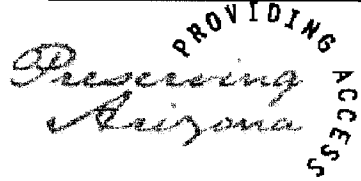


RECORDS RETENTION AND DISPOSITION SCHEDULE



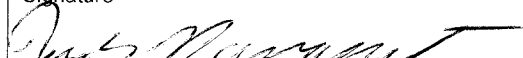
Arizona State Library, Archives and Public Records
RECORDS MANAGEMENT DIVISION

1919 West Jefferson Street
Phoenix, Arizona 85009

Phone: 602-542-3741 Fax: 602-542-3890

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PAGE 1 of 2

State Agency Password AOW-WIFA	Political Subdivision	Agency Name Water Infrastructure Finance Authority
Org. Unit/Division	Office	Phone (602)364-1315
Address 1110 West Washington St., Ste 290	City Phoenix	State Zip AZ 85007
Submitted By (Name) Judy Navarrete	Title Interim Executive Director	Signature 

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.	RECORD SERIES	R.S. Code	RETENTION (YR.)			REMARKS (Include start point of retention.)
			Off.	R.C.	Total	
1.	Bonds Records		3	-	3	After fiscal year bond is paid.
2.	Claims Records	000316	1	4	5	After fiscal year paid.
3.	Employee Personnel Records	801925	2	3	5	After termination.
4.	Governing Board Records					
	a. Agendas		3	-	3	After calendar year prepared.
	b. Board Books		3	-	3	After calendar year prepared.
	c. Executive Session Minutes (confidential)		3	-	3	After calendar year prepared.
	d. Recordings of Board Meetings		-	-	-	After minutes are approved, and as long as the media is audible and viable.
	e. Approved Minutes from Board Meetings					
	1. Electronic Convenience Copy		-	-	-	After reference value ends
	2. Official Approved Copy		-	-	Perm	Permanent, transfer to the State Archives after administrative use ceases. Refer to ARS 39-101
						Supersedes Schedule Dated: June 14, 1999

Approved by:

X 
Director, Arizona State Library, Archives and Public Records

Approval Date:

OCT 04 2006

RECORDS RETENTION AND DISPOSITION SCHEDULE

State Agency Password AOW-WIFA	Political Subdivision	Agency Name Water Infrastructure Finance Authority
Org. Unit/Division		Office

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 records should be kept longer than the period listed below or that any of these record series may be appropriate for transfer should be transferred to the Archives, please contact the Records Management Division to inquire about a change to the retention period. Only the State Library Records Management Division has the authority to extend records retention periods.

No.	RECORD SERIES	R.S. Code	RETENTION (YR.)			REMARKS (Include start point of retention.)
			Off.	R.C.	Total	
5.	Loan Records		3	-	3	After fiscal year in which loan is paid.
6.	Project Records		2	-	2	After calendar year of last contact. Some files transferred to the "Prospect" status.
7.	Prospect Records (applicant records transferred to Project Records when prerequisites are met)		2	-	2	After calendar year of last contact.
8.	Correspondence	4	1	1	2	After fiscal year created or received.
9.	Contracts	5	3	3	6	After fiscal year in which contract is completed or cancelled.
10.	Outreach Materials					
	a. Historically Significant		3	-	Perm	Permanent, transfer to the State Archives after fiscal year created or received. Refer to ARS 39-101
	b. All Other Outreach Records	6	3	3	6	After fiscal year created or received

Supersedes Schedule Dated:
June 14, 1999

Approved by: Director, Arizona State Library, Archives and Public Records	Approval Date: <div style="text-align: center; font-size: 1.2em;">OCT 04 2006</div>
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