



**ARIZONA STATE  
LIBRARY, ARCHIVES AND PUBLIC RECORDS**  
A DIVISION OF THE ARIZONA SECRETARY OF STATE



## General Records Retention Schedule Issued to All Public Bodies Financial Records

**Schedule Number:  
GS 1017**

- Authority:** Pursuant to ARS §41-151.12, the retention periods listed herein are **the required** amount of time records must be kept. Records must be promptly and orderly disposed of at the end of their retention period. Keeping records for a time period other than their approved retention period is illegal. Keeping records longer than the retention period poses financial, legal, audit and investigative risks to the Agency.
- Only the Arizona State Library, Archives and Public Records has the authority to set retention periods, including the sole authority to modify, extend or decrease records retention periods. If it is believed that special circumstances warrant that records should be kept longer or shorter times than the time period listed in this schedule, contact the Records Management Center to request a change to the retention period.
- 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.
- 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.
- Format:** 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.
- 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.
- Supersedence:** This schedule supersedes **GS 1002, signed 03/26/2014.**

		Approval Authorized by: <i>Joan Clark</i>	Date: <i>7-23-15</i>
		Joan Clark, State Librarian and Director, Library, Archives & Public Records	
Retention review and approval by: <i>Jerry Lucente-Kirkpatrick</i>	Date: <i>7/10/15</i>	Archival review and approval by: <i>Melanie J. Sturgeon</i>	Date: <i>7/14/2015</i>
Jerry Lucente-Kirkpatrick, Records Analyst, Archives and Records Management		Melanie Sturgeon, State Archivist & Records Officer, Archives & Records Management	

**RECORDS MANAGEMENT CENTER**

1919 West Jefferson Street • Phoenix, Arizona 85009 • <http://www.azlibrary.gov/records> • Phone: (602) 926-3815 • FAX: (602) 256-2838 • E-Mail: [records@azlibrary.gov](mailto:records@azlibrary.gov)

**General Records Retention Schedule for  
All Public Bodies  
Financial Records  
GS 1017**

<u>Item #</u>	<u>Records Series</u>	<u>Retention (Yrs.)</u>	<u>Remarks</u>
10055.	<p><b>Accounts Payable and Receivable Records – State Agencies, Boards and Commissions</b> Including, but not limited to, claims, demands, advance records and vouchers, travel requests (approved), fund transfer records, purchase orders, receiving documents, invoices and receipts, insufficient funds (NSF) and returned check records, credit card authorization records, cash transactions records (including petty cash records, receipts, summaries (daily receipts and sales), cash register tapes, voided transaction records, mail receipt lists, cash register reconciliation reports, cash refund records, and other related records), purchase card (Pro card, P-card) records, and billing and collection records.</p>	5	After fiscal year created or received.
10056.	<p><b>Accounts Payable and Receivable Records – School Districts and Charter Schools</b> Including, but not limited to, claims, demands, advance records and vouchers, travel requests (approved), fund transfer records, purchase orders, receiving documents, invoices and receipts, insufficient funds (NSF) and returned check records, credit card authorization records, cash transactions records (including petty cash records, receipts, summaries (daily receipts and sales), cash register tapes, voided transaction records, mail receipt lists, cash register reconciliation</p>	4	After fiscal year created or received.

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10057.	<p>reports, cash refund records, and other related records), purchase card (Pro card, P-card) records, and billing and collection records.</p> <p><b>Accounts Payable and Receivable Records – All Other Public Bodies</b> Including, but not limited to, claims, demands, advance records and vouchers, travel requests (approved), fund transfer records, purchase orders, receiving documents, invoices and receipts, insufficient funds (NSF) and returned check records, credit card authorization records, cash transactions records (including petty cash records, receipts, summaries (daily receipts and sales), cash register tapes, voided transaction records, mail receipt lists, cash register reconciliation reports, cash refund records, and other related records), purchase card (Pro card, P-card) records, and billing and collection records.</p>	3	After fiscal year created or received.
10058.	<p><b>Banking Records, Checks / Warrants (Canceled or Voided) – State Agencies, Boards and Commissions</b></p>	5	After fiscal year returned or voided.
10059.	<p><b>Banking Records, Checks / Warrants (Canceled or Voided) – All Other Public Bodies</b></p>	3	After fiscal year returned or voided.
10060.	<p><b>Banking Records, All Other Records</b> Including bank statements, warrant registers, reconciliation records, transfers, and deposits.</p>	7	<p>After fiscal year created or received.</p> <p>Requirement per Arizona Department of Revenue.</p>

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10061.	<b>Budget Records, Official Approved and Appropriated Budget</b>	Permanent	Retain per Arizona <i>Standards for Permanent Records</i> or transfer to State Archives when administrative value has been served.
10062.	<b>Budget Records, All Other Records – School Districts and Charter Schools</b> Including, but not limited to, fund requests, internal reports, worksheets, calculations, revenue projections, notices of budget hearings, and affidavits of publication.	4	After fiscal year covered by budget.
10063.	<b>Budget Records, All Other Records – All Other Public Bodies</b> Including, but not limited to, fund requests, internal reports, worksheets, calculations, revenue projections, notices of budget hearings, and affidavits of publication.	3	After fiscal year covered by budget.
10064.	<b>Capital Asset Records, Capital equipment and property inventories</b>	3	After fiscal year superseded or obsolete.
10065.	<b>Capital Asset Records, Capitalization policies</b>	1	After fiscal year superseded or obsolete.
10066.	<b>Capital Asset Records, Depreciation schedules</b>	1	After fiscal year superseded or obsolete.

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10067.	<b>Capital Asset Records, All Other Records</b> Including, but not limited to, invoices, receipts, property control records (including lost / stolen reports; obsolete / damaged items listings, amortization records, transfer records, disposition records including auction / sales, trade-ins, and catastrophic loss); contracts, leases and other related records for capital expenses, including land, building and equipment.	3	After fiscal year of disposal of property but not less than 6 years after property acquired.
10068.	<b>Census Bureau Reports</b>	-	After superseded or obsolete.
10069.	<b>Official On-Line Comprehensive Database</b> Includes receipts and expenditures.	3	After fiscal year added to database.  ARS §41-725.
10070.	<b>Deposits with Treasurer</b> Also includes reports to the Treasurer.	3	After fiscal year deposit made.
10071.	<b>Financial Management Records</b> Including, but not limited to, lists of authorized check signers, accounting records including general / special journals, general / special / subsidiary ledgers and journal entry records; trial balances, credit and refund policies / procedures, statements of fees charged and expenditures incurred, lists of adjusting journal entries, summary of related party transactions, advice of encumbrance and lists of liabilities, gift and donation	3	After fiscal year created or received.

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	records (including tax credit receipt forms) and schedules of all bank accounts (chart of accounts), all investments (including trustee held investments), fees and price lists, student records (including student loan receivables, allowances for uncollectible student loans, and full time student equivalents), accounts receivable and similar assets, accounts payable and similar liabilities, contributions to retirement systems, sponsored programs, receivable taxes, prepaid expenses, inter-fund payables, receivables and transfers, contingent liabilities, insurance coverage, irrevocable trust activity, capital, installment purchases and operating lease agreements.		
10072.	<b>Financial Reports, Annual Financial Statement, General Ledger Annual Summary, or Comprehensive Annual Financial Report (CAFR)</b>	Permanent	Retain per Arizona <i>Standards for Permanent Records</i> or transfer to State Archives when administrative value has been served.
10073.	<b>Financial Reports, All Other Detail or Summary Reports – State Agencies, Boards and Commissions</b> Including weekly, monthly and ad hoc reports and work papers; affidavits of publications of annual financial reports.	5	After fiscal year created or received.
10074.	<b>Financial Reports, All Other Detail or Summary Reports – School Districts and Charter Schools</b>	4	After fiscal year created or received.

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10075.	<p>Including weekly, monthly and ad hoc reports and work papers; affidavits of publications of annual financial reports.</p> <p><b>Financial Reports, All Other Detail or Summary Reports – All Other Public Bodies</b> Including weekly, monthly and ad hoc reports and work papers; affidavits of publications of annual financial reports.</p>	3	After fiscal year created or received.
10076.	<p><b>Internal Revenue Service (IRS) and Department of Revenue (ADOR) Forms and Reports, and Applicable State Forms and Reports for Out-of-State Employees Records</b> Including W-2's and 1099 R's (including undeliverable), 1099 misc. records, and other related records documenting remuneration and withholdings of employees and retirees.</p>	4	After fiscal year contributions were due or paid.
10077.	<p><b>Investment Records</b> Including trade tickets, security transaction advises, and summary investment reports.</p>	3	After fiscal year investment abandoned.
10078.	<p><b>Lien Records</b> Records documenting liens placed on property for debt owed public body.</p>	7	After fiscal year lien paid in full.
10079.	<p><b>Medicaid in Public Schools (MIPS) Records</b> Applies to School Districts and Charter Schools only.</p>	5	After fiscal year of receipt of final payment.

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10080.	<b>Payroll Records, Deferred Compensation Quarterly Report Records</b>	3	After fiscal year created or received.
10081.	<b>Payroll Records, Direct Deposit Records - Confirmation Reports</b>	6 months	After received.
10082.	<b>Payroll Records, Direct Deposit Records - All Other Records</b>	3	After fiscal year created or received.
10083.	<b>Payroll Records, Employee Personnel / Payroll Data Add-Change-Delete Records</b> Includes, but not limited to, finance copy of personnel action forms, including pay or position change notices; additions to payroll, terminations, promotions, demotions, transfers, retirement system applications, records documenting voluntary deductions such as contributions to savings account, saving bond purchases; direct deposit requests, and garnishment orders.	3	After fiscal year superseded or obsolete.
10084.	<b>Payroll Records, Employee Time and Leave Records – School District and Charter Schools</b> Includes overtime and comp time records.	4	After fiscal year created or received.
10085.	<b>Payroll Records, Employee Time and Leave Records – All Other Public Bodies</b> Includes overtime and comp time records.	3	After fiscal year created or received.

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10086.	<b>Payroll Records, All Other Records</b> Including, but not limited to, payroll registers (gross and net), annual earning summaries, payroll adjustments and reimbursements, payroll voided checks, and other records documenting all remuneration made to employees, employers contributions and all Social Security contributions and adjustments.	4	After fiscal year contributions were due or paid.
10087.	<b>Third Party Collection Agency Records, Accounts Assigned to Outside Collection Agency</b>	7	After date of last charge to account.
10088.	<b>Third Party Collection Agency Records, Statement and Reconciliations</b>	7	After fiscal year created or received.
10089.	<b>Unclaimed Property Records, Report Submitted to Arizona Department of Revenue (ADOR) per ARS §44-323</b>	5	After fiscal year created or received.
10090.	<b>Unclaimed Property Records, Un-cashed Checks</b>	5 years 6 months	After fiscal year created.
10091.	<b>Unclaimed Property Records, All Other Records</b>	7	After fiscal year created or received.
10092.	<b>Retirement System Contribution Records</b> To be used <b>only</b> by public bodies which utilize their own retirement system(s), and are not a member of the Arizona State Retirement System Accounts.	40	After fiscal year contribution made.

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10093.	<b>Deferred Compensation Deposit Records</b> To be used <b>only</b> by public bodies which utilize their own retirement system(s), and are not a member of the Arizona State Retirement System Accounts.	20	After fiscal year deposit made.

**Supersedes schedule GS1002, signed March 26, 2014.**