



Arizona State Library, Archives and Public Records

Records Retention Schedule for the Office of Administrative Hearings

Schedule Number: 999-08-125

Authorization and Approval

Pursuant to ARS §41-1351, the retention periods listed herein are both the minimum and maximum time records may be kept. Keeping records for a time period other than their approved retention period is illegal. However, records required for ongoing or foreseeable official proceedings such as audits, lawsuits or investigations, must be retained until released from such official proceedings, notwithstanding the instructions of this schedule. If it is believed that special circumstances warrant that records should be kept longer or shorter times than the time period listed in this schedule or that any of these records may be appropriate for transfer to the State Archives, please contact the Records Management Division to request a change to the retention period. Only the Arizona State Library, Archives and Public Records has the authority to extend or decrease records retention periods. **Public records, including electronic records not listed in this schedule or on the approved General Retention Schedule are not authorized to be destroyed.**

Approval Recommended

Cliff Vanell, Director
Office of Administrative Hearings

Approved

GladysAnn Wells, Director
Arizona State Library, Archives and Public Records

Date Approved: OCT 20 2008

AAH-OFC

**Records Retention Schedule for the
Office of Administrative Hearings**

<u>Item #</u>	<u>Records Series</u>	<u>Retention (Yrs.)</u>	<u>Remarks</u>
1.	Capital Improvement Records	5	After fiscal year prepared
2.	Hearing Records		
	a. Paper	2	After case closed, or until records are transferred to Superior Court in an administrative appeal, or exhibits are released pursuant to AAC R2-19-121(c), whichever comes first
	b. Electronic (not including records and associated documents reflecting the agency request for hearing, case disposition, Administrative Law Judge Decision, final agency action and transmission of the record on appeal)	3	After electronic record created
3.	Audio Hearings Records	3	After electronic record created
4.	Strategic Planning Records	5	After fiscal year prepared
5.	Documentation of Discussions of Legal Issues	1 mo	After created or received
6.	Case Management Correspondence	1 mo	After created or received
7.	Agency Billing Statement and Supporting Documentation (electronic)	10	After fiscal year prepared
8.	Office of Administrative Hearings Newsletters	Perm	Preserve pursuant to ARS §39-101. If paper, send 2 copies to ASLAPR, Law and Research Library, State Documents. Additionally, if electronic, send electronic copy to reports@lib.az.us , and paper copies by mail
9.	Annual Reports	Perm	Preserve pursuant to ARS §39-101

Supersedes schedule dated June 04, 2004

Disposition Schedule for AAH -- OFC

Office of Administrative Hearings

<i>Record Series</i>	<i>New RS Code</i>	<i>Old RS Code</i>	<i>Time in Office (yrs.)</i>	<i>Time in Records Center (yrs.)</i>	<i>Total Retention (yrs.)</i>	<i>Cut-off</i>	<i>Retention Schedule Code</i>
Hearing Records	397	299125	4 months	1 year 8 months	2	After case closed or until records transferred to superior court in an	999-08-125, Item 2a