



(General Schedules) All Public Bodies

Authority:	Pursuant to ARS §41-151.12(3), only the Arizona State Library, Archives and Public Records (LAPR) 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 (ARS §41-151.19).
Formats:	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. Please contact LAPR if dealing with records not on an approved retention schedule.
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.

General Retention Schedule Created For: (General Schedules) All Public Bodies

Administrative and Management Records

Function	Record Series Number & Title/ Description	Retention Period	Remarks & Citations	Approval Date
Administrative and Management Records	10267 - Administrative Orders, Board Orders, Directives, General Orders and Mission Statements	Permanent	Retain per Arizona Standards for Permanent Records or transfer to State Archives when administrative value has been served.	Dec 29 2015
GS-1018	Does not include office internal administrative procedure records.			
Administrative and Management Records	10268 - Advertisement Records	3 Years	After calendar year created.	Dec 29 2015
GS-1018	These are placed by the public body in publications, websites or other means of communicating with the public.			
Administrative and Management Records	10269 - Appointment Calendar Records	1 Year	After calendar year of entry.	Dec 29 2015
GS-1018	Records that document the scheduling of meetings and activities of an employee. May include meeting planners, paper or electronic calendars and tour / travel guides and planners.			
Administrative and Management Records	10270 - Annual Reports	-	-	Dec 29 2015
GS-1018	Official reports issued yearly by a public body.			

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Administrative and Management Records

Function	Record Series Number & Title/ Description	Retention Period	Remarks & Citations	Approval Date
Administrative and Management Records	10270(A) - Annual Reports Produced by State Agencies	10 Years	After superseded or obsolete. Send two (2) paper copies to the following address: State of Arizona Research Library, Attn: State Docs, 1901 W Madison St, Phoenix, AZ 85009 AND send an electronic copy to reports@azlibrary.gov	Dec 29 2015
GS-1018	Reports issued yearly by a public body giving an account of its internal workings and finances.			
Administrative and Management Records	10270(B) - Annual Reports Produced by Local Agencies	10 Years	After superseded or obsolete. Send one (1) paper copy to: State of Arizona Research Library, Attn: Arizona Collection, 1901 W Madison St, Phoenix, AZ 85009 AND send an electronic copy to arizonacollection@azsos.gov	Dec 29 2015
GS-1018	Comprehensive annual financial reports (CAFRs), single audit reports, annual expenditure limitation reports, final budgets, and other public reports issued yearly that are of historical value.			

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Function	Record Series Number & Title/ Description	Retention Period	Remarks & Citations	Approval Date
Administrative and Management Records	10271 - Assurance Statements		Send original record to LAPR. Destroy agency copy after superseded or obsolete.	Dec 29 2015
GS-1018	These are no longer being created. Statement from public body concerning retention and maintenance of permanent electronic records. Official copy at Arizona State Library, Archives and Public Records (LAPR) / Archives and Records Management Branch.			
Administrative and Management Records	10272 - Certificates of Compliance Records		Send original record to LAPR. Destroy agency copy after superseded or obsolete.	Dec 29 2015
GS-1018	Certificate from microfilm vendors verifying microfilm meets Arizona Standards for Permanent Records. Official copy at LAPR / Archives and Records Management Branch.			
Administrative and Management Records	10273 - Citizenship Verification Records - Filed With Application Paperwork		Retain per retention requirements for corresponding application records.	Dec 29 2015
GS-1018	When applying for public benefit in response to ARS 1-501, 1-502 and similar.			

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Function	Record Series Number & Title/ Description	Retention Period	Remarks & Citations	Approval Date
Administrative and Management Records	10274 - Citizenship Verification Records - Filed separately from application paperwork, Application Approved		Retain as long as applicant receives benefits.	Dec 29 2015
GS-1018	When applying for public benefit in response to ARS 1-501, 1-502 and similar.			
Administrative and Management Records	10275 - Citizenship Verification Records - Filed separately from application paperwork, Application Denied	3 Years	After calendar year denied.	Dec 29 2015
GS-1018	When applying for public benefit in response to ARS 1-501, 1-502 and similar.			
Administrative and Management Records	10276 - Disaster Recovery Records		Keep current plan and most recent superseded plan.	Dec 29 2015
GS-1018	Including business continuity plans and continuation of operations plans (COOP).			
Administrative and Management Records	10277 - File Plans		After superseded or obsolete.	Dec 29 2015
GS-1018	These plans detail the location where records are retained, the format of the records, etc.			

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Function	Record Series Number & Title/ Description	Retention Period	Remarks & Citations	Approval Date
Administrative and Management Records	10278 - General Correspondence		After administrative or reference value has been served.	Dec 29 2015
GS-1018	These records do NOT include Executive Correspondence. These are records that are not related to a specific project or case. Including, but not limited to, forms, letters, and memos.			
Administrative and Management Records	10279 - Grant Records - Historical	Permanent	Retain per Arizona Standards for Permanent Records or transfer to State Archives when administrative value has been served.	Dec 29 2015
GS-1018	Includes Administrative, financial and programmatic records. Historical records have enduring and significant value to the public body, and meet the requirements found in the Guidance on Permanent and Historical Records.			
Administrative and Management Records	10280 - Grant Records - Non Historical	3 Years	After quarterly, annual or final expenditure report submitted and approved or after funding agency requirements are met, whichever is longer.	Dec 29 2015
GS-1018	Includes Administrative, financial and programmatic records.			

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Function	Record Series Number & Title/ Description	Retention Period	Remarks & Citations	Approval Date
Administrative and Management Records GS-1018	10281 - Grant Records - Unsuccessful Applications	1 Year	After rejected or withdrawn.	Dec 29 2015
Administrative and Management Records GS-1018	10282 - Hold Harmless / Release / Waiver Agreements These records are often required when the public goes on a ride-a-long with public safety or others, reserve / use public facilities and / or equipment, etc.	3 Years	After created or received.	Dec 29 2015
Administrative and Management Records GS-1018	10283 - Information Security and Privacy Incident Records - HIPAA Related Health insurance portability and accountability act (HIPAA) records. Including HIPAA information security, privacy or other administrative simplification incidents or complaints. Incidents involving either paper or electronic records and including incidents related to those records.	6 Years	After incident closed and no further activity is anticipated.	Dec 29 2015

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Function	Record Series Number & Title/ Description	Retention Period	Remarks & Citations	Approval Date
Administrative and Management Records GS-1018	10284 - Information Security and Privacy Incident Records - Non HIPAA Related Including information security and privacy incidents or complaints. Incidents involving either paper or electronic records and including incidents related to those records.	3 Years	After incident closed and no further activity is anticipated.	Dec 29 2015
Administrative and Management Records GS-1018	10285 - Legislation Records These records are for legislation proposed by agency.	Permanent	Retain per Arizona Standards for Permanent Records or transfer to State Archives when administrative value has been served.	Dec 29 2015
Administrative and Management Records GS-1018	10286 - Legislation Tracking Records	1 Year	After passed into law or defeated.	Dec 29 2015
Administrative and Management Records GS-1018	10287 - Logs Including, but not limited to, telephone message logs, and sign-in sheets. These records don't include any other logs specifically mentioned in other General Retention Schedules.		After administrative or reference value has been served.	Dec 29 2015

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Function	Record Series Number & Title/ Description	Retention Period	Remarks & Citations	Approval Date
Administrative and Management Records GS-1018	10288 - National Voter Registration Act (NVRA) Declinations / Batch Reports These records are created when a person is applying for a driver's license or renewal, is presented with the opportunity to register to vote, and declines the opportunity.	2 Years	After date received.	Dec 29 2015
Administrative and Management Records GS-1018	10289 - Notary Records Includes notary journal(s) and notary seal.		Send to the Arizona Secretary of State after commission resigned.	Dec 29 2015
Administrative and Management Records GS-1018	10290 - Office Internal Administrative Records Including, but not limited to, duty rosters, non-policy work procedures / manuals, office assignments, and work schedules.		After superseded or obsolete or after administrative or reference value has been served, whichever is later.	Dec 29 2015

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Function	Record Series Number & Title/ Description	Retention Period	Remarks & Citations	Approval Date
<i>Administrative and Management Records</i>	10291 - Organizational Reporting Records	Permanent	Retain per Arizona Standards for Permanent Records or transfer to State Archives when administrative value has been served. Each version (new and superseded) of an Organizational Reporting Record has a Permanent retention period.	Dec 29 2015
GS-1018	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.			
<i>Administrative and Management Records</i>	10292 - Permit Records	3 Years	After permit expired, cancelled or revoked.	Dec 29 2015
GS-1018	These are records obtained by the Public Body and are NOT permits issued by Public Body.			

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Function	Record Series Number & Title/ Description	Retention Period	Remarks & Citations	Approval Date
<i>Administrative and Management Records</i>	10293 - Policy and Procedure Records	Permanent	Retain per Arizona Standards for Permanent Records or transfer to State Archives when administrative value has been served.	Dec 29 2015
GS-1018	Official agency policy and procedure records. These records don't include internal office procedures records (see series #10290).			
<i>Administrative and Management Records</i>	10294 - Progress / Activity / Statistical Reports and Performance Measurement Records		After administrative or reference value has been served.	Dec 29 2015
GS-1018	These do not include the official agency annual report. Including weekly or monthly reports to supervisors and managers, status reports, metrics, benchmarks and other oversight and compliance records.			
<i>Administrative and Management Records</i>	10295 - Project Records - Historical	Permanent	Retain per Arizona Standards for Permanent Records or transfer to State Archives when administrative value has been served.	Dec 29 2015
GS-1018	Historical records have enduring and significant value to the public body.			

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Function	Record Series Number & Title/ Description	Retention Period	Remarks & Citations	Approval Date
Administrative and Management Records	10296 - Project Records - Non Historical	3 Years	After project completed or abandoned.	Dec 29 2015
GS-1018	These records do not include construction projects.			
Administrative and Management Records	10297 - Publications Produced by Public Bodies			20; Jul 23 2015
GS-1018 GS-1	Publications produced by a public body official or office.			
Administrative and Management Records	10297(A) - Publications Produced by State Agencies	3 years	After superseded or obsolete.	20; Jul 23 2015
GS-1018 GS-1	Includes audits, brochures, budgets, capital improvement plans, comprehensive plans, newsletters, pamphlets, transportation studies and other published reports.		Send two (2) paper copies to the following address: State of Arizona Research Library, Attn: State Docs, 1901 W Madison St, Phoenix, AZ 85009 AND send an electronic copy to reports@azlibrary.gov	

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Function	Record Series Number & Title/ Description	Retention Period	Remarks & Citations	Approval Date
Administrative and Management Records	10297(B) - Publications Produced by Local Agencies	3 years	After superseded or obsolete. Send one (1) paper copy to: State of Arizona Research Library, Attn: Arizona Collection, 1901 W Madison St, Phoenix, AZ 85009 AND send an electronic copy to arizonacollection@azsos.gov	20; Jul 23 2015
GS-1018 GS-1	Includes capital improvement plans, comprehensive plans, transportation, air, water, and waste studies, formal studies, investigations, and other public reports that are of historical value.			
Administrative and Management Records	10298 - Publication Printing Records and Program Logs	6 Years	After published or contract fulfilled, expired, cancelled or revoked.	Dec 29 2015
GS-1018	Records required for reprinting of publications; may include purchase agreements and forms, publication inventories and catalogs, and price guides.			
Administrative and Management Records	10299 - Public Records Requests	1 Year	After calendar year created or received.	Dec 29 2015
GS-1018	Includes the request made by the public for agency records. May include a copy of the records provided in response to the public records request.			

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Function	Record Series Number & Title/ Description	Retention Period	Remarks & Citations	Approval Date
Administrative and Management Records	10300 - Records Retention Schedules		After superseded or obsolete.	Dec 29 2015
GS-1018	Official copy at LAPR / Archives and Records Management Branch.			
Administrative and Management Records	10301 - Reports and Form Submissions to LAPR	Destroy agency copy	Send original record to LAPR.	Dec 29 2015
GS-1018	Including but not limited to, Certificates of Records Destruction, Notice of Destruction Prior to Records Disposition, Agreement to Transfer Records, Request for Document Imaging of Public Records, Request for Microfilming, and Certificate of Compliance, and Essential Records Listing.			
Administrative and Management Records	10302 - Requests for Document Imaging of Public Records / Requests for Microfilming of Public Records		Send original record to LAPR. Destroy agency copy after superseded or obsolete.	Dec 29 2015
GS-1018	An approved (signed by the LAPR) Request for Imaging / Microfilming Source Records form is required anytime a public body is taking a paper record, and converting that record to another format by either scanning it or microfilming it. Official copy at LAPR / Archives and Records Management Branch.			

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Function	Record Series Number & Title/ Description	Retention Period	Remarks & Citations	Approval Date
<i>Administrative and Management Records</i> GS-1018	10303 - Rulemaking Records - Enacted / Adopted Includes working documents used in creation or updating of rules and 5 year review records.	1 Year	After superseded or obsolete.	Dec 29 2015
<i>Administrative and Management Records</i> GS-1018	10304 - Rulemaking Records - Not Enacted / Not Adopted	1 Year	After calendar year rule rejected.	Dec 29 2015
<i>Administrative and Management Records</i> GS-1018	10305 - Source Documents - Data Entry Forms Including records used to update databases or other data collecting systems.		After entered data is verified.	Dec 29 2015

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Function	Record Series Number & Title/ Description	Retention Period	Remarks & Citations	Approval Date
Administrative and Management Records	10306 - Source Documents - Scanning and / or Microfilm		After film or image is verified. For scanning source records, inspecting at least 20% of all records is required to ensure that all information on the scanned version is legible. For microfilming source records, if the source records have a Permanent retention period, and if the source documents are to be destroyed, 100% of the records will be verified to ensure that all the information on the microfilmed versions is legible. For microfilming source records, if the source records do not have a Permanent retention period, inspecting at least 20% of all records is required to ensure that all information on the scanned version is legible.	Dec 29 2015
GS-1018	The process of scanning or microfilming paper source records requires an approved (signed by the LAPR) Request for Imaging / Microfilming Source Records form anytime a public body is taking a paper record, and converting that record to another format by either scanning it or microfilming it. These are records that are being scanned and / or microfilmed, and the entire record is being captured in another format.			

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Function	Record Series Number & Title/ Description	Retention Period	Remarks & Citations	Approval Date
<i>Administrative and Management Records</i>	10307 - Strategic Plans and Goal Records	Permanent	Retain per Arizona Standards for Permanent Records or transfer to State Archives when administrative value has been served.	Dec 29 2015
<i>GS-1018</i>	Including 5-year, 10-year and other long range planning records.			
<i>Administrative and Management Records</i>	10308 - Surveillance Recordings	14 Days	After created, but may be retained until after administrative or reference value has been served, whichever is later. Tape may be recorded over.	Dec 29 2015
<i>GS-1018</i>	Including, but not limited to, Closed Circuit TV (CCTV) recordings of building exteriors / lobbies / other areas open to the general public These records do not include Law Enforcement Recordings (CCTV of nonpublic areas, aerial vehicle / equipment, Body Cam, Body Microphone, Dash Camera, or similar technology). Please see Law Enforcement Records General Retention Schedule for Law Enforcement Recordings.			

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Administrative and Management Records GS-1018	10309 - Survey Question Records These records are an examination of opinions, behavior, etc. made by asking people questions. These do not include property or land surveys.		After administrative or reference value has been served.	Dec 29 2015
Administrative and Management Records GS-1018	10310 - Trademark, Copyright and Patent Records	Permanent	Retain per Arizona Standards for Permanent Records or transfer to State Archives when administrative value has been served.	Dec 29 2015
Administrative and Management Records GS-1018	10311 - Training Records These records are created when a training class is provided by a Public Body. Including, but not limited to, attendance lists, evaluations, room reservations, and training announcements. These records do not include records of individual employees' attendance at training classes or their training history. Individual employee training records those records are found on the Human Resources / Personnel General Retention Schedule.	5 Years	After calendar year training is given.	Dec 29 2015

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Function	Record Series Number & Title/ Description	Retention Period	Remarks & Citations	Approval Date
Administrative and Management Records GS-1018	10312 - Training Records - Training Content Records These records are created when a training class is given by a Public Body. Includes handouts, manual, syllabi, and other training presentation materials.	4 Years	After superseded or obsolete.	Dec 29 2015
Administrative and Management Records GS-1018	10313 - Transitory Records Includes records of limited reference value, working documents, letters of transmittal, notes, drafts, and informational bulletins.		After administrative or reference value has been served.	Dec 29 2015
Administrative and Management Records GS-1018	10413 - Working Records Including, but not limited to, drafts, feeder reports, and notes used in the development of final or summary records.		After final record created, or after reference value has been served if final record is abandoned or on hold. Some working records are retained even after final report is created, but are usually specified in the records series descriptions on approved retention schedules.	Dec 29 2015

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Function	Record Series Number & Title/ Description	Retention Period	Remarks & Citations	Approval Date
Administrative and Management Records	30678 - Contracts, Agreements, Leases and Related Records	6 Years	After fulfilled, expired, canceled or revoked.	Dec 29 2015
GS-1018	Including, but not limited to, intergovernmental agreements (IGA), mutual/automatic aid agreements, cooperative agreements and memorandums of understanding (MOU) but does not include construction contracts. (see Facilities / Grounds schedule).			
Administrative and Management Records	30799 - FEMA / Multi-Hazard Mitigation Plans - State Level, Standard	5 Years	from the date of the approval of the previous plan.	Dec 29 2015
GS-1018	Includes, but not limited to, description of the planning process used to develop the plan, including how it was prepared, who was involved in the process, and how other agencies participated. See 44 CFR 201.4(d) for a full description of plan contents.			
Administrative and Management Records	30800 - FEMA / Multi-Hazard Mitigation Plans - State Level, Enhanced	5 Years	from the date of the approval of the previous plan.	Dec 29 2015
GS-1018	Includes, but not limited to, documentation of the State's project implementation capability, identifying and demonstrating the ability to implement the plan. See 44 CFR 201.5(c) for a full description of contents.			

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Administrative and Management Records GS-1018	30801 - FEMA / Multi-Hazard Mitigation Plans - Tribal Includes, but not limited to, documentation of the planning process used to develop the plan, including how it was prepared, who was involved in the process, and how the public was involved. See 44 CFR 201.7(d)(3) for a full description of plan contents.	5 Years	from the date of the approval of the previous plan.	Dec 29 2015
Administrative and Management Records GS-1018	30802 - FEMA / Multi-Hazard Mitigation Plans - Local Includes, but not limited to, documentation of the planning process used to develop the plan, including how it was prepared, who was involved in the process, and how the public was involved. See 44 CFR 201.6(d)(3) for a full description of contents.	5 Years	from the date of the approval of the previous plan.	Dec 29 2015
Administrative and Management Records GS-1018	52264 - Indemnity Agreements Agreements between property owners regarding easements built within the City's Right-of-Way.	10 Years	After completed, expired or cancelled.	Dec 29 2015

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Audit Records

Function	Record Series Number & Title/ Description	Retention Period	Remarks & Citations	Approval Date
<i>Audit Records</i>	20085 - Financial Audit Records, Organization-Wide Audit Final Report	7 Years	After fiscal year report completed. Send 2 copies to ASLAPR, Law and Research Library, State Documents If electronic, send electronic copy to reports@azlibrary.gov and paper copy to ASLAPR, Law and Research Library, State Documents.	Feb 24 2017
<i>GS-1046</i>	Including public body's copy of reports and audit work papers.			
<i>Audit Records</i>	20086 - Financial Audit Records, Departmental Audits	7 Years	After fiscal year report completed.	Feb 24 2017
<i>GS-1046</i>	Including public body's copy of reports and audit work papers.			
<i>Audit Records</i>	20087 - Financial Audit Records, All other records	7 Years	After fiscal year report completed.	Feb 24 2017
<i>GS-1046</i>	Including public body's copy of reports and audit work papers.			
<i>Audit Records</i>	20088 - Internal Audit Records	5 Years	After fiscal year report completed.	Feb 24 2017
<i>GS-1046</i>	Including departmental audits and audits of programs. Also includes audit work papers.			