



## Arizona State Library, Archives and Public Records

### General Records Retention Schedule for All Public Bodies Management Records

**Schedule Number:**

**000-12-16**

#### **Authorization and Approval**

Pursuant to ARS §41-151.12, the retention periods listed herein are the minimum amount of time records may be kept. Keeping records for a time period shorter than their approved retention period is illegal. 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 for a shorter time 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 set records retention periods. **Public records, including electronic records, not listed in this schedule are not authorized to be destroyed.**

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Lisa Maxwell, Director  
Records Management Division  
Arizona State Library, Archives and Public Records

Date Approved: *March 6, 2012*

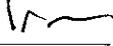
**General Retention Schedule for  
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Management Records**

<u>Item #</u>	<u>Records Series</u>	<u>Retention (Yrs.)</u>	<u>Start of Retention</u>
1.	Annexation Records a. Recorded maps and other historically significant records b. Petitions and property valuation records c. Refused	Permanent 3 3	Preserve pursuant to ARS §39-101 After annexed After refused
2.	Annual Reports a. Public body wide reports  b. All other reports	10  10	After report filed. Send paper copy to ASLAPR, Law and Research Library, State Documents and if available, send electronic copy to <a href="mailto:reports@lib.az.us">reports@lib.az.us</a> After report filed
3.	Certificates of Posting	1	After posted
4.	Charter, Amendment and Incorporation Records	Permanent	Preserve pursuant to ARS §39-101
5.	Committee, Board, Commission, Council, Consultant or Task Force Reports/Studies a. Reports resulting in no action  b. Reports/Studies resulting in project	5  -	After submitted  File with Project Records (Item #17)
6.	Committee, Board, Commission, Council or Task Force Records (including meeting notices, agendas, board packets, notes and other related records not needed to be retained with minutes)	3	After created or received

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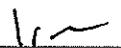
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7.	Contracts, Agreements and Leases and related records (including Intergovernmental Agreements (IGA), mutual/automatic aid agreements, cooperative agreements and Memorandums of Understanding (MOU), but does not include construction contracts (see Facilities/Grounds schedule))	6	After fulfilled, expired, cancelled or revoked
8.	Disaster Recovery Records (including Business Continuity Plans and Continuation of Operations (COOP) Plans)	-	Keep current plan and most recent superseded plan (29 CRF 1910.199(n))
9.	Executive Correspondence (correspondence of Board, Commission, Council or Agency Director that sets or discusses policies or other topics deemed historical)	Permanent	Preserve pursuant to ARS §39-101
10.	Grant Records		
	a. Administration and Financial Records	3	After quarterly, annual or final expenditure report submitted and approved or after funding agency requirements are met, whichever is longer
	b. Programmatic Records		
	i. Historically Significant Program Records	Permanent	Preserve pursuant to ARS §39-101
	ii. All Other Program Records	3	After quarterly, annual or final expenditure report submitted and approved or after funding agency requirements are met, whichever is longer
	c. Unsuccessful Grant Application Records	1	After rejected or withdrawn

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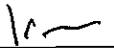
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11.	Information Security and Privacy incident Records (incidents involving either paper or electronic records and including incidents related to those records) a. Health Insurance Portability and Accountability Act (HIPAA) Records (including HIPAA information security, privacy or other Administrative Simplification incidents or complaints b. All other non-HIPAA Records (including information security and privacy incidents or complaints)	6  3	After incident closed and no further activity is anticipated  After incident closed and no further activity is anticipated
12.	Legislation Records a. Case files for legislation proposed by agency b. Legislation tracking records	Permanent  1	Preserve pursuant to ARS §39-101 After passed into law or defeated
13.	Minutes (including agendas (if agenda or index is not part of the minutes) and supporting documentation referenced in minutes and needed to clarify the minutes) a. Governing Boards, Commissions and Councils b. Other Decision-making Committees, Boards or Commissions c. Advisory Committees, Boards, Commissions, Task Forces, Ad Hoc Committees, etc. d. Executive Session, Work Study and Study Session Records e. Audio or Video Recordings of Meetings	Permanent  Permanent  Permanent  10  3 months	Preserve pursuant to ARS §39-101 Preserve pursuant to ARS §39-101 Preserve pursuant to ARS §39-101  After created or received  After date of meeting and after minutes transcribed or summarized and approved

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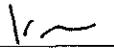
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	f. Staff meetings (routine staff meetings where policy is not set)	-	After administrative or reference value has been served
14.	Notices of Public Posting Locations	1	After superseded or obsolete
15.	Organizational Reporting Records (records of major changes to department or division organizational structure and its relationship to other offices and departments, including reporting structure and other functional relationships. Does not include information on individual employees.)	Permanent	Preserve pursuant to ARS §39-101
16.	Policy and Procedure Records (official agency policy and procedure records but not internal office procedures)	Permanent	Preserve pursuant to ARS §39-101
17.	Project Records a. Historically Significant Projects b. All Other Records	Permanent  3	Preserve pursuant to ARS §39-101 After completed or abandoned
18.	Public Body Policies, Directives, General Orders, Board Orders, Mission Statements, and Administrative Orders (does not include office internal administrative procedure records)	Permanent	Preserve pursuant to ARS §39-101
19.	Public Information Records (including press releases, photographs, scrap books, public service announcements and other related records) a. Historical  b. All other records	Permanent  -	Preserve pursuant to ARS §39-101 After administrative value has been served

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20.	Publications Produced by Public Body (including brochures, pamphlets, newsletters and other published reports) a. Paper	1	After superseded or obsolete, unless otherwise specified in this retention schedule. Send 2 copies to ASLAPR, Law and Research Library, State Documents
	b. Electronic	1	After superseded or obsolete, unless otherwise specified in this retention schedule. Send electronic copy to <a href="mailto:reports@lib.az.us">reports@lib.az.us</a> and paper copy to ASLAPR, Law and Research Library, State Documents
21.	Request to Speak Cards	-	After minutes transcribed or summarized and approved.
22.	Rule-Making Records a. Enacted rules (including working documents used in creation or updating of rules and 5 year review records)	1	After rule is superseded or no longer in effect
	b. Proposed rules that were not adopted	1	After year rule rejected
23.	School Facilities Board (SFB) Records (School Districts and Charter Schools only – including reports and surveys sent to SFB)	5	After created or received

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24.	Strategic Plans and Goal Records (including 5-year, 10-year and other long-range planning records)	5	After created or received
25.	Trademark, Copyright and Patent Records	Permanent	Preserve pursuant to ARS §39-101

**Supersedes schedule dated November 14, 2011**