



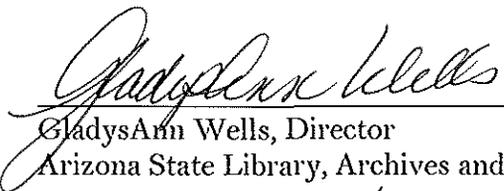
Arizona State Library, Archives and Public Records

General Records Retention Schedule for All Public Bodies Facilities/Grounds Management Records

Schedule Number:
000-11-8

Authorization and Approval

Pursuant to ARS §41-1351, the retention periods listed herein are both the minimum and maximum time records may be kept. Keeping records for a time period other than their approved retention period is illegal. However, records required for ongoing or foreseeable official proceedings such as audits, lawsuits or investigations, must be retained until released from such official proceedings, notwithstanding the instructions of this schedule. If it is believed that special circumstances warrant that records should be kept longer or shorter times than the time period listed in this schedule or that any of these records may be appropriate for transfer to the State Archives, please contact the Records Management Division to inquire about a change to the retention period. Only the Arizona State Library, Archives and Public Records has the authority to extend records retention periods. **Public records, including electronic records, not listed in this schedule are not authorized to be destroyed.**



Gladys Ann Wells, Director
Arizona State Library, Archives and Public Records

Date Approved: 3/14/2011

**Records Retention Schedule for
All Public Bodies
Facilities/Grounds Management Records**

<u>Item #</u>	<u>Records Series</u>	<u>Retention (Yrs.)</u>	<u>Remarks</u>
1.	Alarm Code and Key Control Records (records tracking employee access in buildings)	1	After either fiscal year or calendar year superseded or obsolete
2.	Architect/Consultant Records Not Used (including Requests for Proposals)	3	After either fiscal year or calendar year created or received
3.	As-built Plans, Drawings, Blueprints, Floor Plans, Layouts, Specifications and Americans with Disabilities Act (ADA) Compliance Records	-	After building sold, demolished, transferred or abandoned
4.	Building Inventory Records	5	After fiscal year superseded or obsolete
5.	Certificates of Inspection (including Fire Marshal inspections)	1	After fiscal year expired
6.	Construction Records (including inspection reports, progress reports, meeting minutes, construction contracts, site surveys, warranties/guarantees and other related records for construction and major renovation projects)		
	a. Completed projects	9	After fiscal year construction completed
	b. Proposed but not completed	5	After project abandoned or after administrative or reference value has been served, whichever is later
7.	Custodial/Landscape Services Records (including service schedules and other related records)	6	After fiscal year contract expired, cancelled or revoked
8.	Deeds/Titles to Buildings and Property	-	After building/property sold, transferred or abandoned or building demolished

**Records Retention Schedule for
All Public Bodies
Facilities/Grounds Management Records**

<u>Item #</u>	<u>Records Series</u>	<u>Retention (Yrs.)</u>	<u>Remarks</u>
9.	Environmental Records a. Asbestos Inspection and Abatement Records and Management Plans (including Hazard Emergency Response Act (AHERA) records) b. Lead Paint and Underground Storage Tank Records c. Hazardous Materials Records i. Hazardous Material Disposal Records ii. Hazardous Materials Incident Reports d. Testing Records including air quality and microbial sampling records)	3 3 3 5 3	After building sold, demolished, transferred or abandoned After building sold, demolished, transferred or abandoned After either fiscal year or calendar year of disposal of material After either fiscal year or calendar year created or received After building sold, demolished, transferred or abandoned
10.	Facility Assessment Records	-	After building sold, demolished, transferred or abandoned
11.	Facility Usage Records (including applications and proof of insurance)	6	After fiscal year facility used or access denied
12.	False Alarm Records	3	After either fiscal or calendar year created or received
13.	Fire Safety System Records a. Planned/Preventative Maintenance records (including inspection, testing and repair records for alarms, break glass station alarms, fire extinguishers, smoke detectors, and sprinkler systems) b. All other records (including equipment, installation, plans, renovations, specifications and other related records for alarms, fire extinguishers, smoke detectors, sprinkler systems, and other related equipment)	5 -	After either fiscal year or calendar year work performed After equipment removed or replaced or after building sold, demolished, transferred or abandoned, whichever comes first

**Records Retention Schedule for
All Public Bodies
Facilities/Grounds Management Records**

<u>Item #</u>	<u>Records Series</u>	<u>Retention (Yrs.)</u>	<u>Remarks</u>
14.	Maintenance/Repair Work Orders	3	After either fiscal year or calendar year work order closed
15.	Master Plans (including department, agency, regional or state-wide)	5	After fiscal year superseded or obsolete
16.	Pest Control Records (including herbicide and pesticide spray records)	5	After either fiscal year or calendar year work completed
17.	Planned/Preventative Maintenance Records (including schedules and documentation of work performed)	-	After equipment removed or replaced or after building sold, demolished, transferred or abandoned, whichever comes first
18.	Security Records (including records that document security plans for facilities)	3	After either fiscal year or calendar year created or received or after administration or reference value has been served, whichever is later
19.	Soils Investigation Records (including test reports)	-	After superseded or obsolete or after building/property is sold, transferred or abandoned, whichever is first
20.	Space Management Records	3	After either fiscal year or calendar year superseded or obsolete or after administration or reference value has been served, whichever is later
21.	Utility Records		
	a. Regulatory Fee Records	3	After fiscal year fee incurred
	b. Repair and Maintenance Records	3	After fiscal year created or received
22.	Vandalism Records	2	After either fiscal year or calendar year created or received

**Records Retention Schedule for
All Public Bodies
Facilities/Grounds Management Records**

Item # Records Series Retention (Yrs.) Remarks

**Supersedes schedule Community College District schedule dated November 15, 2002;
County schedule dated November 5, 2001; Fire District schedule dated December 18,
2007; Municipality schedule dated October 10, 2001; and School District and Charter
Schools schedule dated November 15, 2007**