

STATE OF ARIZONA 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 AUF-BOX	Political Subdivision	Agency Name Boxing Commission
Org. Unit/Division		Office
Address 1400 West Washington, Ste 210		Phone 602-542-1417
Submitted By (Name) John H. Montano		City Phoenix
Title Executive Director		Zip AZ 85007
		Signature <i>X [Signature]</i>

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.	RECORDS SERIES	R.S. Code	RETENTION (YR.)			REMARKS (Include start point of retention.)
			Off.	R.C.	Total	
1.	Boxing Event Files	106925	-	10	10	After termination (event completed).
2.	Commission Records:					
a.	Commission Packets and Support Materials		1	-	1	After prepared.
b.	Minutes		Perm	-	Perm	Microfilm for security. Original film stored in R.M.C. vault.
3.	General Correspondence		2	-	2	After calendar year prepared or received.
4.	Hiring, Promotion, and Selection Records		2	-	2	After position filled. 29 CFR 1602.31
5.	Licensing Records					
a.	a. Applications (incomplete, rejected, etc.)	009525	2	-	2	After received.
b.	b. Grievance/Complaint Files	009125	1	2	3	After closed.
c.	c. Hearing Files	009125	3	7	10	After closed.
d.	d. Individual License Files	459024	2	-	2	After non-renewal or notification of death.
6.	Personnel Records		5	-	5	After termination.

Approved by:

[Signature]
Director, Department of Library, Archives and Public Records

Approval Date:

OCT 7 2002