

Arizona State Library, Archives and Public Records


General Records Retention Schedule for School Districts and Charter Schools Administrative Records

Schedule Number:

000-10-76

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.**


GladysAnn Wells, Director
Arizona State Library, Archives and Public Records

Date Approved:

22 June 2010

**General Retention Schedule for
School Districts and Charter Schools
Administrative Records**

<u>Item #</u>	<u>Records Series</u>	<u>Retention (Yrs.)</u>	<u>Remarks</u>
1.	General Correspondence (including public records requests and other letters, memos and other related records not related to a specific project or case and not executive correspondence)	-	After administrative or reference value has been served
2.	Transitory Materials (including records or limited reference value, letters of transmittal and informational bulletins)	-	After administrative or reference value has been served
3.	Appointment Calendars	1	After calendar year of last entry or after administrative or reference value has been served, whichever is later
4.	Working Records (including notes, drafts, feeder reports and other related records used in the development of final or summary records)	-	After final records created or after administrative or reference value has been served, whichever is later
5.	Progress/Activity Reports (including weekly or monthly reports to supervisors and managers but not including official agency annual report)	-	After administrative or reference value has been served
6.	Office Internal Administrative Records (including non-policy work procedures/manuals, office assignments, work schedules and other related records)	-	After superseded or obsolete or after administrative or reference value has been served, whichever is later
7.	Logs (including telephone message logs, sign-in sheets and other related records)	-	After administrative or reference value has been served
8.	Records Retention Schedules (agency copy, official copy at Arizona State Library, Archives and Public Records (ASLAPR))	-	After superseded or obsolete or after administrative or reference value has been served, whichever is later

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9.	Reports of Records Destruction/Single Requests for Records Destruction/ Transfer (agency copy, official copy at Arizona State Library, Archives and Public Records (ASLAPR))	-	Send original records to ASLAPR. Destroy agency copy after administrative or reference value has been served
10.	Requests for Imaging Implementation (agency copy, official copy at Arizona State Library, Archives and Public Records (ASLAPR))	-	Send original records to ASPAPR. Destroy agency copy after superseded or obsolete or after administrative or reference value has been served, whichever is later
11.	Certificates of Compliance (agency copy, official copy at Arizona State Library, Archives and Public Records (ASLAPR))	-	Send original records to ASPAPR. Destroy agency copy after superseded or obsolete or after administrative or reference value has been served, whichever is later
12.	Training Records for Training Given by Agency a. Attendance lists and evaluations b. Syllabi, handouts and presentation materials	5 6	After fiscal year training given After superseded or obsolete
13.	Staff Meeting Minutes (routine staff meetings where policy is not set)	-	After administrative or reference value has been served
14.	Surveillance Tapes	-	After administrative or reference value has been served (Tape may be recorded over)

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15.	Voice Mail		
	a. Records providing substantive information or direction and may be required for ongoing legal, fiscal, administrative or operational purposes	-	Retain for the same period as required for other forms of the same records series
	b. All other records	-	After administrative or reference value has been served
16.	Source Records		
	a. Data entry forms (including records used to update databases or other data collecting systems)	-	After entered data is verified or after administrative or reference value has been served, whichever is later
	b. Electronic and Microfilm	-	After film or image is verified or after administrative or reference value has been served, whichever is later, unless specified differently on approved Request for Imaging form
17.	Citizenship Verification Records (When applying for public benefit in response to ARS §1-501, §1-502 and similar)		
	a. Filed with application paperwork	-	Retain per retention requirements for corresponding application records
	b. Filed separately from application paperwork		
	i. application approved	-	Retain as long as applicant receives benefits
	ii. application denied	3	After denied or after administrative or reference value has been served, whichever is later

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18.	Customer Service Records (including customer surveys and complaints)	-	After administrative or reference value has been served
19.	Accident and Fire Prevention Program Records (including lists of first aid trained personnel)	1	After superseded or obsolete or after administrative or reference value has been served, whichever is later
20.	School District Employee Reports (SDER)	3	After fiscal year submitted
21.	Title I and Title VII Records	4	After fiscal year created or received
22.	Permit Records (including alarm permits)	3	After permit expired, cancelled or revoked

Supersedes schedule dated November 6, 2009