 |
| 20335 | Election Violation Complaint Records, Resolved without litigation. | 2 Years | After date of election | | 7/10/2012 |
| 20336 | Maps: Precincts and districts, including legal descriptions. | Permanent | Preserve pursuant to ARS 39-101 | ARS 39-101 | 7/10/2012 |
| 20337 | Official Canvass (ARS 16-646). | Permanent | Preserve pursuant to ARS 39-101 | ARS 39-101 | 7/10/2012 |

General Records Retention Schedule Issued to:
All Public Bodies
Election Records

Schedule Number: GS 1058 Rev.3

| Record Series Number | Record Series Title | Retention Period | Retention Remark | Legal Citation(s) | Approval Date |
|-----------------------------|---|-------------------------|--|--------------------------|----------------------|
| 20340 | Political Action Committee (PAC) Records, All others. | 4 Years | After PAC terminated | | 8/19/2021 |
| 20338 | Political Action Committee (PAC) Records, Initial filing records. | 4 Years | After PAC terminated | | 8/19/2021 |
| 20339 | Political Action Committee (PAC) Records, Jurisdictional filing records. Records filed with jurisdictions where PAC is campaigning. | 4 Years | After PAC terminated or after date of election, whichever is later | | 8/19/2021 |
| 20343 | Poll Worker for Election Day Records. Including financial records, names, addresses, poll worked, sign-in sheets, reports and handouts, and other related records. | 2 Years | After date of election | | 7/10/2012 |
| 20342 | Polling Place Records, All others. Including consent forms. | 2 Years | After date of election | | 7/10/2012 |

General Records Retention Schedule Issued to:
All Public Bodies
Election Records

Schedule Number: GS 1058 Rev.3

| Record Series Number | Record Series Title | Retention Period | Retention Remark | Legal Citation(s) | Approval Date |
|-----------------------------|--|-------------------------|---------------------------------|--------------------------|----------------------|
| 20341 | Polling Place Records; Presidential Preference Election (PPE). Including consent forms. | | After next PPE held | | 7/10/2012 |
| 53438 | Proof of Citizenship Records May include, but not limited to copies of change of address forms, State driver's license, state-issued ID card, birth certificate, US passport, US naturalization documents, Bureau of Indian Affairs card number or tribal enrollment number. | 2 Years | After received | ARS 16-166(J) | 9/28/2021 |
| 20345 | Publicity Records, All others. Including pamphlets and other educational documentation for election issues. | | After fiscal year election held | | 7/10/2012 |
| 20344 | Publicity Records, Historical. Including pamphlets and other educational documentation for election issues. | Permanent | Preserve pursuant to ARS 39-101 | ARS 39-101 | 7/10/2012 |
| 20346 | Report of Voter Statistics (if issued). | 10 Years | After date of election | | 7/10/2012 |

General Records Retention Schedule Issued to:
All Public Bodies
Election Records

Schedule Number: GS 1058 Rev.3

| Record Series Number | Record Series Title | Retention Period | Retention Remark | Legal Citation(s) | Approval Date |
|----------------------|---|------------------|--|-------------------|---------------|
| 20347 | 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 I online, this can be a roster/checklist of citizens that actually voted in the election. | Permanent | Preserve pursuant to ARS 39-101 | ARS 39-101 | 7/10/2012 |
| 20350 | Title 19 Records; Application for initiatives, recalls and referendum. Including initiatives, recalls, and referendum. | 10 Years | After calendar year filed | | 7/10/2012 |
| 20348 | Title 19 Records, Historical. Including initiatives, recalls, and referendums. | Permanent | Preserve pursuant to ARS 39-101 | ARS 39-101 | 7/10/2012 |
| 20349 | Title 19 Records, Petitions, certification sheets, and related correspondence. Including initiatives, recalls, and referendum. | 1 Year | After calendar year of election. If no election held, return petitions to petitioner | | 7/10/2012 |
| 20351 | 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 (C)(D) | 5/14/2019 |



ARIZONA STATE
LIBRARY, ARCHIVES AND PUBLIC RECORDS
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General Records Retention Schedule Issued to:
All Arizona Counties
Emergency Services / Management

Schedule Number:
GS 1059

- 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 schedule dated November 5, 2011.**

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|---|--|
| Records Analyst, Secretary of State: Richard Carroll | State Records Management Officer, Arizona State Archives & Records Management Center: Dr. Ted Hale |
| <i>Records Series Electronically Approved in RSM Database</i> | <i>Records Series Electronically Approved in RSM Database</i> |
| Assistant Director of Archives: Dennis Preisler, Ph.D. | Records Management Officer: |
| <i>Records Series Electronically Approved in RSM Database</i> | Records series approval on file |

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: 10/16/2018

General Records Retention Schedule Issued to:
All Arizona Counties
Emergency Services / Management

Schedule Number: GS-1059

| Record Series Number | Record Series Title | Retention Period | Retention Remark | Legal Citation(s) | Approval Date |
|-----------------------------|--|-------------------------|---|--------------------------|----------------------|
| 20371 | Contract files: Construction/real estate | 3 Years | After disposal of asset (retain a minimum of three years). | | 11/5/2001 |
| 20372 | Contract files: Goods and services | 6 Years | After expired, canceled or revoked. | | 11/5/2001 |
| 20373 | Contract files: Personal services | 6 Years | After expired, canceled or revoked. | | 11/5/2001 |
| 20374 | Disaster assistance files | 3 Years | After year of final payment. | | 11/5/2001 |
| 20375 | Disaster response plans: 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. | Permanent | Preserve pursuant to ARS 39-101. | ARS 39-101 | 11/5/2001 |
| 20376 | Disaster response plans: Non-records copies | | Dispose of after latest revision published. Send one copy of plan to ASLAPR, Research Division. | | 11/5/2001 |

General Records Retention Schedule Issued to:
All Arizona Counties
Emergency Services / Management

Schedule Number: GS-1059

| Record Series Number | Record Series Title | Retention Period | Retention Remark | Legal Citation(s) | Approval Date |
|-----------------------------|---|-------------------------|--|--------------------------|----------------------|
| 20377 | FEMA (Federal Emergency Management Agency) grant files | 3 Years | After fiscal year of final payment. Refer to specific requirements of the grant. | | 11/5/2001 |



ARIZONA STATE
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General Records Retention Schedule Issued to:
All Arizona Counties
Environmental Quality / Health

Schedule Number:
GS-1060

- 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 schedule dated November 5, 2001.**

| | |
|---|--|
| Records Analyst, Secretary of State: Richard Carroll | State Records Management Officer, Arizona State Archives & Records Management Center: Dr. Ted Hale |
| <i>Records Series Electronically Approved in RSM Database</i> | <i>Records Series Electronically Approved in RSM Database</i> |
| Assistant Director of Archives: Dennis Preisler, Ph.D. | Records Management Officer: |
| <i>Records Series Electronically Approved in RSM Database</i> | Records series approval on file |

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Revised: 10/16/2018

General Records Retention Schedule Issued to:
All Arizona Counties
Environmental Quality / Health

Schedule Number: GS-1060

| Record Series Number | Record Series Title | Retention Period | Retention Remark | Legal Citation(s) | Approval Date |
|-----------------------------|--|-------------------------|--|--------------------------|----------------------|
| 20378 | Permitted establishment files Including inspection reports, permit applications, food borne illness reports, citizen complaints, embargo & destruction reports, incident reports, correspondence, etc. | 5 Years | After date record is placed in file (When establishment closes, keep balance of the file for 5 years). | | 11/5/2001 |
| 20379 | Permit Records Including revenue receipts, unpaid permits, and permit copies | 3 Years | After permit expiration date. | | 11/5/2001 |
| 20380 | Establishment plans, plan reviews and construction correspondence | 5 Years | After establishment closes. | | 11/5/2001 |
| 20381 | Legal Action Records Including cease and desist orders, stipulation orders, etc. | 10 Years | After calendar prepared or received. | | 11/5/2001 |
| 20382 | Citizen complaints other than for permitted establishments | 3 Years | After calendar year received. | | 11/5/2001 |
| 20383 | Food handlers training records | 3 Years | After calendar year of training. | | 11/5/2001 |
| 20384 | Water and sewer construction and improvement records: Federally funded projects expenditure records | 3 Years | After final payment (Check record keeping requirements of funding agency). | | 11/5/2001 |

General Records Retention Schedule Issued to:
All Arizona Counties
Environmental Quality / Health

Schedule Number: GS-1060

| Record Series Number | Record Series Title | Retention Period | Retention Remark | Legal Citation(s) | Approval Date |
|-----------------------------|---|-------------------------|--|--------------------------|----------------------|
| 20385 | Water and sewer construction and improvement records: Locally funded projects expenditure records | 3 Years | After project completed. | | 11/5/2001 |
| 20386 | Water and sewer construction and improvement records: As-built plans | | Retain until plant is abandoned or demolished. | | 11/5/2001 |
| 20387 | Water and sewage treatment system maintenance records | 10 Years | After calendar year maintenance performed. | | 11/5/2001 |
| 20388 | Sewage treatment plant sludge incinerator records required pursuant to 40 CFR 153 | 2 Years | After calendar year created (40 CFR 153). | 40 CFR 153 | 11/5/2001 |
| 20389 | Sewage treatment Copy of semi-annual report to EPA. | 10 Years | After period reported. | | 11/5/2001 |
| 20390 | Sewage treatment plant monthly operational reports | 5 Years | After calendar year created. | | 11/5/2001 |
| 20391 | Sewage treatment plant discharge monitoring reports | 10 Years | After calendar year of report. | | 11/5/2001 |
| 20392 | Individual sewage disposal systems Including applications, permits, plot plans, engineering reports, etc. | | Retain for the life of the facility. | | 11/5/2001 |

General Records Retention Schedule Issued to:
All Arizona Counties
Environmental Quality / Health

Schedule Number: GS-1060

| Record Series Number | Record Series Title | Retention Period | Retention Remark | Legal Citation(s) | Approval Date |
|-----------------------------|--|-------------------------|--|--------------------------|----------------------|
| 20393 | Sewer system plans (ACC certified companies) ACC= Arizona Corporation Commission. | | Retain for the life of the system. | | 11/5/2001 |
| 20394 | Water treatment plant (ACC certified companies) records Including permits, applications, plans, engineering reports, etc., ACC= Arizona Corporation Commission. | | Retain for the life of the plant. | | 11/5/2001 |
| 20395 | Water system plans (ACC certified companies) ACC= Arizona Corporation Commission. | | Retain for life of facility. | | 11/5/2001 |
| 20396 | Water system records of bacteriological analyses made pursuant to 40 CFR 141 | 5 Years | After calendar year of analysis (CFR 141.33). | 40 CFR 141.33 | 11/5/2001 |
| 20397 | Water system records of chemical analyses made pursuant to 40 CFR 141 | 10 Years | After calendar year of analysis. | | 11/5/2001 |
| 20398 | Water treatment records of action taken to correct violations of Federal primary drinking water regulations | 3 Years | After the plan action taken on a particular violation (40 CFR 141.33). | 40 CFR 141.33 | 11/5/2001 |
| 20399 | Water treatment reports, summaries and correspondence relating to sanitary surveys of the water system | 10 Years | After completion of the sanitary survey (40 CFR 141.33). | 40 CFR 141.33 | 11/5/2001 |

General Records Retention Schedule Issued to:
All Arizona Counties
Environmental Quality / Health

Schedule Number: GS-1060

| Record Series Number | Record Series Title | Retention Period | Retention Remark | Legal Citation(s) | Approval Date |
|-----------------------------|--|-------------------------|---|--------------------------|----------------------|
| 20400 | Water treatment records of any variance or exemption granted to the water system | 5 Years | After expiration of variance or exemption (40 CFR 141.33). | 40 CFR 141.33 | 11/5/2001 |
| 20401 | Water treatment sampling data and analysis, reports, surveys, letters, evaluations, schedules, State determinations, etc. required pursuant to 40 CFR 141.81 through 141.88 | 12 Years | After calendar year of creation or receipt (40 CFR 141.91). | 40 CFR 141.91 | 11/5/2001 |
| 20402 | Water and sewer billing records | 3 Years | After fiscal year prepared. | | 11/5/2001 |
| 20403 | Subdivision and trailer park files: Preliminary plans, plats, inspection reports, correspondence, complaints, etc. | 1 Year | After calendar year approved. | | 11/5/2001 |
| 20404 | Subdivision and trailer park files: Final plats and certificates | 30 Years | After calendar year of approval. | | 11/5/2001 |
| 20405 | Subdivision and trailer park files: Reports of annual compliance inspections | 3 Years | After calendar year prepared. | | 11/5/2001 |
| 20406 | Public and semi-public swimming pool files Including plans, investigative reports, correspondence, applications, permits, etc. | 5 Years | | | 11/5/2001 |



ARIZONA STATE
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**Custom Records Retention Schedule Issued to:
All State and Local Agencies
Environmental Quality, Health, Management and Sustainability Records**

**Schedule Number:
GS-1028 Rev. 1**

- 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 CS-1028 dated 10/24/2018 which erroneously superseded Schedule #000-11-29 dated 7/25/2011. Correction: CS-1028 dated 10/24/2018 superseded CS-1028 dated 4/5/2017.

| | |
|---|---|
| Records Analyst, Secretary of State: Elizabeth Adigwu | Arizona State Archivist: Dennis Preisler, PhD |
| <i>Records Series Electronically Approved in RSM Database</i> | <i>Records Series Electronically Approved in RSM Database</i> |
| Deputy Arizona State Archivist: Laura Palma-Blandford | |
| <i>Records Series Electronically Approved in RSM Database</i> | |

**General Records Retention Schedule Issued to:
All States and Local Agencies**

Schedule Number: GS-1028 Rev.1

Environmental Quality, Health, Management and Sustainability Records

| Record Series Number | Record Series Title | Retention Period | Retention Remark | Legal Citation(s) | Approval Date |
|-----------------------------|---|-------------------------|---|--------------------------|----------------------|
| 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 | 10/21/2015 |
| 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 | | 10/21/2015 |
| 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 | | 10/21/2015 |
| 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 | | 10/21/2015 |

**General Records Retention Schedule Issued to:
All States and Local Agencies**

Schedule Number: GS-1028 Rev.1

Environmental Quality, Health, Management and Sustainability Records

| Record Series Number | Record Series Title | Retention Period | Retention Remark | Legal Citation(s) | Approval Date |
|-----------------------------|---|-------------------------|--|--------------------------|----------------------|
| 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 | | 10/21/2015 |
| 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 | | 10/21/2015 |
| 20414 | Environmental Code Enforcement Case Records, Tracking database Tracks noncompliance cases by address and date | | After administrative value has been served | | 10/21/2015 |
| 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 | | 10/21/2015 |
| 20410 | Environmental Complaint Records | 3 Years | After resolved | | 10/21/2015 |
| 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. | | 10/21/2015 |

**General Records Retention Schedule Issued to:
All States and Local Agencies**

Schedule Number: GS-1028 Rev.1

Environmental Quality, Health, Management and Sustainability Records

| Record Series Number | Record Series Title | Retention Period | Retention Remark | Legal Citation(s) | Approval Date |
|-----------------------------|--|-------------------------|--|--------------------------|----------------------|
| 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 | | 10/21/2015 |
| 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 | | 10/21/2015 |
| 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 | | 10/21/2015 |
| 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 | | 10/21/2015 |
| 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 | 10/21/2015 |
| 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. | | 10/21/2015 |
| 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. | | 10/21/2015 |

**General Records Retention Schedule Issued to:
All States and Local Agencies**

Schedule Number: GS-1028 Rev.1

Environmental Quality, Health, Management and Sustainability Records

| Record Series Number | Record Series Title | Retention Period | Retention Remark | Legal Citation(s) | Approval Date |
|-----------------------------|--|-------------------------|--|--------------------------|----------------------|
| 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 | | 10/21/2015 |
| 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 | | 10/21/2015 |
| 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) | 10/21/2015 |
| 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 | 10/21/2015 |
| 20431 | Hazardous Waste Manifest Records For waste generated by public body. | 30 Years | After created or received | | 10/21/2015 |
| 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 | | 10/21/2015 |
| 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 | | 10/21/2015 |

**General Records Retention Schedule Issued to:
All States and Local Agencies**

Schedule Number: GS-1028 Rev.1

Environmental Quality, Health, Management and Sustainability Records

| Record Series Number | Record Series Title | Retention Period | Retention Remark | Legal Citation(s) | Approval Date |
|-----------------------------|--|-------------------------|---|--------------------------|----------------------|
| 10217 | Inspection and Permitting Records - Citizen Complaint Records Other than for permitted establishments that do not turn into legal action. | 3 Years | After resolved | | 10/21/2015 |
| 10218 | Inspection and Permitting Records - Food Handler Training Records | 3 Years | After training received | | 10/21/2015 |
| 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 | | 10/21/2015 |
| 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 | | 10/21/2015 |
| 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. | | 10/21/2015 |
| 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 | | 10/21/2015 |
| 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. | | 10/21/2015 |

**General Records Retention Schedule Issued to:
All States and Local Agencies**

Schedule Number: GS-1028 Rev.1

Environmental Quality, Health, Management and Sustainability Records

| Record Series Number | Record Series Title | Retention Period | Retention Remark | Legal Citation(s) | Approval Date |
|-----------------------------|---|-------------------------|--|--------------------------|----------------------|
| 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 | 10/21/2015 |
| 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 | | 10/21/2015 |
| 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 | | 10/21/2015 |

**General Records Retention Schedule Issued to:
All States and Local Agencies**

Schedule Number: GS-1028 Rev.1

Environmental Quality, Health, Management and Sustainability Records

| Record Series Number | Record Series Title | Retention Period | Retention Remark | Legal Citation(s) | Approval Date |
|-----------------------------|---|-------------------------|--|---|----------------------|
| 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 | | 10/21/2015 |
| 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 | | 10/21/2015 |
| 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 | | 10/21/2015 |
| 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 | 10/21/2015 |
| 53059 | Select Agents and Toxins Records | 3 Years | After fiscal year produced. | 7 CFR 331.17(c); 9 CFR 121.17(c); 42 CFR 43.17(c) | 4/5/2017 |



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



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

**Schedule Number:
GS-1034 Rev. 1**

- 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 General Schedule GS 1034, dated December 29, 2015.**

| | |
|---|--|
| Records Analyst, Secretary of State: Richard Carroll | State Records Management Officer, Arizona State Archives & Records Management Center: Dr. Ted Hale |
| <i>Records Series Electronically Approved in RSM Database</i> | <i>Records Series Electronically Approved in RSM Database</i> |
| Assistant Director of Archives: Dennis Preisler, Ph.D. | Records Management Officer: |
| <i>Records Series Electronically Approved in RSM Database</i> | Records series approval on file |

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Revised: 10/16/2018

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

Schedule Number: GS-1034 Rev. 1

| Record Series Number | Record Series Title | Retention Period | Retention Remark | Legal Citation(s) | Approval Date |
|-----------------------------|---|-------------------------|--------------------------------------|--------------------------|----------------------|
| 10479 | Alternate Fuel Usage Reports Including, but not limited to, ethanol, LPG, and natural gas. | 3 Years | After created or received. | | 12/29/2015 |
| 10480 | Equipment / Vehicle Assignment Records Includes records documenting assignment of equipment/vehicles to specific employees. | 3 Years | After superseded or obsolete. | | 12/29/2015 |
| 10481 | Equipment / Vehicle Inventory Reports Includes parts inventories. | 3 Years | After created. | | 12/29/2015 |
| 10482 | Equipment / Vehicle Operation and Maintenance Manuals | | After disposal of equipment/vehicle. | | 12/29/2015 |
| 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 Years | After disposal of equipment/vehicle. | | 12/29/2015 |
| 10484 | Equipment / Vehicle Request Records Includes requests to use fleet vehicles. | 3 Years | After created or received. | | 12/29/2015 |
| 10485 | Extended Dispatch Tickets Includes records where service sent to disabled vehicle. | 3 Years | After created or received. | | 12/29/2015 |

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

Schedule Number: GS-1034 Rev. 1

| Record Series Number | Record Series Title | Retention Period | Retention Remark | Legal Citation(s) | Approval Date |
|-----------------------------|---|-------------------------|------------------------------|--------------------------|----------------------|
| 10486 | Firearm Records Includes Federal Firearm License. | 10 Years | After disposal of equipment. | | 12/29/2015 |
| 10487 | Fuel Operations Records Including, but not limited to, Arizona Department of Environmental Quality (ADEQ), Environmental Protection Agency (EPA) and I or county permits and reports, and fuel system inspection records. | 10 Years | After expired. | | 12/29/2015 |
| 10488 | Fuel Storage Tank Records - Records Indicating Location, Dimension, Volume and Output of Tanks | 5 Years | After created. | | 12/29/2015 |
| 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 Years | After created. | | 12/29/2015 |
| 10490 | Fuel Storage Tank Records - Inspection Records Includes documentation of daily tank inspections. | 5 Years | After created. | | 12/29/2015 |
| 10491 | Fuel Storage Tank Records - Gap Measurement Records | 2 Years | After created. | | 12/29/2015 |
| 10492 | Fuel Tax Reports | 5 Years | After created or received. | | 12/29/2015 |

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

Schedule Number: GS-1034 Rev. 1

| Record Series Number | Record Series Title | Retention Period | Retention Remark | Legal Citation(s) | Approval Date |
|-----------------------------|--|-------------------------|--------------------------------------|--------------------------|----------------------|
| 10493 | Maintenance / Repair Work Order Records Includes tracking records for maintenance requested/performed, not records on specific vehicles/equipment. | 3 Years | After work order closed. | | 12/29/2015 |
| 10494 | Plate / Registration Records - Undercover Plates Includes requests and renewals. | 1 Year | After expired or revoked. | | 12/29/2015 |
| 10495 | Plate / Registration Records - All Other Plates Includes requests and renewals, and government standard plates. | 1 Year | After disposal of vehicle. | | 12/29/2015 |
| 10496 | Taxi Trip Records | 3 Years | After created or received. | | 12/29/2015 |
| 10497 | Title Records Includes vehicles. | | After disposal of vehicle/equipment. | | 12/29/2015 |
| 10498 | Use Fuel Reports and Fuel Pump Receipts / Transaction Records | 3 Years | After created or received. | | 12/29/2015 |
| 10499 | Vehicle Charge-Back, Mileage and Expense Records Including, but not limited to, changes to requests, fuel receipts, mileage logs, and rental invoices. | 3 Years | After created or received. | | 12/29/2015 |

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

Schedule Number: GS-1034 Rev. 1

| Record Series Number | Record Series Title | Retention Period | Retention Remark | Legal Citation(s) | Approval Date |
|-----------------------------|---|-------------------------|---|--------------------------|----------------------|
| 10500 | Vehicle Emission Test Results | 3 Years | After test conducted. | | 12/29/2015 |
| 10501 | Walk-around Inspection Records Checklists performed by drivers before driving publicly owned vehicle. | 3 Months | After created or received. | | 12/29/2015 |
| 10502 | Warranty Records | | After expired, or after disposal of equipment/vehicle, whichever is longer. | | 12/29/2015 |



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



**General Records Retention Schedule Issued to:
All State and Local Agencies
Facilities and Grounds Management Records**

**Schedule Number:
GS-1023 Rev. 1**

- 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 Schedule Number GS 1023, dated December 29, 2015.**

| | |
|---|--|
| Records Analyst, Secretary of State: Richard Carroll | State Records Management Officer, Arizona State Archives & Records Management Center: Dr. Ted Hale |
| <i>Records Series Electronically Approved in RSM Database</i> | <i>Records Series Electronically Approved in RSM Database</i> |
| Assistant Director of Archives: Dennis Preisler, Ph.D. | Records Management Officer: |
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Revised: 11/27/2018

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

Schedule Number: GS-1023 Rev. 1

| Record Series Number | Record Series Title | Retention Period | Retention Remark | Legal Citation(s) | Approval Date |
|-----------------------------|--|-------------------------|---|--------------------------|----------------------|
| 10315 | Alarm Code and Key Control Records Records tracking employee access to buildings. | 1 Year | After superseded or obsolete. | | 12/29/2015 |
| 10316 | Architect / Consultant Records - Not Used | 3 Years | After created or received. | | 12/29/2015 |
| 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 https://azlibrary.gov/arm/guidance-standards-and-statutes . | Permanent | Retain per Arizona Standards for Permanent Records or transfer to State Archives when administrative value has been served. | | 12/29/2015 |
| 10318 | As-built Plans, Drawings, Blueprints, Floor Plans, Layouts, Specifications and Americans with Disabilities Act (ADA) Compliance Records - Non Historical | 1 Year | After building abandoned, demolished, sold or transferred. | | 12/29/2015 |
| 10319 | Building Inventory Records | 3 Years | After superseded or obsolete. | | 12/29/2015 |
| 10320 | Certificates of Inspection Records Includes Fire Marshall inspections. | 1 Year | After expired or after next cyclical inspection is conducted, whichever is later. | | 12/29/2015 |

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

Schedule Number: GS-1023 Rev. 1

| Record Series Number | Record Series Title | Retention Period | Retention Remark | Legal Citation(s) | Approval Date |
|-----------------------------|---|-------------------------|--|--------------------------|----------------------|
| 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 Years | After construction completed. | | 12/29/2015 |
| 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 Years | After project abandoned. | | 12/29/2015 |
| 10323 | Construction Records - Guarantees / Warranties | | After expired, or after reference value has been served. | | 12/29/2015 |
| 10324 | Custodial / Landscape Services Records - Contracted Including, but not limited to, service schedules. | 6 Years | After contract expired, cancelled or revoked. | | 12/29/2015 |
| 10325 | Custodial / Landscape Services Records - Non-Contracted Including, but not limited to, service schedules. | 2 Years | After work completed. | | 12/29/2015 |
| 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 Years | After building abandoned, demolished, sold or transferred. | | 12/29/2015 |

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

Schedule Number: GS-1023 Rev. 1

| Record Series Number | Record Series Title | Retention Period | Retention Remark | Legal Citation(s) | Approval Date |
|-----------------------------|--|-------------------------|---|--------------------------|----------------------|
| 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. | | 12/29/2015 |
| 10328 | Environmental Records - Underground Storage Tank Records, Not Leaking | 25 Years | After building abandoned, demolished, sold or transferred. | | 12/29/2015 |
| 10329 | Environmental Records - Hazardous Materials Disposal Records | 3 Years | After disposal of material. | | 12/29/2015 |
| 10330 | Environmental Records - Hazardous Materials Incident Report Records | 5 Years | After created or received. | | 12/29/2015 |
| 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 Years | After building abandoned, demolished, sold, or transferred, or after lease expired, cancelled or revoked. | | 12/29/2015 |

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

Schedule Number: GS-1023 Rev. 1

| Record Series Number | Record Series Title | Retention Period | Retention Remark | Legal Citation(s) | Approval Date |
|-----------------------------|--|-------------------------|---|--------------------------|----------------------|
| 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 Years | After building abandoned, demolished, sold, or transferred, or after lease expired, cancelled or revoked. | | 12/29/2015 |
| 10333 | Facility Assessment Records | | After building abandoned, demolished, sold or transferred. | | 12/29/2015 |
| 10334 | Facility Usage Records Includes applications and proof of insurance. | 6 Years | After calendar year facility used or access denied. | | 12/29/2015 |
| 10335 | False Alarm Records | 3 Years | After created or received. | | 12/29/2015 |

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

Schedule Number: GS-1023 Rev. 1

| Record Series Number | Record Series Title | Retention Period | Retention Remark | Legal Citation(s) | Approval Date |
|-----------------------------|---|-------------------------|---|--------------------------|----------------------|
| 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 Years | After work performed. | | 12/29/2015 |
| 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. | | 12/29/2015 |
| 10338 | Maintenance / Repair Work Orders - Major Work | | After building abandoned, demolished, sold or transferred. | | 12/29/2015 |
| 10339 | Maintenance / Repair Work Orders - Routine Work | 3 Years | After work order closed. | | 12/29/2015 |
| 10340 | Master Plans - Historical Includes depmiment, agency, regional or state-wide. 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: https://azlibrary.gov/arm/guidance-standards-and-statutes . | Permanent | Retain per Arizona Standards for Permanent Records or transfer to State Archives when administrative value has been served. | | 12/29/2015 |

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

Schedule Number: GS-1023 Rev. 1

| Record Series Number | Record Series Title | Retention Period | Retention Remark | Legal Citation(s) | Approval Date |
|-----------------------------|---|-------------------------|---|--------------------------|----------------------|
| 10341 | Master Plans - Non Historical Includes department, agency, regional or statewide. | 5 Years | After superseded or obsolete. | | 12/29/2015 |
| 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 Years | After work completed. | A.A.C. R4-29-307. | 12/29/2015 |
| 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 Years | After work completed. | A.A.C. R4-29-307. | 12/29/2015 |
| 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. | | 12/29/2015 |

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

Schedule Number: GS-1023 Rev. 1

| Record Series Number | Record Series Title | Retention Period | Retention Remark | Legal Citation(s) | Approval Date |
|-----------------------------|--|-------------------------|--|--------------------------|----------------------|
| 10345 | Property Acquisition Records - Historical Includes acquisition agreements, correspondence, offer packages, appraisal reports, condemnation actions, escrow/closing documents, deeds, title insurance and title 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. | Permanent | Retain per Arizona Standards for Permanent Records or transfer to State Archives when administrative value has been served. | | 12/29/2015 |
| 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 Years | 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. | | 12/29/2015 |
| 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 Years | After building abandoned, demolished, sold or transferred. | | 12/29/2015 |
| 10348 | Security Records Includes records that document security plans for facilities. | 3 Years | After superseded or obsolete. | | 12/29/2015 |

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

Schedule Number: GS-1023 Rev. 1

| Record Series Number | Record Series Title | Retention Period | Retention Remark | Legal Citation(s) | Approval Date |
|-----------------------------|--|-------------------------|--|--------------------------|----------------------|
| 10349 | Soils Investigation Records Includes test reports. | | After superseded or obsolete or after building/property is abandoned, demolished, sold or transferred, whichever is earlier. | | 12/29/2015 |
| 10350 | Space Management Records Includes test reports. | 3 Years | After superseded or obsolete. | | 12/29/2015 |
| 10351 | Utility Records - Regulatory Fee Records | 3 Years | After calendar year fee incurred. | | 12/29/2015 |
| 30273 | Utility Records - Repair and Maintenance Records | 5 Years | After calendar year created or received. | | 12/29/2015 |



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



**General Records Retention Schedule Issued to:
All Public Bodies
Financial Records**

**Schedule Number:
GS-1017 Rev. 1**

- 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 General Schedule GS 1017, dated July 23, 2015.**

| | |
|---|--|
| Records Analyst, Secretary of State: Richard Carroll | State Records Management Officer, Arizona State Archives & Records Management Center: Dr. Ted Hale |
| <i>Records Series Electronically Approved in RSM Database</i> | <i>Records Series Electronically Approved in RSM Database</i> |
| Assistant Director of Archives: Dennis Preisler, Ph.D. | Records Management Officer: |
| <i>Records Series Electronically Approved in RSM Database</i> | Records series approval on file |

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Revised: 10/16/2018

General Records Retention Schedule Issued to:
All Public Bodies
Financial Records

Schedule Number: GS-1017 Rev. 1

| Record Series Number | Record Series Title | Retention Period | Retention Remark | Legal Citation(s) | Approval Date |
|----------------------|--|------------------|--|-------------------|---------------|
| 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 Years | After fiscal year created or received. | | 7/23/2015 |
| 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 reports, cash refund records, and other related records), purchase card (Pro card, P-card) records, and billing and collection records. | 4 Years | After fiscal year created or received. | | 7/23/2015 |

General Records Retention Schedule Issued to:
All Public Bodies
Financial Records

Schedule Number: GS-1017 Rev. 1

| Record Series Number | Record Series Title | Retention Period | Retention Remark | Legal Citation(s) | Approval Date |
|-----------------------------|---|-------------------------|--|--------------------------|----------------------|
| 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 Years | After fiscal year created or received. | | 7/23/2015 |
| 10058 | Banking Records, Checks/Warrants (Cancelled or Voided), State Agencies, Boards and Commissions | 5 Years | After fiscal year returned or voided. | | 7/23/2015 |
| 10059 | Banking Records, Checks/Warrants (Cancelled or Voided), All other public bodies | 3 Years | After fiscal year covered by budget. | | 7/23/2015 |
| 10060 | Banking Records, All other records Including bank statements, warrant registers, reconciliation records, transfers and deposits. | 7 Years | After fiscal year created or received (Requirement per Arizona Department of Revenue). | | 7/23/2015 |

General Records Retention Schedule Issued to:
All Public Bodies
Financial Records

Schedule Number: GS-1017 Rev. 1

| Record Series Number | Record Series Title | Retention Period | Retention Remark | Legal Citation(s) | Approval Date |
|-----------------------------|--|-------------------------|--|--------------------------|----------------------|
| 10061 | Budget Records, Official Approved and Appropriated Budget | Permanent | Retain per Arizona Standards for Permanent Records or transfer to State Archivs when administrative value has been served. | ARS 39-101 | 7/23/2015 |
| 10062 | Budget Records, All other records, School Districts and Charter Schools Including, but not limited to, fund requests, intemal reports, worksheets, calculations, revenue projections, notices of budget hearings, and affidavits of publication. | 4 Years | After fiscal year covered by budget. | | 7/23/2015 |
| 10063 | Budget Records, All other records, All other public bodies Including, but not limited to, fund requests, intemal reports, worksheets, calculations, revenue projections, notices of budget hearings, and affidavits of publication. | 3 Years | After fiscal year covered by budget. | | 7/23/2015 |
| 10064 | Capital Asset Records, Capital equipment and property inventories | 3 Years | After fiscal year superseded or obsolete. | | 7/23/2015 |
| 10065 | Capital Asset Records, Capitalization Policies | 1 Year | After fiscal year superseded or obsolete. | | 7/23/2015 |
| 10066 | Capital Asset Records, Depreciation Schedules | 1 Year | After fiscal year superseded or obsolete. | | 7/23/2015 |

General Records Retention Schedule Issued to:
All Public Bodies
Financial Records

Schedule Number: GS-1017 Rev. 1

| Record Series Number | Record Series Title | Retention Period | Retention Remark | Legal Citation(s) | Approval Date |
|-----------------------------|---|-------------------------|--|--------------------------|----------------------|
| 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 Years | After fiscal year of disposal of property but not less than 6 years after property acquired. | | 7/23/2015 |
| 10068 | Census Bureau Reports | | After superseded or obsolete. | | 7/23/2015 |
| 10069 | Official Online Comprehensive Database - Local Government Includes receipts and expenditures. | 3 Years | After fiscal year added to database. | ARS 41-725 | 8/22/2016 |
| 10070 | Deposits with Treasurer Also includes reports to the Treasurer. | 3 Years | After fiscal year deposit made. | | 7/23/2015 |

General Records Retention Schedule Issued to:
All Public Bodies
Financial Records

Schedule Number: GS-1017 Rev. 1

| Record Series Number | Record Series Title | Retention Period | Retention Remark | Legal Citation(s) | Approval Date |
|----------------------|--|------------------|--|-------------------|---------------|
| 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 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, sponsored programs, prepaid expenses, transfers, contingent liabilities, irrevocable trust activity, and installment purchases. | 3 Years | After fiscal year created or received. | | 8/23/2016 |
| 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 Archivs when administrative value has been served. | ARS 39-101 | 7/23/2015 |
| 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 Years | After fiscal year created or received. | | 7/23/2015 |

General Records Retention Schedule Issued to:
All Public Bodies
Financial Records

Schedule Number: GS-1017 Rev. 1

| Record Series Number | Record Series Title | Retention Period | Retention Remark | Legal Citation(s) | Approval Date |
|-----------------------------|--|-------------------------|---|--|----------------------|
| 10074 | Financial Reports, All Other Detail or Summary Reports, School Districts and Charter Schools Including weekly, monthly and ad hoc reports and work papers; affidavits of publications of annual financial reports. | 4 Years | After fiscal year created or received. | | 7/23/2015 |
| 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 Years | After fiscal year created or received. | | 7/23/2015 |
| 10076 | Internal Revenue Service (IRS) and Department of Revenue (ADOR) Forms and Reports Includes Affordable Care Act (ACA) Information Returns and transmittal records., , Also includes applicable state forms and reports for out-of-state employees records., , Including, but not limited to, W-2's and 1099 R's (including undelivered), 1099 misc. records, records related to documenting remuneration and withholding of employees and retirees. | 4 Years | after fiscal year contributions were due or paid. | IRS Health Care Tip 2015-74, November 12, 2015 | 8/15/2016 |
| 10077 | Investment Records Including trade tickets, security transaction advises and summary investment reports. | 3 Years | After fiscal year investment abandoned. | | 7/23/2015 |
| 10078 | Lien Records Records documenting liens placed on property for debt owed public body. | 7 Years | After fiscal year lien paid in full. | | 7/23/2015 |
| 10079 | Medicaid in Public Schools (MIPS) Records Applies to School Districts and Charter Schools only. | 5 Years | After fiscal year of receipt of final payment. | | 7/23/2015 |

General Records Retention Schedule Issued to:
All Public Bodies
Financial Records

Schedule Number: GS-1017 Rev. 1

| Record Series Number | Record Series Title | Retention Period | Retention Remark | Legal Citation(s) | Approval Date |
|-----------------------------|---|-------------------------|---|--------------------------|----------------------|
| 10080 | Payroll Records, Deferred Compensation Quarterly Report Records | 3 Years | After fiscal year created or received. | | 7/23/2015 |
| 10081 | Payroll Records, Direct deposit records, Confirmation reports | 6 Months | After received. | | 7/23/2015 |
| 10082 | Payroll Records, Direct deposit records, All other records | 3 Years | After fiscal year created or received. | | 7/23/2015 |
| 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 Years | After fiscal year superseded or obsolete. | | 7/23/2015 |
| 10084 | Payroll Records, Employee Time and Leave Records, School Districts and Charter Schools Includes overtime and comp time records. | 4 Years | After fiscal year created or received. | | 7/23/2015 |
| 10085 | Payroll Records, Employee Time and Leave Records, All Other Public Bodies Includes overtime and comp time records. | 3 Years | After fiscal year created or received. | | 7/23/2015 |

General Records Retention Schedule Issued to:
All Public Bodies
Financial Records

Schedule Number: GS-1017 Rev. 1

| Record Series Number | Record Series Title | Retention Period | Retention Remark | Legal Citation(s) | Approval Date |
|-----------------------------|--|-------------------------|---|--------------------------|----------------------|
| 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 Years | After fiscal year contributions were due or paid. | | 7/23/2015 |
| 10087 | Third Party Collection Agency Records, Accounts assigned to outside collection agency | 7 Years | After date of last charge to account. | | 7/23/2015 |
| 10088 | Third Party Collection Agency Records, Statement and reconciliations | 7 Years | After fiscal year created or received. | | 7/23/2015 |
| 10089 | Unclaimed Property Records, Report submitted to Arizona Department of Revenue (ADOR) per ARS 44-323 | 5 Years | After fiscal year created or received. | | 7/23/2015 |
| 10090 | Unclaimed Property Records, Un-cashed checks | 5 Years 6 Months | After fiscal year created. | | 7/23/2015 |
| 10091 | Unclaimed Property Records, All other records | 7 Years | After fiscal year created or received. | | 7/23/2015 |

General Records Retention Schedule Issued to:
All Public Bodies
Financial Records

Schedule Number: GS-1017 Rev. 1

| Record Series Number | Record Series Title | Retention Period | Retention Remark | Legal Citation(s) | Approval Date |
|-----------------------------|---|-------------------------|--|--------------------------|----------------------|
| 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 Years | After fiscal year contribution made. | | 7/23/2015 |
| 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 Years | After fiscal year deposit made. | | 7/23/2015 |
| 30798 | Official Online Comprehensive Database - Arizona Department of Administration Includes receipts and expenditures. | 10 years | after fiscal year created, received or revised.. | ARS 41-725 | 8/22/2016 |



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



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

**Schedule Number:
GS-1024 Rev. 1**

- 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 General Schedule GS 1024, dated December 29, 2015.**

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|---|--|
| Records Analyst, Secretary of State: Richard Carroll | State Records Management Officer, Arizona State Archives & Records Management Center: Dr. Ted Hale |
| <i>Records Series Electronically Approved in RSM Database</i> | <i>Records Series Electronically Approved in RSM Database</i> |
| Assistant Director of Archives: Dennis Preisler, Ph.D. | Records Management Officer: |
| <i>Records Series Electronically Approved in RSM Database</i> | Records series approval on file |

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Revised: 11/27/2018

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

Schedule Number: GS-1024 Rev. 1

| Record Series Number | Record Series Title | Retention Period | Retention Remark | Legal Citation(s) | Approval Date |
|-----------------------------|--|-------------------------|--|--------------------------|----------------------|
| 10352 | Accreditation / Certification / Licensing / Regulator Records Including, but not limited to, exhibits, manuals, and self-assessment records. | 3 Years | After expired. | | 12/29/2015 |
| 10353 | Administrative Directive Records | 6 Years | After calendar year created or received. | | 12/29/2015 |
| 10354 | Annual Response Report Records | 2 Years | After created. | | 12/29/2015 |
| 10355 | Building Plan Check Records | 3 Years | After construction approved. | | 12/29/2015 |
| 10356 | Certificate of Necessity (CON) Records - Approved | 10 Years | After superseded or obsolete. | | 12/29/2015 |
| 10357 | Certificate of Necessity (CON) Records - Denied | 10 Years | After denied. | | 12/29/2015 |
| 10358 | Drug Box Check Sheets / Inventory Records | 1 Year | After created. | | 12/29/2015 |
| 10359 | Emergency Medical Services (EMS) Records - Adults | 6 Years | After date of last contact. | | 12/29/2015 |

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

Schedule Number: GS-1024 Rev. 1

| Record Series Number | Record Series Title | Retention Period | Retention Remark | Legal Citation(s) | Approval Date |
|-----------------------------|--|-------------------------|--|--------------------------|----------------------|
| 10360 | Emergency Medical Services (EMS) Records - Minors | 24 Years | After date of birth. | | 12/29/2015 |
| 10361 | EMS Billing Records | 6 Years | After created or received. | | 12/29/2015 |
| 10362 | Fire Alarm System Records | 3 Years | After created. | | 12/29/2015 |
| 10363 | Fire Investigation Report Records - Arson | 25 Years | After final adjudication reached. | | 12/29/2015 |
| 10364 | Fire Investigation Report Records - All Others | 5 Years | After final adjudication reached. | | 12/29/2015 |
| 10365 | Fire Prevention / Notices of Violation / Citation Records | 3 Years | After created. | | 12/29/2015 |
| 10366 | Fuel Management Records - Home Assessment Records Wildfire risk susceptibility assessments including recommendations for reducing wildfire risk, provided to homeowners. | 3 Years | After created or received or after superseded, whichever is later. | | 12/29/2015 |
| 10367 | Fuel Management Records - Hazardous Vegetation and Trees Documentation on locations with vegetation and/or tree hazards including correspondence, location and state of migration. | 1 Year | After created or received. | | 12/29/2015 |

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

Schedule Number: GS-1024 Rev. 1

| Record Series Number | Record Series Title | Retention Period | Retention Remark | Legal Citation(s) | Approval Date |
|-----------------------------|---|-------------------------|--|--------------------------|----------------------|
| 10368 | Fuel Management Records - Partnership Records Includes documentation on partnerships with other government entities, non-profits and businesses. | 2 Years | After created or received. | | 12/29/2015 |
| 10369 | Fuel Management Records - Prescribed Fire / Burn Plan Records | 3 Years | After plan superseded or obsolete. | | 12/29/2015 |
| 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. | | 12/29/2015 |
| 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 Years | After created, received or material disposed of. | 40 CFR 372.10. | 12/29/2015 |
| 10372 | Hydrant Records - Location Records | 2 Years | After hydrant or line replaced. | | 12/29/2015 |
| 10373 | Hydrant Records - All Others | 3 Years | After created or received. | | 12/29/2015 |
| 10374 | Incident Alarm Summaries | 5 Years | After created. | | 12/29/2015 |

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

Schedule Number: GS-1024 Rev. 1

| Record Series Number | Record Series Title | Retention Period | Retention Remark | Legal Citation(s) | Approval Date |
|-----------------------------|--|-------------------------|---|--------------------------|----------------------|
| 10375 | Incident Reports | 6 Years | After created. | | 12/29/2015 |
| 10376 | Inspection Summary Reports | 3 Years | After created. | | 12/29/2015 |
| 10377 | Juvenile Fire Setter Records | 18 Years | After date of birth of juvenile. | | 12/29/2015 |
| 10378 | National Fire Incident Reports (NFIR) Records | 3 Years | After created. | | 12/29/2015 |
| 10379 | Occupancy Inspection Records Fire code Inspection Records. | | After building abandoned or demolished. | | 12/29/2015 |
| 10380 | Permit Records - Burn permits | 5 Years | After calendar year issued. | | 12/29/2015 |
| 10381 | Permit Records - LPG and other Tank Installation Records | 3 Years | After issued. | | 12/29/2015 |

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

Schedule Number: GS-1024 Rev. 1

| Record Series Number | Record Series Title | Retention Period | Retention Remark | Legal Citation(s) | Approval Date |
|-----------------------------|---|-------------------------|---|--------------------------|----------------------|
| 10382 | Permit Records - All Others | 1 Year | After expired. | | 12/29/2015 |
| 10383 | Program Records Including, but not limited to, car seat, CPR, and public education. | 3 Years | After created. | | 12/29/2015 |
| 10384 | Property Disposal Records Includes property donated for training exercises. | 1 Year | After disposal of property. | | 12/29/2015 |
| 10385 | Property Fire History Records | Permanent | Retain per Arizona Standards for Permanent Records or transfer to State Archives when administrative value has been served. | | 12/29/2015 |
| 10386 | Radio Logs - Routine Traffic | 1 Year | After created. | | 12/29/2015 |
| 10387 | Recordings of Radio Transmittals and Emergencies | 6 Months | After recorded. | | 12/29/2015 |

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

Schedule Number: GS-1024 Rev. 1

| Record Series Number | Record Series Title | Retention Period | Retention Remark | Legal Citation(s) | Approval Date |
|-----------------------------|--|-------------------------|--|--------------------------|----------------------|
| 10388 | Sprinkler System Records | 3 Years | After created. | | 12/29/2015 |
| 10389 | Standpipe Records | 3 Years | After created. | | 12/29/2015 |
| 10390 | Variance Records Including structures and occupancy. | 3 Years | After expired, cancelled or revoked or after building demolished, whichever comes first. | | 12/29/2015 |
| 10391 | Volunteer Drill Records | 1 Year | After created. | | 12/29/2015 |
| 10392 | Volunteer Reports | 1 Year | After created. | | 12/29/2015 |

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

Schedule Number: GS-1024 Rev. 1

| Record Series Number | Record Series Title | Retention Period | Retention Remark | Legal Citation(s) | Approval Date |
|-----------------------------|---|-------------------------|---|--------------------------|----------------------|
| 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 https://azlibrary.gov/arm/guidance-standards-and-statutes . | Permanent | Retain per Arizona Standards for Permanent Records or transfer to State Archives when administrative value has been served. | | 12/29/2015 |
| 10394 | Wildfire Report Records - Non Historical Including, but not limited to, firefighter accounts/reports, homeowner/landowner notifications, implementation records, and property/treatment plans. | 3 Years | After calendar year created or received. | | 12/29/2015 |



ARIZONA STATE
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**General Records Retention Schedule Issued to:
Counties, Municipalities, Special Districts, State Agencies, Boards and Commissions
Flood Control Records**

**Schedule Number:
GS-1061**

- 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 General Schedule 000-12-45, dated June 11, 2012.**

| | |
|---|--|
| Records Analyst, Secretary of State: Richard Carroll | State Records Management Officer, Arizona State Archives & Records Management Center: Dr. Ted Hale |
| <i>Records Series Electronically Approved in RSM Database</i> | <i>Records Series Electronically Approved in RSM Database</i> |
| Assistant Director of Archives: Dennis Preisler, Ph.D. | Records Management Officer: |
| <i>Records Series Electronically Approved in RSM Database</i> | Records series approval on file |

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Revised: 10/16/2018

General Records Retention Schedule Issued to:**Schedule Number: GS-1061****Counties, Municipalities, Special Districts, State Agencies, Boards and Commissions****Flood Control Records**

| Record Series Number | Record Series Title | Retention Period | Retention Remark | Legal Citation(s) | Approval Date |
|-----------------------------|---|-------------------------|--|--------------------------|----------------------|
| 20583 | Aerial Photographs | Permanent | Preserve pursuant to ARS 39-101. | ARS 39-101 | 6/11/2012 |
| 20584 | Area Drainage Master Studies (ADMS)/ Area Drainage Master Plans (ADMP) | 20 Years | After superseded or obsolete. | | 6/11/2012 |
| 20585 | Blue Stake Requests/Responses | 3 Years | After calendar year created or received. | | 6/11/2012 |
| 20586 | Certifications of Land Rights Acquisitions to Federal Agencies | Permanent | Preserve pursuant to ARS 39-101. | ARS 39-101 | 6/11/2012 |
| 20587 | Condemnation Case Records, Final Order of Condemnations | Permanent | Preserve pursuant to ARS 39-101. | ARS 39-101 | 6/11/2012 |
| 20588 | Condemnation Case Records, All other records | 10 Years | After case closed. | | 6/11/2012 |
| 20589 | 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 Years | After created or received. | | 6/11/2012 |
| 20590 | Development Review Records, Letter | Permanent | Preserve pursuant to ARS 39-101 | ARS 39-101 | 6/11/2012 |

General Records Retention Schedule Issued to:**Schedule Number: GS-1061****Counties, Municipalities, Special Districts, State Agencies, Boards and Commissions****Flood Control Records**

| Record Series Number | Record Series Title | Retention Period | Retention Remark | Legal Citation(s) | Approval Date |
|-----------------------------|---|-------------------------|---|--------------------------|----------------------|
| 20591 | Development Review Records, Backup material | | | | 6/11/2012 |
| 20592 | Drainage Records | Permanent | Preserve pursuant to ARS 39-101. | ARS 39-101 | 6/11/2012 |
| 20593 | Elevation Certificates | Permanent | Preserve pursuant to ARS 39-101. | ARS 39-101 | 6/11/2012 |
| 20594 | Flood Damage Reports | Permanent | Preserve pursuant to ARS 39-101. | ARS 39-101 | 6/11/2012 |
| 20595 | Floodplain Determination Records Citizen inquiries to see if property is in a floodplain. | | After administrative value has been served. | | 6/11/2012 |
| 20596 | 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. | ARS 39-101 | 6/11/2012 |
| 20597 | Grandfathered Water Rights Certificates | Permanent | Preserve pursuant to ARS 39-101. | ARS 39-101 | 6/11/2012 |
| 20598 | Hydrologic Engineering Center (HEC) 1 Models | Permanent | Preserve pursuant to ARS 39-101. | ARS 39-101 | 6/11/2012 |

General Records Retention Schedule Issued to:**Schedule Number: GS-1061****Counties, Municipalities, Special Districts, State Agencies, Boards and Commissions****Flood Control Records**

| Record Series Number | Record Series Title | Retention Period | Retention Remark | Legal Citation(s) | Approval Date |
|-----------------------------|--|-------------------------|---|--------------------------|----------------------|
| 20599 | Infrastructure Records Including Federal, Local and Intergovernmental Agreement (IGA) of fixed assets. | | After structure sold, demolished, transferred or abandoned. | | 6/11/2012 |
| 20600 | Inspection Records on Structures, Dam safety | Permanent | Preserve pursuant to ARS 39-101. | ARS 39-101 | 6/11/2012 |
| 20601 | Inspection Records on Structures, State and Federal agency inspections | Permanent | Preserve pursuant to ARS 39-101. | ARS 39-101 | 6/11/2012 |
| 20602 | Inspection Records on Structures, Operations and maintenance (O&M) | Permanent | Preserve pursuant to ARS 39-101. | ARS 39-101 | 6/11/2012 |
| 20603 | Laboratory Water Quality Records from National Pollutant Discharge Elimination System (NPDES) | 3 Years | After sample taken (40 CFR 122.41(J)(2)). | 40 CFR 122.41(J)(2) | 6/11/2012 |
| 20604 | Licenses and Temporary Use Permits Received/ Granted Including rain gauges, Air Quality, Oversized Load and Water Use permits. | 3 Years | After expired, cancelled or revoked. | | 6/11/2012 |
| 20605 | Office Pest Commission Records | 7 Years | After date of treatment. | | 6/11/2012 |

General Records Retention Schedule Issued to:**Schedule Number: GS-1061****Counties, Municipalities, Special Districts, State Agencies, Boards and Commissions****Flood Control Records**

| Record Series Number | Record Series Title | Retention Period | Retention Remark | Legal Citation(s) | Approval Date |
|-----------------------------|---|-------------------------|--|--------------------------|----------------------|
| 20606 | Negotiator Records | 5 Years | After project completed. | | 6/11/2012 |
| 20607 | Project Records, Red-lined plans and other working records Including project design files; as-builts; correspondence; phase 1/11/environmental site assessments; hazardous cleanup disposals; asbestos inspections and supporting records; wildlife issues (endangered species act); environmental applications, clearances 401 j 404 project files; archeological inventories; vegetation surveys and supporting records; and maps relating to project). | | | | 6/11/2012 |
| 20608 | Project Records, All other records Including project design files; as-builts; correspondence; phase 1/11/environmental site assessments; hazardous cleanup disposals; asbestos inspections and supporting records; wildlife issues (endangered species act); environmental applications, clearances 401 j 404 project files; archeological inventories; vegetation surveys and supporting records; and maps relating to project). | 50 Years | After property sold, transferred or abandoned. | | 6/11/2012 |
| 20609 | Relocation records | 5 Years | After either project completed or Federal audit completed. | | 6/11/2012 |
| 20610 | Resolution Records | Permanent | Preserve pursuant to ARS 39-101. | ARS 39-101 | 6/11/2012 |

General Records Retention Schedule Issued to:**Schedule Number: GS-1061****Counties, Municipalities, Special Districts, State Agencies, Boards and Commissions****Flood Control Records**

| Record Series Number | Record Series Title | Retention Period | Retention Remark | Legal Citation(s) | Approval Date |
|-----------------------------|--|-------------------------|---------------------------------------|--------------------------|----------------------|
| 20611 | Right of Entry for Preliminary Investigation Records | 5 Years | After project completed or cancelled. | | 6/11/2012 |
| 20612 | Right of Way Permits | | After expired, cancelled or revoked. | | 6/11/2012 |
| 20613 | Sales Records Including buying and selling property. | 7 Years | After close of Escrow. | | 6/11/2012 |
| 20614 | State Land Department Lease Records | Permanent | Preserve pursuant to ARS 39-101. | ARS 39-101 | 6/11/2012 |
| 20615 | Storm Records, Regulation records | | After superseded or obsolete. | | 6/11/2012 |
| 20616 | Storm Records, Storm event records Including records about storms, rainfall data, damage and action taken. | Permanent | Preserve pursuant to ARS 39-101. | ARS 39-101 | 6/11/2012 |
| 20617 | Trespass Records | 3 Years | After resolution of case/ problem. | | 6/11/2012 |

General Records Retention Schedule Issued to:**Schedule Number: GS-1061****Counties, Municipalities, Special Districts, State Agencies, Boards and Commissions****Flood Control Records**

| Record Series Number | Record Series Title | Retention Period | Retention Remark | Legal Citation(s) | Approval Date |
|-----------------------------|--|-------------------------|---|--------------------------|----------------------|
| 20618 | 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. | | 6/11/2012 |



ARIZONA STATE
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A DIVISION OF THE ARIZONA SECRETARY OF STATE



**General Records Retention Schedule Issued to:
School Districts and Charter Schools
Food Service / Student Activities / Auxiliary Operations**

**Schedule Number:
GS-1025 Rev. 1**

- 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 General Schedule GS 1025, dated December 29, 2015.**

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|---|--|
| Records Analyst, Secretary of State: Richard Carroll | State Records Management Officer, Arizona State Archives & Records Management Center: Dr. Ted Hale |
| <i>Records Series Electronically Approved in RSM Database</i> | <i>Records Series Electronically Approved in RSM Database</i> |
| Assistant Director of Archives: Dennis Preisler, Ph.D. | Records Management Officer: |
| <i>Records Series Electronically Approved in RSM Database</i> | Records series approval on file |

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Revised: 10/16/2018

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

Schedule Number: GS-1025 Rev. 1

| Record Series Number | Record Series Title | Retention Period | Retention Remark | Legal Citation(s) | Approval Date |
|-----------------------------|--|-------------------------|--|------------------------------|----------------------|
| 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 to demonstrate compliance with the professional standards. | 4 Years | After fiscal year final claim for reimbursement submitted, or after audit findings resolved, whichever is later. | 7 CFR210.15; 210.20; 210.23. | 12/29/2015 |
| 10397 | Daily Report of Tickets / Meal Cards Issued | 4 Years | After fiscal year created or received. | | 12/29/2015 |
| 10398 | Daily Summaries of Meals Served | 4 Years | After fiscal year created or received. | | 12/29/2015 |
| 10399 | Extracurricular Activity Records Includes permission slips and field trip waivers. | 4 Years | After fiscal year activity occurred. | | 12/29/2015 |
| 10400 | Highly Qualified Teacher Forms | 5 Years | After fiscal year created or received. | | 12/29/2015 |

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

Schedule Number: GS-1025 Rev. 1

| Record Series Number | Record Series Title | Retention Period | Retention Remark | Legal Citation(s) | Approval Date |
|-----------------------------|---|-------------------------|--|--------------------------|----------------------|
| 10401 | Logs of Tickets / Meal Cards Includes both District and School records. Includes records of tickets / cards on hand, issued and received. | 4 Years | After fiscal year created or received. | | 12/29/2015 |
| 10402 | School District Employee Reports (SDER) | 4 Years | After fiscal year submitted. | | 12/29/2015 |
| 10403 | Teacher Classroom Education Plans An outline of what the teachers will be teaching on a day to day basis. | 1 Year | After fiscal year created or revised. | | 12/29/2015 |
| 10404 | Title I and Title VII Records | 4 Years | After fiscal year created or received. | | 12/29/2015 |
| 10405 | Used Meal Tickets | 1 Year | After fiscal year created or received. | | 12/29/2015 |



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



**General Records Retention Schedule Issued to:
All Public Bodies
Health and Medical Records**

**Schedule Number:
GS-1022 Rev. 2**

- 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 General Schedule 1022 Rev. 1 dated October 18, 2018.**

| | |
|---|---|
| Records Analyst, Secretary of State: Helena LaPina | Arizona State Archivist: Laura Palma Blandford |
| <i>Records Series Electronically Approved in RSM Database</i> | <i>Records Series Electronically Approved in RSM Database</i> |
| Deputy Arizona State Archivist: Carlos Lopez | |
| <i>Records Series Electronically Approved in RSM Database</i> | |

General Records Retention Schedule Issued to:
All Public Bodies
Health and Medical Records

Schedule Number: GS-1022 Rev. 2

| Record Series Number | Record Series Title | Retention Period | Retention Remark | Legal Citation(s) | Approval Date |
|-----------------------------|---|-------------------------|--|--------------------------|----------------------|
| 10173 | Academic Records - Academic Affairs Records Includes credential records. | 75 Years | After created or received | | 10/6/2015 |
| 10174 | Administrative and Management - Appointment Records | 3 Years | After created or received | | 10/6/2015 |
| 10175 | Administrative and Management - Charge Records If not included in patient medical record, including, but not limited to, encounter forms, tick sheets, acuity sheets and charge sheets. | 1 Year | After created or received | | 10/6/2015 |
| 10176 | Administrative and Management - Health Insurance Portability and Accountability Act (HIPAA) Privacy Standard Documentation Records Not patient specific. | 6 Years | After created or superseded, whichever is later. | | 8/8/2017 |
| 10177 | Administrative and Management - Indigent Health Care Administrative Records Including, but not limited to, Arizona Health Care Cost Containment Services (AHCCCS) eligibility records, hearing files, hospital notification records, and long term care file records. | 5 Years | After fiscal year created or received. | | 8/8/2017 |
| 53058 | Administrative and Management - Interpreter Logs | 2 Years | After created or received. | | 8/8/2017 |

General Records Retention Schedule Issued to:
All Public Bodies
Health and Medical Records

Schedule Number: GS-1022 Rev. 2

| Record Series Number | Record Series Title | Retention Period | Retention Remark | Legal Citation(s) | Approval Date |
|-----------------------------|--|-------------------------|--|--------------------------|----------------------|
| 10178 | Administrative and Management - Medicare Records, Licenses and Permit Records | 7 Years | After fiscal year created or received | | 10/6/2015 |
| 10179 | Administrative and Management - Medicare Records, Patient Account Records, In collections | 6 Years | After fiscal year collected or written off | | 10/6/2015 |
| 10180 | Administrative and Management - Medicare Records, Patient Account Records, Paid | 6 Years | After fiscal year paid | | 10/6/2015 |
| 10181 | Administrative and Management - Medicare Records, Reimbursement Records Including, but not limited to, acquisition or lease records, asset sale records, cost data, fiscal records, income and funds flow information, medical records, operating tax records, organization and patient service charge schedules and ownership data. | 6 Years | After fiscal year created or received | | 10/6/2015 |
| 10182 | Administrative and Management - Registers Chronological registers of tests including blood draws logs, lab logs and pregnancy screening logs. | 2 Years | After created | | 10/6/2015 |

General Records Retention Schedule Issued to:
All Public Bodies
Health and Medical Records

Schedule Number: GS-1022 Rev. 2

| Record Series Number | Record Series Title | Retention Period | Retention Remark | Legal Citation(s) | Approval Date |
|-----------------------------|--|-------------------------|--|--------------------------|----------------------|
| 53163 | Board Meetings, Digital Recordings of Public Meetings (This record series is to be used only by State Health Profession Regulatory Boards) See Legal Remarks | 3 Years | After the date of the recording. | | 10/2/2017 |
| 10183 | Clinical Records - Clinical Trial Agreements Includes related documentation. | 15 Years | After created or received | | 10/6/2015 |
| 10184 | Compliance Records Includes hotline document, investigation records, supporting documents and work papers. | 7 Years | After created or completed, whichever is later | | 10/6/2015 |
| 10185 | Emergency / Clinic Records - Central Log of Patients Includes sign-in sheets. | 5 Years | After created | | 10/6/2015 |
| 10186 | Emergency / Clinic Records - Lists of On-call Physicians | 10 Years | After created | | 10/6/2015 |

General Records Retention Schedule Issued to:
All Public Bodies
Health and Medical Records

Schedule Number: GS-1022 Rev. 2

| Record Series Number | Record Series Title | Retention Period | Retention Remark | Legal Citation(s) | Approval Date |
|-----------------------------|---|-------------------------|---|--------------------------|----------------------|
| 10235 | Epidemiology and Disease Control Records - Communicable Disease Database Records Contains information related to the list of communicable diseases required by Arizona Administrative Code (A.A.C.). Including, but not limited to, address, county of residence, date of birth, date of diagnosis, date of incident, date of onset of symptoms | 30 Years | After entered into database or after epidemiological trending value has been served, whichever is longer. | | 10/6/2015 |
| 10429 | Epidemiology and Disease Control Records - Leprosy (Hansen's Disease) Records Includes clinical charts | 50 Years | After calendar year created. | | 10/6/2015 |
| 10187 | Health Information Records - Disease Indices Data sent to Arizona Department of Health Services (ADHS). Listing of patients organized by discharge date and diagnosis code. | Permanent | Retain per Arizona Standards for Permanent Records or transfer to State Archives when administrative value has been served. | | 10/6/2015 |
| 10188 | Health Information Records - Emergency Room and Paramedic Communication Records | 6 Years | After date of last contact. | | 8/8/2017 |

General Records Retention Schedule Issued to:
All Public Bodies
Health and Medical Records

Schedule Number: GS-1022 Rev. 2

| Record Series Number | Record Series Title | Retention Period | Retention Remark | Legal Citation(s) | Approval Date |
|-----------------------------|---|-------------------------|---|--------------------------|----------------------|
| 10189 | Health Information Records - HIV / AIDS Records, From 1970 - 1995 Includes statistics sent to Department of Health Services (ADHS) or federal/regional groups but not including any personal identifying information. | Permanent | Per Arizona Department of Health Services (ADHS). Retain per Arizona Standards for Permanent Records or transfer to State Archives when administrative value has been served. | | 10/6/2015 |
| 10236 | Health Information Records - HIV / AIDS Records, From 1995 - Present | | See Record Series 10235 | | 10/6/2015 |
| 10190 | Health Information Records - Hospital and Outpatient Clinic Records Encounter statistics. | 1 Year | After created or received | | 10/6/2015 |
| 10192 | Health Information Records - Indices to Patient Records, All others | 10 Years | After created | | 10/6/2015 |

General Records Retention Schedule Issued to:
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Health and Medical Records

Schedule Number: GS-1022 Rev. 2

| Record Series Number | Record Series Title | Retention Period | Retention Remark | Legal Citation(s) | Approval Date |
|-----------------------------|---|-------------------------|---|--------------------------|----------------------|
| 10191 | Health Information Records - Indices to Patient Records, Historical or Master | Permanent | Retain per Arizona Standards for Permanent Records or transfer to State Archives when administrative value has been served. | | 10/6/2015 |
| 10193 | Health Information Records - Records of Individuals Transferred to/from Hospital Records relating to the transfer of a patient; should not include medical records. | 5 Years | After created or received | | 10/6/2015 |
| 10194 | Health Information Records - Release or Disposal of Human Remains Records | 10 Years | After created or received | | 10/6/2015 |
| 10195 | Health Information Records - Sterilization Logs | 20 Years | After created or received | | 10/6/2015 |
| 10196 | Laboratory Records - Blood and Blood Component Disposition Records | 5 Years | After disposal of blood and/or blood components | | 10/6/2015 |

General Records Retention Schedule Issued to:
All Public Bodies
Health and Medical Records

Schedule Number: GS-1022 Rev. 2

| Record Series Number | Record Series Title | Retention Period | Retention Remark | Legal Citation(s) | Approval Date |
|-----------------------------|--|-------------------------|---|--------------------------|----------------------|
| 10197 | Laboratory Records - Blood and Blood Product Testing Records For donated blood. | 5 Years | After processing completed or 6 months after expired, whichever is later. | | 8/8/2017 |
| 10198 | Laboratory Records - Immunohematology Records and Transfusion Records For donated blood. | 5 Years | After processing completed or 6 months after expired, whichever is later. | | 8/8/2017 |
| 10199 | Laboratory Records - Patient Testing Records Includes instrument printouts if not filed in patient medical record. | 2 Years | After created. | | 8/8/2017 |
| 10200 | Laboratory Records - Refrigeration and Blood Inspection Records For donated blood. | 5 Years | After created or received | | 10/6/2015 |
| 10201 | Laboratory Records - Requests for Tests If not filed in patient medical record. | 2 Years | After created or received | | 10/6/2015 |

General Records Retention Schedule Issued to:
All Public Bodies
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Schedule Number: GS-1022 Rev. 2

| Record Series Number | Record Series Title | Retention Period | Retention Remark | Legal Citation(s) | Approval Date |
|-----------------------------|--|-------------------------|--|--------------------------|----------------------|
| 10202 | Long Term and Extended Stay - Admission Listings, Registers and Statistical Records | 6 Years | After created or received | | 10/6/2015 |
| 53055 | Long Term and Extended Stay - Fetal Monitoring Strips | 28 Years | After patient date of birth. | | 8/8/2017 |
| 10203 | Long Term and Extended Stay - Operative Indices | 10 Years | After created or received | | 10/6/2015 |
| 53056 | Long Term and Extended Stay - Patient Property Envelopes | 3 Years | After signature from patient acknowledging property receipt. | | 8/9/2017 |
| 10204 | Long Term and Extended Stay - Physician Indices | 10 Years | After created | | 10/6/2015 |
| 10205 | Long Term and Extended Stay - Registers of Surgical Procedures | 75 Years | After created or received | | 10/6/2015 |

General Records Retention Schedule Issued to:
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Health and Medical Records

Schedule Number: GS-1022 Rev. 2

| Record Series Number | Record Series Title | Retention Period | Retention Remark | Legal Citation(s) | Approval Date |
|-----------------------------|--|-------------------------|--------------------------------|--------------------------|----------------------|
| 10206 | Long Term and Extended Stay - Rounds and Assignment Sheets | 3 Years | After created or received | | 10/6/2015 |
| 10207 | Long Term and Extended Stay - Tumor Registry Records | 10 Years | After created or received | | 10/6/2015 |
| 10172 | Medical Records - Medical Imaging Records - Mammography Includes scans, x-rays, and other image records. | 10 Years | After date of last contact. | | 8/8/2017 |
| 10171 | Medical Records - Medical Imaging Records- Juveniles Includes scans, x-rays, and other image records. | 24 Years | After patient's date of birth. | | 8/8/2017 |
| 10170 | Medical Records - Medical Imaging Records, Adults Includes scans, x-rays and other image records. | 6 Years | After date of last contact | | 10/6/2015 |
| 10167 | Medical Records - Patient Medical Records - Adults Includes dental, disease surveillance reports, family planning records, forensic, immunization records, medical orders and protocols and mental health. | 6 Years | After date of last contact. | | 7/24/2017 |

General Records Retention Schedule Issued to:
All Public Bodies
Health and Medical Records

Schedule Number: GS-1022 Rev. 2

| Record Series Number | Record Series Title | Retention Period | Retention Remark | Legal Citation(s) | Approval Date |
|-----------------------------|---|-------------------------|---|--------------------------|----------------------|
| 10168 | Medical Records - Patient Medical Records - Juveniles Includes dental, disease surveillance reports, family planning records, forensic, immunization records, medical orders and protocols and mental health. | 24 Years | After patient's date of birth. | | 8/8/2017 |
| 10169 | Medical Records - Prescription Records Includes orders. | 7 Years | After created or received | | 10/6/2015 |
| 53529 | Medical Source Data Information that is summarized, interpreted or reported in the medical record, including X-rays and other diagnostic images. (see record series 10305, Administrative and Management GS 1018 for non-medical source documents). | 6 Years | From the date of collection. | | 11/19/2021 |
| 10208 | Medical Staff Records - Bylaws and Rules/Regulations | Permanent | Retain per Arizona Standards for Permanent Records or transfer to State Archives when administrative value has been served. | | 10/6/2015 |

General Records Retention Schedule Issued to:
All Public Bodies
Health and Medical Records

Schedule Number: GS-1022 Rev. 2

| Record Series Number | Record Series Title | Retention Period | Retention Remark | Legal Citation(s) | Approval Date |
|-----------------------------|---|-------------------------|-------------------------------------|--------------------------|----------------------|
| 53064 | Medical Staff Records - Medical Staff Services Records: Adult Health Services Includes credential records. This record series applies to health care facilities only providing health services to adults. Those health care facilities providing health services to both adults and juveniles should refer to record series #53063. | 10 Years | After no longer member of staff. | | 8/8/2017 |
| 53063 | Medical Staff Records - Medical Staff Services Records: Juvenile Health Services Includes credential records. This record series applies to health care facilities providing health services to juveniles, including those that also provide health services to adults. | 20 Years | After no longer member of staff. | | 8/8/2017 |
| 10210 | Medical Staff Records - Physician Services Agreements | 6 Years | After expired, cancelled or revoked | | 10/6/2015 |
| 10213 | Nursing Records - Daily Assignment Schedules | 3 Years | After created or received | | 10/6/2015 |
| 10211 | Nursing Records - Nursing Training Records Includes attendance, course outlines and examinations. | 5 Years | After employee terminated | | 10/6/2015 |

General Records Retention Schedule Issued to:
All Public Bodies
Health and Medical Records

Schedule Number: GS-1022 Rev. 2

| Record Series Number | Record Series Title | Retention Period | Retention Remark | Legal Citation(s) | Approval Date |
|-----------------------------|---|-------------------------|---|--------------------------|----------------------|
| 10212 | Nursing Records - Private Duty Nurse Records | 6 Years | After date last used | | 10/6/2015 |
| 10214 | Nutrition Records - Dietary Records, Food costs and Meal counts | 5 Years | After fiscal year created or received | | 10/6/2015 |
| 10215 | Nutrition Records - Dietary Records, Menus | 2 Years | After created | | 10/6/2015 |
| 10216 | Nutrition Records - Women, Infants and Children (WIC) Food Program Records Including, but not limited to, education records, financial operation reports, hearing files and vendor records. | 3 Years | After date of final expenditure report. | | 8/8/2017 |
| 53528 | Patient Complaints and Grievances Complaint and grievance records documenting a healthcare or medical facility's interactions with patients and/or their representatives. | 6 years | After issue (event, complaint, grievance) resolved. | | 11/19/2021 |
| 10224 | Pharmacy Records - Controlled Substances Records Includes inventory and orders both dispensed and administered. | 3 Years | After created or received | | 10/6/2015 |

General Records Retention Schedule Issued to:
All Public Bodies
Health and Medical Records

Schedule Number: GS-1022 Rev. 2

| Record Series Number | Record Series Title | Retention Period | Retention Remark | Legal Citation(s) | Approval Date |
|-----------------------------|--|-------------------------|---|--------------------------|----------------------|
| 10225 | Pharmacy Records - Quality Monitoring Records Including, but not limited to, Accucheck, drug storage, exposure control, first aid kits, medical count sheets, narcotics counts, oxygen tank and syringe records. | 3 Years | After created or received | | 10/6/2015 |
| 53057 | Pharmacy Records - Scripts and Narcotic Logs | 8 Years | After created or received. | | 8/8/2017 |
| 10226 | Radiology Records - Radioisotope Records Including receipt, transfer, use, storage, delivery, disposal and reports of over-exposure. | Permanent | Retain per Arizona Standards for Permanent Records or transfer to State Archives when administrative value has been served. | | 10/6/2015 |
| 10227 | Radiology Records - Requests for Tests Other than contained in medical records. | 1 Month | After month created or received | | 10/6/2015 |

General Records Retention Schedule Issued to:
All Public Bodies
Health and Medical Records

Schedule Number: GS-1022 Rev. 2

| Record Series Number | Record Series Title | Retention Period | Retention Remark | Legal Citation(s) | Approval Date |
|-----------------------------|--|-------------------------|--|--------------------------|----------------------|
| 53526 | Radiology Records -Unit Dose Records Records that demonstrate compliance with the radiation dose limit(s) for individual members of the public and occupational exposures. | 3 years | After the Department of Health Services terminates license and registration granted to the Licensee (any person who is licensed by the Department to acquire, possess, transfer, or use sources of radiation). | | 11/19/2021 |
| 10228 | Vital Records - Applications for Copy of Birth/Death Records | 3 Years | After processed | | 10/6/2015 |
| 10229 | Vital Records - Birth/Death Certificate Registration Records If not entered directly into Arizona Department of Health Services (ADHS) database. | 10 Years | After registered | | 10/6/2015 |

General Records Retention Schedule Issued to:
All Public Bodies
Health and Medical Records

Schedule Number: GS-1022 Rev. 2

| Record Series Number | Record Series Title | Retention Period | Retention Remark | Legal Citation(s) | Approval Date |
|-----------------------------|---|-------------------------|--|--------------------------|----------------------|
| 10231 | Vital Records - Corrections Records, Birth | 4 Years | After received | | 10/6/2015 |
| 10232 | Vital Records - Corrections Records, Death | 10 Years | After received | | 10/6/2015 |
| 10230 | Vital Records - Correspondence Records Pertaining to birth/death records. | | After administrative value has been served | | 10/6/2015 |
| 10233 | Vital Records - Disposal of Permits | 4 Years | After permit expired | | 10/6/2015 |
| 10234 | Vital Records - Paternity Records | 3 Years | After action taken | | 10/6/2015 |



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



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

**Schedule Number:
GS-1049 Rev. 1**

- 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 schedules: GS-1012 Rev.1 dated 10/16/2018, GS-1009 Rev.1 dated 10/16/2018, GS-1013 Rev.1 dated 9/13/2018, GS-1014 Rev.1 dated 9/13/2018, GS-1011 Rev.1 dated 10/23/2018, corrected typo in record series G-52992 dated 9/10/2020.**

| | |
|---|--|
| Records Analyst, Secretary of State: Elizabeth Adigwu | State Records Management Officer, Arizona State Archives & Records Management Center: Dr. Ted Hale |
| <i>Records Series Electronically Approved in RSM Database</i> | <i>Records Series Electronically Approved in RSM Database</i> |
| Assistant Director of Archives: Dennis Preisler, Ph.D. | |
| <i>Records Series Electronically Approved in RSM Database</i> | |

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: July 1, 2021

**General Records Retention Schedule Issued to:
All Public Institutions of Higher Learning**

Schedule Number: GS-1049

| Record Series Number | Record Series Title and Description | Retention Period | Retention Remark | Legal Citation(s) | Approval Date |
|-----------------------------|---|-------------------------|---|--------------------------|----------------------|
| 53178 | Accreditation Records: Final Report Applies to accreditation at all institutional levels. Including but not limited to: final reports from accrediting associations and professional entities regarding organizational structure and administration, and final accreditation decisions. For working records/preparatory documents, please see the Administrative and Management schedule. | Permanent | Retain per Arizona Standards for Permanent Records. | | 11/7/2018 |
| 53170 | Athletics Records: Competition Records - Non Historical Records pertaining to individual games and competitions. Including but not limited to: schedules, attendance documentation, audio/video recordings and related correspondence. | 6 Years | After calendar year created. | | 10/23/2018 |
| 53179 | Athletics Records: Competition Records (Historical) Records pertaining to individual games and competitions. Including but not limited to: schedules, attendance documentation, audio/video recordings, and related correspondence of historical value. | Permanent | Retain per Arizona Standards for Permanent Records or transfer to State Archives when administrative value has been served. Note: The State Archivist has the final authority to determine the historical status of records. | | 11/7/2018 |
| 53173 | Athletics Records: Drug Testing Records Including but not limited to: lab reports, interpretations, and related correspondence. | 5 Years | After calendar year created, or when student is no longer eligible, whichever is longer. | | 10/24/2018 |

**General Records Retention Schedule Issued to:
All Public Institutions of Higher Learning**

Schedule Number: GS-1049

| Record Series Number | Record Series Title and Description | Retention Period | Retention Remark | Legal Citation(s) | Approval Date |
|-----------------------------|--|-------------------------|--|--------------------------|----------------------|
| 53171 | Athletics Records: Recruitment Records Including but not limited to: records related to official visits of prospective athletes, student-athletes' affirmation of eligibility, and national letters of intent. | 5 Years | After calendar year created, or when student is no longer eligible, whichever is longer. | | 10/24/2018 |
| 53169 | Athletics Records: Student Athlete Eligibility Records | 6 Years | After calendar year created. | | 10/24/2018 |
| 53174 | Career Services Records: Employer Records Documents the activity of prospective employers at various institutional events such as Career Fairs and other informational avenues. Including but not limited to: job descriptions and qualifications, registration and interview documentation, recruiter schedules and information forms, lists of interviewees, and feedback forms from recruiters. | 2 Years | After calendar year created, or until administrative value has been served, whichever is longer. | | 10/24/2018 |
| 53175 | Career Services Records: Placement and Planning Records Including but not limited to: résumés, cover letters, documentation of student career interests, and related consultation or activities. | 2 Years | After calendar year created, or until administrative value has been served, whichever is longer. | | 10/24/2018 |

**General Records Retention Schedule Issued to:
All Public Institutions of Higher Learning**

Schedule Number: GS-1049

| Record Series Number | Record Series Title and Description | Retention Period | Retention Remark | Legal Citation(s) | Approval Date |
|-----------------------------|--|-------------------------|---|---|----------------------|
| 30306 | Federal Disclosure Records: Clery Records Including but not limited to: warning notices, daily crime logs, incident reports, review decisions, review meeting notices, witness statements and annual campus security reports required for Clery Act compliance., Annual campus security reports are also required for Clery Act compliance and should be retained according to the Annual Reports series on the Administrative and Management Schedule., Includes records pertaining to the following offenses: Aggravated Assault, Arson, Burglary, Criminal Homicide (including murder, non-negligent manslaughter, and negligent manslaughter records), Drug Law Violations, Illegal Weapons Possession, Liquor Law Violations, Motor Vehicle Theft, Robbery, and Sex Offenses (including forcible sex offenses and non-forcible sex offenses). | 7 Years | After calendar year of incident. | U.S.C. 1092(f) (Federal Register 59060) | 10/24/2018 |
| 30305 | Federal Disclosure Records: 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) | 10/24/2018 |
| 53176 | Federal Disclosure Records: Title IX Records: All Other Cases | 3 Years | After date of complaint. | | 10/24/2018 |
| 53177 | Federal Disclosure Records: Title IX Records: Cases Involving Suspension/Expulsion Including but not limited to documentation from Title IX and Code of Conduct cases. | Permanent | Retain per Arizona Standards for Permanent Records. | | 12/21/2018 |
| 21111 | Federal Disclosure Records: Veterans (G.I. Bill) Student Records As required by Veteran's Administration (VA) agreement. May include VA application, certifications and status changes. | 3 Years | After last date of last attendance. | | 12/10/2018 |
| 52992 | FERPA Disclosure Records: Requests and Disclosures of Personally Identifiable Information Includes requests from third parties and institutional disclosures and responses of personally identifiable information in student records. | - | Retain until the records to which the request/disclosure applies have been destroyed. | 34 CFR 99.32 | 12/21/2018 |

**General Records Retention Schedule Issued to:
All Public Institutions of Higher Learning**

Schedule Number: GS-1049

| Record Series Number | Record Series Title and Description | Retention Period | Retention Remark | Legal Citation(s) | Approval Date |
|-----------------------------|--|-------------------------|--|--------------------------|----------------------|
| 52981 | FERPA Disclosure Records: Student Requests for Nondisclosure of Directory Information | 3 Years | After student's last semester of attendance. | | 10/23/2018 |
| 53205 | Institutional Records: Animal Care and Use Records Records pertaining to the care and proposed use of animals maintained by an institution for research purposes. This record series is distinct from higher education research records. | 3 Years | After completion of relevant activities, or after institutional use is served, whichever is later. | | 10/23/2018 |
| 53212 | Institutional Records: Articulation Agreements and Course Equivalency Guides | - | Until superseded or after administrative value is served, whichever is later. | | 10/23/2018 |
| 52987 | Institutional Records: Course Catalog Course descriptions that are published in catalogs, bulletins or websites. | Permanent | Retain per Arizona Standards for Permanent Records | | 11/26/2018 |
| 52986 | Institutional Records: Course Change Requests Application to to change, add, or delete a course. | 1 Year | After superseded or obsolete. | | 11/26/2018 |

**General Records Retention Schedule Issued to:
All Public Institutions of Higher Learning**

Schedule Number: GS-1049

| Record Series Number | Record Series Title and Description | Retention Period | Retention Remark | Legal Citation(s) | Approval Date |
|-----------------------------|---|-------------------------|--|--------------------------|----------------------|
| 53197 | Institutional Records: Course Syllabi Official copy held by the institution or department. Instructor copies may be destroyed when administrative value is served. | 2 Years | After calendar year in which calendar year course taught, or after administrative value is served for certification or accreditation purposes, whichever is later. | | 12/21/2018 |
| 52988 | Institutional Records: Curriculum Development Documentation Files documenting work done to develop new curriculum for an institution. Final curriculum decision should be kept according to the Minutes retention on the Clerks Retention schedule. | - | Until administrative value has been served. | | 10/23/2018 |
| 21110 | Institutional Records: Enrollment Reports Prepared for Arizona Board of Regents (ABOR) Including, 21st day, 45th day and year end census reports. | Permanent | Retain per Arizona Standards for Permanent Records. | | 11/6/2018 |
| 20797 | Institutional Records: Institutional Research Records: Cyclical Internal Reports - Final Reports | Permanent | Retain per Arizona Standards for Permanent Records. These records are to be maintained by the institutions. | | 12/21/2018 |
| 20798 | Institutional Records: Institutional Research Records: Cyclical Internal Reports - Supporting Documentation Including but not limited to: database query results, miscellaneous institution reports, and data from other departments. | 6 Years | After calendar year created or received. | | 11/5/2018 |

**General Records Retention Schedule Issued to:
All Public Institutions of Higher Learning**

Schedule Number: GS-1049

| Record Series Number | Record Series Title and Description | Retention Period | Retention Remark | Legal Citation(s) | Approval Date |
|-----------------------------|--|-------------------------|---|--------------------------|----------------------|
| 20805 | Institutional Records: Institutional Research Records: Cyclical Reports - Issued by Other Organizations | 2 Years | After calendar year received. | | 11/5/2018 |
| 20804 | Institutional Records: Institutional Research Records: Reports to Other External Organizations | 3 Years | After calendar year created. | | 12/10/2018 |
| 20803 | Institutional Records: Institutional Research Records: Reports to State or Federal Government, or North Central Accreditation Association - Federal Graduate Report Supporting Documentation Including but not limited to: database query results, miscellaneous institution reports, and data from other departments. | 10 Years | After calendar year created. | | 11/5/2018 |
| 20801 | Institutional Records: Institutional Research Records: Reports to State or Federal Government, or North Central Accreditation Association - Final Report | Permanent | Retain per Arizona Standards for Permanent Records. These records are to be maintained by the institutions. | | 12/21/2018 |
| 20802 | Institutional Records: Institutional Research Records: Reports to State or Federal Government, or North Central Accreditation Association - Supporting Documentation Including but not limited to: database query results, miscellaneous institution reports, and data from other departments. | 6 Years | After calendar year created. | | 11/5/2018 |
| 20799 | Institutional Records: Institutional Research Records: Special Internal Reports (Ad Hoc) - Final Report | Permanent | Retain per Arizona Standards for Permanent Records. These records are to be maintained by the institutions. | | 11/7/2018 |

**General Records Retention Schedule Issued to:
All Public Institutions of Higher Learning**

Schedule Number: GS-1049

| Record Series Number | Record Series Title and Description | Retention Period | Retention Remark | Legal Citation(s) | Approval Date |
|-----------------------------|---|-------------------------|---|--------------------------|----------------------|
| 20800 | Institutional Records: Institutional Research Records: Special Internal Reports (Ad Hoc) - Supporting Documentation Including but not limited to: database query results, miscellaneous institution reports, and data from other departments. | 6 Years | After calendar year created or received. | | 11/1/2018 |
| 53187 | Institutional Records: Institutional Review Board (IRB) Records | 3 Years | After completion of research. | 45 CFR 46.115 | 11/1/2018 |
| 53217 | Institutional Records: Institutionally-Funded Research Records: Final Technical Report Note: any agendas and minutes generated in connection with research should be retained according to the Minutes series on the Clerks retention schedule. | Permanent | Retain per Arizona Standards for Permanent Records. | | 11/7/2018 |
| 53216 | Institutional Records: Institutionally-Funded Research Records: Other Records Including but not limited to: applicant case files, reports, notes, working papers, funding summaries, award letters, applications for research support, personal data, and related documentation and correspondence. | 5 Years | After calendar year created, or after administrative value is served, whichever is later. | | 11/5/2018 |
| 53215 | Institutional Records: Ombuds Office Case Files Including but not limited to correspondence and notes. | 5 Years | After calendar year created. | | 12/10/2018 |
| 53214 | Institutional Records: Patents and Invention Disclosure Documentation | Permanent | Retain per Arizona Standards for Permanent Records. | | 11/8/2018 |
| 53329 | Institutional Records: Programs and Activities with Minor Participants Including but not limited to, registration lists, applications, attendance lists, field trip records, and parental consent records. Use GS 1038: Risk Management Records-53043 for Accident Reports. | 3 Years | After minors turn 18. | | 11/7/2018 |

**General Records Retention Schedule Issued to:
All Public Institutions of Higher Learning**

Schedule Number: GS-1049

| Record Series Number | Record Series Title and Description | Retention Period | Retention Remark | Legal Citation(s) | Approval Date |
|-----------------------------|--|-------------------------|---|--------------------------|----------------------|
| 53189 | Institutional Records: Student Government and Organization Records (Historical) Records pertaining to student government and organization that are of continuing interest to the institution as a whole. | Permanent | Retain per Arizona Standards for Permanent Records or transfer to State Archives when administrative value has been served. <u>Note:</u> The State Archivist has the final authority to determine the historical status of records | | 11/7/2018 |
| 53188 | Institutional Records: Student Government and Organization Records (Non-Historical) Including, but not limited to: bylaws, constitutions, membership rosters, and meeting summaries. | 6 Years | After calendar year created. | | 10/24/2018 |

**General Records Retention Schedule Issued to:
All Public Institutions of Higher Learning**

Schedule Number: GS-1049

| Record Series Number | Record Series Title and Description | Retention Period | Retention Remark | Legal Citation(s) | Approval Date |
|-----------------------------|---|-------------------------|--|--------------------------|----------------------|
| 53199 | Institutional Records: Student Newspapers (Official Copy) - Historical Includes newsletters and other publications of student organizations officially recognized by the institution. | Permanent | Retain per Arizona Standards for Permanent Records or transfer to State Archives when administrative value has been served. <u>Note:</u> State Archivist reserves the right to make a final determination regarding the historical status of records. | | 11/27/2018 |
| 53198 | Institutional Records: Student Newspapers (Official Copy)- Non Historical Includes newsletters and other publications of student organizations officially recognized by the institution. | 3 Years | After calendar year created. | | 10/24/2018 |
| 53224 | Institutional Records: Test Site Records: Testing Administration Material Documentation pertaining to the administration of various exams such as GED, HESI, TEAS, etc., for which the institution is not the official scorekeeper. This series does not include placement exams for the institution. Material including, but not limited to, site maintenance and surveillance logs, registrations and sign in sheets, and other related material. | 1 Year | After exams taken and scores received/transmitted. Official score records are maintained with the entity that creates and distributes the exams. | | 10/24/2018 |

**General Records Retention Schedule Issued to:
All Public Institutions of Higher Learning**

Schedule Number: GS-1049

| Record Series Number | Record Series Title and Description | Retention Period | Retention Remark | Legal Citation(s) | Approval Date |
|-----------------------------|--|-------------------------|---|--------------------------|----------------------|
| 21174 | Residence/Housing Records: 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, receipts and other related records. | 5 Years | After student leaves residential housing. | | 10/24/2018 |
| 52979 | Student Admissions Records - Accepted but not Enrolled, Undergraduate and Graduate Student-specific correspondence related to applying for enrollment at the institution. Correspondence, notes, recruitment, references and recommendations, entrance exams, residency records, and credit by examination documentation. | 3 Years | After calendar year created or received. | | 10/24/2018 |
| 52983 | Student Admissions Records: Accepted and Enrolled, Undergraduate and Graduate Includes letters of reference, application, credit by examination scores and material, residency documentation, I-20 forms for international students, and correspondence regarding admission and/or enrollment for applicants accepted to a program of study. | 3 Years | After student's last date of attendance. | | 11/5/2018 |
| 21233 | Student Admissions Records: Admission Appeal Records Including appeal letters and supporting documentation. | 2 Years | After beginning of semester for which student applied. | | 11/5/2018 |
| 53183 | Student Admissions Records: Prospective Student/Incomplete Application Records Includes material for individuals who did not fully complete admissions application process. | 18 Months | From date of creation, or after administrative value is served, whichever is later. | | 11/5/2018 |
| 52984 | Student Admissions Records: Rejected, Undergraduate and Graduate Includes letters of reference, application, residency records and other related material, for rejected applicants. | 1 Year | After rejection letter created and sent to applicant. | | 11/5/2018 |
| 53181 | Student Disciplinary Records: All Other Records Including but not limited to documentation from Title IX and Code of Conduct cases. Should include any Incident Records and Parent / Student Notifications. | 7 Years | From created date, or from date last sanction imposed, whichever is later. | | 11/5/2018 |

**General Records Retention Schedule Issued to:
All Public Institutions of Higher Learning**

Schedule Number: GS-1049

| Record Series Number | Record Series Title and Description | Retention Period | Retention Remark | Legal Citation(s) | Approval Date |
|-----------------------------|---|-------------------------|---|--------------------------|----------------------|
| 53182 | Student Disciplinary Records: Cases Involving Suspension, Expulsion, or Degree Revocation Including but not limited to documentation from Title IX and Code of Conduct cases.Should include any Incident Records and Parent / Student Notifications. | Permanent | Retain per Arizona Standards for Permanent Records. | | 11/7/2018 |
| 20496 | Student Financial Aid Records: Annual Fiscal Operations Reports | 3 Years | After fiscal year created or received. | | 11/5/2018 |
| 20499 | Student Financial Aid Records: 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 Rights and Privacy Act (FERPA) release forms, loan request forms, records, housing plans, exit counseling forms, asset verification forms, promissory notes not covered under item 20497, 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, 1040 (A, EZ, Normal) and other related records. | 3 Years | After award year. | | 11/5/2018 |
| 20497 | Student Financial Aid Records: Financial Aid Records: Perkins Original Promissory Notes | 3 Years | After loan assigned to ED, cancelled or repaid. | | 12/21/2018 |
| 20498 | Student Financial Aid Records: Financial Aid Records: Perkins Repayment Records | 3 Years | After loan satisfied or records needed to enforce the obligation, whichever is later. | | 11/6/2018 |

**General Records Retention Schedule Issued to:
All Public Institutions of Higher Learning**

Schedule Number: GS-1049

| Record Series Number | Record Series Title and Description | Retention Period | Retention Remark | Legal Citation(s) | Approval Date |
|-----------------------------|--|-------------------------|--|--------------------------|----------------------|
| 20500 | Student Financial Aid Records: Fiscal Operations Reports and Applications to Participate (FISAP) and Financial Aid Detail Reports | 3 Years | After the award year in which the related FISAP submitted. | | 10/24/2018 |
| 53184 | Student Financial Aid Records: Scholarship Records: Applicants Not Awarded Records | 1 Year | After calendar year created or received. | | 10/24/2018 |
| 53185 | Student Financial Aid Records: Scholarship Records: Historical Records pertaining to scholarships of continuing interest to the institution due to historical nature of funding, recipients, etc. | Permanent | Retain per Arizona Standards for Permanent Records. | | 11/7/2018 |
| 52993 | Student Financial Aid Records: Scholarship Records: Non Historical Administrative and promotional information regarding local and institutional scholarship programs including applications, awards, recipients, listings etc., but not fiscal data. May include information from an institution's Foundation. | 3 Years | After calendar year created or received. | | 10/24/2018 |
| 20503 | Student Financial Aid Records: Summary of Outstanding Loan Records, Annual | 3 Years | After calendar year created. | | 10/24/2018 |
| 20502 | Student Financial Aid Records: Summary of Outstanding Loan Records, Monthly | - | After superseded by next month's report. | | 10/24/2018 |
| 21109 | Student Records: Permanent Student Records Including official copy of academic transcript, graded class rosters, graduation audit reports, notifications of name, gender changes, and degree/certificate issuance records. | Permanent | Registrar is the office of record. Retain per Arizona Standards for Permanent Records. These records are to be maintained by the institutions. | | 1/3/2019 |

**General Records Retention Schedule Issued to:
All Public Institutions of Higher Learning**

Schedule Number: GS-1049

| Record Series Number | Record Series Title and Description | Retention Period | Retention Remark | Legal Citation(s) | Approval Date |
|-----------------------------|---|-------------------------|---|--------------------------|----------------------|
| 52985 | Student Records: Advising Files Includes notes about meetings with students, and correspondence with student. | 2 years | After student's last semester of enrollment at college or university. | | 10/24/2018 |
| 53200 | Student Records: Change of Course Forms (Add/Drop) | 1 Year | After semester form submitted. | | 10/24/2018 |
| 52989 | Student Records: Class / Course Evaluations Summary evaluations of course by students. | 1 Year | After calendar year created or received. | | 10/24/2018 |
| 21112 | Student Records: Class Rosters Related to the Registrar's Office. These records contain names of students for each course; issued by registration services. | - | After administrative value has been served, or after allowed by Federal regulation, whichever is later. | | 10/24/2018 |
| 53209 | Student Records: Continuing Education Records Documentation of students enrolled in special interest courses and students enrolled in professional certification, programs. Including, but not limited to, proof of attendance, registrant list, and other related records. Note: Certificate/credential/final academic credit records are not part of this series and should be retained according to item 21109 of this schedule. | 3 Years | After academic year created, or after administrative value is served, whichever is later. | | 11/5/2018 |
| 53213 | Student Records: Grade Change Appeals Documents, forms, recordings, and other materials resulting from a grade, appeal process. | 2 years | After final decision rendered. | | 11/5/2018 |

**General Records Retention Schedule Issued to:
All Public Institutions of Higher Learning**

Schedule Number: GS-1049

| Record Series Number | Record Series Title and Description | Retention Period | Retention Remark | Legal Citation(s) | Approval Date |
|-----------------------------|---|-------------------------|--|--------------------------|----------------------|
| 52990 | Student Records: Grade Reports (Local Copy) Faculty grade reports. | 1 Year | After last semester in which course was taught. Registrar maintains the official record permanently. | | 11/6/2018 |
| 53149 | Student Records: Grade Reports (Official Copy) Faculty grade reports. | Permanent | Registrar maintains the official record permanently. | | 11/6/2018 |
| 52991 | Student Records: Graduation Authorizations Includes graduation audits and related documents verifying completion of degree requirements. | 1 Year | After calendar year in which graduation is attained. | | 11/5/2018 |
| 53223 | Student Records: Placement Exams Including exams taken by students and prospective students to determine appropriate course enrollment. | 3 years | After exam, or after administrative value is served, whichever is later. | | 11/5/2018 |
| 52977 | Student Records: Student Coursework - Not Used for Grading Including correspondence, drafts and other course-related material that is not used in the computation of a final grade. | - | After administrative value has been served. | | 11/5/2018 |

**General Records Retention Schedule Issued to:
All Public Institutions of Higher Learning**

Schedule Number: GS-1049

| Record Series Number | Record Series Title and Description | Retention Period | Retention Remark | Legal Citation(s) | Approval Date |
|-----------------------------|--|-------------------------|--|--------------------------|----------------------|
| 53323 | Student Records: Student Coursework - Used for Grading: Community Colleges Including but not limited to: student assessments, tests, examinations, quizzes, papers, projects, blog postings, online discussion, multimedia reproductions of work or performances done for class assignments (e.g. photographs and audio recordings), and other working student data. This is material that, may be maintained in a course management system or third party platform by the instructor or by the educational unit, and leads to a grade and to a posting on the official student record of the registrar. | 1 Year | After semester in which course is taught, or after administrative value is served, whichever is later. | | 11/5/2018 |
| 52978 | Student Records: Student Coursework - Used for Grading: Universities Including but not limited to: student assessments, tests, examinations, quizzes, papers, projects, blog postings, online discussion, multimedia reproductions of work or performances done for class assignments (e.g. photographs and audio recordings), and other working student data. This is material that, may be maintained in a course management system or third party platform by the instructor or by the educational unit, and leads to a grade and to a posting on the official student record of the registrar. | 2 Years | After semester in which course is taught, or after administrative value is served, whichever is later. | | 11/5/2018 |
| 53180 | Student Records: Theses and Dissertations (Official Copy) | Permanent | Retain per Arizona Standards for Permanent Records. | | 11/27/2018 |



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



**General Records Retention Schedule Issued to:
Counties, Municipalities, Special Districts, State Agencies, Boards and Commissions
Historic Preservation Records**

**Schedule Number:
GS-1062**

- 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 General Schedule 000-12-62, dated July 3, 2012.**

| | |
|---|--|
| Records Analyst, Secretary of State: Richard Carroll | State Records Management Officer, Arizona State Archives & Records Management Center: Dr. Ted Hale |
| <i>Records Series Electronically Approved in RSM Database</i> | <i>Records Series Electronically Approved in RSM Database</i> |
| Assistant Director of Archives: Dennis Preisler, Ph.D. | Records Management Officer: |
| <i>Records Series Electronically Approved in RSM Database</i> | Records series approval on file |

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: 10/19/2018

General Records Retention Schedule Issued to:**Schedule Number: GS-1062****Counties, Municipalities, Special Districts, State Agencies, Boards and Commissions****Historic Preservation Records**

| Record Series Number | Record Series Title | Retention Period | Retention Remark | Legal Citation(s) | Approval Date |
|-----------------------------|---|-------------------------|--|--------------------------|----------------------|
| 20642 | 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. | ARS 39-101 | 7/3/2012 |
| 20643 | 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. | ARS 39-101 | 7/3/2012 |
| 20644 | 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. | ARS 39-101 | 7/3/2012 |
| 20645 | Historic Properties Receiving Reduced Property Taxes from the State Records Including inspection reports, audits, work papers, and other related records. | 5 Years | After annual audit/inspection of building condition completed. | | 7/3/2012 |
| 20646 | Historic Register Records, Research, Surveys and Reports Records on property listed in Historic Register. | Permanent | Preserve pursuant to ARS 39-101. | ARS 39-101 | 7/3/2012 |

General Records Retention Schedule Issued to:**Schedule Number: GS-1062****Counties, Municipalities, Special Districts, State Agencies, Boards and Commissions****Historic Preservation Records**

| Record Series Number | Record Series Title | Retention Period | Retention Remark | Legal Citation(s) | Approval Date |
|-----------------------------|---|-------------------------|---|--------------------------|----------------------|
| 20647 | Historic Register Records, Grant and Incentive Records for historic property owners | 5 Years | After final expenditure report submitted or audit completed, or after funding agency requirements are met, whichever is longer. | | 7/3/2012 |
| 20648 | Historic Register Records, 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. | ARS 39-101 | 7/3/2012 |
| 20649 | Historic Register Records, Conservation Easement Records | | After easement no longer in use. | | 7/3/2012 |
| 20650 | Historic Register Records, Historic Register Lists, Historic Context Reports, and Historic Significance and Integrity Assessment Reports | Permanent | Preserve pursuant to ARS 39-101. | ARS 39-101 | 7/3/2012 |



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



**General Records Retention Schedule Issued to:
All Arizona Counties, Municipalities and Special Districts
Housing Records**

**Schedule Number:
GS-1063 Rev. 1**

- 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 General Schedule 1063 dated October 19, 2018.**

| | |
|---|---|
| Records Analyst, Secretary of State: Helena LaPina | Arizona State Archivist: Laura Palma Blandford |
| <i>Records Series Electronically Approved in RSM Database</i> | <i>Records Series Electronically Approved in RSM Database</i> |
| Deputy Arizona State Archivist: Carlos Lopez | |
| <i>Records Series Electronically Approved in RSM Database</i> | |

Polly Rosenbaum State Archives and History Building

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Revised: 3/24/2022

General Records Retention Schedule Issued to:
All Arizona Counties, Municipalities and Special Districts
Housing Records

Schedule Number: CS-1063, Rev.1

| Record Series Number | Record Series Title | Retention Period | Retention Remark | Legal Citation(s) | Approval Date |
|-----------------------------|--|-------------------------|---|--------------------------|----------------------|
| 20651 | Capital Fund Grant Program Records. Including records by a 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 Years | After Federal fiscal year created | | 6/15/2012 |
| 20654 | Community Development Block Grant (CDBG) Records; Displacement, relocation, acquisition, and replacement of housing records (24 CFR 570.488; 24 CFR 570.606). | 5 Years | 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) | ARS 35.214 | 6/15/2012 |
| 20656 | Community Development Block Grant (CDBG) Records; Lead-based inspection and/or test reports. | 3 Years | 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) | 24 CFR 570.608 | 6/15/2012 |

General Records Retention Schedule Issued to:
All Arizona Counties, Municipalities and Special Districts
Housing Records

Schedule Number: CS-1063, Rev.1

| Record Series Number | Record Series Title | Retention Period | Retention Remark | Legal Citation(s) | Approval Date |
|-----------------------------|---|-------------------------|--|--------------------------|----------------------|
| 20652 | Community Development Block Grant (CDBG) Records; Local determination of eligibility (24 CFR 570.200). | 5 Years | 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) | ARS 35.214 | 6/15/2012 |
| 20655 | Community Development Block Grant (CDBG) Records; 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. | 5 Years | 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) | ARS 35.214 | 6/15/2012 |
| 20653 | Community Development Block Grant (CDBG) Records; Slum and blight area records including boundaries and conditions (24 CFR 570.208). | 5 Years | 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) | ARS 35.214 | 6/15/2012 |
| 20657 | Fraud Recoveries Program Judgment Records. Including amounts recovered, nature of judgment, amount of legal fees and expenses incurred (24 CFR 892.204). | 3 Years | After date of judgment (HUD recommendation) | HUD recommendation | 6/15/2012 |

General Records Retention Schedule Issued to:
All Arizona Counties, Municipalities and Special Districts
Housing Records

Schedule Number: CS-1063, Rev.1

| Record Series Number | Record Series Title | Retention Period | Retention Remark | Legal Citation(s) | Approval Date |
|-----------------------------|--|-------------------------|------------------------------|--------------------------|----------------------|
| 20659 | Home Investment Partnerships Program Records; Down Payment Assistance 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. | 5 Years | After recapture period ended | | 6/15/2012 |

**General Records Retention Schedule Issued to:
All Arizona Counties, Municipalities and Special Districts**

Schedule Number: CS-1063, Rev.1

Housing Records

| Record Series Number | Record Series Title | Retention Period | Retention Remark | Legal Citation(s) | Approval Date |
|-----------------------------|---|-------------------------|--|--------------------------|----------------------|
| 20660 | Home Investment Partnerships Program Records; Records covering displacement and acquisition. 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. | 5 Years | 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) | 24 CFR 92.508 | 6/15/2012 |

**General Records Retention Schedule Issued to:
All Arizona Counties, Municipalities and Special Districts**

Schedule Number: CS–1063, Rev.1

Housing Records

| Record Series Number | Record Series Title | Retention Period | Retention Remark | Legal Citation(s) | Approval Date |
|-----------------------------|--|-------------------------|--|--------------------------------|----------------------|
| 20658 | Home Investment Partnerships Program Records; Records referring to periods of affordability. 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. | 5 Years | After required period of affordability ended or after retention period required by contract is met (24 CFR 92.508) | 24 CFR 92.508 | 6/15/2012 |
| 20670 | Housing and Urban Development (HUD) Grant Records; all other records. | 3 Years | 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) | 7 CFR 3016.42; 24 CFR 85.42 | 6/15/2012 |
| 20669 | Housing and Urban Development (HUD) Grant Records; Down Payment Assistance Program records. | 5 Years | After recapture period ended | | 6/15/2012 |

**General Records Retention Schedule Issued to:
All Arizona Counties, Municipalities and Special Districts**

Schedule Number: CS-1063, Rev.1

Housing Records

| Record Series Number | Record Series Title | Retention Period | Retention Remark | Legal Citation(s) | Approval Date |
|-----------------------------|---|-------------------------|---|--|----------------------|
| 20664 | Housing Choice Voucher (Section 8) Housing Assistance Payments Program for Existing Housing; Applications, Notices to applicants, and Applicant responses retained in order to provide HUD with racial, ethnic, gender, and disability status. | 5 Years | After Federal fiscal year created or received | | 6/15/2012 |
| 20661 | Housing Choice Voucher (Section 8) Housing Assistance Payments Program for Existing Housing; Certifications, and relevant documentation, Rent reasonableness limitation records. | 3 Years | After Federal fiscal year created (24 CFR 882.106) | 24 CFR 882.106 | 6/15/2012 |
| 20663 | Housing Choice Voucher (Section 8) Housing Assistance Payments Program for Existing Housing; Complaints by families concerning compliance by owner with housing quality standards. | 3 Years | After Federal fiscal year received (24 CFR 882.211) | 24 CFR 882.211 | 6/15/2012 |
| 20662 | Housing Choice Voucher (Section 8) Housing Assistance Payments Program for Existing Housing; Lead-based paint inspection and/or test reports. | 3 Years | After date of report (24 CFR 882.109; 24 CFR 882.405; 24 CFR 882.211) | 24 CFR 882.109; 24 CFR 882.405; 24 CFR 882.211 | 6/15/2012 |

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Housing Records

Schedule Number: CS-1063, Rev.1

| Record Series Number | Record Series Title | Retention Period | Retention Remark | Legal Citation(s) | Approval Date |
|-----------------------------|---|-------------------------|--|--------------------------|----------------------|
| 20665 | Housing Choice Voucher (Section 8) Housing Assistance Payments Program for Existing Housing; 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 Years | After Federal fiscal year created or received | | 6/15/2012 |
| 20666 | Housing Choice Voucher (Section 8) Housing Assistance Payments Program for Existing Housing; 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 Years | After Federal fiscal year created or received | | 6/15/2012 |
| 20667 | Housing Choice Voucher (Section 8); Housing Assistance Payments Program for New Construction. Including race, ethnicity, gender and disability records of program beneficiaries. | 3 Years | After Federal fiscal year created (24 CFR 880.603) | 24 CFR 880.603 | 6/15/2012 |

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Schedule Number: CS-1063, Rev.1

| Record Series Number | Record Series Title | Retention Period | Retention Remark | Legal Citation(s) | Approval Date |
|-----------------------------|---|-------------------------|--|---|----------------------|
| 20668 | Housing Choice Voucher (Section 8); Housing Assistance Payments Program for Substantial Rehabilitation. Including race, ethnicity, gender and disability records of program beneficiaries. | 3 Years | After Federal fiscal year created (24 CFR 881.602; 24 CFR 880.603; 24 CFR 968.108) | 24 CFR 881.602; 24 CFR 880.603; 24 CFR 968.108 | 6/15/2012 |
| 20671 | Public Housing Assistance Payments Program Records, 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 Years | After Federal fiscal year created or received (24 CFR 882.209; 24 CFR 994.214; 24 CFR 886.321; 24 CFR 968.108) | 24 CFR 882.209; 24 CFR 994.214; 24 CFR 886.321; 24 CFR 968.108 | 6/15/2012 |
| 20673 | Public Housing Assistance Payments Program Records; Records on which units, common areas, exteriors, and child care facilities have been tested for lead-based paint; test results by location (24 CFR 965.709). | 3 Years | After Federal fiscal year created or received (HUD recommendation) | HUD recommendation | 6/15/2012 |
| 20672 | Public Housing Assistance Payments Program Records; Records that document the basis on which allowances for utilities and scheduled surcharges and revision are established and revised (24 CFR 965.473). | 3 Years | After Federal fiscal year created or received (HUD recommendation) | HUD recommendation | 6/15/2012 |

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Housing Records

| Record Series Number | Record Series Title | Retention Period | Retention Remark | Legal Citation(s) | Approval Date |
|-----------------------------|--|-------------------------|--|--------------------------|----------------------|
| 20677 | Public Housing Voucher Program Records; Applications, Notices to applicants, and applicant responses retained in order to provide HUD with racial, ethnic, gender, and disability status. | 5 Years | After Federal fiscal year created or received | | 6/15/2012 |
| 20674 | Public Housing Voucher Program Records; Applications, Notices to applications, and Applicant responses retained in order to provide HUD with racial, ethnic, gender and disability status. | 5 Years | After Federal fiscal year created (24 CFR 887.155) | 24 CFR 887.155 | 6/15/2012 |
| 20678 | Public Housing Voucher Program Records; Fully executed lease documents, Move-in inspection reports, Notices to tenants of lease violations, Notices of lease terminations, and evictions. | 3 Years | After move out date | | 6/15/2012 |
| 20675 | Public Housing Voucher Program Records; 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 Years | After Federal fiscal year created (HUD recommendation) | HUD recommendation | 6/15/2012 |

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Schedule Number: CS-1063, Rev.1

| Record Series Number | Record Series Title | Retention Period | Retention Remark | Legal Citation(s) | Approval Date |
|-----------------------------|--|-------------------------|--|--------------------------|----------------------|
| 20676 | Public Housing Voucher Program Records; 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 Years | After Federal fiscal year created or received (HUD recommendation) | HUD recommendation | 6/15/2012 |
| 20679 | Public Works Planning Records. Including accounting records for plan preparation (24 CFR 598.13). | 5 Years | After completion of plan or plan abandoned | | 6/15/2012 |
| 20680 | Rehabilitation Records- Down Payment Assistance Program records. Including Owner-Occupied Housing Rehabilitation Program and Rental Rehabilitation Program. | 5 Years | After recapture period ended | | 6/15/2012 |
| 20681 | Rehabilitation Records- All other records. Including Owner-Occupied Housing Rehabilitation Program and Rental Rehabilitation Program. | 5 Years | After lien removed from property | | 6/15/2012 |
| 20682 | Residential Homeownership Program Records. Necessary to calculate payments due to the commissioner (24 CFR 248.173). | 3 Years | After fiscal year of date of payment (HUD recommendation) | HUD recommendation | 6/15/2012 |

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Schedule Number: CS-1063, Rev.1

Housing Records

| Record Series Number | Record Series Title | Retention Period | Retention Remark | Legal Citation(s) | Approval Date |
|-----------------------------|--|-------------------------|--|--------------------------|----------------------|
| 20683 | 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 Years | After Federal fiscal year created or received (HUD recommendation) | HUD recommendation | 6/15/2012 |
| 20684 | Urban Homesteading Records- Financial records; Property disposition records, Supporting documents, Statistical records, and all other related records pertinent to the program. | 5 Years | After fee simple title has been conveyed to all homesteaders (24 CFR 590.25) | 24 CFR 590.25 | 6/15/2012 |
| 20685 | Urban Homesteading Records; Race, Ethnicity, Gender, and Disability records of program beneficiaries. | 5 Years | After calendar year created or received (HUD recommendation) | HUD recommendation | 6/15/2012 |



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



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

**Schedule Number:
GS-1006 Rev. 2**

- 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 General Schedule GS 1006, dated 0718/2016.**

| | |
|---|--|
| Records Analyst, Secretary of State: Richard Carroll | State Records Management Officer, Arizona State Archives & Records Management Center: Dr. Ted Hale |
| <i>Records Series Electronically Approved in RSM Database</i> | <i>Records Series Electronically Approved in RSM Database</i> |
| Assistant Director of Archives: Dennis Preisler, Ph.D. | |
| <i>Records Series Electronically Approved in RSM Database</i> | |

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: 10/25/2018

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

Schedule Number: GS-1006 Rev. 2

| Record Series Number | Record Series Title | Retention Period | Retention Remark | Legal Citation(s) | Approval Date |
|-----------------------------|---|-------------------------|--|--------------------------|----------------------|
| 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 #20719)). | 3 Years | After created or received. | | 10/31/2016 |
| 20687 | Alcohol/ Drug Testing Program Records, Cancelled or Negative Results Including commercial drivers' license (cdl) random drug records. | 1 Year | After created or received. | | 10/31/2016 |
| 20690 | Alcohol/ Drug Testing Program Records, Forms from previous employers Including commercial drivers' license (cdl) random drug records. | 3 Years | After received. | | 10/31/2016 |
| 20688 | Alcohol/ Drug Testing Program Records, Positive Results Including commercial drivers' license (cdl) random drug records. | 5 Years | After action taken in response to results is resolved. | | 10/31/2016 |
| 20689 | Alcohol/ Drug Testing Program Records, Records related to collection Including commercial drivers' license (cdl) random drug records. | 2 Years | After test given. | | 10/31/2016 |
| 20691 | Americans with Disabilities Act (ADA) Records Including requests for accommodation. | 3 Years | After completion of accomodation or case settled. | | 10/31/2016 |

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| Record Series Number | Record Series Title | Retention Period | Retention Remark | Legal Citation(s) | Approval Date |
|-----------------------------|---|-------------------------|---|--------------------------|----------------------|
| 20692 | Benefit Enrollment Records Including employee enrollment in medical, dental, life insurance, prepaid legal, beneficiary designation and other benefit options. | 5 Years | After employee terminated. 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. | | 10/31/2016 |
| 20693 | Civil Service / Merit Board / Personnel Board Records, Appeal Records Including appeal/hearing case records, exhibits, transcripts and other related records and excluding minutes. | 2 Years | After resolved. | | 10/31/2016 |
| 20694 | Civil Service / Merit Board / Personnel Board Records, Litigation Records Including appeal/hearing case records, exhibits, transcripts and other related records and excluding minutes. | 2 Years | After case closed. | | 10/31/2016 |

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| Record Series Number | Record Series Title | Retention Period | Retention Remark | Legal Citation(s) | Approval Date |
|-----------------------------|--|-------------------------|----------------------------------|--------------------------|----------------------|
| 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. | Permanent | Preserve pursuant to ARS 39-101. | ARS 39-101 | 10/31/2016 |
| 20696 | Classification/ Market Study Records Including studies and reports. | 1 Year | After superseded or obsolete. | | 10/31/2016 |
| 20697 | Declaration of Gifts Records, Elected and Appointed Officials | 3 Years | after term of office ended. | | 10/31/2016 |
| 20698 | Declaration of Gifts Records, All others | 5 Years | After filed. | | 10/31/2016 |
| 20699 | Department of Economic Security (DES) New Hire Reports (per ARS 23-722.01) | 1 Year | After submitted. | | 10/31/2016 |
| 20700 | Disability Records Including short-term and long-term disability. | 6 Years | After claim closed. | | 10/31/2016 |
| 20701 | Employee Consolidated Omnibus Budget Reconciliation Act (COBRA) Records, Decline Notice Records Including returned undeliverable notices. | 2 Years | After employee terminated. | | 10/31/2016 |

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| Record Series Number | Record Series Title | Retention Period | Retention Remark | Legal Citation(s) | Approval Date |
|----------------------|---|------------------|---|--------------------------------------|---------------|
| 20702 | Employee Consolidated Omnibus Budget Reconciliation Act (COBRA) Records, All others | 3 Years | After either benefits terminated or coverage rejected. | | 10/31/2016 |
| 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. 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 that the for the 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 Exposure Records may not be filed in the Employee Personnel File. | 29 CFR 1910.1020 (5)(i)(ii)(iii)(iv) | 10/31/2016 |

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|-----------------------------|--|-------------------------|---|--------------------------|----------------------|
| 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. For employees who have worked less than one year, see record series for Employee Medical Records Employed Less Than One Year. | 30 Years | After termination of employment. Employee Medical Records may not be filed in the Employee Personnel File. | 29 CFR 1910.1020 (6)(i) | 10/31/2016 |
| 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. | | Employer does not need to retain medical records if they are provided to the employee upon termination of employment. Employee Medical Records may not be filed in the Employee Personnel File. | 29 CFR 1910.1020 (6)(i) | 10/31/2016 |
| 20704 | Employee Personnel Records, Official copy For full-time, part-time, 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. | 5 Years | After employee terminated or term of office ended. Employee Medical Records may not be filed in the Employee Personnel File. | | 10/31/2016 |

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|-----------------------------|---|-------------------------|--|--------------------------|----------------------|
| 20705 | Employee Personnel Records, Supervisors' and Other Non-Official Copies For full-time, part-time, 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. | 6 Months | After employee terminated or transferred. Employee Medical Records may not be filed in the Employee Personnel File. | | 10/31/2016 |
| 20706 | Employee Personnel Records, Contract Employees For contract 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. | 6 Years | After contract expired, cancelled or revoked. Employee Medical Records may not be filed in the Contract Employee Personnel File. | | 10/31/2016 |
| 20707 | Employee Recognition Records | | After administrative value has been served. | | 10/31/2016 |
| 20708 | Employee Suggestion Program Records Including award program records. | | After administrative value has been served. | | 10/31/2016 |

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|-----------------------------|--|-------------------------|---|--------------------------|----------------------|
| 20709 | Employee Summary Records Listing of current and former employees including name, dates of employment and job titles used to answer job reference questions. | 15 Years | After employee terminated. | | 10/31/2016 |
| 20710 | Employee Survey / Questionnaire Records Including attitude surveys, selective certification surveys, salary surveys and other surveys not filed with specific program records. | | After administrative value has been served. | | 10/31/2016 |
| 20711 | Employee Tuition Refund Program Records | 3 Years | After fiscal year refund issued. 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. | | 10/31/2016 |

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| Record Series Number | Record Series Title | Retention Period | Retention Remark | Legal Citation(s) | Approval Date |
|-----------------------------|---|-------------------------|---|--------------------------|----------------------|
| 20712 | Examination Records, Booklets (Master Booklet, Including Development Documentation) and Oral Board Questions | 2 Years | After superseded or obsolete.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. | | 10/31/2016 |

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|-----------------------------|---|-------------------------|---|--------------------------|----------------------|
| 20713 | Examination Records, Answer Sheets | 1 Year | After test administered. 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. | | 10/31/2016 |

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|-----------------------------|--|-------------------------|---|--------------------------|----------------------|
| 20714 | Examination Records, Testing Administration Records Including lists of individuals scheduled for exam. | 1 Year | After scheduled test date. 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. | | 10/31/2016 |

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|----------------------|---|------------------|---|-------------------|---------------|
| 20715 | Examination Records, Oral Board Questions | 2 Years | After created or received. 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. | | 10/31/2016 |
| 20716 | Family Medical Leave Act (FMLA) Records, Certification of Health-Care Provider Forms Records and documents relating to medical certifications, re-certifications or medical histories of employees or employees' family members, created for purposes of FMLA, are required to be maintained as confidential medical records in separate files/ records from the usual personnel files. | 6 Months | After employee terminated. | 29 CFR 825.500 | 7/24/2017 |

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|----------------------|---|------------------|---|-------------------|---------------|
| 20717 | Family Medical Leave Act (FMLA) Records, All other records Including, but not limited to, records containing basic payroll and identifying employee data, including name, address, and occupation; rate or bases of pay and terms of compensation; daily or weekly hours worked per pay period; additions to or deductions from wages; and total compensation paid; dates FMLA leave is taken by FMLA eligible employees (available from time records, requests from leave); the hours of the leave if not a full day taken; copies of the notices of leave furnished to the employer under FMLA in writing; and benefits (including written or electronic) describing the employee's benefits or employer policies and practices regarding the taking of paid and unpaid leaves; premium payments of employee benefits; any documents (including written and electronic records) describing employee benefits or employer policies and practices regarding the taking of paid and unpaid leaves .leave request forms, supporting documentation and other non- medical related records. | 3 Years | After created, received or leave expired, whichever is later. Employee certification and health records must be retained separately from the Employee Personnel File. | 29 CFR 825.500 | 7/24/2017 |
| 20718 | Flexible Spending Account Records | 7 Years | After created or received. | | 10/31/2016 |
| 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 | | 10/7/2014 |

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| Record Series Number | Record Series Title | Retention Period | Retention Remark | Legal Citation(s) | Approval Date |
|-----------------------------|--|-------------------------|--|--------------------------|----------------------|
| 20720 | Group Insurance Records Including office copy explaining benefits and costs to employee based on contract with insurance carrier. | 1 Year | After superseded or obsolete. | | 10/31/2016 |
| 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. | 3 Years | After position filled or abandoned. | ARS 1-215 | 10/31/2016 |
| 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. | 2 Years 6 Months | After position filled or abandoned. | | 10/31/2016 |
| 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. | | 10/31/2016 |
| 20723 | Individual Employee Training Records, Law Enforcement Officers Including certificates of attendance and other related records. | 5 Years | After employee terminated. | | 10/31/2016 |
| 20724 | Individual Employee Training Records, All others Including certificates of attendance and other related records. | 3 Years | After training received. | | 10/31/2016 |

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|-----------------------------|---|-------------------------|--|--------------------------|----------------------|
| 20725 | Insurance Policies (Contract with Insurance company) | 6 Years | After expired, canceled or revoked. | | 10/31/2016 |
| 20728 | Investigation Records (From DMV), Routine Department of Motor Vehicles (DMV) Reports- No Major Infractions | 4 Years | After received or superseded, whichever is first. 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. | | 10/31/2016 |

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|-----------------------------|--|-------------------------|--|--------------------------|----------------------|
| 20729 | Investigation Records (From DMV), DMV Reports - Serious Infractions | | Transfer to personnel record. 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. | | 10/31/2016 |

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Schedule Number: GS-1006 Rev. 2

| Record Series Number | Record Series Title | Retention Period | Retention Remark | Legal Citation(s) | Approval Date |
|-----------------------------|--|-------------------------|--|--------------------------|----------------------|
| 20726 | Investigations of Personnel Matters, Sustained Including internal investigation records. | 5 Years | After employee terminated or investigation resolved or closed, whichever comes later. 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. | | 10/31/2016 |

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

Schedule Number: GS-1006 Rev. 2

| Record Series Number | Record Series Title | Retention Period | Retention Remark | Legal Citation(s) | Approval Date |
|----------------------|--|------------------|--|-------------------|---------------|
| 20727 | Investigations of Personnel Matters, Unsustained Including internal investigation records. | 5 Years | After investigation resolved or closed. 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. | | 10/31/2016 |
| 20731 | Job Announcements If filed separately from hiring/selection records. | 2 Years 6 Months | After position filled or abandoned. | | 10/31/2016 |

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

Schedule Number: GS-1006 Rev. 2

| Record Series Number | Record Series Title | Retention Period | Retention Remark | Legal Citation(s) | Approval Date |
|-----------------------------|---|-------------------------|---|--------------------------|----------------------|
| 20732 | Leave Records Including compassionate leave, donated leave, military leave and other related records. | 3 Years | After fiscal year created or received. 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. | | 10/31/2016 |
| 20733 | Life Insurance Paid Claims | 7 Years | After fiscal year claim paid. | | 10/31/2016 |
| 20734 | Merit Based Pay Funding Records | 2 Years | After created or received. | | 10/31/2016 |

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

Schedule Number: GS-1006 Rev. 2

| Record Series Number | Record Series Title | Retention Period | Retention Remark | Legal Citation(s) | Approval Date |
|-----------------------------|---|-------------------------|---|--------------------------|----------------------|
| 20735 | Multi-Lingual Testing Records | 2 Years | After test administered. | | 10/31/2016 |
| 20738 | Out-of-Class Assignment Reports | 3 Years | After created or received. | | 10/31/2016 |
| 20739 | Pay Plan/Salary Schedule/ Annual Salary Schedules Records | Permanent | Preserve pursuant to ARS 39-101. | ARS 39-101 | 10/31/2016 |
| 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). | 5 Years | After applicant not hired or employee terminated. | ARS 38-1101(N) | 3/10/2017 |
| 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). | 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) | 10/31/2016 |

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

Schedule Number: GS-1006 Rev. 2

| Record Series Number | Record Series Title | Retention Period | Retention Remark | Legal Citation(s) | Approval Date |
|-----------------------------|--|-------------------------|---|--------------------------|----------------------|
| 20742 | Position Descriptions Records describing established positions including information on title, series, grade, duties, and responsibilities. Also contains Position Description Questionnaire (pdqs). | 3 Years | After either superseded or position abolished, whichever comes first. | | 10/31/2016 |
| 20743 | Reduction in Force (RIF) Records Including computation documentation and recap summaries. | 5 Years | After RIF completed or abandoned. | | 10/31/2016 |
| 20744 | Requests for Classification of New Positions or Reclassification of Existing Positions Including salary advancement records. | 1 Year | After request acted upon. | | 10/31/2016 |
| 20745 | Requests for Verification of Employment | | After administrative value has been served. | | 10/31/2016 |
| 20746 | Retirement Benefits Records, Any State-Wide Retirement Fund Including Arizona State Retirement System (ASRS) and Public Safety Retirement System (PSRS) Records (including temporary hours' reports) Including self-insured public bodies. | 5 Years | After created or received. | | 10/31/2016 |
| 20747 | Retirement Benefits Records - Self-Funded Retirement Records Including self-insured public bodies. | 10 Years | After death of beneficiary. | | 10/31/2016 |

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

Schedule Number: GS-1006 Rev. 2

| Record Series Number | Record Series Title | Retention Period | Retention Remark | Legal Citation(s) | Approval Date |
|-----------------------------|--|-------------------------|-------------------------------|--------------------------|----------------------|
| 20748 | Retirement Systems Actuarial and Annual Reports | 1 Year | After published. | | 10/31/2016 |
| 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. | 1 Year | After verification completed. | | 10/31/2016 |
| 20750 | Special Work Assignment Records | 2 Years | After approved or denied. | | 10/31/2016 |
| 20751 | Statistical Listings of Employees | | After superseded or obsolete. | | 10/31/2016 |
| 20752 | Test Security Affidavits (School Districts and Charter Schools only) | 6 Years | After test administered. | | 10/31/2016 |
| 20753 | Unemployment Claims and Appeals Records | 2 Years | After action taken. | | 10/31/2016 |

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

Schedule Number: GS-1006 Rev. 2

| Record Series Number | Record Series Title | Retention Period | Retention Remark | Legal Citation(s) | Approval Date |
|-----------------------------|---|-------------------------|---|--------------------------|----------------------|
| 20758 | Union / Collective Bargaining Records, All Other Records (except minutes) | 1 Year | After created or received. | | 10/31/2016 |
| 20754 | Union / Collective Bargaining Records, Arbitration / Grievance Case Records | 8 Years | After case resolved. | | 10/31/2016 |
| 20755 | Union / Collective Bargaining Records, Collective Bargaining Agreements | Permanent | Preserve pursuant to ARS 39-101 | ARS 39-101 | 10/31/2016 |
| 20756 | Union / Collective Bargaining Records, Negotiation Records Including workbooks and signed articles but excluding minutes. | 8 Years | After created or received. | | 10/31/2016 |
| 20757 | Union / Collective Bargaining Records, Election Records | 6 Years | After election held. | | 10/31/2016 |
| 20759 | Unsolicited Applications | | After administrative value has been served. | | 10/31/2016 |

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

Schedule Number: GS-1006 Rev. 2

| Record Series Number | Record Series Title | Retention Period | Retention Remark | Legal Citation(s) | Approval Date |
|-----------------------------|--|-------------------------|---|--------------------------|----------------------|
| 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. | 30 Years | After employee terminated. 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. | | 10/31/2016 |

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

Schedule Number: GS-1006 Rev. 2

| Record Series Number | Record Series Title | Retention Period | Retention Remark | Legal Citation(s) | Approval Date |
|-----------------------------|---|-------------------------|--|--------------------------|----------------------|
| 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. | 6 Years | After event held. 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. | | 10/31/2016 |

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

Schedule Number: GS-1006 Rev. 2

| Record Series Number | Record Series Title | Retention Period | Retention Remark | Legal Citation(s) | Approval Date |
|-----------------------------|--|-------------------------|---|--------------------------|----------------------|
| 20762 | Workers' Compensation Records, State Agency, Board and Commission Records Agency copy, official copy at Department of Administration (ADOA). | 3 Years | After employee terminated. 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. | | 10/31/2016 |

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

Schedule Number: GS-1006 Rev. 2

| Record Series Number | Record Series Title | Retention Period | Retention Remark | Legal Citation(s) | Approval Date |
|----------------------|---|------------------|---|-------------------|---------------|
| 20763 | Workers' Compensation Records,, Billing Records (State Compensation Fund) Includes state compensation fund. | 5 Years | After created or received. Includes State Compensation Fund.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 #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. | | 10/31/2016 |

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

Schedule Number: GS-1006 Rev. 2

| Record Series Number | Record Series Title | Retention Period | Retention Remark | Legal Citation(s) | Approval Date |
|-----------------------------|---|-------------------------|--|--------------------------|----------------------|
| 20764 | Workers' Compensation Records, Denied Claims | 3 Years | After denied. 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. | | 10/31/2016 |

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Human Resources / Personnel Records

Schedule Number: GS-1006 Rev. 2

| Record Series Number | Record Series Title | Retention Period | Retention Remark | Legal Citation(s) | Approval Date |
|-----------------------------|--|-------------------------|--|--|----------------------|
| 20765 | Workers' Compensation Records, Reports of Industrial Injury | 5 Years | 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. | After created or received. Includes employer and supervisors' reports. | 10/31/2016 |

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

Schedule Number: GS-1006 Rev. 2

| Record Series Number | Record Series Title | Retention Period | Retention Remark | Legal Citation(s) | Approval Date |
|-----------------------------|--|-------------------------|---|--------------------------|----------------------|
| 20766 | Workers' Compensation Records, Case Records | 75 Years | After case closed. 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. | | 10/31/2016 |



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



**General Records Retention Schedule Issued to:
All Public Bodies
Information Technology (IT) Records**

**Schedule Number:
GS-1064**

- 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 General Schedule 000-12-41, dated May 1, 2012.**

| | |
|---|--|
| Records Analyst, Secretary of State: Richard Carroll | State Records Management Officer, Arizona State Archives & Records Management Center: Dr. Ted Hale |
| <i>Records Series Electronically Approved in RSM Database</i> | <i>Records Series Electronically Approved in RSM Database</i> |
| Assistant Director of Archives: Dennis Preisler, Ph.D. | Records Management Officer: |
| <i>Records Series Electronically Approved in RSM Database</i> | Records series approval on file |

RECORDS MANAGEMENT CENTER

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Revised: 9/13/2018

General Records Retention Schedule Issued to:
All Public Bodies
Information Technology (IT) Records

Schedule Number: GS-1064

| Record Series Number | Record Series Title | Retention Period | Retention Remark | Legal Citation(s) | Approval Date |
|-----------------------------|---|-------------------------|--|--------------------------|----------------------|
| 20767 | 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 Years | After system terminated or 3 years after superseded or obsolete, whichever is first. | | 5/1/2012 |
| 20768 | Backup Tape Library Records Including records about backup tapes but not the actual backup tapes. | 1 Year | After superseded or obsolete. | | 5/1/2012 |
| 20769 | Computer System Maintenance Records, Records related to system/ component repair or service 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. | | After system removed. | | 5/1/2012 |
| 20770 | Computer System Maintenance Records, Records related to backups or inventories 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. | | After superseded or obsolete. | | 5/1/2012 |

General Records Retention Schedule Issued to:
All Public Bodies
Information Technology (IT) Records

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| Record Series Number | Record Series Title | Retention Period | Retention Remark | Legal Citation(s) | Approval Date |
|-----------------------------|---|-------------------------|---|--------------------------|----------------------|
| 20771 | Conversion, Integration, and Migration Plan Records | 3 Years | After successful conversion completed. | | 5/1/2012 |
| 20772 | Data Model, Use Cases and Process Model Records | 3 Years | After superseded or obsolete. | | 5/1/2012 |
| 20773 | 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 Years | After completed, cancelled or abandoned. | | 5/1/2012 |
| 20774 | Distribution Lists If not needed to document recipients of emails sent by Public Body. | 1 Year | After superseded or obsolete. | | 5/1/2012 |
| 20775 | Enterprise Architecture Records Including system set-up and how hardware is linked. | 5 Years | After created or superseded, whichever comes first. | | 5/1/2012 |
| 20776 | Geographic Information Systems (GIS) Records, Data Layer Records, 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. | | 5/1/2012 |

General Records Retention Schedule Issued to:
All Public Bodies
Information Technology (IT) Records

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| Record Series Number | Record Series Title | Retention Period | Retention Remark | Legal Citation(s) | Approval Date |
|-----------------------------|---|-------------------------|--|--------------------------|----------------------|
| 20777 | Geographic Information Systems (GIS) Records, Data Layer Records, Unaltered data layers Unaltered or minimally altered data layers received from other agencies and commercial sources are reference records. | 3 Years | After received or when informational value has been served, whichever is later. | | 5/1/2012 |
| 20778 | Geographic Information Systems (GIS) Records, Data Layer Records, 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. | | 5/1/2012 |
| 20779 | Geographic Information Systems (GIS) Records, 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 Years | After superseded or obsolete. | | 5/1/2012 |
| 20780 | Geographic Information Systems (GIS) Records, See Management Records General Retention Schedule for All Public Bodies | | Retain for the same period as required for other forms of the same records series. | | 5/1/2012 |
| 20781 | Information Technology (IT) Configuration Management Records Including hardware configuration records. | 1 Year | After disposal of system. | | 5/1/2012 |

General Records Retention Schedule Issued to:
All Public Bodies
Information Technology (IT) Records

Schedule Number: GS-1064

| Record Series Number | Record Series Title | Retention Period | Retention Remark | Legal Citation(s) | Approval Date |
|-----------------------------|---|-------------------------|--|--------------------------|----------------------|
| 20782 | IT Capital Investment Records (including IT asset records and inventory records of IT equipment) Including hardware configuration records. | 3 Years | After superseded or obsolete. | | 5/1/2012 |
| 20783 | IT Operations / Productions Records, Transitory (short-term value) 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. | 2 Years | After created or received.. | | 5/1/2012 |
| 20784 | IT Operations / Productions Records, All other 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. | 2 Years | After production operations ceased or superseded, whichever comes first. | | 5/1/2012 |
| 20785 | 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. | | 5/1/2012 |

General Records Retention Schedule Issued to:
All Public Bodies
Information Technology (IT) Records

Schedule Number: GS-1064

| Record Series Number | Record Series Title | Retention Period | Retention Remark | Legal Citation(s) | Approval Date |
|----------------------|---|------------------|--|-------------------|---------------|
| 20786 | Master File Content Records, 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). | ARS 41-151.12 | 5/1/2012 |
| 20787 | Master File Content Records, 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. | | 5/1/2012 |
| 20788 | Master File Content Records, Format and Control Records configuration and setup files, installation and implementation procedures or instructions. | 3 Years | After superseded or obsolete. | | 5/1/2012 |
| 20789 | Problem Records for Software Infrastructure | 3 Years | After problem resolved. | | 5/1/2012 |

General Records Retention Schedule Issued to:
All Public Bodies
Information Technology (IT) Records

Schedule Number: GS-1064

| Record Series Number | Record Series Title | Retention Period | Retention Remark | Legal Citation(s) | Approval Date |
|-----------------------------|---|-------------------------|--|--------------------------|----------------------|
| 20790 | Security Records, Records related to maintaining the security of systems and data | 1 Year | After system superseded or obsolete. | | 5/1/2012 |
| 20791 | Security Records, Audit trail reports and records | 5 Years | After created or reported. | | 5/1/2012 |
| 20792 | Security Records, Computer security incident handling, reporting and follow-up records | 3 Years | After all follow-up actions completed. | | 5/1/2012 |
| 20793 | Security Records, Password/Security Authorization Records | 2 Years | After created or superseded, whichever is later. | | 5/1/2012 |
| 20794 | Security Records, Legal and Regulatory Compliance Records | 5 Years | After created or received. | | 5/1/2012 |
| 20795 | Security Records, Breach Notification Records | | See Management Records General Retention Schedule for All Public Bodies. | | 5/1/2012 |
| 20796 | Test and Certification Records Including files, scripts, or instructions. | 5 Years | After created or superseded, whichever comes first. | | 5/1/2012 |



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



General Records Retention Schedule Issued to:
All Public Bodies
Law Enforcement Records

Schedule Number:
GS-1031 Rev. 5

- 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 General Schedule GS 1031 Revision 4, dated 5/20/2021.**

| | |
|---|---|
| Records Analyst, Secretary of State: | Interim State Records Management Officer, Arizona State Archives & Records Management Center: Laura Palma-Blandford |
| <i>Records Series Electronically Approved in RSM Database</i> | <i>Records Series Electronically Approved in RSM Database</i> |
| Deputy Director of Archives: Laura Palma-Blandford | |
| <i>Records Series Electronically Approved in RSM Database</i> | |

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Revised: 1/4/2022

General Records Retention Schedule Issued to:
All Public Bodies
Law Enforcement Records

Schedule Number:
GS-1031, Rev. 5

| Record Series Number | Record Series Title | Retention Period | Retention Remark | Legal Citation(s) | Approval Date |
|----------------------|--|--------------------------------|--|-------------------|---------------|
| 20829 | Accreditation / Standards Records Includes standards from law enforcement professional organizations such as the Commission on Accreditation for Law Enforcement Agencies (CALEA). | – | After superseded or obsolete. | | 9/28/2017 |
| 20821 | Arizona Criminal Justice Information System (ACJIS) Records: Not Attached to Case 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. | 30 Days | After creation of record. | | 9/28/2017 |
| 20836 | Booking / Jail / Detention Facility Records: Adult / Juvenile Held with Departmental Report Adult / Juvenile Records may include arrest records, juvenile referrals, mug shot photos and other related records. | – | Filed with Crime Report and Investigation Records. | | 9/28/2017 |
| 20837 | Booking / Jail / Detention Facility Records: Adult Not Held with Departmental Report Adult / Juvenile Records may include arrest records, juvenile referrals, mug shot photos and other related records. | 10 Years | After date of last contact. | | 9/28/2017 |
| 20838 | Booking / Jail / Detention Facility Records: Juvenile Not Held with Departmental Report Adult / Juvenile Records may include arrest records, juvenile referrals, mug shot photos and other related records. | Until juvenile's 18th birthday | Retention begins on date of referral or arrest. | | 9/28/2017 |

General Records Retention Schedule Issued to:
All Public Bodies
Law Enforcement Records

Schedule Number:
GS-1031, Rev. 5

| Record Series Number | Record Series Title | Retention Period | Retention Remark | Legal Citation(s) | Approval Date |
|----------------------|---|------------------|---|-------------------|---------------|
| 20817 | Civil Citation Records May include voided / damaged original citations, parking citations and equipment repair orders / warnings for violations, and other related records. | 30 Days | Retention begins when case is closed. | | 3/5/2021 |
| 20830 | 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. | | 10/2/2017 |
| 20833 | Community Program Records: All Other Records May include Block Watch / Woods Watch, Volunteer Information, Citizens' Police Academy, Victim Support Services, Bicycle Registration, and other related records. | 30 Days | After calendar year created. | | 10/2/2017 |
| 20832 | Community Program Records - Renewable or Time Limited Records May include Block Watch / Woods Watch, Volunteer Information, Citizens' Police Academy, Victim Support Services, Bicycle Registration, and Other Related Records. | 30 Days | After calendar year superseded or obsolete. | | 10/2/2017 |
| 20842 | Crime Laboratory Records Records may include crime lab reports not associated with a case. QAS Records. | 99 Years | After created or received. | | 10/2/2017 |

General Records Retention Schedule Issued to:
All Public Bodies
Law Enforcement Records

Schedule Number:
GS-1031, Rev. 5

| Record Series Number | Record Series Title | Retention Period | Retention Remark | Legal Citation(s) | Approval Date |
|----------------------|--|------------------|--|-------------------|---------------|
| 20841 | 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 Year | After calendar year created. | | 10/2/2017 |
| 20808 | Crime Reports and Investigation Records: Felonies, Sex Offenses (May Include Sex Offender Registry or Other Sex Offense Related Records) Includes an Incident Report (IR) or 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. | 109 Years | After calendar year crime report created. | | 10/2/2017 |
| 20815 | Crime Reports and Investigation Records: Traffic / Watercraft Accident Reports, Property Damage / Injury, All Other Records Includes an Incident Report (IR) or 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. | 5 Years | After calendar year incident report created. | | 10/2/2017 |
| 20810 | Crime Reports and Investigation Records: Felonies, All Other Felonies Includes an Incident Report (IR) or 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. | 25 Years | After calendar year crime report created. | | 10/2/2017 |

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| Record Series Number | Record Series Title | Retention Period | Retention Remark | Legal Citation(s) | Approval Date |
|----------------------|---|------------------|---|-------------------|---------------|
| 20809 | Crime Reports and Investigation Records: Felonies, and Other Serious Offenses as Defined by ARS 13-706(F)(1) Includes an Incident Report (IR) or 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. | 99 Years | After calendar year crime report created. | | 10/2/2017 |
| 20807 | Crime Reports and Investigation Records: Felonies, Murder, 1st and 2nd Degree Murder, Manslaughter and Negligent Homicide Records Includes an Incident Report (IR) or 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. | Permanent | Transfer to State Archives 99 years after calendar year crime report created. | | 12/11/2017 |
| 20813 | Crime Reports and Investigation Records: Juvenile Referrals Includes an Incident Report (IR) or 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. | – | Retention begins on date of referral or arrest and ends on their 18th birthday. | | 10/2/2017 |
| 20811 | Crime Reports and Investigation Records: Misdemeanors Includes an Incident Report (IR) or 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. | 10 Years | After calendar year crime report created. | | 10/2/2017 |

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|----------------------|---|------------------|--|-------------------|---------------|
| 20812 | Crime Reports and Investigation Records: Petty Offenses Includes an Incident Report (IR) or 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. Defined as any criminal offense in which a fine only may be levied (no jail time). | 3 Years | After calendar year crime report created. | | 10/2/2017 |
| 20814 | Crime Reports and Investigation Records: Traffic / Watercraft Accident Reports, Property Damage / Injury - Fatalities Not Resulting in Criminal Charges Includes an Incident Report (IR) or 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. | 10 Years | After calendar year incident report created. | | 10/2/2017 |
| 20827 | Departmental Records / Logs / Administrative Records May include alarm permits and assessments, crime information bulletins, supervisor inspection records, citizen ride-along records, letters of clearance, pawn transactions, permits such as parade, oversized vehicle and event, code enforcement, property and impound records, impound hearing records, property release forms, chain of custody of evidence records, patrol / duty rosters, briefing information, radar logs, license plate reader (LPR) logs, and other related records. | 1 Year | After calendar year created. | | 10/2/2017 |

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|----------------------|---|--|---|-------------------|---------------|
| 20816 | Forfeiture Records Includes seizure / forfeiture records. | 10 Years | After calendar year created. | | 10/2/2017 |
| 20826 | Homeland Security Records Includes reports and logs. | 10 Years | After calendar year created. | | 10/2/2017 |
| 20835 | 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 and subject to 28 CFR Part 23. | Retention begins when record is created. | | 10/2/2017 |
| 53162 | Juvenile Pre-Diversion Records May include non-violent Class 6, Class 5 and Class 4 Felonies, misdemeanors, police reports, petty offenses, notice of violations, and other supporting documentation. | 1 Year | After successful completion of diversion program. If program not completed then file records with appropriate juvenile case record. | | 9/12/2019 |

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| 53160 | Law Enforcement Recordings: Evidentiary Recordings These recordings have been determined to have content relevant to an investigation or prosecution. (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.) | Until final disposition of underlying matter. Disposition includes declination of prosecution, dismissal, sentencing, and expiration of statute of limitations. | Retention begins on the date of the recording. | | 12/18/2017 |
| 53161 | Law Enforcement Recordings: Non-Evidentiary Recordings All other law enforcement recordings. | 185 Days | Retention begins on the date of recording. Note: These recordings may be retained longer at the state or local agency's discretion. | | 10/2/2017 |
| 20823 | Miscellaneous Records May include ACJIS Terminal Operator Certifications (TOC), Federal Bureau of Investigation (FBI) audits, missing persons reports not contained in a case report, abandoned vehicles, field investigation (FI) cards, alarm reports, tips and leads, vacation property watch records, teletypes, missing person notices, and other related records. | 30 Days | After created. | | 10/2/2017 |
| 20824 | Orders of Protection Service and Tracking Records | 2 Years | After served, canceled or expired without being served. | | 10/2/2017 |

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| 20839 | Other Booking / 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. | | 10/2/2017 |
| 20831 | Permanent Historical Law Enforcement Records May include one-time events with historical value, operations plans, documents, videos, promotions, retirements and proclamations. | Permanent | Preserve pursuant to ARS §39-101. Transfer to State Archives after administrative or reference value has been served. Note: State Archivist reserves the right to make a final determination regarding the historical status of records. | ARS §39-101 | 12/18/2017 |
| 20828 | Police Department Strategic Plans | Until superseded or obsolete | Start of retention begins when plan is adopted. | | 12/11/2017 |
| 53218 | Professional Standards / Internal Affairs Records: All Other Records May include critical incident reviews, use of force, weapons deployments, and other related records. | 3 Years | After review is completed. | | 12/21/2017 |

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|----------------------|--|---------------------------|---|-------------------|---------------|
| 20834 | Professional Standards / Internal Affairs Records: Sustained Finding(s) Resulting in Discipline May include critical incident reviews, use of force, weapons deployments, and other related records. | 5 Years | After discipline has ended. | | 1/4/2022 |
| 20840 | Service Animal Records Service animal deployment, tracking and medical records. | 2 Years | After service animal retired. | | 10/2/2017 |
| 20820 | Warrant Records: Warrant Service and Tracking Records | 2 Years | After canceled or served. | | 10/2/2017 |
| 20819 | Warrant Records: Warrants | Until canceled or served. | Retention begins upon receipt of warrant. | | 10/2/2017 |



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



General Records Retention Schedule Issued to:
All Public Bodies
Legal Records

Schedule Number:
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- 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 General Schedule 1030 Rev. 2 dated December 03, 2020.**

| | |
|---|---|
| Records Analyst, Secretary of State: Helena LaPina | Arizona State Archivist: Laura Palma Blandford |
| <i>Records Series Electronically Approved in RSM Database</i> | <i>Records Series Electronically Approved in RSM Database</i> |
| Deputy Arizona State Archivist: Carlos Lopez | |
| <i>Records Series Electronically Approved in RSM Database</i> | |

Polly Rosenbaum State Archives and History Building

1901 W. Madison St. • Phoenix, Arizona 85009 • Home Page: <http://www.azlibrary.gov/records> • Phone: (602) 926-3815 • E-Mail: records@azlibrary.gov

Revised: 3/30/2022

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| Record Series Number | Record Series Title | Retention Period | Retention Remark | Legal Citation(s) | Approval Date |
|-----------------------------|---|-------------------------|--|--------------------------------------|----------------------|
| 53107 | Civil Records: Civil Asset Forfeiture Cases: Concluded by Settlement Agreement, Judgement, or Verdict. | 5 Years | After date of final judgment. | | 4/30/2019 |
| 53108 | Civil Records: Civil Asset Forfeiture Cases: Submitted and Turned Down with No Expectation of Prosecution. | 3 Years | After date turned down. | | 5/1/2019 |
| 53073 | Civil Records: Long Term Reference Matter Records. Including but not limited to, records related to environmental litigation and remediation. | 99 Years | After final disposition of case. Review at time of disposition to determine if further retention is warranted. | 42 U.S. Code 9607; A.R.S. 49-285(A). | 7/2/2019 |
| 53077 | Civil Records: Routine Matter Records: Legal Advice Records. Including but not limited to: administrative hearings, bankruptcy, bid disputes, bond forfeitures, chronological files, commitment cases, condemnation, correspondence, employment law, enforcement actions, fair housing, forcible detainers, garnishments, general litigation, interpleader, investigations, liability defense Self-Insured Retention (SIR), licensing, privilege license tax, orders to show cause, research, tort, public fiduciary, reference and example records, revenue and collection records, tax appeal, tax condemnation and zoning, waivers of conflicts of interest. | 5 Years | After advice given or when administrative value has been served, whichever is later. | | 7/2/2019 |

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| Record Series Number | Record Series Title | Retention Period | Retention Remark | Legal Citation(s) | Approval Date |
|----------------------|---|------------------|---|-------------------|---------------|
| 53078 | Civil Records: Routine Matter Records: Litigation Records. Including but not limited to: administrative hearings, bankruptcy, bid disputes, bond forfeitures, chronological files, condemnation, employment law, enforcement actions, fair housing, forcible detainers, garnishments, general litigation, interpleader, investigations, liability defense Self-Insured Retention (SIR), licensing, privilege license tax, orders to show cause, tort, public fiduciary, reference and example records, revenue and collection records, tax appeal, tax condemnation and zoning. | 5 Years | After final disposition of case. | | 7/2/2019 |
| 53079 | Civil Records: Short Term Reference Matter Records. Including but not limited to: AHCCCS eligibility, bond approval, foreclosure cases, escheats, judgments and school district boundary change records. | 3 Years | After final disposition of the matter or case. | | 7/2/2019 |
| 53398 | Criminal Prosecution Records: Bad Check Records: Case Records: General. Includes cases with and without complaint and criminal complaint records (work copies). | 1 Year | After final disposition of case or after notification of death of the defendant, whichever comes first. | | 5/3/2019 |
| 53083 | Criminal Prosecution Records: Bad Check Records: Case Records: Restitution Accounting Records and Reports. | 3 Years | After final restitution payment is made, but not less than 3 years from final disposition of associated case. | | 5/1/2019 |

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| Record Series Number | Record Series Title | Retention Period | Retention Remark | Legal Citation(s) | Approval Date |
|-----------------------------|---|-------------------------|---|--------------------------|----------------------|
| 53081 | Criminal Prosecution Records: Bad Check Records: Case Records with Complaint. | 1 Year | After final disposition of case. | | 4/30/2019 |
| 53082 | Criminal Prosecution Records: Bad Check Records: Case Records: Without Complaint. | 1 Year | After final disposition of case and final restitution is paid or after notification of death, whichever comes first. | | 4/30/2019 |
| 53166 | Criminal Prosecution Records: Cases Not Filed. | - | Follow the relevant Criminal Prosecution Records retention for these records. | | 9/12/2019 |
| 53084 | Criminal Prosecution Records: Cases with Death Penalty Verdict/Sentence. Including defendant on death row, defendant executed, defendant dies of natural causes prior to execution, and defendant is re-sentenced to life lesser term or overturned. | 100 Years | Then review for historical status. If historically significant consult with Archives to determine final disposition. | | 7/2/2019 |
| 53085 | Criminal Prosecution Records: Completed Cases: Class 1 Felonies. | 35 Years | After the date the case is closed/end of the sentence imposed or after notification of death of the defendant, whichever comes first. | | 5/1/2019 |

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| Record Series Number | Record Series Title | Retention Period | Retention Remark | Legal Citation(s) | Approval Date |
|-----------------------------|--|-------------------------|---|-----------------------------------|----------------------|
| 53086 | Criminal Prosecution Records: Completed Cases: Class 2-6 Felonies. | 10 Years | After the date the case is closed/end of the sentence imposed or after notification of death of the defendant, whichever comes first. | Federal Rules of Evidence, 404(b) | 5/1/2019 |
| 53087 | Criminal Prosecution Records: Completed Cases: Domestic Violence, Driving Under the Influence and Misdemeanors. | 1 Year | After the date the case is closed/end of the sentence imposed. | | 5/1/2019 |
| 53088 | Criminal Prosecution Records: Completed Cases: Homicides. | 100 Years | Then review for historical status. If historically significant consult with Archives to determine final disposition. | ARS 13-1101 | 7/2/2019 |
| 53089 | Criminal Prosecution Records: Completed Cases: Misdemeanor and Petty Offenses. | 1 Year | Date the case is closed/end of the sentence imposed or after notification of death of the defendant, whichever comes first. | | 5/3/2019 |

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| Record Series Number | Record Series Title | Retention Period | Retention Remark | Legal Citation(s) | Approval Date |
|-----------------------------|--|-------------------------|--|--------------------------|----------------------|
| 53090 | Criminal Prosecution Records: Completed Cases: Sex Crime Felonies. Including but not limited to sexually violent persons cases. | 35 Years | After the date the case is closed/ end of the sentence imposed or after notification of death of the defendant, whichever comes first. | | 5/9/2019 |
| 53091 | Criminal Prosecution Records: Dismissals with Prejudice and Acquittals: Class 1 Felonies. | 10 Years | After order of dismissal. | | 5/1/2019 |
| 53092 | Criminal Prosecution Records: Dismissals with Prejudice and Acquittals: Class 2-6 Felonies. Excepting Homicides and Sex Crimes. | 7 Years | After order of dismissal. | | 5/1/2019 |
| 53093 | Criminal Prosecution Records: Dismissals with Prejudice and Acquittals: Diversion Dismissals. | - | Retain per the statute of limitations for the offense or after notification of death of the defendant, whichever comes first. | | 7/3/2019 |
| 53094 | Criminal Prosecution Records: Dismissals With Prejudice and Acquittals: Misdemeanor and Petty Offenses | 1 year | After order of dismissal. | | 4/30/2019 |

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| 53095 | Criminal Prosecution Records: Dismissals with Prejudice and Acquittals: Sex Crime Felonies. | 35 Years | After the date the case is closed/ end of the sentence imposed or after notification of death of the defendant, whichever comes first. | Federal Rules of Evidence, 404(c) | 4/30/2019 |
| 53096 | Criminal Prosecution Records: Dismissals without Prejudice, Dismissals with Plea and No True Bills: Class 1 Felonies. | - | Equal to the statute of limitations for the offense. | | 5/2/2019 |
| 53097 | Criminal Prosecution Records: Dismissals without Prejudice, Dismissals with Plea and No True Bills: Class 2-3 Felonies. | 7 Years | After order of dismissal. | | 5/1/2019 |
| 53098 | Criminal Prosecution Records: Dismissals without Prejudice, Dismissals with Plea and No True Bills: Class 4-6 Felonies. | 7 Years | After order of dismissal. | | 7/3/2019 |

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|-----------------------------|--|-------------------------|--|--------------------------|----------------------|
| 53100 | Criminal Prosecution Records: Dismissals without Prejudice, Dismissals with Plea and No True Bills: Sex Crime Offenses. | 35 Years | After the date the case is closed/ end of the sentence imposed or after notification of death of the defendant, whichever comes first. | | 5/1/2019 |
| 53099 | Criminal Prosecution Records: Dismissals without Prejudice, No True Bills: Misdemeanors and Petty Offenses. | 1 Year | After order of dismissal. | ARS 13-107 (G) | 5/1/2019 |
| 53101 | Criminal Prosecution Records: Electronic Interception Records Rejected by Court for Lack of Probable Cause. | 7 Years | After date of court ruling. | | 5/2/2019 |

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|-----------------------------|---|-------------------------|--|--------------------------|----------------------|
| 53102 | General Records: All Historically Significant or Landmark Case Files. | Permanent | Retain per Arizona Standards for Permanent Records or transfer to State Archives when administrative value has been served. Final determination of historically significant status and permanent retention is at the discretion of the State Archives. | | 5/3/2019 |
| 53103 | General Records: Appellate Cases to State Supreme Court, State Court of Appeals, or 9th Circuit Court of Appeals - Brief Bank. Including trial motions and memorandums with useful legal research. | 10 Years | Or until administrative value has been served. | | 8/26/2019 |

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| 53104 | General Records: Arrest Records. | - | Retain in office 2 years after calendar year of arrest, and then return original documents to police department or approved records management center for further retention according to the Law Enforcement Records schedule. | | 5/1/2019 |
| 53109 | General Records: Evidence Destruction. | - | Retain until notice received from prosecuting agency of the final disposition of all related cases. | | 5/9/2019 |
| 53110 | General Records: Extraditions: Contested. | 5 Years | After final disposition of case. | | 7/3/2019 |
| 53111 | General Records: Extraditions: Uncontested. | 1 Year | After final disposition of case. | | 7/3/2019 |

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| 53112 | General Records: Formal Legal Opinions. | 10 Years | From the date of the issuance of the opinion. | | 5/3/2019 |
| 53113 | General Records: Investigations. Including non-custodial police report reviews and intelligence files of continuing value (non-temporary). | 5 Years | After decision made to decline, forward or prosecute. | | 5/3/2019 |
| 53114 | General Records: Mediation Agreement Records. | 7 Years | After mediation agreement completed or abandoned. | | 1/19/2022 |
| 53115 | General Records: Mental Competency. Non-restorable. | 10 Years | From the last day of court ordered treatment or denial of petition. | | 8/15/2019 |
| 53116 | General Records: Post-Conviction Relief (PCR) Records: All Other Cases. Including client sign-in sheets and trust fund records. | 4 Years | From the date the case is closed/end of the sentence imposed. | | 5/3/2019 |
| 53117 | General Records: Post-Conviction Relief (PCR) Records: All Other Felonies. Including client sign-in sheets and trust fund records. | 10 Years | After final disposition of case or discharged from probation, whichever is later; or after notification of death. | | 5/3/2019 |

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| 53118 | General Records: Post-Conviction Relief (PCR) Records: Appeals. Excepting death penalty, homicide or lifetime probation. Including client sign-in sheets and trust fund records. | 5 Years | After appellate decision or 2 years after sentence completed or discharged from probation, whichever is later; or after notification of death, whichever comes first. | | 5/3/2019 |
| 53119 | General Records: Post-Conviction Relief (PCR) Records: Bench Warrants. Including client sign-in sheets and trust fund records. | - | After date of administrative order dismissing warrant or after notification of death, whichever comes first. | | 5/3/2019 |
| 53120 | General Records: Post-Conviction Relief (PCR) Records: Death Penalty, Homicides and Lifetime Probation Including client sign-in sheets and trust fund records. | - | After notification of death. | | 5/1/2019 |
| 53122 | General Records: Post-Conviction Relief (PCR) Records: Dismissals: Class 2-6 Felony. Including client sign-in sheets and trust fund records. | 7 Years | After dismissal order issued. | | 5/1/2019 |
| 53123 | General Records: Post-Conviction Relief (PCR) Records: Dismissals: Misdemeanor. Including client sign-in sheets and trust fund records. | 1 Year | After dismissal order issued. | | 5/1/2019 |

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| 53124 | General Records: Post-Conviction Relief (PCR) Records: Dismissals: Petty Offenses. Including client sign-in sheets and trust fund records. | 6 Months | After dismissal order issued. | | 5/1/2019 |
| 53125 | General Records: Post-Conviction Relief (PCR) Records: Involuntary Committal Records. Including client sign-in sheets and trust fund records. | 5 Years | After final disposition of case or after notification of death, whichever comes first. | | 5/1/2019 |
| 53126 | General Records: Post-Conviction Relief (PCR) Records: Misdemeanors: All Others. Including client sign-in sheets and trust fund records. | 2 Years | After final disposition of case or discharged from probation, whichever is later; or after notification of death. | | 5/1/2019 |
| 53127 | General Records: Post-Conviction Relief (PCR) Records: Misdemeanors: DUI. Including client sign-in sheets and trust fund records. | 7 Years | After final disposition of case or discharged from probation, whichever is later; or after notification of death. | | 5/1/2019 |
| 53128 | General Records: Post-Conviction Relief (PCR) Records: Sex Crime Cases. Including client sign-in sheets and trust fund records. | 35 Years | After final disposition of case or after notification of death, whichever comes first. | | 5/2/2019 |
| 53129 | Juvenile Case Records: Adoption Records: Attorney Files. Including work papers. | 7 Years | After calendar year of final disposition of case. | ARS 8-120 | 7/2/2019 |

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| 53130 | Juvenile Case Records: Adoption Records: Other Records. This record series includes material other than attorney files, that are not filed in or in the possession of a court. | 99 Years | After calendar year of final disposition of case. | ARS 8-120 | 7/2/2019 |
| 53167 | Juvenile Case Records: Cases Not Filed. | 60 Days | From date submitted. After 60 days, return submittal documents to originating law enforcement agency. | | 5/1/2019 |
| 53131 | Juvenile Case Records: Child Support Records. | 4 Years | After youngest child's 18th birthday, court order of dismissal, court closing or settlement, whichever comes first. | | 5/13/2019 |
| 53132 | Juvenile Case Records: Juvenile Civil Case Records. Including appeals and dependency / severance cases. | 7 Years | After the youngest minor involved reaches the age of majority. | | 7/22/2019 |
| 53134 | Juvenile Case Records: Juvenile Delinquency Work Records: DUI. Including petition / disposition for prosecuted cases. | - | When juvenile reaches 25 years of age or after notification of death of juvenile, whichever comes first. | | 7/2/2019 |

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| 53135 | Juvenile Case Records: Juvenile Delinquency Work Records: Felonies/ARS 13-501 Offenses. Including petition / disposition for prosecuted cases. | - | When juvenile reaches 30 years of age, after rights restored or after notification of death of juvenile, whichever comes first. | ARS 13-501 | 5/9/2019 |
| 53133 | Juvenile Case Records: Juvenile Delinquency Work Records: Misdemeanors and Citations. Including petition / disposition for prosecuted cases. | 1 Year | After final disposition of case or after notification of death of juvenile, whichever comes first. | | 5/9/2019 |
| 53136 | Juvenile Case Records: Litigation and Claim Records involving Minor Children. | 20 Years | After date of birth of minor child. | | 5/13/2019 |
| 53137 | Juvenile Case Records: Traffic Work Records. | - | After juvenile reaches 19 years of age. | | 8/15/2019 |
| 53138 | Mental Health Case Records: Mental Health Case Files. | 5 Years | After last court ordered treatment. | | 5/3/2019 |
| 53139 | Victim / Witness Records: Intake Sheets. | 2 Years | After calendar year created or received. | | 5/3/2019 |

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|-----------------------------|--|-------------------------|--|--------------------------|----------------------|
| 53140 | Victim / Witness Records: Post-Conviction Notifications. | 2 Years | After created or received. | | 5/1/2019 |
| 53141 | Victim / Witness Records: Property Case Records. | - | After final disposition of case. | | 5/1/2019 |
| 53142 | Victim / Witness Records: Victim Compensation Program Records: Approved Including applications and board decisions. | 25 Years | After application is approved. | | 5/1/2019 |
| 53143 | Victim / Witness Records: Victim Compensation Program Records: Denied or Incomplete. Including applications and board decisions. | 3 Years | After denied or after date of receipt of non-processed claims. | | 5/1/2019 |
| 53145 | Victim / Witness Records: Victim Services Field Case and Witness Records: Class 1 Felonies. | 25 Years | After final disposition of case. | | 5/1/2019 |
| 53144 | Victim / Witness Records: Victim Services Field Case and Witness Records: Other Offenses (Non Class 1 Felonies). Includes juvenile victim/witness records. | 5 Years | After final disposition of case. | | 5/1/2019 |

General Records Retention Schedule Issued to:
All Public Bodies
Legal Records

Schedule Number: GS 1030 Rev. 3

| Record Series Number | Record Series Title | Retention Period | Retention Remark | Legal Citation(s) | Approval Date |
|-----------------------------|--|-------------------------|--|--------------------------|----------------------|
| 53146 | Victim / Witness Records: Witness Client Records: All Others. | 5 Years | After final disposition of case. | | 5/1/2019 |
| 53147 | Victim / Witness Records: Witness Client Records: First Degree Homicides. | 15 Years | After final disposition of case. | | 5/1/2019 |
| 53396 | Victim/Witness Records: Miscellaneous Records. Including intake sheets, post-conviction notifications and property case records. | - | Follow the relevant Criminal Prosecution Records retention for these records. | | 5/13/2019 |
| 53397 | Victim/Witness Records: Victim Services Field Case Records: Juvenile Delinquency Proceedings. Not specifically addressed. | - | Follow the relevant Juvenile Case Records retention for Juvenile felony and misdemeanor delinquency proceedings. | | 5/9/2019 |



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



General Records Retention Schedule Issued to:
All Public Bodies
Library Records

Schedule Number:
GS-1035 Rev. 3

- 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 General Schedule 1035 Rev.2 dated November 24, 2020.**

| | |
|---|---|
| Records Analyst, Secretary of State: Helena LaPina | Arizona State Archivist: Laura Palma Blandford |
| <i>Records Series Electronically Approved in RSM Database</i> | <i>Records Series Electronically Approved in RSM Database</i> |
| Deputy Arizona State Archivist: Carlos Lopez | |
| <i>Records Series Electronically Approved in RSM Database</i> | |

Polly Rosenbaum State Archives and History Building

1901 W. Madison St. • Phoenix, Arizona 85009 • Home Page: <http://www.azlibrary.gov/records> • Phone: (602) 926-3815 • E-Mail: records@azlibrary.gov

Revised: 3/25/2022

General Records Retention Schedule Issued to:
All Public Bodies
Library Records

Schedule Number: GS 1035 Rev. 3

| Record Series Number | Record Series Title | Retention Period | Retention Remark | Legal Citation(s) | Approval Date |
|-----------------------------|--|-------------------------|--|--------------------------|----------------------|
| 10503 | Book Discussion Group Records. Includes records of books checked out for book discussion groups. | 1 Year | After created or received. | | 12/29/2015 |
| 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. | | 12/29/2015 |
| 10505 | Borrowers / Cardholders / Visitor Registration Records. Includes records for users of public access computers. | | After expired, updated or obsolete. | | 12/29/2015 |
| 10506 | Catalog of Collection Holdings. Includes shelf lists. | | After item referred to is removed from the collection. | | 12/29/2015 |
| 10508 | Circulation Records - Book Title and/or Author Specific. | | After administrative value has been served. | | 12/29/2015 |
| 10507 | Circulation Records - Borrower Specific. Confidential pursuant to ARS 41-151.22. | | After administrative value has been served. | ARS 41-151.22. | 12/29/2015 |

General Records Retention Schedule Issued to:
All Public Bodies
Library Records

Schedule Number: GS 1035 Rev. 3

| Record Series Number | Record Series Title | Retention Period | Retention Remark | Legal Citation(s) | Approval Date |
|-----------------------------|---|-------------------------|---|--------------------------|----------------------|
| 10509 | Community Service Records. | 1 Year | After application received. | | 12/29/2015 |
| 10510 | Donation / Gift Records - Added to Collection. Including one time and ongoing. | | After administrative value has been served. | | 12/29/2015 |
| 10511 | Donation / Gift Records - Not Added to Collection. Including one time and ongoing. | | After administrative value has been served. | | 12/29/2015 |
| 10512 | Equipment Reservation / Sign-up Records. | | After administrative value has been served. | | 12/29/2015 |
| 10513 | E-Rate Records. Includes technology plans. | 10 Years | After the latter of the last day of the applicable funding year or the service delivery deadline for the funding request. | 47 CFR 54.516. | 9/25/2020 |
| 10516 | Intra-library / Inter-library Loan Records - All Other Records. | | After administrative value has been served. | | 12/29/2015 |

General Records Retention Schedule Issued to:
All Public Bodies
Library Records

Schedule Number: GS 1035 Rev. 3

| Record Series Number | Record Series Title | Retention Period | Retention Remark | Legal Citation(s) | Approval Date |
|-----------------------------|--|-------------------------|---|--------------------------|----------------------|
| 10515 | Intra-Library / Inter-library Loan Records - Photocopies of Periodicals. When borrowing in a manner that retains the numbers of copies of periodicals being borrowed. | 3 Years | After calendar year created. In compliance with Commission on New Technology Uses (CONTU) guidelines/copyright laws. | | 12/29/2015 |
| 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. | | 12/29/2015 |
| 10519 | Library Display / Exhibit Records - All Other Records. Displays of art or authors. Including but not limited to forms, inventory lists, and waivers. | 3 Years | After exhibit removed. | | 12/29/2015 |
| 10518 | Library Display / Exhibit Records - Calendar of Exhibits. Displays of art or authors. Including but not limited to forms, inventory lists, and waivers. | 10 Years | After created. | | 12/29/2015 |
| 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. | | 12/29/2015 |

General Records Retention Schedule Issued to:
All Public Bodies
Library Records

Schedule Number: GS 1035 Rev. 3

| Record Series Number | Record Series Title | Retention Period | Retention Remark | Legal Citation(s) | Approval Date |
|-----------------------------|---|-------------------------|---|--------------------------|----------------------|
| 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 Year | After equipment returned. | | 12/29/2015 |
| 10522 | Statistical Records. Does not include the Annual Report. | | After cumulative update completed. | | 12/29/2015 |
| 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. | | 12/29/2015 |
| 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. | | 12/29/2015 |



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



**General Records Retention Schedule Issued to:
All Public Bodies
Officials Records**

**Schedule Number:
GS-1021 Rev. 1**

- 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 General Schedule GS 1021, dated July 23, 2015.**

| | |
|---|--|
| Records Analyst, Secretary of State: Richard Carroll | State Records Management Officer, Arizona State Archives & Records Management Center: Dr. Ted Hale |
| <i>Records Series Electronically Approved in RSM Database</i> | <i>Records Series Electronically Approved in RSM Database</i> |
| Assistant Director of Archives: Dennis Preisler, Ph.D. | Records Management Officer: |
| <i>Records Series Electronically Approved in RSM Database</i> | Records series approval on file |

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: 11/27/2018

General Records Retention Schedule Issued to:
All Public Bodies
Officials Records

Schedule Number: GS-1021 Rev. 1

| Record Series Number | Record Series Title | Retention Period | Retention Remark | Legal Citation(s) | Approval Date |
|-----------------------------|--|-------------------------|---|--------------------------|----------------------|
| 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. | Permanent | Retain per Arizona Standards for Permanent Records or transfer to State Archives when administrative value has been served. | | 7/23/2015 |
| 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 Years | After calendar year created. | | 7/23/2015 |
| 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 Years | After calendar year created or received. | | 7/23/2015 |
| 10150 | Appointment Calendar / Schedule Records - Historical Records documenting the scheduling of meetings and public events that involve the Official. | Permanent | Retain per Arizona Standards for Permanent Records or transfer to State Archives when administrative value has been served. | | 7/23/2015 |

General Records Retention Schedule Issued to:
All Public Bodies
Officials Records

Schedule Number: GS-1021 Rev. 1

| Record Series Number | Record Series Title | Retention Period | Retention Remark | Legal Citation(s) | Approval Date |
|----------------------|--|------------------|---|-------------------|---------------|
| 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. | | 7/23/2015 |
| 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. | | 7/23/2015 |
| 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. | Permanent | Retain per Arizona Standards for Permanent Records or transfer to State Archives when administrative value has been served. | | 7/23/2015 |
| 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 Years | After calendar year created or received. | | 7/23/2015 |

General Records Retention Schedule Issued to:
All Public Bodies
Officials Records

Schedule Number: GS-1021 Rev. 1

| Record Series Number | Record Series Title | Retention Period | Retention Remark | Legal Citation(s) | Approval Date |
|-----------------------------|---|-------------------------|---|--------------------------|----------------------|
| 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. | Permanent | Retain per Arizona Standards for Permanent Records or transfer to State Archives when administrative value has been served. | | 7/23/2015 |
| 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 Years | After calendar year created or received. | | 7/23/2015 |
| 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. | | 7/23/2015 |
| 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. | | 7/23/2015 |

General Records Retention Schedule Issued to:
All Public Bodies
Officials Records

Schedule Number: GS-1021 Rev. 1

| Record Series Number | Record Series Title | Retention Period | Retention Remark | Legal Citation(s) | Approval Date |
|-----------------------------|---|-------------------------|---|--------------------------|----------------------|
| 10159 | Lobbying Records These are records that are created or received by the Official, including accounting of hours. | 5 Years | After calendar year created or received. | | 7/23/2015 |
| 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. | Permanent | Retain per Arizona Standards for Permanent Records or transfer to State Archives when administrative value has been served. | | 7/23/2015 |
| 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 Years | After calendar year created or received. | | 7/23/2015 |

General Records Retention Schedule Issued to:
All Public Bodies
Officials Records

Schedule Number: GS-1021 Rev. 1

| Record Series Number | Record Series Title | Retention Period | Retention Remark | Legal Citation(s) | Approval Date |
|----------------------|---|------------------|---|-------------------|---------------|
| 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 Year | After superseded or obsolete. If you are an Official of a State Agency, please send two (2) paper copies to the following address: State Library of Arizona, Attn: State Docs, 1700 W Washington Ste #300, Phoenix, AZ 85007 AND Send an electronic copy to r | ARS Â§41-151.08. | 7/23/2015 |
| 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. | Permanent | Retain per Arizona Standards for Permanent Records or transfer to State Archives when administrative value has been served. | | 7/23/2015 |
| 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 Years | After calendar year created or received. | | 7/23/2015 |

General Records Retention Schedule Issued to:
All Public Bodies
Officials Records

Schedule Number: GS-1021 Rev. 1

| Record Series Number | Record Series Title | Retention Period | Retention Remark | Legal Citation(s) | Approval Date |
|-----------------------------|--|-------------------------|---|--------------------------|----------------------|
| 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. | Permanent | Retain per Arizona Standards for Permanent Records or transfer to State Archives when administrative value has been served. | | 7/23/2015 |
| 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 Year | After calendar year official-elect takes office. | | 7/23/2015 |



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



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

**Schedule Number:
GS-1044 Rev. 2**

- 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 General Schedule GS 1044, dated 07/012016.**

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|---|--|
| Records Analyst, Secretary of State: Richard Carroll | State Records Management Officer, Arizona State Archives & Records Management Center: Dr. Ted Hale |
| <i>Records Series Electronically Approved in RSM Database</i> | <i>Records Series Electronically Approved in RSM Database</i> |
| Assistant Director of Archives: Dennis Preisler, Ph.D. | |
| <i>Records Series Electronically Approved in RSM Database</i> | |

RECORDS MANAGEMENT CENTER

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Revised: 10/29/2018

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

Schedule Number: GS-1044 Rev. 2

| Record Series Number | Record Series Title | Retention Period | Retention Remark | Legal Citation(s) | Approval Date |
|-----------------------------|--|-------------------------|--|--------------------------|----------------------|
| 20915 | Archaeology Records | Permanent | Preserve pursuant to ARS 39-101. | ARS 39-101 | 6/27/2012 |
| 20917 | Group Campground Rosters | 1 Year | After superseded or obsolete. | | 6/27/2012 |
| 20918 | Land Acquisition Records, Phase I Environmental records | 7 Years | After date of simple acquisition. | | 6/27/2012 |
| 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. | | 6/27/2012 |
| 20920 | Land Acquisition Records, Deeds and Title Insurance Policies | | After property sold, abandoned or transferred. | | 6/27/2012 |
| 20921 | Land Acquisition Records, Acquisition related correspondence | 1 Year | After acquisition completed or abandoned. | | 6/27/2012 |
| 20922 | Licensed Site Records, Court records regarding custody | 3 Years | After completed. | | 6/27/2012 |
| 20923 | Licensed Site Records, Program participant records Including illness documentation and prescription authorization forms. | 5 Years | After end of school year created or received. | | 6/27/2012 |

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

Schedule Number: GS-1044 Rev. 2

| Record Series Number | Record Series Title | Retention Period | Retention Remark | Legal Citation(s) | Approval Date |
|-----------------------------|--|-------------------------|---|--------------------------|----------------------|
| 20924 | Licensed Site Records, Required records Including attendance sign-in sheets and payment authorization. | 5 Years | After end of school year created or received. | | 6/27/2012 |
| 20925 | Maintenance Records | 3 Years | After created or received. | | 6/27/2012 |
| 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. | | 6/27/2012 |
| 20927 | Park Pass Information Records Including annual passes. | 1 Year | After superseded or obsolete. | | 6/27/2012 |
| 20928 | Park Plans and Blueprints, Historical | Permanent | Preserve pursuant to ARS 39-101. | ARS 39-101 | 6/27/2012 |
| 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. | | 6/27/2012 |
| 20930 | Park Ranger Daily Logs | 5 Years | After created. | | 6/27/2012 |
| 20931 | Permits Including parks, basins, preserve and outdoor facilities. | 1 Year | After created or received. | | 6/27/2012 |

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

Schedule Number: GS-1044 Rev. 2

| Record Series Number | Record Series Title | Retention Period | Retention Remark | Legal Citation(s) | Approval Date |
|-----------------------------|---|-------------------------|------------------------------|--------------------------|----------------------|
| 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 | | 6/27/2012 |
| 20933 | Preserve Improvement Project Records Including bids, plans and specifications for trails and access areas, and other related records. | 3 Years | After construction completed | | 6/27/2012 |
| 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 | | 6/27/2012 |
| 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 | | 6/27/2012 |
| 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 | | 6/27/2012 |
| 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 | | 6/27/2012 |
| 20938 | Reservation Records Including tennis courts, baseball diamonds, ramadas and other park areas. | 6 Years | After date of reservation | | 6/27/2012 |

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

Schedule Number: GS-1044 Rev. 2

| Record Series Number | Record Series Title | Retention Period | Retention Remark | Legal Citation(s) | Approval Date |
|-----------------------------|--|-------------------------|------------------------------|--------------------------|----------------------|
| 20940 | Sports Complex Records, Spring Training Records Records created during the preparation and operation for spring training. | 3 Years | After end of season. | | 6/27/2012 |
| 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. | | 6/27/2012 |
| 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. | | 6/27/2012 |



ARIZONA STATE
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A DIVISION OF THE ARIZONA SECRETARY OF STATE



**General Records Retention Schedule Issued to:
All State Agencies, Counties and Municipalities
Planning and Zoning**

**Schedule Number:
GS-1065**

- 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 schedules: All State Agencies, dated October 10, 2001; All Arizona Counties, dated November 5, 2001; All Arizona Municipalities, dated October 10, 2012.**

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|---|--|
| Records Analyst, Secretary of State: Richard Carroll | State Records Management Officer, Arizona State Archives & Records Management Center: Dr. Ted Hale |
| <i>Records Series Electronically Approved in RSM Database</i> | <i>Records Series Electronically Approved in RSM Database</i> |
| Assistant Director of Archives: Dennis Preisler, Ph.D. | Records Management Officer: |
| <i>Records Series Electronically Approved in RSM Database</i> | Records series approval on file |

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Revised: 10/22/2018

**General Records Retention Schedule Issued to:
All State Agencies, Counties and Municipalities
Planning and Zoning**

Schedule Number: GS-1065

| Record Series Number | Record Series Title | Retention Period | Retention Remark | Legal Citation(s) | Approval Date |
|-----------------------------|---|-------------------------|----------------------------------|--------------------------|----------------------|
| 20952 | 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 Years | After calendar year file closes. | | 10/10/2001 |
| 20953 | Incomplete Zoning Cases Dropped or withdrawn before decision is rendered. | 2 Years | After calendar year opened. | | 10/10/2001 |
| 20954 | Comprehensive Plans including Land Use, Neighborhoods, Areas, etc. | Permanent | Preserve pursuant to ARS 39-101. | ARS 39-101 | 10/10/2001 |
| 20955 | Background Materials and Preliminary Drafts of Plans | 1 Year | After plan finalized. | | 10/10/2001 |
| 20956 | Minutes of Public Meetings of Boards or Commissions Office copy. | 3 Years | After calendar year of meeting. | | 10/10/2001 |
| 20957 | Planning and Zoning Reports | 3 Years | After calendar year published. | | 10/10/2001 |
| 20958 | Violation Case Files | 1 Year | After calendar year case closed. | | 10/10/2001 |



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General Records Retention Schedule Issued to:

Schedule Number:
GS-1071

Provost Office Records

- 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:**

| | |
|---|--|
| Records Analyst, Secretary of State: Richard Carroll | State Records Management Officer, Arizona State Archives & Records Management Center: Dr. Ted Hale |
| <i>Records Series Electronically Approved in RSM Database</i> | <i>Records Series Electronically Approved in RSM Database</i> |
| Assistant Director of Archives: Dennis Preisler, Ph.D. | Records Management Officer: |
| <i>Records Series Electronically Approved in RSM Database</i> | Records series approval on file |

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Revised: 9/13/2018

Provost Office Records

| Record Series Number | Record Series Title | Retention Period | Retention Remark | Legal Citation(s) | Approval Date |
|-----------------------------|--|-------------------------|---|---------------------------|----------------------|
| 30321 | Class Evaluations Including, but not limited to student comments used for tenure decisions. Shred. | 10 Years | After calendar year received. | | 6/28/2016 |
| 30322 | Department Self-Study and Program Reviews | Permanent | Retain per Arizona Standards for Permanent Records or transfer to State Archives when administrative value has been served. | ARS 39-101, ARS 41-151 | 6/28/2016 |



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General Records Retention Schedule Issued to:
All Arizona Counties
Public Fiduciary Records

Schedule Number:
GS-1067

- 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 General Schedule 000-11-2, dated January 31, 2011.**

| | |
|---|--|
| Records Analyst, Secretary of State: Richard Carroll | State Records Management Officer, Arizona State Archives & Records Management Center: Dr. Ted Hale |
| <i>Records Series Electronically Approved in RSM Database</i> | <i>Records Series Electronically Approved in RSM Database</i> |
| Assistant Director of Archives: Dennis Preisler, Ph.D. | Records Management Officer: |
| <i>Records Series Electronically Approved in RSM Database</i> | Records series approval on file |

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Revised: 9/12/2018

General Records Retention Schedule Issued to:
All Arizona Counties
Public Fiduciary Records

Schedule Number: GS-1067

| Record Series Number | Record Series Title | Retention Period | Retention Remark | Legal Citation(s) | Approval Date |
|-----------------------------|--|-------------------------|--|--------------------------|----------------------|
| 20973 | Administrative Case Records Probate cases with estates under \$10 000. | 7 Years | After case account closed. | | 1/31/2011 |
| 20974 | Client Records, Case histories Including guardianships/conservatorships, probate cases and trust cases, including consultation notes, financial ledgers and court reports. | 7 Years | After case account closed. | | 1/31/2011 |
| 20975 | Client Records, Supporting financial documentation Including guardianships/conservatorships, probate cases and trust cases, including receipts, statements, vouchers, banking records and other related records. | 3 Years | After fiscal year created or received. | | 1/31/2011 |
| 20976 | Client Records, Tax returns Including guardianships/conservatorships, probate cases and trust cases. | 7 Years | After filed. | | 1/31/2011 |
| 20977 | Indigent Burial Financial Records, Approved | 20 Years | After burial. | | 1/31/2011 |
| 20978 | Indigent Burial Financial Records, Disallowed | 1 Year | After decision to disallow made. | | 1/31/2011 |
| 20979 | Mental Health Case Records | 7 Years | After case closed. | | 1/31/2011 |

General Records Retention Schedule Issued to:
All Arizona Counties
Public Fiduciary Records

Schedule Number: GS-1067

| Record Series Number | Record Series Title | Retention Period | Retention Remark | Legal Citation(s) | Approval Date |
|-----------------------------|---|-------------------------|-------------------------|--------------------------|----------------------|
| 20980 | Referral Records Cases investigated but referred elsewhere. | 7 Years | After case referred. | | 1/31/2011 |



ARIZONA STATE
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**General Records Retention Schedule Issued to:
All Public Bodies
Public Information and Marketing Records**

**Schedule Number:
GS-1003 Rev. 1**

- 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 General Schedule GS 1003, dated September 11, 2014.**

| | |
|---|--|
| Records Analyst, Secretary of State: Richard Carroll | State Records Management Officer, Arizona State Archives & Records Management Center: Dr. Ted Hale |
| <i>Records Series Electronically Approved in RSM Database</i> | <i>Records Series Electronically Approved in RSM Database</i> |
| Assistant Director of Archives: Dennis Preisler, Ph.D. | Records Management Officer: |
| <i>Records Series Electronically Approved in RSM Database</i> | Records series approval on file |

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Revised: 9/13/2018

**General Records Retention Schedule Issued to:
All Public Bodies**

Schedule Number: GS-1003 Rev. 1

Public Information and Marketing Records

| Record Series Number | Record Series Title | Retention Period | Retention Remark | Legal Citation(s) | Approval Date |
|-----------------------------|--|-------------------------|---|--------------------------|----------------------|
| 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 Years | After created or received. | | 9/11/2014 |
| 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. | | 9/11/2014 |
| 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. | | 9/11/2014 |
| 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 Years | After calendar year created. | | 9/11/2014 |
| 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 Years | After calendar year created. | | 9/11/2014 |

**General Records Retention Schedule Issued to:
All Public Bodies**

Schedule Number: GS-1003 Rev. 1

Public Information and Marketing Records

| Record Series Number | Record Series Title | Retention Period | Retention Remark | Legal Citation(s) | Approval Date |
|-----------------------------|--|-------------------------|---|--------------------------|----------------------|
| 10023 | Distribution Lists Contact lists; may include Friends and Fans lists, listservs, email contacts, and mailing lists. | | After superseded or obsolete. | | 9/11/2014 |
| 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. | | 9/11/2014 |
| 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 Years | After calendar year created or received. | | 9/11/2014 |
| 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. | | 9/11/2014 |

**General Records Retention Schedule Issued to:
All Public Bodies**

Schedule Number: GS-1003 Rev. 1

Public Information and Marketing Records

| Record Series Number | Record Series Title | Retention Period | Retention Remark | Legal Citation(s) | Approval Date |
|-----------------------------|--|-------------------------|---|--------------------------|----------------------|
| 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. | | 9/11/2014 |
| 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 Years | After calendar year created or received. | | 9/11/2014 |
| 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. | | 9/11/2014 |
| 10030 | Press Releases-Non Historical News releases and "News room" records of non-historical value; may include news and communications to the public. | 2 Years | After calendar year created or received. | | 9/11/2014 |
| 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 Years | After calendar year created or received. | | 9/11/2014 |

**General Records Retention Schedule Issued to:
All Public Bodies**

Schedule Number: GS-1003 Rev. 1

Public Information and Marketing Records

| Record Series Number | Record Series Title | Retention Period | Retention Remark | Legal Citation(s) | Approval Date |
|-----------------------------|--|-------------------------|--|--------------------------|----------------------|
| 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. | | 9/11/2014 |
| 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 Year | After superseded or obsolete. | | 9/11/2014 |

**General Records Retention Schedule Issued to:
All Public Bodies**

Schedule Number: GS-1003 Rev. 1

Public Information and Marketing Records

| Record Series Number | Record Series Title | Retention Period | Retention Remark | Legal Citation(s) | Approval Date |
|-----------------------------|---|-------------------------|--|--------------------------|----------------------|
| 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. | | 9/11/2014 |
| 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 Years | After calendar year created or received. | | 9/11/2014 |



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**General Records Retention Schedule Issued to:
All Arizona Municipalities
Public Works-Streets (Transportation)**

**Schedule Number:
GS-1068**

- 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 General Schedule: Public Works-Streets (Transportation), dated Oct 10, 2001.**

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|---|--|
| Records Analyst, Secretary of State: Richard Carroll | State Records Management Officer, Arizona State Archives & Records Management Center: Dr. Ted Hale |
| <i>Records Series Electronically Approved in RSM Database</i> | <i>Records Series Electronically Approved in RSM Database</i> |
| Assistant Director of Archives: Dennis Preisler, Ph.D. | Records Management Officer: |
| <i>Records Series Electronically Approved in RSM Database</i> | Records series approval on file |

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Revised: 9/12/2018

General Records Retention Schedule Issued to:
All Arizona Municipalities
Public Works-Streets (Transportation)

Schedule Number: GS-1068

| Record Series Number | Record Series Title | Retention Period | Retention Remark | Legal Citation(s) | Approval Date |
|-----------------------------|---|-------------------------|--|--------------------------|----------------------|
| 21042 | Street Project Construction Records, Project Construction Files | 3 Years | After completion and final payment. | | 10/10/2001 |
| 21043 | Street Project Construction Records, As-Built Plans | | Retain until abandoned or transferred to other jurisdiction. Recommend microfilm for security. | | 10/10/2001 |
| 21044 | Street Project Construction Records, Extra Copies of Construction Records Including field office copies and work-site copies. | 1 Year | After completion of construction. | | 10/10/2001 |
| 21045 | Street Maintenance Records, Routine Maintenance of Street and Roadside Areas | 3 Years | After fiscal year maintenance performed. | | 10/10/2001 |
| 21046 | Street Maintenance Records, Major Maintenance and Improvement Projects | | Treat as construction project records (See item1). | | 10/10/2001 |
| 21047 | Encroachment and Road Cut Permits | 3 Years | After permit terminates or encroachment is abandoned. | | 10/10/2001 |

General Records Retention Schedule Issued to:
All Arizona Municipalities
Public Works-Streets (Transportation)

Schedule Number: GS-1068

| Record Series Number | Record Series Title | Retention Period | Retention Remark | Legal Citation(s) | Approval Date |
|-----------------------------|--|-------------------------|--|--------------------------|----------------------|
| 21048 | Survey Notes and Records | | Retain until surveyed area is abandoned or transferred to another jurisdiction. | | 10/10/2001 |
| 21049 | Maps Including Aerials, Mosaics, Negatives, Contour, Etc. | | Retain until mapped area is abandoned or transferred to another jurisdiction. | | 10/10/2001 |
| 21050 | Contracts and Intergovernmental Agreements (Igas), Official Copy | | Transfer to municipal clerk. | | 10/10/2001 |
| 21051 | Contracts and Intergovernmental Agreements (Igas), Office (Extra Non-Record) Copies | 1 Year | After expired, cancelled or revoked. | | 10/10/2001 |
| 21052 | Right of Way Files | | Retain until land is abandoned or transferred. Transfer official copy of deed and title insurance to the municipal clerk. | | 10/10/2001 |



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General Records Retention Schedule Issued to:
All Arizona Municipalities
Public Works - Water & Sewer

Schedule Number:
GS-1069

- 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).
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- 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 General Schedule dated October 10, 2001.**

| | |
|---|--|
| Records Analyst, Secretary of State: Richard Carroll | State Records Management Officer, Arizona State Archives & Records Management Center: Dr. Ted Hale |
| <i>Records Series Electronically Approved in RSM Database</i> | <i>Records Series Electronically Approved in RSM Database</i> |
| Assistant Director of Archives: Dennis Preisler, Ph.D. | Records Management Officer: |
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Revised: 9/13/2018

General Records Retention Schedule Issued to:
All Arizona Municipalities
Public Works - Water & Sewer

Schedule Number: GS-1069

| Record Series Number | Record Series Title | Retention Period | Retention Remark | Legal Citation(s) | Approval Date |
|-----------------------------|--|-------------------------|--|--------------------------|----------------------|
| 21053 | Water and Sewer Construction and Improvement Records, Federally Funded Projects Expenditure Records | 3 Years | After final payment (Check record keeping requirements of funding agency). | | 10/10/2001 |
| 21054 | Water and Sewer Construction and Improvement Records, Locally Funded Projects Expenditure Records | 3 Years | After project completed. | | 10/10/2001 |
| 21055 | Water and Sewer Construction and Improvement Records, As-Built Plans | | Retain until plant is abandoned or demolished. | | 10/10/2001 |
| 21056 | Water and Sewage Treatment System Maintenance Records | 10 Years | After calendar year maintenance performed. | | 10/10/2001 |
| 21057 | Sewage Treatment Plant Sludge Incinerator Records Required Pursuant To 40 CFR 153 | 2 Years | After calendar year created (40 CFR 153). | 40 CFR 153 | 10/10/2001 |
| 21058 | Sewage Treatment Copy of semi-annual report to EPA. | 10 Years | After period reported. | | 10/10/2001 |
| 21059 | Sewage Treatment Plant Monthly Operational Reports | 5 Years | After calendar year created. | | 10/10/2001 |
| 21060 | Sewage Treatment Plant Discharge Monitoring Reports | 10 Years | After calendar year of report. | | 10/10/2001 |

General Records Retention Schedule Issued to:
All Arizona Municipalities
Public Works - Water & Sewer

Schedule Number: GS-1069

| Record Series Number | Record Series Title | Retention Period | Retention Remark | Legal Citation(s) | Approval Date |
|-----------------------------|---|-------------------------|--|--------------------------|----------------------|
| 21061 | Individual Sewage Disposal Systems Including applications, permits, plot plans, engineering reports, etc. | | Retain for the life of the facility. | | 10/10/2001 |
| 21062 | Sewer System Plans ACC certified companies. | | Retain for the life of the system. | | 10/10/2001 |
| 21063 | Water Treatment Plant (ACC certified companies) records including permits, applications, plans, engineering reports, etc. | | Retain for the life of the plant. | | 10/10/2001 |
| 21064 | Water System Plans ACC certified companies. | | Retain for life of facility. | | 10/10/2001 |
| 21065 | Water System Records of Bacteriological Analyses Made Pursuant To 40 CFR 141 | 5 Years | After calendar year of analysis (40 CFR 141.33). | 40 CFR 141.33 | 10/10/2001 |
| 21066 | Water System Records of Chemical Analyses Made Pursuant To 40 CFR 141 | 10 Years | After calendar year of analysis. | | 10/10/2001 |
| 21067 | Water Treatment Records of Action Taken To Correct Violations of Federal Primary Drinking Water Regulations | 3 Years | After the last action taken on a particular violation (40 CFR 141.33). | 40 CFR 141.33 | 10/10/2001 |
| 21068 | Water Treatment Reports, Summaries and Correspondence Relating To Sanitary Surveys of The Water System | 10 Years | After completion of the sanitary survey (40 CFR 141.33). | 40 CFR 141.33 | 10/10/2001 |

General Records Retention Schedule Issued to:
All Arizona Municipalities
Public Works - Water & Sewer

Schedule Number: GS-1069

| Record Series Number | Record Series Title | Retention Period | Retention Remark | Legal Citation(s) | Approval Date |
|-----------------------------|--|-------------------------|---|--------------------------|----------------------|
| 21069 | Water Treatment Records of Any Variance or Exemption Granted To The Water System | 5 Years | After expiration of variance or exemption (40 CFR 141.33). | 40 CFR 141.33 | 10/10/2001 |
| 21070 | Water Treatment Sampling Data and Analysis, Reports, Surveys, Letters, Evaluations, Schedules, State Determinations, etc. Required Pursuant To 40 CFR 141.81 Through 141.88 | 12 Years | After calendar year of creation or receipt (40 CFR 141.91). | 40 CFR 141.91 | 10/10/2001 |
| 21071 | Water and Sewer Billing Records | 3 Years | After fiscal year prepared. | | 10/10/2001 |



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



**General Records Retention Schedule Issued to:
All Public Bodies
Purchasing and Procurement Records**

**Schedule Number:
GS 1032 Rev. 1**

- 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 General Schedule, dated July 24, 2017.**

| | |
|---|--|
| Records Analyst, Secretary of State: Richard Carroll | State Records Management Officer, Arizona State Archives & Records Management Center: Dr. Ted Hale |
| <i>Records Series Electronically Approved in RSM Database</i> | <i>Records Series Electronically Approved in RSM Database</i> |
| Assistant Director of Archives: Dennis Preisler, Ph.D. | |
| <i>Records Series Electronically Approved in RSM Database</i> | |

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: 9/12/2018

General Records Retention Schedule Issued to:
All Public Bodies
Purchasing and Procurement Records

Schedule Number: GS 1032 Rev. 1

| Record Series Number | Record Series Title | Retention Period | Retention Remark | Legal Citation(s) | Approval Date |
|-----------------------------|---|-------------------------|---|---|----------------------|
| 21075 | Cancelled Formal Solicitation Records | 1 Year | After cancelled. | ARS 41- 2539; ARS 41-2550 | 7/24/2017 |
| 21072 | Contract and Agreement Records - Capital/Fixed Assets, Construction, Lease Purchase of Equipment, and Real Estate This record series includes the current contract, amendments, and any subsequent determinations or notices and the awarded vendor solicitation records, including notices of publication. Contracts may contain any of the elements listed in 48 CFR 4.803 - contents of contract files. Including but not limited to, agreements, contracts, Intergovernmental Agreements (IGA), leases, Memorandum Of Agreement (MOA), Memorandum Of Understanding (MOU) and mutual/automatic aid/cooperative purchasing supporting documentation. If an item within the contract file is listed elsewhere on an approved retention schedule with a longer retention period, retain the item according to the longer period. For Purchase Orders, please refer to Financial Records Retention Schedule GS 1017. | 3 Years | After disposal of asset but not less than 6 years after asset acquired. | ARS 12-548, ARS 41-2550, 48 CFR 4.803 | 7/24/2017 |

General Records Retention Schedule Issued to:
All Public Bodies
Purchasing and Procurement Records

Schedule Number: GS 1032 Rev. 1

| Record Series Number | Record Series Title | Retention Period | Retention Remark | Legal Citation(s) | Approval Date |
|-----------------------------|---|-------------------------|---|---|----------------------|
| 52997 | Contract and Agreement Records - Equipment Lease (No Purchase), Goods, Individual Employment and Services This record series includes the current contract, amendments, and any subsequent determinations or notices and the awarded vendor solicitation records, including notices of publication. Contracts may contain any of the elements listed in 48 CFR 4.803 - contents of contract files. Including but not limited to, agreements, contracts, Intergovernmental Agreements (IGA), leases, Memorandum Of Agreement (MOA), Memorandum Of Understanding (MOU) and mutual/automatic aid/cooperative purchasing supporting documentation. If an item within the contract file is listed elsewhere on an approved retention schedule with a longer retention period, retain the item according to the longer period. For Purchase Orders, please refer to Financial Records Retention Schedule GS 1017. | 6 Years | After cancelled, fulfilled, or revoked. | ARS 12-548, ARS 41-2550, 48 CFR 4.803 | 7/24/2017 |
| 21074 | Late Received Responses to Formal Solicitation Records | - | Responses received late may be returned to vendor unopened. If not returned, retain until administrative value is served. | ARS 41-2550. | 7/24/2017 |
| 53069 | Oral and Written Quotations: State Agencies For purchases for which a contract is not required. | 5 Years | After fiscal year created or received. | | 7/24/2017 |

**General Records Retention Schedule Issued to:
All Public Bodies**

Schedule Number: GS 1032 Rev. 1

Purchasing and Procurement Records

| Record Series Number | Record Series Title | Retention Period | Retention Remark | Legal Citation(s) | Approval Date |
|-----------------------------|---|-------------------------|--|--|----------------------|
| 53070 | Oral and Written Quotations:, All Other Public Bodies For purchases for which a contract is not required. | 3 Years | After fiscal year created or received. | | 7/24/2017 |
| 21078 | Protest Records If filed separately from contract or solicitation records. | 3 Years | After fiscal year resolved. | | 7/24/2017 |
| 21076 | Registered Vendor List Records Vendors are persons or companies offering something for sale. This record is a current listing of vendors offering to provide goods and services to the state or local agency. Including, but not limited to, name and address of vendor, and description of goods and services offered. | - | After superseded or obsolete. | ARS 41-2535, ARS 41-2550. | 7/24/2017 |
| 52999 | Unsuccessful Solicitation Records Includes the entire record of the solicitation. Including, but not limited to: certificates of insurance, notice of publication, protests, recap sheets, responses to solicitation terms, renewals, and scores. | 3 Years | After award. | ARS 41-2501-2706, ARS 12-548, ARS 41-2550. | 7/24/2017 |



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



**General Records Retention Schedule Issued to:
All Arizona Counties
Recorder Records**

**Schedule Number:
GS-1070**

- 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 General Schedule GS-1070, dated September 12, 2018.**

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| Records Analyst, Secretary of State: Richard Carroll | State Records Management Officer, Arizona State Archives & Records Management Center: Dr. Ted Hale |
| <i>Records Series Electronically Approved in RSM Database</i> | <i>Records Series Electronically Approved in RSM Database</i> |
| Assistant Director of Archives: Dennis Preisler, Ph.D. | Records Management Officer: |
| <i>Records Series Electronically Approved in RSM Database</i> | Records series approval on file |

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: 5/21/2019

General Records Retention Schedule Issued to:
All Arizona Counties
Recorder Records

Schedule Number: GS-1070

| Record Series Number | Record Series Title | Retention Period | Retention Remark | Legal Citation(s) | Approval Date |
|-----------------------------|--|-------------------------|---|--------------------------|----------------------|
| 21082 | Blotters | Permanent | Created and preserved pursuant to ARS 11-472. | ARS 11-472 | 5/6/2010 |
| 21083 | Fee Collection Records | 3 Years | After fiscal year created. | | 5/6/2010 |
| 21084 | Indices to Recorded Instruments, Maps and Plats | Permanent | Created and preserved pursuant to ARS 11-462 and 463). | ARS 11-462, ARS 11-463 | 5/6/2010 |
| 21085 | Index Reports Printed out from index database | 3 Years | After calendar year created. | | 5/6/2010 |
| 21086 | Official Oaths, County Recorder's | | After reference value served. Official copy with Clerk of the Board. | | 5/6/2010 |
| 21087 | Official Oaths, Other Elective County and Elective Precinct Officers | 5 Years | After term of office expires. | | 5/6/2010 |
| 21088 | Recorded Instruments, Original Instruments, Maps and Plats Including all recorded documents, maps and plats. | | Returned to requestor or destroyed after recorded on permanent quality medium and all other provisions of ARS, 11-4 79 are met. | ARS 11-479 | 5/6/2010 |

General Records Retention Schedule Issued to:
All Arizona Counties
Recorder Records

Schedule Number: GS-1070

| Record Series Number | Record Series Title | Retention Period | Retention Remark | Legal Citation(s) | Approval Date |
|-----------------------------|---|-------------------------|--|--------------------------|----------------------|
| 21089 | Recorded Instruments, Microfilm Including all recorded documents, maps and plats., original silver halide master. | Permanent | Retain and secure in separate location pursuant to ARS 11-479. | ARS 11-479 | 5/6/2010 |
| 21090 | Recorded Instruments, Non-Silver Halide Microfilm Or Electronic Including all recorded documents, maps and plats. | | After reference value served. | | 5/6/2010 |
| 21091 | Recorded Instruments, Returned Mail Instruments Including all recorded documents, maps and plats. | | After final attempt to mail is returned. | | 5/6/2010 |
| 21092 | Signature Rosters I Voter History, 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 | ARS 39-101 | 5/6/2010 |
| 21093 | Signature Rosters / Voter History, 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. | | 5/6/2010 |
| 21094 | Voter Notification Records Including returned mailed information. | 1 Year | After mailed, but no less than 6 months after date of election. | | 5/6/2010 |

General Records Retention Schedule Issued to:
All Arizona Counties
Recorder Records

Schedule Number: GS-1070

| Record Series Number | Record Series Title | Retention Period | Retention Remark | Legal Citation(s) | Approval Date |
|-----------------------------|--|-------------------------|---|--------------------------|----------------------|
| 21095 | Voter Registration Records Database, Output Records, Affidavits of Registration (Voter) Records | | After reference value served. | | 5/6/2010 |
| 21096 | Voter Registration Records Database, Output Records, Cancelation of Affidavits of Registration (Voter) Records | | After reference value served. | | 2/20/2019 |
| 21097 | Voter Registration Records Database, Output Records, Early / Absentee Voter Records | | After reference value served. | | 2/20/2019 |
| 21098 | Voter Registration Records Database, Output Records, Audit Logs | | After reference value served. | | 2/20/2019 |
| 21099 | Voter Registration Records Database, Output Records, General Register | | After reference value served. | | 3/12/2019 |
| 21100 | Voter Registration Records Database, 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). | | 5/6/2010 |

General Records Retention Schedule Issued to:
All Arizona Counties
Recorder Records

Schedule Number: GS-1070

| Record Series Number | Record Series Title | Retention Period | Retention Remark | Legal Citation(s) | Approval Date |
|-----------------------------|---|-------------------------|--|--------------------------|----------------------|
| 21101 | Voter Registration Records Database, Input Records, Voter Registration Affidavits | | After scanned and verified and after reference value served. | | 5/6/2010 |
| 21102 | Voter Registration Records Database, Input Records, Voter Registration Cancellations | | After scanned and verified and after reference value served. | | 2/20/2019 |
| 21103 | Voter Registration Records Database, Input Records, United States Citizenship and Immigration Services - Systematic Alien Verification For Entitlements (SAVE) | | After scanned and verified and after reference value served. | | 2/20/2019 |
| 21104 | Voter Registration Records Database, Input Records, Juror Questionnaire-Related | | After scanned and verified and after reference value served. | | 2/20/2019 |
| 21105 | Voter Registration Records Database, Input Records, Death Notifications | | After scanned and verified and after reference value served. | | 5/13/2019 |
| 21106 | Voter Registration Records Database, Input Records, US Postal Service - Change Of Address Notifications | | After scanned and verified and after reference value served. | | 2/20/2019 |

General Records Retention Schedule Issued to:
All Arizona Counties
Recorder Records

Schedule Number: GS-1070

| Record Series Number | Record Series Title | Retention Period | Retention Remark | Legal Citation(s) | Approval Date |
|-----------------------------|--|-------------------------|--|--------------------------|----------------------|
| 21107 | Voter Registration Records Database, Input Records, Confirmation Notices | | After scanned and verified and after reference value served. | | 2/20/2019 |
| 21108 | Voter Registration Records Database, 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 Year | After superseded or obsolete or after reference value has been served, whichever is later. | | 5/6/2010 |



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



**General Records Retention Schedule Issued to:
All Public Bodies
Risk Management Records**

**Schedule Number:
GS-1038 Rev. 3**

- 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 General Schedule 1038 Rev. 2 dated November 27, 2018.**

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|---|---|
| Records Analyst, Secretary of State: Helena LaPina | Arizona State Archivist: Laura Palma Blandford |
| <i>Records Series Electronically Approved in RSM Database</i> | <i>Records Series Electronically Approved in RSM Database</i> |
| Deputy Arizona State Archivist: Carlos Lopez | |
| <i>Records Series Electronically Approved in RSM Database</i> | |

General Records Retention Schedule Issued to:
All Public Bodies
Risk Management Records

Schedule Number: GS-1038 Rev. 3

| Record Series Number | Record Series Title | Retention Period | Retention Remark | Legal Citation(s) | Approval Date |
|-----------------------------|---|-------------------------|---------------------------------|--------------------------|----------------------|
| 53042 | Accident Reports - Adult, No Personal Injury Accident reports involving public body employee and publicly owned vehicles/equipment. | 3 Years | After accident occurred. | | 3/10/2017 |
| 53041 | Accident Reports - Adult, Personal Injury Accident reports involving public body employee and publicly owned vehicles/equipment. | 5 years | After accident occurred. | | 4/5/2017 |
| 53043 | Accident Reports - Involving Minors With or Without Injury Accident reports involving public body employee and publicly owned vehicles/equipment. | - | After juvenile's 24th birthday. | | 3/10/2017 |
| 53527 | Federal Drug Administration (FDA) MedWatch Records. Forms used by medical facilities to report issues with FDA-regulated products to the FDA. | 2 years | From the date of the event. | CFR 803.18 (c) | 11/19/2021 |
| 10314 | Accident and Fire Prevention Program Plan Records Includes lists of first aid trained personnel. | 1 Year | After superseded or obsolete. | | 8/15/2016 |
| 30847 | Accident and Incident Prevention / Library - Employee Related Records | 5 Years | After reported. | | 12/8/2016 |

General Records Retention Schedule Issued to:
All Public Bodies
Risk Management Records

Schedule Number: GS-1038 Rev. 3

| Record Series Number | Record Series Title | Retention Period | Retention Remark | Legal Citation(s) | Approval Date |
|-----------------------------|---|-------------------------|--|--------------------------------|----------------------|
| 30845 | Accident and Incident Prevention / Library / Public - Incident Records (Law Enforcement / Fire personnel notified) Includes, but not limited to records for which Law Enforcement / Fire personnel were notified and which represent an on-going safety issue for library staff and the public. | 10 Years | After Reported. | | 12/8/2016 |
| 30846 | Accident and Incident Prevention / Library / Public - Routine Incident Records (Law Enforcement / Fire personnel not notified) Including, but not limited to records for which Law Enforcement / Fire personnel were not notified, and which do represent an on-going safety issue. | 3 Years | After reported. | | 12/8/2016 |
| 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). | 5/18/2016 |
| 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. | | 5/18/2016 |

General Records Retention Schedule Issued to:
All Public Bodies
Risk Management Records

Schedule Number: GS-1038 Rev. 3

| Record Series Number | Record Series Title | Retention Period | Retention Remark | Legal Citation(s) | Approval Date |
|-----------------------------|---|-------------------------|---|--|----------------------|
| 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 | 7/18/2016 |
| 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. | | 7/1/2016 |
| 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. | | 5/18/2016 |

General Records Retention Schedule Issued to:
All Public Bodies
Risk Management Records

Schedule Number: GS-1038 Rev. 3

| Record Series Number | Record Series Title | Retention Period | Retention Remark | Legal Citation(s) | Approval Date |
|-----------------------------|--|-------------------------|---|--------------------------|----------------------|
| 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. | | 10/13/2016 |
| 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. | 5/18/2016 |
| 30283 | Accident and Incident Prevention / Safety Program and Safety Training Records - Safety Permits | 1 Year | After calendar year superseded or obsolete. | | 5/18/2016 |
| 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. | | 5/18/2016 |

General Records Retention Schedule Issued to:
All Public Bodies
Risk Management Records

Schedule Number: GS-1038 Rev. 3

| Record Series Number | Record Series Title | Retention Period | Retention Remark | Legal Citation(s) | Approval Date |
|-----------------------------|--|-------------------------|--|--|----------------------|
| 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. | 7/1/2016 |
| 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. | | 5/18/2016 |
| 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. | | 5/18/2016 |
| 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. | | 6/7/2016 |

General Records Retention Schedule Issued to:
All Public Bodies
Risk Management Records

Schedule Number: GS-1038 Rev. 3

| Record Series Number | Record Series Title | Retention Period | Retention Remark | Legal Citation(s) | Approval Date |
|-----------------------------|---|-------------------------|-------------------------|--------------------------|----------------------|
| 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. | | 6/7/2016 |
| 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. | | 6/28/2016 |
| 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 | 5/27/2016 |

General Records Retention Schedule Issued to:
All Public Bodies
Risk Management Records

Schedule Number: GS-1038 Rev. 3

| Record Series Number | Record Series Title | Retention Period | Retention Remark | Legal Citation(s) | Approval Date |
|-----------------------------|--|-------------------------|--|--------------------------|----------------------|
| 30293 | Claim Registers Includes voucher registers. | 6 Years | After calendar year created. | | 5/18/2016 |
| 30294 | Claim Related Queries and Reports | - | After administrative value has been served. | | 5/18/2016 |
| 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. | | 5/18/2016 |
| 30300 | Insurance Policies - Medical Malpractice | 18 Years | After audited, cancelled, expired, or revoked. | | 5/18/2016 |
| 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. | | 5/18/2016 |
| 30301 | Insurance Policies - Workers Compensation | 25 Years | After audited, cancelled, expired, or revoked. | | 5/18/2016 |

**General Records Retention Schedule Issued to:
All Public Bodies**

Schedule Number: GS-1038 Rev. 3

Risk Management Records

| Record Series Number | Record Series Title | Retention Period | Retention Remark | Legal Citation(s) | Approval Date |
|-----------------------------|--|-------------------------|---|--------------------------|----------------------|
| 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. | | 5/27/2016 |
| 30304 | Risk Analysis Records - All others | - | After administrative value has been served. | | 5/18/2016 |
| 30303 | Risk Analysis Records - Health Claims | 6 Years | After calendar year created. | | 5/18/2016 |



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



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

**Schedule Number:
GS-1029 Rev. 1**

- 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 General Schedule GS 1029, dated December 29, 2015.**

| | |
|---|--|
| Records Analyst, Secretary of State: Richard Carroll | State Records Management Officer, Arizona State Archives & Records Management Center: Dr. Ted Hale |
| <i>Records Series Electronically Approved in RSM Database</i> | <i>Records Series Electronically Approved in RSM Database</i> |
| Assistant Director of Archives: Dennis Preisler, Ph.D. | Records Management Officer: |
| <i>Records Series Electronically Approved in RSM Database</i> | Records series approval on file |

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Revised: 9/13/2018

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

Schedule Number: GS-1029 Rev. 1

| Record Series Number | Record Series Title | Retention Period | Retention Remark | Legal Citation(s) | Approval Date |
|-----------------------------|--|-------------------------|---|--------------------------|----------------------|
| 10446 | Business Bankruptcy Records Includes correspondence created or received regarding business bankruptcies. | 7 Years | After fiscal year created or received. | | 12/29/2015 |
| 10447 | Citizen Complaint Records | 4 Years | After fiscal year resolved. | | 12/29/2015 |
| 10448 | Franchise Records - Tax Records Including, but not limited to, utilities and cable television records. | 6 Years | After fiscal year created or received. | | 12/29/2015 |
| 10449 | Lists of Inactive Business Account Records | 1 Year | After superseded or obsolete. | | 12/29/2015 |
| 10450 | Sales Tax Records - Account Records Including program and non-program public bodies., Includes EIN assignment records. | 6 Years | After fiscal year tax license account closed or agreement satisfied, whichever is later. | | 12/29/2015 |
| 10451 | Sales Tax Records - Appeal Records | 4 Years | After fiscal year case resolved. | | 12/29/2015 |
| 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. | | 12/29/2015 |

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

Schedule Number: GS-1029 Rev. 1

| Record Series Number | Record Series Title | Retention Period | Retention Remark | Legal Citation(s) | Approval Date |
|-----------------------------|--|-------------------------|---|--------------------------|----------------------|
| 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 Years | After fiscal year resolved. | | 12/29/2015 |
| 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 Years | After fiscal year resolved. | | 12/29/2015 |
| 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. | | 12/29/2015 |
| 10456 | Sales Tax Records - Monthly Sales Tax Report Records | 10 Years | After fiscal year created. | | 12/29/2015 |
| 10457 | Sales Tax Records - Ordinances from Other Public Bodies | | After reference value has been served. | | 12/29/2015 |

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

Schedule Number: GS-1029 Rev. 1

| Record Series Number | Record Series Title | Retention Period | Retention Remark | Legal Citation(s) | Approval Date |
|-----------------------------|---|-------------------------|---|--------------------------|----------------------|
| 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. | | 12/29/2015 |
| 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 Years | After fiscal year created or received. | | 12/29/2015 |
| 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 Years | After fiscal year received. | | 12/29/2015 |
| 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 Years | After fiscal year created or received. | | 12/29/2015 |



ARIZONA STATE
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General Records Retention Schedule Issued to:
All Arizona Counties
School Superintendent Records

Schedule Number:
GS-1072

- 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 General Schedule GS-1072 , dated Sep 13, 2018.**

| | |
|---|--|
| Records Analyst, Secretary of State: Richard Carroll | State Records Management Officer, Arizona State Archives & Records Management Center: Dr. Ted Hale |
| <i>Records Series Electronically Approved in RSM Database</i> | <i>Records Series Electronically Approved in RSM Database</i> |
| Assistant Director of Archives: Dennis Preisler, Ph.D. | Records Management Officer: |
| <i>Records Series Electronically Approved in RSM Database</i> | Records series approval on file |

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Revised: 3/28/2019

General Records Retention Schedule Issued to:
All Arizona Counties
School Superintendent Records

Schedule Number: GS-1072

| Record Series Number | Record Series Title | Retention Period | Retention Remark | Legal Citation(s) | Approval Date |
|-----------------------------|---|-------------------------|--|--------------------------|----------------------|
| 21136 | Accommodation School Records, Annual Financial Report | Permanent | Preserve pursuant to ARS 39-101. | ARS 39-101 | 6/21/2011 |
| 21137 | Accommodation School Records, Auditors' Reports | 5 Years | After fiscal year created or received. | | 6/21/2011 |
| 21138 | Certificates of Educational Convenience | 2 Years | After fiscal year of last attendance. | | 6/21/2011 |
| 21139 | Expense Warrant Registers | 5 Years | After fiscal year created or received. | | 6/21/2011 |
| 21140 | Federal Project Monitoring Records | 1 Year | After fiscal year created or received. | | 6/21/2011 |
| 21141 | Homeschooling Records Including affidavits of intent to homeschool. | 1 Year | After fiscal year student withdraws from being homeschooled, reaches age 16 or moves outside the county. | | 6/21/2011 |
| 21142 | Pesticide Application Notifications | 1 Year | After fiscal year created or received. | | 6/21/2011 |

General Records Retention Schedule Issued to:
All Arizona Counties
School Superintendent Records

Schedule Number: GS-1072

| Record Series Number | Record Series Title | Retention Period | Retention Remark | Legal Citation(s) | Approval Date |
|-----------------------------|---|-------------------------|---|--------------------------|----------------------|
| 21143 | Private School Affidavit Records Including affidavits of intent to attend private school. | 1 Year | After fiscal year student withdraws from private school, reaches age 16 or moves outside the county. | | 6/21/2011 |
| 21144 | Records for School Districts NOT maintaining their own records | | Follow retention periods listed in the retention schedules approved for School Districts and Charter Schools. | | 6/21/2011 |
| 21145 | School District Advice of Encumbrance Records | 1 Year | After fiscal year created or received. | | 6/21/2011 |
| 21146 | School District Employee Reports | 3 Years | After fiscal year created or received. | | 6/21/2011 |
| 21147 | School District Financial Reports Including annual financial report, paid/ cancelled warrant reports, payroll reports, reconciliations, edits, and other related records. | 1 Year | After fiscal year created or received. | | 6/21/2011 |
| 21148 | School District Audit Reports | 1 Year | After fiscal year created or received. | | 6/21/2011 |

General Records Retention Schedule Issued to:
All Arizona Counties
School Superintendent Records

Schedule Number: GS-1072

| Record Series Number | Record Series Title | Retention Period | Retention Remark | Legal Citation(s) | Approval Date |
|-----------------------------|---|-------------------------|--|--------------------------|----------------------|
| 21149 | School District Budget Expense Reports | 3 Years | After fiscal year created or received. | | 6/21/2011 |
| 21150 | School District Budget and Expense Journals Including entries summarized, monthly reports, vouchers and other related records. | 2 Years | After fiscal year created or received. | | 6/21/2011 |
| 21151 | School District Reports not listed elsewhere in this schedule Including employees lacking certification, incorrect certification, substitute time errors and other related records. | 1 Year | After superseded or obsolete. | | 6/21/2011 |
| 21152 | Teacher Certification Reports Including alpha lists and purge data from school districts. | | After superseded or obsolete. | | 6/21/2011 |



ARIZONA STATE
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**General Records Retention Schedule Issued to:
All Arizona Counties and Municipalities
Solid Waste and Recycling Records**

**Schedule Number:
GS-1073**

- 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 General Schedule GS 000-12-18, dated March 8, 2012.**

| | |
|---|--|
| Records Analyst, Secretary of State: Richard Carroll | State Records Management Officer, Arizona State Archives & Records Management Center: Dr. Ted Hale |
| <i>Records Series Electronically Approved in RSM Database</i> | <i>Records Series Electronically Approved in RSM Database</i> |
| Assistant Director of Archives: Dennis Preisler, Ph.D. | Records Management Officer: |
| <i>Records Series Electronically Approved in RSM Database</i> | Records series approval on file |

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Revised: 10/23/2018

General Records Retention Schedule Issued to:
All Arizona Counties and Municipalities
Solid Waste and Recycling Records

Schedule Number: GS-1073

| Record Series Number | Record Series Title | Retention Period | Retention Remark | Legal Citation(s) | Approval Date |
|-----------------------------|---|-------------------------|---|--------------------------|----------------------|
| 21153 | Correspondence with Regulatory Agencies Concerning Landfills Documentation on regulatory issues, including notification and remediation. | 30 Years | After post-closure period for landfill passed (40 CFR 258.61) | 40 CFR 258.61 | 3/8/2012 |
| 21154 | Customer Correspondence, Safety-Related Correspondence Regarding personal protective equipment requirements) and customer profile (including information on type of waste delivered to landfill). | 30 Years | After post-closure period for landfill passed (40 CFR 258.61) | 40 CFR 258.61 | 3/8/2012 |
| 21155 | Customer Correspondence, All Other Correspondence Including correspondence regarding rate increases and billing adjustments. | | After administrative value has been served | | 3/8/2012 |
| 21156 | Exceptional Waste Records for Landfill Including asbestos and other exceptional waste applications and guidance documentation. | 30 Years | After landfill closed (40 CFR 258.61) | 40 CFR 258.61 | 3/8/2012 |
| 21157 | Financial Assurance for Closure and Post-Closure Landfill Records | 30 Years | After landfill closed (40 CFR 258.61) | 40 CFR 258.61 | 3/8/2012 |
| 21158 | 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 Years | After post-closure period for landfill passed (40 CFR 258.61) | 40 CFR 258.61 | 3/8/2012 |

General Records Retention Schedule Issued to:
All Arizona Counties and Municipalities
Solid Waste and Recycling Records

Schedule Number: GS-1073

| Record Series Number | Record Series Title | Retention Period | Retention Remark | Legal Citation(s) | Approval Date |
|-----------------------------|---|-------------------------|---|--------------------------|----------------------|
| 21159 | Inert Materials Facilities Records, Volume Received - Daily And Quarterly | 3 Years | After calendar year created or received | | 3/8/2012 |
| 21160 | Inert Materials Facilities Records, Volume Received - Annual Summary | 10 Years | After calendar year created or received | | 3/8/2012 |
| 21161 | Inert Materials Facilities Records, National Pollutant Discharge Elimination System (NPDES) Permits, conditional use permits, construction records, and noxious weed remediation records. | 5 Years | After renewed and approved | | 3/8/2012 |
| 21162 | Landfill Closure and Post Closure Records | 30 Years | After post-closure period for landfill passed (40 CFR 258.61) | 40 CFR 258.61 | 3/8/2012 |
| 21163 | Landfill History Records Background information on deed, contracts with U.S. Forest Service and legal descriptions. | Permanent | Preserve pursuant to ARS 39-101 | ARS 39-101 | 3/8/2012 |
| 21164 | Permits - Landfill - ADEQ, Air Quality Including currently approved and previously approved permits, reports to ADEQ, and inspections conducted annually by ADEQ. | 30 Years | After post-closure period of landfill passed (40 CFR 258.61) | 40 CFR 258.61 | 3/8/2012 |
| 21165 | Permits - Landfill - ADEQ, NPDES Including currently approved and previously approved permits, reports to ADEQ, and inspections conducted annually by ADEQ. | 5 Years | After subsequent permit renewed and approved | | 3/8/2012 |

General Records Retention Schedule Issued to:
All Arizona Counties and Municipalities
Solid Waste and Recycling Records

Schedule Number: GS-1073

| Record Series Number | Record Series Title | Retention Period | Retention Remark | Legal Citation(s) | Approval Date |
|-----------------------------|--|-------------------------|--|--------------------------|----------------------|
| 21166 | Permits - Landfill - ADEQ, Solid Waste Including currently approved and previously approved permits, reports to ADEQ, and inspections conducted biennially by ADEQ, and facility plans. | 30 Years | After post-closure period of landfill passed (40 CFR 258.61) | 40 CFR 258.61 | 3/8/2012 |
| 21167 | Recycling Program Records Including curbside recycling, drop-off recycling, in-house recycling, white good recycling and backyard composting. | 3 Years | After fiscal year created or received. | | 3/8/2012 |
| 21168 | 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 Years | After either calendar year or fiscal year training received (29 CFR 1910.120). | 29 CFR 1910.120 | 3/8/2012 |
| 21169 | Solid Waste Receiving Records - Landfill Including daily tickets, weekly and monthly reports regarding tonnage of materials received, product type(s), and customer information. | 3 Years | After calendar year created or received. | | 3/8/2012 |
| 21170 | Survey Records - Landfill and Inert Materials Facilities | Permanent | Preserve pursuant to ARS 39-101. | ARS 39-101 | 3/8/2012 |
| 21171 | 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 Years | After post-closure period for landfill passed (40 CFR 258.61). | 40 CFR 258.61 | 3/8/2012 |

General Records Retention Schedule Issued to:
All Arizona Counties and Municipalities
Solid Waste and Recycling Records

Schedule Number: GS-1073

| Record Series Number | Record Series Title | Retention Period | Retention Remark | Legal Citation(s) | Approval Date |
|-----------------------------|---|-------------------------|--|--------------------------|----------------------|
| 21172 | Waste Tire Disposal Records, Generator Disposal Permits Annual. | 1 Year | After fiscal year created or received. | | 3/8/2012 |
| 21173 | Waste Tire Disposal Records, Disposal Manifests | 3 Years | After fiscal year created or received. | | 3/8/2012 |



ARIZONA STATE
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**General Records Retention Schedule Issued to:
All Arizona School Districts and Charter Schools
Student Records**

**Schedule Number:
GS-1074, Rev 2**

- 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 General Schedule GS-1074, Rev 1, dated 9/13/2018.**

| | |
|---|---|
| Records Analyst, Secretary of State: Richard Carroll | Arizona State Archivist: Dennis Preisler, PhD |
| <i>Records Series Electronically Approved in RSM Database</i> | <i>Records Series Electronically Approved in RSM Database</i> |
| Deputy Arizona State Archivist: Laura Palma-Blandford | |
| <i>Records Series Electronically Approved in RSM Database</i> | |

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Revised: 3/16/2021

**General Records Retention Schedule Issued to:
All Arizona School Districts and Charter Schools
Student Records**

Schedule Number: GS-1074 Rev. 2

| Record Series Number | Record Series Title | Retention Period | Retention Remark | Legal Citation(s) | Approval Date |
|----------------------|--|------------------|---------------------------------------|--------------------|---------------|
| 21184 | Access and Release Records | 4 Years | After fiscal year of last attendance. | | 8/30/2011 |
| 21200 | Affidavits of Intent to Home School Office copy, official copy with County Superintendent of Schools. | 4 Years | After fiscal year of last attendance. | | 8/30/2011 |
| 21191 | Anecdotal Records | 4 Years | After fiscal year of last attendance. | | 8/30/2011 |
| 21205 | Annually Updated Records Including computer use agreements, annual questionnaires, residency questionnaire. | - | After superseded or obsolete. | | 8/30/2011 |
| 53508 | Bullying and Harassment Records Records regarding student harassment, intimidation and bullying on school grounds, school property, school buses, at school bus stops, at school-sponsored events and activities; and through the use of electronic technology, or electronic communication, on school computers, networks, forums or mailing lists. | 6 Years | After incident reported. | A.R.S. § 15-341.36 | 3/5/2021 |
| 21177 | Certificates of Educational Convenience (CEC) | 4 Years | After fiscal year of last attendance. | | 8/30/2011 |

**General Records Retention Schedule Issued to:
All Arizona School Districts and Charter Schools
Student Records**

Schedule Number: GS-1074 Rev. 2

| Record Series Number | Record Series Title | Retention Period | Retention Remark | Legal Citation(s) | Approval Date |
|-----------------------------|---|-------------------------|--|--------------------------|----------------------|
| 21180 | Child Abuse Reports | 2 Years | After student's 18th birthday. | | 8/30/2011 |
| 21204 | Composite Test Scores and Growth Models Not the scores of individual students, but general school and district scores. | - | After administrative value has ended. | | 8/30/2011 |
| 21181 | Counseling Session Records | 4 Years | After fiscal year of last attendance. | | 8/30/2011 |
| 21175 | Daily Attendance Records Attendance records for the school, and not individual student attendance records. This series includes student sign in/out logs. | 4 Years | After fiscal year created or received. | | 8/30/2011 |
| 21178 | Disciplinary Records | 4 Years | After fiscal year of last attendance. | | 8/30/2011 |
| 21179 | Excused Absence Records | 4 Years | After fiscal year created or received. | | 8/30/2011 |

**General Records Retention Schedule Issued to:
All Arizona School Districts and Charter Schools
Student Records**

Schedule Number: GS-1074 Rev. 2

| Record Series Number | Record Series Title | Retention Period | Retention Remark | Legal Citation(s) | Approval Date |
|----------------------|--|------------------|--|-------------------|---------------|
| 21183 | Federal Survey Records | 3 Years | After fiscal year created or received. | | 8/30/2011 |
| 21185 | Grade Records Class grade books, not individual student's grades. | 2 Years | After grades transferred to permanent student records. | | 8/30/2011 |
| 21189 | 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 Years | After fiscal year of last attendance. | | 8/30/2011 |
| 21190 | Immunization Records Card specified by Department of Health Services. | Permanent | Preserve pursuant to A.R.S. § 39-101. | A.R.S. § 39-101 | 8/30/2011 |
| 21201 | Juvenile Probation Records | 3 Years | After student's 18th birthday. | | 8/30/2011 |
| 21188 | Pesticide Notification Records | 2 Years | After posted to the Tax Roll. | | 8/30/2011 |

**General Records Retention Schedule Issued to:
All Arizona School Districts and Charter Schools
Student Records**

Schedule Number: GS-1074 Rev. 2

| Record Series Number | Record Series Title | Retention Period | Retention Remark | Legal Citation(s) | Approval Date |
|----------------------|--|------------------|--|-------------------|---------------|
| 21203 | Pre-school Records Students not continuing in school district. | 1 Year | After fiscal year of last attendance. | | 8/30/2011 |
| 21192 | Professional Reports: Non-medical Including reports from psychologists, social workers, and other related records. | 4 Years | After fiscal year of last attendance. | | 8/30/2011 |
| 21182 | Professional and Working Records | 4 Years | After fiscal year of last attendance. | | 8/30/2011 |
| 21202 | Registration Records for Registrant Who Never Attended School Items submitted for enrollment. Items includes but is not limited to: Parent/Guardian to birth certificate, or proof of identity/age documents, proof of residence, immunization record, court custody records, IEP/504/Gifted documents, previous school withdrawal forms, and previous home language other than English (PHLOTE) form. | 4 Years | After fiscal year created or received. | | 2/7/2020 |
| 21176 | School Registers | 4 Years | After fiscal year created or received. | | 8/30/2011 |

**General Records Retention Schedule Issued to:
All Arizona School Districts and Charter Schools
Student Records**

Schedule Number: GS-1074 Rev. 2

| Record Series Number | Record Series Title | Retention Period | Retention Remark | Legal Citation(s) | Approval Date |
|-----------------------------|---|-------------------------|--|--------------------------|----------------------|
| 21196 | Special Education Census Records | 5 Years | After fiscal year created or received. | | 8/30/2011 |
| 21195 | Special Education Records Including placement records, referrals, evaluations, testing data, and other related records. | 4 Years | After fiscal year of final enrollment in program (Parents must be notified prior to destruction of special education records). | | 8/30/2011 |
| 21186 | Standardized Test Score Sheets Including AIIMS. | 3 Years | After scores transferred to permanent student records. | | 8/30/2011 |
| 21187 | Student Records: Activities Including extracurricular activities, awards, recommendations, and other related records. | 4 Years | After fiscal year of last attendance. | | 8/30/2011 |
| 21197 | Student Records: Insurance | 4 Years | After fiscal year of last attendance. | | 8/30/2011 |
| 21206 | Student Records: Non-permanent, All Other | 4 Years | After fiscal year of last attendance. | | 8/30/2011 |

**General Records Retention Schedule Issued to:
All Arizona School Districts and Charter Schools
Student Records**

Schedule Number: GS-1074 Rev. 2

| Record Series Number | Record Series Title | Retention Period | Retention Remark | Legal Citation(s) | Approval Date |
|----------------------|---|------------------|--|-------------------|---------------|
| 21194 | Student Records: Permanent Including personal identifying information (name, student identification number, etc.), transcript of final grades, summary of attendance, and standardized test scores. | Permanent | Preserve pursuant to A.R.S. § 39-101. | A.R.S. § 39-101 | 8/30/2011 |
| 21198 | Student Population Studies | 3 Years | After fiscal year created or received. | | 8/30/2011 |
| 21193 | Student Withdrawal Notices | 4 Years | After fiscal year of withdrawal. | | 8/30/2011 |
| 21199 | Tuition Program Records | 4 Years | After fiscal year created or received. | | 8/30/2011 |



ARIZONA STATE
LIBRARY, ARCHIVES AND PUBLIC RECORDS
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General Records Retention Schedule Issued to:
All Arizona Counties
Transportation / Highways

Schedule Number:
GS-1075

- 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 General Schedule dated: November 5, 2001.**

| | |
|---|--|
| Records Analyst, Secretary of State: Richard Carroll | State Records Management Officer, Arizona State Archives & Records Management Center: Dr. Ted Hale |
| <i>Records Series Electronically Approved in RSM Database</i> | <i>Records Series Electronically Approved in RSM Database</i> |
| Assistant Director of Archives: Dennis Preisler, Ph.D. | Records Management Officer: |
| <i>Records Series Electronically Approved in RSM Database</i> | Records series approval on file |

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Revised: 10/23/2018

General Records Retention Schedule Issued to:
All Arizona Counties
Transportation / Highways

Schedule Number: GS-1075

| Record Series Number | Record Series Title | Retention Period | Retention Remark | Legal Citation(s) | Approval Date |
|-----------------------------|---|-------------------------|--|--------------------------|----------------------|
| 21207 | Highway / Road Project Construction Records: Project Construction Files | 3 Years | After completion and final payment. | | 11/5/2001 |
| 21208 | Highway / Road Project Construction Records: As-Built Plans | | Retain until abandoned or transferred to other jurisdiction. Recommend microfilm for security. | | 11/5/2001 |
| 21209 | Highway / Road Project Construction Records: Extra Copies of Construction Records Including field office copies and work-site copies. | 1 Year | After completion of construction. | | 11/5/2001 |
| 21210 | Highway / Road Maintenance Records, Routine Maintenance of Street and Roadside Areas | 3 Years | After fiscal year maintenance performed. | | 11/5/2001 |
| 21211 | Highway / Road Maintenance Records, Major Maintenance and Improvement Projects | | Treat as construction project records (See item1). | | 11/5/2001 |
| 21212 | Encroachment and Road Cut Permits | 3 Years | After permit terminates or encroachment is abandoned. | | 11/5/2001 |

General Records Retention Schedule Issued to:
All Arizona Counties
Transportation / Highways

Schedule Number: GS-1075

| Record Series Number | Record Series Title | Retention Period | Retention Remark | Legal Citation(s) | Approval Date |
|-----------------------------|--|-------------------------|--|--------------------------|----------------------|
| 21213 | Survey Notes and Records | | Retain until surveyed area is abandoned or transferred to another Jurisdiction. | | 11/5/2001 |
| 21214 | Maps Including aerials, mosaics, negatives, contour, etc. | | Retain until mapped area is abandoned or transferred to another jurisdiction. | | 11/5/2001 |
| 21215 | Contracts and Intergovernmental Agreements (LGAS), Official Copy | | Transfer to Clerk of the Board. | | 11/5/2001 |
| 21216 | Contracts and Intergovernmental Agreements (LGAS), Office (Extra Non-Record) Copies | 1 Year | After expired, cancelled or revoked. | | 11/5/2001 |
| 21217 | Right of Way Files | | Retain until land is abandoned or transferred. Transfer official copy of deed and title insurance to the municipal clerk. | | 11/5/2001 |



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



**General Records Retention Schedule Issued to:
All Arizona Counties
Treasurer Records**

**Schedule Number:
GS-1047 Rev. 1**

- 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 General Schedule GS 1047, dated May 12, 2017.**

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| Records Analyst, Secretary of State: Richard Carroll | State Records Management Officer, Arizona State Archives & Records Management Center: Dr. Ted Hale |
| <i>Records Series Electronically Approved in RSM Database</i> | <i>Records Series Electronically Approved in RSM Database</i> |
| Assistant Director of Archives: Dennis Preisler, Ph.D. | Records Management Officer: |
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Revised: 10/23/2018

General Records Retention Schedule Issued to:
All Arizona Counties
Treasurer Records

Schedule Number: GS-1047 Rev. 1

| Record Series Number | Record Series Title | Retention Period | Retention Remark | Legal Citation(s) | Approval Date |
|-----------------------------|---|-------------------------|--|--------------------------|----------------------|
| 21218 | Annual Tax Rolls | Permanent | Preserve pursuant to ARS 39-101. | ARS 39-101 | 11/18/2011 |
| 21219 | Bankruptcy Records Including report from Bankruptcy Court. | 3 Years | After fiscal year discharged or dismissed. | | 11/18/2011 |
| 21220 | Collateral Records Records showing collateral for money on deposit at bank. | 3 Years | After fiscal year created or received. | | 11/18/2011 |
| 21221 | Expired Tax Lien Records Including affidavit of publication, notifications, and other related records. | 10 Years | After fiscal year lien expired. | ARS 42-18127(A) | 5/4/2017 |
| 21222 | Investment Records Including ledgers, bid sheets, maturity date reports, advice of purchase, advice of redemption, and other related records. | 3 Years | After fiscal year of maturity/call or sold dates of securities. | | 5/4/2017 |
| 21223 | Tax Collection and Processing Records For real estate and personal property including assessment and tax roll assessment resolutions, certificates of clearance, corrections, and delinquency notices. | 5 Years | After posted to the Tax Roll or after notice is rendered. | | 5/1/2017 |
| 21224 | Tax Database Records: Official Record Including annual tax roll or tax levy from County Assessor, parcels, real property, commercial equipment, mobile homes, assessed value and tax rates for special districts, annual taxes due, tax collection records, and tax distribution records. | | Retain for the same period as required for other formats of the same records series. | | 5/12/2017 |

General Records Retention Schedule Issued to:
All Arizona Counties
Treasurer Records

Schedule Number: GS-1047 Rev. 1

| Record Series Number | Record Series Title | Retention Period | Retention Remark | Legal Citation(s) | Approval Date |
|-----------------------------|--|-------------------------|--|--------------------------|----------------------|
| 21225 | Tax Database Records: Copy Where Official Record Is Kept In Paper or Microfilm Including annual tax roll or tax levy from County Assessor, parcels, real property, commercial equipment, mobile homes, assessed value and tax rates for special districts, annual taxes due, tax collection records, and tax distribution records. | | After administrative or reference value has been served. | | 5/4/2017 |
| 21226 | Tax Disbursement or Distribution Reports Daily, weekly or monthly reports of payments to cities, towns and bi-county public bodies including supporting documentation. | 3 Years | After fiscal year created or received. | | 11/18/2011 |
| 21227 | 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 Years | After redemption or issuance of Treasurer's Deed. | | 11/18/2011 |
| 21228 | Tax Receivable Ledgers | | After cleared and posted. | | 11/18/2011 |
| 21229 | Tax Service or Impound Books Multiple parcel tax receipts. | 3 Years | After fiscal year created or received. | | 11/18/2011 |



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



General Records Retention Schedule Issued to:
All Public Bodies
Warehouse / Supply Records

Schedule Number:
GS-1076

- 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.
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- 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 General Schedule GS 000-12-35, dated April 20, 2012.**

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|---|--|
| Records Analyst, Secretary of State: Richard Carroll | State Records Management Officer, Arizona State Archives & Records Management Center: Dr. Ted Hale |
| <i>Records Series Electronically Approved in RSM Database</i> | <i>Records Series Electronically Approved in RSM Database</i> |
| Assistant Director of Archives: Dennis Preisler, Ph.D. | Records Management Officer: |
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Revised: 10/23/2018

General Records Retention Schedule Issued to:
All Public Bodies
Warehouse / Supply Records

Schedule Number: GS-1076

| Record Series Number | Record Series Title | Retention Period | Retention Remark | Legal Citation(s) | Approval Date |
|-----------------------------|--|-------------------------|---|--------------------------|----------------------|
| 21236 | 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 Years | After fiscal year created or received. | | 4/20/2012 |
| 21237 | Supplies / Consumables - Acquisition Records Including acquisition lists and reconciliations expenditures to acquisitions. | 3 Years | After fiscal year property disposed of. | | 4/20/2012 |
| 21238 | 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 Years | After fiscal year created or received. | | 4/20/2012 |
| 21239 | Supplies / Consumables - Disposal Records Including disposal lists, disposal authorization, auction/sale records and other related records. | 3 Years | After fiscal year property disposed of. | | 4/20/2012 |