

STATE OF ARIZONA RECORDS RETENTION AND DISPOSITION SCHEDULE

Arizona State Library, Archives and Public Records
RECORDS MANAGEMENT DIVISION
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State Agency Password AWN-000	Political Subdivision	Agency Name State Personnel Board		
Org. Unit/Division		Office	Phone	
Address 1400 West Washington, Ste 280		City Phoenix	AZ	Zip 85007
Submitted By (Name) Judith L. Henkel	Title Executive Director	Signature <i>X Judith L. Henkel</i>		

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.	Appeal Hearings	299125	1	2	3	After fiscal year case closed.
2.	Superior Court Appeals	293280	1	4	5	After court order & mandate.
3.	Whistle blower Complaint Hearings	339162	1	2	3	After fiscal year case closed.
						Supersedes schedule approved: 9-16-96

Approved by:  Director, Department of Library, Archives and Public Records	Approval Date: 7/5/02
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