



**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
Electronic Communications, Social Media and Website Records**

**Schedule Number:
GS 1026**

- 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 #000-12-22, signed March 08, 2012.

Approval Authorized by:		Date:	
		12/24/15	
Ted Hale, State Records Management Officer, Secretary of State			
Retention review and approval by:		Date:	
		12/24/15	
Jerry Lucente, Kirkpatrick, State Records Manager, Secretary of State			
Archival review and approval by:		Date:	
		12/24/2015	
Melanie Sturgeon, State Archivist, Secretary of State			

RECORDS MANAGEMENT CENTER

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<u>Item #</u>	<u>Records Series</u>	<u>Retention (Yrs.)</u>	<u>Start of Retention</u>
	<p>Electronic Communication Records Including, but not limited to, electronic mail messages (E-mail), instant messages (IM), text messages, mobile to mobile (M2M) messages, voicemail messages, and any electronic communications over Internet Protocol (VoIP).</p> <p>After the Arizona Supreme Court rulings in <i>Lake v. City of Phoenix</i>, metadata is a record, and needs to be preserved and retained as an essential component of any electronic record.</p> <p>In order to meet the requirements of the definition of a “record” per ARS § 41-151.18, electronic communications must capture and retain, for the entire retention period of the record, the following minimum metadata requirements:</p> <ul style="list-style-type: none"> • Sender and receiver identification (must be explicit enough to identify the individual senders / recipients); • If the message only indicates initials or other abbreviated identifiers (e.g., distribution lists, grouped addresses, etc.) as senders and / or recipients, then the custodian must document who were the actual senders and / or recipients of the message; • Date and time sent / received; • This metadata must be accessible with the official record. 		

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<u>Item #</u>	<u>Records Series</u>	<u>Retention (Yrs.)</u>	<u>Start of Retention</u>
10407.	<p>(MOU).</p> <p>Electronic Communications – General Correspondence-Related Records Including any content in the actual message, any attachments or links and is not a duplicate record, transitory or retained elsewhere, and the appropriate, minimum required metadata.</p> <p>These records do NOT include Executive Correspondence.</p> <p>These are records that are not related to a specific project or case.</p> <p>Including, but not limited to, forms, letters, and memos.</p>	-	<p>After administrative or reference value has been served.</p> <p>For additional information on General Correspondence Records, please see <i>Administrative and Management Records</i> General Retention Schedule.</p>
10408.	<p>Electronic Communications – Time and Leave-Related Records, School Districts and Charter Schools Including any content in the actual message, any attachments or links and is not a duplicate record, transitory or retained elsewhere, and the appropriate, minimum required metadata.</p> <p>Including, but not limited to, compassionate leave, donated leave, and military leave.</p>	4	<p>After fiscal year created or received.</p> <p>For additional information on Time and Leave Records, please see <i>Human Resources / Personnel Records</i> General Retention Schedule.</p>

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10409.	<p>Electronic Communications – Time and Leave-Related Records, All Other Public Bodies Including any content in the actual message, any attachments or links and is not a duplicate record, transitory or retained elsewhere, and the appropriate, minimum required metadata.</p> <p>Including, but not limited to, compassionate leave, donated leave, and military leave.</p>	3	<p>After fiscal year created or received.</p> <p>For additional information on Time and Leave Records, please see <i>Human Resources / Personnel Records</i> General Retention Schedule.</p>
10410.	<p>Electronic Communications – Office Internal Administration-Related Records Including any content in the actual message, any attachments or links and is not a duplicate record, transitory or retained elsewhere, and the appropriate, minimum required metadata.</p> <p>Including, but not limited to, duty rosters, non-policy work procedures / manuals, office assignments, and work schedules.</p>	1	<p>After superseded or obsolete.</p> <p>For additional information on Office Internal Administrative Records, please see <i>Administrative and Management Records</i> General Retention Schedule.</p>
10411.	<p>Electronic Communications - Working Records-Related Including any content in the actual message, any attachments or links and is not a duplicate record, transitory or retained elsewhere, and the appropriate, minimum required metadata.</p> <p>Including, but not limited to, drafts, feeder reports, and notes used in the development of final or</p>	-	<p>After final records created.</p> <p>For additional information on Working (Draft) Records, please see <i>Administrative and Management Records</i> General Retention Schedule.</p>

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10412.	<p>summary records.</p> <p>Electronic Communications – All Other Content (Topics) Including any content in the actual message, any attachments or links and is not a duplicate record, transitory or retained elsewhere, and the appropriate, minimum required metadata.</p> <p>Social Media Records Including, but not limited to, blogs, comments / wall posts to social media site, Facebook, LinkedIn, twitter, and wikis.</p> <p>Please see <i>Public Information and Marketing Records</i> General Retention Schedule.</p> <p>Website Records Includes any content on a public body’s website that meets the ARS §41-151.18 definition of a “record” and is not a duplicate record, transitory or retained elsewhere; format and control records, and web application / application change records.</p> <p>Please see <i>Information Technology Records</i> General Retention Schedule.</p>	-	<p>Determine which type of record series these communications would best fit under, refer to the corresponding retention period for that records series, and retain according to that retention period.</p> <p>Please see <i>Public Information and Marketing Records</i> General Retention Schedule.</p> <p>Please see <i>Information Technology Records</i> General Retention Schedule.</p>

Supersedes schedule #000-12-22, signed March 08, 2012.