

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
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State Agency Password: APS-COMMO	Political Subdivision:	Agency Name Arizona Commission for Postsecondary Education
Org. Unit /Division:	Office	Phone: 229-2591
Address: 2020 North Central, Suite 275	City: Phoenix	State: AZ ZIP: 85004
Submitted By (Name): Verna L. Allen	Title: Executive Director	Signature: X

No.	RECORDS SERIES	R.S. Code	RETENTION (YR.)			REMARKS (Include start point of retention.)
			Off.	R.C.	Total	
	<u>Accounting</u>					
1.	Budgets		3	-	3	After fiscal year prepared.
2.	Claims (including purchase orders)	160316	2	3	5	After fiscal year prepared.
3.	Claims (AMEPAC)	170316	2	3	5	After fiscal year prepared.
4.	Deposits (AMEPAC)	160523	2	3	5	After fiscal year prepared.
5.	Employee Personnel Files	007425	2	3	5	After termination. ARS § 38-231
6.	Ex-Employee Summary Cards		10	-	10	After termination.
	<u>Administrative</u>					
7.	General Correspondence (not related to a specific case or project)		2	-	2	After fiscal year prepared or received.
8.	Hiring, Selection & Promotion Records (including applications, interview questions and notes, etc.)		2	-	2	After position filled. 29 CFR 1602.31
9.	Minutes of Commission Meetings		Perm	*	Perm	*Microfilm when volume justifies.
	<u>Arizona Family College Savings Program</u>					
10.	Account Records	010316	2	8	10	After fiscal year opened.
11.	Oversight Committee Meeting Minutes		Perm	*	Perm	Microfilm when volume justifies.
	<u>Arizona College & Career Guide</u>					
12.	Advertising & Retail Sales Records		3	-	3	After fiscal year published.
	<u>Arizona Minority Education Policy Analysis Center (AMEPAC)</u>					
13.	Minutes		Perm	*	Perm	*Microfilm when volume justifies.
	<u>Arizona Private Postsecondary Student Financial Assistance Program (PFAP)</u>					
14.	Applications					
	a. Successful		-	-	-	Merge with award file.
	b. Unsuccessful		5	-	5	After received.
15.	Award Files	170325	2	3	5	After fiscal year prepared. 34.CFR 75.333

Supercedes Schedule Dated: 3/10/97

Approved by: 	Approval Date: MAY 11 2000
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STATE OF ARIZONA

RECORDS RETENTION AND DISPOSITION SCHEDULE

Agency Name: Arizona Commission for Postsecondary Education Password: AWT-COMM PAGE 2 OF 2

No.	RECORDS SERIES	R.S. Code	RETENTION (YR.)			REMARKS (Include start point of retention.)
			Off.	R.C.	Total	
16.	Arizona Teacher Incentive Program (ATIP) Award Files	740325	2	3	5	After fiscal year prepared.
17.	Arizona Student Program Investing Resources for Education (ASPIRE) Selection Criteria	009125	2	3	5	After fiscal year of selection.
18.	Award Files	160325	2	8	10	After fiscal year prepared.
19.	Course Equivalency Guide (CEG) CEG Publications (non-record material)		-	-	-	After reference value served.
20.	Evaluation Forms	424554	2	3	5	After fiscal year prepared.
21.	Leveraging Educational Assistance Program (LEAP) Formerly the State Student Incentive Program (SSIG) Applications					
	a. Successful		-	-	-	Merge with Award File.
	b. Unsuccessful		5	-	5	After received.
22.	Award Files	740625	2	3	5	After fiscal year prepared. 34 CFR 75.333
23.	Round Table/Public Policy Forums Distribution Materials/Attendee Lists	151690	2	3	5	After fiscal year prepared.
24.	State Postscondary Review Entity (SPRE) Minutes		Perm	-	Perm	Microfilm when volume justified.
25.	Research/Study Files	169625	-	5	5	After transferred to RMC.
26.	Success Today for Arizona Youth (STAY) Minutes		Perm	-	Perm	Microfilm when volume justifies.
27.	Research/Reports/Organizational Materials	009925	2	3	5	After transferred to RMC.
28.	Task Force on the Western Governor's University (Formerly the Virtual University) Reports	006654	2	8	10	After fiscal year prepared.
29.	Minutes		Perm	-	Perm	Microfilm when volume justifies.
30.	Twelve Plus Partnership/Early Awareness Initiative Early Awareness Committee Minutes		Perm	-	Perm	Microfilm when volume justifies.
31.	Research/Reports/Organizational Materials	008825	2	3	5	After fiscal year prepared.
32.	College Goal Sunday Minutes		Perm	-	Perm	Microfilm when volume justifies.
33.	Research/Reports/Organizational Materials	007725	2	3	5	After fiscal year prepared.
34.	Connections to Career & College Centers Minutes		Perm	-	Perm	Microfilm when volume justifies.
35.	Research/Reports/Organizational Materials	006625	2	3	5	After fiscal year prepared.
36.	Best Education Practices Conference Conference Materials/Attendee Lists	486954	2	3	5	After fiscal year held.
37.	Think College Promotional Materials/Publications		-	-	-	After reference value served.

Supercedes Schedule Dated: 3/10/97

Approved by: *[Signature]* Approval Date: MAY 11 2000