



**ARIZONA STATE  
LIBRARY, ARCHIVES AND PUBLIC RECORDS**  
A DIVISION OF THE ARIZONA SECRETARY OF STATE



**General Records Retention Schedule issued to All Public Bodies  
Criminal History Record Information Records  
(For Non-Criminal Justice Use)**

**Schedule Number:  
GS 1004**

- Authority:** 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.
- Only the Arizona State Library, Archives and Public Records has the authority to extend or decrease records retention periods. 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, contact the Records Management Center to request a change to the retention period.
- 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.
- Archival Value:** Records designated as Permanent on the retention schedule must not be destroyed (ARS §39-101). If it is believed that special circumstances warrant other records to be retained permanently, contact the Arizona State Archives for assistance in determining historical or archival value. All records created prior to 1912 must be retained permanently. This retention schedule does not authorize the transfer of records to any repository other than the Arizona State Archives (ARS §41-151.09).
- Disposition:** This schedule is used in conjunction with the Report/Certificate of Records Destruction. All records disposed under this schedule must be reported on the Report/Certificate of Records Destruction, unless transferred to the Arizona State Archives.
- Format:** Retention periods listed on this schedule apply to all records regardless of physical form or characteristics. Records, regardless of format (including electronic, paper, microfilm, etc.) not listed in this schedule or on the approved General Retention Schedule, are not authorized to be destroyed.
- Copies:** Additional copies created for convenience or reference purposes should not be retained longer than the record copy listed in this schedule. Copies do not need to be reported on the Report/Certificate of Records Destruction when they are disposed.
- Supersedence:** This schedule does not supersede any General Retention Schedule

Approval Authorized by: <i>Joan Clark</i>		Date: <i>9-26-2014</i>	
Joan Clark, State Librarian and Director, Library, Archives & Public Records			
Retention review and approval by: <i>Jerry Lucente-Kirkpatrick</i>		Date: <i>9/22/14</i>	
Jerry Lucente-Kirkpatrick, Records Analyst, Archives and Records Management		Archival review and approval by: <i>Melanie Sturgeon</i>	
		Date: <i>9/23/2014</i>	
		Melanie Sturgeon, State Archivist & Director, Archives & Records Management	

**RECORDS MANAGEMENT CENTER**

**General Records Retention Schedule for  
Criminal History Record Information (CHRI) Records (Non-Criminal Justice Use Only)**

<u>Item #</u>	<u>Records Series</u>	<u>Retention (Yrs.)</u>	<u>Remarks</u>
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**Criminal History Records Information (CHRI)** "...means information that is collected by criminal justice agencies on individuals and that consists of identifiable descriptions and notations of arrests, detentions, indictments and other formal criminal charges, and any disposition arising from those actions, sentencing, formal correctional supervisory action and release." (ARS §41-1750.Y.5)

**CHRI** should not be confused with routine background checks and related information to those checks.

**CHRI** is a confidential record and may not be released to the public. (ARS §41-1750.Q.4)

**CHRI** must be kept in a secure area.

**CHRI** "...disseminated to noncriminal justice agencies or to individuals shall be used only for the purposes for which it was given." (ARS 41-1750.Q.3)

**Non-Criminal Justice Use** of CHRI includes, but is not limited to, licensing determinations, noncriminal justice employment / volunteers, adoptions, guardianships, and conservators.

**Unlawful release** of CHRI is a class 6 felony. (ARS §41-1756)

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<u>Item #</u>	<u>Records Series</u>	<u>Retention (Yrs.)</u>	<u>Remarks</u>
10044.	<p><b>Applicant Review and Challenge of Criminal History Record Information (CHRI) Record</b> An applicant or individual has the opportunity to review and challenge their criminal history record. These are the records created or received during that process.</p>	-	<p>After process and any related appellate remedies, have been exhausted.</p> <p>ARS §41-1750.G.7 28 CFR 16.34</p>
10045.	<p><b>Authorized Personnel Record</b> Includes a list containing the current State and Local Agency personnel who are authorized to receive, view, handle, disseminate, store, retrieve, or dispose of CHRI. Also includes records related to designating a State or Local Agencies' Authorized Personnel, including, but not limited to, Acknowledgement Statement, Agency Information / Information Change Form, Agency Security Contact (ASC) and Chief Executive Officer (CEO) Change Form, and User Agreement.</p>	-	<p>After superseded or obsolete.</p> <p>Based upon the Arizona <i>Noncriminal Justice Agency Guide for Fee-Based State and Federal Criminal History Checks</i>, Section 4. (Edition: September 2014)</p>
10046.	<p><b>Authorized Personnel Training Documentation Record</b> Includes training logs and other records that document initial and repeated trainings by Authorized Personnel related to security and awareness, and privacy and security.</p>	-	<p>After individual removed from Authorized Personnel List AND after calendar year Department of Public Safety (DPS), or its representatives, complete the Routine Audit.</p> <p>Based upon the Arizona <i>Noncriminal Justice Agency Guide for Fee-Based State and Federal Criminal History Checks</i>, Section 4. (Edition: September 2014)</p>

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<u>Item #</u>	<u>Records Series</u>	<u>Retention (Yrs.)</u>	<u>Remarks</u>
10047.	<p><b>Criminal History Records Information (CHRI) Record</b>                      "...means information that is collected by criminal justice agencies on individuals and that consists of identifiable descriptions and notations of arrests, detentions, indictments and other formal criminal charges, and any disposition arising from those actions, sentencing, formal correctional supervisory action and release." (ARS §41-1750.Y.5)</p>	-	<p>After suitability determination requiring CHRI request has been completed, OR after appeals / appeal process has been completed, OR after any regulatory guidelines have been satisfied, whichever is later.</p> <p>CHRI should be destroyed as soon as retention period is completed to prevent unauthorized dissemination.</p> <p>Based upon the Arizona <i>Noncriminal Justice Agency Guide for Fee-Based State and Federal Criminal History Checks</i>, Section 3. (Edition: September 2014)</p>
10048.	<p><b>Criminal History Records Information - Related Record</b>                      These are records related to fingerprint cards and the request of CHRI that is received as a result of submitting a fingerprint card, and are retained as part of the Routine Audit process; includes fingerprint cards chain of custody documentation records, inventory sheets, and reject notice records.</p>	-	<p>After calendar year Department of Public Safety (DPS), or its representatives, complete the Routine Audit.</p> <p>Based upon the Arizona <i>Noncriminal Justice Agency Guide for Fee-Based State and Federal Criminal History Checks</i>, Section 2. (Edition: September 2014)</p>
10049.	<p><b>Fingerprint Card Record</b>                      This is the card with the fingerprints on it, and is used to obtain CHRI. This Fingerprint Card does <b>not</b> contain any CHRI when prints are processed.</p>	6 months	<p>After created or received, or until one reuse completed.</p>

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<u>Item #</u>	<u>Records Series</u>	<u>Retention (Yrs.)</u>	<u>Remarks</u>
10050.	<p><b>Fingerprint Card with CHRI Documented Records</b> This is the card with the fingerprints on it, and is used to obtain CHRI. This Fingerprint Card <b>does</b> contain CHRI when prints are processed.</p>	-	Either becomes records series #10047, or has the same retention period as records series #10047.
10051.	<p><b>Secondary Dissemination Log Records</b> A State or Local Agency receiving CHRI may not give this information to any other Agency or individual unless specifically authorized by law. Secondary Dissemination is this authorized "secondary" use of CHRI, and such instances of secondary dissemination must be documented.</p>	5	<p>After calendar year created.  ARS §41-1750.Q.3  Based upon the Arizona <i>Noncriminal Justice Agency Guide for Fee-Based State and Federal Criminal History Checks</i>, Section 3. (Edition: September 2014)</p>