



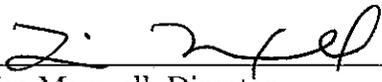
Arizona State Library, Archives and Public Records

General Records Retention Schedule for Counties; Municipalities; Special Districts; and State Agencies, Boards and Commissions Historic Preservation Records

Schedule Number:
000-12-62

Authorization and Approval

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. 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 for a shorter time 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 set records retention periods. **Public records, including electronic records, not listed in this schedule are not authorized to be destroyed.**

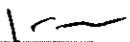


Lisa Maxwell, Director
Records Management Division
Arizona State Library, Archives and Public Records

Date Approved: July 3, 2012

**Records Retention Schedule for
Counties; Municipalities; Special Districts; and State Agencies, Boards
and Commissions
Historic Preservation Records**

<u>Item #</u>	<u>Records Series</u>	<u>Retention (Yrs.)</u>	<u>Start of Retention</u>
1.	Archaeology Reports and Data Records (including maps of survey locations, reports, photographs, surveys, completed forms and other related records for use for certified archaeologists)	Permanent	Preserve pursuant to ARS §39-101
2.	Certified Local Government Program Records (documentation regarding an agreement between the Public Body and State Historic Preservation office whereby the Public Body does historic preservation in exchange for grant funding. Includes correspondence, agreements, and annual surveys)	Permanent	Preserve pursuant to ARS §39-101
3.	Historic Preservation Design Guideline Records (including Design Handbooks, Historic Design Review Standards and Guidelines, and Landmarks Historic Design Review Standards and Guidelines)	Permanent	Preserve pursuant to ARS §39-101
4.	Historic Properties Receiving Reduced Property Taxes from the State Records (including inspection reports, audits, work papers, and other related records)	5	After annual audit/inspection of building condition completed
5.	Historic Register Records a. Research, Surveys and Reports (records on property listed in Historic Register) b. Grant and Incentive Records for historic property owners	Permanent 5	Preserve pursuant to ARS §39-101 After final expenditure report submitted or audit completed, or after funding agency requirements are met, whichever is longer

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