



Arizona State Library, Archives and Public Records

General Records Retention Schedule for All School Districts and Charter Schools Budget

Schedule Number:

000-07-228

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 inquire about a change to the retention period. Only the Arizona State Library, Archives and Public Records has the authority to extend records retention periods. **Public records, including electronic records, not listed in this schedule are not authorized to be destroyed.**



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

Date Approved:

NOV 15 2007

**General Retention Schedule for
All School Districts and Charter Schools
Budget**

<u>Item #</u>	<u>Records Series</u>	<u>Retention (Yrs.)</u>	<u>Remarks</u>
1.	Adopted/Revised Expenditure Budget Records	4	After fiscal year covered by budget
2.	Affidavits of Publication of Budget	3	After fiscal year created or received
3.	Budget Override Election Records		
	a. Approved	3	After fiscal year covered by budget
	b. Not approved	6 months	After date of election
4.	Budget Estimation/Revision Records (including work papers, spread sheets, calculations, calculations of equalization assistance reports, and other related records)	4	After fiscal year budget approved
5.	Expenditure Budget Summary Records	4	After fiscal year created or received
6.	Notices of Budget Hearings	3	After fiscal year created or received
7.	Revenue Projection Records	3	After fiscal year created or received

Supersedes schedule dated May 2004