



Arizona State Library, Archives and Public Records

General Records Retention Schedule for All State Agencies Administration Records

Schedule Number:
000-09-153

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
All State Agencies
Administration Records**

<u>Item #</u>	<u>Records Series</u>	<u>Retention (Yrs.)</u>	<u>Remarks</u>
1.	General Correspondence (including public records requests and other letters, memos and other related records not related to a specific project or case and not executive correspondence)	-	After administrative value has been served but no more than 3 years after calendar year created or received
2.	Transitory Materials (including records or limited reference value, letters of transmittal and informational bulletins)	-	After administrative value has been served but no more than 3 years after calendar year created or received
3.	Appointment Calendars	1	After calendar year of last entry but no more than 3 years after calendar year of last entry
4.	Working Records (including notes, drafts, feeder reports and other related records used in the development of final or summary records)	-	After administrative value has been served but no more than 3 years after calendar year final records created
5.	Progress/Activity Reports (including weekly or monthly reports to supervisors and managers but not including official agency annual report)	-	After administrative value has been served but no more than 3 years after calendar year created or received
6.	Office Internal Administrative Records (including non-policy work procedures/manuals, office assignments, work schedules and other related records)	-	After administrative value has been served but no more than 3 years after calendar year superseded or discontinued
7.	Logs (including telephone message logs, sign-in sheets and other related records)	-	After administrative value has been served but no more than 3 years after calendar year of last entry date

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8.	Records Retention Schedules (agency copy, official copy at Arizona State Library, Archives and Public Records (ASLAPR))	-	Delete or destroy between 1 and 3 years after superseded or obsolete
9.	Reports of Records Destruction/Single Requests for Records Destruction/Transfer (agency copy, official copy at Arizona State Library, Archives and Public Records (ASLAPR))	-	Send original records to ASLAPR. After administrative value has been served but no more than 3 years after created or received
10.	Requests for Imaging Implementation (agency copy, official copy at Arizona State Library, Archives and Public Records (ASLAPR))	-	Send original records to ASPAPR. Delete or destroy between 1 and 3 years after superseded or obsolete
11.	Certificates of Compliance (agency copy, official copy at Arizona State Library, Archives and Public Records (ASLAPR))	-	Send original records to ASPAPR. Delete or destroy between 1 and 3 years after superseded or obsolete
12.	Training Records for Training Given by Agency a. Attendance lists and evaluations b. Syllabi, handouts and presentation materials	5 6	After fiscal year training given After superseded or obsolete
13.	Staff Meeting Minutes (routine staff meetings where policy is not set)	-	After administrative value has been served but no more than 3 years after calendar year of meeting
14.	Surveillance Tapes	-	After administrative value has been served but no more than 3 years after calendar year created (Tape may be recorded over)

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15.	Voice Mail		
	a. Records providing substantive information or direction and may be required for ongoing legal, fiscal, administrative or operational purposes	-	Retain for the same period as required for other forms of the same records series
	b. All other records	-	After reference value has been served
16.	Source Records		
	a. Data entry forms (including records used to update databases or other data collecting systems)	-	After entered data is verified or when administrative value has been served, whichever is later
	b. Electronic and Microfilm	-	After film or image is verified or when administrative value has been served, whichever is later, unless specified differently on approved Request for Imaging form

Supersedes schedule dated July 3, 2007