



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



**General Records Retention Schedule Issued To:
All State And Local Agencies
Clerks Records**

**Schedule Number:
GS 1016**

(Applies to the Clerk of any Agency, Board, Bureau, Commission, Committee, Council, District, Office or Other Political Subdivision.)

Authority: Pursuant to ARS §41-151.12(3), only the Arizona State Library, Archives and Public Records has the authority to set retention periods, including the sole authority to modify, extend or decrease records retention periods. The retention periods listed herein are the **required** time records must be retained. Records should be promptly and orderly disposed of at the end of their retention period. Keeping records longer than the retention period poses financial, legal, audit and investigative risks to the Agency. These risks need to be considered when there is a compelling need to retain records for a longer period of time than approved retention period. Records required for ongoing or foreseeable official proceedings such as audits, investigations or lawsuits, 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 *Certificate of Records Destruction*. All records disposed under this schedule must be reported on the *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 *Certificate of Records Destruction* when they are disposed.

Supersedence: This schedule supersedes *Board of Supervisors, Clerk of*, signed November 05, 2001; *Clerk Municipal*, signed October 10, 2001.

Approval Authorized by: 		Date: 12/29/15
Ted Hale, State Records Management Officer, Secretary of State		
Retention review and approval by: 	Date: 12/24/15	Archival review and approval by:
Jerry Lucente-Kirkpatrick, State Records Manager, Secretary of State		Melanie Sturgeon, State Archivist, Secretary of State

RECORDS MANAGEMENT CENTER

**General Records Retention Schedule for
All State And Local Agencies
Clerks Records
GS 1016**

<u>Item #</u>	<u>Records Series</u>	<u>Retention (Yrs.)</u>	<u>Start of Retention</u>
10237.	Abandonments, Easements and Right of Way (ROW) Records	Permanent	Retain per Arizona <i>Standards for Permanent Records</i> or transfer to State Archives when administrative value has been served.
10238.	Affidavits of Service of Process Records These records may be part of a Notice of Claim brought against a public body, and filed with the authorized agent for that public body. These records may later become part of the Notice of Claim records.	1	After calendar year received. ARS § 11-622, §§ 12-821, 821.01.
10239.	Annexation / DeAnnexation Records - Petitions and property valuation records Whenever land / property is transferred from one public body to another, any records related to that land / property should be transferred, as well. Please remember to complete and file a Transfer of Records Between Public Bodies form with the LAPR.	3	After annexed.
10240.	Annexation / DeAnnexation Records – Recorded maps and other historically significant records Whenever land / property is transferred from one public body to another, any records related to that land / property should be transferred, as well. Please remember to complete and	Permanent	Retain per Arizona <i>Standards for Permanent Records</i> or transfer to State Archives when administrative value has been served.

**General Records Retention Schedule for
All State And Local Agencies
Clerks Records
GS 1016**

<u>Item #</u>	<u>Records Series</u>	<u>Retention (Yrs.)</u>	<u>Start of Retention</u>
10241.	file a Transfer of Records Between Public Bodies form with the LAPR. Annexation / DeAnnexation Records – Refused	3	After refused.
10242.	Annual Report Records These records are created by Special Districts, and a copy supplied to the <u>County Board of Supervisors</u> , in compliance with ARS § 48-251.	Permanent	Retain per Arizona <i>Standards for Permanent Records</i> or transfer to State Archives when administrative value has been served. ARS § 48-251.
10243.	Annual Report Records – Received and Reported These Reports are received by the <u>County Board of Supervisors</u> , and then a subsequent Compliance Report is submitted to the State. Annual Reports Public body wide reports. See <i>Administrative and Management Records</i> General Retention Schedule. Bequest Records If gift qualifies as a capital asset, see <i>capital asset</i> records series. If gift does not qualify as capital asset, see <i>financial management</i> records series.	5 - -	After calendar year received and report submitted. ARS § 48-251. See <i>Administrative and Management Records</i> General Retention Schedule. See <i>Financial Records</i> General Retention Schedule.
10244.	Board of Equalization Records – Tax Roll Correction Order Records	1	After board process ends.

**General Records Retention Schedule for
All State And Local Agencies
Clerks Records
GS 1016**

<u>Item #</u>	<u>Records Series</u>	<u>Retention (Yrs.)</u>	<u>Start of Retention</u>
10245.	Board of Equalization Records – Administrative Appeals Package Records	2	After calendar year created.
	Bond Records See <i>Bond Records</i> General Retention Schedule.	-	See <i>Bond Records</i> General Retention Schedule.
10246.	Business Licenses Trial Balance Records Monthly listing of occupational (business) license accounts for which the license has not been paid.	5	After fiscal year created.
10247.	Certificates of Sale / Notices of Trustee Sale Records	3	After recorded.
10248.	Charter, Amendment and Incorporation Records	Permanent	Retain per Arizona <i>Standards for Permanent Records</i> or transfer to State Archives when administrative value has been served.
	Conflict of Interest / Ethics Disclosure / Personal Interest Records See <i>Human Resources / Personnel Records</i> General Retention Schedule.	-	See <i>Human Resources / Personnel Records</i> General Retention Schedule.
10249.	Constable Log Records This is the copy filed monthly with the <u>Clerk of the Board of Supervisors</u> .	2	After calendar year received. ARS § 11-445.
	Contracts, Agreements, Leases and Related Records See <i>Administrative and Management Records</i> General Retention Schedule.	-	See <i>Administrative and Management Records</i> General Retention Schedule.

**General Records Retention Schedule for
All State And Local Agencies
Clerks Records
GS 1016**

<u>Item #</u>	<u>Records Series</u>	<u>Retention (Yrs.)</u>	<u>Start of Retention</u>
10250.	Deeds / Titles to Buildings and Property To buildings and property owned by the public body.	3	After building / property sold, transferred disposed of, or abandoned, or after building demolished.
10251.	Disciplinary Notices This written order specifically states the reasons for the officer or employee dismissal, suspension or reduction in rank. The order shall be filed with the <u>Clerk of the Board of Supervisors</u> .	3	After calendar year received. ARS § 11-356.
	Election Records See <i>Election Records</i> General Retention Schedule.	-	See <i>Election Records</i> General Retention Schedule.
	Financial Disclosure Statement Records See <i>Election Records</i> General Retention Schedule.	-	See <i>Election Records</i> General Retention Schedule.
10252.	Franchise Records Including, but not limited to, utilities and cable television.	6	After calendar year contract fulfilled, cancelled or revoked
	Indigent Burial Records See <i>Cemetery Records</i> General Retention Schedule.	-	See <i>Cemetery Records</i> General Retention Schedule. ARS § 11-251.
10253.	License / Permit Records – Applications Not Approved Records	2	After calendar year rejected.
10254.	License / Permit Records – Bingo, Emergency Vehicles, Fireworks, Liquor, and Parade Records	2	After calendar year of recommendation.

**General Records Retention Schedule for
All State And Local Agencies
Clerks Records
GS 1016**

<u>Item #</u>	<u>Records Series</u>	<u>Retention (Yrs.)</u>	<u>Start of Retention</u>
10255.	License / Permit Records – Citizen Complaint Records	4	After calendar year resolved.
10256.	License / Permit Records – Continuing Activity Records Including, but not limited to business licenses, regulatory licenses, and business occupational and professional (BOP) records.	3	After calendar year canceled, expired or revoked.
10257.	License / Permit Records – Correspondence with Unlicensed / Not in Business Account Records	2	After calendar year created or received.
10258.	License / Permit Records – Single Event Records Includes license / permit for special events.	3	After calendar year issued.
10259.	List of Inactive Business Account Records	-	After superseded or obsolete.
10260.	Minutes Records These records are created by public bodies that are subject to open meeting law. Records including, but not limited to, regular sessions, study and work study sessions. Includes agendas and back-up / supporting documentation for approved items from meeting packets of governing boards, commissions, committees and councils; other decision-making boards, commissions, committees, and councils; advisory boards, commissions, committees,	Permanent	Retain per Arizona <i>Standards for Permanent Records</i> or transfer to State Archives when administrative value has been served. ARS § 38-431, 432.

**General Records Retention Schedule for
All State And Local Agencies
Clerks Records
GS 1016**

<u>Item #</u>	<u>Records Series</u>	<u>Retention (Yrs.)</u>	<u>Start of Retention</u>
10261.	<p>councils, task forces, and ad hoc committees.</p> <p>Minutes Records - Executive Session Records These records are created by public bodies that are subject to open meeting law.</p> <p>Includes written notice of executive session regarding discussion or consideration of employment matters to affected officers, appointees or employees;</p> <p>Also includes agendas and back-up / supporting documentation for approved items from meeting packets of 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>	7	<p>After calendar year created or received.</p> <p>ARS § 38-431.03(A)(1).</p>
10262.	<p>Minutes Records - Audio or Video Recordings of Meetings These records are created by public bodies that are subject to open meeting law.</p> <p>The purpose of these recordings is to assist in the transcription / creation of the Minutes. Includes Governing boards, commissions, committees and councils; other decision-making boards, commissions, committees, and councils; advisory boards, commissions, committees,</p>	3 months	<p>After date of meeting and after minutes transcribed or summarized and approved.</p>

**General Records Retention Schedule for
All State And Local Agencies
Clerks Records
GS 1016**

<u>Item #</u>	<u>Records Series</u>	<u>Retention (Yrs.)</u>	<u>Start of Retention</u>
	councils, task forces, and ad hoc committees. Audio or video recordings for other purposes fall under the records series, "Audio / Video Records – Non Historical" on the <i>Public Information and Marketing Records</i> General Retention Schedule.		
10263.	Minutes Records - Staff Meetings These records are created by public bodies that are subject to open meeting law. These are records created during routine staff meetings where policy is not set.	-	After administrative or reference value has been served.
	Official Oaths See <i>Human Resources / Personnel Records</i> General Retention Schedule.	-	See <i>Human Resources / Personnel Records</i> General Retention Schedule.
10264.	Ordinances Includes County / Municipal Codes	Permanent	Retain per Arizona <i>Standards for Permanent Records</i> or transfer to State Archives when administrative value has been served.
10430.	Proclamations	4	After calendar year issued. If Proclamations are historical, please refer to <i>Officials Records</i> General Retention Schedule.

**General Records Retention Schedule for
All State And Local Agencies
Clerks Records
GS 1016**

<u>Item #</u>	<u>Records Series</u>	<u>Retention (Yrs.)</u>	<u>Start of Retention</u>
10431.	Public Meeting Notice Records Includes affidavits of publication, certificate of posting for public meetings.	2	After calendar year of meeting. ARS §38-431.02.
10432.	Public Notice Records - Notice of Public Posting Location(s) Includes disclosure notices and statement of notice.	-	After superseded or obsolete. ARS §38-431.02.
10433.	Request to Speak Records These are completed by the public if they would like to speak at a public meeting.	-	After minutes are transcribed and / or summarized and approved.
10434.	Resolutions	Permanent	Retain per Arizona <i>Standards for Permanent Records</i> or transfer to State Archives when administrative value has been served.
	Sales Tax Records <i>See Sales Tax and Licensing Records</i> General Retention Schedule.	-	<i>See Sales Tax and Licensing Records</i> General Retention Schedule.
10435.	School Facilities Board (SFB) Records – Reports and Surveys School districts and charter schools only.	5	After calendar year created or sent to SFB.
	Special District Records These records will not fit into just one record series, but are distributed across many records series. You will need to locate the specific records series for the records in question and follow the corresponding retention period.	-	Retain for the same period of time as required for each records type being retained.

**General Records Retention Schedule for
All State And Local Agencies
Clerks Records
GS 1016**

<u>Item #</u>	<u>Records Series</u>	<u>Retention (Yrs.)</u>	<u>Start of Retention</u>
10436.	Includes district creation records, boundary changes, and budget records. Subdivision Plat Records	Permanent	Retain per Arizona <i>Standards for Permanent Records</i> or transfer to State Archives when administrative value has been served.
10437.	Task Force Report / Study Records	5	After submitted.
10438.	Tax Deed Land Sale Records	3	After property sold.
	Treasurer Reports / Reports to the Treasurer See <i>Financial Records</i> General Retention Schedule.	-	See <i>Financial Records</i> General Retention Schedule.
10439.	Uniform Code Records Includes Uniform building codes, fire codes, plumbing codes, etc.	5	After codes revised, or after reference value has been served, whichever is longer.

Supersedes schedules for *Board of Supervisors, Clerk of*, signed November 05, 2001; *Clerk Municipal*, signed October 10, 2001.

If any of the Permanent records (records series that have a Permanent retention period) on this General Retention Schedule are recorded by the County Recorder, then the official Permanent record may be considered the recorded record at the County Recorder's office.