



RECORDS RETENTION AND DISPOSITION SCHEDULE

Dept. of Library, Archives & Public Records
 RECORDS MANAGEMENT DIVISION
 1919 West Jefferson Street
 Phoenix, Arizona 85009
 255-3741

<input checked="" type="checkbox"/> STATE AGENCY		<input type="checkbox"/> POLITICAL SUBDIVISION	
AGENCY NAME Department of Public Safety		ORG. UNIT Governor's Ofc of Hwy Safety	PHONE 255-3216
ADDRESS 3010 N. 2nd. Street, Suite 105		CITY Phoenix	AZ ZIP 85012
SUBMITTED BY Sarah L. Wuertz		TITLE G. H. S. Representative	SIGNATURE <i>[Signature]</i>

NO.	RECORDS SERIES	RETENTION PERIOD (YRS.)			REMARKS
		OFFICE	R.C.	TOTAL	
1	Publications NHTSA/FHWA Standards	5	-	5	After revised or superceded.
2	Highway Safety Plan	5	-	5	After Federal Fiscal Year closed (90 days after Federal Fiscal Year ((FFY)) end).
3	Highway Safety (HSI Contracts) Intergovernmental Agreements- State and Political Subdivision (Section 402/408 Funds)	5	-	5	After Highway Safety Plan closed (90 days after FFY end)
4	Proposal Files (Relating to HSI Contracts & Becomes Part of Executed Contract	5	-	5	After Highway Safety Plan closed (90 days after FFY end)
5	Records Retention Schedule	1	-	1	After revised.
6	Monthly Activity Reports	2	-	2	After month created.
7	Reference Materials (Reading Convenience Files, Periodicals, Published Reports, Catalogs, etc.	-	-	-	After informational value has been served.
8	Office Internal Management,	1	-	1	After revised or discontinued. Policies and Procedures
9	NHTI Police Technology Mgmt. Training Bulletins	2	-	2	After superceded.
10	Logs for Change Orders - Contract No. Assignment/Status of Contracts (Working Documents)	1	-	1	After termination date of contract.
11	Capital Equipment Inventory (Federal Grants)	5	-	5	Maintained until accountability of equipment ceases.

APPROVED BY: <i>[Signature]</i> DIRECTOR, DEPT. OF LIBRARY, ARCHIVES & PUBLIC RECORDS	DATE: SEP 27 1989
--	----------------------

RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NAME Department of Public Safety	ORG. UNIT G. O. H. S.	PAGE OF 2 2
--	--------------------------	----------------

NO.	RECORDS SERIES	RETENTION PERIOD (YRS.)			REMARKS
		OFFICE	R.C.	TOTAL	
12	Sub-Grantee Certifications	4	-	4	After date inventory certified of Federal Biennial Inventory
13	Agency Audit Reports Required by Federal Single Audit Act (Copies)	3	-	3	After audit completed.
14	RCI Logs/Drawdown Lists (Relating to Highway Safety Agreements - HS1)	5	-	5	After Highway Safety Plan has been closed (90 days after FFY end)
15	Travel and Vendor Claims	1	-	1	After fiscal year created.
16	Expense Accounting Records (Relating to Highway Safety Plan and Specific Sub-Grantee Projects)	3	-	3	After Highway Safety Plan closed (90 days after FFY end)
17	Letter of Credit Deposits with State Treasurer	2	-	2	After fiscal year created.
18	Employee Personnel Files (Supervisors' Files)	-	-	-	Forward to Department Human Resources Office upon termination or forward to gaining department on transfer.

APPROVED BY:  DIRECTOR, DEPT. OF LIBRARY, ARCHIVES & PUBLIC RECORDS	DATE: SEP 27 1999
--	-------------------