



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  
Risk Management Records**

**Schedule Number:  
GS 1038**

- 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 by State and Local Agencies when there is a compelling need to retain records for a longer period of time than the 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:** **New Schedule**

**Records Analyst, Secretary of State:** Ruben Vargas

**State Records Management Officer, Arizona State Archives,  
Records, and Arizona Capitol Museum:** Dr. Ted Hale

**State Archivist, Secretary of State:** Dr. Melanie Sturgeon

*Record Series Electronically Approved in RSM Database*

RECORDS MANAGEMENT CENTER

**Records Retention Schedule for  
All State and Local Agencies  
Risk Management Records  
GS 1038**

**General Record Series 30284**

**5/18/2016**

**Accident and Incident Prevention / Safety Program and Safety Training Records - Asbestos Management Plans.**

Retention: Retain for life of facility.

Type: Legal

Legal Citation: §29 CFR 1910.1001(j)(3)(i)(ii).

**General Record Series 30278**

**5/18/2016**

**Accident and Incident Prevention / Safety Program and Safety Training Records - Drills / Checks / Reviews**

Including, but not limited to, fire and disaster drill records, fire extinguisher safety checks, safety reviews of sites, and safety reviews of vehicles.

Retention: 5 Years after calendar year created, received, or audited.

Type: Legal

**General Record Series 30279**

**5/18/2016**

**Accident and Incident Prevention / Safety Program and Safety Training Records - Inspections**

Including, but not limited to, building inspection reports (official copy with risk management), Fire Marshall inspection records, inspection records, and risk management inspections – safety account.

Retention: 10 Years after expired or after next cyclical inspection is conducted, whichever is later. Does not apply to private citizen property.

Type: Legal

**Records Retention Schedule for  
All State and Local Agencies  
Risk Management Records  
GS 1038**

**General Record Series 30280**

**5/18/2016**

**Accident and Incident Prevention / Safety Program and Safety Training Records - Logs and Reports**

Including, but not limited to, emergency rescue records, federal and state safety report records (regarding safety status and recommendations for improvement), fire suppression records, fixed fire systems, hazard communication records, hazardous energy control program (HECP) records, safety log books, safety personal protection records, sprinkler fire alarm system documents, and storage of hazardous products records.

Retention: 15 Years after calendar year created, received, or audited (*Does not apply to private-citizen property*).

Type: Legal

**General Record Series 30282**

**5/18/2016**

**Accident and Incident Prevention / Safety Program and Safety Training Records - Occupational Safety and Health Administration (OSHA) Records, All Other Records**

Including, but not limited to, accident reports, annual summaries, citation records, hazard communication records, hazardous energy control program (HECP) records, logs, safety health audits, safety log books, safety personnel protection records, worksite safety inspections.

Retention: 5 Years after created or received or citation resolved whichever is later.

Type: Legal

**General Record Series 30281**

**5/18/2016**

All State and Local Agencies

Risk Management Records

**Accident and Incident Prevention / Safety Program and Safety Training Records - Occupational Safety and Health Administration (OSHA) Records, Safety Data Sheets (SDS)**

*Previously known as Material Safety Data Sheets (MSDS)*

Retention: 30 Years after substance last received in workplace.

Type: Legal

Legal Citation: §29 CFR 1910.1200.

**Records Retention Schedule for  
All State and Local Agencies  
Risk Management Records  
GS 1038**

**General Record Series 30283**

**5/18/2016**

**Accident and Incident Prevention / Safety Program and Safety Training Records - Safety Permits**

Retention: 1 Year after calendar year superseded or obsolete.

Type: Legal

**General Record Series 30286**

**5/18/2016**

**Accident and Incident Prevention / Safety Program and Safety Training Records - Safety Programs**

Including, but not limited to, safety incentive program reports, respirator program records, and safety incentive program records.

Retention: 5 Years after superseded or obsolete.

Type: Legal

**General Record Series 30287**

**5/18/2016**

**Accident and Incident Prevention / Safety Program and Safety Training Records - Training**

Including, but not limited to, Asbestos training records, blood-borne pathogen training records, and hazardous materials (HAZMAT) training records.

Retention: 1 Year after employee terminated.

Type: Legal

Legal Citation: §29 CFR 1910.1001(m)(4), §20 CFR 1010.1030(h)(2)(ii).

**Records Retention Schedule for  
All State and Local Agencies  
Risk Management Records  
GS 1038**

**General Record Series 30288**

**5/18/2016**

**Certificates of Insurance**

Includes proof of insurance coverage provided by public body to businesses, individuals, and other public bodies. In the event of litigation, the insurance policy provides proof of coverage.

Retention: 19 Years after created or received.

Type: Legal

**General Record Series 30289**

**5/18/2016**

**Certificates of Liability**

Includes proof of insurance for vendors who have done work for the public body.

Retention: 6 Years after contract with vendor expired, cancelled, or revoked.

Type: Legal

**General Record Series 30291**

**6/7/2016**

**Claim Records - Adults**

Including, but not limited to, checks for reimbursement, claim forms, incident reports, investigation records, invoices, notices of claims, pictures, recovery documentation on efforts at cost recovery for damage to public body buildings, equipment, vehicles, property, and subpoenas for paid and denied claims. (If juvenile is incapacitated and reaches 24 years of age from date of birth, use this record series).

Retention: 5 Years after claim closed.

Type: Legal

**Records Retention Schedule for  
All State and Local Agencies  
Risk Management Records  
GS 1038**

**General Record Series 30290**

**6/7/2016**

**Claim Records - Juvenile**

Including, but not limited to, checks for reimbursement, claim forms, incident reports, investigation records, invoices, notices of claims, pictures, recovery documentation on efforts at cost recovery for damage to public body buildings, equipment, vehicles, property, and subpoenas for paid and denied claims (for incapacitated juveniles who reach 24th birthday, use Claim Records / Incapacitated Adults record series G-30323).

Retention: 24 Years after date of birth.

Type: Legal

**General Record Series 30323**

**5/27/2016**

**Claim Records / Incapacitated Adults**

Including, but not limited to, checks for reimbursement, claim forms, incident reports, investigation records, invoices, notices of claims, pictures, recovery documentation on efforts at cost recovery for damage to public body buildings, equipment, vehicles, property, and subpoenas for paid and denied claims (for incapacitated juveniles who reach 24th birthday, use this record series).

Retention: 80 Years after claim closed.

Type: Legal

Legal Citation: §ARS 12-502

**General Record Series 30293**

**5/18/2016**

**Claim Registers**

Includes voucher registers.

Retention: 6 Years after calendar year created.

Type: Legal

**Records Retention Schedule for  
All State and Local Agencies  
Risk Management Records  
GS 1038**

**General Record Series 30294** **5/18/2016**  
**Claim Related Queries and Reports**

Retention: After administrative value has been served.

Type: Legal

**General Record Series 30299** **5/18/2016**  
**Insurance Policies -  
Liability**

Includes auto, environmental, liability, and property. Including, but not limited to, directors and officers, errors and omissions, policies, and pollution.

Retention: 6 Years after audited, cancelled, expired, or revoked.

Type: Legal

**General Record Series 30300** **5/18/2016**  
**Insurance Policies - Medical Malpractice**

Retention: 18 Years after audited, cancelled, expired, or revoked.

Type: Legal

**General Record Series 30298** **5/18/2016**  
**Insurance Policies -  
Property**

Includes auto, environmental, liability, and property. Including, but not limited to, audits of policies, aviation policies and bonds, crime, difference in conditions (DIC), earthquake, fine arts, flood, vehicle physical damage.

Retention: 6 Years after audited, cancelled, expired, or revoked.

Type: Legal

**Records Retention Schedule for  
All State and Local Agencies  
Risk Management Records  
GS 1038**

**General Record Series 30301**

**5/18/2016**

**Insurance Policies - Workers' Compensation**

Retention: 25 Years after audited, cancelled, expired, or revoked.

Type: Legal

**General Record Series 30324**

**5/27/2016**

**Loss Control Records & Reports**

Including, but not limited to, Arizona division of occupational safety and health (ADOSH) collision investigation records, consultation, inspection audits, insurance carrier, internal reports, stolen property reports, and vandalism records (including reports and records of restitution).

Retention: 5 Years after closed.

Type: Legal

**General Record Series 30304**

**5/18/2016**

**Risk Analysis Records - All others**

Retention: after administrative value has been served.

Type: Legal

**General Record Series 30303**

**5/18/2016**

**Risk Analysis Records - Health Claims**

Retention: 6 Years after calendar year created.

Type: Legal