

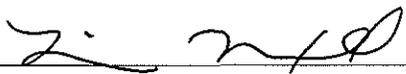
Arizona State Library, Archives and Public Records

General Records Retention Schedule for All Public Bodies Electronic Communications, Social Networking and Website Records

Schedule Number:
000-12-22

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.**



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

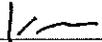
Date Approved: *March 8, 2012*

**General Retention Schedule for
All Public Bodies
Electronic Communications, Social Networking and Website Records**

<u>Item #</u>	<u>Records Series</u>	<u>Retention (Yrs.)</u>	<u>Start of Retention</u>
1.	<p>E-mail and Electronic Communication Records* (including electronic mail messages (E-mail), instant messages (IM), text messages, mobile to mobile (M2M) messages, voice-over Internet Protocol (VoIP) messages and other related records)</p> <p>Official Record (including any content in the actual message and any attachments or links that meets the ARS §41-151.18 definition of a record and is not a duplicate record, transitory or retained elsewhere)</p> <p>* Meeting the requirements of the definition of records per ARS 41-151.18 requires a minimum of the following metadata be retained as long as the message is retained: Sender and receiver identification must be explicit enough to identify the individual senders and recipients. If the message only indicates initials or other abbreviated identifiers (e.g., distribution lists, grouped addresses, etc.) as senders and/or recipients, then the custodian must document who were the actual senders and/or recipients of the message. This metadata must be accessible with the official record.</p> <p>Examples of common items found in e-mail include the following: a. General Correspondence (including public records requests, forms and other letters; memos; correspondence not on a Records Retention Schedule; and other related records not related to a specific project or case; and not executive correspondence)</p>	-	Retain for the same period as required for other formats of the same records series
		-	After administrative or reference value has been served

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<u>Item #</u>	<u>Records Series</u>	<u>Retention (Yrs.)</u>	<u>Start of Retention</u>
	b. Contracts, Agreements and Leases and related records (including Intergovernmental Agreements (IGA), mutual/cooperative agreements and Memorandums of Understanding (MOU), but does not include construction contracts (see Facilities/Grounds General Retention Schedule)	6	After fulfilled, cancelled or revoked
	c. Leave Records (including compassionate leave, donated leave, military leave and other related records)	3	After created or received
	d. Working Records (including notes, drafts, feeder reports and other related records used in the development of final or summary records)	-	After final records created
	e. Office Internal Administration Records (including non-policy word procedures/manuals, office assignments, work schedules and other related records)	-	After superseded or obsolete
2.	Duplicate / Copies of Records (non-record office copy, including any content in the actual message and any attachments or links that is substantially a duplicate in nature, with an official copy of the information existing elsewhere)	-	After reference value has been served, but not longer than the official record is kept
	Social Networking / Web 2.0 Records (including blogs, wikis, Twitter, Facebook and other related applications)		
3.	Official Records (includes any content on a Web 2.0 application that meets the ARS §41-151.18 definition of a record and is not a duplicate record, transitory or retained elsewhere)	-	Retain for the same period as required for other formats of the same records series

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	<p>Examples of common items found in social media/Web 2.0 records include the following:</p> <p>a. Transitory Materials (of limited reference value, including general postings and comments, general correspondence, walls, feedback and related records)</p> <p>b. Public Information Records (including press releases, photographs, public service announcements, notices of upcoming events and other related records)</p> <p> i. Historic</p> <p> ii. Non-historic</p> <p>c. Biographic Information (including "about us" and background information)</p>	-	After administrative or reference value has been served
		Permanent	Preserve pursuant to ARS §39-101
		-	After administrative or reference value has been served
		-	After superseded or obsolete
4.	Duplicate / Copies of Records (non-record office copy, including any content on a Web 2.0 application that is substantially a duplicate in nature, with a record copy of the information existing elsewhere)	-	After reference value has been served, but not longer than the official record is kept.
5.	Format and Control Records		
	a. Administrative (including social networking matrix, marketing plan, registration records, CEO/CIO approval records, copyrighted material documentation records, friends/fans lists and related records. For State Agencies, per the Department of Administration/Arizona Strategic Enterprise Technology ASET) office Policy on Social Networking)	1	After superseded or obsolete

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	b. Technical (including configuration / setup files, installation and implementation records, design records, program operation, software related, site maps, comprehensive list of URLs referenced and related records c. Tracking (including site logs and statistical compilations, "hits")	1	After superseded or obsolete
6.	Website Content Records Official Records (includes any content on a public body's website that meets the ARS §41-151.18 definition of a record and is not a duplicate record, transitory or retained elsewhere)	-	After administrative or reference value has been served
7.	Duplicate / Copies of Records (non-record office copy, including any content on a public body's website that is substantially a duplicate in nature, with a record copy of the information existing elsewhere)	-	Retain for the same period as required for other formats of the same records series
8.	Format and Control Records (including web application changes)	-	After reference value has been served
		3	After related website content file, database or application is superseded or obsolete

Supersedes schedule dated January 19, 2012