

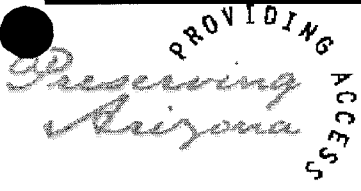
STATE OF ARIZONA RECORDS RETENTION AND DISPOSITION SCHEDULE

Arizona State Library, Archives and Public Records
RECORDS MANAGEMENT DIVISION
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State Agency Password AVC-CONST	Political Subdivision	Agency Name Governor's Office
Org. Unit/Division Office of Constituent Services		Office
Address 1700 West Washington, Ste 131		Phone 602-542-1318
Submitted By (Name) Cecelia Melson		City Phoenix
Title Director		Zip AZ 85007
Signature: <i>Cecelia Melson</i>		

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.	RECORDS SERIES	R.S. Code	RETENTION (YR.)			REMARKS (Include start point of retention.)
			Off.	R.C.	Total	
1.	Constituent Correspondence					
a.	Pre 2002	040618	6 mo	1.5	2	After month prepared or received. Return to Constituent Services. Historical materials will be separated and transferred to Archives.
b.	Post 2002					
	[1] Historical materials	150618	6 mo	1.5	2	After month prepared or received. Transfer to Archives.
	[2] Non-historical materials	160618	6 mo	1.5	2	After month prepared or received
2.	Scheduling Correspondence (Batch 1)	007818	-	3	3	After transfer date.

Supersedes schedule dated 6-28-96

Approved by: Gladys R. Williams Director, Department of Library, Archives and Public Records	Approval Date: OCT 7 2002
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