

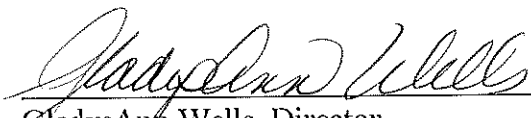
Arizona State Library, Archives and Public Records

General Records Retention Schedule for Arizona Counties Constable Records

Schedule Number:
000-11-1

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.**



Gladys Ann Wells, Director
Arizona State Library, Archives and Public Records

Date Approved: 31 Jan 2011

**Records Retention Schedule for
Counties
Constable Records**

| <u>Item #</u> | <u>Records Series</u> | <u>Retention (Yrs.)</u> | <u>Remarks</u> |
|---------------|---------------------------------------|-------------------------|---------------------------------------|
| 1. | Certificates of Service (office copy) | 1 | After service completed |
| 2. | Returned Mail | 6 months | After received |
| 3. | Treasurer's Reports | 3 | After fiscal year created or received |

Supersedes schedule dated November 5, 2001