



**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
Facilities and Grounds Management Records**

**Schedule Number:
GS 1023**

- 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 #000-11-08, signed March 03, 2011.

Approval Authorized by: 		Date: 12/29/15
Ted Hale, State Records Management Officer, Secretary of State		
Archival review and approval by: 		Date: 12/24/2015
Melanie Sturgeon, State Archivist, Secretary of State		

Retention review and approval by: 	Date: 12/24/15
Jerry Lucente-Kirkpatrick, State Records Manager, Secretary of State	

RECORDS MANAGEMENT CENTER

**General Retention Schedule for
All State and Local Agencies
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GS 1023**

<u>Item #</u>	<u>Records Series</u>	<u>Retention (Yrs.)</u>	<u>Start of Retention</u>
10314.	Accident and Fire Prevention Program Plan Records Includes lists of first aid trained personnel.	1	After superseded or obsolete.
10315.	Alarm Code and Key Control Records Records tracking employee access to buildings.	1	After superseded or obsolete.
10316.	Architect / Consultant Records - Not Used	3	After created or received.
10317.	As-built Plans, Drawings, Blueprints, Floor Plans, Layouts, Specifications and Americans with Disabilities Act (ADA) Compliance Records – Historical Historical records have enduring and significant value to the public body, and meet the requirements found in the <i>Guidance on Permanent and Historical Records</i> , at the following link: 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.
10318.	As-built Plans, Drawings, Blueprints, Floor Plans, Layouts, Specifications and Americans with Disabilities Act (ADA) Compliance Records – Non Historical	1	After building abandoned, demolished, sold, or transferred.
10319.	Building Inventory Records	3	After superseded or obsolete.
10320.	Certificates of Inspection Records Includes Fire Marshal inspections.	1	After expired or after next cyclical inspection is conducted, whichever is later.

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10321.	<p>Construction Records - Completed These are records documenting the construction and major renovation of buildings for public bodies.</p> <p>Including, but not limited to, inspection reports, progress reports, meeting minutes, construction contracts, construction bonds, and site.</p>	9	After construction completed.
10322.	<p>Construction Records - Proposed but not completed These are records documenting the construction and major renovation of buildings for public bodies.</p> <p>Including, but not limited to, inspection reports, progress reports, meeting minutes, construction contracts, construction bonds, and site.</p>	7	After project abandoned.
10323.	<p>Construction Records – Guarantees / Warranties</p>	-	After expired, or after reference value has been served.
10324.	<p>Custodial / Landscape Services Records - Contracted Including, but not limited to, service schedules.</p>	6	After contract expired, cancelled or revoked.
10325.	<p>Custodial / Landscape Services Records - Contracted Including, but not limited to, service schedules.</p>	2	After work completed.
	<p>Deeds / Titles to Buildings and Property Please see <i>Clerks Records</i> General Retention Schedule.</p>	-	Please see <i>Clerks Records</i> General Retention Schedule.

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	Easements Please see <i>Clerks Records</i> General Retention Schedule.	-	Please see <i>Clerks Records</i> General Retention Schedule.
10326.	Environmental Records - Asbestos Inspection and Abatement Records and Management Plans Includes Hazard Emergency Response Act (AHERA) records. Records documenting employee exposure or potential exposure to hazardous substances should be transferred to Human Resources for retention with Employee Medical and Exposure Records.	50	After building abandoned, demolished, sold, or transferred.
10327.	Environmental Records - Underground Storage Tank Records, Leaking	Permanent	Retain per Arizona <i>Standards for Permanent Records</i> or transfer to State Archives when administrative value has been served.
10328.	Environmental Records - Underground Storage Tank Records, Not Leaking	25	After building abandoned, demolished, sold, or transferred.
10329.	Environmental Records - Hazardous Materials Disposal Records	3	After disposal of material.
10330.	Environmental Records - Hazardous Materials Incident Report Records	5	After created or received.

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GS 1023**

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10331.	<p>Environmental Records - Lead-Based Paint Records Includes correspondence, inspection and remediation reports, Requests for Proposal (RFP's), Request for Quotes (RFQ's), sample lab reports, certification of liability insurance, and waste acceptance reports.</p>	50	After building abandoned, demolished, sold, or transferred, or after lease expired, cancelled or revoked.
10332.	<p>Environmental Records - Internal Facility Environmental Monitoring Records Investigations regarding potential environmental issues in Public body-owned facilities / buildings and other buildings where Public employees work.</p> <p>Environmental issues may include air quality complaints for mold and / or volatile organic compounds (VOC's); roof leaks, and pest infestations.</p> <p>This primarily includes annual facility inspections, spill prevention control and countermeasure (SPCC) plan and implementation, hazardous waste contingency plan and emergency response plan (HWCPERP) and implementation, annual reporting requirements, asbestos operations and maintenance (O&M) plan inspection, and indoor air quality sampling and visual inspection for mold growth and persistent moisture.</p>	3	After building abandoned, demolished, sold, or transferred, or after lease expired, cancelled or revoked.

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10333.	Facility Assessment Records	-	After building abandoned, demolished, sold, or transferred.
10334.	Facility Usage Records Includes applications and proof of insurance.	6	After calendar year facility used or access denied.
10335.	False Alarm Records	3	After created or received.
10336.	Fire Safety System Records – Planned / Preventative Maintenance Records Includes inspection, testing and repair records for alarms, break glass station alarms, fire extinguishers, smoke detectors, and sprinkler systems.	5	After work performed.
10337.	Fire Safety System Records – All Other Records Including, but not limited to, equipment, installation, plans, renovations, specifications and other related records for alarms, fire extinguishers, smoke detectors, and sprinkler systems.	-	After equipment removed or replaced or after building abandoned, demolished, sold, or transferred, whichever comes first.
10338.	Maintenance / Repair Work Orders – Major Work	-	After building abandoned, demolished, sold, or transferred.
10339.	Maintenance / Repair Work Orders - Routine Work	3	After work order closed.
10340.	Master Plans – Historical Includes department, agency, regional or state-wide. Historical records have enduring and significant value to the public body, and meet the requirements	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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	<i>Records, at the following link: http://www.azlibrary.gov/arm/guidelines-standards-and-statutes</i>		
10341.	Master Plans – Non Historical Includes department, agency, regional or state-wide.	5	After superseded or obsolete.
10342.	Pest Control Records - Termites Includes herbicide and pesticide spray records. Records documenting employee exposure or potential exposure to hazardous substances should be transferred to Human Resources for retention with <i>Employee Medical and Exposure Records</i> .	5	After work completed. A.A.C. R4-29-307.
10343.	Pest Control Records - All other pests Includes herbicide and pesticide spray records. Records documenting employee exposure or potential exposure to hazardous substances should be transferred to Human Resources for retention with <i>Employee Medical and Exposure Records</i> .	3	After work completed. A.A.C. R4-29-307.
10344.	Planned / Preventative Maintenance Records Includes schedules and documentation of work performed.	-	After equipment removed or replaced, or after building abandoned, demolished, sold, or transferred, whichever comes first.

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10345.	<p>Property Acquisition Records – Historical Includes acquisition agreements, correspondence, offer packages, appraisal reports, condemnation actions, escrow / closing documents, deeds, title insurance and title records.</p> <p>Historical records have enduring and significant value to the public body, and meet the requirements found in the <i>Guidance on Permanent and Historical Records</i>, at the following link: 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.
10346.	<p>Property Acquisition Records - Capital Improvement Project Related Includes acquisition agreements, correspondence, offer packages, appraisal reports, condemnation actions, escrow/closing documents, deeds, title insurance and title records.</p>	3	After acquisition has been abandoned, or after property has been abandoned or transferred, but not less than 25 years after Capital Improvement Project is completed and closed and the warranty period has expired.
10347.	<p>Property Acquisition Records - Private Development Related Includes acquisition agreements, correspondence, offer packages, appraisal reports, condemnation actions, escrow/closing documents, deeds, title insurance and title records.</p>	3	After building abandoned, demolished, sold, or transferred.
10348.	<p>Security Records Includes records that document security plans for facilities.</p>	3	After superseded or obsolete.

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10349.	Soils Investigation Records Includes test reports.	-	After superseded or obsolete or after building / property is abandoned, demolished, sold, or transferred, whichever is earlier.
10350.	Space Management Records Includes records with layout of offices, etc. used to manage office space efficiently.	3	After superseded or obsolete.
10351.	Utility Records – Regulatory Fee Records	3	After calendar year fee incurred.
10430.	Utility Records - Repair and Maintenance Records	5	After calendar year created or received.
10431.	Vandalism Records	2	After calendar year created or received.

Supersedes schedule #000-11-08, signed March 03, 2011.