

# RECORDS RETENTION AND DISPOSITION SCHEDULE

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

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State Agency Password <b>AYK-000</b>	Political Subdivision	Agency Name <b>AZ Disease Control Research Commission</b>		
Org. Unit/Division		Office	Phone <b>602-542-1028</b>	
Address <b>1616 West Adams St. Suite B-25</b>		City <b>Phoenix</b>	State <b>AZ</b>	Zip <b>85007</b>
Submitted By (Name) <b>Dawn C. Schroeder - DDS, MA</b>		Title <b>Executive Director</b>	Signature 	

Pursuant to ARS §41-1351, the following retention periods represent the maximum time records may be kept. Unless records relate to pending or current litigation, or are necessary for an audit, keeping records beyond their retention period is illegal. If you believe that special circumstances warrant the extension of any of these retention periods that records should be kept longer than the period listed below or that any of these record series may be appropriate for transfer to the Archives, please contact the Records Management Division to inquire about a change to the retention period. Only the Records Management Division has the authority to extend records retention periods.

No.	RECORD SERIES	R.S. Code	RETENTION (YR.)			REMARKS (Include start point of retention.)
			Off.	R.C.	Total	
1.	Contract Files	001325	1	5	6	After fiscal year expired. Microfilm periodically when volume justifies. *Microfilm security master stored at RMC.
2.	Minutes		P	*	P	
3.	Peer Review Files (document review of grant proposals by qualified individuals, evaluations)	108925	2	5	7	After fiscal year prepared.
4.	Personnel Files (include files on individual commissioners)		5	-	5	After termination of appointment or employment.
5.	Program Development Files (document development of policies, guidelines, procedures, etc.)		P	-	P	
6.	Proposals (unsuccessful)	000076	1	4	5	After grant awarded.
7.	Requests for Proposals (RFP)		7	-	7	After fiscal year issued.
8.	Administrative Files	630625	1	2	3	After calendar year prepared.
9.	Contract Patent Files	807990	1	19	20	After patent issued.

Supersedes Schedule Dated:  
6/15/93

Approved by:  Director, Arizona State Library, Archives and Public Records	Approval Date: <b>NOV 24 2003</b>
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