

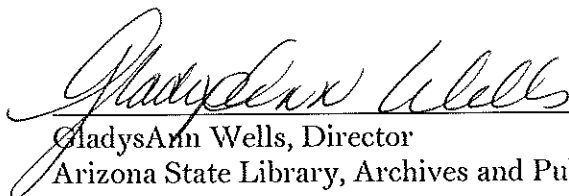
## Arizona State Library, Archives and Public Records

### General Records Retention Schedule for Arizona Counties Public Fiduciary Records

Schedule Number:  
000-11-2

#### 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.**

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

Date Approved: 31 Jan 2011

**Records Retention Schedule for  
Counties  
Public Fiduciary Records**

<u>Item #</u>	<u>Records Series</u>	<u>Retention (Yrs.)</u>	<u>Remarks</u>
1.	Administrative Case Records (probate cases with estates under \$10,000)	7	After case/account closed
2.	Client Records (including guardianships/conservatorships, probate cases and trust cases)	7	After case/account closed
	a. Case histories (including consultation notes, financial ledgers and court reports	7	After case/account closed
	b. Supporting financial documentation (including receipts, statements, vouchers, banking records and other related records)	3	After fiscal year created or received
	c. Tax returns	7	After filed
3.	Indigent Burial Financial Records		
	a. Approved	20	After burial
	b. Disallowed	1	After decision to disallow made
4.	Mental Health Case Records	7	After case closed
5.	Referral Records (cases investigated but referred elsewhere)	7	After case referred

**Supersedes schedule dated November 5, 2001**