



Arizona State Library, Archives and Public Records

General Records Retention Schedule for State Agencies, Boards and Commissions Financial Records

Schedule Number:

000-10-25

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
State Agencies, Boards and Commissions
Financial Records**

<u>Item #</u>	<u>Records Series</u>	<u>Retention (Yrs.)</u>	<u>Remarks</u>
1.	Budget Request Records (including work papers, spread sheets, calculations and other related records for agency and subordinate organization units)	3	After fiscal year submitted or after administrative or reference value has been served, whichever is later
2.	Budget approved and appropriated (agency copy)	3	After fiscal year covered by budget or after administrative or reference value has been served, whichever is later
3.	Accounts Payable and Receivable Records (including claims, travel claims, purchase orders, receiving documents, invoices, receipts, insufficient funds (NSF) and returned check records, credit card authorization records and other related records)		
	a. Official copy	5	After fiscal year created or received
	b. All other copies	-	Delete or destroy between 1 and 5 years after fiscal year created or received
4.	Employee Time and Leave Records		
	a. Official copy	3	After fiscal year created or received
	b. All other copies	-	Delete or destroy between 1 and 3 years after fiscal year created or received
5.	Employee Personnel/Payroll Data Add – Change – Delete Records (finance copy of Personnel Action Forms and including records documenting contributions to savings account, garnishments, saving bond purchases and other related records)	3	After fiscal year superseded or obsolete

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6.	Payroll Records (including all remuneration made to employees and all Social Security contributions and adjustments)	4	After fiscal year contributions were due or paid
7.	Payroll Deduction Records	3	After fiscal year superseded or obsolete
8.	Deposits with Treasurer	3	After fiscal year deposit made
9.	Contracts		
	a. Official copy	6	After fiscal year fulfilled, cancelled or revoked
	b. All other copies	-	After administrative value has been served but no more than 6 years after fulfilled, cancelled or revoked
10.	Capital Equipment Inventory	3	After fiscal year superseded or obsolete
11.	Financial Audit Reports (agency copy including audit work papers)	3	After fiscal year audit completed
12.	Grant Records		
	a. Administration and Financial Records	3	After fiscal year quarterly, annual or final expenditure report submitted and approved or after funding agency requirements are met, whichever is longer

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	b. Programmatic Records i. Historically Significant Program Records ii. All Other Program Records	Permanent 3	Preserve pursuant to ARS §39-101 After fiscal year quarterly, annual or final expenditure report submitted and approved or after funding agency requirements are met, whichever is longer
	c. Unsuccessful Grant Application Records	1	After rejected or withdrawn or after administrative or reference value has been served, whichever is later
	d. Other copies	-	After administrative value has been served but do not keep longer than after funding agency requirements are met for record copies
13.	Internal Revenue Service (IRS) Forms and Reports (including W-2's and other related records)	4	After superseded or obsolete or 4 years after fiscal year contributions were due or paid
14.	Capital Asset Records (including invoices, receipts, contracts, leases and other related records for capital expenses, including land, building and equipment)	3	After fiscal year of disposal of property or 6 years after property acquired, whichever is later
15.	Banking Records (including bank statements, warrant registers, reconciliation records, journals, ledgers, transfers, deposits, and other related records but not cancelled checks)	10	After fiscal year created or received (per Arizona Department of Revenue requirement)
16.	Cancelled Checks	5	After fiscal year created or received

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<u>Item #</u>	<u>Records Series</u>	<u>Retention (Yrs.)</u>	<u>Remarks</u>
17.	Unclaimed Property Records		
	a. Report submitted to Arizona Department of Revenue (ADOR) per ARS §44-323	5	After fiscal year created or received
	b. All other records	10	After fiscal year created or received
18.	Financial Reports		
	a. Annual Financial Report (if not included in agency annual report)	Permanent	Preserve pursuant to ARS §39-101
	b. All other reports including weekly, monthly and ad hoc reports	5	After fiscal year created or received or after administrative or reference value has been served, whichever is later
19.	Surplus Property Records	3	After property sent to Surplus Property office

Supersedes schedule dated October 6, 2009