

STATE OF ARIZONA RECORDS RETENTION AND DISPOSITION SCHEDULE

Arizona State Library, Archives and Public Records
RECORDS MANAGEMENT DIVISION
1919 West Jefferson Street
Phoenix, Arizona 85009
Phone: 602-542-3741 Fax: 602-542-3890
E-mail: rmd@lib.az.us

PROVIDING
Preserving
Arizona ACCESS

State Agency Password AVM-000	Political Subdivision	Agency Name Joint Legislative Budget Committee
Org. Unit/Division	Office	Phone 602-542-5491
Address 1716 West Adams	City Phoenix	Zip AZ 85007
Submitted By (Name) Richard Stavneak	Title Director	Signature X

Pursuant to ARS §41-1351, the following retention periods represent the maximum time records may be kept. Unless records relate to pending or current litigation, or are necessary for an audit, keeping records beyond their retention period is illegal. If you believe that special circumstances warrant the extension of any of these retention periods that records should be kept longer than the period listed below or that any of these record series may be appropriate for transfer to the Archives, please contact the Records Management Division to inquire about a change to the retention period. Only the Records Management Division has the authority to extend records retention periods.

No.	RECORDS SERIES	R.S. Code	RETENTION (YR.)			REMARKS (Include start point of retention.)
			Off.	R.C.	Total	
1.	ADMINISTRATION/ACCOUNTING Contracts		6	-	6	After expired.
2.	Correspondence Files		5	-	5	After fiscal year prepared or received.
3.	Employee Personnel Files		5	-	5	After termination. ARS § 38-233
4.	Expense Accounting Records (claims, warrants, warrant registers, purchase orders)	210325	2	3	5	After fiscal year prepared.
5.	Payroll Records		5	-	5	After fiscal year prepared.
6.	Time Sheets (official agency copies)		3	-	3	After calendar year prepared.
	FISCAL					
7.	Appropriation Reports					
a.	State Documents (two copies to LAPR)		Perm	-	Perm	
b.	Reference Copies		-	-	-	Review annually for reference value.
8.	JLBC Budget Recommendations					
a.	State Documents (two copies to LAPR)		Perm	-	Perm	
b.	Reference Copies		-	-	-	Review annually for reference value.
9.	Budget Requests/Workpapers	009786	2	3	5	After fiscal year prepared.
	REVENUE FORECASTING					
10.	Revenue Estimates, Reports and Workpapers		3	-	3	After fiscal year prepared.
						Supersedes schedule dated 6-28-96

Approved by: 	Approval Date: OCT 7 2002
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STATE OF ARIZONA

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Agency Name:

Joint Legislative Budget Committee

Password:

AVM-000

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No.	RECORDS SERIES	R.S. Code	RETENTION (YR.)			REMARKS (Include start point of retention.)
			Off.	R.C.	Total	
11.	State Tax Handbooks					
a.	State Documents (two copies to DLAPR)		Perm	-	Perm	
b.	Reference Copies		-	-	-	Non-record materials. Review annually for reference value.
	MANAGEMENT ANALYSIS AND FISCAL RESEARCH					
12.	Analyst Workpapers		2	-	2	After fiscal year prepared.
13.	Fiscal Notes (cost/fiscal impact of proposed legislation)		5	-	5	After fiscal year prepared.
14.	Minutes (including Joint Committee on Capital Review & Joint Legislative Budget Committee)		Perm	*	Perm	Microfilm as volume justifies. *Security copies stored in RMC vault.
15.	Special Projects & Reports		-	-	-	Review annually for reference value.
16.	Special Studies (performed by outside vendors for the legislature)	166054	2	5	7	After transferred to RMC.
17.	Support Materials for Committee Meetings (including agendas, notices, books, meeting schedules, etc.)		10	-	10	After calendar year prepared.
18.	Tape Recordings of Meetings (JLBC & JCCR)		2	-	2	After recorded.

Supersedes schedule dated 6-28-96

Approved by:



Director, Department of Library, Archives and Public Records

RMC-3 R8/94

Approval Date:

OCT 7 2002