



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



# General Records Retention Schedule Issued to All Public Bodies Management Records

**Schedule Number:  
GS 1005**

- 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 supersedes #000-12-16 Management Records, signed March 06, 2012

Approval Authorized by:		Date:	
<i>Joan Clark</i>		<i>9-11-2014</i>	
Joan Clark, State Librarian and Director, Library, Archives & Public Records			
Retention review and approval by:		Date:	
<i>Jerry Lucente-Kirkpatrick</i>		<i>9/11/14</i>	
Jerry Lucente-Kirkpatrick, Records Analyst, Archives and Records Management			
Archival review and approval by:		Date:	
<i>Melanie Sturgeon</i>		<i>9/11/2014</i>	
Melanie Sturgeon, State Archivist & Director, Archives & Records Management			

**RECORDS MANAGEMENT CENTER**

**General Retention Schedule for  
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Management Records**

<u>Item #</u>	<u>Records Series</u>	<u>Retention (Yrs.)</u>	<u>Remarks</u>
1.	<b>Administrative Orders, Board Orders, Directives, General Orders and Mission Statements</b> Does not include office internal administrative procedure records.	Permanent	Retain per Arizona <i>Standards for Permanent Records</i> or transfer to State Archives when administrative value has been served.
2.	<b>Annexation Records</b> a. Recorded maps and other historically significant records.  b. Petitions and property valuation records. c. Refused.	Permanent  3  3	Retain per Arizona <i>Standards for Permanent Records</i> or transfer to State Archives when administrative value has been served. After annexed. After refused.
3.	<b>Annual Reports</b> a. Public body wide reports.	10	After report filed.  If you are a <b>State Agency</b> , please: Send two (2) paper copies to the following address: Library, Archives and Public Records, State Library of Arizona, State Docs 1700 W Washington Ste #300 Phoenix, AZ 85007. <b>and</b> Send electronic copy to <a href="mailto:research@azlibrary.gov">research@azlibrary.gov</a> .  If you are a <b>Local Agency</b> , please Send one (1) hardcopy to the following address:

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			Arizona State Archives, Attn: Arizona Collection 1901 W. Madison St. Phoenix, AZ 85009.
	b. All other reports.	10	ARS §41-151.08. After report filed.
4.	<b>Board, Commission, Committee, Consultant, Council or Task Force Report / Study Records</b>		
	a. Reports resulting in no action.	5	After submitted.
	b. Reports / studies resulting in project.	-	File with Project Records (Item #16).
5.	<b>Charter, Amendment and Incorporation Records</b>	Permanent	Retain per Arizona <i>Standards for Permanent Records</i> or transfer to State Archives when administrative value has been served.
6.	<b>Contracts, Agreements, Leases and Related Records</b> Includes intergovernmental agreements (IGA), mutual / automatic aid agreements, cooperative agreements and memorandums of understanding (MOU) but does not include construction contracts. (see Facilities / Grounds schedule)	6	After fulfilled, expired, cancelled or revoked.
7.	<b>Disaster Recovery Records</b> Including business continuity plans and continuation of operations plans (COOP).	-	Keep current plan and most recent superseded plan.  29 CRF 1910.199(n).

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8.	<b>Executive Correspondence</b> Correspondence of board, commission, committee, council or agency director that sets or discusses policies or other topics meeting the definition / description of "Permanent and Historical Records".	Permanent	Retain per Arizona <i>Standards for Permanent Records</i> or transfer to State Archives when administrative value has been served.
9.	<b>Grant Records</b>		
	a. Administration and financial records.	3	After quarterly, annual or final expenditure report submitted and approved or after funding agency requirements are met, whichever is longer.
	b. Programmatic records.		
	i. Historically significant program records.	Permanent	Retain per Arizona <i>Standards for Permanent Records</i> or transfer to State Archives when administrative value has been served.
	ii. All other program records.	3	After quarterly, annual or final expenditure report submitted and approved or after funding agency requirements are met, whichever is longer.
	c. Unsuccessful Grant Application Records.	1	After rejected or withdrawn.

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10.	<p><b>Information Security and Privacy Incident Records</b> Incidents involving either paper or electronic records and including incidents related to those records.</p> <p>a. Health insurance portability and accountability act (HIPAA) records Including HIPAA information security, privacy or other administrative simplification incidents or complaints.</p> <p>b. All other non-HIPAA records Including information security and privacy incidents or complaints.</p>	6	After incident closed and no further activity is anticipated.
		3	After incident closed and no further activity is anticipated.
11.	<p><b>Legislation Records</b></p> <p>a. Case files for legislation proposed by agency.</p> <p>b. Legislation tracking records.</p>	Permanent	Retain per Arizona <i>Standards for Permanent Records</i> or transfer to State Archives when administrative value has been served.
		1	After passed into law or defeated.
12.	<p><b>Minutes Records</b> Includes agendas and board packets.</p> <p>a. Governing boards, commissions, committees and councils; other decision-making boards, commissions, committees, and councils; advisory boards, commissions, committees, councils, task forces, and ad hoc committees.</p> <p>b. Executive session, work study and study session records.</p>	Permanent	Retain per Arizona <i>Standards for Permanent Records</i> or transfer to State Archives when administrative value has been served.
		10	After created or received.

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	c. Audio or video recordings of meetings.	3 months	After date of meeting and after minutes transcribed or summarized and approved.
	d. Staff meetings Routine staff meetings where policy is not set.	-	After administrative or reference value has been served.
13.	<b>Notice of Public Meeting Records</b> Includes certificate of posting.	2	After calendar year of meeting.  ARS §38-431.02.
14.	<b>Notice of Public Posting Location(s) Records</b>	1	After superseded or obsolete.  ARS §38-431.02.
15.	<b>Organizational Reporting Records</b> Records of major changes to department or division organizational structure and its relationship to other offices and departments, including reporting structure and other functional relationships. Does not include information on individual employees.	Permanent	Retain per Arizona <i>Standards for Permanent Records</i> or transfer to State Archives when administrative value has been served.
16.	<b>Policy and Procedure Records</b> Official agency policy and procedure records but not internal office procedures.	Permanent	Retain per Arizona <i>Standards for Permanent Records</i> or transfer to State Archives when administrative value has been served.

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17.	<b>Project Records</b> a. Historically significant projects.	Permanent	Retain per Arizona <i>Standards for Permanent Records</i> or transfer to State Archives when administrative value has been served.
	b. All Other Records.	3	After completed or abandoned.
18.	<b>Publications Produced by Public Body</b> Includes audits, brochures, budgets, capital improvement plans, comprehensive plans, newsletters, pamphlets, transportation studies and other published reports.	1	<p>After superseded or obsolete, unless otherwise specified in this retention schedule.</p> <p>If you are a <b>State Agency</b>, please: Send two (2) paper copies to the following address: Library, Archives and Public Records, State Library of Arizona, State Docs 1700 W Washington Ste #300 Phoenix, AZ 85007 <b>and</b> Send electronic copy to <a href="mailto:research@azlibrary.gov">research@azlibrary.gov</a></p> <p>If you are a <b>Local Agency</b>, please Send one (1) hardcopy to the following address: Arizona State Archives, Attn: Arizona Collection 1901 W. Madison St. Phoenix, AZ 85009</p> <p>ARS §41-151.08</p>

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19.	<b>Publication Printing Records and Program Logs</b> Records required for reprinting of publications; may include purchase agreements and forms, publication inventories and catalogs, and price guides.	6	After published or contract fulfilled, expired, cancelled or revoked.
20.	<b>Request to Speak Cards</b>	-	After minutes are transcribed and / or summarized and approved.
21.	<b>Rule-Making Records</b> a. Enacted rules (including working documents used in creation or updating of rules and 5 year review records). b. Proposed rules that were not adopted.	1 1	After rule is superseded or no longer in effect. After year rule rejected.
22.	<b>School Facilities Board (SFB) Records</b> School districts and charter schools only – including reports and surveys sent to SFB.	5	After created or received.
23.	<b>Strategic Plans and Goal Records</b> Including 5-year, 10-year and other long-range planning records.	5	After created or received.
24.	<b>Trademark, Copyright and Patent Records</b>	Permanent	Retain per Arizona <i>Standards for Permanent Records</i> or transfer to State Archives when administrative value has been served.