



## Arizona State Library, Archives and Public Records

### General Records Retention Schedule for All School Districts and Charter Schools Information Systems

**Schedule Number:**

**000-07-231**

#### **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

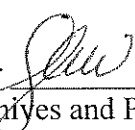
Date Approved:

NOV 15 2007

**General Retention Schedule for  
All School Districts and Charter Schools  
Information Systems**

<u>Item #</u>	<u>Records Series</u>	<u>Retention (Yrs.)</u>	<u>Remarks</u>
1.	Detailed Financial History Transaction Tapes (including tapes and/or disks of payroll expenditures, receipts, or other financial information)	-	The version maintained on tape/disk must be retained for the same period as required for other forms of the same record series found in this schedule
2.	Operations Records a. Operating manuals, program run books, setup/error/halt procedures b. Operating schedules, program run and batch control logs, error message reports, and terminal activity reports	4 2	After superseded or obsolete After fiscal year created or received
3.	Password/Security Authorization Records	3	After fiscal year superseded or obsolete
4.	Physical and Password Security Policies and Backup Emergency Plans	1	After fiscal year superseded or obsolete
5.	Problem Records (including problem definition, testing, and user approval final resolution records)	3	After fiscal year created or received
6.	Program Records (including specific descriptions of individual programs, program steps and modifications)	4	After superseded or obsolete
7.	Systems Records (including overall descriptions, diagrams, and program interrelationships records)	4	After superseded or obsolete
8.	User Manuals (including procedures manuals and handbooks)	4	After superseded or obsolete

**Supersedes schedule dated May 2004**

GladysAnn Wells, Director   
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