



Arizona State Library, Archives and Public Records

General Records Retention Schedule for Counties; Municipalities; Special Districts; and State Agencies, Boards and Commissions Flood Control Records

Schedule Number:

000-12-45

Authorization and Approval

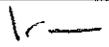
Pursuant to ARS §41-151.12, the retention periods listed herein are the minimum amount of time records may be kept. Keeping records for a time period shorter than their approved retention period is illegal. Records required for ongoing or foreseeable official proceedings such as audits, lawsuits or investigations, 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: *June 11, 2012*

**Records Retention Schedule for
Counties; Municipalities; Special Districts; and State Agencies, Boards
and Commissions
Flood Control Records**

<u>Item #</u>	<u>Records Series</u>	<u>Retention (Yrs.)</u>	<u>Start of Retention</u>
1.	Aerial Photographs	Permanent	Preserve pursuant to ARS §39-101
2.	Area Drainage Master Studies (ADMS)/Area Drainage Master Plans (ADMP)	20	After superseded or obsolete
3.	Blue Stake Requests/Responses	3	After calendar year created or received
4.	Certifications of Land Rights Acquisitions to Federal Agencies	Permanent	Preserve pursuant to ARS §39-101
5.	Condemnation Case Records	Permanent	Preserve pursuant to ARS §39-101
	a. Final Order of Condemnations		
	b. All other records	10	After case closed
6.	Correspondence (to Federal Government, Cities, County Highway Department and others regarding parcels, easements, intergovernmental agreements, GLM grants, SLD leases and other acquisition records not filed with project records)	3	After created or received
7.	Development Review Records	Permanent	Preserve pursuant to ARS §39-101
	a. Letter		
	b. Backup material	-	After letter finalized
8.	Drainage Records	Permanent	Preserve pursuant to ARS §39-101
9.	Elevation Certificates	Permanent	Preserve pursuant to ARS §39-101
10.	Flood Damage Reports	Permanent	Preserve pursuant to ARS §39-101
11.	Floodplain Determination Records (Citizen inquiries to see if property is in a floodplain)	-	After administrative value has been served

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12.	Floodplain Records (including Floodplain delineation and studies (maps and computer printouts); Use permits (FA)(FC)(FCC); Violations (FI); Re-certification (annual) CRS; Flood insurance and floodway maps; Permits and registers; and Land use records	Permanent	Preserve pursuant to ARS §39-101
13.	Grandfathered Water Rights Certificates	Permanent	Preserve pursuant to ARS §39-101
14.	Hydrologic Engineering Center (HEC) 1 Models	Permanent	Preserve pursuant to ARS §39-101
15.	Infrastructure Records (including Federal, Local and Intergovernmental Agreement (IGA) of Fixed Assets	-	After structure sold, demolished, transferred or abandoned
16.	Inspection Records on Structures a. Dam safety	Permanent	Preserve pursuant to ARS §39-101
	b. State and Federal agency inspections	Permanent	Preserve pursuant to ARS §39-101
	c. Operations and maintenance (O&M)	Permanent	Preserve pursuant to ARS §39-101
17.	Laboratory Water Quality Records from National Pollutant Discharge Elimination System (NPDES)	3	After sample taken (40 CFR 122.41(J)(2))
18.	Licenses and Temporary Use Permits Received/Granted (including rain gauges, Air Quality, Oversized Load and Water Use permits)	3	After expired, cancelled or revoked
19.	Office Pest Commission Records	7	After date of treatment
20.	Negotiator Records	5	After project completed

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21.	Project Records (including Project design files; As-builts; Correspondence; Phase I/II/Environmental site assessments; Hazardous cleanup disposals; Asbestos inspections and supporting records; Wildlife issues (endangered species act); Environmental applications, clearances, 401/404 project files; Archeological inventories; Vegetation surveys and supporting records; and maps relating to project) a. Red-lined plans and other working records b. All other records	- 50	After project completed After property sold, transferred or abandoned
22.	Relocation Records	5	After either project completed or Federal audit completed
23.	Resolution Records	Permanent	Preserve pursuant to ARS §39-101
24.	Right of Entry for Preliminary Investigation Records	5	After project completed or cancelled
25.	Right of Way Permits	-	After expired, cancelled or revoked
26.	Sales Records (including buying and selling property)	7	After close of Escrow
27.	State Land Department Lease Records	Permanent	Preserve pursuant to ARS §39-101
28.	Storm Records a. Regulation records b. Storm event records (including records about storms, rainfall data, damage and action taken)	- Permanent	After superseded or obsolete Preserve pursuant to ARS §39-101
28.	Trespass Records	3	After resolution of case/ problem

