



RECORDS RETENTION AND DISPOSITION SCHEDULE

Dept. of Library, Archives & Public Records
 RECORDS MANAGEMENT DIVISION
 1919 West Jefferson Street
 Phoenix, Arizona 85009
 255-3741

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<input checked="" type="checkbox"/> STATE AGENCY		<input type="checkbox"/> POLITICAL SUBDIVISION	
AGENCY NAME Commission on the Arts		ORG. UNIT AME	PHONE 255-5882
ADDRESS 417 W. Roosevelt		CITY Phoenix	AZ ZIP 85003
SUBMITTED BY Shelley M. Cohn		TITLE Exec. Director	SIGNATURE <i>X Shelley M Cohn</i>

NO.	RECORDS SERIES	RETENTION PERIOD (YRS.)			REMARKS
		OFFICE	R.C.	TOTAL	
1.	Annual Reports	10	-	10	After year reported (permanent copy at Dept. of Library, Archives and Public Records).
2.	Audit Reports (official agency copy)	5	-	5	After audit (permanent copy on file with State Library).
3.	Budget				
	a. Approved and appropriated (official agency copy)	3	-	3	After fiscal year concerned. (appropriation report kept permanently at State Library).
	b. Fund request (including supporting documents and agency request)	3	-	3	After fiscal year submitted. (JLBC recommendation kept permanently at State Library).
4.	Capital Equipment Inventory (official agency copy)	3	-	3	After fiscal year created.
5.	Cash Receipts, Register Tapes, Deposits with State Treasurer, etc. (agency copies with supporting documents)	3	-	3	After fiscal year created.
6.	Contracts - Personal Services	1	2	3	After fiscal year fulfilled.
7.	Final Reports of Consultants or Special Committees - on action resulting from report	3	2	5	After report submitted. Transfer to Archives for review.
8.	Final reports of Consultants or Special Committees - resulting in a project or a program	-	-	-	Retain with project or program records.
9.	General Correspondence not related to a specific case or project	2	-	2	After date created or received.
10.	Grant Files				
	a. Arts fund	1	2	3	After fiscal year awarded.
	b. NEA grant	2	1	3	After fiscal year final expenditure report submitted.

APPROVED BY: <i>Sharon L. Homach</i> DIRECTOR, DEPT. OF LIBRARY, ARCHIVES & PUBLIC RECORDS	DATE: <i>June 16, 1988</i>
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NO.	RECORDS SERIES	RETENTION PERIOD (YRS.)			REMARKS
		OFFICE	R.C.	TOTAL	
	c. Applications with supporting worksheets, reports, record of payments, etc.	2	1	3	After fiscal year concerned.
	d. Applications (non-funded)	2	1	3	After fiscal year concerned.
11.	Intergovernmental Agreements (IGA's) with other agencies of the state, federal government or political subdivisions.	3	-	3	After cancelled, superseded or expired.
12.	Minutes, Agendas, Notes, Recordings & Correspondence of non-policy making boards, committees, task-forces, etc.	3	-	3	After calendar year created. Transfer to Archives for review.
13.	Minutes of Board or Commission Meetings (original & official documents only)	Perm	Perm	sec film	Microfilm annually (or as most practical) for security. Microfilm stored permanently at Dept. of Library, Archives & Public Records.
14.	Payroll Claims	3	-	3	After fiscal year created or received.
15.	Personnel Action Form (AZ001) (agency payroll copy)	3	-	3	After fiscal year created.
16.	Progress, Activity, and Status Reports (except - agency annual reports) of agencies, boards, commissions and any of their sub-units	1	-	1	After date created.
17.	Records Retention and Disposition Schedules	1	-	1	After revised.
18.	Employee Time and Leave Records (official agency copy)	3	-	3	After fiscal year created.
19.	Transitory Materials including correspondence of limited reference value, letters of transmittal and informational bulletins.	3mo	-	3mo	After created or received.
20.	Travel Claims (agency copy)	3	-	3	After fiscal year created.
21.	Working Documents including notes, drafts, feeder reports, data analysis, and logs.	1	-	1	After final report has been submitted.

APPROVED BY:

Sharon S. Kowach
 DIRECTOR, DEPT. OF LIBRARY, ARCHIVES & PUBLIC RECORDS

DATE:

June 16, 1988