

Department of Library, Archives and Public  
Records  
**RECORDS MANAGEMENT DIVISION**  
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PROVIDING ACCESS  
*Preserving  
Arizona*

State Agency Password <b>AUA-000</b>	Political Subdivision	Agency Name Arizona State Board of Accountancy
Org. Unit/Division	Office	Phone
Address 3877 North 7 <sup>th</sup> Street, Suite 106	City Phoenix	Zip AZ 85014
Submitted By (Name) Ruth Lee	Title Executive Director	Signature <b>X</b> <i>Ruth Lee</i>

Pursuant to A.R.S. § 41-1351, the following records retention periods are finite and absolute. They are *not* minimum retention periods or guidelines. Records may be kept beyond their designated retention periods only where required by law or regulation, or if they are involved in current or pending litigation.

No.	RECORDS SERIES	R.S. Code	RETENTION (YR.)			REMARKS (Include start point of retention.)
			Off.	R.C.	Total	
1.	<b>Accounting Firm Files</b>					
a.	Active		5	-	5	After business closed. (license not renewed)
b.	<b>Revoked</b>	179090	-	15	15	<b>After board action completed.</b>
c.	Suspended (pre 7/97)		5	5	10	After case closed.
d.	Terminated (post 7/97)		1	-	1	After board action completed.
2.	<b>Board Meetings</b>					
a.	Agendas (open session)		3	-	3	After published.
b.	<b>Minutes (executive session)</b>		1	-	1	<b>After meeting date.</b>
c.	Minutes (open session)		perm	*	perm	Microfilm for security. *Film stored in RMC vault. Diazo copy to Archives.
d.	Tape Recordings of Board Meetings (optional)		-	-	-	After minutes approved and certified.
3.	<b>Committee Meetings</b>					
a.	Agendas (open session)		1	-	1	After published.
b.	<b>Minutes (executive session)</b>		1	-	1	<b>After meeting date.</b>
c.	Minutes (open session)		1	*	1	after meeting date.
4.	<b>Certificate Files</b>					
a.	Application Packets (after certification)	169006	5	35	40	After certificate issued.
(1)	By Exam					
(2)	By Reciprocity					
(3)	By Grade Transfer					
b.	Denied/rejected (as of 7/29/97)		5	-	5	After case closed. File with pass/hold.
c.	Deceased		1	-	1	After death of registrant.
d.	<b>Revoked</b>	169090	-	15	15	<b>After board action completed.</b>
e.	Suspended					
(1)	Thru 7/98	329025	5	25	30	After case closed.
(2)	After 7/98	169025	1	15	16	After case closed. (must be activated or terminated within 12 months)
f.	Inactive		6	-	6	After approval of inactive status.
g.	<b>Renewal Forms</b>		6	-	6	<b>After current renewal received.</b>
h.	Terminated (as of 7/29/97)	459025	1	15	16	After board action completed.

Supersedes schedule dated: 4-4-00

Approved by:

*Gladys Pennington*

Director, Department of Library, Archives and Public Records

Approval Date:

**JUN 15 2000**

STATE OF ARIZONA

**RECORDS RETENTION AND DISPOSITION SCHEDULE**

Agency Name:  
Accountancy Board

Password:

AUA -000

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No.	RECORDS SERIES	R.S. Code	RETENTION (YR.)			REMARKS (Include start point of retention.)
			Off.	R.C.	Total	
5.	<b>Disciplinary Actions</b>					
a	Consent Order Files	004247	5	15	20	After completed.
b.	CPE Hearing Summary Sheets		5	-	5	After board action completed. (filed in registration file)
c.	Letterhead/Telephone Violations (misuse of the term "CPA")		1	-	1	After action completed.
d.	Hearing Files (incl. registers & transcripts, N/A after 10/97)	009168	5	10	15	After hearing date.
e.	Disciplinary Files (no action)		1	-	1	After determined to be unfounded.
6.	<b>Examinations</b>					
a.	Application Packets (transcripts, CPA exams & grade reports)					
(1)	Pre 10/97	649006	5	35	40	After certified. (return to Accountancy Board)
(2)	Post 10/97 (exam application packets)		5	-	5	After last exam date.
b.	Pass/hold files (thru 11/97)	511725	5	25	30	After successfully completing exam.
c.	Pass/hold files (post 11/97)					
(1)	Exam Grades & Transcripts		5	-	5	After exam completed.
(2)	Fiche (exam grade history)		-	40	40	After exam completed.
(3)	Certification Files (denied)		5	-	5	After board action completed
c.	Pre-exams (N/A after 10/97)		1	-	1	After date administered.
7.	Financial Records: Claim Files		5	-	5	After fiscal year prepared.
8.	Membership Rosters		10	-	10	After published. Copy to Archives.
9.	Personnel Records (oaths of office, employee personnel forms, etc.)		5	-	5	After termination.

Supersedes schedule dated: 4-4-00

Approved by:

*Shadynne Wells*  
Director, Department of Library, Archives and Public Records  
RM 2-1 R8/94

Approval Date:

JUN 15 2000