

# STATE OF ARIZONA

## RECORDS RETENTION AND DISPOSITION SCHEDULE

Department of Library, Archives and Public Records  
**RECORDS MANAGEMENT DIVISION**  
 1919 West Jefferson Street  
 Phoenix, Arizona 85009  
 Phone: (602) 542-3741 - FAX (602) 542-3890

PAGE 1 OF 1

State Agency Password: <b>AXG-DV1</b>	Political Subdivision:	Agency Name <b>Board of Equalization</b>
Org. Unit / Division:		Office
Address: <b>1501 West Washington, Room 221</b>		Phone: <b>542-37070</b>
Submitted By (Name): <b>David Schweikert</b>		City: <b>Phoenix</b>
Title: <b>Chairman</b>		State ZIP <b>AZ 85007</b>
		Signature: <b>X</b>

No.	RECORDS SERIES	R. S. Code	RETENTION (YR.)			REMARKS (Include start point of retention.)
			Off.	R.C.	Total	
1.	Expense Claims		3	-	3	After fiscal year prepared.
2.	Hearing Tapes		5	-	5	After calendar year closed.
3.	Property Value Appeal Cases	297925	-	5	5	After calendar year closed.

Supersedes schedule dated 10--30-91

Approved by:	Approval Date: <b>MAR 20 1996</b>
--------------	-----------------------------------