



## General Retention Schedule Created For:

Schedule Number

**GS-1018**

### ***All Public Bodies (General Schedules)***

### **Administrative and Management Records**

Authority:	Pursuant to ARS §41-151.12(3), only the Arizona State Library, Archives and Public Records (LAPR) 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 (ARS §41-151.19)
Formats:	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. Please contact LAPR for dealing with records not on an approved retention schedule.
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.

## General Retention Schedule Created For:

### *All Public Bodies (General Schedules)*

### Administrative and Management Records

Function	Record Series Number & Title/ Description	Retention Period	Remarks & Citations	Approval Date
Administrative and Management Records	<b>10267 - Administrative Orders, Board Orders, Directives, General Orders and Mission Statements</b>	Permanent	Retain per Arizona Standards for Permanent Records or transfer to State Archives when administrative value has been served.	Dec 29 2015
GS-1018	Does not include office internal administrative procedure records.			
Administrative and Management Records	<b>10268 - Advertisement Records</b>	3 Years	After calendar year created.	Dec 29 2015
GS-1018	These are placed by the public body in publications, websites or other means of communicating with the public.			
Administrative and Management Records	<b>10269 - Appointment Calendar Records</b>	1 Year	After calendar year of entry.	Dec 29 2015
GS-1018	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.			

# General Retention Schedule Created For:

## *All Public Bodies (General Schedules)*

## Administrative and Management Records

Function	Record Series Number & Title/ Description	Retention Period	Remarks & Citations	Approval Date
Administrative and Management Records	<b>10270 - Annual Reports</b>	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 <a href="mailto:research@azlibrary.gov">research@azlibrary.gov</a> . 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.	Dec 29 2015
GS-1018	Reports issued yearly by a public body giving an account of its internal workings and finances.			
Administrative and Management Records	<b>10271 - Assurance Statements</b>		Send original record to LAPR. Destroy agency copy after superseded or obsolete.	Dec 29 2015
GS-1018	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.			

# General Retention Schedule Created For:

## *All Public Bodies (General Schedules)*

## Administrative and Management Records

Function	Record Series Number & Title/ Description	Retention Period	Remarks & Citations	Approval Date
Administrative and Management Records	<b>10272 - Certificates of Compliance Records</b>		Send original record to LAPR. Destroy agency copy after superseded or obsolete.	Dec 29 2015
GS-1018	Certificate from microfilm vendors verifying microfilm meets Arizona Standards for Permanent Records. Official copy at LAPR / Archives and Records Management Branch.			
Administrative and Management Records	<b>10273 - Citizenship Verification Records - Filed With Application Paperwork</b>		Retain per retention requirements for corresponding application records.	Dec 29 2015
GS-1018	When applying for public benefit in response to ARS 1-501, 1-502 and similar.			
Administrative and Management Records	<b>10274 - Citizenship Verification Records - Filed separately from application paperwork, Application Approved</b>		Retain as long as applicant receives benefits.	Dec 29 2015
GS-1018	When applying for public benefit in response to ARS 1-501, 1-502 and similar.			
Administrative and Management Records	<b>10275 - Citizenship Verification Records - Filed separately from application paperwork, Application Denied</b>	3 Years	After calendar year denied.	Dec 29 2015
GS-1018	When applying for public benefit in response to ARS 1-501, 1-502 and similar.			

## General Retention Schedule Created For:

### ***All Public Bodies (General Schedules)***

### Administrative and Management Records

Function	Record Series Number & Title/ Description	Retention Period	Remarks & Citations	Approval Date
Administrative and Management Records	<b>10276 - Disaster Recovery Records</b>		Keep current plan and most recent superseded plan.	Dec 29 2015
GS-1018	Including business continuity plans and continuation of operations plans (COOP).			
Administrative and Management Records	<b>10277 - File Plans</b>		After superseded or obsolete.	Dec 29 2015
GS-1018	These plans detail the location where records are retained, the format of the records, etc.			
Administrative and Management Records	<b>10278 - General Correspondence</b>		After administrative or reference value has been served.	Dec 29 2015
GS-1018	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.			

# General Retention Schedule Created For:

## All Public Bodies (General Schedules)

## Administrative and Management Records

Function	Record Series Number & Title/ Description	Retention Period	Remarks & Citations	Approval Date
Administrative and Management Records	<b>10279 - Grant Records - Historical</b>	Permanent	Retain per Arizona Standards for Permanent Records or transfer to State Archives when administrative value has been served.	Dec 29 2015
GS-1018	Includes Administrative, financial and programmatic records. Historical records have enduring and significant value to the public body, and meet the requirements found in the Guidance on Permanent and Historical Records, at the following link <a href="http://www.azlibrary.gov/arm/guidelines-standards-and-statutes">http://www.azlibrary.gov/arm/guidelines-standards-and-statutes</a>			
Administrative and Management Records	<b>10280 - Grant Records - Non Historical</b>	3 Years	After quarterly, annual or final expenditure report submitted and approved or after funding agency requirements are met, whichever is longer.	Dec 29 2015
GS-1018	Includes Administrative, financial and programmatic records.			
Administrative and Management Records	<b>10281 - Grant Records - Unsuccessful Applications</b>	1 Year	After rejected or withdrawn.	Dec 29 2015
GS-1018				

# General Retention Schedule Created For:

## *All Public Bodies (General Schedules)*

## Administrative and Management Records

Function	Record Series Number & Title/ Description	Retention Period	Remarks & Citations	Approval Date
Administrative and Management Records	<b>10282 - Hold Harmless / Release / Waiver Agreements</b>	3 Years	After created or received.	Dec 29 2015
GS-1018	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.			
Administrative and Management Records	<b>10283 - Information Security and Privacy Incident Records - HIPAA Related</b>	6 Years	After incident closed and no further activity is anticipated.	Dec 29 2015
GS-1018	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.			
Administrative and Management Records	<b>10284 - Information Security and Privacy Incident Records - Non HIPAA Related</b>	3 Years	After incident closed and no further activity is anticipated.	Dec 29 2015
GS-1018	Including information security and privacy incidents or complaints. Incidents involving either paper or electronic records and including incidents related to those records.			
Administrative and Management Records	<b>10285 - Legislation Records</b>	Permanent	Retain per Arizona Standards for Permanent Records or transfer to State Archives when administrative value has been served.	Dec 29 2015
GS-1018	These records are for legislation proposed by agency.			

## General Retention Schedule Created For:

### *All Public Bodies (General Schedules)*

### Administrative and Management Records

Function	Record Series Number & Title/ Description	Retention Period	Remarks & Citations	Approval Date
Administrative and Management Records  GS-1018	<b>10286 - Legislation Tracking Records</b>	1 Year	After passed into law or defeated.	Dec 29 2015
Administrative and Management Records  GS-1018	<b>10287 - Logs</b>  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.	Dec 29 2015
Administrative and Management Records  GS-1018	<b>10288 - National Voter Registration Act (NVRA) Declinations / Batch Reports</b>  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.	Dec 29 2015
Administrative and Management Records  GS-1018	<b>10289 - Notary Records</b>  Includes notary journal(s) and notary seal.		Send to the Arizona Secretary of State after commission resigned.	Dec 29 2015



# General Retention Schedule Created For:

## *All Public Bodies (General Schedules)*

## Administrative and Management Records

Function	Record Series Number & Title/ Description	Retention Period	Remarks & Citations	Approval Date
Administrative and Management Records	<b>10290 - Office Internal Administrative Records</b>		After superseded or obsolete or after administrative or reference value has been served, whichever is later.	Dec 29 2015
GS-1018	Including, but not limited to, duty rosters, non-policy work procedures / manuals, office assignments, and work schedules.			
Administrative and Management Records	<b>10291 - Organizational Reporting Records</b>	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.	Dec 29 2015
GS-1018	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.			
Administrative and Management Records	<b>10292 - Permit Records</b>	3 Years	After permit expired, cancelled or revoked.	Dec 29 2015
GS-1018	These are records obtained by the Public Body and are NOT permits issued by Public Body.			

# General Retention Schedule Created For:

## *All Public Bodies (General Schedules)*

## Administrative and Management Records

Function	Record Series Number & Title/ Description	Retention Period	Remarks & Citations	Approval Date
Administrative and Management Records	<b>10293 - Policy and Procedure Records</b>	Permanent	Retain per Arizona Standards for Permanent Records or transfer to State Archives when administrative value has been served.	Dec 29 2015
GS-1018	Official agency policy and procedure records. These records don't include internal office procedures records (see series #10290).			
Administrative and Management Records	<b>10294 - Progress / Activity / Statistical Reports and Performance Measurement Records</b>		After administrative or reference value has been served.	Dec 29 2015
GS-1018	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.			
Administrative and Management Records	<b>10295 - Project Records - Historical</b>	Permanent	Retain per Arizona Standards for Permanent Records or transfer to State Archives when administrative value has been served.	Dec 29 2015
GS-1018	Historical records have enduring and significant value to the public body.			
Administrative and Management Records	<b>10296 - Project Records - Non Historical</b>	3 Years	After project completed or abandoned.	Dec 29 2015
GS-1018	These records do not include construction projects.			

# General Retention Schedule Created For:

## *All Public Bodies (General Schedules)*

## Administrative and Management Records

Function	Record Series Number & Title/ Description	Retention Period	Remarks & Citations	Approval Date
Administrative and Management Records	<b>10297 - Publications Produced by Public Body</b>	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 <a href="mailto:research@azlibrary.gov">research@azlibrary.gov</a> . 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.	Jul 24 2020 12:00AM
GS-1018	Includes audits, brochures, budgets, capital improvement plans, comprehensive plans, newsletters, pamphlets, transportation studies and other published reports.			
Administrative and Management Records	<b>10298 - Publication Printing Records and Program Logs</b>	6 Years	After published or contract fulfilled, expired, cancelled or revoked.	Dec 29 2015
GS-1018	Records required for reprinting of publications; may include purchase agreements and forms, publication inventories and catalogs, and price guides.			

## General Retention Schedule Created For:

### ***All Public Bodies (General Schedules)***

### Administrative and Management Records

Function	Record Series Number & Title/ Description	Retention Period	Remarks & Citations	Approval Date
Administrative and Management Records	<b>10299 - Public Records Requests</b>	1 Year	After calendar year created or received.	Dec 29 2015
GS-1018	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.			
Administrative and Management Records	<b>10300 - Records Retention Schedules</b>		After superseded or obsolete.	Dec 29 2015
GS-1018	Official copy at LAPR / Archives and Records Management Branch.			
Administrative and Management Records	<b>10301 - Reports and Form Submissions to LAPR</b>	Destroy agency copy	Send original record to LAPR.	Dec 29 2015
GS-1018	Including but not limited to, Certificates of Records Destruction, Notice of Destruction Prior to Records Disposition, Agreement to Transfer Records, Request for Document Imaging of Public Records, Request for Microfilming, and Certificate of Compliance, and Essential Records Listing.			

# General Retention Schedule Created For:

## *All Public Bodies (General Schedules)*

## Administrative and Management Records

Function	Record Series Number & Title/ Description	Retention Period	Remarks & Citations	Approval Date
Administrative and Management Records	<b>10302 - Requests for Document Imaging of Public Records / Requests for Microfilming of Public Records</b>		Send original record to LAPR. Destroy agency copy after superseded or obsolete.	Dec 29 2015
GS-1018	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.			
Administrative and Management Records	<b>10303 - Rulemaking Records - Enacted / Adopted</b>	1 Year	After superseded or obsolete.	Dec 29 2015
GS-1018	Includes working documents used in creation or updating of rules and 5 year review records.			
Administrative and Management Records	<b>10304 - Rulemaking Records - Not Enacted / Not Adopted</b>	1 Year	After calendar year rule rejected.	Dec 29 2015
GS-1018				
Administrative and Management Records	<b>10305 - Source Documents - Data Entry Forms</b>		After entered data is verified.	Dec 29 2015
GS-1018	Including records used to update databases or other data collecting systems.			

# General Retention Schedule Created For:

## *All Public Bodies (General Schedules)*

## Administrative and Management Records

Function	Record Series Number & Title/ Description	Retention Period	Remarks & Citations	Approval Date
Administrative and Management Records	<b>10306 - Source Documents - Scanning and / or Microfilm</b>		After film or image is verified. For scanning source records, inspecting at least 20% of all records is required to ensure that all information on the scanned version is legible. For microfilming source records, if the source records have a Permanent retention period, and if the source documents are to be destroyed, 100% of the records will be verified to ensure that all the information on the microfilmed versions is legible. For microfilming source records, if the source records do not have a Permanent retention period, inspecting at least 20% of all records is required to ensure that all information on the scanned version is legible.	Dec 29 2015
GS-1018	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.			

# General Retention Schedule Created For:

## *All Public Bodies (General Schedules)*

## Administrative and Management Records

Function	Record Series Number & Title/ Description	Retention Period	Remarks & Citations	Approval Date
Administrative and Management Records	<b>10307 - Strategic Plans and Goal Records</b>	Permanent	Retain per Arizona Standards for Permanent Records or transfer to State Archives when administrative value has been served.	Dec 29 2015
GS-1018	Including 5-year, 10-year and other long range planning records.			
Administrative and Management Records	<b>10308 - Surveillance Recordings</b>	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.	Dec 29 2015
GS-1018	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.			
Administrative and Management Records	<b>10309 - Survey Question Records</b>		After administrative or reference value has been served.	Dec 29 2015
GS-1018	These records are an examination of opinions, behavior, etc. made by asking people questions. These do not include property or land surveys.			

# General Retention Schedule Created For:

## *All Public Bodies (General Schedules)*

## Administrative and Management Records

Function	Record Series Number & Title/ Description	Retention Period	Remarks & Citations	Approval Date
Administrative and Management Records  GS-1018	<b>10310 - Trademark, Copyright and Patent Records</b>	Permanent	Retain per Arizona Standards for Permanent Records or transfer to State Archives when administrative value has been served.	Dec 29 2015
Administrative and Management Records  GS-1018	<b>10311 - Training Records</b>  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.	Dec 29 2015
Administrative and Management Records  GS-1018	<b>10312 - Training Records - Training Content Records</b>  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.	Dec 29 2015



# General Retention Schedule Created For:

## *All Public Bodies (General Schedules)*

## Administrative and Management Records

Function	Record Series Number & Title/ Description	Retention Period	Remarks & Citations	Approval Date
Administrative and Management Records	<b>10313 - Transitory Records</b>		After administrative or reference value has been served.	Dec 29 2015
GS-1018	Includes records of limited reference value, letters of transmittal and informational bulletins.			
Administrative and Management Records	<b>10413 - Working Records</b>		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.	Dec 29 2015
GS-1018	Including, but not limited to, drafts, feeder reports, and notes used in the development of final or summary records.			
Administrative and Management Records	<b>30678 - Contracts, Agreements, Leases and Related Records</b>	6 Years	After fulfilled, expired, canceled or revoked.	Dec 29 2015
GS-1018	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).			

# General Retention Schedule Created For:

## *All Public Bodies (General Schedules)*

## Administrative and Management Records

Function	Record Series Number & Title/ Description	Retention Period	Remarks & Citations	Approval Date
Administrative and Management Records	<b>30799 - FEMA / Multi-Hazard Mitigation Plans - State Level, Standard</b>	5 Years	from the date of the approval of the previous plan.	Dec 29 2015
GS-1018	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.			
Administrative and Management Records	<b>30800 - FEMA / Multi-Hazard Mitigation Plans - State Level, Enhanced</b>	5 Years	from the date of the approval of the previous plan.	Dec 29 2015
GS-1018	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 contents.			
Administrative and Management Records	<b>30801 - FEMA / Multi-Hazard Mitigation Plans - Tribal</b>	5 Years	from the date of the approval of the previous plan.	Dec 29 2015
GS-1018	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.			

## General Retention Schedule Created For:

### *All Public Bodies (General Schedules)*

### Administrative and Management Records

Function	Record Series Number & Title/ Description	Retention Period	Remarks & Citations	Approval Date
Administrative and Management Records	<b>30802 - FEMA / Multi-Hazard Mitigation Plans - Local</b>	5 Years	from the date of the approval of the previous plan.	Dec 29 2015
GS-1018	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 contents.			
Administrative and Management Records	<b>52264 - Indemnity Agreements</b>	10 Years	After completed, expired or cancelled.	Dec 29 2015
GS-1018	Agreements between property owners regarding easements built within the City's Right-of-Way.			
Audit Records	<b>20085 - Financial Audit Records, Organization-Wide Audit Final Report</b>	7 Years	After fiscal year report completed. Send 2 copies to ASLAPR, Law and Research Library, State Documents If electronic, send electronic copy to reports@azlibrary.gov and paper copy to ASLAPR, Law and Research Library, State Documents.	Feb 24 2017
GS-1046	Including public body's copy of reports and audit work papers.			

## General Retention Schedule Created For:

### *All Public Bodies (General Schedules)*

### Audit Records

Function	Record Series Number & Title/ Description	Retention Period	Remarks & Citations	Approval Date
Audit Records	<b>20086 - Financial Audit Records, Departmental Audits</b>	7 Years	After fiscal year report completed.	Feb 24 2017
GS-1046	Including public body's copy of reports and audit work papers.			
Audit Records	<b>20087 - Financial Audit Records, All other records</b>	7 Years	After fiscal year report completed.	Feb 24 2017
GS-1046	Including public body's copy of reports and audit work papers.			
Audit Records	<b>20088 - Internal Audit Records</b>	5 Years	After fiscal year report completed.	Feb 24 2017
GS-1046	Including departmental audits and audits of programs. Also includes audit work papers.			
Audit Records	<b>20089 - Performance Audit Reports, Organization-wide Audit Final Report</b>	7 Years	After fiscal year report completed. Send 2 copies to ASLAPR, Law and Research Library, State Documents If electronic, send electronic copy to reports@azlibrary.gov and paper copy to ASLAPR, Law and Research Library, State Documents.	Feb 24 2017
GS-1046	Including agency copy of reports, audit work papers and Sunset Review records.			

# General Retention Schedule Created For:

## *All Public Bodies (General Schedules)*

## Audit Records

Function	Record Series Number & Title/ Description	Retention Period	Remarks & Citations	Approval Date
Audit Records	<b>20090 - Performance Audit Reports, Departmental Audits</b>	7 Years	After fiscal year report completed.	Feb 24 2017
GS-1046	Including agency copy of reports, audit work papers and Sunset Review records.			
Audit Records	<b>20091 - Performance Audit Reports, All Other Records</b>	7 Years	After fiscal year report completed.	Feb 24 2017
GS-1046	Including agency copy of reports, audit work papers and Sunset Review records.			
Audit Records	<b>20092 - Sales Tax and Franchise Audit Records</b>	10 Years	After fiscal year report completed.	Feb 24 2017
GS-1046	Including Multi- Jurisdictional Audit Records.			
Bond Records	<b>20143 - Bond Catalog or Listing</b>	Permanent	Preserve pursuant to ARS 39-101	Apr 24 2012
GS-1052	annual publication of all outstanding bonds and schedule of bonds			
Bond Records	<b>20144 - Bond Rating Records</b>	1 Year	After superseded or after administrative value has been served, whichever is later	Apr 24 2012
GS-1052				

# General Retention Schedule Created For:

## *All Public Bodies (General Schedules)*

## Bond Records

Function	Record Series Number & Title/ Description	Retention Period	Remarks & Citations	Approval Date
Bond Records	<b>20145 - Bond Records, Summary</b>	Permanent	Preserve pursuant to ARS 39-101	Apr 24 2012
GS-1052	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			
Bond Records	<b>20146 - Bond Records, All other records</b>	5 Years	After fiscal year bond redeemed or after administrative value has been served, whichever is later	Apr 24 2012
GS-1052	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			
Bond Records	<b>20147 - Bond Redemption Records</b>	5 Years	After fiscal year bond redeemed	Apr 24 2012
GS-1052	including bond registers, interest or coupon payment records, bond ledgers, interest checks, redeemed notes and coupons, and other related records			

# General Retention Schedule Created For:

## *All Public Bodies (General Schedules)*

## Bond Records

Function	Record Series Number & Title/ Description	Retention Period	Remarks & Citations	Approval Date
Bond Records	<b>20148 - Bond Registration Records</b>	5 Years	After fiscal year bond redeemed	Apr 24 2012
GS-1052	Registrar's copies of bond registration stubs			
Bond Records	<b>20149 - Bond Transaction Ledger</b>	5 Years	After fiscal year bond redeemed	Apr 24 2012
GS-1052	cumulative report detailing all transactions associated with bond projects			
Bond Records	<b>20150 - Trustee's Records</b>	5 Years	After fiscal year bond redeemed	Apr 24 2012
GS-1052	including records of who bought and traded bonds			
Bond Records	<b>20151 - Unissued Bond Records</b>	5 Years	After fiscal year spending authority has lapsed	Apr 24 2012
GS-1052	bonds approved but not issued			
Building Safety and Inspection Records	<b>20152 - Building Permitting Database, Official Records</b>		Retain for the same period as required for other formats of the same records series	Feb 19 2020
GS-1053	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.			

# General Retention Schedule Created For:

## *All Public Bodies (General Schedules)*

## Building Safety and Inspection Records

Function	Record Series Number & Title/ Description	Retention Period	Remarks & Citations	Approval Date
Building Safety and Inspection Records  GS-1053	<b>20154 - Building Permit Records, Approved, Permit</b>	10 Years	after the building has been destroyed	Feb 19 2020
Building Safety and Inspection Records  GS-1053	<b>20155 - Building Permit Records, Supporting documentation</b>  including applications, field copies, and other related records	1 Year	After work completed	Feb 19 2020
Building Safety and Inspection Records  GS-1053	<b>20156 - Building Permit Records, Supporting documentation, Withdrawn, Denied or Expired</b>  including applications, field copies, and other related records	1 Year	After withdrawn, denied or expired	Feb 19 2020
Building Safety and Inspection Records  GS-1053	<b>20157 - Building Permit Address Records</b>	6 Months	After superseded or obsolete	Feb 19 2020
Building Safety and Inspection Records  GS-1053	<b>20158 - Certificates of Completion</b>	Permanent	Preserve pursuant to ARS 39-101	Feb 19 2020



# General Retention Schedule Created For:

## ***All Public Bodies (General Schedules)***

## Building Safety and Inspection Records

Function	Record Series Number & Title/ Description	Retention Period	Remarks & Citations	Approval Date
Building Safety and Inspection Records  GS-1053	<b>20159 - Certificates of Occupancy</b>	-	Maintain for the life of the building.	Feb 19 2020
Building Safety and Inspection Records  GS-1053	<b>20160 - Change of Record Affidavits</b>		After building demolished	Feb 19 2020
Building Safety and Inspection Records  GS-1053	<b>20161 - Code Enforcement Records, Code Violation Correction Notice Records</b>  including no Building Permit issued, notice of violation, inspections, correspondence, and other related records	3 Years	After resolved	Feb 19 2020
Building Safety and Inspection Records  GS-1053	<b>20162 - Code Enforcement Records, Appealed Violations</b>	3 Years	After resolved	Feb 19 2020
Building Safety and Inspection Records  GS-1053	<b>20163 - Construction Plans, Specifications and Computations: Single-Family Residential, Tract Homes, Commercial/Industrial and all Others</b>  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	Feb 19 2020

# General Retention Schedule Created For:

## *All Public Bodies (General Schedules)*

## Building Safety and Inspection Records

Function	Record Series Number & Title/ Description	Retention Period	Remarks & Citations	Approval Date
Building Safety and Inspection Records  GS-1053	<b>20164 - Construction Plans, Specifications and Computations: Withdrawn, Expired or Denied</b>  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	Feb 19 2020
Building Safety and Inspection Records  GS-1053	<b>20165 - Construction Plans, Specifications and Computations: Working Records</b>  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.	Feb 19 2020
Building Safety and Inspection Records  GS-1053	<b>20166 - Demolition Permits</b>	Permanent	Preserve pursuant to ARS 39-101	Feb 19 2020
Building Safety and Inspection Records  GS-1053	<b>20167 - Inspection Records, Single family residential</b>	3 Years	After work completed	Feb 19 2020
Building Safety and Inspection Records  GS-1053	<b>20168 - Inspection Records, Commercial/Industrial</b>	3 Years	After work completed	Feb 19 2020

# General Retention Schedule Created For:

## *All Public Bodies (General Schedules)*

## Building Safety and Inspection Records

Function	Record Series Number & Title/ Description	Retention Period	Remarks & Citations	Approval Date
Building Safety and Inspection Records	<b>20169 - Inspection Records: Other Records</b>	1 Year	After work completed	Feb 19 2020
GS-1053	Including porches, signs, detached patios and fences.			
Building Safety and Inspection Records	<b>20170 - Inspection Records, Schedules</b>	1 Year	After calendar year created	Feb 19 2020
GS-1053				
Building Safety and Inspection Records	<b>20171 - Inspection Records, Special Inspection Certificates</b>	3 Years	After work completed	Feb 19 2020
GS-1053				
Building Safety and Inspection Records	<b>20172 - Inspection Records, Final Inspection Reports</b>	3 Years	After created or received	Feb 19 2020
GS-1053				
Building Safety and Inspection Records	<b>20173 - Pool Plans, Residential</b>	6 Months	After work completed	Feb 19 2020
GS-1053	including standards			
Building Safety and Inspection Records	<b>20174 - Pool Plans, Commercial</b>	5 Years	After work completed	Feb 19 2020
GS-1053	including standards			

## General Retention Schedule Created For:

### *All Public Bodies (General Schedules)*

### Building Safety and Inspection Records

Function	Record Series Number & Title/ Description	Retention Period	Remarks & Citations	Approval Date
Building Safety and Inspection Records  GS-1053	<b>20175 - Registers of Permits</b>	Permanent	Preserve pursuant to ARS 39-101	Feb 19 2020
Cemetery Records  GS-1033	<b>10473 - Burial Records</b>  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.	Dec 29 2015
Cemetery Records  GS-1033	<b>10474 - Cemetery Regulations and Procedures</b>  Includes regulations regarding flowers, headstones, landscaping and gate closure hours.		After superseded or obsolete .	Dec 29 2015
Cemetery Records  GS-1033	<b>10475 - Government Marker Requests</b>	6 Months	After marker received or request denied	Dec 29 2015

# General Retention Schedule Created For:

## *All Public Bodies (General Schedules)*

## Cemetery Records

Function	Record Series Number & Title/ Description	Retention Period	Remarks & Citations	Approval Date
Cemetery Records	<b>10476 - Indexes/Listings of Interments and Reserved Plots</b>	Permanent	Retain per Arizona Standards for Permanent Records or transfer to State Archives when administrative value has been served.	Dec 29 2015
GS-1033				
Cemetery Records	<b>10477 - Maps and Block Records</b>	Permanent	Retain per Arizona Standards for Permanent Records or transfer to State Archives when administrative value has been served.	Dec 29 2015
GS-1033				
Cemetery Records	<b>10478 - Release of Liability Records</b>	5 Years	After date of burial.	Dec 29 2015
GS-1033	For persons present at lowering.			
Civic, Convention, and Cultural Facilities and Visitors' Bureau Records	<b>20182 - Advertising Records</b>	10 Years	After created or received	Jun 11 2012
GS-1054	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			

# General Retention Schedule Created For:

## All Public Bodies (General Schedules)

## Cultural Facilities and Visitors' Bureau Records

Function	Record Series Number & Title/ Description	Retention Period	Remarks & Citations	Approval Date
Civic, Convention, and Cultural Facilities and Visitors' Bureau Records	<b>20183 - Collateral Records</b>	Permanent	Preserve pursuant to ARS 39-101	Jun 11 2012
GS-1054	including travel guides, calendar of events, meeting planners, tour and travel planners, media kits and other related records			
Civic, Convention, and Cultural Facilities and Visitors' Bureau Records	<b>20184 - Convention and Visitors; Bureau Studies, Historical</b>	Permanent	Preserve pursuant to ARS 39-101	Jun 11 2012
GS-1054	including studies conducted to research visitation and other visitor surveys			
Civic, Convention, and Cultural Facilities and Visitors' Bureau Records	<b>20185 - Convention and Visitors; Bureau Studies, All others</b>		After administrative value has been served	Jun 11 2012
GS-1054	including studies conducted to research visitation and other visitor surveys			
Civic, Convention, and Cultural Facilities and Visitors' Bureau Records	<b>20186 - Customer Relation Management Records</b>		After administrative value has been served	Jun 11 2012
GS-1054	information regarding media contacts and articles, tour operators, meeting planners and consumer contact information			

# General Retention Schedule Created For:

## *All Public Bodies (General Schedules)*

## Cultural Facilities and Visitors' Bureau Records

Function	Record Series Number & Title/ Description	Retention Period	Remarks & Citations	Approval Date
Civic, Convention, and Cultural Facilities and Visitors' Bureau Records	<b>20187 - Event Records, Historical</b>	Permanent	Preserve pursuant to ARS 39-101	Jun 11 2012
GS-1054	including applications, permits, proof/ certificates of insurance, event correspondence, set-up records, copies of contracts and other related records			
Civic, Convention, and Cultural Facilities and Visitors' Bureau Records	<b>20188 - Event Records, All other records</b>	3 Years	After event is no longer renewed or scheduled	Jun 11 2012
GS-1054	including applications, permits, proof/ certificates of insurance, event correspondence, set-up records, copies of contracts and other related records			
Civic, Convention, and Cultural Facilities and Visitors' Bureau Records	<b>20189 - Revenue Per Available Room (Rev Par) Reports</b>		After administrative value has been served	Jun 11 2012
GS-1054	documents sales tax revenues for the hotel industry			
Civic, Convention, and Cultural Facilities and Visitors' Bureau Records	<b>20190 - Visitor Center Records</b>		After administrative value has been served	Jun 11 2012
GS-1054	reports regarding the number of walk-in visitors and customer service survey results			

## General Retention Schedule Created For:

### *All Public Bodies (General Schedules)*

### Clerks Records

Function	Record Series Number & Title/ Description	Retention Period	Remarks & Citations	Approval Date
Clerks Records	<b>10237 - Abandonments, Easements and Right of Way (ROW) Records</b>	Permanent	Retain per Arizona Standards for Permanent Records or transfer to State Archives when administrative value has been served.	Dec 29 2015
GS-1016				
Clerks Records	<b>10238 - Affidavits of Service of Process Records</b>	1 Year	After calendar year received.	Dec 29 2015
GS-1016	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.			
Clerks Records	<b>10239 - Annexation / De-annexation Records - Petitions and property valuation records</b>	3 Years	After annexed.	Dec 29 2015
GS-1016	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 f01m with the LAPR.			



# General Retention Schedule Created For:

## All Public Bodies (General Schedules)

## Clerks Records

Function	Record Series Number & Title/ Description	Retention Period	Remarks & Citations	Approval Date
Clerks Records	<b>10240 - Annexation / De-annexation Records - Recorded maps and other historically significant records</b>	Permanent	Retain per Arizona Standards for Permanent Records or transfer to State Archives when administrative value has been served.	Dec 29 2015
GS-1016	Whenever land / property is transferred from one public body to another, any records related to that land / property should be transferred, as well. Please remember to complete and file a Transfer of Records Between Public Bodies form with the LAPR.			
Clerks Records	<b>10241 - Annexation / De-annexation Records - Refused</b>	3 Years	After refused.	Dec 29 2015
GS-1016				
Clerks Records	<b>10242 - Annual Report Records</b>	Permanent	Retain per Arizona Standards for Permanent Records or transfer to State Archives when administrative value has been served.	Dec 29 2015
GS-1016	These records are created by Special Districts, and a copy supplied to the County Board of Supervisors, in compliance with ARS 48-251.			

# General Retention Schedule Created For:

## *All Public Bodies (General Schedules)*

## Clerks Records

Function	Record Series Number & Title/ Description	Retention Period	Remarks & Citations	Approval Date
Clerks Records	<b>10243 - Annual Report Records - Received and Reported</b>	5 Years	After calendar year received and report submitted.	Dec 29 2015
GS-1016	These Reports are received by the County Board of Supervisors, and -then a subsequent Compliance Report is submitted to the State.			
Clerks Records	<b>10244 - Board of Equalization Records - Tax Roll Correction Order Records</b>	1 Year	After board process ends.	Dec 29 2015
GS-1016				
Clerks Records	<b>10245 - Board of Equalization Records - Administrative Appeals Package Records</b>	2 Years	After calendar year created.	Dec 29 2015
GS-1016				
Clerks Records	<b>10246 - Business Licenses Trial Balance Records</b>	5 Years	After fiscal year created.	Dec 29 2015
GS-1016	Monthly listing of occupational (business) license accounts for which the license has not been paid.			
Clerks Records	<b>10247 - Certificates of Sale / Notices of Trustee Sale Records</b>	3 Years	After recorded.	Dec 29 2015
GS-1016				

# General Retention Schedule Created For:

## All Public Bodies (General Schedules)

## Clerks Records

Function	Record Series Number & Title/ Description	Retention Period	Remarks & Citations	Approval Date
Clerks Records	<b>10248 - Charter, Amendment and Incorporation Records</b>	Permanent	Retain per Arizona Standards for Permanent Records or transfer to State Archives when administrative value has been served.	Dec 29 2015
GS-1016				
Clerks Records	<b>10249 - Constable Log Records</b>	2 Years	After calendar year received.	Dec 29 2015
GS-1016	This is the copy filed monthly with the Clerk of the Board of Supervisors.			
Clerks Records	<b>10250 - Deeds / Titles to Buildings and Property</b>	3 Years	After building / property sold, transferred disposed of, or abandoned, or after building demolished.	Dec 29 2015
GS-1016	To buildings and property owned by the public body.			
Clerks Records	<b>10251 - Disciplinary Notices</b>	3 Years	After calendar year received.	Dec 29 2015
GS-1016	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.			

# General Retention Schedule Created For:

## *All Public Bodies (General Schedules)*

## Clerks Records

Function	Record Series Number & Title/ Description	Retention Period	Remarks & Citations	Approval Date
Clerks Records	<b>10252 - Franchise Records</b>	6 Years	After calendar year contract fulfilled, cancelled or revoked.	Dec 29 2015
GS-1016	Including, but not limited to, utilities and cable television.			
Clerks Records	<b>10253 - License / Permit Records - Applications Not Approved Records</b>	2 Years	After calendar year rejected.	Dec 29 2015
GS-1016				
Clerks Records	<b>10254 - License / Permit Records - Bingo, Emergency Vehicles, Fireworks, Liquor, and Parade Records</b>	2 Years	After calendar year of recommendation.	Dec 29 2015
GS-1016				
Clerks Records	<b>10255 - License / Permit Records - Citizen Complaint Records</b>	4 Years	After calendar year resolved.	Dec 29 2015
GS-1016				
Clerks Records	<b>10256 - License / Permit Records - Continuing Activity Records</b>	3 Years	After calendar year canceled, expired or revoked.	Dec 29 2015
GS-1016	Including, but not limited to business licenses, regulatory licenses, and business occupational and professional (BOP) records.			

# General Retention Schedule Created For:

## All Public Bodies (General Schedules)

## Clerks Records

Function	Record Series Number & Title/ Description	Retention Period	Remarks & Citations	Approval Date
Clerks Records	<b>10257 - License / Permit Records - Correspondence with Unlicensed / Not in Business Account Records</b>	2 Years	After calendar year created or received.	Dec 29 2015
GS-1016				
Clerks Records	<b>10258 - License / Permit Records - Single Event Records</b>	3 Years	After calendar year issued.	Dec 29 2015
GS-1016	Includes license / permit for special events.			
Clerks Records	<b>10259 - List of Inactive Business Account Records</b>		After superseded or obsolete.	Dec 29 2015
GS-1016				
Clerks Records	<b>10260 - Minutes Records</b>	Permanent	Retain per Arizona Standards for Permanent Records or transfer to State Archives when administrative value has been served.	Dec 29 2015
GS-1016	These records are created by public bodies that are subject to open meeting law. Records including, but not limited to, regular sessions, study and work study sessions. Includes agendas and back-up / supporting documentation for approved items from meeting packets of governing boards, commissions, committees and councils; other decision-making boards, commissions, committees, and councils; advisory boards, commissions, committees, councils, task forces, and ad hoc committees.			

# General Retention Schedule Created For:

## *All Public Bodies (General Schedules)*

## Clerks Records

Function	Record Series Number & Title/ Description	Retention Period	Remarks & Citations	Approval Date
Clerks Records	<b>10261 - Minutes Records - Executive Session Records</b>	7 Years	After calendar year created or received.	Dec 29 2015
GS-1016	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.			
Clerks Records	<b>10262 - Minutes Records - Audio or Video Recordings of Meetings</b>	3 Months	After date of meeting and after minutes transcribed or summarized and approved.	Dec 29 2015
GS-1016	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."			

# General Retention Schedule Created For:

## *All Public Bodies (General Schedules)*

## Clerks Records

Function	Record Series Number & Title/ Description	Retention Period	Remarks & Citations	Approval Date
Clerks Records	<b>10263 - Minutes Records - Staff Meetings</b>		After administrative or reference value has been served.	Dec 29 2015
GS-1016	These are records created during routine staff meetings.			
Clerks Records	<b>10264 - Ordinances</b>	Permanent	Retain per Arizona Standards for Permanent Records or transfer to State Archives when administrative value has been served.	Dec 29 2015
GS-1016	Includes County / Municipal Codes			
Clerks Records	<b>10430 - Proclamations</b>	4 Years	After calendar year issued. If Proclamations are historical, please refer to the Officials Records General Retention Schedule.	Dec 29 2015
GS-1016				
Clerks Records	<b>10431 - Public Meeting Notice Records</b>	2 Years	After calendar year of meeting.	Dec 29 2015
GS-1016	Includes affidavits of publication, certificate of posting for public meetings.			

# General Retention Schedule Created For:

## *All Public Bodies (General Schedules)*

## Clerks Records

Function	Record Series Number & Title/ Description	Retention Period	Remarks & Citations	Approval Date
Clerks Records	<b>10432 - Public Notice Records - Notice of Public Posting Location(s)</b>		After superseded or obsolete.	Dec 29 2015
GS-1016	Includes disclosure notices and statement of notice.			
Clerks Records	<b>10433 - Request to Speak Records</b>		After minutes are transcribed and / or summarized and approved.	Dec 29 2015
GS-1016	These are completed by the public if they would like to speak at a public meeting.			
Clerks Records	<b>10434 - Resolutions</b>	Permanent	Retain per Arizona Standards for Permanent Records or transfer to State Archives when administrative value has been served.	Dec 29 2015
GS-1016				
Clerks Records	<b>10435 - School Facilities Board (SFB) Records - Reports and Surveys</b>	5 Years	After calendar year created or sent to SFB.	Dec 29 2015
GS-1016	School districts and charter schools only.			



# General Retention Schedule Created For:

## *All Public Bodies (General Schedules)*

## Clerks Records

Function	Record Series Number & Title/ Description	Retention Period	Remarks & Citations	Approval Date
Clerks Records	<b>10436 - Subdivision Plat Records</b>	Permanent	Retain per Arizona Standards for Permanent Records or transfer to State Archives when administrative value has been served.	Dec 29 2015
GS-1016				
Clerks Records	<b>10437 - Task Force Report / Study Records</b>	5 Years	After submitted.	Dec 29 2015
GS-1016				
Clerks Records	<b>10438 - Tax Deed Land Sale Records</b>	5 Years	After submitted.	Dec 29 2015
GS-1016				
Clerks Records	<b>10439 - Uniform Code Records</b>	5 Years	After codes revised, or after reference value has been served, whichever is longer.	Dec 29 2015
GS-1016	Includes Uniform building codes, fire codes, plumbing codes, etc.			
Clerks Records	<b>53384 - Delegation of Authority</b>	2 Years	After superseded or voided	Dec 29 2015
GS-1016				

## General Retention Schedule Created For:

### *All Public Bodies (General Schedules)*

### Copy Center and Mail Room Records

Function	Record Series Number & Title/ Description	Retention Period	Remarks & Citations	Approval Date
Copy Center and Mail Room Records	<b>20258 - Photocopier Usage Records</b>	1 Year	After created or received	May 1 2012
GS-1055	including monthly reports of photocopier usage by organization unit			
Copy Center and Mail Room Records	<b>20259 - Work Orders</b>	1 Year	After request received	May 1 2012
GS-1055	requests from organizational units for duplication services at the Copy Center			
Copy Center and Mail Room Records	<b>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</b>	1 Year	After created or received	May 1 2012
GS-1055	Items 3-6 fall under the header Mail Room			
Copy Center and Mail Room Records	<b>20261 - Postage Meter Records</b>	1 Year	After created or received	May 1 2012
GS-1055	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			

## General Retention Schedule Created For:

### *All Public Bodies (General Schedules)*

### Copy Center and Mail Room Records

Function	Record Series Number & Title/ Description	Retention Period	Remarks & Citations	Approval Date
Copy Center and Mail Room Records	<b>20262 - Postal Charge Records</b>	1 Year	After created or received	May 1 2012
GS-1055	general accounting records for postal activities including report of monthly charge out totals (by organizational unit), voucher for refund of postage fees, and receipts for postage meter readings			
Copy Center and Mail Room Records	<b>20263 - Statements of Bulk Rate Mailings</b>	1 Year		May 1 2012
GS-1055	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			
Criminal History Record Information Records	<b>10044 - Applicant Review and Challenge of Criminal History Record Information (CHRI) Record</b>		After process and any related appellate remedies, have been exhausted.	Sep 26 2014
GS-1004	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.			

## General Retention Schedule Created For:

### ***All Public Bodies (General Schedules)***

### Criminal History Record Information Records

Function	Record Series Number & Title/ Description	Retention Period	Remarks & Citations	Approval Date
Criminal History Record Information Records  GS-1004	<b>10045 - Authorized Personnel Record</b>  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.	Sep 26 2014
Criminal History Record Information Records  GS-1004	<b>10046 - Authorized Personnel Training Documentation Record</b>  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.	Sep 26 2014

# General Retention Schedule Created For:

## All Public Bodies (General Schedules)

## Criminal History Record Information Records

Function	Record Series Number & Title/ Description	Retention Period	Remarks & Citations	Approval Date
Criminal History Record Information Records	<b>10047 - Criminal History Records Information (CHRI) Record</b>		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.	Sep 26 2014
GS-1004	"...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."			
Criminal History Record Information Records	<b>10048 - Criminal History Records Information - Related Record</b>		After calendar year Department of Public Safety (DPS), or its representatives, complete the Routine Audit.	Sep 26 2014
GS-1004	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.			

# General Retention Schedule Created For:

## All Public Bodies (General Schedules)

## Criminal History Record Information Records

Function	Record Series Number & Title/ Description	Retention Period	Remarks & Citations	Approval Date
Criminal History Record Information Records	<b>10049 - Fingerprint Card Record</b>	6 months	After created or received, or until one reuse completed.	Sep 26 2014
GS-1004	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.			
Criminal History Record Information Records	<b>10050 - Fingerprint Card with CHRI Documented Records</b>		Either becomes records series #10047, or has the same retention period as records series #10047.	Sep 26 2014
GS-1004	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.			
Criminal History Record Information Records	<b>10051 - Secondary Dissemination Log Records</b>	5 Years	After calendar year created.	Sep 26 2014
GS-1004	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			
Disability Services / Accessibility Records	<b>30274 - Student Counseling Records</b>	7 Years	after graduation or last date of attendance.	Jun 28 2016
GS-1042	Student Consultations, Crisis Services, Group Counseling, Individual Counseling, Outreach.			

# General Retention Schedule Created For:

## All Public Bodies (General Schedules)

## Disability Services / Accessibility Records

Function	Record Series Number & Title/ Description	Retention Period	Remarks & Citations	Approval Date
Disability Services / Accessibility Records	<b>30275 - Disability Resources Student Records</b>	7 Years	after graduation or date of last attendance. Confidential destruction is required.	Jun 28 2016
GS-1042	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.			
Disability Services / Accessibility Records	<b>30276 - Hearing Clinic Patient Records</b>	7 Years	after last contact with patient, and patient is of majority of age. Confidential destruction is required.	Jun 28 2016
GS-1042	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.			

# General Retention Schedule Created For:

## All Public Bodies (General Schedules)

## Disability Services / Accessibility Records

Function	Record Series Number & Title/ Description	Retention Period	Remarks & Citations	Approval Date
Disability Services / Accessibility Records	<b>30277 - Speech Clinic Patient Records</b>	7 Years	after last contact with patient, and patient is of majority of age. Confidential destruction is required.	Jun 28 2016
GS-1042	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.			
Economic/Community Development	<b>20319 - Census reports</b>	10 Years	After calendar year prepared	Oct 10 2001
GS-1057	annual or semi-annual			
Economic/Community Development	<b>20320 - Urban development/redevelopment studies: Not resulting in any action or implementation</b>	5 Years	After completed	Oct 10 2001
GS-1057				
Economic/Community Development	<b>20321 - Urban development/redevelopment studies: Resulting in a project or a program</b>		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)	Oct 10 2001
GS-1057				



# General Retention Schedule Created For:

## *All Public Bodies (General Schedules)*

## Economic/Community Development

Function	Record Series Number & Title/ Description	Retention Period	Remarks & Citations	Approval Date
Economic/Community Development  GS-1057	<b>20322 - Urban development/redevelopment project files</b>	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)	Oct 10 2001
Election Records  GS-1058	<b>20323 - Candidate Records, If Elected</b>  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 term in office ended.	Sep 28 2021
Election Records  GS-1058	<b>20324 - Candidate Records, If Not Elected</b>  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	Sep 30 2021

# General Retention Schedule Created For:

## *All Public Bodies (General Schedules)*

## Election Records

Function	Record Series Number & Title/ Description	Retention Period	Remarks & Citations	Approval Date
Election Records	<b>20325 - Candidate Records, Federal Elections</b>	4 Years	After date of election	Sep 28 2021
GS-1058	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.			
Election Records	<b>20326 - Court Challenge Records, Historical</b>	Permanent	Preserve pursuant to ARS 39-101	Jul 10 2012
GS-1058				
Election Records	<b>20327 - Court Challenge Records, All others</b>	2 Years	After calendar year resolved	Jul 10 2012
GS-1058				
Election Records	<b>20328 - Cumulative Independent Expenditure Notification Forms</b>	3 Years	After date of election	Jul 10 2012
GS-1058				
Election Records	<b>20329 - Department of Justice Records</b>	Permanent	Preserve pursuant to ARS 39-101	Jul 10 2012
GS-1058	including submissions and Americans with Disabilities Act (ADA) records			

# General Retention Schedule Created For:

## *All Public Bodies (General Schedules)*

## Election Records

Function	Record Series Number & Title/ Description	Retention Period	Remarks & Citations	Approval Date
Election Records	<b>20330 - Election Records, State and Local Elections</b>	6 Months	After date of election	Jul 10 2012
GS-1058	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			
Election Records	<b>20331 - Election Records, Federal and Presidential Preference Elections</b>	2 Years	After date of election (ARS 16-624(A); USC 42- 1974)"	Jul 10 2012
GS-1058	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			

# General Retention Schedule Created For:

## All Public Bodies (General Schedules)

## Election Records

Function	Record Series Number & Title/ Description	Retention Period	Remarks & Citations	Approval Date
Election Records	<b>20332 - Election Records, Political Subdivision Records, If not retained by office</b>		Transfer to political subdivision after election	Jul 10 2012
GS-1058	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			
Election Records	<b>20333 - Election Records, Political Subdivision Records, All other records</b>		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	Jul 10 2012
GS-1058	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			

# General Retention Schedule Created For:

## *All Public Bodies (General Schedules)*

## Election Records

Function	Record Series Number & Title/ Description	Retention Period	Remarks & Citations	Approval Date
Election Records	<b>20334 - Election Violation Complaint Records, Resolved through litigation</b>	5 Years	After litigation completed	Jul 10 2012
GS-1058				
Election Records	<b>20335 - Election Violation Complaint Records, Resolved without litigation</b>	2 Years	After date of election	Jul 10 2012
GS-1058				
Election Records	<b>20336 - Maps (Precincts and districts, including legal descriptions)</b>	Permanent	Preserve pursuant to ARS 39-101	Jul 10 2012
GS-1058				
Election Records	<b>20337 - Official Canvass (ARS 16-646)</b>	Permanent	Preserve pursuant to ARS 39-101	Jul 10 2012
GS-1058				
Election Records	<b>20338 - Political Action Committee (PAC) Records, Initial filing records</b>	4 Years	After PAC terminated	Aug 19 2021
GS-1058				

# General Retention Schedule Created For:

## *All Public Bodies (General Schedules)*

## Election Records

Function	Record Series Number & Title/ Description	Retention Period	Remarks & Citations	Approval Date
Election Records	<b>20339 - Political Action Committee (PAC) Records, Jurisdictional filing records</b>	4 Years	After PAC terminated or after date of election, whichever is later	Aug 19 2021
GS-1058	records filed with jurisdictions where PAC is campaigning			
Election Records	<b>20340 - Political Action Committee (PAC) Records, All others</b>	4 Years	After PAC terminated	Aug 19 2021
GS-1058				
Election Records	<b>20341 - Polling Place Records, Presidential Preference Election (PPE)</b>		After next PPE held	Jul 10 2012
GS-1058	including consent forms			
Election Records	<b>20342 - Polling Place Records, All others</b>	2 Years	After date of election	Jul 10 2012
GS-1058	including consent forms			
Election Records	<b>20343 - Poll Worker for Election Day Records</b>	2 Years	After date of election	Jul 10 2012
GS-1058	including financial records, names, addresses, poll worked, sign-in sheets, reports and handouts and other related records			

# General Retention Schedule Created For:

## *All Public Bodies (General Schedules)*

## Election Records

Function	Record Series Number & Title/ Description	Retention Period	Remarks & Citations	Approval Date
Election Records	<b>20344 - Publicity Records, Historical</b>	Permanent	Preserve pursuant to ARS 39-101	Jul 10 2012
GS-1058	including pamphlets and other educational documentation for election issues			
Election Records	<b>20345 - Publicity Records, All others</b>		After fiscal year election held	Jul 10 2012
GS-1058	including pamphlets and other educational documentation for election issues			
Election Records	<b>20346 - Report of Voter Statistics (if issued)</b>	10 Years	After date of election	Jul 10 2012
GS-1058				
Election Records	<b>20347 - Signature Rosters</b>	Permanent	Preserve pursuant to ARS 39-101	Jul 10 2012
GS-1058	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 on-line, this can be a roster I checklist of citizens that actually			
Election Records	<b>20348 - Title 19 Records, Historical</b>	Permanent	Preserve pursuant to ARS 39-101	Jul 10 2012
GS-1058	including initiatives, recalls and referendum			

# General Retention Schedule Created For:

## *All Public Bodies (General Schedules)*

## Election Records

Function	Record Series Number & Title/ Description	Retention Period	Remarks & Citations	Approval Date
Election Records	<b>20349 - Title 19 Records, Petitions, certification sheets and related correspondence</b>	1 Year	After calendar year of election. If no election held, return petitions to petitioner	Jul 10 2012
GS-1058	including initiatives, recalls and referendum			
Election Records	<b>20350 - Title 19 Records, Application for initiatives, recalls and referendum</b>	10 Years	After calendar year filed	Jul 10 2012
GS-1058	including initiatives, recalls and referendum			
Election Records	<b>20351 - Video Recording of Ballot Counting and Related Records</b>	30 Days	After end of challenge period on general election.	May 14 2019
GS-1058	For any statewide, county or legislative election.			
Election Records	<b>53438 - Proof of Citizenship Records</b>	2 Years	After received	Aug 23 2021
GS-1058	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,			
Emergency Services/Management	<b>20371 - Contract files: Construction/real estate</b>	3 Years	After disposal of asset (retain a minimum of three years)	Nov 5 2001
GS-1059				



# General Retention Schedule Created For:

## *All Public Bodies (General Schedules)*

## Emergency Services/Management

Function	Record Series Number & Title/ Description	Retention Period	Remarks & Citations	Approval Date
Emergency Services/Management  GS-1059	<b>20372 - Contract files: Goods and services</b>	6 Years	After expired, canceled or revoked	Nov 5 2001
Emergency Services/Management  GS-1059	<b>20373 - Contract files: Personal services</b>	6 Years	After expired, canceled or revoked	Nov 5 2001
Emergency Services/Management  GS-1059	<b>20374 - Disaster assistance files</b>	3 Years	After year of final payment	Nov 5 2001
Emergency Services/Management  GS-1059	<b>20375 - Disaster response plans: Official copy</b>  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 A.R.S. 39-101	Nov 5 2001
Emergency Services/Management  GS-1059	<b>20376 - Disaster response plans: Non-records copies</b>		Dispose of after latest revision published. Send one copy of plan to ASLAPR, Research Division	Nov 5 2001

# General Retention Schedule Created For:

## *All Public Bodies (General Schedules)*

## Emergency Services/Management

Function	Record Series Number & Title/ Description	Retention Period	Remarks & Citations	Approval Date
Emergency Services/Management  GS-1059	<b>20377 - FEMA (Federal Emergency Management Agency) grant files</b>	3 Years	After fiscal year of final payment. Refer to specific requirements of the grant.	Nov 5 2001
Environmental Quality, Management, and Sustainability Records  GS-1028	<b>10217 - Inspection and Permitting Records - Citizen Complaint Records</b>  Other than for permitted establishments that do not turn into legal action.	3 Years	After resolved	Oct 21 2015
Environmental Quality, Management, and Sustainability Records  GS-1028	<b>10218 - Inspection and Permitting Records - Food Handler Training Records</b>	3 Years	After training received	Oct 21 2015
Environmental Quality, Management, and Sustainability Records  GS-1028	<b>10219 - Inspection and Permitting Records - Legal Action Records</b>  Including, but not limited to, cease and desist orders, complaints and stipulation orders.	10 Years	After resolved	Oct 21 2015
Environmental Quality, Management, and Sustainability Records  GS-1028	<b>10220 - Inspection and Permitting Records - Permitted Establishment Records, Inspection Records</b>  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	Oct 21 2015

## General Retention Schedule Created For:

### *All Public Bodies (General Schedules)*

### y, Management, and Sustainability Records

Function	Record Series Number & Title/ Description	Retention Period	Remarks & Citations	Approval Date
Environmental Quality, Management, and Sustainability Records  GS-1028	<b>10221 - Inspection and Permitting Records - Permitted Establishment Records, Operational Permit Records</b>  Including, but not limited to, construction records, permit applications, plans and plan reviews.	5 Years	After establishment closed.	Oct 21 2015
Environmental Quality, Management, and Sustainability Records  GS-1028	<b>10222 - Inspection and Permitting Records - Public and Semi-Public Swimming Pool Records, Inspection Records</b>  Including, but not limited to, citizen complaints, correspondence, incident reports and opening and annual inspection reports.	5 Years	After calendar year created or received	Oct 21 2015
Environmental Quality, Management, and Sustainability Records  GS-1028	<b>10223 - Inspection and Permitting Records - Public and Semi-Public Swimming Pool Records, Operational Permit Records</b>  Including, but not limited to, construction records, permit applications, plans and plan reviews.	5 Years	After pool closed.	Oct 21 2015

# General Retention Schedule Created For:

## All Public Bodies (General Schedules)

## y, Management, and Sustainability Records

Function	Record Series Number & Title/ Description	Retention Period	Remarks & Citations	Approval Date
Environmental Quality, Management, and Sustainability Records	<b>20407 - Asbestos Inspection and Abatement Records</b>	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.	Oct 21 2015
GS-1028	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.			
Environmental Quality, Management, and Sustainability Records	<b>20408 - Community Environmental Awareness Education and Outreach Campaign Program Records</b>		After administrative value has been served	Oct 21 2015
GS-1028	Including, but not limited to, contest and exhibit records, promotional materials, presentations, issue papers, press releases, challenges, and rebate programs.			
Environmental Quality, Management, and Sustainability Records	<b>20409 - Energy Consumption and Savings Records</b>		After administrative value has been served	Oct 21 2015
GS-1028	Including, but not limited to, monthly energy, gas, and water consumption as indicated on utility bills.			

## General Retention Schedule Created For:

### ***All Public Bodies (General Schedules)***

### ***y, Management, and Sustainability Records***

Function	Record Series Number & Title/ Description	Retention Period	Remarks & Citations	Approval Date
Environmental Quality, Management, and Sustainability Records  GS-1028	<b>20410 - Environmental Complaint Records</b>	3 Years	After resolved	Oct 21 2015
Environmental Quality, Management, and Sustainability Records  GS-1028	<b>20411 - Environmental Code Enforcement - Adopt A Street Program Records, Volunteer forms and master database of current volunteers</b>  Records on groups and individuals who adopt City-maintained roads, providing litter pick-up and removal as volunteers		After administrative value has been served	Oct 21 2015
Environmental Quality, Management, and Sustainability Records  GS-1028	<b>20412 - Environmental Code Enforcement - Adopt A Street Program Records, Liability waivers for volunteers</b>  Records on groups and individuals who adopt City-maintained roads, providing litter pick-up and removal as volunteers	6 Years	After created or received	Oct 21 2015
Environmental Quality, Management, and Sustainability Records  GS-1028	<b>20413 - Environmental Code Enforcement Case Records, Notices of Violation and Related Records</b>  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	Oct 21 2015

# General Retention Schedule Created For:

## All Public Bodies (General Schedules)

## y, Management, and Sustainability Records

Function	Record Series Number & Title/ Description	Retention Period	Remarks & Citations	Approval Date
Environmental Quality, Management, and Sustainability Records	<b>20414 - Environmental Code Enforcement Case Records, Tracking database</b>		After administrative value has been served	Oct 21 2015
GS-1028	Tracks noncompliance cases by address and date			
Environmental Quality, Management, and Sustainability Records	<b>20415 - Environmental Code Enforcement -Vehicle Removal Records</b>	6 Years	After created or received	Oct 21 2015
GS-1028	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.			
Environmental Quality, Management, and Sustainability Records	<b>20416 - Environmental Site Assessment and Remediation Records</b>	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.	Oct 21 2015
GS-1028	Includes Request for Proposal (RFP), Request for Quote (RFQ), task orders, correspondence, Phase I, Phase II, and Phase III records.			
Environmental Quality, Management, and Sustainability Records	<b>20417 - Hazardous Products Center (HPC) Records - Arizona Department of Environmental Quality (ADEQ) Hazardous Waste Inspections</b>		After HPC sold, transferred or demolished; or after lease expired, cancelled or revoked	Oct 21 2015
GS-1028				

# General Retention Schedule Created For:

## All Public Bodies (General Schedules)

## y, Management, and Sustainability Records

Function	Record Series Number & Title/ Description	Retention Period	Remarks & Citations	Approval Date
Environmental Quality, Management, and Sustainability Records  GS-1028	<b>20418 - Hazardous Products Center (HPC) Facility Operations Records, Billing Records</b>  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	Oct 21 2015
Environmental Quality, Management, and Sustainability Records  GS-1028	<b>20419 - Hazardous Products Center (HPC) Facility Operations Records, Daily Statistics</b>  Information on the number of customers compiled for quarterly billing purposes.	3 Years	After fiscal year created or received	Oct 21 2015
Environmental Quality, Management, and Sustainability Records  GS-1028	<b>20420 - Hazardous Products Center (HPC) Facility Operations Records, Hazardous waste manifests</b>  Indicates pickup of waste by contractor and delivery to designated destination. Includes inventory, weight information, and container types.	30 Years	After created or received	Oct 21 2015
Environmental Quality, Management, and Sustainability Records  GS-1028	<b>20421 - Hazardous Products Center (HPC) Facility Operations Records, Operating records</b>  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.	Oct 21 2015

# General Retention Schedule Created For:

## All Public Bodies (General Schedules)

## y, Management, and Sustainability Records

Function	Record Series Number & Title/ Description	Retention Period	Remarks & Citations	Approval Date
Environmental Quality, Management, and Sustainability Records	<b>20422 - Hazardous Products Center (HPC) Facility Operations Records, Scales calibration</b>		After equipment sold, transferred or no longer in use.	Oct 21 2015
GS-1028	Calibration conducted by a contractor. This information is used for billing purposes.			
Environmental Quality, Management, and Sustainability Records	<b>20423 - Hazardous Products Center (HPC) Facility Operations Records, Waste Determination Records</b>		After HPC sold, transferred or demolished; or when lease expired, cancelled or revoked.	Oct 21 2015
GS-1028	Includes lists of wastes, process descriptions, waste profile sheets, sampling plans, analytical results, and quality control documentation.			
Environmental Quality, Management, and Sustainability Records	<b>20424 - Hazardous Products Center (HPC) Facility Operations Records, Weight Records</b>		After administrative value has been served	Oct 21 2015
GS-1028	Information on outgoing shipments of hazardous waste. Information is used by driver to maintain shipment within legal weight limits for vehicle.			
Environmental Quality, Management, and Sustainability Records	<b>20425 - Hazardous Products Center (HPC) Drop 'N Swap Records</b>	6 Years	After created or received	Oct 21 2015
GS-1028	Waiver and indemnification documentation for customers who obtain materials from the free re-use area.			



# General Retention Schedule Created For:

## All Public Bodies (General Schedules)

## y, Management, and Sustainability Records

Function	Record Series Number & Title/ Description	Retention Period	Remarks & Citations	Approval Date
Environmental Quality, Management, and Sustainability Records	<b>20426 - Hazardous Products Center (HPC) Refrigerant Reclamation Records</b>	3 Years	After created.	Oct 21 2015
GS-1028	Records on refrigerant reclaimed from units received by the HPC.			
Environmental Quality, Management, and Sustainability Records	<b>20430 - Hazardous Products Center (HPC) Small Business Waste Program (SBWP) Records</b>	3 Years	After created or received	Oct 21 2015
GS-1028	Including customer information and listing of type and quantity of hazardous waste brought to HPC by customer.			
Environmental Quality, Management, and Sustainability Records	<b>20431 - Hazardous Waste Manifest Records</b>	30 Years	After created or received	Oct 21 2015
GS-1028	For waste generated by public body.			
Environmental Quality, Management, and Sustainability Records	<b>20432 - Household Hazardous Waste (HHW) Event Records, Billing records</b>	3 Years	After fiscal year created or received	Oct 21 2015
GS-1028	Records on events which were sponsored by the public body to collect hazardous waste.			
Environmental Quality, Management, and Sustainability Records	<b>20433 - Household Hazardous Waste (HHW) Event Records, Hazardous waste manifests</b>	30 Years	After created or received	Oct 21 2015
GS-1028	Records on events which were sponsored by the public body to collect hazardous waste.			

## General Retention Schedule Created For:

### ***All Public Bodies (General Schedules)***

### ***y, Management, and Sustainability Records***

Function	Record Series Number & Title/ Description	Retention Period	Remarks & Citations	Approval Date
Environmental Quality, Management, and Sustainability Records	<b>20434 - Property Maintenance Ordinance Records</b>		After administrative value has been served	Oct 21 2015
GS-1028	Records relating to the development of a comprehensive ordinance which integrates all environmental code enforcement programs, and signage codes.			
Environmental Quality, Management, and Sustainability Records	<b>20435 - Residential Energy Efficiency Program Records</b>	6 Years	After work completed	Oct 21 2015
GS-1028	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.			
Environmental Quality, Management, and Sustainability Records	<b>20436 - Sustainability Plans, Routine administration and operations</b>		After administrative value has been served	Oct 21 2015
GS-1028	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.			

## General Retention Schedule Created For:

### ***All Public Bodies (General Schedules)***

### ***y, Management, and Sustainability Records***

Function	Record Series Number & Title/ Description	Retention Period	Remarks & Citations	Approval Date
Environmental Quality, Management, and Sustainability Records	<b>20437 - Sustainability Plans, Records with enduring informational or historical value</b>	Permanent	Transfer to State Archives after administrative value has been served	Oct 21 2015
GS-1028	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.			
Environmental Quality, Management, and Sustainability Records	<b>20438 - Trip / Travel / Waste Reduction Records</b>	2 Years	After created or received	Oct 21 2015
GS-1028	Including, but not limited to, plans, high pollution advisory program applications, survey information, and correspondence.			

# General Retention Schedule Created For:

## All Public Bodies (General Schedules)

## y, Management, and Sustainability Records

Function	Record Series Number & Title/ Description	Retention Period	Remarks & Citations	Approval Date
Environmental Quality, Management, and Sustainability Records	<b>20439 - Leaking Underground Storage Tank (LUST) Records</b>	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.	Oct 21 2015
GS-1028	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).			
Environmental Quality, Management, and Sustainability Records	<b>30271 - Underground Storage Tank (UST) Records</b>	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.	Oct 21 2015
GS-1028	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).			

## General Retention Schedule Created For:

### *All Public Bodies (General Schedules)*

### y, Management, and Sustainability Records

Function	Record Series Number & Title/ Description	Retention Period	Remarks & Citations	Approval Date
Environmental Quality, Management, and Sustainability Records  GS-1028	<b>53059 - Select Agents and Toxins Records</b>	3 Years	After fiscal year produced.	Oct 21 2015
Equipment and Vehicle Services Records  GS-1034	<b>10479 - Alternate Fuel Usage Reports</b>  Including, but not limited to, ethanol, LPG, and natural gas.	3 Years	After created or received.	Dec 29 2015
Equipment and Vehicle Services Records  GS-1034	<b>10480 - Equipment / Vehicle Assignment Records</b>  Includes records documenting assignment of equipment / vehicles to specific employees.	3 Years	After superseded or obsolete.	Dec 29 2015
Equipment and Vehicle Services Records  GS-1034	<b>10481 - Equipment / Vehicle Inventory Reports</b>  Includes parts inventories.	3 Years	After created.	Dec 29 2015
Equipment and Vehicle Services Records  GS-1034	<b>10482 - Equipment / Vehicle Operation and Maintenance Manuals</b>		After disposal of equipment / vehicle.	Dec 29 2015

# General Retention Schedule Created For:

## *All Public Bodies (General Schedules)*

## Equipment and Vehicle Services Records

Function	Record Series Number & Title/ Description	Retention Period	Remarks & Citations	Approval Date
Equipment and Vehicle Services Records	<b>10483 - Equipment / Vehicle Inspection / Test Records and History Records</b>	3 Years	After disposal of equipment / vehicle.	Dec 29 2015
GS-1034	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).			
Equipment and Vehicle Services Records	<b>10484 - Equipment / Vehicle Request Records</b>	3 Years	After created or received.	Dec 29 2015
GS-1034	Includes requests to use fleet vehicles.			
Equipment and Vehicle Services Records	<b>10485 - Extended Dispatch Tickets</b>	3 Years	After created or received.	Dec 29 2015
GS-1034	Includes records where service sent to disabled vehicle.			
Equipment and Vehicle Services Records	<b>10486 - Firearm Records</b>	10 Years	After disposal of equipment.	Dec 29 2015
GS-1034	Includes Federal Firearm License.			

# General Retention Schedule Created For:

## *All Public Bodies (General Schedules)*

## Equipment and Vehicle Services Records

Function	Record Series Number & Title/ Description	Retention Period	Remarks & Citations	Approval Date
Equipment and Vehicle Services Records	<b>10487 - Fuel Operations Records</b>	10 Years	After expired.	Dec 29 2015
GS-1034	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.			
Equipment and Vehicle Services Records	<b>10488 - Fuel Storage Tank Records - Records Indicating Location, Dimension, Volume and Output of Tanks</b>	5 Years	After created.	Dec 29 2015
GS-1034				
Equipment and Vehicle Services Records	<b>10489 - Fuel Storage Tank Records - Records Documenting Volatile Organic Liquid (VOL) Records</b>	2 Years	After created.	Dec 29 2015
GS-1034	Includes liquid stored, period of storage and the maximum true vapor pressure of tank.			
Equipment and Vehicle Services Records	<b>10490 - Fuel Storage Tank Records - Inspection Records</b>	5 Years	After created.	Dec 29 2015
GS-1034	Includes documentation of daily tank inspections.			
Equipment and Vehicle Services Records	<b>10491 - Fuel Storage Tank Records - Gap Measurement Records</b>	2 Years	After created.	Dec 29 2015
GS-1034				

# General Retention Schedule Created For:

## *All Public Bodies (General Schedules)*

## Equipment and Vehicle Services Records

Function	Record Series Number & Title/ Description	Retention Period	Remarks & Citations	Approval Date
Equipment and Vehicle Services Records	<b>10492 - Fuel Tax Reports</b>	5 Years	After created or received.	Dec 29 2015
GS-1034				
Equipment and Vehicle Services Records	<b>10493 - Maintenance / Repair Work Order Records</b>	3 Years	After work order closed.	Dec 29 2015
GS-1034	Includes tracking records for maintenance requested / performed, not records on specific vehicles / equipment.			
Equipment and Vehicle Services Records	<b>10494 - Plate / Registration Records - Undercover Plates</b>	1 Year	After expired or revoked.	Dec 29 2015
GS-1034	Includes requests and renewals.			
Equipment and Vehicle Services Records	<b>10495 - Plate / Registration Records - All Other Plates</b>	1 Year	After disposal of vehicle.	Dec 29 2015
GS-1034	Includes requests and renewals, and government standard plates.			
Equipment and Vehicle Services Records	<b>10496 - Taxi Trip Records</b>	3 Years	After created or received.	Dec 29 2015
GS-1034				



## General Retention Schedule Created For:

### *All Public Bodies (General Schedules)*

### Equipment and Vehicle Services Records

Function	Record Series Number & Title/ Description	Retention Period	Remarks & Citations	Approval Date
Equipment and Vehicle Services Records	<b>10497 - Title Records</b>		After disposal of vehicle / equipment.	Dec 29 2015
GS-1034	Includes vehicles.			
Equipment and Vehicle Services Records	<b>10498 - Use Fuel Reports and Fuel Pump Receipts / Transaction Records</b>	3 Years	After created or received.	Dec 29 2015
GS-1034				
Equipment and Vehicle Services Records	<b>10499 - Vehicle Charge-Back, Mileage and Expense Records</b>	3 Years	After created or received.	Dec 29 2015
GS-1034	Including, but not limited to, changes to requests, fuel receipts, mileage logs, and rental invoices.			
Equipment and Vehicle Services Records	<b>10500 - Vehicle Emission Test Results</b>	3 Years	After test conducted.	Dec 29 2015
GS-1034				
Equipment and Vehicle Services Records	<b>10501 - Walk-around Inspection Records</b>	3 Months	After created or received.	Dec 29 2015
GS-1034	Checklists performed by drivers before driving publicly owned vehicle.			

# General Retention Schedule Created For:

## All Public Bodies (General Schedules)

## Equipment and Vehicle Services Records

Function	Record Series Number & Title/ Description	Retention Period	Remarks & Citations	Approval Date
Equipment and Vehicle Services Records	<b>10502 - Warranty Records</b>		After expired, or after disposal of equipment / vehicle, whichever is longer.	Dec 29 2015
GS-1034				
Facilities and Grounds Management Records	<b>10315 - Alarm Code and Key Control Records</b>	1 Year	After superseded or obsolete.	Dec 29 2015
GS-1023	Records tracking employee access to buildings.			
Facilities and Grounds Management Records	<b>10316 - Architect / Consultant Records - Not Used</b>	3 Years	After created or received.	Dec 29 2015
GS-1023				
Facilities and Grounds Management Records	<b>10317 - As-built Plans, Drawings, Blueprints, Floor Plans, Layouts, Specifications and Americans with Disabilities Act (ADA) Compliance Records - Historical</b>	Permanent	Retain per Arizona Standards for Permanent Records or transfer to State Archives when administrative value has been served.	Dec 29 2015
GS-1023	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 <a href="http://www.azlibrary.gov/arm/guidelines-standards-and-statutes">http://www.azlibrary.gov/arm/guidelines-standards-and-statutes</a>			

# General Retention Schedule Created For:

## All Public Bodies (General Schedules)

## Facilities and Grounds Management Records

Function	Record Series Number & Title/ Description	Retention Period	Remarks & Citations	Approval Date
Facilities and Grounds Management Records	<b>10318 - As-built Plans, Drawings, Blueprints, Floor Plans, Layouts, Specifications and Americans with Disabilities Act (ADA) Compliance Records - Non Historical</b>	1 Year	After building abandoned, demolished, sold or transferred.	Dec 29 2015
GS-1023				
Facilities and Grounds Management Records	<b>10319 - Building Inventory Records</b>	3 Years	After superseded or obsolete.	Dec 29 2015
GS-1023				
Facilities and Grounds Management Records	<b>10320 - Certificates of Inspection Records</b>	1 Year	After expired or after next cyclical inspection is conducted, whichever is later.	Dec 29 2015
GS-1023	Includes Fire Marshall inspections.			
Facilities and Grounds Management Records	<b>10321 - Construction Records - Completed</b>	9 Years	After construction completed.	Dec 29 2015
GS-1023	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.			

## General Retention Schedule Created For:

### *All Public Bodies (General Schedules)*

### Facilities and Grounds Management Records

Function	Record Series Number & Title/ Description	Retention Period	Remarks & Citations	Approval Date
Facilities and Grounds Management Records	<b>10322 - Construction Records - Proposed but not completed</b>	7 Years	After project abandoned.	Dec 29 2015
GS-1023	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.			
Facilities and Grounds Management Records	<b>10323 - Construction Records - Guarantees / Warranties</b>		After expired, or after reference value has been served.	Dec 29 2015
GS-1023				
Facilities and Grounds Management Records	<b>10324 - Custodial / Landscape Services Records - Contracted</b>	6 Years	After contract expired, cancelled or revoked.	Dec 29 2015
GS-1023	Including, but not limited to, service schedules.			
Facilities and Grounds Management Records	<b>10325 - Custodial / Landscape Services Records - Non-Contracted</b>	2 Years	After work completed.	Dec 29 2015
GS-1023	Including, but not limited to, service schedules.			

## General Retention Schedule Created For:

### *All Public Bodies (General Schedules)*

### Facilities and Grounds Management Records

Function	Record Series Number & Title/ Description	Retention Period	Remarks & Citations	Approval Date
Facilities and Grounds Management Records	<b>10326 - Environmental Records - Asbestos Inspection and Abatement Records and Management Plans</b>	50 Years	After building abandoned, demolished, sold or transferred.	Dec 29 2015
GS-1023	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.			
Facilities and Grounds Management Records	<b>10327 - Environmental Records - Underground Storage Tank Records, Leaking</b>	Permanent	Retain per Arizona Standards for Permanent Records or transfer to State Archives when administrative value has been served.	Dec 29 2015
GS-1023				
Facilities and Grounds Management Records	<b>10328 - Environmental Records - Underground Storage Tank Records, Not Leaking</b>	25 Years	After building abandoned, demolished, sold or transferred.	Dec 29 2015
GS-1023				
Facilities and Grounds Management Records	<b>10329 - Environmental Records - Hazardous Materials Disposal Records</b>	3 Years	After disposal of material.	Dec 29 2015
GS-1023				

## General Retention Schedule Created For:

### *All Public Bodies (General Schedules)*

### Facilities and Grounds Management Records

Function	Record Series Number & Title/ Description	Retention Period	Remarks & Citations	Approval Date
Facilities and Grounds Management Records  GS-1023	<b>10330 - Environmental Records - Hazardous Materials Incident Report Records</b>	5 Years	After created or received.	Dec 29 2015
Facilities and Grounds Management Records  GS-1023	<b>10331 - Environmental Records - Lead-Based Paint Records</b>  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.	Dec 29 2015

# General Retention Schedule Created For:

## All Public Bodies (General Schedules)

## Facilities and Grounds Management Records

Function	Record Series Number & Title/ Description	Retention Period	Remarks & Citations	Approval Date
Facilities and Grounds Management Records	<b>10332 - Environmental Records - Internal Facility Environmental Monitoring Records</b>	3 Years	After building abandoned, demolished, sold, or transferred, or after lease expired, cancelled or revoked.	Dec 29 2015
GS-1023	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.			
Facilities and Grounds Management Records	<b>10333 - Facility Assessment Records</b>		After building abandoned, demolished, sold or transferred.	Dec 29 2015
GS-1023				
Facilities and Grounds Management Records	<b>10334 - Facility Usage Records</b>	6 Years	After calendar year facility used or access denied.	Dec 29 2015
GS-1023	Includes applications and proof of insurance.			

## General Retention Schedule Created For:

### ***All Public Bodies (General Schedules)***

### Facilities and Grounds Management Records

Function	Record Series Number & Title/ Description	Retention Period	Remarks & Citations	Approval Date
Facilities and Grounds Management Records  GS-1023	<b>10335 - False Alarm Records</b>	3 Years	After created or received.	Dec 29 2015
Facilities and Grounds Management Records  GS-1023	<b>10336 - Fire Safety System Records - Planned / Preventative Maintenance Records</b>  Includes inspection, testing and repair records for alarms, break glass station alarms, fire extinguishers, smoke detectors, and sprinkler systems.	5 Years	After work performed.	Dec 29 2015
Facilities and Grounds Management Records  GS-1023	<b>10337 - Fire Safety System Records - All Other Records</b>  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.	Dec 29 2015
Facilities and Grounds Management Records  GS-1023	<b>10338 - Maintenance / Repair Work Orders - Major Work</b>		After building abandoned, demolished, sold or transferred.	Dec 29 2015



# General Retention Schedule Created For:

## All Public Bodies (General Schedules)

## Facilities and Grounds Management Records

Function	Record Series Number & Title/ Description	Retention Period	Remarks & Citations	Approval Date
Facilities and Grounds Management Records	<b>10339 - Maintenance / Repair Work Orders - Routine Work</b>	3 Years	After work order closed.	Dec 29 2015
GS-1023				
Facilities and Grounds Management Records	<b>10340 - Master Plans - Historical</b>	Permanent	Retain per Arizona Standards for Permanent Records or transfer to State Archives when administrative value has been served.	Dec 29 2015
GS-1023	Includes department, 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 <a href="http://www.azlibrary.gov/arm/guidelines-standards-and-statutes">http://www.azlibrary.gov/arm/guidelines-standards-and-statutes</a>			
Facilities and Grounds Management Records	<b>10341 - Master Plans - Non Historical</b>	5 Years	After superseded or obsolete.	Dec 29 2015
GS-1023	Includes department, agency, regional or statewide.			
Facilities and Grounds Management Records	<b>10342 - Pest Control Records - Termites</b>	5 Years	After work completed.	Dec 29 2015
GS-1023	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.	A.A.C. R3-8-503 B; A.A.C. R4-29-307 (A)		

# General Retention Schedule Created For:

## All Public Bodies (General Schedules)

## Facilities and Grounds Management Records

Function	Record Series Number & Title/ Description	Retention Period	Remarks & Citations	Approval Date
Facilities and Grounds Management Records	<b>10343 - Pest Control Records - All Other Pests</b>	3 Years	After work completed.	Dec 29 2015
GS-1023	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.			
Facilities and Grounds Management Records	<b>10344 - Planned / Preventative Maintenance Records</b>		After equipment removed or replaced, or after building abandoned, demolished, sold or transferred, whichever comes first.	Dec 29 2015
GS-1023	Includes schedules and documentation of work performed.			
Facilities and Grounds Management Records	<b>10345 - Property Acquisition Records - Historical</b>	Permanent	Retain per Arizona Standards for Permanent Records or transfer to State Archives when administrative value has been served.	Dec 29 2015
GS-1023	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.			

## General Retention Schedule Created For:

### *All Public Bodies (General Schedules)*

### Facilities and Grounds Management Records

Function	Record Series Number & Title/ Description	Retention Period	Remarks & Citations	Approval Date
Facilities and Grounds Management Records	<b>10346 - Property Acquisition Records - Capital Improvement Project Related</b>	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.	Dec 29 2015
GS-1023	Includes acquisition agreements, correspondence, offer packages, appraisal reports, condemnation actions, escrow / closing documents, deeds, title insurance and title records.			
Facilities and Grounds Management Records	<b>10347 - Property Acquisition Records - Private Development Related</b>	3 Years	After building abandoned, demolished, sold or transferred.	Dec 29 2015
GS-1023	Includes acquisition agreements, correspondence, offer packages, appraisal reports, condemnation actions, escrow / closing documents, deeds, title insurance and title records.			
Facilities and Grounds Management Records	<b>10348 - Security Records</b>	3 Years	After superseded or obsolete.	Dec 29 2015
GS-1023	Includes records that document security plans for facilities.			

## General Retention Schedule Created For:

### *All Public Bodies (General Schedules)*

### Facilities and Grounds Management Records

Function	Record Series Number & Title/ Description	Retention Period	Remarks & Citations	Approval Date
Facilities and Grounds Management Records	<b>10349 - Soils Investigation Records</b>		After superseded or obsolete or after building / property is abandoned, demolished, sold or transferred, whichever is earlier.	Dec 29 2015
GS-1023	Includes test reports and wavers.			
Facilities and Grounds Management Records	<b>10350 - Space Management Records</b>	3 Years	After superseded or obsolete.	Dec 29 2015
GS-1023	Includes test reports.			
Facilities and Grounds Management Records	<b>10351 - Utility Records - Regulatory Fee Records</b>	3 Years	After calendar year fee incurred.	Dec 29 2015
GS-1023				
Facilities and Grounds Management Records	<b>30272 - Utility Records - Repair and Maintenance Records</b>	5 Years	After calendar year created or received.	Dec 29 2015
GS-1023				

# General Retention Schedule Created For:

## All Public Bodies (General Schedules)

## Financial Records

Function	Record Series Number & Title/ Description	Retention Period	Remarks & Citations	Approval Date
Financial Records	<b>10055 - Accounts Payable and Receivable Records, State Agencies, Boards and Commissions</b>	5 Years	After fiscal year created or received	Jul 23 2015
GS-1017	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.			
Financial Records	<b>10056 - Accounts Payable and Receivable Records, School Districts and Charter Schools</b>	4 Years	After fiscal year created or received	Jul 23 2015
GS-1017	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.			

# General Retention Schedule Created For:

## All Public Bodies (General Schedules)

## Financial Records

Function	Record Series Number & Title/ Description	Retention Period	Remarks & Citations	Approval Date
Financial Records	<b>10057 - Accounts Payable and Receivable Records, All other public bodies</b>	3 Years	After fiscal year created or received	Jul 23 2015
GS-1017	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.			
Financial Records	<b>10058 - Banking Records, Checks/Warrants (Cancelled or Voided), State Agencies, Boards and Commissions</b>	5 Years	After fiscal year returned or voided	Jul 23 2015
GS-1017				
Financial Records	<b>10059 - Banking Records, Checks/Warrants (Cancelled or Voided), All other public bodies</b>	3 Years	After fiscal year covered by budget	Jul 23 2015
GS-1017				
Financial Records	<b>10060 - Banking Records, All other records</b>	7 Years	After fiscal year created or received (Requirement per Arizona Department of Revenue)	Jul 23 2015
GS-1017	Including bank statements, warrant registers, reconciliation records, transfers and deposits.			

# General Retention Schedule Created For:

## All Public Bodies (General Schedules)

## Financial Records

Function	Record Series Number & Title/ Description	Retention Period	Remarks & Citations	Approval Date
Financial Records  GS-1017	<b>10061 - Budget Records, Official Approved and Appropriated Budget</b>	Permanent	Retain per Arizona Standards for Permanent Records or transfer to State Archives when administrative value has been served.	Jul 23 2015
Financial Records  GS-1017	<b>10062 - Budget Records, All other records, School Districts and Charter Schools</b>  Including, but not limited to, fund requests, internal reports, worksheets, calculations, revenue projections, notices of budget hearings, and affidavits of publication.	4 Years	After fiscal year covered by budget	Jul 23 2015
Financial Records  GS-1017	<b>10063 - Budget Records, All other records, All other public bodies</b>  Including, but not limited to, fund requests, internal reports, worksheets, calculations, revenue projections, notices of budget hearings, and affidavits of publication.	3 Years	After fiscal year covered by budget	Jul 23 2015
Financial Records  GS-1017	<b>10064 - Capital Asset Records, Capital equipment and property inventories</b>	3 Years	After fiscal year superseded or obsolete	Jul 23 2015
Financial Records  GS-1017	<b>10065 - Capital Asset Records, Capitalization Policies</b>	1 Year	After fiscal year superseded or obsolete	Jul 23 2015

# General Retention Schedule Created For:

## *All Public Bodies (General Schedules)*

## Financial Records

Function	Record Series Number & Title/ Description	Retention Period	Remarks & Citations	Approval Date
Financial Records	<b>10066 - Capital Asset Records, Depreciation Schedules</b>	1 Year	After fiscal year superseded or obsolete	Jul 23 2015
GS-1017				
Financial Records	<b>10067 - Capital Asset Records, All Other Records</b>	3 Years	After fiscal year of disposal of property but not less than 6 years after property acquired	Jul 23 2015
GS-1017	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.			
Financial Records	<b>10068 - Census Bureau Reports</b>		After superseded or obsolete	Jul 23 2015
GS-1017				
Financial Records	<b>10069 - Official Online Comprehensive Database - Local Government</b>	3 Years	After fiscal year added to database.	Jul 23 2015
GS-1017	Includes receipts and expenditures.			



# General Retention Schedule Created For:

## *All Public Bodies (General Schedules)*

## Financial Records

Function	Record Series Number & Title/ Description	Retention Period	Remarks & Citations	Approval Date
Financial Records	<b>10070 - Deposits with Treasurer</b>	3 Years	After fiscal year deposit made	Jul 23 2015
GS-1017	Also includes reports to the Treasurer.			
Financial Records	<b>10071 - Financial Management Records</b>	3 Years	After fiscal year created or received	Jul 23 2015
GS-1017	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.			
Financial Records	<b>10072 - Financial Reports, Annual Financial Statement, General Ledger Annual Summary, or Comprehensive Annual Financial Report (CAFR)</b>	Permanent	Retain per Arizona Standards for Permanent Records or transfer to State Archives when administrative value has been served.	Jul 23 2015
GS-1017				

# General Retention Schedule Created For:

## All Public Bodies (General Schedules)

## Financial Records

Function	Record Series Number & Title/ Description	Retention Period	Remarks & Citations	Approval Date
Financial Records	<b>10073 - Financial Reports, All Other Detail or Summary Reports, State Agencies, Boards and Commissions</b>	5 Years	After fiscal year created or received	Jul 23 2015
GS-1017	Including weekly, monthly and ad hoc reports and work papers; affidavits of publications of annual financial reports.			
Financial Records	<b>10074 - Financial Reports, All Other Detail or Summary Reports, School Districts and Charter Schools</b>	4 Years	After fiscal year created or received	Jul 23 2015
GS-1017	Including weekly, monthly and ad hoc reports and work papers; affidavits of publications of annual financial reports.			
Financial Records	<b>10075 - Financial Reports, All Other Detail or Summary Reports, All Other Public Bodies</b>	3 Years	After fiscal year created or received	Jul 23 2015
GS-1017	Including weekly, monthly and ad hoc reports and work papers; affidavits of publications of annual financial reports.			
Financial Records	<b>10076 - Internal Revenue Service (IRS) and Department of Revenue (ADOR) Forms and Reports</b>	4 Years	after fiscal year contributions were due or paid.	Jul 23 2015
GS-1017	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.			

# General Retention Schedule Created For:

## *All Public Bodies (General Schedules)*

## Financial Records

Function	Record Series Number & Title/ Description	Retention Period	Remarks & Citations	Approval Date
Financial Records	<b>10077 - Investment Records</b>	3 Years	After fiscal year investment abandoned	Jul 23 2015
GS-1017	Including trade tickets, security transaction advises and summary investment reports.			
Financial Records	<b>10078 - Lien Records</b>	7 Years	After fiscal year lien paid in full	Jul 23 2015
GS-1017	Records documenting liens placed on property for debt owed public body			
Financial Records	<b>10079 - Medicaid in Public Schools (MIPS) Records</b>	5 Years	After fiscal year of receipt of final payment	Jul 23 2015
GS-1017	Applies to School Districts and Charter Schools only.			
Financial Records	<b>10080 - Payroll Records, Deferred Compensation Quarterly Report Records</b>	3 Years	After fiscal year created or received	Jul 23 2015
GS-1017				
Financial Records	<b>10081 - Payroll Records, Direct deposit records, Confirmation reports</b>	6 Months	After received	Jul 23 2015
GS-1017				

# General Retention Schedule Created For:

## *All Public Bodies (General Schedules)*

## Financial Records

Function	Record Series Number & Title/ Description	Retention Period	Remarks & Citations	Approval Date
Financial Records	<b>10082 - Payroll Records, Direct deposit records, All other records</b>	3 Years	After fiscal year created or received	Jul 23 2015
GS-1017				
Financial Records	<b>10083 - Payroll Records, Employee personnel / payroll data add - change - delete records</b>	3 Years	After fiscal year superseded or obsolete	Jul 23 2015
GS-1017	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.			
Financial Records	<b>10084 - Payroll Records, Employee Time and Leave Records, School Districts and Charter Schools</b>	4 Years	After fiscal year created or received	Jul 23 2015
GS-1017	Includes overtime and comp time records.			
Financial Records	<b>10085 - Payroll Records, Employee Time and Leave Records, All Other Public Bodies</b>	3 Years	After fiscal year created or received	Jul 23 2015
GS-1017	Includes overtime and comp time records.			

# General Retention Schedule Created For:

## All Public Bodies (General Schedules)

## Financial Records

Function	Record Series Number & Title/ Description	Retention Period	Remarks & Citations	Approval Date
Financial Records	<b>10086 - Payroll Records, All other records</b>	4 Years	After fiscal year contributions were due or paid	Jul 23 2015
GS-1017	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			
Financial Records	<b>10087 - Third Party Collection Agency Records, Accounts assigned to outside collection agency</b>	7 Years	After date of last charge to account	Jul 23 2015
GS-1017				
Financial Records	<b>10088 - Third Party Collection Agency Records, Statement and reconciliations</b>	7 Years	After fiscal year created or received	Jul 23 2015
GS-1017				
Financial Records	<b>10089 - Unclaimed Property Records, Report submitted to Arizona Department of Revenue (ADOR) per ARS 44-323</b>	5 Years	After fiscal year created or received	Jul 23 2015
GS-1017				
Financial Records	<b>10090 - Unclaimed Property Records, Un-cashed checks</b>	5 Years 6 Months	After fiscal year created	Jul 23 2015
GS-1017				

# General Retention Schedule Created For:

## All Public Bodies (General Schedules)

## Financial Records

Function	Record Series Number & Title/ Description	Retention Period	Remarks & Citations	Approval Date
Financial Records	<b>10091 - Unclaimed Property Records, All other records</b>	7 Years	After fiscal year created or received	Jul 23 2015
GS-1017				
Financial Records	<b>10092 - Retirement System Contribution Records</b>	40 Years	After fiscal year contribution made	Jul 23 2015
GS-1017	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.			
Financial Records	<b>10093 - Deferred Compensation Deposit records</b>	20 Years	After fiscal year deposit made	Jul 23 2015
GS-1017	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.			
Financial Records	<b>30798 - Official Online Comprehensive Database - Arizona Department of Administration</b>	10 years	after fiscal year created, received or revised.	Jul 23 2015
GS-1017	Includes receipts and expenditures.			
Fire Fighting and Prevention Records	<b>10352 - Accreditation / Certification / Licensing / Regulator Records</b>	3 Years	After expired.	Dec 29 2015
GS-1024	Including, but not limited to, exhibits, manuals, and self-assessment records.			

# General Retention Schedule Created For:

## *All Public Bodies (General Schedules)*

## Fire Fighting and Prevention Records

Function	Record Series Number & Title/ Description	Retention Period	Remarks & Citations	Approval Date
Fire Fighting and Prevention Records  GS-1024	<b>10353 - Administrative Directive Records</b>	6 Years	After calendar year created or received.	Dec 29 2015
Fire Fighting and Prevention Records  GS-1024	<b>10354 - Annual Response Report Records</b>	2 Years	After created.	Dec 29 2015
Fire Fighting and Prevention Records  GS-1024	<b>10355 - Building Plan Check Records</b>	3 Years	After construction approved.	Dec 29 2015
Fire Fighting and Prevention Records  GS-1024	<b>10356 - Certificate of Necessity (CON) Records - Approved</b>	10 Years	After superseded or obsolete.	Dec 29 2015
Fire Fighting and Prevention Records  GS-1024	<b>10357 - Certificate of Necessity (CON) Records - Denied</b>	10 Years	After denied.	Dec 29 2015
Fire Fighting and Prevention Records  GS-1024	<b>10358 - Drug Box Check Sheets / Inventory Records</b>	1 Year	After created.	Dec 29 2015

# General Retention Schedule Created For:

## *All Public Bodies (General Schedules)*

## Fire Fighting and Prevention Records

Function	Record Series Number & Title/ Description	Retention Period	Remarks & Citations	Approval Date
Fire Fighting and Prevention Records  GS-1024	<b>10359 - Emergency Medical Services (EMS) Records - Adults</b>	6 Years	After date of last contact.	Dec 29 2015
Fire Fighting and Prevention Records  GS-1024	<b>10360 - Emergency Medical Services (EMS) Records - Minors</b>	24 Years	After date of birth.	Dec 29 2015
Fire Fighting and Prevention Records  GS-1024	<b>10361 - EMS Billing Records</b>	6 Years	After created or received.	Dec 29 2015
Fire Fighting and Prevention Records  GS-1024	<b>10362 - Fire Alarm System Records</b>	3 Years	After created.	Dec 29 2015
Fire Fighting and Prevention Records  GS-1024	<b>10363 - Fire Investigation Report Records - Arson</b>	25 Years	After final adjudication reached.	Dec 29 2015
Fire Fighting and Prevention Records  GS-1024	<b>10364 - Fire Investigation Report Records - All Others</b>	5 Years	After final adjudication reached.	Dec 29 2015



# General Retention Schedule Created For:

## *All Public Bodies (General Schedules)*

## Fire Fighting and Prevention Records

Function	Record Series Number & Title/ Description	Retention Period	Remarks & Citations	Approval Date
Fire Fighting and Prevention Records	<b>10365 - Fire Prevention / Notices of Violation / Citation Records</b>	3 Years	After created.	Dec 29 2015
GS-1024				
Fire Fighting and Prevention Records	<b>10366 - Fuel Management Records - Home Assessment Records</b>	3 Years	After created or received or after superseded, whichever is later.	Dec 29 2015
GS-1024	Wildfire risk susceptibility assessments including recommendations for reducing wildfire risk, provided to homeowners.			
Fire Fighting and Prevention Records	<b>10367 - Fuel Management Records - Hazardous Vegetation and Trees</b>	1 Year	After created or received.	Dec 29 2015
GS-1024	Documentation on locations with vegetation and / or tree hazards including correspondence, location and state of migration.			
Fire Fighting and Prevention Records	<b>10368 - Fuel Management Records - Partnership Records</b>	2 Years	After created or received.	Dec 29 2015
GS-1024	Includes documentation on partnerships with other government entities, non-profits and businesses.			
Fire Fighting and Prevention Records	<b>10369 - Fuel Management Records - Prescribed Fire / Burn Plan Records</b>	3 Years	After plan superseded or obsolete.	Dec 29 2015
GS-1024				

# General Retention Schedule Created For:

## *All Public Bodies (General Schedules)*

## Fire Fighting and Prevention Records

Function	Record Series Number & Title/ Description	Retention Period	Remarks & Citations	Approval Date
Fire Fighting and Prevention Records	<b>10370 - Fuel Management Records - Property / Treatment Records</b>		After administrative value has been served.	Dec 29 2015
GS-1024	Documentation on vegetation treatments on both private and public properties, including cutting trees and cleaning up debris.			
Fire Fighting and Prevention Records	<b>10371 - Hazardous Material Records</b>	3 Years	After created, received or material disposed of.	Dec 29 2015
GS-1024	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.			
Fire Fighting and Prevention Records	<b>10372 - Hydrant Records - Location Records</b>	2 Years	After hydrant or line replaced.	Dec 29 2015
GS-1024				
Fire Fighting and Prevention Records	<b>10373 - Hydrant Records - All Others</b>	3 Years	After created or received.	Dec 29 2015
GS-1024				
Fire Fighting and Prevention Records	<b>10374 - Incident Alarm Summaries</b>	5 Years	After created.	Dec 29 2015
GS-1024				

# General Retention Schedule Created For:

## *All Public Bodies (General Schedules)*

## Fire Fighting and Prevention Records

Function	Record Series Number & Title/ Description	Retention Period	Remarks & Citations	Approval Date
Fire Fighting and Prevention Records  GS-1024	<b>10375 - Incident Reports</b>	6 Years	After created.	Dec 29 2015
Fire Fighting and Prevention Records  GS-1024	<b>10376 - Inspection Summary Reports</b>	3 Years	After created.	Dec 29 2015
Fire Fighting and Prevention Records  GS-1024	<b>10377 - Juvenile Fire Setter Records</b>	18 Years	After date of birth of juvenile.	Dec 29 2015
Fire Fighting and Prevention Records  GS-1024	<b>10378 - National Fire Incident Reports (NFIR) Records</b>	3 Years	After created.	Dec 29 2015
Fire Fighting and Prevention Records  GS-1024	<b>10379 - Occupancy Inspection Records</b>  Fire code Inspection Records.		After building abandoned or demolished.	Dec 29 2015
Fire Fighting and Prevention Records  GS-1024	<b>10380 - Permit Records - Burn permits</b>	5 Years	After calendar year issued.	Dec 29 2015

# General Retention Schedule Created For:

## *All Public Bodies (General Schedules)*

## Fire Fighting and Prevention Records

Function	Record Series Number & Title/ Description	Retention Period	Remarks & Citations	Approval Date
Fire Fighting and Prevention Records	<b>10381 - Permit Records - LPG and other Tank Installation Records</b>	3 Years	After issued.	Dec 29 2015
GS-1024				
Fire Fighting and Prevention Records	<b>10382 - Permit Records - All Others</b>	1 Year	After expired.	Dec 29 2015
GS-1024				
Fire Fighting and Prevention Records	<b>10383 - Program Records</b>	3 Years	After created.	Dec 29 2015
GS-1024	Including, but not limited to, car seat, CPR, and public education.			
Fire Fighting and Prevention Records	<b>10384 - Property Disposal Records</b>	1 Year	After disposal of property.	Dec 29 2015
GS-1024	Includes property donated for training exercises.			
Fire Fighting and Prevention Records	<b>10385 - Property Fire History Records</b>	Permanent	Retain per Arizona Standards for Permanent Records or transfer to State Archives when administrative value has been served.	Dec 29 2015
GS-1024				

# General Retention Schedule Created For:

## *All Public Bodies (General Schedules)*

## Fire Fighting and Prevention Records

Function	Record Series Number & Title/ Description	Retention Period	Remarks & Citations	Approval Date
Fire Fighting and Prevention Records	<b>10386 - Radio Logs - Routine Traffic</b>	1 Year	After created.	Dec 29 2015
GS-1024				
Fire Fighting and Prevention Records	<b>10387 - Recordings of Radio Transmittals and Emergencies</b>	6 Months	After recorded.	Dec 29 2015
GS-1024				
Fire Fighting and Prevention Records	<b>10388 - Sprinkler System Records</b>	3 Years	After created.	Dec 29 2015
GS-1024				
Fire Fighting and Prevention Records	<b>10389 - Standpipe Records</b>	3 Years	After created.	Dec 29 2015
GS-1024				
Fire Fighting and Prevention Records	<b>10390 - Variance Records</b>	3 Years	After expired, cancelled or revoked or after building demolished, whichever comes first.	Dec 29 2015
GS-1024	Including structures and occupancy.			

## General Retention Schedule Created For:

### *All Public Bodies (General Schedules)*

### Fire Fighting and Prevention Records

Function	Record Series Number & Title/ Description	Retention Period	Remarks & Citations	Approval Date
Fire Fighting and Prevention Records  GS-1024	<b>10391 - Volunteer Drill Records</b>	1 Year	After created.	Dec 29 2015
Fire Fighting and Prevention Records  GS-1024	<b>10392 - Volunteer Reports</b>	1 Year	After created.	Dec 29 2015
Fire Fighting and Prevention Records  GS-1024	<b>10393 - Wildfire Report Records - Historical</b>  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 <a href="http://www.azlibrary.gov/arm/guidelines-standards-and-statutes">http://www.azlibrary.gov/arm/guidelines-standards-and-statutes</a>	Permanent	Retain per Arizona Standards for Permanent Records or transfer to State Archives when administrative value has been served.	Dec 29 2015

# General Retention Schedule Created For:

## *All Public Bodies (General Schedules)*

## Fire Fighting and Prevention Records

Function	Record Series Number & Title/ Description	Retention Period	Remarks & Citations	Approval Date
Fire Fighting and Prevention Records  GS-1024	<b>10394 - Wildfire Report Records - Non Historical</b>  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.	Dec 29 2015
Flood Control Records  GS-1061	<b>20583 - Aerial Photographs</b>	Permanent	Preserve pursuant to ARS 39-101	Jun 11 2012
Flood Control Records  GS-1061	<b>20584 - Area Drainage Master Studies (ADMS)/ Area Drainage Master Plans (ADMP)</b>	20 Years	After superseded or obsolete	Jun 11 2012
Flood Control Records  GS-1061	<b>20585 - Blue Stake Requests/Responses</b>	3 Years	After calendar year created or received	Jun 11 2012
Flood Control Records  GS-1061	<b>20586 - Certifications of Land Rights Acquisitions to Federal Agencies</b>	Permanent	Preserve pursuant to ARS 39-101	Jun 11 2012

# General Retention Schedule Created For:

## *All Public Bodies (General Schedules)*

## Flood Control Records

Function	Record Series Number & Title/ Description	Retention Period	Remarks & Citations	Approval Date
Flood Control Records	<b>20587 - Condemnation Case Records, Final Order of Condemnations</b>	Permanent	Preserve pursuant to ARS 39-101	Jun 11 2012
GS-1061				
Flood Control Records	<b>20588 - Condemnation Case Records, All other records</b>	10 Years	After case closed	Jun 11 2012
GS-1061				
Flood Control Records	<b>20589 - Correspondence</b>	3 Years	After created or received	Jun 11 2012
GS-1061	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			
Flood Control Records	<b>20590 - Development Review Records, Letter</b>	Permanent	Preserve pursuant to ARS 39-101	Jun 11 2012
GS-1061				
Flood Control Records	<b>20591 - Development Review Records, Backup material</b>			Jun 11 2012
GS-1061				



# General Retention Schedule Created For:

## *All Public Bodies (General Schedules)*

## Flood Control Records

Function	Record Series Number & Title/ Description	Retention Period	Remarks & Citations	Approval Date
Flood Control Records	<b>20592 - Drainage Records</b>	Permanent	Preserve pursuant to ARS 39-101	Jun 11 2012
GS-1061				
Flood Control Records	<b>20593 - Elevation Certificates</b>	Permanent	Preserve pursuant to ARS 39-101	Jun 11 2012
GS-1061				
Flood Control Records	<b>20594 - Flood Damage Reports</b>	Permanent	Preserve pursuant to ARS 39-101	Jun 11 2012
GS-1061				
Flood Control Records	<b>20595 - Floodplain Determination Records</b>		After administrative value has been served	Jun 11 2012
GS-1061	Citizen inquiries to see if property is in a floodplain			
Flood Control Records	<b>20596 - Floodplain Records</b>	Permanent	Preserve pursuant to ARS 39-101	Jun 11 2012
GS-1061	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			

## General Retention Schedule Created For:

### *All Public Bodies (General Schedules)*

### Flood Control Records

Function	Record Series Number & Title/ Description	Retention Period	Remarks & Citations	Approval Date
Flood Control Records  GS-1061	<b>20597 - Grandfathered Water Rights Certificates</b>	Permanent	Preserve pursuant to ARS 39-101	Jun 11 2012
Flood Control Records  GS-1061	<b>20598 - Hydrologic Engineering Center (HEC) 1 Models</b>	Permanent	Preserve pursuant to ARS 39-101	Jun 11 2012
Flood Control Records  GS-1061	<b>20599 - Infrastructure Records</b>  (including Federal, Local and Intergovernmental Agreement (IGA) of Fixed Assets)		After structure sold, demolished, transferred or abandoned	Jun 11 2012
Flood Control Records  GS-1061	<b>20600 - Inspection Records on Structures, Dam safety</b>	Permanent	Preserve pursuant to ARS 39-101	Jun 11 2012
Flood Control Records  GS-1061	<b>20601 - Inspection Records on Structures, State and Federal agency inspections</b>	Permanent	Preserve pursuant to ARS 39-101	Jun 11 2012

## General Retention Schedule Created For:

### *All Public Bodies (General Schedules)*

### Flood Control Records

Function	Record Series Number & Title/ Description	Retention Period	Remarks & Citations	Approval Date
Flood Control Records  GS-1061	<b>20602 - Inspection Records on Structures, Operations and maintenance (O&amp;M)</b>	Permanent	Preserve pursuant to ARS 39-101	Jun 11 2012
Flood Control Records  GS-1061	<b>20603 - Laboratory Water Quality Records from National Pollutant Discharge Elimination System (NPDES)</b>	3 Years	After sample taken	Jun 11 2012
Flood Control Records  GS-1061	<b>20604 - Licenses and Temporary Use Permits Received/ Granted</b>  including rain gauges, Air Quality, Oversized Load and Water Use permits	3 Years	After expired, cancelled or revoked	Jun 11 2012
Flood Control Records  GS-1061	<b>20605 - Office Pest Commission Records</b>	7 Years	After date of treatment	Jun 11 2012
Flood Control Records  GS-1061	<b>20606 - Negotiator Records</b>	5 Years	After project completed	Jun 11 2012

# General Retention Schedule Created For:

## *All Public Bodies (General Schedules)*

## Flood Control Records

Function	Record Series Number & Title/ Description	Retention Period	Remarks & Citations	Approval Date
Flood Control Records	<b>20607 - Project Records: Red-Lined Plans and Other Working Records</b>	-	After project completed.	Jun 11 2012
GS-1061	Including project design files, as-builts, correspondence; Phase 1 and Phase 2 environmental site assessments, hazardous cleanup disposals, asbestos inspections and supporting records, wildlife issues (endangered species act), environmental applications, clearances, 401/404 project files, archeological inventories, vegetation surveys and supporting records and maps relating to the project.			
Flood Control Records	<b>20608 - Project Records: All Other Records</b>	50 Years	After property sold, transferred or abandoned	Jun 11 2012
GS-1061	Including project design files, as-builts, correspondence; phase I and phase II environmental site assessments, hazardous cleanup disposals, asbestos inspections and supporting records, wildlife issues (endangered species act), environmental applications, clearances, 401/404 project files, archeological inventories, vegetation surveys and supporting records and maps relating to the project.			
Flood Control Records	<b>20609 - Relocation records</b>	5 Years	After either project completed or Federal audit completed	Jun 11 2012
GS-1061				
Flood Control Records	<b>20610 - Resolution Records</b>	Permanent	Preserve pursuant to ARS 39-101	Jun 11 2012
GS-1061				

# General Retention Schedule Created For:

## *All Public Bodies (General Schedules)*

## Flood Control Records

Function	Record Series Number & Title/ Description	Retention Period	Remarks & Citations	Approval Date
Flood Control Records	<b>20611 - Right of Entry for Preliminary Investigation Records</b>	5 Years	After project completed or cancelled	Jun 11 2012
GS-1061				
Flood Control Records	<b>20612 - Right of Way Permits</b>		After expired, cancelled or revoked	Jun 11 2012
GS-1061				
Flood Control Records	<b>20613 - Sales Records</b>	7 Years	After close of Escrow	Jun 11 2012
GS-1061	including buying and selling property			
Flood Control Records	<b>20614 - State Land Department Lease Records</b>	Permanent	Preserve pursuant to ARS 39-101	Jun 11 2012
GS-1061				
Flood Control Records	<b>20615 - Storm Records, Regulation records</b>		After superseded or obsolete	Jun 11 2012
GS-1061				
Flood Control Records	<b>20616 - Storm Records, Storm event records</b>	Permanent	Preserve pursuant to ARS 39-101	Jun 11 2012
GS-1061	including records about storms, rainfall data, damage and action taken			

# General Retention Schedule Created For:

## *All Public Bodies (General Schedules)*

## Flood Control Records

Function	Record Series Number & Title/ Description	Retention Period	Remarks & Citations	Approval Date
Flood Control Records	<b>20617 - Trespass Records</b>	3 Years	After resolution of case/ problem	Jun 11 2012
GS-1061				
Flood Control Records	<b>20618 - Warranty Deeds, Easements, Final Orders of Condemnation, Title Insurance Policies, Escrow Instructions and Deeds</b>		After expired, cancelled, or revoked or after property sold, transferred or abandoned; whichever comes first	Jun 11 2012
GS-1061				
Health and Medical Records	<b>10167 - Medical Records - Patient Medical Records - Adults</b>	6 Years	After date of last contact.	Oct 6 2015
GS-1022	Includes dental, disease surveillance reports, family planning records, forensic, immunization records, medical orders and protocols and mental health.			
Health and Medical Records	<b>10168 - Medical Records - Patient Medical Records - Juveniles</b>	24 Years	After patient's date of birth.	Oct 6 2015
GS-1022	Includes dental, disease surveillance reports, family planning records, forensic, immunization records, medical orders and protocols and mental health.			
Health and Medical Records	<b>10169 - Medical Records - Prescription Records</b>	7 Years	After created or received	Oct 6 2015
GS-1022	Includes orders.			

# General Retention Schedule Created For:

## *All Public Bodies (General Schedules)*

## Health and Medical Records

Function	Record Series Number & Title/ Description	Retention Period	Remarks & Citations	Approval Date
Health and Medical Records	<b>10170 - Medical Records - Medical Imaging Records, Adults</b>	6 Years	After date of last contact	Oct 6 2015
GS-1022	Includes scans, x-rays and other image records.			
Health and Medical Records	<b>10171 - Medical Records - Medical Imaging Records- Juveniles</b>	24 Years	After patient's date of birth.	Oct 6 2015
GS-1022	Includes scans, x-rays, and other image records.			
Health and Medical Records	<b>10172 - Medical Records - Medical Imaging Records - Mammography</b>	10 Years	After date of last contact.	Oct 6 2015
GS-1022	Includes scans, x-rays, and other image records.			
Health and Medical Records	<b>10173 - Academic Records - Academic Affairs Records</b>	75 Years	After created or received	Oct 6 2015
GS-1022	Includes credential records.			
Health and Medical Records	<b>10174 - Administrative and Management - Appointment Records</b>	3 Years	After created or received	Oct 6 2015
GS-1022				

# General Retention Schedule Created For:

## *All Public Bodies (General Schedules)*

## Health and Medical Records

Function	Record Series Number & Title/ Description	Retention Period	Remarks & Citations	Approval Date
Health and Medical Records	<b>10175 - Administrative and Management - Charge Records</b>	1 Year	After created or received	Oct 6 2015
GS-1022	If not included in patient medical record, including, but not limited to, encounter forms, tick sheets, acuity sheets and charge sheets.			
Health and Medical Records	<b>10176 - Administrative and Management - Health Insurance Portability and Accountability Act (HIPAA) Privacy Standard Documentation Records</b>	6 Years	After created or superseded, whichever is later.	Oct 6 2015
GS-1022	Not patient specific.			
Health and Medical Records	<b>10177 - Administrative and Management - Indigent Health Care Administrative Records</b>	5 Years	After fiscal year created or received.	Oct 6 2015
GS-1022	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.			
Health and Medical Records	<b>10178 - Administrative and Management - Medicare Records, Licenses and Permit Records</b>	7 Years	After fiscal year created or received	Oct 6 2015
GS-1022				
Health and Medical Records	<b>10179 - Administrative and Management - Medicare Records, Patient Account Records, In collections</b>	6 Years	After fiscal year collected or written off	Oct 6 2015
GS-1022				



# General Retention Schedule Created For:

## *All Public Bodies (General Schedules)*

## Health and Medical Records

Function	Record Series Number & Title/ Description	Retention Period	Remarks & Citations	Approval Date
Health and Medical Records	<b>10180 - Administrative and Management - Medicare Records, Patient Account Records, Paid</b>	6 Years	After fiscal year paid	Oct 6 2015
GS-1022				
Health and Medical Records	<b>10181 - Administrative and Management - Medicare Records, Reimbursement Records</b>	6 Years	After fiscal year created or received	Oct 6 2015
GS-1022	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.			
Health and Medical Records	<b>10182 - Administrative and Management - Registers</b>	2 Years	After created	Oct 6 2015
GS-1022	Chronological registers of tests including blood draws logs, lab logs and pregnancy screening logs.			
Health and Medical Records	<b>10183 - Clinical Records - Clinical Trial Agreements</b>	15 Years	After created or received	Oct 6 2015
GS-1022	Includes related documentation.			
Health and Medical Records	<b>10184 - Compliance Records</b>	7 Years	After created or completed, whichever is later	Oct 6 2015
GS-1022	Includes hotline document, investigation records, supporting documents and work papers.			

# General Retention Schedule Created For:

## *All Public Bodies (General Schedules)*

## Health and Medical Records

Function	Record Series Number & Title/ Description	Retention Period	Remarks & Citations	Approval Date
Health and Medical Records	<b>10185 - Emergency / Clinic Records - Central Log of Patients</b>	5 Years	After created	Oct 6 2015
GS-1022	Includes sign-in sheets.			
Health and Medical Records	<b>10186 - Emergency / Clinic Records - Lists of On-call Physicians</b>	10 Years	After created	Oct 6 2015
GS-1022				
Health and Medical Records	<b>10187 - Health Information Records - Disease Indices</b>	Permanent	Retain per Arizona Standards for Permanent Records or transfer to State Archives when administrative value has been served.	Oct 6 2015
GS-1022	Data sent to Arizona Department of Health Services (ADHS). Listing of patients organized by discharge date and diagnosis code.			
Health and Medical Records	<b>10188 - Health Information Records - Emergency Room and Paramedic Communication Records</b>	6 Years	After date of last contact.	Oct 6 2015
GS-1022				

# General Retention Schedule Created For:

## *All Public Bodies (General Schedules)*

## Health and Medical Records

Function	Record Series Number & Title/ Description	Retention Period	Remarks & Citations	Approval Date
Health and Medical Records	<b>10189 - Health Information Records - HIV / AIDS Records, From 1970 - 1995</b>	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.	Oct 6 2015
GS-1022	Includes statistics sent to Department of Health Services (ADHS) or federal/regional groups but not including any personal identifying information.			
Health and Medical Records	<b>10190 - Health Information Records - Hospital and Outpatient Clinic Records</b>	1 Year	After created or received	Oct 6 2015
GS-1022	Encounter statistics.			
Health and Medical Records	<b>10191 - Health Information Records - Indices to Patient Records, Historical or Master</b>	Permanent	Retain per Arizona Standards for Permanent Records or transfer to State Archives when administrative value has been served.	Oct 6 2015
GS-1022				
Health and Medical Records	<b>10192 - Health Information Records - Indices to Patient Records, All others</b>	10 Years	After created	Oct 6 2015
GS-1022				

# General Retention Schedule Created For:

## *All Public Bodies (General Schedules)*

## Health and Medical Records

Function	Record Series Number & Title/ Description	Retention Period	Remarks & Citations	Approval Date
Health and Medical Records	<b>10193 - Health Information Records - Records of Individuals Transferred to/from Hospital</b>	5 Years	After created or received	Oct 6 2015
GS-1022	Records relating to the transfer of a patient; should not include medical records.			
Health and Medical Records	<b>10194 - Health Information Records - Release or Disposal of Human Remains Records</b>	10 Years	After created or received	Oct 6 2015
GS-1022				
Health and Medical Records	<b>10195 - Health Information Records - Sterilization Logs</b>	20 Years	After created or received	Oct 6 2015
GS-1022				
Health and Medical Records	<b>10196 - Laboratory Records - Blood and Blood Component Disposition Records</b>	5 Years	After disposal of blood and/or blood components	Oct 6 2015
GS-1022				
Health and Medical Records	<b>10197 - Laboratory Records - Blood and Blood Product Testing Records</b>	5 Years	After processing completed or 6 months after expired, whichever is later.	Oct 6 2015
GS-1022	For donated blood.			

# General Retention Schedule Created For:

## *All Public Bodies (General Schedules)*

## Health and Medical Records

Function	Record Series Number & Title/ Description	Retention Period	Remarks & Citations	Approval Date
Health and Medical Records	<b>10198 - Laboratory Records - Immunoematology Records and Transfusion Records</b>	5 Years	After processing completed or 6 months after expired, whichever is later.	Oct 6 2015
GS-1022	For donated blood.			
Health and Medical Records	<b>10199 - Laboratory Records - Patient Testing Records</b>	2 Years	After created.	Oct 6 2015
GS-1022	Includes instrument printouts if not filed in patient medical record.			
Health and Medical Records	<b>10200 - Laboratory Records - Refrigeration and Blood Inspection Records</b>	5 Years	After created or received	Oct 6 2015
GS-1022	For donated blood.			
Health and Medical Records	<b>10201 - Laboratory Records - Requests for Tests</b>	2 Years	After created or received	Oct 6 2015
GS-1022	If not filed in patient medical record.			
Health and Medical Records	<b>10202 - Long Term and Extended Stay - Admission Listings, Registers and Statistical Records</b>	6 Years	After created or received	Oct 6 2015
GS-1022				

## General Retention Schedule Created For:

### *All Public Bodies (General Schedules)*

### Health and Medical Records

Function	Record Series Number & Title/ Description	Retention Period	Remarks & Citations	Approval Date
Health and Medical Records  GS-1022	<b>10203 - Long Term and Extended Stay - Operative Indices</b>	10 Years	After created or received	Oct 6 2015
Health and Medical Records  GS-1022	<b>10204 - Long Term and Extended Stay - Physician Indices</b>	10 Years	After created	Oct 6 2015
Health and Medical Records  GS-1022	<b>10205 - Long Term and Extended Stay - Registers of Surgical Procedures</b>	75 Years	After created or received	Oct 6 2015
Health and Medical Records  GS-1022	<b>10206 - Long Term and Extended Stay - Rounds and Assignment Sheets</b>	3 Years	After created or received	Oct 6 2015
Health and Medical Records  GS-1022	<b>10207 - Long Term and Extended Stay - Tumor Registry Records</b>	10 Years	After created or received	Oct 6 2015

# General Retention Schedule Created For:

## *All Public Bodies (General Schedules)*

## Health and Medical Records

Function	Record Series Number & Title/ Description	Retention Period	Remarks & Citations	Approval Date
Health and Medical Records  GS-1022	<b>10208 - Medical Staff Records - Bylaws and Rules/Regulations</b>	Permanent	Retain per Arizona Standards for Permanent Records or transfer to State Archives when administrative value has been served.	Oct 6 2015
Health and Medical Records  GS-1022	<b>10210 - Medical Staff Records - Physician Services Agreements</b>	6 Years	After expired, cancelled or revoked	Oct 6 2015
Health and Medical Records  GS-1022	<b>10211 - Nursing Records - Nursing Training Records</b>  Includes attendance, course outlines and examinations.	5 Years	After employee terminated	Oct 6 2015
Health and Medical Records  GS-1022	<b>10212 - Nursing Records - Private Duty Nurse Records</b>	6 Years	After date last used	Oct 6 2015
Health and Medical Records  GS-1022	<b>10213 - Nursing Records - Daily Assignment Schedules</b>	3 Years	After created or received	Oct 6 2015

# General Retention Schedule Created For:

## *All Public Bodies (General Schedules)*

## Health and Medical Records

Function	Record Series Number & Title/ Description	Retention Period	Remarks & Citations	Approval Date
Health and Medical Records	<b>10214 - Nutrition Records - Dietary Records, Food costs and Meal counts</b>	5 Years	After fiscal year created or received	Oct 6 2015
GS-1022				
Health and Medical Records	<b>10215 - Nutrition Records - Dietary Records, Menus</b>	2 Years	After created	Oct 6 2015
GS-1022				
Health and Medical Records	<b>10216 - Nutrition Records - Women, Infants and Children (WIC) Food Program Records</b>	3 Years	After date of final expenditure report.	Oct 6 2015
GS-1022	Including, but not limited to, education records, financial operation reports, hearing files and vendor records.	7 CFR 246.25 (a)(2); 7 CFR 248.23 (a)(2)		
Health and Medical Records	<b>10224 - Pharmacy Records - Controlled Substances Records</b>	3 Years	After created or received	Oct 6 2015
GS-1022	Includes inventory and orders both dispensed and administered.			
Health and Medical Records	<b>10225 - Pharmacy Records - Quality Monitoring Records</b>	3 Years	After created or received	Oct 6 2015
GS-1022	Including, but not limited to, Accucheck, drug storage, exposure control, first aid kits, medical count sheets, narcotics counts, oxygen tank and syringe records.			



# General Retention Schedule Created For:

## *All Public Bodies (General Schedules)*

## Health and Medical Records

Function	Record Series Number & Title/ Description	Retention Period	Remarks & Citations	Approval Date
Health and Medical Records	<b>10226 - Radiology Records - Radioisotope Records</b>	Permanent	Retain per Arizona Standards for Permanent Records or transfer to State Archives when administrative value has been served.	Oct 6 2015
GS-1022	Including receipt, transfer, use, storage, delivery, disposal and reports of over-exposure.			
Health and Medical Records	<b>10227 - Radiology Records - Requests for Tests</b>	1 Month	After month created or received	Oct 6 2015
GS-1022	Other than contained in medical records.			
Health and Medical Records	<b>10228 - Vital Records - Applications for Copy of Birth/Death Records</b>	3 Years	After processed	Oct 6 2015
GS-1022				
Health and Medical Records	<b>10229 - Vital Records - Birth/Death Certificate Registration Records</b>	10 Years	After registered	Oct 6 2015
GS-1022	If not entered directly into Arizona Department of Health Services (ADHS) database.			
Health and Medical Records	<b>10230 - Vital Records - Correspondence Records</b>		After administrative value has been served	Oct 6 2015
GS-1022	Pertaining to birth/death records.			

# General Retention Schedule Created For:

## *All Public Bodies (General Schedules)*

## Health and Medical Records

Function	Record Series Number & Title/ Description	Retention Period	Remarks & Citations	Approval Date
Health and Medical Records  GS-1022	<b>10231 - Vital Records - Corrections Records, Birth</b>	4 Years	After received	Oct 6 2015
Health and Medical Records  GS-1022	<b>10232 - Vital Records - Corrections Records, Death</b>	10 Years	After received	Oct 6 2015
Health and Medical Records  GS-1022	<b>10233 - Vital Records - Disposal of Permits</b>	5 Years	After the issue date on the document  Ariz. Admin. Code R9-19-313 (A)(1)(s1b)	Oct 6 2015
Health and Medical Records  GS-1022	<b>10234 - Vital Records - Paternity Records</b>	3 Years	After action taken	Oct 6 2015

# General Retention Schedule Created For:

## *All Public Bodies (General Schedules)*

## Health and Medical Records

Function	Record Series Number & Title/ Description	Retention Period	Remarks & Citations	Approval Date
Health and Medical Records	<b>10235 - Epidemiology and Disease Control Records - Communicable Disease Database Records</b>	30 Years	After entered into database or after epidemiological trending value has been served, whichever is longer.	Oct 6 2015
GS-1022	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, date of service, gender, health information, investigative activities information, name, name of disease, phone number, race / ethnicity.			
Health and Medical Records	<b>10236 - Health Information Records - HIV / AIDS Records, From 1995 - Present</b>		See Record Series 10235	Oct 6 2015
GS-1022				
Health and Medical Records	<b>10429 - Epidemiology and Disease Control Records - Leprosy (Hansen's Disease) Records</b>	50 Years	After calendar year created.	Oct 6 2015
GS-1022	Includes clinical charts			
Health and Medical Records	<b>53055 - Long Term and Extended Stay - Fetal Monitoring Strips</b>	28 Years	After patient date of birth.	Oct 6 2015
GS-1022				

# General Retention Schedule Created For:

## All Public Bodies (General Schedules)

## Health and Medical Records

Function	Record Series Number & Title/ Description	Retention Period	Remarks & Citations	Approval Date
Health and Medical Records  GS-1022	<b>53056 - Long Term and Extended Stay - Patient Property Envelopes</b>	3 Years	After signature from patient acknowledging property receipt.	Oct 6 2015
Health and Medical Records  GS-1022	<b>53057 - Pharmacy Records - Scripts and Narcotic Logs</b>	8 Years	After created or received.	Oct 6 2015
Health and Medical Records  GS-1022	<b>53058 - Administrative and Management - Interpreter Logs</b>	2 Years	After created or received.	Oct 6 2015
Health and Medical Records  GS-1022	<b>53063 - Medical Staff Records - Medical Staff Services Records: Juvenile Health Services</b>  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.	Oct 6 2015
Health and Medical Records  GS-1022	<b>53064 - Medical Staff Records - Medical Staff Services Records: Adult Health Services</b>  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.	Oct 6 2015

# General Retention Schedule Created For:

## *All Public Bodies (General Schedules)*

## Health and Medical Records

Function	Record Series Number & Title/ Description	Retention Period	Remarks & Citations	Approval Date
Health and Medical Records	<b>53163 - Board Meetings, Digital Recordings of Public Meetings (This record series is to be used only by State Health Profession Regulatory Boards)</b>	3 Years	After the date of the recording.	Oct 6 2015
GS-1022	See Legal Remarks			
Health and Medical Records	<b>53526 - Radiology Records -Unit Dose Records</b>	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).	Oct 6 2015
GS-1022	Records that demonstrate compliance with the radiation dose limit(s) for individual members of the public and occupational exposures.			
Health and Medical Records	<b>53528 - Patient Complaints and Grievances</b>	6 years	After issue (event, complaint, grievance) resolved.	Oct 6 2015
GS-1022	Complaint and grievance records documenting a healthcare or medical facility's interactions with patients and/or their representatives.			

# General Retention Schedule Created For:

## *All Public Bodies (General Schedules)*

## Health and Medical Records

Function	Record Series Number & Title/ Description	Retention Period	Remarks & Citations	Approval Date
Health and Medical Records	<b>53529 - Medical Source Data</b>	6 Years	From the date of collection.	Oct 6 2015
GS-1022	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).			
Historic Preservation Records	<b>20642 - Archaeology Reports and Data Records</b>	Permanent	Preserve pursuant to ARS 39-101	Jun 1 2015
GS-1062	including maps of survey locations, reports, photographs, surveys, completed forms and other related records for use for certified archaeologists			
Historic Preservation Records	<b>20643 - Certified Local Government Program Records</b>	Permanent	Preserve pursuant to ARS 39-101	Jun 1 2015
GS-1062	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			
Historic Preservation Records	<b>20644 - Historic Preservation Design Guideline Records</b>	Permanent	Preserve pursuant to ARS 39-101	Jun 1 2015
GS-1062	including Design Handbooks, Historic Design Review Standards and Guidelines, and Landmarks Historic Design Review Standards and Guidelines			

# General Retention Schedule Created For:

## All Public Bodies (General Schedules)

## Historic Preservation Records

Function	Record Series Number & Title/ Description	Retention Period	Remarks & Citations	Approval Date
Historic Preservation Records	<b>20645 - Historic Properties Receiving Reduced Property Taxes from the State Records</b>	5 Years	After annual audit/inspection of building condition completed	Jun 1 2015
GS-1062	including inspection reports, audits, work papers, and other related records			
Historic Preservation Records	<b>20646 - Historic Register Records, Research, Surveys and Reports</b>	Permanent	Preserve pursuant to ARS 39-101	Jun 1 2015
GS-1062	records on property listed in Historic Register			
Historic Preservation Records	<b>20647 - Historic Register Records, Grant and Incentive Records for historic property owners</b>	5 Years	After final expenditure report submitted or audit completed, or after funding agency requirements are met, whichever is longer	Jun 1 2015
GS-1062				
Historic Preservation Records	<b>20648 - Historic Register Records, Certificates of Appropriateness or Certificates of No Effect</b>	Permanent	Preserve pursuant to ARS 39-101	Jun 1 2015
GS-1062	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			

# General Retention Schedule Created For:

## All Public Bodies (General Schedules)

## Historic Preservation Records

Function	Record Series Number & Title/ Description	Retention Period	Remarks & Citations	Approval Date
Historic Preservation Records	<b>20649 - Historic Register Records, Conservation Easement Records</b>		After easement no longer in use	Jun 1 2015
GS-1062				
Historic Preservation Records	<b>20650 - Historic Register Records, Historic Register Lists, Historic Context Reports, an Historic Significance and Integrity Assessment Reports</b>	Permanent	Preserve pursuant to ARS 39-101	Jun 1 2015
GS-1062				
Housing Records	<b>20651 - Capital Fund Grant Program Records</b>	5 Years	After Federal fiscal year created	Jun 1 2015
GS-1063	including records by unit of work carried out to permit HUD to review the extent to which units have been substantially rehabilitated (24 CFR 968.310; 24 CFR 905.666); files and records of planning meetings including minutes and resident surveys; and source documents of physical and management assessment identifying all work necessary to bring each development up to the modernization and energy standards, to comply with lead- based testing and abatement requirements, and to comply with other program requirements (24 CFR 968.320; 24 CFR 905.672)			



# General Retention Schedule Created For:

## *All Public Bodies (General Schedules)*

## Housing Records

Function	Record Series Number & Title/ Description	Retention Period	Remarks & Citations	Approval Date
Housing Records	<b>20652 - Community Development Block Grant (CDBG) Records, Local determination of eligibility (24 CFR 570.200)</b>	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)	Jun 1 2015
GS-1063				
Housing Records	<b>20653 - Community Development Block Grant (CDBG) Records, Slum and blight area records including boundaries and conditions (24 CFR 570.208)</b>	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)	Jun 1 2015
GS-1063				
Housing Records	<b>20654 - Community Development Block Grant (CDBG) Records, Displacement, relocation, acquisition and replacement of housing records (24 CFR 570.488; 24 CFR 570.606)</b>	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)	Jun 1 2015
GS-1063				

# General Retention Schedule Created For:

## All Public Bodies (General Schedules)

## Housing Records

Function	Record Series Number & Title/ Description	Retention Period	Remarks & Citations	Approval Date
Housing Records	<b>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 demonstrati</b>	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)	Jun 1 2015
GS-1063				
Housing Records	<b>20656 - Community Development Block Grant (CDBG) Records, Lead-based inspection and/ or test reports</b>	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)	Jun 1 2015
GS-1063				
Housing Records	<b>20657 - Fraud Recoveries Program Judgment Records</b>	3 Years	After date of judgment (HUD recommendation)	Jun 1 2015
GS-1063	including amounts recovered, nature of judgment, amount of legal fees and expenses incurred (24 CFR 892.204)			

# General Retention Schedule Created For:

## All Public Bodies (General Schedules)

## Housing Records

Function	Record Series Number & Title/ Description	Retention Period	Remarks & Citations	Approval Date
Housing Records	<b>20658 - Home Investment Partnerships Program Records, Records referring to periods of affordability</b>	5 Years	After required period of affordability ended or after retention period required by contract is met (24 CFR 92.508)	Jun 1 2015
GS-1063	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			
Housing Records	<b>20659 - Home Investment Partnerships Program Records, Down Payment Assistance Program records</b>	5 Years	After recapture period ended	Jun 1 2015
GS-1063	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			

# General Retention Schedule Created For:

## All Public Bodies (General Schedules)

## Housing Records

Function	Record Series Number & Title/ Description	Retention Period	Remarks & Citations	Approval Date
Housing Records	<b>20660 - Home Investment Partnerships Program Records, Records covering displacement and acquisition</b>	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)	Jun 1 2015
GS-1063	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			
Housing Records	<b>20661 - Housing Choice Voucher (Section 8) Housing Assistance Payments Program for Existing Housing, Certifications and relevant documentation, rent reasonableness limitation records</b>	3 Years	After Federal fiscal year created (24 CFR 882.106)	Jun 1 2015
GS-1063				
Housing Records	<b>20662 - Housing Choice Voucher (Section 8) Housing Assistance Payments Program for Existing Housing, Lead-based paint inspection and/or test reports</b>	3 Years	After date of report (24 CFR 882.109; 24 CFR 882.405; 24 CFR 882.211)	Jun 1 2015
GS-1063				

# General Retention Schedule Created For:

## All Public Bodies (General Schedules)

## Housing Records

Function	Record Series Number & Title/ Description	Retention Period	Remarks & Citations	Approval Date
Housing Records	<b>20663 - Housing Choice Voucher (Section 8) Housing Assistance Payments Program for Existing Housing, Complaints by families concerning compliance by owner with housing quality standards</b>	3 Years	After Federal fiscal year received (24 CFR 882.211	Jun 1 2015
GS-1063				
Housing Records	<b>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</b>	5 Years	After Federal fiscal year created or received	Jun 1 2015
GS-1063				
Housing Records	<b>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 vouch</b>	3 Years	After Federal fiscal year created or received	Jun 1 2015
GS-1063				
Housing Records	<b>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 co</b>	3 Years	After Federal fiscal year created or received	Jun 1 2015
GS-1063				

# General Retention Schedule Created For:

## All Public Bodies (General Schedules)

## Housing Records

Function	Record Series Number & Title/ Description	Retention Period	Remarks & Citations	Approval Date
Housing Records	<b>20667 - Housing Choice Voucher (Section 8) Housing Assistance Payments Program for New Construction</b>	3 Years	After Federal fiscal year created (24 CFR 880.603)	Jun 1 2015
GS-1063	including race, ethnicity, gender and disability records of program beneficiaries			
Housing Records	<b>20668 - Housing Choice Voucher (Section 8) Housing Assistance Payments Program for Substantial Rehabilitation</b>	3 Years	After Federal fiscal year created (24 CFR 881.602; 24 CFR 880.603; 24 CFR 968.108)	Jun 1 2015
GS-1063	including race, ethnicity, gender and disability records of program beneficiaries			
Housing Records	<b>20669 - Housing and Urban Development (HUD) Grant Records, Down Payment Assistance Program records</b>	5 Years	After recapture period ended	Jun 1 2015
GS-1063				
Housing Records	<b>20670 - Housing and Urban Development (HUD) Grant Records, All other records</b>	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)	Jun 1 2015
GS-1063				

# General Retention Schedule Created For:

## All Public Bodies (General Schedules)

## Housing Records

Function	Record Series Number & Title/ Description	Retention Period	Remarks & Citations	Approval Date
Housing Records	<b>20671 - Public Housing Assistance Payments Program Records, Application, Participant and Family Records</b>	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)	Jun 1 2015
GS-1063	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			
Housing Records	<b>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)</b>	3 Years	After Federal fiscal year created or received (HUD recommendation)	Jun 1 2015
GS-1063				
Housing Records	<b>20673 - Public Housing Assistance Payments Program Records, Records on which unites, common areas, exteriors, and child care facilities have been tested for lead-based paint; test results by location (24 CFR 965.709)</b>	3 Years	After Federal fiscal year created or received (HUD recommendation)	Jun 1 2015
GS-1063				
Housing Records	<b>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</b>	5 Years	After Federal fiscal year created (24 CFR 887.155)	Jun 1 2015
GS-1063				

# General Retention Schedule Created For:

## All Public Bodies (General Schedules)

## Housing Records

Function	Record Series Number & Title/ Description	Retention Period	Remarks & Citations	Approval Date
Housing Records	<b>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)</b>	3 Years	After Federal fiscal year created (HUD recommendation)	Jun 1 2015
GS-1063				
Housing Records	<b>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)</b>	3 Years	After Federal fiscal year created or received (HUD recommendation)	Jun 1 2015
GS-1063				
Housing Records	<b>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</b>	5 Years	After Federal fiscal year created or received	Jun 1 2015
GS-1063				
Housing Records	<b>20678 - Public Housing Voucher Program Records, Full executed lease documents, move-in inspection reports, notices to tenants of lease violations, notices of lease terminations and evictions</b>	3 Years	After move out date	Jun 1 2015
GS-1063				



# General Retention Schedule Created For:

## *All Public Bodies (General Schedules)*

## Housing Records

Function	Record Series Number & Title/ Description	Retention Period	Remarks & Citations	Approval Date
Housing Records	<b>20679 - Public Works Planning Records</b>	5 Years	After completion of plan or plan abandoned	Jun 1 2015
GS-1063	including accounting records for plan preparation (24 CFR 598.13)			
Housing Records	<b>20680 - Rehabilitation Records, Down Payment Assistance Program records</b>	5 Years	After recapture period ended	Jun 1 2015
GS-1063	including Owner Occupied Housing Rehabilitation Program and Rental Rehabilitation Program			
Housing Records	<b>20681 - Rehabilitation Records, All other records</b>	5 Years	After lien removed from property	Jun 1 2015
GS-1063	including Owner Occupied Housing Rehabilitation Program and Rental Rehabilitation Program			
Housing Records	<b>20682 - Residential Homeownership Program Records</b>	3 Years	After fiscal year of date of payment (HUD recommendation)	Jun 1 2015
GS-1063	necessary to calculate payments due to commissioner (24 CFR 248.173)			
Housing Records	<b>20683 - Section 5(h) Homeownership Program Records</b>	3 Years	After Federal fiscal year created or received (HUD recommendation)	Jun 1 2015
GS-1063	including sales and financial records for all activities incident to the implementation of the plan (24 CFR 906.17; 24 CFR 905.1017)			

# General Retention Schedule Created For:

## All Public Bodies (General Schedules)

## Housing Records

Function	Record Series Number & Title/ Description	Retention Period	Remarks & Citations	Approval Date
Housing Records	<b>20684 - Urban Homesteading Records, Financial records; property disposition records; supporting documents; statistical records; and all other related records pertinent to the program</b>	5 Years	After fee simple title has been conveyed to all homesteaders (24 CFR 590.25)	Jun 1 2015
GS-1063				
Housing Records	<b>20685 - Urban Homesteading Records, Race, ethnicity, gender and disability records of program beneficiaries</b>	5 Years	After calendar year created or received (HUD recommendation)	Jun 1 2015
GS-1063				
Human Resources / Personnel Records	<b>20686 - Affirmative Action/ Equal Employment Opportunity Records</b>	3 Years	After created or received	Oct 31 2016
GS-1006	Including reports and supporting documentation, but does not include specific charges, responses and case files (see Grievance and Complaint records (item #20719)).			
Human Resources / Personnel Records	<b>20687 - Alcohol/ Drug Testing Program Records, Cancelled or Negative Results</b>	1 Year	After created or received	Oct 31 2016
GS-1006	Including Commercial Drivers' License (CDL) Random Drug Records.			
Human Resources / Personnel Records	<b>20688 - Alcohol/ Drug Testing Program Records, Positive Results</b>	5 Years	After action taken in response to results is resolved	Oct 31 2016
GS-1006	Including Commercial Drivers' License (CDL) Random Drug Records.			

## General Retention Schedule Created For:

### *All Public Bodies (General Schedules)*

### Human Resources / Personnel Records

Function	Record Series Number & Title/ Description	Retention Period	Remarks & Citations	Approval Date
Human Resources / Personnel Records	<b>20689 - Alcohol/ Drug Testing Program Records, Records related to collection</b>	2 Years	After test given	Oct 31 2016
GS-1006	Including Commercial Drivers' License (CDL) Random Drug Records.			
Human Resources / Personnel Records	<b>20690 - Alcohol/ Drug Testing Program Records, Forms from previous employers</b>	3 Years	After received	Oct 31 2016
GS-1006	Including Commercial Drivers' License (CDL) Random Drug Records.			
Human Resources / Personnel Records	<b>20691 - Americans with Disabilities Act (ADA) Records</b>	3 Years	After completion of accommodation or case settled	Oct 31 2016
GS-1006	Including requests for accommodation.			

# General Retention Schedule Created For:

## *All Public Bodies (General Schedules)*

## Human Resources / Personnel Records

Function	Record Series Number & Title/ Description	Retention Period	Remarks & Citations	Approval Date
Human Resources / Personnel Records	<b>20692 - Benefit Enrollment Records</b>	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.	Oct 31 2016
GS-1006	Including employee enrollment in medical, dental, life insurance, prepaid legal, beneficiary designation and other benefit options.			
Human Resources / Personnel Records	<b>20693 - Civil Service/Merit Board/ Personnel Board Records, Appeal Records</b>	2 Years	After resolved	Oct 31 2016
GS-1006	Including appeal / hearing case records, exhibits, transcripts and other related records and excluding minutes.			

# General Retention Schedule Created For:

## *All Public Bodies (General Schedules)*

## Human Resources / Personnel Records

Function	Record Series Number & Title/ Description	Retention Period	Remarks & Citations	Approval Date
Human Resources / Personnel Records	<b>20694 - Civil Service/Merit Board/ Personnel Board Records, Litigation Records</b>	2 Years	After case closed	Oct 31 2016
GS-1006	Including appeal / hearing case records, exhibits, transcripts and other related records and excluding minutes.			
Human Resources / Personnel Records	<b>20695 - Civil Service/Merit Board/ Personnel Board Records, Merit System Rules Files</b>	Permanent	Preserve pursuant to ARS 39-101	Oct 31 2016
GS-1006				
Human Resources / Personnel Records	<b>20696 - Classification/ Market Study Records</b>	1 Year	After superseded or obsolete	Oct 31 2016
GS-1006	Including studies and reports.			
Human Resources / Personnel Records	<b>20697 - Declaration of Gifts Records, Elected and Appointed Officials</b>	3 Years	after term of office ended.	Oct 31 2016
GS-1006				
Human Resources / Personnel Records	<b>20698 - Declaration of Gifts Records, All others</b>	5 Years	After filed	Oct 31 2016
GS-1006				

# General Retention Schedule Created For:

## *All Public Bodies (General Schedules)*

## Human Resources / Personnel Records

Function	Record Series Number & Title/ Description	Retention Period	Remarks & Citations	Approval Date
Human Resources / Personnel Records	<b>20699 - Department of Economic Security (DES) New Hire Reports (per ARS 23-722.01)</b>	1 Year	After submitted	Oct 31 2016
GS-1006				
Human Resources / Personnel Records	<b>20700 - Disability Records</b>	6 Years	After claim closed.	Oct 31 2016
GS-1006	Including short-term and long-term disability.			
Human Resources / Personnel Records	<b>20701 - Employee Consolidated Omnibus Budget Reconciliation Act (COBRA) Records, Decline Notice Records</b>	2 Years	After employee terminated.	Oct 31 2016
GS-1006	Including returned undeliverable notices.			
Human Resources / Personnel Records	<b>20702 - Employee Consolidated Omnibus Budget Reconciliation Act (COBRA) Records, All others</b>	3 Years	After either benefits terminated or coverage rejected.	Oct 31 2016
GS-1006				

# General Retention Schedule Created For:

## *All Public Bodies (General Schedules)*

## Human Resources / Personnel Records

Function	Record Series Number & Title/ Description	Retention Period	Remarks & Citations	Approval Date
Human Resources / Personnel Records	<b>20704 - Employee Personnel Records, Official copy</b>	5 Years	After employee terminated or term of office ended.	Oct 31 2016
GS-1006	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. Employee Medical Records may not be filed in the Employee Personnel File.			
Human Resources / Personnel Records	<b>20705 - Employee Personnel Records, Supervisors' and Other Non-Official Copies</b>	6 Months	After employee terminated or transferred. Employee Medical Records may not be filed in the Employee Personnel File.	Oct 31 2016
GS-1006	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.			

# General Retention Schedule Created For:

## All Public Bodies (General Schedules)

## Human Resources / Personnel Records

Function	Record Series Number & Title/ Description	Retention Period	Remarks & Citations	Approval Date
Human Resources / Personnel Records	<b>20706 - Employee Personnel Records, Contract Employees</b>	6 Years	After contract expired, cancelled or revoked. Employee Medical Records may not be filed in the Contract Employee Personnel File.	Oct 31 2016
GS-1006	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, but not including criminal history information records.			
Human Resources / Personnel Records	<b>20707 - Employee Recognition Records</b>		After administrative value has been served.	Oct 31 2016
GS-1006				
Human Resources / Personnel Records	<b>20708 - Employee Suggestion Program Records</b>		After administrative value has been served.	Oct 31 2016
GS-1006	Including award program records.			
Human Resources / Personnel Records	<b>20709 - Employee Summary Records</b>	15 Years	After employee terminated.	Oct 31 2016
GS-1006	Listing of current and former employees including name, dates of employment and job titles used to answer job reference questions.			



# General Retention Schedule Created For:

## *All Public Bodies (General Schedules)*

## Human Resources / Personnel Records

Function	Record Series Number & Title/ Description	Retention Period	Remarks & Citations	Approval Date
Human Resources / Personnel Records	<b>20710 - Employee Survey / Questionnaire Records</b>		After administrative value has been served.	Oct 31 2016
GS-1006	Including attitude surveys, selective certification surveys, salary surveys and other surveys not filed with specific program records			
Human Resources / Personnel Records	<b>20711 - Employee Tuition Refund Program Records</b>	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.	Oct 31 2016
GS-1006				

# General Retention Schedule Created For:

## *All Public Bodies (General Schedules)*

## Human Resources / Personnel Records

Function	Record Series Number & Title/ Description	Retention Period	Remarks & Citations	Approval Date
Human Resources / Personnel Records	<b>20712 - Examination Records, Booklets (Master Booklet, Including Development Documentation) and Oral Board Questions</b>	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.	Oct 31 2016

GS-1006

# General Retention Schedule Created For:

## *All Public Bodies (General Schedules)*

## Human Resources / Personnel Records

Function	Record Series Number & Title/ Description	Retention Period	Remarks & Citations	Approval Date
Human Resources / Personnel Records	<b>20713 - Examination Records, Answer Sheets</b>	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.	Oct 31 2016

GS-1006

# General Retention Schedule Created For:

## *All Public Bodies (General Schedules)*

## Human Resources / Personnel Records

Function	Record Series Number & Title/ Description	Retention Period	Remarks & Citations	Approval Date
Human Resources / Personnel Records	<b>20714 - Examination Records, Testing Administration Records</b>	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.	Oct 31 2016
GS-1006	Including lists of individuals scheduled for exam.			

# General Retention Schedule Created For:

## *All Public Bodies (General Schedules)*

## Human Resources / Personnel Records

Function	Record Series Number & Title/ Description	Retention Period	Remarks & Citations	Approval Date
Human Resources / Personnel Records	<b>20715 - Examination Records, Oral Board Questions</b>	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.	Oct 31 2016
GS-1006				
Human Resources / Personnel Records	<b>20716 - Family Medical Leave Act (FMLA) Records, Certification of Health-Care Provider Forms</b>	6 Months	After employee terminated.	Oct 31 2016
GS-1006	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.			

# General Retention Schedule Created For:

## All Public Bodies (General Schedules)

## Human Resources / Personnel Records

Function	Record Series Number & Title/ Description	Retention Period	Remarks & Citations	Approval Date
Human Resources / Personnel Records	<b>20717 - Family Medical Leave Act (FMLA) Records, All other records</b>	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.	Oct 31 2016
GS-1006	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.			
Human Resources / Personnel Records	<b>20718 - Flexible Spending Account / Health Savings Account Records</b>	7 Years	After created or received.	Oct 31 2016
GS-1006	Flexible Spending Accounts (FSA) and Health Savings Accounts (HSA) are programs that allow money to be set aside (before taxes) for specific health care expenses.			

# General Retention Schedule Created For:

## All Public Bodies (General Schedules)

## Human Resources / Personnel Records

Function	Record Series Number & Title/ Description	Retention Period	Remarks & Citations	Approval Date
Human Resources / Personnel Records	<b>20719 - Grievance and Complaint Records</b>	3 Years	After resolved	Oct 31 2016
GS-1006	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. If any of the above records are kept in t			
Human Resources / Personnel Records	<b>20720 - Group Insurance Records</b>	1 Year	After superseded or obsolete.	Oct 31 2016
GS-1006	Including office copy explaining benefits and costs to employee based on contract with insurance carrier.			
Human Resources / Personnel Records	<b>20721 - Hiring/ Selection Records, Peace Officers (as defined by ARS 1-215)</b>	3 Years	After position filled or abandoned.	Oct 31 2016
GS-1006	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.			
Human Resources / Personnel Records	<b>20722 - Hiring/ Selection Records, All others</b>	2 Years 6 Months	After position filled or abandoned.	Oct 31 2016
GS-1006	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.			

## General Retention Schedule Created For:

### *All Public Bodies (General Schedules)*

### Human Resources / Personnel Records

Function	Record Series Number & Title/ Description	Retention Period	Remarks & Citations	Approval Date
Human Resources / Personnel Records	<b>20723 - Individual Employee Training Records, Law Enforcement Officers</b>	5 Years	After employee terminated.	Oct 31 2016
GS-1006	Including certificates of attendance and other related records.			
Human Resources / Personnel Records	<b>20724 - Individual Employee Training Records, All others</b>	3 Years	After training received.	Oct 31 2016
GS-1006	Including certificates of attendance and other related records.			
Human Resources / Personnel Records	<b>20725 - Insurance Policies (Contract with Insurance company)</b>	6 Years	After expired, canceled or revoked.	Oct 31 2016
GS-1006				



## General Retention Schedule Created For:

### *All Public Bodies (General Schedules)*

### Human Resources / Personnel Records

Function	Record Series Number & Title/ Description	Retention Period	Remarks & Citations	Approval Date
Human Resources / Personnel Records	<b>20726 - Investigations of Personnel Matters, Sustained</b>	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.	Oct 31 2016
GS-1006	including internal investigation records.			

# General Retention Schedule Created For:

## *All Public Bodies (General Schedules)*

## Human Resources / Personnel Records

Function	Record Series Number & Title/ Description	Retention Period	Remarks & Citations	Approval Date
Human Resources / Personnel Records	<b>20727 - Investigations of Personnel Matters, Unsustained</b>	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.	Oct 31 2016
GS-1006	including internal investigation records.			

# General Retention Schedule Created For:

## *All Public Bodies (General Schedules)*

## Human Resources / Personnel Records

Function	Record Series Number & Title/ Description	Retention Period	Remarks & Citations	Approval Date
Human Resources / Personnel Records	<b>20728 - Investigation Records (From DMV), Routine Department of Motor Vehicles (DMV) Reports- No Major Infractions</b>	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 #30702, 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.	Oct 31 2016

GS-1006

# General Retention Schedule Created For:

## All Public Bodies (General Schedules)

## Human Resources / Personnel Records

Function	Record Series Number & Title/ Description	Retention Period	Remarks & Citations	Approval Date
Human Resources / Personnel Records	<b>20729 - Investigation Records (From DMV), DMV Reports - Serious Infractions</b>		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 #30702, 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.	Oct 31 2016
GS-1006				
Human Resources / Personnel Records	<b>20730 - I-9 Forms</b>	1 Year	After employee terminated, but not less than 3 years after date of hire.	Oct 31 2016
GS-1006	May also include Social Security Verification (SSA) records for individual employees.			
Human Resources / Personnel Records	<b>20731 - Job Announcements</b>	2 Years 6 Months	After position filled or abandoned.	Oct 31 2016
GS-1006	if filed separately from hiring / selection records.			

# General Retention Schedule Created For:

## *All Public Bodies (General Schedules)*

## Human Resources / Personnel Records

Function	Record Series Number & Title/ Description	Retention Period	Remarks & Citations	Approval Date
Human Resources / Personnel Records	<b>20732 - Leave Records</b>	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 #30702, 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.	Oct 31 2016
GS-1006	Including compassionate leave, donated leave, military leave and other related records.			
Human Resources / Personnel Records	<b>20733 - Life Insurance Paid Claims</b>	7 Years	After fiscal year claim paid.	Oct 31 2016
GS-1006				
Human Resources / Personnel Records	<b>20734 - Merit Based Pay Funding Records</b>	2 Years	After created or received.	Oct 31 2016
GS-1006				

# General Retention Schedule Created For:

## *All Public Bodies (General Schedules)*

## Human Resources / Personnel Records

Function	Record Series Number & Title/ Description	Retention Period	Remarks & Citations	Approval Date
Human Resources / Personnel Records  GS-1006	<b>20735 - Multi-Lingual Testing Records</b>	2 Years	After test administered.	Oct 31 2016
Human Resources / Personnel Records  GS-1006	<b>20738 - Out-of-Class Assignment Reports</b>	3 Years	After created or received.	Oct 31 2016
Human Resources / Personnel Records  GS-1006	<b>20739 - Pay Plan/Salary Schedule/ Annual Salary Schedules Records</b>	Permanent	Preserve pursuant to ARS 39-101	Oct 31 2016
Human Resources / Personnel Records  GS-1006	<b>20740 - Polygraph Records of Law Enforcement or Probation Officers, Records Created or Received Before July 29, 2010</b>  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.	5 Years	After applicant not hired or employee terminated.	Oct 31 2016
Human Resources / Personnel Records  GS-1006	<b>20741 - Polygraph Records of Law Enforcement or Probation Officers, Records Created or Received on or After July 29, 2010</b>  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 38-1108 (C).	3 Years	After date appointed or hired and no more than 3 years and 90 days after date appointed or hired.	Oct 31 2016

# General Retention Schedule Created For:

## *All Public Bodies (General Schedules)*

## Human Resources / Personnel Records

Function	Record Series Number & Title/ Description	Retention Period	Remarks & Citations	Approval Date
Human Resources / Personnel Records	<b>20742 - Position Descriptions</b>	3 Years	After either superseded or position abolished, whichever comes first.	Oct 31 2016
GS-1006	Records describing established positions including information on title, series, grade, duties, and responsibilities. Also contains Position Description Questionnaire (PDQs).			
Human Resources / Personnel Records	<b>20743 - Reduction in Force (RIF) Records</b>	5 Years	After RIF completed or abandoned.	Oct 31 2016
GS-1006	Including computation documentation and recap summaries.			
Human Resources / Personnel Records	<b>20744 - Requests for Classification of New Positions or Reclassification of Existing Positions</b>	1 Year	After request acted upon.	Oct 31 2016
GS-1006	Including salary advancement records.			
Human Resources / Personnel Records	<b>20745 - Requests for Verification of Employment</b>		After administrative value has been served.	Oct 31 2016
GS-1006				
Human Resources / Personnel Records	<b>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)</b>	5 Years	After created or received.	Oct 31 2016
GS-1006	Including self-insured public bodies.			

# General Retention Schedule Created For:

## *All Public Bodies (General Schedules)*

## Human Resources / Personnel Records

Function	Record Series Number & Title/ Description	Retention Period	Remarks & Citations	Approval Date
Human Resources / Personnel Records	<b>20747 - Retirement Benefits Records - Self-Funded Retirement Records</b>	10 Years	After death of beneficiary.	Oct 31 2016
GS-1006	Including self-insured public bodies.			
Human Resources / Personnel Records	<b>20748 - Retirement Systems Actuarial and Annual Reports</b>	1 Year	After published.	Oct 31 2016
GS-1006				
Human Resources / Personnel Records	<b>20749 - Social Security Verification Records</b>	1 Year	After verification completed.	Oct 31 2016
GS-1006	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.			
Human Resources / Personnel Records	<b>20750 - Special Work Assignment Records</b>	2 Years	After approved or denied.	Oct 31 2016
GS-1006				
Human Resources / Personnel Records	<b>20751 - Statistical Listings of Employees</b>		After superseded or obsolete.	Oct 31 2016
GS-1006				



# General Retention Schedule Created For:

## ***All Public Bodies (General Schedules)***

## Human Resources / Personnel Records

Function	Record Series Number & Title/ Description	Retention Period	Remarks & Citations	Approval Date
Human Resources / Personnel Records  GS-1006	<b>20752 - Test Security Affidavits (School Districts and Charter Schools only)</b>	6 Years	After test administered.	Oct 31 2016
Human Resources / Personnel Records  GS-1006	<b>20753 - Unemployment Claims and Appeals Records</b>	2 Years	After action taken.	Oct 31 2016
Human Resources / Personnel Records  GS-1006	<b>20754 - Union/ Collective Bargaining Records, Arbitration/ Grievance Case Records</b>	8 Years	After case resolved.	Oct 31 2016
Human Resources / Personnel Records  GS-1006	<b>20755 - Union/ Collective Bargaining Records, Collective Bargaining Agreements</b>	Permanent	Preserve pursuant to ARS 39-101	Oct 31 2016
Human Resources / Personnel Records  GS-1006	<b>20756 - Union/ Collective Bargaining Records, Negotiation Records</b>  Including workbooks and signed articles but excluding minutes.	8 Years	After created or received.	Oct 31 2016
Human Resources / Personnel Records  GS-1006	<b>20757 - Union/ Collective Bargaining Records, Election Records</b>	6 Years	After election held.	Oct 31 2016

## General Retention Schedule Created For:

### ***All Public Bodies (General Schedules)***

### Human Resources / Personnel Records

Function	Record Series Number & Title/ Description	Retention Period	Remarks & Citations	Approval Date
Human Resources / Personnel Records  GS-1006	<b>20758 - Union/ Collective Bargaining Records, All Other Records (except minutes)</b>	1 Year	After created or received.	Oct 31 2016
Human Resources / Personnel Records  GS-1006	<b>20759 - Unsolicited Applications</b>		After administrative value has been served.	Oct 31 2016

## General Retention Schedule Created For:

### ***All Public Bodies (General Schedules)***

### Human Resources / Personnel Records

Function	Record Series Number & Title/ Description	Retention Period	Remarks & Citations	Approval Date
Human Resources / Personnel Records	<b>20760 - Wellness Fair Records, Health Related Records for Employees</b>	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 #30702, 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.	Oct 31 2016
GS-1006	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.			

## General Retention Schedule Created For:

### *All Public Bodies (General Schedules)*

### Human Resources / Personnel Records

Function	Record Series Number & Title/ Description	Retention Period	Remarks & Citations	Approval Date
Human Resources / Personnel Records	<b>20761 - Wellness Fair Records, All Other Records</b>	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 #30702, 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.	Oct 31 2016
GS-1006	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.			

## General Retention Schedule Created For:

### *All Public Bodies (General Schedules)*

### Human Resources / Personnel Records

Function	Record Series Number & Title/ Description	Retention Period	Remarks & Citations	Approval Date
Human Resources / Personnel Records	<b>20762 - Workers' Compensation Records , State Agency, Board and Commission Records</b>	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 #30702, 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.	Oct 31 2016
GS-1006	Agency copy, official copy at Department of Administration (ADOA).			

# General Retention Schedule Created For:

## *All Public Bodies (General Schedules)*

## Human Resources / Personnel Records

Function	Record Series Number & Title/ Description	Retention Period	Remarks & Citations	Approval Date
Human Resources / Personnel Records	<b>20763 - Workers' Compensation Records , Billing Records (State Compensation Fund)</b>	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 #30702, 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.	Oct 31 2016
GS-1006	Includes State Compensation Fund.			

# General Retention Schedule Created For:

## *All Public Bodies (General Schedules)*

## Human Resources / Personnel Records

Function	Record Series Number & Title/ Description	Retention Period	Remarks & Citations	Approval Date
Human Resources / Personnel Records	<b>20764 - Workers' Compensation Records, Denied Claims</b>	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 #30702, 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.	Oct 31 2016

GS-1006

# General Retention Schedule Created For:

## *All Public Bodies (General Schedules)*

## Human Resources / Personnel Records

Function	Record Series Number & Title/ Description	Retention Period	Remarks & Citations	Approval Date
Human Resources / Personnel Records	<b>20765 - Workers' Compensation Records, Reports of Industrial Injury</b>	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 #30702, 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.	Oct 31 2016
GS-1006				



# General Retention Schedule Created For:

## *All Public Bodies (General Schedules)*

## Human Resources / Personnel Records

Function	Record Series Number & Title/ Description	Retention Period	Remarks & Citations	Approval Date
Human Resources / Personnel Records	<b>20766 - Workers' Compensation Records, Case Records</b>	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 #30702, 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.	Oct 31 2016
GS-1006				

## General Retention Schedule Created For:

### ***All Public Bodies (General Schedules)***

### Human Resources / Personnel Records

Function	Record Series Number & Title/ Description	Retention Period	Remarks & Citations	Approval Date
Human Resources / Personnel Records	<b>30679 - Employee Medical Records</b>	30 Years	After termination of employment. Employee Medical Records may not be filed in the Employee Personnel File.	Oct 31 2016
GS-1006	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.			

# General Retention Schedule Created For:

## All Public Bodies (General Schedules)

## Human Resources / Personnel Records

Function	Record Series Number & Title/ Description	Retention Period	Remarks & Citations	Approval Date
Human Resources / Personnel Records	<b>30680 - Employee Exposure Records</b>	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 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 Exposure Records may not be filed in the Employee Personnel File.	Oct 31 2016
GS-1006	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			

# General Retention Schedule Created For:

## All Public Bodies (General Schedules)

## Human Resources / Personnel Records

Function	Record Series Number & Title/ Description	Retention Period	Remarks & Citations	Approval Date
	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.			
Human Resources / Personnel Records	<b>30681 - Employee Medical Records - Employed Less Than One (1) Year</b>		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.	Oct 31 2016
GS-1006	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.			
Human Resources / Personnel Records	<b>53547 - Vaccination Attestations and Proof of Vaccination</b>	3 Years	After received.	Oct 31 2016
GS-1006	Records attesting to an individual's current vaccination status and providing proof or certification of vaccination. Excludes vaccination attestations required as condition of employment.			

# General Retention Schedule Created For:

## All Public Bodies (General Schedules)

## Information Technology (IT) Records

Function	Record Series Number & Title/ Description	Retention Period	Remarks & Citations	Approval Date
Information Technology (IT) Records	<b>20767 - Application Records</b>	3 Years	After system terminated or 3 years after superseded or obsolete, whichever is first	Jun 1 2015
GS-1064	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)			
Information Technology (IT) Records	<b>20768 - Backup Tape Library Records</b>	1 Year	After superseded or obsolete	Jun 1 2015
GS-1064	including records about backup tapes but not the actual backup tapes			
Information Technology (IT) Records	<b>20769 - Computer System Maintenance Records, Records related to system/component repair or service</b>	-	After system removed	Jun 1 2015
GS-1064	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			

# General Retention Schedule Created For:

## All Public Bodies (General Schedules)

## Information Technology (IT) Records

Function	Record Series Number & Title/ Description	Retention Period	Remarks & Citations	Approval Date
Information Technology (IT) Records	<b>20770 - Computer System Maintenance Records, Records related to backups or inventories</b>		After superseded or obsolete	Jun 1 2015
GS-1064	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			
Information Technology (IT) Records	<b>20771 - Conversion, Integration, and Migration Plan Records</b>	3 Years	After successful conversion completed	Jun 1 2015
GS-1064				
Information Technology (IT) Records	<b>20772 - Data Model, Use Cases and Process Model Records</b>	3 Years	After superseded or obsolete	Jun 1 2015
GS-1064				
Information Technology (IT) Records	<b>20773 - Department Service Request Records</b>	3 Years	After completed, cancelled or abandoned	Jun 1 2015
GS-1064	including plans, requests, performance reports, usage, bills, payments, installation, change, removal and servicing of equipment, Help Desk records and Work Orders			
Information Technology (IT) Records	<b>20774 - Distribution Lists</b>	1 Year	After superseded or obsolete	Jun 1 2015
GS-1064	if not needed to document recipients of emails sent by Public Body			

# General Retention Schedule Created For:

## All Public Bodies (General Schedules)

## Information Technology (IT) Records

Function	Record Series Number & Title/ Description	Retention Period	Remarks & Citations	Approval Date
Information Technology (IT) Records	<b>20775 - Enterprise Architecture Records</b>	5 Years	After created or superseded, whichever comes first	Jun 1 2015
GS-1064	including system set-up and how hardware is linked			
Information Technology (IT) Records	<b>20776 - Geographic Information Systems (GIS) Records, Data Layer Records, Official copy</b>		Retain for the same period as required for other forms of the same record series	Jun 1 2015
GS-1064	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.			
Information Technology (IT) Records	<b>20777 - Geographic Information Systems (GIS) Records, Data Layer Records, Unaltered data layers</b>	3 Years	After received or when informational value has been served, whichever is later	Jun 1 2015
GS-1064	unaltered or minimally altered data layers received from other agencies and commercial sources are reference records			
Information Technology (IT) Records	<b>20778 - Geographic Information Systems (GIS) Records, Data Layer Records, All other copies</b>		After reference value has been served	Jun 1 2015
GS-1064	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.			

## General Retention Schedule Created For:

### *All Public Bodies (General Schedules)*

### Information Technology (IT) Records

Function	Record Series Number & Title/ Description	Retention Period	Remarks & Citations	Approval Date
Information Technology (IT) Records	<b>20779 - Geographic Information Systems (GIS) Records, Format and Control Records</b>	3 Years	After superseded or obsolete	Jun 1 2015
GS-1064	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			
Information Technology (IT) Records	<b>20780 - Geographic Information Systems (GIS) Records, Significantly Altered Data Layers</b>	-	Retain for the same period as required for other forms of the same records series	Jun 1 2015
GS-1064	data layers received from other agencies and commercial sources which are significantly altered are considered a record			
Information Technology (IT) Records	<b>20781 - Information Technology (IT) Configuration Management Records</b>	1 Year	After disposal of system	Jun 1 2015
GS-1064	including hardware configuration records			
Information Technology (IT) Records	<b>20782 - Information Technology (IT) Configuration Management Records</b>	3 Years	After superseded or obsolete	Jun 1 2015
GS-1064	including hardware configuration records.			



# General Retention Schedule Created For:

## *All Public Bodies (General Schedules)*

## Information Technology (IT) Records

Function	Record Series Number & Title/ Description	Retention Period	Remarks & Citations	Approval Date
Information Technology (IT) Records	<b>20783 - IT Operations / Productions Records, Transitory (short-term value) records</b>	2 Years	After created or received	Jun 1 2015
GS-1064	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.			
Information Technology (IT) Records	<b>20784 - IT Operations / Productions Records, All other records</b>	2 Years	After production operations ceased or superseded, whichever comes first	Jun 1 2015
GS-1064	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.			
Information Technology (IT) Records	<b>20785 - Logs</b>		After administrative value has been served	Jun 1 2015
GS-1064	including technology and usage monitoring records, intrusion detection, assessments, email monitoring, internet monitoring, security, application or database transactions, usage, tracking, audit.			

# General Retention Schedule Created For:

## All Public Bodies (General Schedules)

## Information Technology (IT) Records

Function	Record Series Number & Title/ Description	Retention Period	Remarks & Citations	Approval Date
Information Technology (IT) Records	<b>20786 - Master File Content Records, Official records</b>		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)	Jun 1 2015
GS-1064	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.			
Information Technology (IT) Records	<b>20787 - Master File Content Records, Reference records</b>		After reference value has been served	Jun 1 2015
GS-1064	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.			
Information Technology (IT) Records	<b>20788 - Master File Content Records, Format and Control Records</b>	3 Years	After superseded or obsolete	Jun 1 2015
GS-1064	configuration and setup files, installation and implementation procedures or instructions.			

# General Retention Schedule Created For:

## *All Public Bodies (General Schedules)*

## Information Technology (IT) Records

Function	Record Series Number & Title/ Description	Retention Period	Remarks & Citations	Approval Date
Information Technology (IT) Records  GS-1064	<b>20789 - Problem Records for Software Infrastructure</b>	3 Years	After problem resolved	Jun 1 2015
Information Technology (IT) Records  GS-1064	<b>20790 - Security Records, Records related to maintaining the security of systems and data</b>	1 Year	After system superseded or obsolete	Jun 1 2015
Information Technology (IT) Records  GS-1064	<b>20791 - Security Records, Audit trail reports and records</b>	5 Years	After created or reported	Jun 1 2015
Information Technology (IT) Records  GS-1064	<b>20792 - Security Records, Computer security incident handling, reporting and follow-up records</b>	3 Years	After all follow-up actions completed	Jun 1 2015
Information Technology (IT) Records  GS-1064	<b>20793 - Security Records, Password/Security Authorization Records</b>	2 Years	After created or superseded, whichever is later	Jun 1 2015
Information Technology (IT) Records  GS-1064	<b>20794 - Security Records, Legal and Regulatory Compliance Records</b>	5 Years	After created or received	Jun 1 2015

# General Retention Schedule Created For:

## All Public Bodies (General Schedules)

## Information Technology (IT) Records

Function	Record Series Number & Title/ Description	Retention Period	Remarks & Citations	Approval Date
Information Technology (IT) Records	<b>20795 - Security Records, Breach Notification Records</b>		See Management Records General Retention Schedule for All Public Bodies	Jun 1 2015
GS-1064				
Information Technology (IT) Records	<b>20796 - Test and Certification Records</b>	5 Years	After created or superseded, whichever comes first	Jun 1 2015
GS-1064	including files, scripts, or instructions			
Law Enforcement Records	<b>20807 - Crime Reports and Investigation Records - Felonies, Murder, 1st and 2nd Degree Murder, Manslaughter and Negligent Homicide Records</b>	Permanent	Transfer to State Archives 99 years after calendar year crime report created.	Oct 2 2017
GS-1031	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.			
Law Enforcement Records	<b>20808 - Crime Reports and Investigation Records - Felonies, Sex Offenses (May Include Sex Offender Registry or Other Sex Offense Related Records)</b>	109 Years	After calendar year crime report created.	Oct 2 2017
GS-1031	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.			

# General Retention Schedule Created For:

## *All Public Bodies (General Schedules)*

## Law Enforcement Records

Function	Record Series Number & Title/ Description	Retention Period	Remarks & Citations	Approval Date
Law Enforcement Records	<b>20809 - Crime Reports and Investigation Records - Felonies, and Other Serious Offenses as Defined by ARS 13-706(F)(1)</b>	99 Years	After calendar year crime report created.	Oct 2 2017
GS-1031	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.			
Law Enforcement Records	<b>20810 - Crime Reports and Investigation Records - Felonies, All Other Felonies</b>	25 Years	After calendar year crime report created.	Oct 2 2017
GS-1031	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.			
Law Enforcement Records	<b>20811 - Crime Reports and Investigation Records - Misdemeanors</b>	10 Years	After calendar year crime report created.	Oct 2 2017
GS-1031	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.			

# General Retention Schedule Created For:

## *All Public Bodies (General Schedules)*

## Law Enforcement Records

Function	Record Series Number & Title/ Description	Retention Period	Remarks & Citations	Approval Date
Law Enforcement Records	<b>20812 - Crime Reports and Investigation Records - Petty Offenses</b>	3 Years	After calendar year crime report created.	Oct 2 2017
GS-1031	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)			
Law Enforcement Records	<b>20813 - Crime Reports and Investigation Records - Juvenile Referrals</b>		Retention begins on date of referral or arrest and ends on their 18th birthday.	Oct 2 2017
GS-1031	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.			
Law Enforcement Records	<b>20814 - Crime Reports and Investigation Records - Traffic / Watercraft Accident Reports, Property Damage / Injury - Fatalities Not Resulting in Criminal Charges</b>	10 Years	After calendar year incident report created.	Oct 2 2017
GS-1031	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.			

# General Retention Schedule Created For:

## *All Public Bodies (General Schedules)*

## Law Enforcement Records

Function	Record Series Number & Title/ Description	Retention Period	Remarks & Citations	Approval Date
Law Enforcement Records	<b>20815 - Crime Reports and Investigation Records - Traffic / Watercraft Accident Reports, Property Damage / Injury, All Other Records</b>	5 Years	After calendar year incident report created.	Oct 2 2017
GS-1031	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.			
Law Enforcement Records	<b>20816 - Forfeiture Records</b>	10 Years	After calendar year created.	Oct 2 2017
GS-1031	Includes seizure / forfeiture records.			
Law Enforcement Records	<b>20817 - Civil Citation Records</b>	30 Days	Retention begins when case is closed.	Oct 2 2017
GS-1031	May include voided / damaged original citations, parking citations and equipment repair orders / warnings for violations, and other related records.			
Law Enforcement Records	<b>20819 - Warrant Records - Warrants</b>	Until canceled or	Retention begins upon receipt of warrant.	Oct 2 2017
GS-1031				
Law Enforcement Records	<b>20820 - Warrant Records - Warrant Service and Tracking Records</b>	2 Years	After canceled or served.	Oct 2 2017
GS-1031				

# General Retention Schedule Created For:

## *All Public Bodies (General Schedules)*

## Law Enforcement Records

Function	Record Series Number & Title/ Description	Retention Period	Remarks & Citations	Approval Date
Law Enforcement Records	<b>20821 - Arizona Criminal Justice Information System (ACJIS) Records - Not Attached to Case Records</b>	30 Days	After creation of record.	Oct 2 2017
GS-1031	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.			
Law Enforcement Records	<b>20823 - Miscellaneous Records</b>	30 Days	After created.	Oct 2 2017
GS-1031	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.			
Law Enforcement Records	<b>20824 - Orders of Protection Service and Tracking Records</b>	2 Years	After served, canceled or expired without being served.	Oct 2 2017
GS-1031				
Law Enforcement Records	<b>20826 - Homeland Security Records</b>	10 Years	After calendar year created.	Oct 2 2017
GS-1031	Includes reports and logs.			



## General Retention Schedule Created For:

### *All Public Bodies (General Schedules)*

### Law Enforcement Records

Function	Record Series Number & Title/ Description	Retention Period	Remarks & Citations	Approval Date
Law Enforcement Records	<b>20827 - Departmental Records / Logs / Administrative Records</b>	1 Year	After calendar year created.	Oct 2 2017
GS-1031	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.			
Law Enforcement Records	<b>20828 - Police Department Strategic Plans</b>	Until superseded or	Start of retention begins when plan is adopted.	Oct 2 2017
GS-1031				
Law Enforcement Records	<b>20829 - Accreditation / Standards Records</b>		After superseded or obsolete.	Oct 2 2017
GS-1031	Includes standards from law enforcement professional organizations such as the Commission on Accreditation for Law Enforcement Agencies (CALEA).			

# General Retention Schedule Created For:

## *All Public Bodies (General Schedules)*

## Law Enforcement Records

Function	Record Series Number & Title/ Description	Retention Period	Remarks & Citations	Approval Date
Law Enforcement Records	<b>20830 - Communications Records</b>	30 Days	After recorded.	Oct 2 2017
GS-1031	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.			
Law Enforcement Records	<b>20831 - Permanent Historical Law Enforcement Records</b>	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.	Oct 2 2017
GS-1031	May include one-time events with historical value, operations plans, documents, videos, promotions, retirements and proclamations.			
Law Enforcement Records	<b>20832 - Community Program Records - Renewable or Time Limited Records</b>	30 Days	After calendar year superseded or obsolete.	Oct 2 2017
GS-1031	May include Block Watch / Woods Watch, Volunteer Information, Citizens'™ Police Academy, Victim Support Services, Bicycle Registration, and Other Related Records.			

# General Retention Schedule Created For:

## All Public Bodies (General Schedules)

## Law Enforcement Records

Function	Record Series Number & Title/ Description	Retention Period	Remarks & Citations	Approval Date
Law Enforcement Records	<b>20833 - Community Program Records - All Other Records</b>	30 Days	After calendar year created.	Oct 2 2017
GS-1031	May include Block Watch / Woods Watch, Volunteer Information, Citizens'™ Police Academy, Victim Support Services, Bicycle Registration, and other related records.			
Law Enforcement Records	<b>20834 - Professional Standards / Internal Affairs Records - Sustained Finding(s) Resulting in Discipline</b>	5 Years	After discipline has ended.	Oct 2 2017
GS-1031	May include critical incident reviews, use of force, weapons deployments, and other related records.			
Law Enforcement Records	<b>20835 - Investigations and Intelligence Information Records - Not Records About Specific Crimes</b>	After reference value	Retention begins when record is created.	Oct 2 2017
GS-1031	May Include repeat offender, silent witness, GangNet and gang records, intelligence and confidential informant records, vice, drugs, organized crime records, and other related records.			
Law Enforcement Records	<b>20836 - Booking / Jail / Detention Facility Records - Adult / Juvenile - Held with Departmental Report</b>		Filed with Crime Report and Investigation Records.	Oct 2 2017
GS-1031	Adult / Juvenile Records may include arrest records, juvenile referrals, mug shot photos and other related records.			

# General Retention Schedule Created For:

## *All Public Bodies (General Schedules)*

## Law Enforcement Records

Function	Record Series Number & Title/ Description	Retention Period	Remarks & Citations	Approval Date
Law Enforcement Records	<b>20837 - Booking / Jail / Detention Facility Records - Adult - Not Held with Departmental Report</b>	10 Years	After date of last contact.	Oct 2 2017
GS-1031	Adult / Juvenile Records may include arrest records, juvenile referrals, mug shot photos and other related records.			
Law Enforcement Records	<b>20838 - Booking / Jail / Detention Facility Records - Juvenile - Not Held with Departmental Report</b>	Until juvenile's 18th	Retention begins on date of referral or arrest.	Oct 2 2017
GS-1031	Adult / Juvenile Records may include arrest records, juvenile referrals, mug shot photos and other related records.			
Law Enforcement Records	<b>20839 - Other Booking / Jail / Detention Records</b>	30 Days	After date of last contact.	Oct 2 2017
GS-1031	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.			
Law Enforcement Records	<b>20840 - Service Animal Records</b>	2 Years	After service animal retired.	Oct 2 2017
GS-1031	Service animal deployment, tracking and medical records.			

# General Retention Schedule Created For:

## *All Public Bodies (General Schedules)*

## Law Enforcement Records

Function	Record Series Number & Title/ Description	Retention Period	Remarks & Citations	Approval Date
Law Enforcement Records	<b>20841 - Crime Logs</b>	1 Year	After calendar year created.	Oct 2 2017
GS-1031	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.			
Law Enforcement Records	<b>20842 - Crime Laboratory Records</b>	99 Years	After created or received.	Oct 2 2017
GS-1031	Records may include crime lab reports not associated with a case. QAS Records.			
Law Enforcement Records	<b>53160 - Law Enforcement Recordings - Evidentiary Recordings</b>	Until final disposition of	Retention begins on the date of the recording.	Oct 2 2017
GS-1031	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.)			
Law Enforcement Records	<b>53161 - Law Enforcement Recordings - Non-Evidentiary Recordings</b>	185 Days	Retention begins on the date of recording. Note: These recordings may be retained longer at the state or local agency's discretion.	Oct 2 2017
GS-1031	All other law enforcement recordings.			

# General Retention Schedule Created For:

## *All Public Bodies (General Schedules)*

## Law Enforcement Records

Function	Record Series Number & Title/ Description	Retention Period	Remarks & Citations	Approval Date
Law Enforcement Records	<b>53162 - Juvenile Pre-Diversion Records</b>	1 Year	After successful completion of diversion program. If program not completed then file records with appropriate juvenile case record.	Oct 2 2017
GS-1031	May include non-violent Class 6, Class 5 and Class 4 Felonies, misdemeanors, police reports, petty offenses, notice of violations, and other supporting documentation.			
Law Enforcement Records	<b>53218 - Professional Standards / Internal Affairs Records - All Other Records</b>	3 Years	After review is completed.	Oct 2 2017
GS-1031	May include critical incident reviews, use of force, weapons deployments, and other related records.			
Legal / Case Records	<b>53073 - Civil Records: Long Term Reference Matter Records</b>	99 Years	After final disposition of case. Review at time of disposition to determine if further retention is warranted.	Jul 2 2019
GS-1030	Including but not limited to: records related to environmental litigation and remediation.			

## General Retention Schedule Created For:

### *All Public Bodies (General Schedules)*

### Legal / Case Records

Function	Record Series Number & Title/ Description	Retention Period	Remarks & Citations	Approval Date
Legal / Case Records	<b>53077 - Civil Records: Routine Matter Records: Legal Advice Records</b>	5 Years	After advice given or when administrative value has been served, whichever is later.	Jul 2 2019
GS-1030	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.			
Legal / Case Records	<b>53078 - Civil Records: Routine Matter Records: Litigation Records</b>	5 Years	After final disposition of case.	Jul 2 2019
GS-1030	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.			

# General Retention Schedule Created For:

## All Public Bodies (General Schedules)

## Legal / Case Records

Function	Record Series Number & Title/ Description	Retention Period	Remarks & Citations	Approval Date
Legal / Case Records	<b>53079 - Civil Records: Short Term Reference Matter Records</b>	3 Years	After final disposition of the matter or case.	Jul 2 2019
GS-1030	Including but not limited to: AHCCCS eligibility, bond approval, foreclosure cases, escheats, judgments and school district boundary change records.			
Legal / Case Records	<b>53081 - Criminal Prosecution Records: Bad Check Records: Case Records: With Complaint</b>	1 Year	After final disposition of case.	Jul 2 2019
GS-1030				
Legal / Case Records	<b>53082 - Criminal Prosecution Records: Bad Check Records: Case Records: Without Complaint</b>	1 Year	After final disposition of case and final restitution is paid or after notification of death, whichever comes first.	Jul 2 2019
GS-1030				
Legal / Case Records	<b>53083 - Criminal Prosecution Records: Bad Check Records: Case Records: Restitution Accounting Records and Reports</b>	3 Years	After final restitution payment is made, but not less than 3 years from final disposition of associated case.	Jul 2 2019
GS-1030				



# General Retention Schedule Created For:

## *All Public Bodies (General Schedules)*

## Legal / Case Records

Function	Record Series Number & Title/ Description	Retention Period	Remarks & Citations	Approval Date
Legal / Case Records	<b>53084 - Criminal Prosecution Records: Cases with Death Penalty Verdict/Sentence</b>	100 Years	Then review for historical status. If historically significant consult with Archives to determine final disposition.	Jul 2 2019
GS-1030	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.			
Legal / Case Records	<b>53085 - Criminal Prosecution Records: Completed Cases: Class 1 Felonies</b>	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.	Jul 2 2019
GS-1030				
Legal / Case Records	<b>53086 - Criminal Prosecution Records: Completed Cases: Class 2-6 Felonies</b>	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.	Jul 2 2019
GS-1030				
Legal / Case Records	<b>53087 - Criminal Prosecution Records: Completed Cases: Domestic Violence, Driving Under the Influence Misdemeanors</b>	1 Year	After the date the case is closed/end of the sentence imposed.	Jul 2 2019
GS-1030				

# General Retention Schedule Created For:

## All Public Bodies (General Schedules)

## Legal / Case Records

Function	Record Series Number & Title/ Description	Retention Period	Remarks & Citations	Approval Date
Legal / Case Records	<b>53088 - Criminal Prosecution Records: Completed Cases: Homicides</b>	100 Years	Then review for historical status. If historically significant consult with Archives to determine final disposition.	Jul 2 2019
GS-1030				
Legal / Case Records	<b>53089 - Criminal Prosecution Records: Completed Cases: Misdemeanor and Petty Offenses</b>	1 Year	Date the case is closed/end of the sentence imposed or after notification of death of the defendant, whichever comes first.	Jul 2 2019
GS-1030				
Legal / Case Records	<b>53090 - Criminal Prosecution Records: Completed Cases: Sex Crime Felonies</b>	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.	Jul 2 2019
GS-1030	Including but not limited to sexually violent persons cases.			
Legal / Case Records	<b>53091 - Criminal Prosecution Records: Dismissals With Prejudice and Acquittals: Class 1 Felonies</b>	10 Years	After order of dismissal.	Jul 2 2019
GS-1030				

# General Retention Schedule Created For:

## All Public Bodies (General Schedules)

## Legal / Case Records

Function	Record Series Number & Title/ Description	Retention Period	Remarks & Citations	Approval Date
Legal / Case Records	<b>53092 - Criminal Prosecution Records: Dismissals With Prejudice and Acquittals: Class 2-6 Felonies</b>	7 Years	After order of dismissal.	Jul 2 2019
GS-1030	Excepting Homicides and Sex Crimes.			
Legal / Case Records	<b>53093 - Criminal Prosecution Records: Dismissals With Prejudice and Acquittals: Diversion Dismissals</b>	-	Retain per the statute of limitations for the offense or after notification of death of the defendant, whichever comes first.	Jul 2 2019
GS-1030				
Legal / Case Records	<b>53094 - Criminal Prosecution Records: Dismissals With Prejudice and Acquittals: Misdemeanor and Petty Offenses</b>	1 year	After order of dismissal.	Jul 2 2019
GS-1030				
Legal / Case Records	<b>53095 - Criminal Prosecution Records: Dismissals With Prejudice and Acquittals: Sex Crime Felonies</b>	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.	Jul 2 2019
GS-1030				

# General Retention Schedule Created For:

## *All Public Bodies (General Schedules)*

## Legal / Case Records

Function	Record Series Number & Title/ Description	Retention Period	Remarks & Citations	Approval Date
Legal / Case Records	<b>53096 - Criminal Prosecution Records: Dismissals Without Prejudice, Dismissals With Plea and No True Bills: Class 1 Felonies</b>	-	Equal to the statute of limitations for the offense.	Jul 2 2019
GS-1030				
Legal / Case Records	<b>53097 - Criminal Prosecution Records: Dismissals Without Prejudice, Dismissals With Plea and No True Bills: Class 2-3 Felonies</b>	7 Years	After order of dismissal.	Jul 2 2019
GS-1030				
Legal / Case Records	<b>53098 - Criminal Prosecution Records: Dismissals Without Prejudice, Dismissals With Plea and No True Bills: Class 4-6 Felonies</b>	7 Years	After order of dismissal.	Jul 2 2019
GS-1030				
Legal / Case Records	<b>53099 - Criminal Prosecution Records: Dismissals Without Prejudice, No True Bills: Misdemeanors and Petty Offenses</b>	1 Year	After order of dismissal.	Jul 2 2019
GS-1030				

# General Retention Schedule Created For:

## All Public Bodies (General Schedules)

## Legal / Case Records

Function	Record Series Number & Title/ Description	Retention Period	Remarks & Citations	Approval Date
Legal / Case Records	<b>53100 - Criminal Prosecution Records: Dismissals Without Prejudice, Dismissals With Plea and No True Bills: Sex Crime Offenses</b>	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.	Jul 2 2019
GS-1030				
Legal / Case Records	<b>53101 - Criminal Prosecution Records: Electronic Interception Records Rejected by Court for Lack of Probable Cause</b>	7 Years	After date of court ruling.	Jul 2 2019
GS-1030				
Legal / Case Records	<b>53102 - General Records: All Historically Significant or Landmark Case Files</b>	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.	Jul 2 2019
GS-1030				

# General Retention Schedule Created For:

## *All Public Bodies (General Schedules)*

## Legal / Case Records

Function	Record Series Number & Title/ Description	Retention Period	Remarks & Citations	Approval Date
Legal / Case Records	<b>53103 - General Records: Appellate Cases to State Supreme Court, State Court of Appeals or 9th Circuit Court of Appeals - Brief Bank</b>	10 Years	Or until administrative value has been served.	Jul 2 2019
GS-1030	Including trial motions and memorandums with useful legal research.			
Legal / Case Records	<b>53104 - General Records: Arrest Records</b>	-	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.	Jul 2 2019
GS-1030				
Legal / Case Records	<b>53107 - Civil Records: Civil Asset Forfeiture Cases: Concluded by Settlement Agreement, Judgement or Verdict</b>	5 Years	After date of final judgment.	Jul 2 2019
GS-1030				
Legal / Case Records	<b>53108 - Civil Records: Civil Asset Forfeiture Cases: Submitted and Turned Down With No Expectation of Prosecution</b>	3 Years	After date turned down.	Jul 2 2019
GS-1030				

# General Retention Schedule Created For:

## *All Public Bodies (General Schedules)*

## Legal / Case Records

Function	Record Series Number & Title/ Description	Retention Period	Remarks & Citations	Approval Date
Legal / Case Records	<b>53109 - General Records: Evidence Destruction</b>	-	Retain until notice received from prosecuting agency of the final disposition of all related cases.	Jul 2 2019
GS-1030				
Legal / Case Records	<b>53110 - General Records: Extraditions: Contested</b>	5 Years	After final disposition of case.	Jul 2 2019
GS-1030				
Legal / Case Records	<b>53111 - General Records: Extraditions: Uncontested</b>	1 Year	After final disposition of case.	Jul 2 2019
GS-1030				
Legal / Case Records	<b>53112 - General Records: Formal Legal Opinions</b>	10 Years	From the date of the issuance of the opinion.	Jul 2 2019
GS-1030				
Legal / Case Records	<b>53113 - General Records: Investigations</b>	5 Years	After decision made to decline, forward or prosecute.	Jul 2 2019
GS-1030	Including non-custodial police report reviews and intelligence files of continuing value (non-temporary).			

# General Retention Schedule Created For:

## All Public Bodies (General Schedules)

## Legal / Case Records

Function	Record Series Number & Title/ Description	Retention Period	Remarks & Citations	Approval Date
Legal / Case Records	<b>53114 - General Records: Mediation Agreement Records</b>	7 Years	After mediation agreement completed or abandoned.	Jul 2 2019
GS-1030				
Legal / Case Records	<b>53115 - General Records: Mental Competency</b>	10 Years	From the last day of court ordered treatment or denial of petition.	Jul 2 2019
GS-1030	Non-restorable			
Legal / Case Records	<b>53116 - General Records: Post-Conviction Relief (PCR) Records: All Other Cases</b>	4 Years	From the date the case is closed/end of the sentence imposed.	Jul 2 2019
GS-1030	Including client sign-in sheets and trust fund records.			
Legal / Case Records	<b>53117 - General Records: Post-Conviction Relief (PCR) Records: All Other Felonies</b>	10 Years	After final disposition of case or discharged from probation, whichever is later; or after notification of death.	Jul 2 2019
GS-1030	Including client sign-in sheets and trust fund records.			



# General Retention Schedule Created For:

## All Public Bodies (General Schedules)

## Legal / Case Records

Function	Record Series Number & Title/ Description	Retention Period	Remarks & Citations	Approval Date
Legal / Case Records	<b>53118 - General Records: Post-Conviction Relief (PCR) Records: Appeals</b>	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.	Jul 2 2019
GS-1030	Excepting death penalty, homicide or lifetime probation. Including client sign-in sheets and trust fund records.			
Legal / Case Records	<b>53119 - General Records: Post-Conviction Relief (PCR) Records: Bench Warrants</b>	-	After date of administrative order dismissing warrant or after notification of death, whichever comes first.	Jul 2 2019
GS-1030	Including client sign-in sheets and trust fund records.			
Legal / Case Records	<b>53120 - General Records: Post-Conviction Relief (PCR) Records: Death Penalty, Homicides and Lifetime Probation</b>	-	After notification of death.	Jul 2 2019
GS-1030	Including client sign-in sheets and trust fund records.			
Legal / Case Records	<b>53122 - General Records: Post-Conviction Relief (PCR) Records: Dismissals: Class 2-6 Felony</b>	7 Years	After dismissal order issued.	Jul 2 2019
GS-1030	Including client sign-in sheets and trust fund records.			

# General Retention Schedule Created For:

## *All Public Bodies (General Schedules)*

## Legal / Case Records

Function	Record Series Number & Title/ Description	Retention Period	Remarks & Citations	Approval Date
Legal / Case Records	<b>53123 - General Records: Post-Conviction Relief (PCR) Records: Dismissals: Misdemeanor</b>	1 Year	After dismissal order issued.	Jul 2 2019
GS-1030	Including client sign-in sheets and trust fund records.			
Legal / Case Records	<b>53124 - General Records: Post-Conviction Relief (PCR) Records: Dismissals: Petty Offenses</b>	6 Months	After dismissal order issued.	Jul 2 2019
GS-1030	Including client sign-in sheets and trust fund records.			
Legal / Case Records	<b>53125 - General Records: Post-Conviction Relief (PCR) Records: Involuntary Committal Records</b>	5 Years	After final disposition of case or after notification of death, whichever comes first.	Jul 2 2019
GS-1030	Including client sign-in sheets and trust fund records.			
Legal / Case Records	<b>53126 - General Records: Post-Conviction Relief (PCR) Records: Misdemeanors: All Others</b>	2 Years	After final disposition of case or discharged from probation, whichever is later; or after notification of death.	Jul 2 2019
GS-1030	Including client sign-in sheets and trust fund records.			
Legal / Case Records	<b>53127 - General Records: Post-Conviction Relief (PCR) Records: Misdemeanors: DUI</b>	7 Years	After final disposition of case or discharged from probation, whichever is later; or after notification of death.	Jul 2 2019
GS-1030	Including client sign-in sheets and trust fund records.			

# General Retention Schedule Created For:

## All Public Bodies (General Schedules)

## Legal / Case Records

Function	Record Series Number & Title/ Description	Retention Period	Remarks & Citations	Approval Date
Legal / Case Records	<b>53128 - General Records: Post-Conviction Relief (PCR) Records: Sex Crime Cases</b>	35 Years	After final disposition of case or after notification of death, whichever comes first.	Jul 2 2019
GS-1030	Including client sign-in sheets and trust fund records.			
Legal / Case Records	<b>53129 - Juvenile Case Records: Adoption Records: Attorney Files</b>	7 Years	After calendar year of final disposition of case.	Jul 2 2019
GS-1030	Including work papers.			
Legal / Case Records	<b>53130 - Juvenile Case Records: Adoption Records: Other Records</b>	99 Years	After calendar year of final disposition of case.	Jul 2 2019
GS-1030	This record series includes material, other than attorney files, that are not filed in or in the possession of a court.			
Legal / Case Records	<b>53131 - Juvenile Case Records: Child Support Records</b>	4 Years	After youngest child's 18th birthday, court order of dismissal, court closing or settlement, whichever comes first.	Jul 2 2019
GS-1030				
Legal / Case Records	<b>53132 - Juvenile Case Records: Juvenile Civil Case Records</b>	7 Years	After the youngest minor involved reaches the age of majority.	Jul 2 2019
GS-1030	Including appeals and dependency / severance cases.			

# General Retention Schedule Created For:

## All Public Bodies (General Schedules)

## Legal / Case Records

Function	Record Series Number & Title/ Description	Retention Period	Remarks & Citations	Approval Date
Legal / Case Records	<b>53133 - Juvenile Case Records: Juvenile Delinquency Work Records: Misdemeanors and Citations</b>	1 Year	After final disposition of case or after notification of death of juvenile, whichever comes first.	Jul 2 2019
GS-1030	Including petition / disposition for prosecuted cases.			
Legal / Case Records	<b>53134 - Juvenile Case Records: Juvenile Delinquency Work Records: DUI</b>	-	When juvenile reaches 25 years of age or after notification of death of juvenile, whichever comes first.	Jul 2 2019
GS-1030	Including petition / disposition for prosecuted cases.			
Legal / Case Records	<b>53135 - Juvenile Case Records: Juvenile Delinquency Work Records: Felonies/ARS 13-501 Offenses</b>	-	When juvenile reaches 30 years of age, after rights restored or after notification of death of juvenile, whichever comes first.	Jul 2 2019
GS-1030	Including petition / disposition for prosecuted cases.			
Legal / Case Records	<b>53136 - Juvenile Case Records: Litigation and Claim Records involving Minor Children</b>	20 Years	After date of birth of minor child.	Jul 2 2019
GS-1030				

# General Retention Schedule Created For:

## *All Public Bodies (General Schedules)*

## Legal / Case Records

Function	Record Series Number & Title/ Description	Retention Period	Remarks & Citations	Approval Date
Legal / Case Records	<b>53137 - Juvenile Case Records: Traffic Work Records</b>	-	After juvenile reaches 19 years of age.	Jul 2 2019
GS-1030				
Legal / Case Records	<b>53138 - Mental Health Case Records: Mental Health Case Files</b>	5 Years	After last court ordered treatment.	Jul 2 2019
GS-1030				
Legal / Case Records	<b>53139 - Victim / Witness Records: Intake Sheets</b>	2 Years	After calendar year created or received.	Jul 2 2019
GS-1030				
Legal / Case Records	<b>53140 - Victim / Witness Records: Post-Conviction Notifications</b>	2 Years	After created or received.	Jul 2 2019
GS-1030				
Legal / Case Records	<b>53141 - Victim / Witness Records: Property Case Records</b>	-	After final disposition of case.	Jul 2 2019
GS-1030				
Legal / Case Records	<b>53142 - Victim / Witness Records: Victim Compensation Program Records: Approved</b>	25 Years	After application is approved.	Jul 2 2019
GS-1030	Including applications and board decisions.			

# General Retention Schedule Created For:

## *All Public Bodies (General Schedules)*

## Legal / Case Records

Function	Record Series Number & Title/ Description	Retention Period	Remarks & Citations	Approval Date
Legal / Case Records	<b>53143 - Victim / Witness Records: Victim Compensation Program Records: Denied or Incomplete</b>	3 Years	After denied or after date of receipt of non-processed claims.	Jul 2 2019
GS-1030	Including applications and board decisions.			
Legal / Case Records	<b>53144 - Victim / Witness Records: Victim Services Field Case and Witness Records: Other Offenses (Non Class 1 Felonies)</b>	5 Years	After final disposition of case.	Jul 2 2019
GS-1030	Includes juvenile victim/witness records.			
Legal / Case Records	<b>53145 - Victim / Witness Records: Victim Services Field Case and Witness Records: Class 1 Felonies</b>	25 Years	After final disposition of case.	Jul 2 2019
GS-1030				
Legal / Case Records	<b>53146 - Victim / Witness Records: Witness Client Records: All Others</b>	5 Years	After final disposition of case.	Jul 2 2019
GS-1030				
Legal / Case Records	<b>53147 - Victim / Witness Records: Witness Client Records: First Degree Homicides</b>	15 Years	After final disposition of case.	Jul 2 2019
GS-1030				

# General Retention Schedule Created For:

## *All Public Bodies (General Schedules)*

## Legal / Case Records

Function	Record Series Number & Title/ Description	Retention Period	Remarks & Citations	Approval Date
Legal / Case Records	<b>53166 - Criminal Prosecution Records: Cases Not Filed</b>	-	Follow the relevant Criminal Prosecution Records retention for these records.	Jul 2 2019
GS-1030				
Legal / Case Records	<b>53167 - Juvenile Case Records: Cases Not Filed</b>	60 Days	From date submitted. After 60 days, return submittal documents to originating law enforcement agency.	Jul 2 2019
GS-1030				
Legal / Case Records	<b>53396 - Victim/Witness Records: Miscellaneous Records</b>	-	Follow the relevant Criminal Prosecution Records retention for these records.	Jul 2 2019
GS-1030	Including intake sheets, post-conviction notifications and property case records.			
Legal / Case Records	<b>53397 - Victim/Witness Records: Victim Services Field Case Records-Juvenile Delinquency Proceedings</b>	-	Follow the relevant Juvenile Case Records retention for Juvenile felony and misdemeanor delinquency proceedings.	Jul 2 2019
GS-1030	Not specifically addressed.			

# General Retention Schedule Created For:

## All Public Bodies (General Schedules)

## Legal / Case Records

Function	Record Series Number & Title/ Description	Retention Period	Remarks & Citations	Approval Date
Legal / Case Records	<b>53398 - Criminal Prosecution Records: Bad Check Records: Case Records: General</b>	1 Year	After final disposition of case or after notification of death of the defendant, whichever comes first.	Jul 2 2019
GS-1030	Includes cases with and without complaint, and criminal complaint records (work copies).			
Library Records	<b>10503 - Book Discussion Group Records</b>	1 Year	After created or received.	Dec 29 2015
GS-1035	Includes records of books checked out for book discussion groups.			
Library Records	<b>10504 - Bookmobile Program Records</b>		After administrative value has been served.	Dec 29 2015
GS-1035	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.			
Library Records	<b>10505 - Borrowers / Cardholders / Visitor Registration Records</b>		After expired, updated or obsolete.	Dec 29 2015
GS-1035	Includes records for users of public access computers.			
Library Records	<b>10506 - Catalog of Collection Holdings</b>		After item referred to is removed from the collection.	Dec 29 2015
GS-1035	Includes shelf lists.			



# General Retention Schedule Created For:

## *All Public Bodies (General Schedules)*

## Library Records

Function	Record Series Number & Title/ Description	Retention Period	Remarks & Citations	Approval Date
Library Records	<b>10507 - Circulation Records - Borrower Specific</b>		After administrative value has been served.	Dec 29 2015
GS-1035	Confidential pursuant to ARS 41-151.22.			
Library Records	<b>10508 - Circulation Records - Book Title and / or Author Specific</b>		After administrative value has been served.	Dec 29 2015
GS-1035				
Library Records	<b>10509 - Community Service Records</b>	1 Year	After application received.	Dec 29 2015
GS-1035				
Library Records	<b>10510 - Donation / Gift Records - Added to Collection</b>		After administrative value has been served.	Dec 29 2015
GS-1035	Including one time and ongoing.			
Library Records	<b>10511 - Donation / Gift Records - Not Added to Collection</b>		After administrative value has been served.	Dec 29 2015
GS-1035	Including one time and ongoing.			
Library Records	<b>10512 - Equipment Reservation / Sign-up Records</b>		After administrative value has been served.	Dec 29 2015
GS-1035				

# General Retention Schedule Created For:

## All Public Bodies (General Schedules)

## Library Records

Function	Record Series Number & Title/ Description	Retention Period	Remarks & Citations	Approval Date
Library Records	<b>10513 - E-Rate Records</b>	10 Years	After the latter of the last day of the applicable funding year or the service delivery deadline for the funding request.	Dec 29 2015
GS-1035	Includes technology plans.			
Library Records	<b>10515 - Intra library / Inter library Loan Records - Photocopies of Periodicals</b>	3 Years	After calendar year created. In compliance with Commission on New Technology Uses (CONTU) guidelines / copyright laws.	Dec 29 2015
GS-1035	When borrowing in a manner that retains the numbers of copies of periodicals being borrowed.			
Library Records	<b>10516 - Intra library / Inter library Loan Records - All Other Records</b>		After administrative value has been served.	Dec 29 2015
GS-1035				
Library Records	<b>10517 - Jail Library - Patron Request Records</b>		After administrative value has been served.	Dec 29 2015
GS-1035	Requests to borrow materials or for the library to purchase materials not currently owned.			

# General Retention Schedule Created For:

## *All Public Bodies (General Schedules)*

## Library Records

Function	Record Series Number & Title/ Description	Retention Period	Remarks & Citations	Approval Date
Library Records	<b>10518 - Library Display / Exhibit Records - Calendar of Exhibits</b>	10 Years	After created.	Dec 29 2015
GS-1035	Displays of art or authors. Including, but not limited to, forms, inventory lists and waivers.			
Library Records	<b>10519 - Library Display / Exhibit Records - All Other Records</b>	3 Years	After exhibit removed.	Dec 29 2015
GS-1035	Displays of art or authors. Including, but not limited to, forms, inventory lists and waivers.			
Library Records	<b>10520 - Library History Collection Records</b>	Permanent	Retain per Arizona Standards for Permanent Records or transfer to State Archives when administrative value has been served.	Dec 29 2015
GS-1035	Records regarding library buildings. Includes photographs of events and newsletters.			
Library Records	<b>10521 - Special Services Machine Exchange Records</b>	1 Year	After equipment returned.	Dec 29 2015
GS-1035	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.			

# General Retention Schedule Created For:

## *All Public Bodies (General Schedules)*

## Library Records

Function	Record Series Number & Title/ Description	Retention Period	Remarks & Citations	Approval Date
Library Records	<b>10522 - Statistical Records</b>		After cumulative update completed.	Dec 29 2015
GS-1035	Does not include the Annual Report.			
Library Records	<b>10523 - Summer Reading Program Records</b>		After administrative value has been served.	Dec 29 2015
GS-1035	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.			
Library Records	<b>10524 - Working Records for Online Catalog</b>		After superseded or obsolete.	Dec 29 2015
GS-1035	Includes item records downloaded from vendor or bibliographic utility databases for which local cataloging has not yet been completed.			
Officials Records	<b>10147 - Accomplishments, Awards, Opinions, Orders, Priority Statements, and Proclamations Records - Historical</b>	Permanent	Retain per Arizona Standards for Permanent Records or transfer to State Archives when administrative value has been served.	Jul 23 2015
GS-1021	Some of these records can be found on official websites or social media sites.			

# General Retention Schedule Created For:

## All Public Bodies (General Schedules)

## Officials Records

Function	Record Series Number & Title/ Description	Retention Period	Remarks & Citations	Approval Date
Officials Records	<b>10148 - Accomplishments, Awards, Opinions, Orders, Priority Statements, and Proclamations Records - Non Historical</b>	4 Years	After calendar year created.	Jul 23 2015
GS-1021	Some of these records can be found on official websites or social media sites.			
Officials Records	<b>10149 - Activity / Progress / Statistical Reports and Performance Measurement Records</b>	3 Years	After calendar year created or received.	Jul 23 2015
GS-1021	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.			
Officials Records	<b>10150 - Appointment Calendar / Schedule Records - Historical</b>	Permanent	Retain per Arizona Standards for Permanent Records or transfer to State Archives when administrative value has been served.	Jul 23 2015
GS-1021	Records documenting the scheduling of meetings and public events that involve the Official.			
Officials Records	<b>10151 - Appointment Calendar / Schedule Records - Non Historical</b>		After term in office / appointment / position ends. This applies only to full time Officials.	Jul 23 2015
GS-1021	Records documenting the scheduling of meetings and public events that involve the Official.			

## General Retention Schedule Created For:

### *All Public Bodies (General Schedules)*

### Officials Records

Function	Record Series Number & Title/ Description	Retention Period	Remarks & Citations	Approval Date
Officials Records	<b>10152 - Biographic Statement Records</b>	Permanent	Retain per Arizona Standards for Permanent Records or transfer to State Archives when administrative value has been served.	Jul 23 2015
GS-1021	Some of these records can be found on websites or social media sites.			
Officials Records	<b>10153 - Constituent Correspondence Records - Historical</b>	Permanent	Retain per Arizona Standards for Permanent Records or transfer to State Archives when administrative value has been served.	Jul 23 2015
GS-1021	Includes correspondence between any member of the public, organization or business, and an Official, including, but not limited to, citizen comments and complaints.			
Officials Records	<b>10154 - Constituent Correspondence Records - Non Historical</b>	2 Years	After calendar year created or received.	Jul 23 2015
GS-1021	Includes correspondence between any member of the public, organization or business, and an Official, including, but not limited to, citizen comments and complaints.			

# General Retention Schedule Created For:

## *All Public Bodies (General Schedules)*

## Officials Records

Function	Record Series Number & Title/ Description	Retention Period	Remarks & Citations	Approval Date
Officials Records	<b>10155 - Events Records - Historical</b>	Permanent	Retain per Arizona Standards for Permanent Records or transfer to State Archives when administrative value has been served.	Jul 23 2015
GS-1021	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.			
Officials Records	<b>10156 - Events Records - Non Historical</b>	2 Years	After calendar year created or received.	Jul 23 2015
GS-1021	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.			
Officials Records	<b>10157 - Executive Correspondence Records</b>	Permanent	Retain per Arizona Standards for Permanent Records or transfer to State Archives when administrative value has been served.	Jul 23 2015
GS-1021	Correspondence to or from an Official that sets or discusses policies.			

# General Retention Schedule Created For:

## *All Public Bodies (General Schedules)*

## Officials Records

Function	Record Series Number & Title/ Description	Retention Period	Remarks & Citations	Approval Date
Officials Records	<b>10158 - Inauguration Records</b>	Permanent	Retain per Arizona Standards for Permanent Records or transfer to State Archives when administrative value has been served.	Jul 23 2015
GS-1021	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.			
Officials Records	<b>10159 - Lobbying Records</b>	5 Years	After calendar year created or received.	Jul 23 2015
GS-1021	These are records that are created or received by the Official, including accounting of hours.			
Officials Records	<b>10160 - Press Release Records - Historical</b>	Permanent	Retain per Arizona Standards for Permanent Records or transfer to State Archives when administrative value has been served.	Jul 23 2015
GS-1021	News releases and "News room" records that document significant events involving an Official, and may include news and communications to the public.			



# General Retention Schedule Created For:

## *All Public Bodies (General Schedules)*

## Officials Records

Function	Record Series Number & Title/ Description	Retention Period	Remarks & Citations	Approval Date
Officials Records	<b>10161 - Press Release Records - Non Historical</b>	and may include news	2 Years	Jul 23 2015
GS-1021	News releases and News room" records that document significant events involving an Official			
Officials Records	<b>10162 - Publications</b>	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 research@azlibrary.gov. If you are an Official of a Local Agency, please send one (1) hardcopy to the following address: Arizona State Archives, Attn: Arizona Collection, 1901 W Madison St, Phoenix, AZ 85009.	Jul 23 2015
GS-1021	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.			

## General Retention Schedule Created For:

### *All Public Bodies (General Schedules)*

### Officials Records

Function	Record Series Number & Title/ Description	Retention Period	Remarks & Citations	Approval Date
Officials Records	<b>10163 - Speeches / Major Statement Records - Historical</b>	Permanent	Retain per Arizona Standards for Permanent Records or transfer to State Archives when administrative value has been served.	Jul 23 2015
GS-1021	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.			
Officials Records	<b>10164 - Speeches / Major Statement Records - Non Historical</b>	2 Years	After calendar year created or received.	Jul 23 2015
GS-1021	Speeches, addresses and other comments that document events of the Official and / or public body during ceremonies, interviews and other public meetings.			

# General Retention Schedule Created For:

## All Public Bodies (General Schedules)

## Officials Records

Function	Record Series Number & Title/ Description	Retention Period	Remarks & Citations	Approval Date
Officials Records	<b>10165 - Transition Records - Historical</b>	Permanent	Retain per Arizona Standards for Permanent Records or transfer to State Archives when administrative value has been served.	Jul 23 2015
GS-1021	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.			
Officials Records	<b>10166 - Transition Records - Non Historical</b>	1 Year	After calendar year official-elect takes office.	Jul 23 2015
GS-1021	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.			

# General Retention Schedule Created For:

## *All Public Bodies (General Schedules)*

## Parks and Recreation Records

Function	Record Series Number & Title/ Description	Retention Period	Remarks & Citations	Approval Date
Parks and Recreation Records  GS-1044	<b>20915 - Archaeology Records</b>	Permanent	Preserve pursuant to ARS 39-101	Jun 27 2012
Parks and Recreation Records  GS-1044	<b>20917 - Group Campground Rosters</b>	1 Year	After superseded or obsolete	Jun 27 2012
Parks and Recreation Records  GS-1044	<b>20918 - Land Acquisition Records, Phase I Environmental records</b>	7 Years	After date of simple acquisition	Jun 27 2012
Parks and Recreation Records  GS-1044	<b>20919 - Land Acquisition Records, Appraisal Reports and other records needed to acquire parcels through condemnation</b>	15 Years	After condemnation settled and related legal cases closed	Jun 27 2012
Parks and Recreation Records  GS-1044	<b>20920 - Land Acquisition Records, Deeds and Title Insurance Policies</b>		After property sold, abandoned or transferred	Jun 27 2012

# General Retention Schedule Created For:

## *All Public Bodies (General Schedules)*

## Parks and Recreation Records

Function	Record Series Number & Title/ Description	Retention Period	Remarks & Citations	Approval Date
Parks and Recreation Records  GS-1044	<b>20921 - Land Acquisition Records, Acquisition related correspondence</b>	1 Year	After acquisition completed or abandoned	Jun 27 2012
Parks and Recreation Records  GS-1044	<b>20922 - Licensed Site Records, Court records regarding custody</b>	3 Years	After completed	Jun 27 2012
Parks and Recreation Records  GS-1044	<b>20923 - Licensed Site Records, Program participant records</b>  including illness documentation and prescription authorization forms.	5 Years	After end of school year created or received	Jun 27 2012
Parks and Recreation Records  GS-1044	<b>20924 - Licensed Site Records, Required records</b>  including attendance sign-in sheets and payment authorization.	5 Years	After end of school year created or received	Jun 27 2012
Parks and Recreation Records  GS-1044	<b>20925 - Maintenance Records</b>	3 Years	After created or received	Jun 27 2012

# General Retention Schedule Created For:

## *All Public Bodies (General Schedules)*

## Parks and Recreation Records

Function	Record Series Number & Title/ Description	Retention Period	Remarks & Citations	Approval Date
Parks and Recreation Records	<b>20926 - Park and Trail Development and Planning Records</b>	10 Years	After created or received	Jun 27 2012
GS-1044	including site programming records, meeting records, public input records, surveys, preliminary budgets and cost planning records.			
Parks and Recreation Records	<b>20927 - Park Pass Information Records</b>	1 Year	After superseded or obsolete	Jun 27 2012
GS-1044	including annual passes.			
Parks and Recreation Records	<b>20928 - Park Plans and Blueprints, Historical</b>	Permanent	Preserve pursuant to ARS 39-101	Jun 27 2012
GS-1044				
Parks and Recreation Records	<b>20929 - Park Plans and Blueprints, All other records</b>		After property no longer serves as a park or is no longer owned by the public body	Jun 27 2012
GS-1044				
Parks and Recreation Records	<b>20930 - Park Ranger Daily Logs</b>	5 Years	After created	Jun 27 2012
GS-1044				

# General Retention Schedule Created For:

## *All Public Bodies (General Schedules)*

## Parks and Recreation Records

Function	Record Series Number & Title/ Description	Retention Period	Remarks & Citations	Approval Date
Parks and Recreation Records	<b>20931 - Permits</b>	1 Year	After created or received	Jun 27 2012
GS-1044	including parks, basins, preserve and outdoor facilities.			
Parks and Recreation Records	<b>20932 - Pesticide/Herbicide Records</b>	5 Years	After work completed	Jun 27 2012
GS-1044	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.			
Parks and Recreation Records	<b>20933 - Preserve Improvement Project Records</b>	3 Years	After construction completed	Jun 27 2012
GS-1044	including bids, plans and specifications for trails and access areas, and other related records.			
Parks and Recreation Records	<b>20934 - Recreation, Activity and Event Records, Attendance records</b>	1 Year	After date of program	Jun 27 2012
GS-1044	including schedules, advertisements, promotions, brochures, rosters, log books, and other related records.			
Parks and Recreation Records	<b>20935 - Recreation, Activity and Event Records, Development records</b>	2 Years	After superseded or obsolete	Jun 27 2012
GS-1044	including schedules, advertisements, promotions, brochures, rosters, log books, and other related records.			

# General Retention Schedule Created For:

## *All Public Bodies (General Schedules)*

## Parks and Recreation Records

Function	Record Series Number & Title/ Description	Retention Period	Remarks & Citations	Approval Date
Parks and Recreation Records	<b>20936 - Recreation, Activity and Event Records, Registration records</b>	3 Years	After created or received	Jun 27 2012
GS-1044	including schedules, advertisements, promotions, brochures, rosters, log books, and other related records.			
Parks and Recreation Records	<b>20937 - Recreation, Activity and Event Records, Schedules</b>	1 Year	After superseded or obsolete	Jun 27 2012
GS-1044	including schedules, advertisements, promotions, brochures, rosters, log books, and other related records.			
Parks and Recreation Records	<b>20938 - Reservation Records</b>	6 Years	After date of reservation	Jun 27 2012
GS-1044	including tennis courts, baseball diamonds, ramadas and other park areas.			
Parks and Recreation Records	<b>20940 - Sports Complex Records, Spring Training Records</b>	3 Years	After end of season	Jun 27 2012
GS-1044	records created during the preparation and operation for spring training.			
Parks and Recreation Records	<b>20941 - Sports Complex Records, Off-Season Use Records</b>	6 Years	After date of reservation	Jun 27 2012
GS-1044	including short term or seasonal facility rentals for sports or special events in the off-season.			



# General Retention Schedule Created For:

## *All Public Bodies (General Schedules)*

## Parks and Recreation Records

Function	Record Series Number & Title/ Description	Retention Period	Remarks & Citations	Approval Date
Parks and Recreation Records	<b>20944 - Youth Development Records</b>	7 Years	After completion of program	Jun 27 2012
GS-1044	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.			
Planning and Zoning	<b>20952 - Zoning case files</b>	20 Years	After calendar year file closes	Aug 27 2018
GS-1065	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.			
Planning and Zoning	<b>20953 - Incomplete zoning cases</b>	2 Years	After calendar year opened	Aug 27 2018
GS-1065	dropped or withdrawn before decision is rendered			
Planning and Zoning	<b>20954 - Comprehensive plans including land use, neighborhoods, areas, etc.</b>	Permanent	Preserve pursuant to A.R.S. 39-101	Aug 27 2018
GS-1065				

# General Retention Schedule Created For:

## *All Public Bodies (General Schedules)*

## Planning and Zoning

Function	Record Series Number & Title/ Description	Retention Period	Remarks & Citations	Approval Date
Planning and Zoning	<b>20955 - Background materials and preliminary drafts of plans</b>	1 Year	After plan finalized	Aug 27 2018
GS-1065				
Planning and Zoning	<b>20956 - Minutes of Public Meetings of Boards or Commissions - Office Copy</b>	3 Years	After calendar year of meeting	Aug 27 2018
GS-1065	office copy only			
Planning and Zoning	<b>20957 - Planning and zoning reports</b>	3 Years	After calendar year published	Aug 27 2018
GS-1065				
Planning and Zoning	<b>20958 - Violation case files</b>	1 Year	After calendar year case closed	Aug 27 2018
GS-1065				
Public Information and Marketing Records	<b>10018 - Advertising and Outreach Records</b>	2 Years	After created or received.	Sep 11 2014
GS-1003	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.			

# General Retention Schedule Created For:

## *All Public Bodies (General Schedules)*

## Public Information and Marketing Records

Function	Record Series Number & Title/ Description	Retention Period	Remarks & Citations	Approval Date
Public Information and Marketing Records	<b>10019 - Audio/Video Records-Historical</b>	Permanent	Retain per Arizona Standards for Permanent Records or transfer to State Archives when administrative value has been served.	Sep 11 2014
GS-1003	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.			
Public Information and Marketing Records	<b>10020 - Audio/Video Records-Non Historical</b>		After reference value has been served.	Sep 11 2014
GS-1003	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.			
Public Information and Marketing Records	<b>10021 - Broadcast Logs</b>	2 Years	After calendar year created.	Sep 11 2014
GS-1003	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.			

## General Retention Schedule Created For:

### ***All Public Bodies (General Schedules)***

### Public Information and Marketing Records

Function	Record Series Number & Title/ Description	Retention Period	Remarks & Citations	Approval Date
Public Information and Marketing Records	<b>10022 - Calendar of Public Events</b>	2 Years	After calendar year created.	Sep 11 2014
GS-1003	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.			
Public Information and Marketing Records	<b>10023 - Distribution Logs</b>		After superseded or obsolete.	Sep 11 2014
GS-1003	Contact lists; may include Friends and Fans lists, listservs, email contacts, and mailing lists.			
Public Information and Marketing Records	<b>10024 - Public Events Records-Historical</b>	Permanent	Retain per Arizona Standards for Permanent Records or transfer to State Archives when administrative value has been served.	Sep 11 2014
GS-1003	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.			

# General Retention Schedule Created For:

## *All Public Bodies (General Schedules)*

## Public Information and Marketing Records

Function	Record Series Number & Title/ Description	Retention Period	Remarks & Citations	Approval Date
Public Information and Marketing Records  GS-1003	<b>10025 - Public Events Records-Non Historical</b>  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.	Sep 11 2014
Public Information and Marketing Records  GS-1003	<b>10026 - Graphic Art</b>  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.	Sep 11 2014
Public Information and Marketing Records  GS-1003	<b>10027 - Photographs-Historical</b>  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.	Sep 11 2014

# General Retention Schedule Created For:

## *All Public Bodies (General Schedules)*

## Public Information and Marketing Records

Function	Record Series Number & Title/ Description	Retention Period	Remarks & Citations	Approval Date
Public Information and Marketing Records	<b>10028 - Photographs-Non Historical</b>	2 Years	After calendar year created or received.	Sep 11 2014
GS-1003	Records of non-historical value that document activities, events, and staff of the public body; may include negatives, clips, scrapbook material, and logs records.			
Public Information and Marketing Records	<b>10029 - Press Releases-Historical</b>	Permanent	Retain per Arizona Standards for Permanent Records or transfer to State Archives when administrative value has been served.	Sep 11 2014
GS-1003	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.			
Public Information and Marketing Records	<b>10030 - Press Releases-Non Historical</b>	2 Years	After calendar year created or received.	Sep 11 2014
GS-1003	News releases and 'News room' records of non-historical value; may include news and communications to the public.			
Public Information and Marketing Records	<b>10031 - Public Service Announcements</b>	2 Years	After calendar year created or received.	Sep 11 2014
GS-1003	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.			

# General Retention Schedule Created For:

## *All Public Bodies (General Schedules)*

## Public Information and Marketing Records

Function	Record Series Number & Title/ Description	Retention Period	Remarks & Citations	Approval Date
Public Information and Marketing Records	<b>10032 - Rights and Reproduction Records</b>		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.	Sep 11 2014
GS-1003	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.			

# General Retention Schedule Created For:

## *All Public Bodies (General Schedules)*

## Public Information and Marketing Records

Function	Record Series Number & Title/ Description	Retention Period	Remarks & Citations	Approval Date
Public Information and Marketing Records	<b>10033 - Social Networking Administrative &amp; Technical Records</b>	1 Year	After superseded or obsolete.	Sep 11 2014
GS-1003	Format and control records; may include, CEO/CIO approval records, marketing plan, registration records, and social networking matrix.			
Public Information and Marketing Records	<b>10034 - Speeches-Historical</b>	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.	Sep 11 2014
GS-1003	Speeches, addresses and other comments of historical value that document significant events of the public body during ceremonies, interviews and other public meetings.			
Public Information and Marketing Records	<b>10035 - Speeches-Non Historical</b>	2 Years	After calendar year created or received.	Sep 11 2014
GS-1003	Speeches, addresses and other comments of non-historical value that represent the public body during ceremonies, interviews and other public meetings.			



# General Retention Schedule Created For:

## *All Public Bodies (General Schedules)*

## Public Works - Water and Sewer

Function	Record Series Number & Title/ Description	Retention Period	Remarks & Citations	Approval Date
Public Works - Water and Sewer  GS-1069	<b>21053 - Water and sewer construction and improvement records: Federally funded projects expenditure records</b>	3 Years	After final payment (Check recordkeeping requirements of funding agency.)	Oct 10 2001
Public Works - Water and Sewer  GS-1069	<b>21054 - Water and sewer construction and improvement records: Locally funded projects expenditure records</b>	3 Years	After project completed	Oct 10 2001
Public Works - Water and Sewer  GS-1069	<b>21055 - Water and sewer construction and improvement records: As-built plans</b>		Retain until plant is abandoned or demolished	Oct 10 2001
Public Works - Water and Sewer  GS-1069	<b>21056 - Water and sewage treatment system maintenance records</b>	10 Years	After calendar year maintenance performed	Oct 10 2001
Public Works - Water and Sewer  GS-1069	<b>21057 - Sewage treatment plant sludge incinerator records required pursuant to 40 CFR 153</b>	2 Years	After calendar year created (40 CFR 153)	Oct 10 2001

# General Retention Schedule Created For:

## *All Public Bodies (General Schedules)*

## Public Works - Water and Sewer

Function	Record Series Number & Title/ Description	Retention Period	Remarks & Citations	Approval Date
Public Works - Water and Sewer	<b>21058 - Sewage treatment</b>	10 Years	After period reported	Oct 10 2001
GS-1069	copy of semi-annual report to EPA			
Public Works - Water and Sewer	<b>21059 - Sewage treatment plant monthly operational reports</b>	5 Years	After calendar year created	Oct 10 2001
GS-1069				
Public Works - Water and Sewer	<b>21060 - Sewage treatment plant discharge monitoring reports</b>	10 Years	After calendar year of report	Oct 10 2001
GS-1069				
Public Works - Water and Sewer	<b>21061 - Individual sewage disposal systems</b>		Retain for the life of the facility	Oct 10 2001
GS-1069	including applications, permits, plot plans, engineering reports, etc.			
Public Works - Water and Sewer	<b>21062 - Sewer system plans</b>		Retain for the life of the system	Oct 10 2001
GS-1069	ACC certified companies			

# General Retention Schedule Created For:

## *All Public Bodies (General Schedules)*

## Public Works - Water and Sewer

Function	Record Series Number & Title/ Description	Retention Period	Remarks & Citations	Approval Date
Public Works - Water and Sewer	<b>21063 - Water treatment plant</b>		Retain for the life of the plant	Oct 10 2001
GS-1069	(ACC certified companies) records including permits, applications, plans, engineering reports, etc.			
Public Works - Water and Sewer	<b>21064 - Water system plans</b>		Retain for life of facility	Oct 10 2001
GS-1069	ACC certified companies			
Public Works - Water and Sewer	<b>21065 - Water system records of bacteriological analyses made pursuant to 40 CFR 141</b>	5 Years	After calendar year of analysis (40 CFR 141.33)	Oct 10 2001
GS-1069				
Public Works - Water and Sewer	<b>21066 - Water system records of chemical analyses made pursuant to 40 CFR 141</b>	10 Years	After calendar year of analysis	Oct 10 2001
GS-1069				
Public Works - Water and Sewer	<b>21067 - Water treatment records of action taken to correct violations of Federal primary drinking water regulations</b>	3 Years	After the last action taken on a particular violation (40 CFR 141.33)	Oct 10 2001
GS-1069				

# General Retention Schedule Created For:

## *All Public Bodies (General Schedules)*

## Public Works - Water and Sewer

Function	Record Series Number & Title/ Description	Retention Period	Remarks & Citations	Approval Date
Public Works - Water and Sewer  GS-1069	<b>21068 - Water treatment reports, summaries and correspondence relating to sanitary surveys of the water system</b>	10 Years	After completion of the sanitary survey (40 CFR 141.33)	Oct 10 2001
Public Works - Water and Sewer  GS-1069	<b>21069 - Water treatment records of any variance or exemption granted to the water system</b>	5 Years	After expiration of variance or exemption (40 CFR 141.33)	Oct 10 2001
Public Works - Water and Sewer  GS-1069	<b>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</b>	12 Years	After calendar year of creation or receipt (40 CFR 141.91)	Oct 10 2001
Public Works - Water and Sewer  GS-1069	<b>21071 - Water and sewer billing records</b>	3 Years	After fiscal year prepared	Oct 10 2001

# General Retention Schedule Created For:

## *All Public Bodies (General Schedules)*

## Purchasing / Procurement Records

Function	Record Series Number & Title/ Description	Retention Period	Remarks & Citations	Approval Date
Purchasing / Procurement Records	<b>21072 - Contract and Agreement Records - Capital/Fixed Assets, Construction, Lease Purchase of Equipment, and Real Estate</b>	3 Years	After disposal of asset but not less than 6 years after asset acquired.	Jul 24 2017
GS-1032	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 4803 - '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.			
Purchasing / Procurement Records	<b>21074 - Late Received Responses to Formal Solicitation Records</b>		Responses received late may be returned to vendor unopened. If not returned, retain until administrative value is served.	Jul 24 2017
GS-1032				
Purchasing / Procurement Records	<b>21075 - Cancelled Formal Solicitation Records</b>	1 Year	After cancelled.	Jul 24 2017
GS-1032				

# General Retention Schedule Created For:

## *All Public Bodies (General Schedules)*

## Purchasing / Procurement Records

Function	Record Series Number & Title/ Description	Retention Period	Remarks & Citations	Approval Date
Purchasing / Procurement Records	<b>21076 - Registered Vendor List Records</b>	-	After superseded or obsolete.	Jul 24 2017
GS-1032	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.			
Purchasing / Procurement Records	<b>21078 - Protest Records</b>	3 Years	After fiscal year resolved.	Jul 24 2017
GS-1032	If filed separately from contract or solicitation records.			
Purchasing / Procurement Records	<b>52997 - Contract and Agreement Records - Equipment Lease (No Purchase), Goods, Individual Employment and Services</b>	6 Years	After cancelled, fulfilled, or revoked.	Jul 24 2017
GS-1032	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 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.			

# General Retention Schedule Created For:

## *All Public Bodies (General Schedules)*

## Purchasing / Procurement Records

Function	Record Series Number & Title/ Description	Retention Period	Remarks & Citations	Approval Date
Purchasing / Procurement Records	<b>52999 - Unsuccessful Solicitation Records</b>	3 Years	After award.	Jul 24 2017
GS-1032	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.			
Purchasing / Procurement Records	<b>53069 - Oral and Written Quotations: State Agencies</b>	5 Years	After fiscal year created or received.	Jul 24 2017
GS-1032	For purchases for which a contract is not required.			
Purchasing / Procurement Records	<b>53070 - Oral and Written Quotations: All Other Public Bodies</b>	3 Years	After fiscal year created or received.	Jul 24 2017
GS-1032	For purchases for which a contract is not required.			
Risk Management Records	<b>10314 - Accident and Fire Prevention Program Plan Records</b>	1 Year	After superseded or obsolete.	May 18 2016
GS-1038	Includes lists of first aid trained personnel.			
Risk Management Records	<b>30278 - Accident and Incident Prevention / Safety Program and Safety Training Records - Drills / Checks / Reviews</b>	5 Years	After calendar year created, received, or audited.	May 18 2016
GS-1038	Including, but not limited to, fire and disaster drill records, fire extinguisher safety checks, safety reviews of sites, and safety reviews of vehicles.			

# General Retention Schedule Created For:

## All Public Bodies (General Schedules)

## Risk Management Records

Function	Record Series Number & Title/ Description	Retention Period	Remarks & Citations	Approval Date
Risk Management Records	<b>30279 - Accident and Incident Prevention / Safety Program and Safety Training Records - Inspections</b>	10 Years	After expired or after next cyclical inspection is conducted, whichever is later. Does not apply to private citizen property.	May 18 2016
GS-1038	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.			
Risk Management Records	<b>30280 - Accident and Incident Prevention / Safety Program and Safety Training Records - Logs and Reports</b>	15 Years	After calendar year created, received, or audited. Does not apply to private citizen property.	May 18 2016
GS-1038	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.			
Risk Management Records	<b>30281 - Accident and Incident Prevention / Safety Program and Safety Training Records - Occupational Safety and Health Administration (OSHA) Records, Safety Data Sheets (SDS)</b>	30 Years	After substance last received in workplace.	May 18 2016
GS-1038	Previously known as Material Safety Data Sheets (MSDS).	29 CFR 1910.1020 (d)(1)(ii)(A)(s1b); 29 CFR 1910.1020 (d)(1)(ii)(B),(iii)		



# General Retention Schedule Created For:

## *All Public Bodies (General Schedules)*

## Risk Management Records

Function	Record Series Number & Title/ Description	Retention Period	Remarks & Citations	Approval Date
Risk Management Records	<b>30282 - Accident and Incident Prevention / Safety Program and Safety Training Records - Occupational Safety and Health Administration (OSHA) Records, All Other Records</b>	5 Years	After created or received or citation resolved, whichever is later.	May 18 2016
GS-1038	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).			
Risk Management Records	<b>30283 - Accident and Incident Prevention / Safety Program and Safety Training Records - Safety Permits</b>	1 Year	After calendar year superseded or obsolete.	May 18 2016
GS-1038				
Risk Management Records	<b>30284 - Accident and Incident Prevention / Safety Program and Safety Training Records - Asbestos Management Plans</b>	-	Retain for life of facility.	May 18 2016
GS-1038				
Risk Management Records	<b>30286 - Accident and Incident Prevention / Safety Program and Safety Training Records - Safety Programs</b>	5 Years	After superseded or obsolete.	May 18 2016
GS-1038	Including, but not limited to, safety incentive program reports, respirator program records, and safety incentive program records.			

# General Retention Schedule Created For:

## *All Public Bodies (General Schedules)*

## Risk Management Records

Function	Record Series Number & Title/ Description	Retention Period	Remarks & Citations	Approval Date
Risk Management Records	<b>30287 - Accident and Incident Prevention / Safety Program and Safety Training Records - Training</b>	1 Year	After employee terminated.	May 18 2016
GS-1038	Including, but not limited to, Asbestos training records, blood-borne pathogen training records, and hazardous materials (HAZMAT) training records.			
Risk Management Records	<b>30288 - Certificates of Insurance</b>	19 Years	After created or received.	May 18 2016
GS-1038	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.			
Risk Management Records	<b>30289 - Certificates of Liability</b>	6 Years	After contract with vendor expired, cancelled, or revoked.	May 18 2016
GS-1038	Includes proof of insurance for vendors who have done work for the public body.			
Risk Management Records	<b>30290 - Claim Records - Juvenile</b>	24 Years	After date of birth.	May 18 2016
GS-1038	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).			

# General Retention Schedule Created For:

## *All Public Bodies (General Schedules)*

## Risk Management Records

Function	Record Series Number & Title/ Description	Retention Period	Remarks & Citations	Approval Date
Risk Management Records	<b>30291 - Claim Records - Adults</b>	5 Years	after claim closed.	May 18 2016
GS-1038	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).			
Risk Management Records	<b>30293 - Claim Registers</b>	6 Years	After calendar year created.	May 18 2016
GS-1038	Includes voucher registers.			
Risk Management Records	<b>30294 - Claim Related Queries and Reports</b>	-	After administrative value has been served.	May 18 2016
GS-1038				
Risk Management Records	<b>30298 - Insurance Policies - Property</b>	6 Years	After audited, cancelled, expired, or revoked.	May 18 2016
GS-1038	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.			

# General Retention Schedule Created For:

## *All Public Bodies (General Schedules)*

## Risk Management Records

Function	Record Series Number & Title/ Description	Retention Period	Remarks & Citations	Approval Date
Risk Management Records	<b>30299 - Insurance Policies - Liability</b>	6 Years	After audited, cancelled, expired, or revoked.	May 18 2016
GS-1038	Includes auto, environmental, liability, and property. Including, but not limited to, directors and officers, errors and omissions, policies, and pollution.			
Risk Management Records	<b>30300 - Insurance Policies - Medical Malpractice</b>	18 Years	After audited, cancelled, expired, or revoked.	May 18 2016
GS-1038				
Risk Management Records	<b>30301 - Insurance Policies - Workers'™ Compensation</b>	25 Years	After audited, cancelled, expired, or revoked.	May 18 2016
GS-1038				
Risk Management Records	<b>30303 - Risk Analysis Records - Health Claims</b>	6 Years	After calendar year created.	May 18 2016
GS-1038				
Risk Management Records	<b>30304 - Risk Analysis Records - All others</b>	-	After administrative value has been served.	May 18 2016
GS-1038				

## General Retention Schedule Created For:

### *All Public Bodies (General Schedules)*

### Risk Management Records

Function	Record Series Number & Title/ Description	Retention Period	Remarks & Citations	Approval Date
Risk Management Records	<b>30323 - Claim Records / Incapacitated Adults</b>	80 Years -	After claim closed.	May 18 2016
GS-1038	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).			
Risk Management Records	<b>30324 - Loss Control Records &amp; Reports</b>	5 Years	After closed.	May 18 2016
GS-1038	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).			
Risk Management Records	<b>30677 - Claim Records - Property Damage</b>	6 Years	after claim closed.	May 18 2016
GS-1038	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.			

# General Retention Schedule Created For:

## All Public Bodies (General Schedules)

## Risk Management Records

Function	Record Series Number & Title/ Description	Retention Period	Remarks & Citations	Approval Date
Risk Management Records	<b>30682 - Accident and Incident Prevention / Safety Program and Safety Training Records - Industrial Hygiene Monitoring Records</b>	30 Years	after calendar year created or received.	May 18 2016
GS-1038	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.			
Risk Management Records	<b>30845 - Accident and Incident Prevention / Library / Public - Incident Records (Law Enforcement / Fire personnel notified)</b>	10 Years	After Reported.	May 18 2016
GS-1038	Includes, but not limited to records for which Law Enforcement / Fire personnel were notified and which represent an on-ongoing safety issue for library staff and the public.			
Risk Management Records	<b>30846 - Accident and Incident Prevention / Library / Public - Routine Incident Records (Law Enforcement / Fire personnel not notified)</b>	3 Years	After reported.	May 18 2016
GS-1038	Including, but not limited to records for which Law Enforcement / Fire personnel were not notified, and which do represent an on-going safety issue.			
Risk Management Records	<b>30847 - Accident and Incident Prevention / Library - Employee Related Records</b>	5 Years	After reported.	May 18 2016
GS-1038				

# General Retention Schedule Created For:

## *All Public Bodies (General Schedules)*

## Risk Management Records

Function	Record Series Number & Title/ Description	Retention Period	Remarks & Citations	Approval Date
Risk Management Records	<b>53041 - Accident Reports - Adult, Personal Injury</b>	5 years	After accident occurred.	May 18 2016
GS-1038	Accident reports involving public body employee and publicly owned vehicles/equipment			
Risk Management Records	<b>53042 - Accident Reports - Adult, No Personal Injury</b>	3 Years	After accident occurred.	May 18 2016
GS-1038	Accident reports involving public body employee and publicly owned vehicles/equipment			
Risk Management Records	<b>53043 - Accident Reports - Involving Minors With or Without Injury</b>	-	After juvenile's 24th birthday	May 18 2016
GS-1038	Accident reports involving public body employee and publicly owned vehicles/equipment.			
Risk Management Records	<b>53527 - Federal Drug Administration (FDA) Medwatch Records</b>	2 years	From the date of the event.	May 18 2016
GS-1038	Forms used by medical facilities to report issues with FDA-regulated products to the FDA.			
Sales Tax Records	<b>10446 - Business Bankruptcy Records</b>	7 Years	After fiscal year created or received.	Dec 29 2015
GS-1029	Includes correspondence created or received regarding business bankruptcies.			

## General Retention Schedule Created For:

### *All Public Bodies (General Schedules)*

### Sales Tax Records

Function	Record Series Number & Title/ Description	Retention Period	Remarks & Citations	Approval Date
Sales Tax Records	<b>10447 - Citizen Complaint Records</b>	4 Years	After fiscal year resolved.	Dec 29 2015
GS-1029				
Sales Tax Records	<b>10448 - Franchise Records - Tax Records</b>	6 Years	After fiscal year created or received.	Dec 29 2015
GS-1029	Including, but not limited to, utilities and cable television records.			
Sales Tax Records	<b>10449 - Lists of Inactive Business Account Records</b>	1 Year	After superseded or obsolete.	Dec 29 2015
GS-1029				
Sales Tax Records	<b>10450 - Sales Tax Records - Account Records</b>	6 Years	After fiscal year tax license account closed or agreement satisfied, whichever is later.	Dec 29 2015
GS-1029	Including program and non-program public bodies. Includes EIN assignment records.			
Sales Tax Records	<b>10451 - Sales Tax Records - Appeal Records</b>	4 Years	After fiscal year case resolved.	Dec 29 2015
GS-1029				



# General Retention Schedule Created For:

## *All Public Bodies (General Schedules)*

## Sales Tax Records

Function	Record Series Number & Title/ Description	Retention Period	Remarks & Citations	Approval Date
Sales Tax Records	<b>10452 - Sales Tax Records - Cash Receipts and Return Edit Records</b>	1 Month	After created, or after information entered into final report and verified, whichever is later.	Dec 29 2015
GS-1029	Includes daily batches of sales tax returns received by the public body.			
Sales Tax Records	<b>10453 - Sales Tax Records - Complaint Records</b>	2 Years	After fiscal year resolved.	Dec 29 2015
GS-1029	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.			
Sales Tax Records	<b>10454 - Sales Tax Records - Delinquency Vouchers</b>	2 Years	After fiscal year resolved.	Dec 29 2015
GS-1029	Billings sent to sales tax customers that have an unpaid balance due or unfiled public body sales tax returns.			
Sales Tax Records	<b>10455 - Sales Tax Records - License Application Card Records</b>	Permanent	Retain per Arizona Standards for Permanent Records or transfer to State Archives when administrative value has been served.	Dec 29 2015
GS-1029				

# General Retention Schedule Created For:

## *All Public Bodies (General Schedules)*

## Sales Tax Records

Function	Record Series Number & Title/ Description	Retention Period	Remarks & Citations	Approval Date
Sales Tax Records	<b>10456 - Sales Tax Records - Monthly Sales Tax Report Records</b>	10 Years	After fiscal year created.	Dec 29 2015
GS-1029				
Sales Tax Records	<b>10457 - Sales Tax Records - Ordinances From Other Public Bodies</b>		After reference value has been served.	Dec 29 2015
GS-1029				
Sales Tax Records	<b>10458 - Sales Tax Records - Statistical Records</b>	Permanent	Retain per Arizona Standards for Permanent Records or transfer to State Archives when administrative value has been served.	Dec 29 2015
GS-1029	Includes class detail history, class summary, area, and class within area.			
Sales Tax Records	<b>10459 - Sales Tax Records - All Other Records</b>	6 Years	After fiscal year created or received.	Dec 29 2015
GS-1029	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.			

# General Retention Schedule Created For:

## All Public Bodies (General Schedules)

## Sales Tax Records

Function	Record Series Number & Title/ Description	Retention Period	Remarks & Citations	Approval Date
Sales Tax Records	<b>10460 - Solicitor's Application Records</b>	4 Years	After fiscal year received.	Dec 29 2015
GS-1029	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.			
Sales Tax Records	<b>10461 - Write-Off Records</b>	6 Years	After fiscal year created or received.	Dec 29 2015
GS-1029	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.			
Solid Waste and Recycling Records	<b>21153 - Correspondence with Regulatory Agencies concerning landfills</b>	30 Years	After post-closure period for landfill passed (40 CFR 258.61)	Mar 8 2012
GS-1073	documentation on regulatory issues, including notification and remediation.			
Solid Waste and Recycling Records	<b>21154 - Customer Correspondence, Safety-related correspondence</b>	30 Years	After post-closure period for landfill passed (40 CFR 258.61)	Mar 8 2012
GS-1073	regarding personal protective equipment requirements) and customer profile (including information on type of waste delivered to landfill).			

# General Retention Schedule Created For:

## *All Public Bodies (General Schedules)*

## Solid Waste and Recycling Records

Function	Record Series Number & Title/ Description	Retention Period	Remarks & Citations	Approval Date
Solid Waste and Recycling Records	<b>21155 - Customer Correspondence, All other correspondence</b>		After administrative value has been served	Mar 8 2012
GS-1073	including correspondence regarding rate increases and billing adjustments.			
Solid Waste and Recycling Records	<b>21156 - Exceptional Waste Records for Landfill</b>	30 Years	After landfill closed (40 CFR 258.61)	Mar 8 2012
GS-1073	including asbestos and other exceptional waste applications and guidance documentation.			
Solid Waste and Recycling Records	<b>21157 - Financial Assurance for Closure and Post-Closure Landfill Records</b>	30 Years	After landfill closed (40 CFR 258.61)	Mar 8 2012
GS-1073				
Solid Waste and Recycling Records	<b>21158 - Environmental Monitoring Records - Landfill</b>	30 Years	After post-closure period for landfill passed (40 CFR 258.61)	Mar 8 2012
GS-1073	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.			
Solid Waste and Recycling Records	<b>21159 - Inert Materials Facilities Records, Volume received: daily and quarterly</b>	3 Years	After calendar year created or received	Mar 8 2012
GS-1073				

# General Retention Schedule Created For:

## *All Public Bodies (General Schedules)*

## Solid Waste and Recycling Records

Function	Record Series Number & Title/ Description	Retention Period	Remarks & Citations	Approval Date
Solid Waste and Recycling Records  GS-1073	<b>21160 - Inert Materials Facilities Records, Volume received: annual summary</b>	10 Years	After calendar year created or received	Mar 8 2012
Solid Waste and Recycling Records  GS-1073	<b>21161 - Inert Materials Facilities Records, National Pollutant Discharge Elimination System (NPDES)</b>  permits, conditional use permits, construction records, and noxious weed remediation records.	5 Years	After renewed and approved	Mar 8 2012
Solid Waste and Recycling Records  GS-1073	<b>21162 - Landfill Closure and Post Closure Records</b>	30 Years	After post-closure period for landfill passed (40 CFR 258.61)	Mar 8 2012
Solid Waste and Recycling Records  GS-1073	<b>21163 - Landfill History Records</b>  background information on deed, contracts with U.S. Forest Service and legal descriptions.	Permanent	Preserve pursuant to ARS 39-101	Mar 8 2012
Solid Waste and Recycling Records  GS-1073	<b>21164 - Permits - Landfill - ADEQ, Air Quality</b>  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)	Mar 8 2012

# General Retention Schedule Created For:

## *All Public Bodies (General Schedules)*

## Solid Waste and Recycling Records

Function	Record Series Number & Title/ Description	Retention Period	Remarks & Citations	Approval Date
Solid Waste and Recycling Records	<b>21165 - Permits - Landfill - ADEQ, NPDES</b>	5 Years	After subsequent permit renewed and approved	Mar 8 2012
GS-1073	including currently approved and previously approved permits, reports to ADEQ, and inspections conducted annually by ADEQ.			
Solid Waste and Recycling Records	<b>21166 - Permits - Landfill -ADEQ, Solid Waste</b>	30 Years	After post-closure period of landfill passed (40 CFR 258.61)	Mar 8 2012
GS-1073	including currently approved and previously approved permits, reports to ADEQ, and inspections conducted biennially by ADEQ, and facility plans.			
Solid Waste and Recycling Records	<b>21167 - Recycling Program Records</b>	3 Years	After fiscal year created or received	Mar 8 2012
GS-1073	including curbside recycling, drop-off recycling, in-house recycling, white good recycling and backyard composting.			
Solid Waste and Recycling Records	<b>21168 - Safety Records</b>	5 Years	After either calendar year or fiscal year training received (29 CFR 1910.120)	Mar 8 2012
GS-1073	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.			

# General Retention Schedule Created For:

## *All Public Bodies (General Schedules)*

## Solid Waste and Recycling Records

Function	Record Series Number & Title/ Description	Retention Period	Remarks & Citations	Approval Date
Solid Waste and Recycling Records  GS-1073	<b>21169 - Solid Waste Receiving Records Landfill</b>  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	Mar 8 2012
Solid Waste and Recycling Records  GS-1073	<b>21170 - Survey Records- Landfill and Inert Materials Facilities</b>	Permanent	Preserve pursuant to ARS 39-101	Mar 8 2012
Solid Waste and Recycling Records  GS-1073	<b>21171 - Waste Inspection Records - Landfill</b>  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)	Mar 8 2012
Solid Waste and Recycling Records  GS-1073	<b>21172 - Waste Tire Disposal Records, Generator Disposal Permits</b>  annual.	1 Year	After fiscal year created or received	Mar 8 2012
Solid Waste and Recycling Records  GS-1073	<b>21173 - Waste Tire Disposal Records, Disposal manifests</b>	3 Years	After fiscal year created or received	Mar 8 2012

# General Retention Schedule Created For:

## *All Public Bodies (General Schedules)*

## Warehouse / Supply Records

Function	Record Series Number & Title/ Description	Retention Period	Remarks & Citations	Approval Date
Warehouse / Supply Records	<b>21236 - Physical Inventory Records</b>	3 Years	After fiscal year created or received	Apr 20 2012
GS-1076	for supplies/consumables and all other assets including tag records, count sheets, control records or logs, property listings and other related records.			
Warehouse / Supply Records	<b>21237 - Supplies/Consumables Acquisition Records</b>	3 Years	After fiscal year property disposed of	Apr 20 2012
GS-1076	including acquisition lists and reconciliations expenditures to acquisitions.			
Warehouse / Supply Records	<b>21238 - Supplies/Consumables Control Records</b>	3 Years	After fiscal year created or received	Apr 20 2012
GS-1076	including lost/stolen reports; obsolete/damaged items listings; transfer records; disposition records including sales, trade-ins, and catastrophic loss; and other related records.			
Warehouse / Supply Records	<b>21239 - Supplies/Consumables Disposal Records</b>	3 Years	After fiscal year property disposed of	Apr 20 2012
GS-1076	including disposal lists, disposal authorization, auction/sale records and other related records.			





## General Retention Schedule Created For:

Schedule Number

**GS-1050**

## Counties (General Schedules)

Assessor Records

Authority:	Pursuant to ARS §41-151.12(3), only the Arizona State Library, Archives and Public Records (LAPR) 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 (ARS §41-151.19)
Formats:	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. Please contact LAPR for dealing with records not on an approved retention schedule.
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.

# General Retention Schedule Created For:

## Counties (General Schedules)

## Assessor Records

Function	Record Series Number & Title/ Description	Retention Period	Remarks & Citations	Approval Date
Assessor Records	<b>20034 - Assessor Database Records, Temporary Records, Denied exemptions</b>	1 Year	After calendar year denied	Jul 25 2011
GS-1050				
Assessor Records	<b>20035 - Assessor Database Records, Temporary Records, Senior freeze applications</b>		After property sold or transferred	Jul 25 2011
GS-1050				
Assessor Records	<b>20036 - Assessor Database Records, Historic Records</b>	Permanent	Preserve pursuant to ARS 39-101	Jul 25 2011
GS-1050	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.			
Assessor Records	<b>20037 - Aerial Photographs, Maps and Worksheets</b>	Permanent	Preserve pursuant to ARS 39-101	Jul 25 2011
GS-1050				
Assessor Records	<b>20038 - Affidavits of Affixture</b>	4 Years	After calendar year received	Jul 25 2011
GS-1050				

# General Retention Schedule Created For:

## Counties (General Schedules)

## Assessor Records

Function	Record Series Number & Title/ Description	Retention Period	Remarks & Citations	Approval Date
Assessor Records	<b>20039 - Affidavits of Primary Residence</b>	4 Years	After calendar year received	Jul 25 2011
GS-1050				
Assessor Records	<b>20040 - Agricultural Land Records</b>	Permanent	Preserve pursuant to ARS 39-101	Jul 25 2011
GS-1050	including applications, Statements of Land Lease, and use records.			
Assessor Records	<b>20041 - Board Orders to Change Property Values, Changes accepted</b>	4 Years	After calendar year ordered	Jul 25 2011
GS-1050	to correct Assessor's error on tax bill and including Notice of Proposed Correction (NOPC).			
Assessor Records	<b>20042 - Board Orders to Change Property Values, Appeal records, Tax amount changed</b>	4 Years	After calendar year created or received	Jul 25 2011
GS-1050	to correct Assessor's error on tax bill and including Notice of Proposed Correction (NOPC); including letter and decision.			
Assessor Records	<b>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</b>	4 Years	After case closed	Jul 25 2011
GS-1050	to correct Assessor's error on tax bill and including Notice of Proposed Correction (NOPC).			

# General Retention Schedule Created For:

## Counties (General Schedules)

## Assessor Records

Function	Record Series Number & Title/ Description	Retention Period	Remarks & Citations	Approval Date
Assessor Records	<b>20044 - Board Orders to Change Property Values, Appeal records, Tax amount not changed, not appealed further</b>	4 Years	After calendar year created or received	Jul 25 2011
GS-1050	To correct Assessor's error on tax bill and including Notice of Proposed Correction (NOPC); including letter and decision			
Assessor Records	<b>20045 - Business Property Statements, Notices of Value</b>	4 Years	After calendar year no longer in business	Jul 25 2011
GS-1050	for businesses and agricultural property including Department of Revenue (DOR) 520 forms			
Assessor Records	<b>20046 - Business Property Statements, Appeal Records, Assessed value changed</b>	4 Years	After calendar year created or received	Jul 25 2011
GS-1050	for businesses and agricultural property including Department of Revenue (DOR) 520 forms, including letter and decision			
Assessor Records	<b>20047 - Business Property Statements, Appeal Records, Assessed value not changed, appealed further to Board of Equalization, Tax Appeals Board or Superior Court</b>	4 Years	After case closed	Jul 25 2011
GS-1050	for businesses and agricultural property including Department of Revenue (DOR) 520 forms			

# General Retention Schedule Created For:

## Counties (General Schedules)

## Assessor Records

Function	Record Series Number & Title/ Description	Retention Period	Remarks & Citations	Approval Date
Assessor Records	<b>20048 - Business Property Statements, Appeal Records, Assessed value not changed, not appealed further</b>	4 Years	After calendar year created or received	Jul 25 2011
GS-1050	for businesses and agricultural property including Department of Revenue (DOR) 520 forms; including letter and decision			
Assessor Records	<b>20049 - Construction Plans, specifications and Computations</b>		After administrative value has been served	Jul 25 2011
GS-1050	received from Development Services			
Assessor Records	<b>20050 - Cost/Market/Land Value Model Records</b>	4 Years	After calendar year created or received	Jul 25 2011
GS-1050				
Assessor Records	<b>20051 - Exemption Lists for Board Approval</b>	4 Years	After calendar year approved	Jul 25 2011
GS-1050	including lists of exemptions and Board approval records			
Assessor Records	<b>20052 - Exemption Records</b>	4 Years	After calendar year exemption ended	Jul 25 2011
GS-1050	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			

# General Retention Schedule Created For:

## Counties (General Schedules)

## Assessor Records

Function	Record Series Number & Title/ Description	Retention Period	Remarks & Citations	Approval Date
Assessor Records	<b>20053 - Exemption Reference Listings</b>		After reference value has been served	Jul 25 2011
GS-1050	listings of exemptions maintained for easy reference			
Assessor Records	<b>20054 - Golf Course Records</b>	4 Years	After calendar year filed	Jul 25 2011
GS-1050	including records of rounds played			
Assessor Records	<b>20055 - Historic Property Records</b>	1 Year	After calendar year expired	Jul 25 2011
GS-1050	including applications and letters from State Historic Preservation Office (SHPO)			
Assessor Records	<b>20056 - Mobile Home Ad Valorem Tax Clearance Records</b>	4 Years	After calendar year created or received	Jul 25 2011
GS-1050	check of taxes owed before mobile home can be moved			
Assessor Records	<b>20057 - Mobile Home Dealer Reports</b>	1 Year	After calendar year received	Jul 25 2011
GS-1050	including reports of sold mobile homes and reports of inventory			

# General Retention Schedule Created For:

## Counties (General Schedules)

## Assessor Records

Function	Record Series Number & Title/ Description	Retention Period	Remarks & Citations	Approval Date
Assessor Records	<b>20058 - Mobile Home Park Cards</b>		After reference value has been served	Jul 25 2011
GS-1050	card for each space in a park with owner history information			
Assessor Records	<b>20059 - Mobile Home Parks Reports</b>	1 Year	After calendar year received	Jul 25 2011
GS-1050	monthly reports of mobile homes moving in or out of mobile home parks			
Assessor Records	<b>20060 - Mobile Home Reports</b>	5 Years	After calendar year received	Jul 25 2011
GS-1050	from Department of Transportation (ADOT)			
Assessor Records	<b>20061 - Property Record Cards</b>	Permanent	Preserve pursuant to ARS 39-101	Jul 25 2011
GS-1050	including real and personal property, and mobile home serial number cards			
Assessor Records	<b>20062 - Redaction Records</b>	1 Year	After expired	Jul 25 2011
GS-1050	forms requesting records be redacted			

# General Retention Schedule Created For:

## Counties (General Schedules)

## Assessor Records

Function	Record Series Number & Title/ Description	Retention Period	Remarks & Citations	Approval Date
Assessor Records	<b>20063 - Rental Forms</b>		After calendar year superseded or obsolete or after reference value has been served, whichever is later	Jul 25 2011
GS-1050	including Arizona Residential Rental Forms			
Assessor Records	<b>20064 - Resolutions</b>	4 Years	After calendar year created or received	Jul 25 2011
GS-1050	Tax bill correction records			
Assessor Records	<b>20065 - Senior Freeze Applications, Denied</b>	2 Years	After calendar year denied	Jul 25 2011
GS-1050				
Assessor Records	<b>20066 - Senior Freeze Applications, Approved</b>		After calendar year expired	Jul 25 2011
GS-1050				
Assessor Records	<b>20067 - Tax Deferral Records</b>	4 Years	After calendar year deferral ends	Jul 25 2011
GS-1050				



# General Retention Schedule Created For:

## Counties (General Schedules)

## Assessor Records

Function	Record Series Number & Title/ Description	Retention Period	Remarks & Citations	Approval Date
Assessor Records	<b>20068 - Value Change Records, Appeal Records, Assessed value changed</b>	4 Years	After calendar year created or received	Jul 25 2011
GS-1050	for real and personal property; including letter and decision			
Assessor Records	<b>20069 - Value Change Records, Appeal Records, Assessed value not changed, appealed further to Board of Equalization, Tax Appeals Board or Superior Court</b>	4 Years	After case closed	Jul 25 2011
GS-1050	for real and personal property			
Assessor Records	<b>20070 - Value Change Records, Appeal Records, Assessed value not changed, not appealed further</b>	4 Years	After calendar year created or received	Jul 25 2011
GS-1050	for real and personal property, including letter and decision			
Assessor Records	<b>20071 - Value Change Records, Returned Notices, Real property</b>		After administrative value has been served	Jul 25 2011
GS-1050	for real and personal property			
Assessor Records	<b>20072 - Value Change Records, Returned Notices, Personal property</b>	3 Years	After calendar year received	Jul 25 2011
GS-1050	for real and personal property			

# General Retention Schedule Created For:

## Counties (General Schedules)

## Constable Records

Function	Record Series Number & Title/ Description	Retention Period	Remarks & Citations	Approval Date
Constable Records	<b>20255 - Certificates of Service</b>	1 Year	After date of service of the injunction of the defendant.	Jul 20 2018
GS-1036	These may include photos of postings left on doors, and photos of individuals who have been served.			
Constable Records	<b>20256 - Returned U.S. Mail Records</b>	6 Months	After received	Jul 20 2018
GS-1036	These records include regular and certified mailings that are returned.			
Constable Records	<b>53290 - Subpoenas, Summons and Writs</b>	1 Year	After date of service.	Jul 20 2018
GS-1036	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.			
Coroner/Medical Examiner Records	<b>20264 - Case Records, Landmark Cases</b>	Permanent	Preserve pursuant to ARS 39-101	May 4 2017
GS-1048	Including medical examiners" reports, x-rays, toxicology reports, audio/video recordings, photographs, Kodachrome, case notes, and other related records. Unique because of circumstances of death, notoriety of the individual or very high level of press visibility.			

# General Retention Schedule Created For:

## Counties (General Schedules)

## Coroner/Medical Examiner Records

Function	Record Series Number & Title/ Description	Retention Period	Remarks & Citations	Approval Date
Coroner/Medical Examiner Records	<b>20265 - Case Records, Unidentified Person or Undetermined Death</b>	50 Years	After autopsy/examination completed.	May 4 2017
GS-1048	Including medical examiners" reports, x-rays, toxicology reports, audio/video recordings, photographs, Kodachrome, case notes, and other related records.			
Coroner/Medical Examiner Records	<b>20266 - Case Records, Homicides</b>	30 Years	After autopsy/examination completed but no more than 50 years after autopsy/examination completed.	May 4 2017
GS-1048	Including medical examiners" reports, x-rays, toxicology reports, audio/video recordings, photographs, Kodachrome, case notes, and other related records.			
Coroner/Medical Examiner Records	<b>20267 - Case Records, Suicides</b>	20 Years	After autopsy/examination completed but no more than 50 years after autopsy/examination completed.	May 4 2017
GS-1048	Including medical examiners" reports, x-rays, toxicology reports, audio/video recordings, photographs, Kodachrome, case notes, and other related records.			

# General Retention Schedule Created For:

## Counties (General Schedules)

## Coroner/Medical Examiner Records

Function	Record Series Number & Title/ Description	Retention Period	Remarks & Citations	Approval Date
Coroner/Medical Examiner Records	<b>20268 - Case Records, Accidental or Natural Causes</b>	10 Years	After autopsy/examination completed but no more than 50 years after autopsy/examination completed.	May 4 2017
GS-1048	Including medical examiners" reports, x-rays, toxicology reports, audio/video recordings, photographs, Kodachrome, case notes, and other related records (where autopsy done)			
Coroner/Medical Examiner Records	<b>20269 - Case Records, Natural Causes</b>	5 Years	After examination completed but no more than 50 years after examination completed.	May 4 2017
GS-1048	Including medical examiners" reports, x-rays, toxicology reports, audio/video recordings, photographs, Kodachrome, case notes, and other related records. no autopsy			
Coroner/Medical Examiner Records	<b>20270 - Cremation Records, Certificates (office copy)</b>	1 Year	After calendar year created or received.	May 4 2017
GS-1048				
Coroner/Medical Examiner Records	<b>20271 - Cremation Records, Logs</b>	1 Year	After calendar year created or received.	May 4 2017
GS-1048				

# General Retention Schedule Created For:

## Counties (General Schedules)

## Coroner/Medical Examiner Records

Function	Record Series Number & Title/ Description	Retention Period	Remarks & Citations	Approval Date
Coroner/Medical Examiner Records	<b>20272 - Inquest Records</b>	Permanent	Preserve pursuant to ARS 39-101	May 4 2017
GS-1048	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.			
Coroner/Medical Examiner Records	<b>20273 - No Investigation or No Jurisdiction Records</b>	5 Years	After calendar year created or received.	May 4 2017
GS-1048	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.			
Coroner/Medical Examiner Records	<b>20274 - Personal Property Records</b>	6 Years	After calendar year of release of property.	May 4 2017
GS-1048	Lists of personal property that arrived with body and documentation of its disposal.			
Coroner/Medical Examiner Records	<b>20275 - Specimen Tracking Sheets</b>	6 Years	After calendar year created or received.	May 4 2017
GS-1048				
Coroner/Medical Examiner Records	<b>53387 - Medical Examiner - Temperature Logs</b>	3 Years	After calendar year created.	Feb 20 2019
GS-1048				

# General Retention Schedule Created For:

## Counties (General Schedules)

## Coroner/Medical Examiner Records

Function	Record Series Number & Title/ Description	Retention Period	Remarks & Citations	Approval Date
Coroner/Medical Examiner Records	<b>53388 - Medical Examiner - Instrument Logs</b>	10 Years	After the life of the instrument.	Feb 20 2019
GS-1048	including maintenance logs.			
Coroner/Medical Examiner Records	<b>53389 - Medical Examiner Lab Visitor Logs</b>	5 Years	After calendar year created.	Feb 20 2019
GS-1048				
Coroner/Medical Examiner Records	<b>53390 - Medical Examiner Quality Control Records</b>	10 Years		Feb 20 2019
GS-1048	Including certificates of analysis and reagent validation logs.			
Coroner/Medical Examiner Records	<b>53391 - Medical Examiner Proficiency Test Results</b>	10 Years		Feb 20 2019
GS-1048				
Environmental Quality/Health	<b>20378 - Permitted establishment files</b>	5 Years	After date record is placed in file (When establishment closes, keep balance of the file for 5 years.)	Nov 5 2001
GS-1060	including inspection reports, permit applications, food borne illness reports, citizen complaints, embargo & destruction reports, incident reports, correspondence, etc.			

# General Retention Schedule Created For:

## Counties (General Schedules)

## Environmental Quality/Health

Function	Record Series Number & Title/ Description	Retention Period	Remarks & Citations	Approval Date
Environmental Quality/Health	<b>20379 - Permit Records</b>	3 Years	After permit expiration date	Nov 5 2001
GS-1060	including revenue receipts, unpaid permits, and permit copies			
Environmental Quality/Health	<b>20380 - Establishment plans, plan reviews and construction correspondence</b>	5 Years	After establishment closes	Nov 5 2001
GS-1060				
Environmental Quality/Health	<b>20381 - Legal Action Records</b>	10 Years	After calendar prepared or received	Nov 5 2001
GS-1060	including cease and desist orders, stipulation orders, etc.			
Environmental Quality/Health	<b>20382 - Citizen complaints</b>	3 Years	After calendar year received	Nov 5 2001
GS-1060	other than for permitted establishments			
Environmental Quality/Health	<b>20383 - Food handlers training records</b>	3 Years	After calendar year of training	Nov 5 2001
GS-1060				

# General Retention Schedule Created For:

## Counties (General Schedules)

## Environmental Quality/Health

Function	Record Series Number & Title/ Description	Retention Period	Remarks & Citations	Approval Date
Environmental Quality/Health	<b>20384 - Water and sewer construction and improvement records: Federally funded projects expenditure records</b>	3 Years	After final payment (Check recordkeeping requirements of funding agency.)	Nov 5 2001
GS-1060				
Environmental Quality/Health	<b>20385 - Water and sewer construction and improvement records: Locally funded projects expenditure records</b>	3 Years	After project completed	Nov 5 2001
GS-1060				
Environmental Quality/Health	<b>20386 - Water and sewer construction and improvement records: As-built plans</b>		Retain until plant is abandoned or demolished	Nov 5 2001
GS-1060				
Environmental Quality/Health	<b>20387 - Water and sewage treatment system maintenance records</b>	10 Years	After calendar year maintenance performed	Nov 5 2001
GS-1060				
Environmental Quality/Health	<b>20388 - Sewage treatment plant sludge incinerator records required pursuant to 40 CFR 153</b>	2 Years	After calendar year created (40 CFR 153)	Nov 5 2001
GS-1060				



# General Retention Schedule Created For:

## Counties (General Schedules)

## Environmental Quality/Health

Function	Record Series Number & Title/ Description	Retention Period	Remarks & Citations	Approval Date
Environmental Quality/Health	<b>20389 - Sewage treatment</b>	10 Years	After period reported	Nov 5 2001
GS-1060	copy of semi-annual report to EPA			
Environmental Quality/Health	<b>20390 - Sewage treatment plant monthly operational reports</b>	5 Years	After calendar year created	Nov 5 2001
GS-1060				
Environmental Quality/Health	<b>20391 - Sewage treatment plant discharge monitoring reports</b>	10 Years	After calendar year of report	Nov 5 2001
GS-1060				
Environmental Quality/Health	<b>20392 - Individual sewage disposal systems</b>		Retain for the life of the facility	Nov 5 2001
GS-1060	including applications, permits, plot plans, engineering reports, etc.			
Environmental Quality/Health	<b>20393 - Sewer system plans (ACC certified companies)</b>		Retain for the life of the system	Nov 5 2001
GS-1060	ACC= Arizona Corporation Commission			

# General Retention Schedule Created For:

## Counties (General Schedules)

## Environmental Quality/Health

Function	Record Series Number & Title/ Description	Retention Period	Remarks & Citations	Approval Date
Environmental Quality/Health	<b>20394 - Water treatment plant (ACC certified companies) records</b>		Retain for the life of the plant	Nov 5 2001
GS-1060	including permits, applications, plans, engineering reports, etc. ACC= Arizona Corporation Commission			
Environmental Quality/Health	<b>20395 - Water system plans (ACC certified companies)</b>		Retain for life of facility	Nov 5 2001
GS-1060	ACC= Arizona Corporation Commission			
Environmental Quality/Health	<b>20396 - Water system records of bacteriological analyses made pursuant to 40 CFR 141</b>	5 Years	After calendar year of analysis (CFR 141.33)	Nov 5 2001
GS-1060				
Environmental Quality/Health	<b>20397 - Water treatment records of chemical analyses made pursuant to 40 CFR 141</b>	10 Years	After calendar year of analysis	Nov 5 2001
GS-1060				
Environmental Quality/Health	<b>20398 - Water treatment records of action taken to correct violations of Federal primary drinking water regulations</b>	3 Years	After the plan action taken on a particular violation (40 CFR 141.33)	Nov 5 2001
GS-1060				

# General Retention Schedule Created For:

## Counties (General Schedules)

## Environmental Quality/Health

Function	Record Series Number & Title/ Description	Retention Period	Remarks & Citations	Approval Date
Environmental Quality/Health  GS-1060	<b>20399 - Water treatment reports, summaries and correspondence relating to sanitary surveys of the water system</b>	10 Years	After completion of the sanitary survey (40 CFR 141.33)	Nov 5 2001
Environmental Quality/Health  GS-1060	<b>20400 - Water treatment records of any variance or exemption granted to the water system</b>	5 Years	After expiration of variance or exemption (40 CFR 141.33)	Nov 5 2001
Environmental Quality/Health  GS-1060	<b>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</b>	12 Years	After calendar year of creation or receipt (40 CFR 141.91)	Nov 5 2001
Environmental Quality/Health  GS-1060	<b>20402 - Water and sewer billing records</b>	3 Years	After fiscal year prepared	Nov 5 2001
Environmental Quality/Health  GS-1060	<b>20403 - Subdivision and trailer park files: Preliminary plans, plats, inspection reports, correspondence, complaints, etc.</b>	1 Year	After calendar year approved	Nov 5 2001

# General Retention Schedule Created For:

## Counties (General Schedules)

## Environmental Quality/Health

Function	Record Series Number & Title/ Description	Retention Period	Remarks & Citations	Approval Date
Environmental Quality/Health	<b>20404 - Subdivision and trailer park files: Final plats and certificates</b>	30 Years	After calendar year of approval	Nov 5 2001
GS-1060				
Environmental Quality/Health	<b>20405 - Subdivision and trailer park files: Reports of annual compliance inspections</b>	3 Years	After calendar year prepared	Nov 5 2001
GS-1060				
Environmental Quality/Health	<b>20406 - Public and semi-public swimming pool files</b>	5 Years		Nov 5 2001
GS-1060	including plans, investigative reports, correspondence, applications, permits, etc.			
Public Fiduciary Records	<b>20973 - Administrative Case Records</b>	7 Years	After case account closed	Jan 31 2011
GS-1067	probate cases with estates under \$10,000			
Public Fiduciary Records	<b>20974 - Client Records, Case histories</b>	7 Years	After case account closed	Jan 31 2011
GS-1067	including guardianships/conservatorships, probate cases and trust cases. including consultation notes, financial ledgers and court reports			

# General Retention Schedule Created For:

## Counties (General Schedules)

## Public Fiduciary Records

Function	Record Series Number & Title/ Description	Retention Period	Remarks & Citations	Approval Date
Public Fiduciary Records	<b>20975 - Client Records, Supporting financial documentation</b>	3 Years	After fiscal year created or received	Jan 31 2011
GS-1067	including guardianships/conservatorships, probate cases and trust cases. including receipts, statements, vouchers, banking records and other related records			
Public Fiduciary Records	<b>20976 - Client Records, Tax returns</b>	7 Years	After filed	Jan 31 2011
GS-1067	including guardianships/conservatorships, probate cases and trust cases.			
Public Fiduciary Records	<b>20977 - Indigent Burial Financial Records, Approved</b>	20 Years	After burial	Jan 31 2011
GS-1067				
Public Fiduciary Records	<b>20978 - Indigent Burial Financial Records, Disallowed</b>	1 Year	After decision to disallow made	Jan 31 2011
GS-1067				
Public Fiduciary Records	<b>20979 - Mental Health Case Records</b>	7 Years	After case closed	Jan 31 2011
GS-1067				

# General Retention Schedule Created For:

## Counties (General Schedules)

## Public Fiduciary Records

Function	Record Series Number & Title/ Description	Retention Period	Remarks & Citations	Approval Date
Public Fiduciary Records	<b>20980 - Referral Records</b>	7 Years	After case referred	Jan 31 2011
GS-1067	cases investigated but referred elsewhere			
Recorder Records	<b>21082 - Blotters</b>	Permanent		Nov 20 2019
GS-1070				
Recorder Records	<b>21083 - Fee Collection Records</b>	3 Years	After fiscal year created	Nov 29 2016
GS-1070				
Recorder Records	<b>21084 - Indices to Recorded Instruments, Maps and Plats</b>	Permanent	Created and preserved pursuant to ARS 11-462 and 463)	Jan 3 2020
GS-1070				
Recorder Records	<b>21085 - Index Reports</b>	3 Years	After calendar year created	Nov 29 2016
GS-1070	Printed out from index database			

# General Retention Schedule Created For:

## Counties (General Schedules)

## Recorder Records

Function	Record Series Number & Title/ Description	Retention Period	Remarks & Citations	Approval Date
Recorder Records	<b>21086 - Official oaths, County Recorder's</b>		After reference value served. Official copy with Clerk of the Board.	Nov 29 2016
GS-1070				
Recorder Records	<b>21087 - Official oaths, Other elective county and elective precinct officers</b>	5 Years	After term of office expires	Nov 29 2016
GS-1070				
Recorder Records	<b>21088 - Recorded Instruments, Original instruments, maps and plats</b>		Returned to requestor or destroyed after recorded on permanent quality medium and all other provisions of ARS 11-479 are met	Jan 3 2020
GS-1070	Including all recorded documents, maps and plats			
Recorder Records	<b>21089 - Recorded Instruments, Microfilm</b>	Permanent	Retain and secure in separate location pursuant to ARS 11-479	Jan 3 2020
GS-1070	including all recorded documents, maps and plats. original silver halide master			
Recorder Records	<b>21090 - Recorded Instruments, Non-silver halide microfilm or electronic</b>		After reference value served	Jan 3 2020
GS-1070	including all recorded documents, maps and plats			

# General Retention Schedule Created For:

## Counties (General Schedules)

## Recorder Records

Function	Record Series Number & Title/ Description	Retention Period	Remarks & Citations	Approval Date
Recorder Records	<b>21091 - Recorded Instruments, Returned mail instruments</b>		After final attempt to mail is returned	Jan 3 2020
GS-1070	including all recorded documents, maps and plats			
Recorder Records	<b>21092 - Signature Rosters I Voter History, For traditional elections</b>	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	Jan 3 2020
GS-1070	this is the actual signature roster and may include notation for voters that mail- in ballots			
Recorder Records	<b>21093 - Signature Rosters I Voter History, For elections that are fully conducted via mail-in\ on-line</b>		Will be provided by the Arizona Secretary Of State through the Voter Registration Records database	Jan 3 2020
GS-1070	this can be a roster I checklist of citizens that actually voted in the election			
Recorder Records	<b>21094 - Voter Notification Records</b>	1 Year	After mailed, but no less than 6 months after date of election	Jan 3 2020
GS-1070	including returned mailed information			



# General Retention Schedule Created For:

## Counties (General Schedules)

## Recorder Records

Function	Record Series Number & Title/ Description	Retention Period	Remarks & Citations	Approval Date
Recorder Records  GS-1070	<b>21095 - Voter Registration Records Database, Output records, Affidavits of Registration (voter) records</b>		After reference value served	Jan 3 2020
Recorder Records  GS-1070	<b>21096 - Voter Registration Records Database, Output records, Cancellation of Affidavits of Registration (voter) records</b>	-	After reference value served.	Jan 3 2020
Recorder Records  GS-1070	<b>21097 - Voter Registration Records Database, Output records, Early / Absentee Voter records</b>	-	After reference value served.	Jan 3 2020
Recorder Records  GS-1070	<b>21098 - Voter Registration Records Database, Output records, Audit logs</b>	-	After reference value served.	Jan 3 2020
Recorder Records  GS-1070	<b>21099 - Voter Registration Records Database: Output records: General Register</b>	-	After reference value served.	Jan 3 2020

# General Retention Schedule Created For:

## Counties (General Schedules)

## Recorder Records

Function	Record Series Number & Title/ Description	Retention Period	Remarks & Citations	Approval Date
Recorder Records	<b>21100 - Voter Registration Records Database, Database and data fields</b>		5 years after voter registration cancelled or after reference value served, whichever is later. (Official copy with Secretary of State's Office)	Jan 3 2020
GS-1070	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			
Recorder Records	<b>21101 - Voter Registration Records Database, Input records, Voter Registration Affidavits</b>		After scanned and verified and after reference value served	Jan 3 2020
GS-1070				
Recorder Records	<b>21102 - Voter Registration Records Database, Input records, Voter Registration Cancellations</b>	-	After scanned and verified and after reference value served.	Jan 3 2020
GS-1070				

# General Retention Schedule Created For:

## Counties (General Schedules)

## Recorder Records

Function	Record Series Number & Title/ Description	Retention Period	Remarks & Citations	Approval Date
Recorder Records	<b>21103 - Voter Registration Records Database, Input records, United States Citizenship and Immigration Services - Systematic Alien Verification for Entitlements (SAVE)</b>	-	After scanned and verified and after reference value served.	Jan 3 2020
GS-1070				
Recorder Records	<b>21104 - Voter Registration Records Database, Input records, Juror Questionnaire-related</b>	-	After scanned and verified and after reference value served.	Jan 3 2020
GS-1070				
Recorder Records	<b>21105 - Voter Registration Records Database: Input records: Death Notifications</b>	-	After scanned and verified and after reference value served.	Jan 3 2020
GS-1070				
Recorder Records	<b>21106 - Voter Registration Records Database, Input records, US Postal Service - Change of Address Notifications</b>	-	After scanned and verified and after reference value served.	Jan 3 2020
GS-1070				
Recorder Records	<b>21107 - Voter Registration Records Database, Input records, Confirmation Notices</b>	-	After scanned and verified and after reference value served.	Jan 3 2020
GS-1070				

# General Retention Schedule Created For:

## Counties (General Schedules)

## Recorder Records

Function	Record Series Number & Title/ Description	Retention Period	Remarks & Citations	Approval Date
Recorder Records	<b>21108 - Voter Registration Records Database, System records</b>	1 Year	After superseded or obsolete or after reference value has been served, whichever is later	Jan 3 2020
GS-1070	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			
School Superintendent Records	<b>21136 - Accommodation School Records, Annual Financial Report</b>	Permanent	Preserve pursuant to ARS 39-101	Nov 29 2016
GS-1072				
School Superintendent Records	<b>21137 - Accommodation School Records, Auditors' Reports</b>	5 Years	After fiscal year created or received	Nov 29 2016
GS-1072				
School Superintendent Records	<b>21138 - Certificates of Educational Convenience</b>	2 Years	After fiscal year of last attendance	Nov 29 2016
GS-1072				
School Superintendent Records	<b>21139 - Expense Warrant Registers</b>	5 Years	After fiscal year created or received	Nov 29 2016
GS-1072				

# General Retention Schedule Created For:

## Counties (General Schedules)

## School Superintendent Records

Function	Record Series Number & Title/ Description	Retention Period	Remarks & Citations	Approval Date
School Superintendent Records	<b>21140 - Federal Project Monitoring Records</b>	1 Year	After fiscal year created or received	Nov 29 2016
GS-1072				
School Superintendent Records	<b>21141 - Homeschooling Records</b>	1 Year	After fiscal year student withdraws from being homeschooled, reaches age 16 or moves outside the county	Nov 29 2016
GS-1072	including affidavits of intent to homeschool			
School Superintendent Records	<b>21142 - Pesticide Application Notifications</b>	1 Year	After fiscal year created or received	Nov 29 2016
GS-1072				
School Superintendent Records	<b>21143 - Private School Affidavit Records</b>	1 Year	After fiscal year student withdraws from private school, reaches age 16 or moves outside the county	Nov 29 2016
GS-1072	including affidavits of intent to attend private school			
School Superintendent Records	<b>21144 - Records for School Districts NOT maintaining their own records</b>		Follow retention periods listed in the retention schedules approved for School Districts and Charter Schools	Nov 29 2016
GS-1072				

# General Retention Schedule Created For:

## Counties (General Schedules)

## School Superintendent Records

Function	Record Series Number & Title/ Description	Retention Period	Remarks & Citations	Approval Date
School Superintendent Records  GS-1072	<b>21145 - School District Advice of Encumbrance Records</b>	1 Year	After fiscal year created or received	Nov 29 2016
School Superintendent Records  GS-1072	<b>21146 - School District Employee Reports</b>	3 Years	After fiscal year created or received	Nov 29 2016
School Superintendent Records  GS-1072	<b>21147 - School District Financial Reports</b>  including annual financial report, paid/ cancelled warrant reports, payroll reports, reconciliations, edits, and other related records	1 Year	After fiscal year created or received	Nov 29 2016
School Superintendent Records  GS-1072	<b>21148 - School District Audit Reports</b>	1 Year	After fiscal year created or received	Nov 29 2016
School Superintendent Records  GS-1072	<b>21149 - School District Budget Expense Reports</b>	3 Years	After fiscal year created or received	Nov 29 2016

# General Retention Schedule Created For:

## Counties (General Schedules)

## School Superintendent Records

Function	Record Series Number & Title/ Description	Retention Period	Remarks & Citations	Approval Date
School Superintendent Records	<b>21150 - School District Budget and Expense Journals</b>	2 Years	After fiscal year created or received	Nov 29 2016
GS-1072	including entries summarized, monthly reports, vouchers and other related records			
School Superintendent Records	<b>21151 - School District Reports not listed elsewhere in this schedule</b>	1 Year	After superseded or obsolete	Nov 29 2016
GS-1072	including employees lacking certification, incorrect certification, substitute time errors, and other related records			
School Superintendent Records	<b>21152 - Teacher Certification Reports</b>			Nov 29 2016
GS-1072	including alpha lists and purge data from school districts			
Transportation/Highways	<b>21207 - Highway/road project construction records: Project construction files</b>	3 Years	After completion and final payment	Nov 5 2001
GS-1075				
Transportation/Highways	<b>21208 - Highway/road project construction records: As-built plans</b>		Retain until abandoned or transferred to other jurisdiction. Recommend microfilm for security.	Nov 5 2001
GS-1075				

# General Retention Schedule Created For:

## Counties (General Schedules)

## Transportation/Highways

Function	Record Series Number & Title/ Description	Retention Period	Remarks & Citations	Approval Date
Transportation/Highways	<b>21209 - Highway/road project construction records: Extra copies of construction records</b>	1 Year	After completion of construction	Nov 5 2001
GS-1075	including field office copies and work-site copies			
Transportation/Highways	<b>21210 - Highway/road maintenance records, Routine maintenance of street and roadside areas</b>	3 Years	After fiscal year maintenance performed	Nov 5 2001
GS-1075				
Transportation/Highways	<b>21211 - Highway/road maintenance records, Major maintenance and improvement projects</b>		Treat as construction project records (See item1)	Nov 5 2001
GS-1075				
Transportation/Highways	<b>21212 - Encroachment and road cut permits</b>	3 Years	After permit terminates or encroachment is abandoned	Nov 5 2001
GS-1075				
Transportation/Highways	<b>21213 - Survey notes and records</b>		Retain until surveyed area is abandoned or transferred to another Jurisdiction.	Nov 5 2001
GS-1075				



# General Retention Schedule Created For:

## Counties (General Schedules)

## Transportation/Highways

Function	Record Series Number & Title/ Description	Retention Period	Remarks & Citations	Approval Date
Transportation/Highways	<b>21214 - Maps</b>		Retain until mapped area is abandoned or transferred to another jurisdiction	Nov 5 2001
GS-1075	including aerials, mosaics, negatives, contour, etc.			
Transportation/Highways	<b>21215 - Contracts and intergovernmental agreements (IGAs), Official copy</b>		Transfer to Clerk of the Board	Nov 5 2001
GS-1075				
Transportation/Highways	<b>21216 - Contracts and intergovernmental agreements (IGAs), Office (extra non-record) copies</b>	1 Year	After expired, cancelled or revoked	Nov 5 2001
GS-1075				
Transportation/Highways	<b>21217 - Right of way files</b>		Retain until land is abandoned or transferred. Transfer official copy of deed and title insurance to the municipal clerk.	Nov 5 2001
GS-1075				
Treasurer Records	<b>21218 - Annual Tax Rolls</b>	Permanent	Preserve pursuant to ARS 39-101	Nov 18 2011
GS-1047				

# General Retention Schedule Created For:

## Counties (General Schedules)

## Treasurer Records

Function	Record Series Number & Title/ Description	Retention Period	Remarks & Citations	Approval Date
Treasurer Records	<b>21219 - Bankruptcy Records</b>	3 Years	After fiscal year discharged or dismissed	Nov 18 2011 12:00AM
GS-1047	including report from Bankruptcy Court			
Treasurer Records	<b>21220 - Collateral Records</b>	3 Years	After fiscal year created or received	Nov 18 2011
GS-1047	records showing collateral for money on deposit at bank			
Treasurer Records	<b>21221 - Expired Tax Lien Records</b>	10 Years	After fiscal year lien expired.	May 4 2017
GS-1047	Including affidavit of publication, notifications, and other related records.			
Treasurer Records	<b>21222 - Investment Records</b>	3 Years	After fiscal year of maturity/call or sold dates of securities.	May 4 2017
GS-1047	Including ledgers, bid sheets, maturity date reports, advice of purchase, advice of redemption, and other related records.			
Treasurer Records	<b>21223 - Tax Collection and Processing Records</b>	5 Years	After posted to the Tax Roll or after notice is rendered.	May 1 2017
GS-1047	For real estate and personal property including assessment and tax roll assessment resolutions, certificates of clearance, corrections, and delinquency notices.			

# General Retention Schedule Created For:

## Counties (General Schedules)

## Treasurer Records

Function	Record Series Number & Title/ Description	Retention Period	Remarks & Citations	Approval Date
Treasurer Records	<b>21224 - Tax Database Records: Official Record</b>		Retain for the same period as required for other formats of the same records series.	May 12 2017
GS-1047	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.			
Treasurer Records	<b>21225 - Tax Database Records: Copy where official record is kept in paper or microfilm</b>		After administrative or reference value has been served.	May 4 2017
GS-1047	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.			
Treasurer Records	<b>21226 - Tax Disbursement or Distribution Reports</b>	3 Years	After fiscal year created or received	Nov 18 2011
GS-1047	daily, weekly or monthly reports of payments to cities, towns and bi-county public bodies including supporting documentation			

# General Retention Schedule Created For:

## Counties (General Schedules)

## Treasurer Records

Function	Record Series Number & Title/ Description	Retention Period	Remarks & Citations	Approval Date
Treasurer Records	<b>21227 - Tax Lien Sales Records from Administrative and Judicial Foreclosures</b>	5 Years	After redemption or issuance of Treasurer's Deed	Nov 18 2011
GS-1047	including property listings of sales, notices from lien holder, receipts, tax redemption certificates and other related records			
Treasurer Records	<b>21228 - Tax Receivable Ledgers</b>		After cleared and posted	Nov 18 2011
GS-1047				
Treasurer Records	<b>21229 - Tax Service or Impound Books</b>	3 Years	After fiscal year created or received	Nov 18 2011
GS-1047	multiple parcel tax receipts			



## General Retention Schedule Created For:

Schedule Number **Oct 10 2001**

### ***Municipalities (General Schedules)***

Public Works-Streets (Transportation)

Authority:	Pursuant to ARS §41-151.12(3), only the Arizona State Library, Archives and Public Records (LAPR) 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 (ARS §41-151.19)
Formats:	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. Please contact LAPR for dealing with records not on an approved retention schedule.
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.

# General Retention Schedule Created For:

## *Municipalities (General Schedules)*

## Public Works-Streets (Transportation)

Function	Record Series Number & Title/ Description	Retention Period	Remarks & Citations	Approval Date
Public Works-Streets (Transportation)	<b>21042 - Street project construction records: Project construction files</b>	3 Years	After completion and final payment	Oct 10 2001
Oct 10 2001				
Public Works-Streets (Transportation)	<b>21043 - Street project construction records: As-built plans</b>		Retain until abandoned or transferred to other jurisdiction. Recommend microfilm for security.	Oct 10 2001
Oct 10 2001				
Public Works-Streets (Transportation)	<b>21044 - Street project construction records: Extra copies of construction records</b>	1 Year	After completion of construction	Oct 10 2001
Oct 10 2001	including field office copies and work-site copies			
Public Works-Streets (Transportation)	<b>21045 - Street maintenance records, Routine maintenance of street and roadside areas</b>	3 Years	After fiscal year maintenance performed	Oct 10 2001
Oct 10 2001				
Public Works-Streets (Transportation)	<b>21046 - Street maintenance records, Major maintenance and improvement projects</b>		Treat as construction project records (See item1)	Oct 10 2001
Oct 10 2001				

# General Retention Schedule Created For:

## *Municipalities (General Schedules)*

## Public Works-Streets (Transportation)

Function	Record Series Number & Title/ Description	Retention Period	Remarks & Citations	Approval Date
Public Works-Streets (Transportation)	<b>21047 - Encroachment and road cut permits</b>	3 Years	After permit terminates or encroachment is abandoned	Oct 10 2001
Oct 10 2001				
Public Works-Streets (Transportation)	<b>21048 - Survey notes and records</b>		Retain until surveyed area is abandoned or transferred to another Jurisdiction.	Oct 10 2001
Oct 10 2001				
Public Works-Streets (Transportation)	<b>21049 - Maps including aerials, mosaics, negatives, contour, etc.</b>		Retain until mapped area is abandoned or transferred to another jurisdiction	Oct 10 2001
Oct 10 2001				
Public Works-Streets (Transportation)	<b>21050 - Contracts and intergovernmental agreements (IGAs), Official copy</b>		Transfer to municipal clerk	Oct 10 2001
Oct 10 2001				
Public Works-Streets (Transportation)	<b>21051 - Contracts and intergovernmental agreements (IGAs), Office (extra non-record) copies</b>	1 Year	After expired, cancelled or revoked	Oct 10 2001
Oct 10 2001				

## General Retention Schedule Created For:

### ***Municipalities (General Schedules)***

### Public Works-Streets (Transportation)

Function	Record Series Number & Title/ Description	Retention Period	Remarks & Citations	Approval Date
Public Works-Streets (Transportation)	<b>21052 - Right of way files</b>		Retain until land is abandoned or transferred. Transfer official copy of deed and title insurance to the municipal clerk.	Oct 10 2001
Oct 10 2001				





**General Retention Schedule Created For:**  
***Public Institutions of Higher Learning (G***

**Schedule Number** **GS-1043**  
**Clery and Code of Conduct Records**

Authority:	Pursuant to ARS §41-151.12(3), only the Arizona State Library, Archives and Public Records (LAPR) 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 (ARS §41-151.19)
Formats:	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. Please contact LAPR for dealing with records not on an approved retention schedule.
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.

# General Retention Schedule Created For:

## *Public Institutions of Higher Learning (Ge*

## Clery and Code of Conduct Records

Function	Record Series Number & Title/ Description	Retention Period	Remarks & Citations	Approval Date
Clery and Code of Conduct Records	<b>30305 - Federal Disclosure Records: Code of Conduct Records</b>	7 Years	After calendar year of incident.	Oct 24 2018 12:00AM
GS-1043	Should include any Incident Records and Parent / Student Notifications.			
Clery and Code of Conduct Records	<b>30306 - Federal Disclosure Records: Clery Records</b>	7 Years	After calendar year of incident.	Oct 24 2018
GS-1043	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).			
Clery and Code of Conduct Records	<b>30307 - Clery Records / Criminal Homicide</b>	7 Years	After calendar year incident reported.	Jun 28 2016
GS-1043	Including murder and non-negligent manslaughter records, and negligent manslaughter records.			

# General Retention Schedule Created For:

## *Public Institutions of Higher Learning (Ge*

## Clery and Code of Conduct Records

Function	Record Series Number & Title/ Description	Retention Period	Remarks & Citations	Approval Date
Clery and Code of Conduct Records	<b>30308 - Clery Records / Sex Offenses</b>	7 Years	After calendar year incident reported.	Jun 28 2016
GS-1043	Includes forcible sex offenses and non-forcible sex offenses.			
Clery and Code of Conduct Records	<b>30309 - Clery Records / Robbery</b>	7 Years	After calendar year incident reported.	Jun 28 2016
GS-1043				
Clery and Code of Conduct Records	<b>30310 - Clery Records / Aggravated Assault</b>	7 Years	After calendar year incident reported.	Jun 28 2016
GS-1043				
Clery and Code of Conduct Records	<b>30311 - Clery Records / Burglary</b>	7 Years	After calendar year incident reported.	Jun 28 2016
GS-1043				
Clery and Code of Conduct Records	<b>30313 - Clery Records / Arson</b>	7 Years	After calendar year incident reported.	Jun 28 2016
GS-1043				
Clery and Code of Conduct Records	<b>30314 - Clery Records / Liquor Law Violations</b>	7 Years	After calendar year incident reported.	Jun 28 2016
GS-1043				

# General Retention Schedule Created For:

## *Public Institutions of Higher Learning (Ge*

## Clery and Code of Conduct Records

Function	Record Series Number & Title/ Description	Retention Period	Remarks & Citations	Approval Date
Clery and Code of Conduct Records  GS-1043	<b>30315 - Clery Records / Drug Law Violations</b>	7 Years	After calendar year incident reported.	Jun 28 2016
Clery and Code of Conduct Records  GS-1043	<b>30316 - Clery Records / Illegal Weapons Possession</b>	7 Years	After calendar year incident reported.	Jun 28 2016
Clery and Code of Conduct Records  GS-1043	<b>30317 - Clery Records / Incident Reports</b>	7 Years	After calendar year incident reported.	Jun 28 2016
Clery and Code of Conduct Records  GS-1043	<b>30318 - Clery Records / Review Decisions</b>	7 Years	After calendar year incident reported.	Jun 28 2016
Clery and Code of Conduct Records  GS-1043	<b>30319 - Clery Records / Review Meeting Notices</b>	7 Years	After date of review meeting.	Jun 28 2016
Clery and Code of Conduct Records  GS-1043	<b>30320 - Clery Records / Witness Statements</b>	7 Years	After calendar year incident reported.	Jun 28 2016

# General Retention Schedule Created For:

## *Public Institutions of Higher Learning (Ge*

## Clery and Code of Conduct Records

Function	Record Series Number & Title/ Description	Retention Period	Remarks & Citations	Approval Date
Clery and Code of Conduct Records  GS-1043	<b>30325 - Clery Records / Motor Vehicle Theft</b>	7 Years	After calendar year incident reported.	Jun 28 2016
Financial Aid Records	<b>20496 - Student Financial Aid Records: Annual Fiscal Operations Reports</b>	3 Years	After fiscal year created or received.	Nov 5 2018
Financial Aid Records	<b>20497 - Student Financial Aid Records: Financial Aid Records: Perkins Original Promissory Notes</b>	3 Years	After loan assigned to U.S. Department of Education, cancelled or repaid.	Dec 21 2018
Financial Aid Records	<b>20498 - Student Financial Aid Records: Financial Aid Records: Perkins Repayment Records</b>	3 Years	After loan satisfied or records needed to enforce the obligation, whichever is later.	Nov 6 2018

# General Retention Schedule Created For:

## *Public Institutions of Higher Learning (Ge*

## Financial Aid Records

Function	Record Series Number & Title/ Description	Retention Period	Remarks & Citations	Approval Date
Financial Aid Records	<b>20499 - Student Financial Aid Records: Financial Aid Records, All Other Records</b>  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.	Nov 5 2018
Financial Aid Records	<b>20500 - Student Financial Aid Records: Fiscal Operations Reports and Applications to Participate (FISAP) and Financial Aid Detail Reports</b>	3 Years	After the award year in which the related FISAP submitted.	Oct 24 2018
Financial Aid Records	<b>20501 - Scholarship Listings</b>	3 Years	After fiscal year created or received	Mar 25 2015

# General Retention Schedule Created For:

## *Public Institutions of Higher Learning (Ge*

## Financial Aid Records

Function	Record Series Number & Title/ Description	Retention Period	Remarks & Citations	Approval Date
Financial Aid Records	<b>20502 - Student Financial Aid Records: Summary of Outstanding Loan Records, Monthly</b>	-	After superseded by next month's report.	Oct 24 2018
Financial Aid Records	<b>20503 - Student Financial Aid Records: Summary of Outstanding Loan Records, Annual</b>	3 Years	After calendar year created.	Oct 24 2018
Higher Education Institutional Records	<b>53170 - Athletics Records: Competition Records - Non Historical</b>	6 Years	After calendar year created.	Oct 23 2018 12:00AM
GS-1049	Records pertaining to individual games and competitions. Including but not limited to: schedules, attendance documentation, audio/video recordings, and related correspondence.			
Higher Education Institutional Records	<b>53171 - Athletics Records: Recruitment Records</b>	5 Years	After calendar year created, or when student is no longer eligible, whichever is longer.	Oct 24 2018 12:00AM
GS-1049	Including but not limited to: records related to official visits of prospective athletes, student-athletes'™ affirmation of eligibility, and national letters of intent.			

# General Retention Schedule Created For:

## *Public Institutions of Higher Learning (Ge*

## Higher Education Institutional Records

Function	Record Series Number & Title/ Description	Retention Period	Remarks & Citations	Approval Date
Higher Education Institutional Records	<b>53174 - Career Services Records: Employer Records</b>	2 Years	After calendar year created, or until administrative value has been served, whichever is longer.	Oct 24 2018 12:00AM
GS-1049	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.			
Higher Education Institutional Records	<b>53178 - Accreditation Records: Final Report</b>	Permanent	Retain per Arizona Standards for Permanent Records.	Nov 7 2018 12:00AM
GS-1049	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.			
Higher Education Institutional Records	<b>53187 - Institutional Records: Institutional Review Board (IRB) Records</b>	3 Years	After completion of research.	Nov 1 2018 12:00AM
GS-1049				



# General Retention Schedule Created For:

## *Public Institutions of Higher Learning (Ge*

## Higher Education Institutional Records

Function	Record Series Number & Title/ Description	Retention Period	Remarks & Citations	Approval Date
Higher Education Institutional Records	<b>53188 - Institutional Records: Student Government and Organization Records (Non-Historical)</b>	6 Years	After calendar year created.	Oct 24 2018 12:00AM
GS-1049	Including, but not limited to: bylaws, constitutions, membership rosters, and meeting summaries.			
Higher Education Institutional Records	<b>53189 - Institutional Records: Student Government and Organization Records (Historical)</b>	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	Nov 7 2018 12:00AM
GS-1049	Records pertaining to student government and organization that are of continuing interest to the institution as a whole.			
Higher Education Institutional Records	<b>53197 - Institutional Records: Course Syllabi</b>	2 Years	After calendar year in which course is taught, or after administrative value is served for certification or accreditation purposes, whichever is later.	Dec 21 2018 12:00AM
GS-1049	Official copy held by the institution or department. Instructor copies may be destroyed when administrative value is served.			

# General Retention Schedule Created For:

## *Public Institutions of Higher Learning (Ge*

## Higher Education Institutional Records

Function	Record Series Number & Title/ Description	Retention Period	Remarks & Citations	Approval Date
Higher Education Institutional Records  GS-1049	<b>53198 - Institutional Records: Student Newspapers (Official Copy)- Non Historical</b>  Includes newsletters and other publications of student organizations officially recognized by the institution.	3 Years	After calendar year created.	Oct 24 2018 12:00AM
Higher Education Institutional Records  GS-1049	<b>53199 - Institutional Records: Student Newspapers (Official Copy) - Historical</b>  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. Note: State Archivist reserves the right to make a final determination regarding the historical status of records.	Nov 27 2018 12:00AM
Higher Education Institutional Records  GS-1049	<b>53205 - Institutional Records: Animal Care and Use Records</b>  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.	Oct 23 2018 12:00AM

# General Retention Schedule Created For:

## *Public Institutions of Higher Learning (Ge*

## Higher Education Institutional Records

Function	Record Series Number & Title/ Description	Retention Period	Remarks & Citations	Approval Date
Higher Education Institutional Records	<b>53212 - Institutional Records: Articulation Agreements and Course Equivalency Guides</b>	-	Until superseded or after administrative value is served, whichever is later.	Oct 23 2018 12:00AM
GS-1049				
Higher Education Institutional Records	<b>53214 - Institutional Records: Patents and Invention Disclosure Documentation</b>	Permanent	Retain per Arizona Standards for Permanent Records.	Nov 8 2018 12:00AM
GS-1049				
Higher Education Institutional Records	<b>53215 - Institutional Records: Ombuds Office Case Files</b>	5 Years	After calendar year created.	Dec 10 2018 12:00AM
GS-1049	Including but not limited to correspondence and notes.			
Higher Education Institutional Records	<b>53216 - Institutional Records: Institutionally-Funded Research Records: Other Records</b>	5 Years	After calendar year created, or after administrative value is served, whichever is later.	Nov 5 2018 12:00AM
GS-1049	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.			

# General Retention Schedule Created For:

## *Public Institutions of Higher Learning (Ge*

## Higher Education Institutional Records

Function	Record Series Number & Title/ Description	Retention Period	Remarks & Citations	Approval Date
Higher Education Institutional Records	<b>53217 - Institutional Records: Institutionally-Funded Research Records: Final Technical Report</b>	Permanent	Retain per Arizona Standards for Permanent Records.	Nov 7 2018 12:00AM
GS-1049	Note: Any agendas and minutes generated in connection with research should be retained according to the Minutes series on the Clerks retention schedule.			
Higher Education Institutional Records	<b>53224 - Institutional Records: Test Site Records: Testing Administration Material</b>	1 Year	After exams taken and scores received/transmitted. Official score records are maintained with the entity that creates and distributes the exams.	Oct 24 2018 12:00AM
GS-1049	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.			
Institutional Research Records	<b>20797 - Institutional Records: Institutional Research Records: Cyclical Internal Reports - Final Reports</b>	Permanent	Retain per Arizona Standards for Permanent Records. These records are to be retained by the institutions.	Dec 21 2018
GS-1049				

# General Retention Schedule Created For:

## *Public Institutions of Higher Learning (Ge*

## Institutional Research Records

Function	Record Series Number & Title/ Description	Retention Period	Remarks & Citations	Approval Date
Institutional Research Records	<b>20798 - Institutional Records: Institutional Research Records: Cyclical Internal Reports - Supporting Documentation</b>	6 Years	After calendar year created or received.	Nov 5 2018
GS-1049	Including but not limited to: database query results, miscellaneous institution reports, and data from other departments.			
Institutional Research Records	<b>20799 - Institutional Records: Institutional Research Records: Special Internal Reports (Ad Hoc) - Final Report</b>	Permanent	Retain per Arizona Standards for Permanent Records.	Nov 7 2018
GS-1049				
Institutional Research Records	<b>20800 - Institutional Records: Institutional Research Records: Special Internal Reports (Ad Hoc) - Supporting Documentation</b>	6 Years	After calendar year created or received.	Nov 1 2018
GS-1049	Including but not limited to: database query results, miscellaneous institution reports, and data from other departments.			
Institutional Research Records	<b>20801 - Institutional Records: Institutional Research Records: Reports to State or Federal Government, or North Central Accreditation Association - Final Report</b>	Permanent	Retain per Arizona Standards for Permanent Records. These records are to be maintained by the institutions.	Dec 21 2018
GS-1049				

## General Retention Schedule Created For:

### *Public Institutions of Higher Learning (Ge*

### Institutional Research Records

Function	Record Series Number & Title/ Description	Retention Period	Remarks & Citations	Approval Date
Institutional Research Records	<b>20802 - Institutional Records: Institutional Research Records: Reports to State or Federal Government, or North Central Accreditation Association - Supporting Documentation</b>	6 Years	After calendar year created.	Nov 5 2018
GS-1049	Including but not limited to: database query results, miscellaneous institution reports, and data from other departments.			
Institutional Research Records	<b>20803 - Institutional Records: Institutional Research Records: Reports to State or Federal Government, or North Central Accreditation Association - Federal Graduate Report Supporting Documentation</b>	10 Years	After calendar year created.	Nov 5 2018
GS-1049	Including but not limited to: database query results, miscellaneous institution reports, and data from other departments.			
Institutional Research Records	<b>20804 - Institutional Records: Institutional Research Records: Reports to Other External Organizations</b>	3 Years	After calendar year created.	Dec 10 2018
GS-1049				
Institutional Research Records	<b>20805 - Institutional Records: Institutional Research Records: Cyclical Reports - Issued by Other Organizations</b>	2 Years	After calendar year received.	Nov 5 2018
GS-1049				

# General Retention Schedule Created For:

## *Public Institutions of Higher Learning (Ge*

## Institutional Research Records

Function	Record Series Number & Title/ Description	Retention Period	Remarks & Citations	Approval Date
Institutional Research Records	<b>53179 - Athletics Records: Competition Records (Historical)</b>	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.	Nov 7 2018
GS-1049	Records pertaining to individual games and competitions. Including but not limited to: schedules, attendance documentation, audio/video recordings, and related correspondence of historical value.			
Provost Office Records	<b>30321 - Class Evaluations</b>	10 Years	After calendar year received.	Jun 28 2016 12:00AM
Dec 21 2018	Including, but not limited to, student comments used for tenure decisions. Shred.			
Provost Office Records	<b>30322 - Department Self-Study and Program Reviews</b>	Permanent	Retain per Arizona Standards for Permanent Records or transfer to State Archives when administrative value has been served.	Jun 28 2016 12:00AM
Dec 21 2018				

# General Retention Schedule Created For:

## *Public Institutions of Higher Learning (Ge*

## Student and Course Records

Function	Record Series Number & Title/ Description	Retention Period	Remarks & Citations	Approval Date
Student and Course Records	<b>21109 - Student Records: Permanent Student Records</b>	Permanent	Registrar is the office of record. Retain per Arizona Standards for Permanent Records. These records are to be maintained by the institutions.	Jan 3 2019
GS-1049	Including official copy of academic transcript, graded class rosters, graduation audit reports, notifications of name, and gender changes, and degree/certificate issuance records.			
Student and Course Records	<b>21110 - Institutional Records: Enrollment Reports Prepared for Arizona Board of Regents (ABOR)</b>	Permanent	Retain per Arizona Standards for Permanent Records.	Jan 3 2019
GS-1049	Including 21st day, 45th day and year end census reports.			
Student and Course Records	<b>21111 - Federal Disclosure Records: Veterans (G.I. Bill) Student Records</b>	3 Years	After last date of last attendance.	Jan 3 2019
GS-1049	As required by Veteran's Administration (VA) agreement. May include VA application, certifications and status changes.			
Student and Course Records	<b>21112 - Student Records: Class Rosters</b>	-	After administrative value has been served, or after allowed by Federal regulation, whichever is later.	Jan 3 2019
GS-1049	Related to the Registrar's Office. These records contain names of students for each course; issued by registration services.			



# General Retention Schedule Created For:

## Public Institutions of Higher Learning (Ge

## Student and Course Records

Function	Record Series Number & Title/ Description	Retention Period	Remarks & Citations	Approval Date
Student and Course Records	<b>52977 - Student Records: Student Coursework - Not Used for Grading</b>	-	After administrative value has been served.	Jan 3 2019
GS-1049	Including correspondence, drafts and other course-related material that is not used in the computation of a final grade.			
Student and Course Records	<b>52978 - Student Records: Student Coursework - Used for Grading-Universities</b>	2 Years	After semester in which course is taught, or after administrative value is served, whichever is later.	Jan 3 2019
GS-1049	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.			
Student and Course Records	<b>52979 - Student Admissions Records - Accepted but not Enrolled, Undergraduate and Graduate</b>	3 Years	After calendar year created or received.	Jan 3 2019
GS-1049	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.			

# General Retention Schedule Created For:

## *Public Institutions of Higher Learning (Ge*

## Student and Course Records

Function	Record Series Number & Title/ Description	Retention Period	Remarks & Citations	Approval Date
Student and Course Records  GS-1049	<b>52981 - FERPA Disclosure Records: Student Requests for Nondisclosure of Directory Information</b>	3 Years	After student's last semester of attendance	Jan 3 2019
Student and Course Records  GS-1049	<b>52983 - Student Admissions Records: Accepted and Enrolled, Undergraduate and Graduate</b>  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.	Jan 3 2019
Student and Course Records  GS-1049	<b>52984 - Student Admissions Records: Rejected, Undergraduate and Graduate</b>  Includes letters of reference, application, residency records, and other related material for rejected applicants.	1 Year	After rejection letter created and sent to applicant.	Jan 3 2019
Student and Course Records  GS-1049	<b>52985 - Student Records: Advising Files</b>  Includes notes about student, possible courses the student would take, and correspondence with student.	2 Years	After student's last semester of enrollment at college or university.	Jan 3 2019
Student and Course Records  GS-1049	<b>52986 - Institutional Records: Course Change Requests</b>  Application to change, add, or delete a course.	1 Year	After superseded or obsolete.	Jan 3 2019

# General Retention Schedule Created For:

## Public Institutions of Higher Learning (Ge

## Student and Course Records

Function	Record Series Number & Title/ Description	Retention Period	Remarks & Citations	Approval Date
Student and Course Records	<b>52987 - Institutional Records: Course Catalog</b>	Permanent	Retain per Arizona Standards for Permanent Records or transfer to Arizona State Archives after administrative value has been served.	Jan 3 2019
GS-1049	Course descriptions that are published in catalogs, bulletins or websites.			
Student and Course Records	<b>52988 - Institutional Records: Curriculum Development Documentation</b>	-	Until administrative value has been served.	Jan 3 2019
GS-1049	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.			
Student and Course Records	<b>52989 - Student Records: Class / Course Evaluations</b>	1 Year	After calendar year created or received.	Jan 3 2019
GS-1049	Summary evaluations of course by students.			
Student and Course Records	<b>52990 - Student Records: Grade Reports (Local Copy)</b>	1 Year	After last semester in which course was taught. Registrar maintains the official record permanently.	Jan 3 2019
GS-1049	Faculty grade reports.			

# General Retention Schedule Created For:

## *Public Institutions of Higher Learning (Ge*

## Student and Course Records

Function	Record Series Number & Title/ Description	Retention Period	Remarks & Citations	Approval Date
Student and Course Records	<b>52991 - Student Records: Graduation Authorizations</b>	1 Year	After calendar year in which graduation is attained.	Jan 3 2019
GS-1049	Includes graduation audits and related documents verifying completion of degree requirements.			
Student and Course Records	<b>52992 - FERPA Disclosure Records: Requests and Disclosures of Personally Identifiable Information</b>	-	Retain until the records to which the request/disclosure applies have been destroyed.	Jan 3 2019
GS-1049	Includes requests from third parties and institutional disclosures and responses of personally identifiable information in student records.			
Student and Course Records	<b>52993 - Student Financial Aid Records: Scholarship Records: Non Historical</b>	3 Years	After calendar year created or received.	Jan 3 2019
GS-1049	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.			
Student and Course Records	<b>53149 - Student Records: Grade Reports (Official Copy)</b>	Permanent	Registrar maintains the official record permanently.	Jan 3 2019
GS-1049	Faculty grade reports.			

# General Retention Schedule Created For:

## Public Institutions of Higher Learning (Ge

## Student and Course Records

Function	Record Series Number & Title/ Description	Retention Period	Remarks & Citations	Approval Date
Student and Course Records	<b>53175 - Career Services Records: Placement and Planning Records</b>	2 Years	After calendar year created, or until administrative value has been served, whichever is longer.	Jan 3 2019
GS-1049	Including but not limited to: resumes, cover letters, documentation of student career interests, and related consultation or activities.			
Student and Course Records	<b>53177 - Federal Disclosure Records: Title IX Records: Cases Involving Suspension/Expulsion</b>	Permanent	Retain per Arizona Standards for Permanent Records. These records are to be maintained by the institutions.	Jan 3 2019
GS-1049	Including but not limited to documentation from Title IX and Code of Conduct cases.			
Student and Course Records	<b>53323 - Student Records: Student Coursework - Used for Grading: Community Colleges</b>	1 Year	After semester in which course is taught, or after administrative value is served, whichever is later.	Jan 3 2019
GS-1049	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.			

# General Retention Schedule Created For:

## *Public Institutions of Higher Learning (Ge*

## Student and Course Records

Function	Record Series Number & Title/ Description	Retention Period	Remarks & Citations	Approval Date
Student and Course Records	<b>53329 - Institutional Records: Programs and Activities with Minor Participants</b>	3 Years	After minor turns 18	Jan 3 2019
GS-1049	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.			
Student Housing Records	<b>21174 - Residence/Housing Records: Student Resident Records</b>	5 Years	After student leaves residential housing.	Oct 24 2018
GS-1049	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.			
Student Records	<b>21233 - Student Admissions Records: Admission Appeal Records</b>	2 Years	After beginning of semester for which student applied.	Nov 5 2018
GS-1049	Including appeal letters and supporting documentation.			
Student Records	<b>53169 - Athletics Records: Student Athlete Eligibility Records</b>	6 Years	After calendar year created.	Oct 24 2018
GS-1049				

# General Retention Schedule Created For:

## Public Institutions of Higher Learning (Ge

## Student Records

Function	Record Series Number & Title/ Description	Retention Period	Remarks & Citations	Approval Date
Student Records	<b>53173 - Athletics Records: Drug Testing Records</b>	5 Years	After calendar year created, or when student is no longer eligible, whichever is longer.	Oct 24 2018
GS-1049	Including but not limited to: lab reports, interpretations, and related correspondence.			
Student Records	<b>53176 - Federal Disclosure Records: Title IX Records: All Other Cases</b>	3 Years	After date of complaint.	Oct 24 2018
GS-1049				
Student Records	<b>53180 - Student Records: Theses and Dissertations (Official Copy)</b>	Permanent	Retain per Arizona Standards for Permanent Records.	Nov 27 2018
GS-1049				
Student Records	<b>53181 - Student Disciplinary Records: All Other Records</b>	7 Years	From created date, or from date last sanction imposed, whichever is later.	Nov 5 2018
GS-1049	Including but not limited to documentation from Title IX and Code of Conduct cases. Should include any Incident Records and Parent / Student Notifications.			

# General Retention Schedule Created For:

## Public Institutions of Higher Learning (Ge

## Student Records

Function	Record Series Number & Title/ Description	Retention Period	Remarks & Citations	Approval Date
Student Records	<b>53182 - Student Disciplinary Records: Cases Involving Suspension, Expulsion, or Degree Revocation</b>	Permanent	Retain per Arizona Standards for Permanent Records.	Nov 7 2018
GS-1049	Including but not limited to documentation from Title IX and Code of Conduct cases. Should include any Incident Records and Parent / Student Notifications.			
Student Records	<b>53183 - Student Admissions Records: Prospective Student/Incomplete Application Records</b>	18 Months	From date of creation, or after administrative value is served, whichever is longer.	Nov 5 2018
GS-1049	Includes material for individuals who did not fully complete admissions application process.			
Student Records	<b>53184 - Student Financial Aid Records: Scholarship Records: Applicants Not Awarded Records</b>	1 Year	After calendar year created or received.	Oct 24 2018
GS-1049				
Student Records	<b>53185 - Student Financial Aid Records: Scholarship Records: Historical</b>	Permanent	Retain per Arizona Standards for Permanent Records.	Nov 7 2018
GS-1049	Records pertaining to scholarships of continuing interest to the institution due to historical nature of funding, recipients, etc.			



# General Retention Schedule Created For:

## *Public Institutions of Higher Learning (Ge*

## Student Records

Function	Record Series Number & Title/ Description	Retention Period	Remarks & Citations	Approval Date
Student Records	<b>53200 - Student Records: Change of Course Forms (Add/Drop)</b>	1 Year	After semester form submitted.	Oct 24 2018
GS-1049				
Student Records	<b>53209 - Student Records: Continuing Education Records</b>	3 Years	After academic year created, or after administrative value is served, whichever is later.	Nov 5 2018
GS-1049	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.			
Student Records	<b>53213 - Student Records: Grade Change Appeals</b>	2 Years	After final decision rendered.	Nov 5 2018
GS-1049	Documents, forms, recordings, and other materials resulting from a grade appeal process.			
Student Records	<b>53223 - Student Records: Placement Exams</b>	3 Years	After exam, or after administrative value is served, whichever is later.	Nov 5 2018
GS-1049	Including exams taken by students and prospective students to determine appropriate course enrollment.			



**General Retention Schedule Created For:**  
***Public School Districts and Charter Schools***

**Schedule Number** **GS-1025**  
**Service/Student Activities/Auxiliary Operations**

Authority:	Pursuant to ARS §41-151.12(3), only the Arizona State Library, Archives and Public Records (LAPR) 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 (ARS §41-151.19)
Formats:	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. Please contact LAPR for dealing with records not on an approved retention schedule.
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.

# General Retention Schedule Created For:

## ***Public School Districts and Charter Schools***

## Service/Student Activities/Auxiliary Operations

Function	Record Series Number & Title/ Description	Retention Period	Remarks & Citations	Approval Date
Food Service/Student Activities/Auxiliary Operations	<b>10396 - Applications for Federal Assistance</b>	4 Years	After fiscal year final claim for reimbursement submitted, or after audit findings resolved, whichever is later.	Nov 29 2016
GS-1025	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.			
Food Service/Student Activities/Auxiliary Operations	<b>10397 - Daily Report of Tickets / Meal Cards Issued</b>	4 Years	After fiscal year created or received.	Nov 29 2016
GS-1025				
Food Service/Student Activities/Auxiliary Operations	<b>10398 - Daily Summaries of Meals Served</b>	4 Years	After fiscal year created or received.	Nov 29 2016
GS-1025				

# General Retention Schedule Created For:

## ***Public School Districts and Charter Schools***

## Service/Student Activities/Auxiliary Operations

Function	Record Series Number & Title/ Description	Retention Period	Remarks & Citations	Approval Date
Food Service/Student Activities/Auxiliary Operations	<b>10399 - Extracurricular Activity Records</b>	4 Years	After fiscal year activity occurred.	Nov 29 2016
GS-1025	Includes permission slips and field trip waivers.			
Food Service/Student Activities/Auxiliary Operations	<b>10400 - Highly Qualified Teacher Forms</b>	5 Years	After fiscal year created or received.	Nov 29 2016
GS-1025				
Food Service/Student Activities/Auxiliary Operations	<b>10401 - Logs of Tickets / Meal Cards</b>	4 Years	After fiscal year created or received.	Nov 29 2016
GS-1025	Includes both District and School records. Includes records of tickets / cards on hand, issued and received.			
Food Service/Student Activities/Auxiliary Operations	<b>10402 - School District Employee Reports (SDER)</b>	4 Years	After fiscal year submitted.	Nov 29 2016
GS-1025				
Food Service/Student Activities/Auxiliary Operations	<b>10403 - Teacher Classroom Education Plans</b>	1 Year	After fiscal year created or revised.	Nov 29 2016
GS-1025	An outline of what the teachers will be teaching on a day to day basis.			

# General Retention Schedule Created For:

## *Public School Districts and Charter Schools*

## Service/Student Activities/Auxiliary Operations

Function	Record Series Number & Title/ Description	Retention Period	Remarks & Citations	Approval Date
Food Service/Student Activities/Auxiliary Operations  GS-1025	<b>10404 - Title I and Title VII Records</b>	4 Years	After fiscal year created or received.	Nov 29 2016
Food Service/Student Activities/Auxiliary Operations  GS-1025	<b>10405 - Used Meal Tickets</b>	1 Year	After fiscal year created or received.	Nov 29 2016
Student Records  GS-1074	<b>21175 - Daily Attendance Records</b>  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	Nov 29 2016
Student Records  GS-1074	<b>21176 - School Registers</b>	4 Years	After fiscal year created or received	Nov 29 2016
Student Records  GS-1074	<b>21177 - Certificates of Educational Convenience (CEC)</b>	4 Years	After fiscal year of last attendance	Nov 29 2016

# General Retention Schedule Created For:

## *Public School Districts and Charter Schools*

## Student Records

Function	Record Series Number & Title/ Description	Retention Period	Remarks & Citations	Approval Date
Student Records  GS-1074	<b>21178 - Disciplinary Records</b>	4 Years	After fiscal year of last attendance	Nov 29 2016
Student Records  GS-1074	<b>21179 - Excused Absence Records</b>	4 Years	After fiscal year created or received	Nov 29 2016
Student Records  GS-1074	<b>21180 - Child Abuse Reports</b>	2 Years	After student's 18th birthday	Nov 29 2016
Student Records  GS-1074	<b>21181 - Counseling Session Records</b>	4 Years	After fiscal year of last attendance	Nov 29 2016
Student Records  GS-1074	<b>21182 - Professional and Working Records</b>	4 Years	After fiscal year of last attendance	Nov 29 2016
Student Records  GS-1074	<b>21183 - Federal Survey Records</b>	3 Years	After fiscal year created or received	Nov 29 2016

# General Retention Schedule Created For:

## *Public School Districts and Charter Schools*

## Student Records

Function	Record Series Number & Title/ Description	Retention Period	Remarks & Citations	Approval Date
Student Records	<b>21184 - Access and Release Records</b>	4 Years	After fiscal year of last attendance	Nov 29 2016
GS-1074				
Student Records	<b>21185 - Grade Records</b>	2 Years	After grades transferred to permanent student records	Nov 29 2016
GS-1074	class grade books and not individual student's grades			
Student Records	<b>21186 - Standardized Test Score Sheets</b>	3 Years	After scores transferred to permanent student records	Nov 29 2016
GS-1074	including AIIMS			
Student Records	<b>21187 - Student Activities Records</b>	4 Years	After fiscal year of last attendance	Nov 29 2016
GS-1074	including extracurricular activities, awards, recommendations, and other related records			
Student Records	<b>21188 - Pesticide Notification Records</b>	2 Years	After posted to the Tax Roll	Nov 29 2016
GS-1074				

# General Retention Schedule Created For:

## *Public School Districts and Charter Schools*

## Student Records

Function	Record Series Number & Title/ Description	Retention Period	Remarks & Citations	Approval Date
Student Records	<b>21189 - Health Records</b>	3 Years	After fiscal year of last attendance	Nov 29 2016
GS-1074	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			
Student Records	<b>21190 - Immunization Records</b>	Permanent	Preserve pursuant to ARS 39-101	Nov 29 2016
GS-1074	card specified by Department of Health Services	Ariz. Rev. Stat. 15-874 A		
Student Records	<b>21191 - Anecdotal Records</b>	4 Years	After fiscal year of last attendance	Nov 29 2016
GS-1074				
Student Records	<b>21192 - Non-medical Professional Reports</b>	4 Years	After fiscal year of last attendance	Nov 29 2016
GS-1074	including reports from psychologists, social workers and other related records			
Student Records	<b>21193 - Student Withdrawal Notices</b>	4 Years	After fiscal year of withdrawal	Nov 29 2016
GS-1074				



# General Retention Schedule Created For:

## *Public School Districts and Charter Schools*

## Student Records

Function	Record Series Number & Title/ Description	Retention Period	Remarks & Citations	Approval Date
Student Records	<b>21194 - Permanent Student Records</b>	Permanent	Preserve pursuant to ARS 39-101	Nov 29 2016
GS-1074	including personal identifying information (name, student identification number, etc.), transcript of final grades, summary of attendance and standardized test scores			
Student Records	<b>21195 - Special Education Records</b>	4 Years	After fiscal year of final enrollment in program (Parents must be notified prior to destruction of special education records)	Nov 29 2016
GS-1074	including placement records, referrals, evaluations, testing data and other related records			
Student Records	<b>21196 - Special Education Census Records</b>	5 Years	After fiscal year created or received	Nov 29 2016
GS-1074				
Student Records	<b>21197 - Student Insurance Records</b>	4 Years	After fiscal year of last attendance	Nov 29 2016
GS-1074				
Student Records	<b>21198 - Student Population Studies</b>	3 Years	After fiscal year created or received	Nov 29 2016
GS-1074				

# General Retention Schedule Created For:

## Public School Districts and Charter Schools

## Student Records

Function	Record Series Number & Title/ Description	Retention Period	Remarks & Citations	Approval Date
Student Records	<b>21199 - Tuition Program Records</b>	4 Years	After fiscal year created or received	Nov 29 2016
GS-1074				
Student Records	<b>21200 - Affidavits of Intent to Home School</b>	4 Years	After fiscal year of last attendance	Nov 29 2016
GS-1074	office copy - official copy with County Superintendent of Schools			
Student Records	<b>21201 - Juvenile Probation Records</b>	3 Years	After student's 18th birthday	Nov 29 2016
GS-1074				
Student Records	<b>21202 - Registration Records for Registrant Who Never Attended School</b>	4 Years	After fiscal year created or received	Feb 7 2020
GS-1074	Items submitted for enrollment. Items includes, but 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.			
Student Records	<b>21203 - Pre-school Records</b>	1 Year	After fiscal year of last attendance	Nov 29 2016
GS-1074	students not continuing in school district			

# General Retention Schedule Created For:

## *Public School Districts and Charter Schools*

## Student Records

Function	Record Series Number & Title/ Description	Retention Period	Remarks & Citations	Approval Date
Student Records	<b>21204 - Composite Test Scores and Growth Models</b>		After administrative value has ended	Nov 29 2016
GS-1074	not scores of individual students but general school and district scores			
Student Records	<b>21205 - Annually Updated Records</b>		After superseded or obsolete	Nov 29 2016
GS-1074	including computer use agreements and annual questionnaires including residency questionnaire			
Student Records	<b>21206 - All Other Non-permanent Student Records</b>	4 Years	After fiscal year of last attendance	Nov 29 2016
GS-1074				
Student Records	<b>53508 - Bullying and Harassment Records</b>	6 Years	After incident reported.	Mar 5 2021
GS-1074	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 and mailing lists.	Ariz. Rev. Stat. 15-341 (A)(36)(e)		