



**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
Library Records**

**Schedule Number:
GS 1035**

- 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 #000-12-17, 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>
10503.	Book Discussion Group Records Includes records of books checked out for book discussion groups.	1	After created or received.
10504.	Bookmobile Program Records Program documentation for the Preschoolers acquiring Literacy Skills (PALS) and County bookmobiles. Includes waiting lists of sites requesting service and sites currently receiving service, information brochures and schedules.	-	After administrative value has been served.
10505.	Borrowers / Cardholders / Visitor Registration Records Includes records for users of public access computers.	-	After expired, updated or obsolete.
10506.	Catalog of Collection Holdings Includes shelf lists.	-	After item referred to is removed from the collection.
10507.	Circulation Records - Borrower-Specific Confidential pursuant to ARS §41-151.22.	-	After administrative value has been served. ARS § 41-151.22.
10508.	Circulation Records - Book Title and / or Author-Specific	-	After administrative value has been served.
10509.	Community Service Records	1	After application received.
10510.	Donation / Gift Records - Added to Collection Including one-time and on-going.	-	After administrative value has been served.

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10511.	Donation / Gift Records - Not Added to Collection Including one-time and on-going.	-	After administrative value has been served.
10512.	Equipment Reservation / Sign-up Records	-	After administrative value has been served.
10513.	E-Rate Records Includes technology plans.	6	After fulfilled, cancelled or revoked. 47 CFR 54.516.
10514.	Incident / Accident Records Please see <i>Administrative and Management Records</i> General Retention Schedule.	-	Please see <i>Administrative and Management Records</i> General Retention Schedule.
10515.	Intra / Inter-Library Loan Records - Photocopies of Periodicals When borrowing in a manner that retains the numbers of copies of periodicals being borrowed.	3	After calendar year created. In compliance with Commission on New Technology Uses (CONTU) guidelines / copyright laws.
10516.	Intra / Inter-Library Loan Records - All Other Records	-	After administrative value has been served.
10517.	Jail Library – Patron Request Records Requests to borrow materials or for the library to purchase materials not currently owned.	-	After administrative value has been served.
10518.	Library Display / Exhibit Records - Calendar of Exhibits Displays of art or authors. Including, but not limited to, forms, inventory lists, and waivers.	10	After created.

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10519.	Library Display / Exhibit Records - All Other Records Displays of art or authors. Including, but not limited to, forms, inventory lists, and waivers.	3	After exhibit removed
10520.	Library History Collection Records Records regarding library buildings. Includes photographs of events and newsletters.	Permanent	Retain per Arizona <i>Standards for Permanent Records</i> or transfer to State Archives when administrative value has been served.
10521.	Special Services Machine Exchange Records Forms used to exchange machines from the Arizona Talking Book Library. Includes user name, address and phone number. Machines are owned by the Arizona Talking Book Library.	1	After equipment returned.
10522.	Statistical Records Does not include the Annual Report.	-	After cumulative update completed.
10523.	Summer Reading Program Records Records of summer reading program. Including, but not limited to, any fees charged, information on incentive prizes, lists of presenters, registration materials, and samples of handouts.	-	After administrative value has been served.

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10524.	Working Records for Online Catalog Includes item records downloaded from vendor or bibliographic utility databases for which local cataloging has not yet been completed.	-	After superseded or obsolete.

Supersedes schedule #000-12-17, signed March 08, 2012.