



Arizona State Library, Archives and Public Records

General Records Retention Schedule for All Arizona School Districts and Charter Schools Library Records

Schedule Number: 000-09-104

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: 11/20/2009

**General Records Retention Schedule for
All Arizona School Districts and Charter Schools
Library**

<u>Item #</u>	<u>Records Series</u>	<u>Retention (Yrs.)</u>	<u>Remarks</u>
1.	Borrowers / Cardholders Registration Records (paper or electronic)	-	After expired, updated or obsolete
2.	Catalog of Collection Holdings (paper or on-line – including shelf lists)	-	After item referred to is removed from the collection
3.	Circulation Records a. Borrower-specific	-	After reference value has been served (Confidential pursuant to ARS §41- 1354)
	b. Book title and/or author- specific	-	After reference value has been served but no more than 2 years after material returned to library
4.	Citizen Complaint Records	3	After calendar year closed
5.	Community Service Records	1	After calendar year application received
6.	Customer Comment Records	6 months	After received
7.	Donation Records (including one- time and on-going) a. Added to collection	-	After reference value has been served but no more than 3 years after fiscal year created or received
	b. Not added to collection	-	After reference value has been served
8.	Equipment Reservation / Sign up Records	-	After reference value has been served but no more than one year after last entry
9.	E – Rate Records	6	After fiscal year fulfilled, canceled or revoked (47 CFR 54.516)
10.	Incident / Accident Records a. Public	3	After calendar year reported
	b. Employee	5	After calendar year reported

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11.	Intra and Inter-Library Loan Records a. Photocopies of periodicals (when borrowing, in a manner that retains the numbers of copies of periodicals being borrowed) b. All others	3 -	After calendar year created (in compliance with Commission on New Technology Uses (CONTU) guidelines / copyright laws) After reference value has been served but no more than one year after material returned to library
12.	Statistical Records a. Annual b. All others	10 -	After calendar year created After cumulative update completed