



Arizona State Library, Archives and Public Records

General Records Retention Schedule for All Public Bodies Warehouse/Supply Records

Schedule Number:
000-12-35

Authorization and Approval

Pursuant to ARS §41-151.12, the retention periods listed herein are the minimum amount of time records may be kept. Keeping records for a time period shorter than their approved retention period is illegal. 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 for a shorter time 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 set records retention periods. **Public records, including electronic records, not listed in this schedule are not authorized to be destroyed.**

Lisa Maxwell, Director
Records Management Division
Arizona State Library, Archives and Public Records

Date Approved: April 29, 2012

**Records Retention Schedule for
All Public Bodies
Warehouse/Supply Records**

<u>Item #</u>	<u>Records Series</u>	<u>Retention (Yrs.)</u>	<u>Remarks</u>
1.	Physical Inventory Records (for supplies/consumables and all other assets including tag records, count sheets, control records or logs, property listings and other related records)	3	After fiscal year created or received
2.	Supplies/Consumables Acquisition Records (including acquisition lists and reconciliations expenditures to acquisitions)	3	After fiscal year property disposed of
3.	Supplies/Consumables Control Records (including lost/stolen reports; obsolete/damaged items listings; transfer records; disposition records including sales, trade-ins, and catastrophic loss; and other related records)	3	After fiscal year created or received
4.	Supplies/Consumables Disposal Records (including disposal lists, disposal authorization, auction/sale records and other related records)	3	After fiscal year property disposed of

Supersedes schedule dated January 31, 2011