



Arizona State Library, Archives and Public Records

General Records Retention Schedule for All Public Bodies Copy Center and Mail Room Records

Schedule Number:

000-12-40

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: *May 1, 2012*

**Records Retention Schedule for
All Public Bodies
Copy Center and Mail Room Records**

<u>Item #</u>	<u>Records Series</u>	<u>Retention (Yrs.)</u>	<u>Start of Retention</u>
1.	Copy Center Photocopier Usage Records (including monthly reports of photocopier usage by organization unit)	1	After created or received
2.	Work Orders (requests from organizational units for duplication services at the Copy Center)	1	After request received
3.	Mail Room Mail Pickup and Delivery Records (including mail logs, copies of certified or registered mail receipt forms, signed pickup and delivery receipts from Federal Express, United Parcel Services (UPS), and other related records)	1	After created or received
4.	Postage Meter Records (including number and classification of items mailed by agency and office, daily record of meter readings, applications for postage meter license and other related records)	1	After created or received
5.	Postal Charge Records (general accounting records for postal activities including report of monthly chargeout totals (by organizational unit), voucher for refund of postage fees, and receipts for postage meter readings)	1	After created or received
6.	Statements of Bulk Rate Mailings (certification to the United States Postal Service (USPS) that mail is properly prepared and presorted, qualifying for bulk rate mailing, including bulk mail account log and USPS Bulk Mail Statement)	1	After created or received