



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



General Records Retention Schedule Issued to All Public Bodies Officials Records

**Schedule Number:
GS 1001**

- 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 *Administrator / Manager, County Records* approved 11/05/2001; *Administrator / Manager, Municipality Records* approved 10/10/2001; and *Mayor's Office Records* approved 10/10/2001

Approval Authorized by:		Date:	
Joan Clark		10-7-2014	
Joan Clark, State Librarian and Director, Library, Archives & Public Records			
Retention review and approval by:	Date:	Archival review and approval by:	Date:
Jerry Lucente-Kirkpatrick	10/2/14	Melanie Sturgeon	10/3/2014
Jerry Lucente-Kirkpatrick, Records Analyst, Archives and Records Management		Melanie Sturgeon, State Archivist & Director, History, Archives & Records Management	

RECORDS MANAGEMENT CENTER

DEFINITIONS:

1. **“Officials”** means any person elected or appointed to hold any elective or appointive office of any public body and any chief administrative officer, head, director, superintendent or chairman of any public body. (ARS §39-121.01) University and Community College Presidents are included under this definition.
2. **“Public body”** means this state, any county, city, town, school district, political subdivision or tax-supported district in this state, any branch, department, board, bureau, commission, council or committee of the foregoing, and any public organization or agency, supported in whole or in part by monies from this state or any political subdivision of this state, or expending monies provided by this state or any political subdivision of this state.
(ARS §39-121.01)
3. **“Records”** are defined in ARS §41-151.18, and are made or received in any format, “physical form or characteristic” (paper, electronic, microform, photographs, videos, email, website, social media, tweets, etc.) and include both in-house and out-sourced records creation and storage.
4. **Records created** by Officials and Public Bodies, in the course of their official business and public duties, belong to the public (the state). They are not the sole and private property of the individual(s) creating, receiving or disseminating the records. (ARS §41-151.15)
5. **Because records belong** to the public (the State), records created or received by Officials and Public Bodies in the course of their official business and public duties cannot be removed during their tenure or when they leave office and / or given away to private organizations, historical societies, libraries, and so on. When the Officials and Public Bodies no longer wish to retain their permanent records, especially historical records, these records should be transferred to the State Archives, which is the Depository of official archives. (ARS §41-151.09)
6. **Permanent and Historical Records**

Permanent records are records that have enduring, historical or research value that are retained permanently in an office or in the Arizona State Archives after a period of active use. Records are considered permanent if they have enduring administrative, fiscal or legal value to government or if they possess significant secondary research value beyond those for which they were created. Permanent Records are also known as Historically Significant, Historical or Archival Records.

Please see our Guidance on Permanent and Historical Records, located at the following link:
<http://www.azlibrary.gov/arm/guidelines-standards-and-statutes>

Whenever and wherever the Arizona State Library, Archives and Public Records (LAPR) refer to **Permanent Records**, the following are explicitly included:

- 1) Permanent Records are any records in which the retention period is listed as **“Permanent”** on an approved Retention Schedule (General or Custom), or deemed historical records. Any and all Permanent Records shall be strictly processed, retained, maintained and preserved per the

Arizona *Standards for Permanent Records*, located at the following link:
http://www.azlibrary.gov/sites/azlibrary.gov/files/arm-standard-for-permanent-records_april_23_2013_signed.pdf.

- 2) Any public body, or their vendor, that processes, retains, maintains and preserves their own Permanent Records, must strictly follow the Arizona *Standards for Permanent Records*. **There are no exceptions.**
- 3) Sometimes a record series may not have a permanent retention period, but some records within that series may become permanent records when they are impacted by local or national events or issues. These records become historical when they:
 - Document a controversial issue
 - Document a program, project, event or issue that results in a significant change affecting the local community, city, county or state
 - Document a program, project, event or issue that involves prominent people, places or events
 - Document a program, project, event or issue that resulted in media attention locally, statewide or nationally
- 4) If records, at the time of their destruction, are deemed to be non-historical, based upon the appropriate considerations, records series / retention period, then there will not be an issue if such records might be deemed historical at some point in time after they have been destroyed.

Examples of historical records may include, but are not limited to, the following:

- 1) Evolving core values, duties or missions of a state or local agency. Examples include changes within the Child Protective Services Division evolving into a new agency, or the Medical Marijuana program beginning and impacting local law enforcement and regulatory agencies.
- 2) Current or recent issues and events. Any of these may become controversial topics and/or topics of interest. You will recognize many of these issues, especially if you suddenly get a large number of letters, calls or e-mails expressing a concern in opposition or support of an issue. Some examples include Government Employee Retirement Plans and Stadium issues, but may also include some of the following subjects:
 - Abortion
 - Alternative fuels
 - Environmental issues
 - Fiscal concerns
 - Forests, wildfires and forest management
 - Gambling and casinos
 - Gay rights
 - Gun control
 - Freeways or highway
 - Illegal immigration
 - Important landmarks
 - Land and development issues
 - Legalization of drugs
 - Protests
 - Terrorism or terrorists
 - Water issues
 - Welfare issues (for or against)

**General Records Retention Schedule for
All Public Bodies
Officials Records**

10001.	<p>Accomplishments, Awards, Opinions, Orders, Priority Statements, and Proclamations Records – Historical Some of these records can be found on official websites or social media sites.</p> <p>Historical Records meet the definition / description of the “<i>Permanent and Historical Records</i>” statement listed under the Definitions section of this Schedule, in accordance with LAPR Guidance on Permanent and Historical Records: http://www.azlibrary.gov/arm/guidelines-standards-and-statutes</p>	Permanent	Retain per Arizona <i>Standards for Permanent Records</i> or transfer to State Archives when administrative value has been served.
10002.	<p>Accomplishments, Awards, Opinions, Orders, Priority Statements, and Proclamations Records – Non Historical Some of these records can be found on official websites or social media sites.</p>	4	After calendar year created.
10003.	<p>Activity / Progress / Statistical Reports and Performance Measurement Records These are reports submitted to Officials by Departments / Divisions they oversee within the public body. These records include weekly or monthly reports, status reports, metrics, benchmarks and other oversight and compliance records but don't include official annual report.</p>	3	After calendar year created or received.

**General Records Retention Schedule for
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<u>Item #</u>	<u>Records Series</u>	<u>Retention (Yrs.)</u>	<u>Remarks</u>
10004.	<p>Appointment Calendar / Schedule Records - Historical Records documenting the scheduling of meetings and public events that involve the Official.</p> <p>Historical Records meet the definition / description of the “<i>Permanent and Historical Records</i>” statement listed under the Definitions section of this Schedule, in accordance with LAPR Guidance on Permanent and Historical Records: http://www.azlibrary.gov/arm/guidelines-standards-and-statutes</p>	Permanent	Retain per Arizona <i>Standards for Permanent Records</i> or transfer to State Archives when administrative value has been served.
10005.	<p>Appointment Calendar / Schedule Records – Non Historical Records documenting the scheduling of meetings and public events that involve the Official.</p>	-	After term in office / appointment / position ends.
10006.	<p>Biographic Statement Records Some of these records can be found on websites or social media sites.</p>	Permanent	Retain per Arizona <i>Standards for Permanent Records</i> or transfer to State Archives when administrative value has been served.
10007.	<p>Constituent Correspondence Records – Historical Includes correspondence between any member of the public, organization or business, and an Official, including, but not limited to, citizen comments and complaints.</p> <p>Historical records meet the definition / description of the “<i>Permanent and Historical Records</i>” statement listed under the Definitions section of this Schedule, in accordance with LAPR</p>	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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	Guidance on Permanent and Historical Records: http://www.azlibrary.gov/arm/guidelines-standards-and-statutes		
10008.	Constituent Correspondence Records – Non Historical Includes correspondence between any member of the public, organization or business, and an Official, including, but not limited to, citizen comments and complaints.	2	After calendar year created or received.
10009.	Events Records – Historical Records that document the planning for an event, the event itself, and any records related to or in response to the event, and includes presentation materials and handouts, registration and attendance lists, reports, and schedules of speakers and activities. Historical Records meet the definition / description of the “ Permanent and Historical Records ” statement listed under the Definitions section of this Schedule, in accordance with LAPR Guidance on Permanent and Historical Records: http://www.azlibrary.gov/arm/guidelines-standards-and-statutes	Permanent	Retain per Arizona <i>Standards for Permanent Records</i> or transfer to State Archives when administrative value has been served.
10010.	Events Records – Non Historical Records that document the planning for an event, the event itself, and any records related to or in response to the event, and includes presentation materials and handouts, registration and attendance lists, reports, and schedules of speakers and activities.	2	After calendar year created or received.

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10011.	Executive Correspondence Records Correspondence to or from an Official that sets or discusses policies.	Permanent	Retain per Arizona <i>Standards for Permanent Records</i> or transfer to State Archives when administrative value has been served.
10012.	Inauguration Records Records that document the planning for an inauguration, the inauguration itself, and any records related to the inauguration.	Permanent	Retain per Arizona <i>Standards for Permanent Records</i> or transfer to State Archives when administrative value has been served.
10013.	Lobbying Records These are records that are created or received by the Official, including accounting of hours.	5	After calendar year created or received.
10014.	Press Release Records – Historical News releases and "News room" records that document significant events involving an Official, and may include news and communications to the public. Historical Records meet the definition / description of the " <i>Permanent and Historical Records</i> " statement listed under the Definitions section of this Schedule, in accordance with LAPR Guidance on Permanent and Historical Records: http://www.azlibrary.gov/arm/guidelines-standards-and-statutes	Permanent	Retain per Arizona <i>Standards for Permanent Records</i> or transfer to State Archives when administrative value has been served.
10015.	Press Release Records – Non Historical News releases and "News room" records that document significant events involving an Official, and may include news and communications to the public.	2	After calendar year created or received.

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10016.	<p>Publications Publications produced by Official or their Office including, but not limited to, audits, brochures, budgets, capital improvement plans, comprehensive plans, newsletters, pamphlets, transportation studies and other published reports.</p>	1	<p>After superseded or obsolete.</p> <p>If you are an Official of a State Agency, 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.</p> <p>and</p> <p>Send electronic copy to research@azlibrary.gov.</p> <p>If you are an Official of a Local Agency, 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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10017.	<p>Speeches / Major Statement Records – Historical Speeches, addresses and other comments of historical value that document significant events of the Official and / or public body during ceremonies, interviews and other public meetings.</p> <p>Records meet the definition / description of the “Permanent and Historical Records” statement listed under the Definitions section of this Schedule, in accordance with LAPR Guidance on Permanent and Historical Records: http://www.azlibrary.gov/arm/guidelines-standards-and-statutes</p>	Permanent	Retain per Arizona <i>Standards for Permanent Records</i> or transfer to State Archives when administrative value has been served.
10018.	<p>Speeches / Major Statement Records – Non Historical Speeches, addresses and other comments that document events of the Official and / or public body during ceremonies, interviews and other public meetings.</p>	2	After calendar year created or received.