

# 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  
 Phone: (602) 542-3741 - FAX (602) 542-3890

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State Agency Password: <b>AXG-DIV2</b>	Political Subdivision:	Agency Name <b>Board of Tax Appeals</b>
Org. Unit /Division: <b>Division Two</b>	Office:	Phone: <b>542-3288</b>
Address: <b>1501 West Washington, Room 224</b>	City: <b>Phoenix</b>	State: <b>AZ</b> ZIP: <b>85007</b>
Submitted By (Name): <b>Reuben Medina</b>	Title: <b>Clerk of the Board</b>	Signature <b>X <i>Reuben Medina</i></b>

No.	RECORDS SERIES	R. S. Code	RETENTION (YR.)			REMARKS (Include start point of retention.)
			Off.	R.C.	Total	
1.	Agency Budgets (requested & approved)		3	-	3	After fiscal year prepared.
2.	Audit Reports		5	-	5	After closed.
3.	<b>Board Records:</b>					
a.	Agendas (meetings & hearings)		3	-	3	After calendar year prepared.
b.	Board Packets (incl support materials)		3	-	3	After calendar year prepared.
c.	Minutes		Perm	*	Perm	Microfilm as volume justifies. * Microfilm masters stored in RMC vault.
d.	Tape Recordings of Board Meetings		6 mo	-	6 mo	After month recorded.
4.	Capital Equipment Inventories		1	-	1	After revised.
5.	Certificates of Destruction		2	-	2	After submitted.
6.	Contracts		6	-	6	After expired.
7.	Deposits with State Treasurer		5	-	5	After fiscal year prepared.
8.	Employee Personnel Files	161925	2	3	5	After terminated.
9.	Employee Time & Leave Records		3	-	3	After fiscal year prepared.
10.	Expense Accounting Records	000316	2	3	5	After fiscal year prepared.
11.	General Correspondence		2	-	2	After fiscal year prepared or received.
12.	Legislation Files		1	-	1	After bill passed or defeated.
13.	Payroll Records (incl deductions)		4	-	4	After fiscal year prepared.
14.	Personnel Action Forms		3	-	3	After prepared.
15.	Records Retention & Disposition Schedules		1	-	1	After revised.

Supersedes schedule approved 5-23-89

Approved by:	Approval Date: <div style="text-align: center; font-weight: bold; font-size: 1.2em;">DEC 13 1994</div>
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STATE OF ARIZONA

**RECORDS RETENTION AND DISPOSITION SCHEDULE**

Agency Name:  
Board of Tax Appeals, Division Two

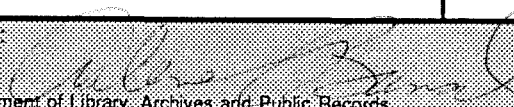
Password:  
AXG-DIV2

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No.	RECORDS SERIES	R. S. Code	RETENTION (YR.)			REMARKS (Include start point of retention.)
			Off.	R.C.	Total	
16	Revolving Fund Records		3	-	3	After fiscal year prepared.
17.	Status Reports		2	-	2	After fiscal year prepared.
18.	Tax Appeals Cases	290525	<del>5</del>	<del>25</del>	30	After case and appeal closed. Transfer to State Archives. <span style="float: right;">4/5/91</span>
19.	Transitory Materials (letters of transmittal, correspondence with limited reference value, news letters, bulletins, materials received which require no action or response)		3mo	-	3mo	After received.

Supersedes Schedule dated: 5-23-89

Approved by:



Director, Department of Library, Archives and Public Records

Approval Date:

DEC 13 1994