



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
Parks and Recreation Records**

**Schedule Number:
GS 1044 (Revised)**

- 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:** **Counties, Municipalities, State Agencies, Boards & Commissions, Parks & Recreation Schedule, 000-12-60, Dated, 6/27/2012**

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

General Record Series 20915 **6/27/2012**

Archaeology Records

Retention: Permanent - Retain per Arizona Standards for Permanent Records or Transfer to Arizona State Archives when administrative value has been served.

Legal Citation

ARS §39-101, §41-151, §13-2407

General Record Series 20917 **6/27/2012**

Group Campground Rosters

Retention: 1 Year after superseded or obsolete.

General Record Series 20921 **6/27/2012**

Land Acquisition Records - Acquisition Related Correspondence

Retention: 1 Year after acquisition completed or abandoned.

General Record Series 20919 **6/27/2012**

**Land Acquisition Records - Appraisal Reports and Other Records Needed to Acquire
Parcels through Condemnation**

Retention: 15 Years after condemnation settled and related legal cases closed.

General Record Series 20920 **6/27/2012**

Land Acquisition Records - Deeds and Title Insurance Policies

Retention: After property sold, abandoned or transferred.

General Record Series 20918 **6/27/2012**

Land Acquisition Records - Phase I Environmental Records

Retention: 7 Years After date of simple acquisition.

General Record Series 20922	6/27/2012
Licensed Site Records - Court Records Regarding Custody	
Retention: 3 Years after completed.	
General Record Series 20923	6/27/2012
Licensed Site Records - Program Participant Records	
Description: including illness documentation and prescription authorization forms.	
Retention: 5 Years after end of school year created or received.	
General Record Series 20924	6/27/2012
Licensed Site Records - Required Records	
Description: including attendance sign-in sheets and payment authorization.	
Retention: 5 Years after end of school year created or received.	
General Record Series 20925	6/27/2012
Maintenance Records	
Retention: 3 Years after created or received.	
General Record Series 20926	6/27/2012
Park and Trail Development and Planning Records	
Description: including site programming records, meeting records, public input records, surveys, preliminary budgets and cost planning records.	
Retention: 10 Years after created or received.	
General Record Series 20927	6/27/2012
Park Pass Information Records	
Description: including annual passes.	
Retention: 1 Year after superseded or obsolete.	

General Record Series 20928

6/27/2012

Park Plans and Blueprints – Historical

Retention: Permanent - Retain per Arizona Standards for Permanent Records or Transfer to Arizona State Archives when administrative value has been served.

Legal Citation

ARS §39-101, §41-151, §13-2407

General Record Series 20929

6/27/2012

Park Plans and Blueprints - All Other Records

Retention: After property no longer serves as a park or is no longer owned by the public body.

General Record Series 20930

6/27/2012

Park Ranger Daily Logs

Retention: 5 Years after created.

General Record Series 20931

6/27/2012

Permits

Description: including parks, basins, preserve and outdoor facilities.

Retention: 1 Year after created or received.

General Record Series 20932

6/27/2012

Pesticide/Herbicide Records

Description: including herbicide and pesticide spray 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.

Retention: 5 Years after work completed.

General Record Series 20933

6/27/2012

Preserve Improvement Project Records

Description: including bids, plans and specifications for trails and access areas, and other related records.

Retention: 3 Years after construction completed.

General Record Series 20934

6/27/2012

Recreation, Activity and Event Records - Attendance Records

Description: including schedules, advertisements, promotions, brochures, rosters, log books, and other related records.

Retention: 1 Year after date of program.

General Record Series 20935

6/27/2012

Recreation, Activity and Event Records - Development Records

Description: including schedules, advertisements, promotions, brochures, rosters, log books, and other related records.

Retention: 2 Years after superseded or obsolete.

General Record Series 20936

6/27/2012

Recreation, Activity and Event Records - Registration Records

Description: including schedules, advertisements, promotions, brochures, rosters, log books, and other related records.

Retention: 3 Years after created or received.

General Record Series 20937

6/27/2012

Recreation, Activity and Event Records - Schedules

Description: Including schedules, advertisements, promotions, brochures, rosters, log books, and other related records.

Retention: 1 Year after superseded or obsolete.

General Record Series 20938

6/27/2012

Reservation Records

Description: Including tennis courts, baseball diamonds, ramadas, and other park areas.

Retention: 6 Years after date of reservation.

General Record Series 20941

6/27/2012

Sports Complex Records - Off-Season Use Records

Description: Including short term or seasonal facility rentals for sports or special events in the off-season.

Retention: 6 Years after date of reservation.

General Record Series 20940

6/27/2012

Sports Complex Records - Spring Training Records

Description: Including records created during the preparation and operation for spring training.

Retention: 3 Years after end of season.

General Record Series 20944

6/27/2012

Youth Development Records

Description: Including Jobs Training Partnership Act (JPTA) records, X-tattoo removal records, first-offender records, Stop Crime Remove Urban Blight (SCRUB) records, Student Truancy Reduction Initiative Valuing Education (STRIVE) records, young first-offender records, and other related records.

Retention: 7 Years after completion of program.