



Arizona State Library, Archives and Public Records

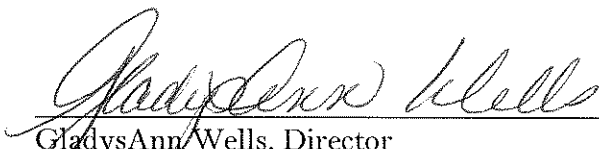
General Records Retention Schedule for Community College Districts Management Records

Schedule Number:

000-09-167

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.**



GladysAnn Wells, Director
Arizona State Library, Archives and Public Records

Date Approved: 10/6/09

**General Retention Schedule for
Community College Districts
Management**

<u>Item #</u>	<u>Records Series</u>	<u>Retention (Yrs.)</u>	<u>Remarks</u>
1.	Minutes (including agendas (if not part of minutes) and supporting documentation referenced in minutes) a. Governing Boards, Commissions and Councils b. Other Decision-making Committees, Boards or Commissions c. Advisory Committees, Boards, Commissions, Task Forces, Ad Hoc Committees, etc. d. Executive Session and Work Study Records e. Audio or Video Recordings of Meetings f. Staff meetings	Permanent Permanent Permanent 10 3 months -	Preserve pursuant to ARS §39-101 Preserve pursuant to ARS §39-101 Preserve pursuant to ARS §39-101 After fiscal year created After date of meeting and after minutes transcribed or summarized and approved but no more than 5 years after calendar year of meeting After administrative value has been served but no more than 3 years after calendar year of meeting
2.	Request to Speak Cards	-	After administrative value has been served and minutes transcribed or summarized and approved.
3.	Committee, Board, Commission, Council or Task Force Reports/Studies a. Reports resulting in no action b. Reports/Studies resulting in project	5 -	After fiscal year submitted File with Project Records (Item #5)
4.	Executive Correspondence (correspondence of Board, Commission, Council or Agency Director that sets or discusses policies)	Permanent	Preserve pursuant to ARS §39-101
5.	Committee, Board, Commission, Council or Task Force Records (including agendas, board packets, notes and other related records)	3	After fiscal year created or received

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6.	Project Records a. Historically Significant Projects	Permanent	Preserve pursuant to ARS §39-101 After calendar year created or received
	b. All Other Records	3	
7.	Policies, Directives, General Orders, Administrative Orders	Permanent	Preserve pursuant to ARS §39-101
8.	Annual Reports a. District report	10	After year reported. Send paper copy to ASLAPR, Law and Research and if available, send electronic copy to reports@lib.az.us After year reported
	b. Departmental reports	10	
9.	Legislation Records a. Case files for legislation proposed by agency b. Legislation tracking records	Permanent 1	Preserve pursuant to ARS §39-101 After calendar year passed into law or defeated
10.	Contracts, Agreements and Leases and related records (including Intergovernmental Agreements (IGA), mutual/ automatic aid agreements, cooperative agreements and Memorandums of Understanding (MOU))	6	After fiscal year fulfilled, cancelled or revoked
11.	Audit Reports a. District reports	10	After audit completed. Send paper copy to ASLAPR, Law and Research and if available, send electronic copy to reports@lib.az.us After audit completed
	b. Departmental reports	10	
12.	Publications Produced by Agency (including brochures, pamphlets, newsletters and other published reports)	1	After superseded or obsolete, unless otherwise specified in this retention schedule. Send paper copy to ASLAPR, Law and Research and if available, send electronic copy to reports@lib.az.us

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13.	Public Information Records (including press releases, photographs, scrap books, public service announcements and other related records) a. Historical b. All others	Permanent -	Preserve pursuant to ARS §39-101 After administrative value has been served
14.	Organizational Charts (records of department or division organizational structure and its relationship to other offices and departments, including reporting structure and other functional relationships)	Permanent	Preserve pursuant to ARS §39-101
15.	Grant Records a. Administration and Financial Records b. Programmatic Records i. Historically Significant Program Records ii. All Other Program Records c. Unsuccessful Grant Application Records d. Other copies	3 Permanent 3 1 -	After fiscal year quarterly, annual or final expenditure report submitted and approved or after funding agency requirements are met, whichever is longer Preserve pursuant to ARS §39-101 After fiscal year quarterly, annual or final expenditure report submitted and approved or after funding agency requirements are met, whichever is longer After rejected or withdrawn After administrative value has been served but do not keep longer than after funding agency requirements are met for record copies

