



Arizona State Library, Archives and Public Records

General Records Retention Schedule for Counties School Superintendent Records

Schedule Number:
000-11-25

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.**



Gladys Ann Wells, Director
Arizona State Library, Archives and Public Records

6/21/11

Date Approved: 6/21/11

**Records Retention Schedule for
Counties
School Superintendent Records**

<u>Item #</u>	<u>Records Series</u>	<u>Retention (Yrs.)</u>	<u>Remarks</u>
1.	Accommodation School Records a. Annual Financial Report	Permanent	Preserve pursuant to ARS §39-101
	b. Auditors' Reports	5	After fiscal year created or received
2.	Certificates of Educational Convenience	2	After fiscal year of last attendance
3.	Expense Warrant Registers	5	After fiscal year created or received
4.	Federal Project Monitoring Records	1	After fiscal year created or received
5.	Homeschooling Records (including affidavits of intent to homeschool)	1	After fiscal year student withdraws from being homeschooled, reaches age 16 or moves outside the county
6.	Pesticide Application Notifications	1	After fiscal year created or receive
7.	Private School Affidavit Records (including affidavits of intent to attend private school)	1	After fiscal year student withdraws from private school, reaches age 16 or moves outside the county
8.	Records for School Districts NOT maintaining their own records		Follow retention periods listed in the retention schedules approved for School Districts and Charter Schools
9.	School District Advice of Encumbrance Records	1	After fiscal year created or received
10.	School District Employee Reports	3	After fiscal year created or received
11.	School District Financial Reports (including annual financial report, paid/cancelled warrant reports, payroll reports, reconciliations, edits, and other related records)	1	After fiscal year created or received
12.	School District Audit Reports	1	After fiscal year created or received

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<u>Item #</u>	<u>Records Series</u>	<u>Retention (Yrs.)</u>	<u>Remarks</u>
13.	School District Budget Expense Reports	3	After fiscal year created or received
14.	School District Budget and Expense Journals (including entries summarized, monthly reports, vouchers and other related records)	2	After fiscal year created or received
15.	School District Reports not listed elsewhere in this schedule (including employees lacking certification, incorrect certification, substitute time errors, and other related records)	1	After superseded or obsolete
16.	Teacher Certification Reports (including alpha lists and purge data from school districts)	-	After superseded or obsolete

Supersedes schedule dated November 5, 2001

