



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



**General Records Retention Schedule Issued to:  
All State And Local Agencies  
Human Resources / Personnel Records**

**Schedule Number:  
GS 1006 (revised)**

- Authority:** Pursuant to ARS §41-151.12(3), 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. 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.
- 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:** **Revision to Human Resources /Personnel Records, Schedule GS 1006, dated 07/18/2016.**

**Records Analyst, Secretary of State:** Ruben Vargas

**State Records Management Officer, Arizona State Archives,  
Records Management, and Arizona Capitol Museum:** Dr. Ted Hale

**State Archivist, Secretary of State:** Dr. Melanie Sturgeon

**RECORDS MANAGEMENT CENTER**

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Revised: December 14, 2015

**General Records Retention Schedule Issued to:  
All State and Local Agencies  
Human Resources / Personnel Records  
GS 1006 (revised)**

**7/18/2016**

<b>Record Series Number</b>	<b>Record Series Title</b>	<b>Retention Period</b>	<b>Retention Remark</b>	<b>Legal Citation</b>
20686	<b>Affirmative Action / Equal Employment Opportunity Records</b>  Including reports and supporting documentation, but does not include specific charges, responses and case files (see Grievance and Complaint records (item #20719)).	3 Years	After created or received.	
20687	<b>Alcohol / Drug Testing Program Records - Cancelled or Negative Results</b>  Including Commercial Drivers' License (CDL) Random Drug Records.	1 Year	After created or received.	
20690	<b>Alcohol / Drug Testing Program Records - Forms from Previous Employers</b>  Including Commercial Drivers' License (CDL) Random Drug Records.	3 Years	After received.	
20688	<b>Alcohol / Drug Testing Program Records - Positive Results</b>  Including Commercial Drivers' License (CDL) Random Drug Records.	5 Years	After action taken in response to results is resolved.	
20689	<b>Alcohol / Drug Testing Program Records - Records Related to Collection</b>  Including Commercial Drivers' License (CDL) Random Drug Records.	2 Years	After test given.	
20691	<b>Americans with Disabilities Act (ADA) Records</b>  Including requests for accommodation.	3 Years	After completion of accommodation or case settled.	

**General Records Retention Schedule Issued to:  
All State and Local Agencies  
Human Resources / Personnel Records  
GS 1006 (revised)**

**7/18/2016**

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20692	<b>Benefit Enrollment Records</b>  Including employee enrollment in medical, dental, life insurance, prepaid legal, beneficiary designation and other benefit options.	5 Years	After employee terminated.	
20693	<b>Civil Service / Merit Board / Personnel Board Records - Appeal Records</b>  Including appeal / hearing case records, exhibits, transcripts and other related records and excluding minutes.	2 Years	After resolved.	
20694	<b>Civil Service / Merit Board / Personnel Board Records - Litigation Records</b>  Including appeal / hearing case records, exhibits, transcripts and other related records and excluding minutes.	2 Years	After case closed.	
20695	<b>Civil Service / Merit Board / Personnel Board Records - Merit System Rules Files</b>  Including appeal / hearing case records, exhibits, transcripts and other related records and excluding minutes.	Permanent	Preserve pursuant to ARS §39-101. Retain per Arizona Standards for Permanent Records or transfer to State Archives when administrative value has been served.	ARS §39-101

**General Records Retention Schedule Issued to:  
All State and Local Agencies  
Human Resources / Personnel Records  
GS 1006 (revised)**

**7/18/2016**

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20696	<b>Classification / Market Study Records</b> Including studies and reports.	1 Year	After superseded or obsolete.	
20698	<b>Declaration of Gifts Records - All others</b>	5 Years	After filed.	
20697	<b>Declaration of Gifts Records - Elected and Appointed Officials</b>	3 Years	After term of office ended.	
20699	<b>Department of Economic Security (DES) New Hire Reports</b>	1 Year	After submitted.	ARS §23-722.01
20700	<b>Disability Records</b> Including short-term and long-term disability.	6 Years	After claim closed.	
20702	<b>Employee Consolidated Omnibus Budget Reconciliation Act (COBRA) Records - All others</b>	3 Years	After either benefits terminated or coverage rejected.	
20701	<b>Employee Consolidated Omnibus Budget Reconciliation Act (COBRA) Records - Decline Notice Records</b> Including returned undeliverable notices.	2 Years	After employee terminated.	

**General Records Retention Schedule Issued to:  
All State and Local Agencies  
Human Resources / Personnel Records  
GS 1006 (revised)**

**7/18/2016**

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30680	<p><b>Employee Exposure Records</b></p> <p>Employee exposure record means a record containing any of the following kinds of information: (i) Environmental (workplace) monitoring or measuring of a toxic substance or harmful physical agent, including personal, area, grab, wipe, or other form of sampling, as well as related collection and analytical methodologies, calculations, and other background data relevant to interpretation of the results obtained; (ii) Biological monitoring results which directly assess the absorption of a toxic substance or harmful physical agent by body systems (e.g., the level of a chemical in the blood, urine, breath, hair, fingernails, etc.) but not including results which assess the biological effect of a substance or agent or which assess an employee's use of alcohol or drugs; (iii) Material safety data sheets indicating that the material may pose a hazard to human health; or (iv) In the absence of the above, a chemical inventory or any other record which reveals where and when used and the identity (e.g., chemical, common, or trade name) of a toxic substance or harmful physical agent.</p> <p><i>Employee Exposure Records may not be filed in the Employee Personnel File.</i></p>	30 Years	After calendar year of event.	<p>29 CFR 1910.1020 (5)(i)(ii)(iii)(iv)</p> <p>Nothing in this section is intended to mandate the form, manner, or process by which an employer preserves a record as long as the information contained in the record is preserved and retrievable, except chest X-ray films shall be preserved in their original state.</p>

**General Records Retention Schedule Issued to:  
All State and Local Agencies  
Human Resources / Personnel Records  
GS 1006 (revised)**

**7/18/2016**

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30679	<p><b>Employee Medical Records</b></p> <p>Employee medical record means a record concerning the health status of an employee which is made or maintained by a physician, nurse, or other health care personnel or technician.</p> <p>For employees who have worked less than one year, see record series for Employee Medical Records Employed Less Than One Year.</p> <p><i>Employee Medical Records may not be filed in the Employee Personnel File.</i></p>	30 Years	After termination of employment.	29 CFR 1910.1020 (6)(i)
30681	<p><b>Employee Medical Records - Employed Less Than One (1) Year</b></p> <p>Employee medical record means a record concerning the health status of an employee which is made or maintained by a physician, nurse, or other health care personnel or technician.</p> <p><i>Employee Medical Records may not be filed in the Employee Personnel File.</i></p>	-	Employer does not need to retain medical records if they are provided to the employee upon termination of employment.	29 CFR 1910.1020 (6)(i)

**General Records Retention Schedule Issued to:  
 All State and Local Agencies  
 Human Resources / Personnel Records  
 GS 1006 (revised)**

**7/18/2016**

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20706	<p><b>Employee Personnel Records - Contract Employees</b></p> <p>For contract positions, including applications, resumes, performance reviews, disciplinary records, records documenting employee pay decisions, loyalty oaths and oaths of office, conflict of interest and personal interest disclosure records, confidentiality agreements, policy acknowledgements, exit interviews, drivers' qualifications, training, and pre-employment background check records, but not including criminal history information records.</p> <p><i>If any of the above records are kept in the Employee Personnel File, then retain those records in accordance with the retention period for item #20704, unless the record has a longer retention period than the retention period for personnel files. In that case, remove the record with the longer retention period and retain it according to the retention period for that record series and destroy the rest of the personnel file as directed above.</i></p> <p><b><i>Employee Medical Records may not be filed in the Employee Personnel File.</i></b></p>	6 Years	After contract expired, cancelled, or revoked.	

**General Records Retention Schedule Issued to:  
 All State and Local Agencies  
 Human Resources / Personnel Records  
 GS 1006 (revised)**

**7/18/2016**

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20704	<p><b>Employee Personnel Records - Official Copy</b></p> <p>For full-time, part-time, seasonal, interns, volunteer, appointed, or elected positions. Including applications, resumes, performance reviews, disciplinary records, records documenting employee pay decisions, loyalty oaths and oaths of office, conflict of interest and personal interest disclosure records, confidentiality agreements, policy acknowledgements, exit interviews, drivers' qualifications, training, and pre-employment background check records.</p> <p><i>If any of the above records are kept in the Employee Personnel File, then retain those records in accordance with the retention period for item #20704, unless the record has a longer retention period than the retention period for personnel files. In that case, remove the record with the longer retention period and retain it according to the retention period for that record series and destroy the rest of the personnel file as directed above.</i></p> <p><b><i>Employee Medical Records may not be filed in the Employee Personnel File.</i></b></p>	5 Years	After employee terminated, or term of office ended.	



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All State and Local Agencies  
Human Resources / Personnel Records  
GS 1006 (revised)**

**7/18/2016**

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20705	<p><b>Employee Personnel Records - Supervisors' and Other Non-Official Copies</b></p> <p>For full-time, part-time, seasonal, interns, volunteer, appointed, or elected positions. Including applications, resumes, performance reviews, disciplinary records, records documenting employee pay decisions, loyalty oaths and oaths of office, conflict of interest and personal interest disclosure records, confidentiality agreements, policy acknowledgements, exit interviews, drivers' qualifications, training, and pre-employment background check records.</p> <p><i>If any of the above records are kept in the Employee Personnel File, then retain those records in accordance with the retention period for item #20704, unless the record has a longer retention period than the retention period for personnel files. In that case, remove the record with the longer retention period and retain it according to the retention period for that record series and destroy the rest of the personnel file as directed above.</i></p> <p><b><i>Employee Medical Records may not be filed in the Employee Personnel File.</i></b></p>	6 Months	After employee terminated or transferred.	
20707	<b>Employee Recognition Records</b>	-	After administrative value has been served.	
20708	<p><b>Employee Suggestion Program Records</b></p> <p>Including award program records.</p>	-	After administrative value has been served.	

**General Records Retention Schedule Issued to:  
All State and Local Agencies  
Human Resources / Personnel Records  
GS 1006 (revised)**

**7/18/2016**

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20709	<b>Employee Summary Records</b>  Listing of current and former employees including name, dates of employment and job titles used to answer job reference questions.	15 Years	After employee terminated.	
20710	<b>Employee Survey / Questionnaire Records</b>  Including attitude surveys, selective certification surveys, salary surveys and other surveys not filed with specific program records.	-	After administrative value has been served.	
20711	<b>Employee Tuition Refund Program Records</b>  <i>If any of the above records are kept in the Employee Personnel File, then retain those records in accordance with the retention period for item #20704, unless the record has a longer retention period than the retention period for personnel files. In that case, remove the record with the longer retention period and retain it according to the retention period for that record series and destroy the rest of the personnel file as directed above.</i>	3 Years	After fiscal year refund issued.	
20713	<b>Examination Records - Answer Sheets</b>  <i>If any of the above records are kept in the Employee Personnel File, then retain those records in accordance with the retention period for item #20704, unless the record has a longer retention period than the retention period for personnel files. In that case, remove the record with the longer retention period and retain it according to the retention period for that record series and destroy the rest of the personnel file as directed above.</i>	1 Year	After test administered.	

**General Records Retention Schedule Issued to:  
All State and Local Agencies  
Human Resources / Personnel Records  
GS 1006 (revised)**

**7/18/2016**

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20712	<p><b>Examination Records - Booklets (Master Booklet Including Development Documentation) and Oral Board Questions</b></p> <p><i>If any of the above records are kept in the Employee Personnel File, then retain those records in accordance with the retention period for item #20704, unless the record has a longer retention period than the retention period for personnel files. In that case, remove the record with the longer retention period and retain it according to the retention period for that record series and destroy the rest of the personnel file as directed above.</i></p>	2 Years	After superseded or obsolete.	
20715	<p><b>Examination Records - Oral Board Questions</b></p> <p><i>If any of the above records are kept in the Employee Personnel File, then retain those records in accordance with the retention period for item #20704, unless the record has a longer retention period than the retention period for personnel files. In that case, remove the record with the longer retention period and retain it according to the retention period for that record series and destroy the rest of the personnel file as directed above.</i></p>	2 Years	After created or received.	
20714	<p><b>Examination Records - Testing Administration Records</b></p> <p>Including lists of individuals scheduled for exam.</p> <p><i>If any of the above records are kept in the Employee Personnel File, then retain those records in accordance with the retention period for item #20704, unless the record has a longer retention period than the retention period for personnel files. In that case, remove the record with the longer retention period and retain it according to the retention period for that record series and destroy the rest of the personnel file as directed above.</i></p>	1 Year	After scheduled test date.	

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All State and Local Agencies  
Human Resources / Personnel Records  
GS 1006 (revised)**

**7/18/2016**

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20717	<p><b>Family Medical Leave Act (FMLA) Records - All other Records</b></p> <p>Including employee leave request forms, supporting documentation and other non-medical related records.</p> <p><i>Employee certification and health records must be retained separately from the Employee Personnel File. File with the Employee Exposure Records #30680.</i></p>	3 Years	After created, received, or leave expired, whichever is later.	
20716	<p><b>Family Medical Leave Act (FMLA) Records - Certification of Health-Care Provider Forms</b></p> <p>Including employee leave request forms, supporting documentation and other non-medical related records.</p> <p><i>Employee certification and health records must be retained separately from the Employee Personnel File. File with the Employee Exposure Records #30680.</i></p>	6 Months	After employee terminated.	
20718	<p><b>Flexible Spending Account Records</b></p>	7 Years	After created or received.	
20719	<p><b>Grievance and Complaint Records</b></p> <p>Including Affirmative Action/ Equal Employment Opportunity (EEO) complaint and response records, Arizona Civil Rights Division (ACRD) charge and response records, employee relations issues and performance issues.</p>	3 Years	After resolved.	

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Human Resources / Personnel Records  
GS 1006 (revised)**

**7/18/2016**

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20720	<b>Group Insurance Records</b>  Including office copy explaining benefits and costs to employee based on contract with insurance carrier.	1 Year	After superseded or obsolete.	
20722	<b>Hiring / Selection Records, All others</b>  Including job announcements, applications, selection, test scores, interview records, pre-employment background check records, affirmative action questionnaires and other related records for individuals not hired.	2 Years 6 Months	After position filled or abandoned.	
20721	<b>Hiring / Selection Records, Peace Officers (as defined by ARS §1-215)</b>  Including job announcements, applications, selection, test scores, interview records, pre-employment background check records, affirmative action questionnaires and other related records for individuals not hired.	3 Years	After position filled or abandoned.	ARS §1-215
20730	<b>I-9 Forms</b>  May also include Social Security Verification (SSA) records for individual employees.	1 Year	After employee terminated, but not less than 3 years after date of hire.	
20724	<b>Individual Employee Training Records - All Others</b>  Including certificates of attendance and other related records.	3 Years	After training received.	

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Human Resources / Personnel Records  
GS 1006 (revised)**

**7/18/2016**

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20723	<b>Individual Employee Training Records - Law Enforcement Officers</b>  Including certificates of attendance and other related records.	5 Years	After employee terminated.	
20725	<b>Insurance Policies (Contract with Insurance Company)</b>	6 Years	After expired, canceled, or revoked.	
20729	<b>Investigation Records (From DMV) - Routine Department of Motor Vehicles (DMV) Reports, Serious Infractions</b>  <i>If any of the above records are kept in the Employee Personnel File, then retain those records in accordance with the retention period for item #20704, unless the record has a longer retention period than the retention period for personnel files. In that case, remove the record with the longer retention period and retain it according to the retention period for that record series and destroy the rest of the personnel file as directed above.</i>	-	Transfer to personnel record.	
20728	<b>Investigation Records (From DMV) - Routine Department of Motor Vehicles (DMV) Reports, No Major Infractions</b>  <i>If any of the above records are kept in the Employee Personnel File, then retain those records in accordance with the retention period for item #20704, unless the record has a longer retention period than the retention period for personnel files. In that case, remove the record with the longer retention period and retain it according to the retention period for that record series and destroy the rest of the personnel file as directed above.</i>	4 Years	After received or superseded, whichever is first.	

**General Records Retention Schedule Issued to:  
All State and Local Agencies  
Human Resources / Personnel Records  
GS 1006 (revised)**

**7/18/2016**

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20726	<p><b>Investigations of Personnel Matters - Sustained</b></p> <p>Including internal investigation records.</p> <p><i>If any of the above records are kept in the Employee Personnel File, then retain those records in accordance with the retention period for item #20704, unless the record has a longer retention period than the retention period for personnel files. In that case, remove the record with the longer retention period and retain it according to the retention period for that record series and destroy the rest of the personnel file as directed above.</i></p>	5 Years	After employee terminated, or investigation resolved, or closed, whichever comes later.	
20727	<p><b>Investigations of Personnel Matters - Unsustained</b></p> <p>Including internal investigation records.</p> <p><i>If any of the above records are kept in the Employee Personnel File, then retain those records in accordance with the retention period for item #20704, unless the record has a longer retention period than the retention period for personnel files. In that case, remove the record with the longer retention period and retain it according to the retention period for that record series and destroy the rest of the personnel file as directed above.</i></p>	5 Years	After investigation resolved or closed.	
20731	<p><b>Job Announcements</b></p> <p>(If filed separately from hiring / selection records).</p>	2 Years 6 Months	After position filled or abandoned.	

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Human Resources / Personnel Records  
GS 1006 (revised)**

**7/18/2016**

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20732	<p><b>Leave Records</b></p> <p>Including compassionate leave, donated leave, military leave and other related records.</p> <p><i>If any of the above records are kept in the Employee Personnel File, then retain those records in accordance with the retention period for item #20704, unless the record has a longer retention period than the retention period for personnel files. In that case, remove the record with the longer retention period and retain it according to the retention period for that record series and destroy the rest of the personnel file as directed above.</i></p>	3 Years	After fiscal year created or received.	
20733	<b>Life Insurance Paid Claims</b>	7 Years	After fiscal year claim paid.	
20734	<b>Merit Based Pay Funding Records</b>	2 Years	After created or received.	
20735	<b>Multi-Lingual Testing Records</b>	2 Years	After test administered.	
20738	<b>Out-of-Class Assignment Reports</b>	3 Years	After created or received.	



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Human Resources / Personnel Records  
GS 1006 (revised)**

**7/18/2016**

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20739	<b>Pay Plan / Salary Schedule / Annual Salary Schedules Records</b>	Permanent	Preserve pursuant to ARS §39-101. Retain per Arizona Standards for Permanent Records or transfer to State Archives when administrative value has been served.	ARS §39-101
20740	<b>Polygraph Records of Law Enforcement or Probation Officers - <i>Records Created or Received before July 29, 2010</i></b>  Including data and reports, but not including pre-employment polygraphs in which applicant was not hired or data and reports of active investigation or appeals per ARS §38-1101(N).	5 Years	After either employee terminated.	ARS §38-1101(N)
20741	<b>Polygraph Records of Law Enforcement or Probation Officers - <i>Records Created or Received on or After July 29, 2010</i></b>  Including data and reports, but not including pre-employment polygraphs in which applicant was not hired or data and reports of active investigation or appeals per ARS §38-1101(N).	3 Years	After date appointed or hired, and no more than 3 years and 90 days after date appointed or hired.	ARS §38-1101(N)

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Human Resources / Personnel Records  
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**7/18/2016**

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20742	<b>Position Descriptions</b> Records describing established positions including information on title, series, grade, duties, and responsibilities. Also contains Position Description Questionnaire (PDQs).	3 Years	After either superseded or position abolished, whichever comes first.	
20743	<b>Reduction in Force (RIF) Records</b> Including computation documentation and recap summaries.	5 Years	After RIF completed or abandoned.	
20744	<b>Requests for Classification of New Positions or Reclassification of Existing Positions</b> Including salary advancement records.	1 Year	After request acted upon.	
20745	<b>Requests for Verification of Employment</b>	-	After administrative value has been served.	
20746	<b>Retirement Benefits Records (including self-insured public bodies) - Any State-Wide Retirement Fund including Arizona State Retirement System (ASRS) and Public Safety Retirement System (PSRS) Records (Including temporary hours' reports)</b> Including self-insured public bodies.	5 Years	After created or received.	

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Human Resources / Personnel Records  
GS 1006 (revised)**

**7/18/2016**

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20747	<b>Retirement Benefits Records (including self-insured public bodies) - Self-Funded Retirement Records</b>  Including self-funded Retirement Records.	10 Years	After death of beneficiary.	
20748	<b>Retirement Systems Actuarial and Annual Reports</b>	1 Year	After published.	
20749	<b>Social Security Verification Records</b>  Lists of social security numbers which have been verified with the Social Security Administration (SSA) with match or mismatch responses from SSA. Does not include individual responses. All mismatch responses require written documentation from office addressed to the employee.	1 Year	After verification completed.	
20750	<b>Special Work Assignment Records</b>	2 Years	After approved or denied.	
20751	<b>Statistical Listings of Employees</b>	-	After superseded or obsolete.	
20752	<b>Test Security Affidavits (School Districts and Charter Schools only)</b>	6 Years	After test administered.	
20753	<b>Unemployment Claims and Appeals Records</b>	2 Years	After action taken.	
20758	<b>Union / Collective Bargaining Records - All other Records</b>  Excludes minutes.	1 Year	After created or received.	

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GS 1006 (revised)**

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20754	<b>Union / Collective Bargaining Records – Arbitration / Grievance Case Records</b>	8 Years	After case resolved.	
20755	<b>Union / Collective Bargaining Records - Collective Bargaining Agreements</b>	Permanent	Preserve pursuant to ARS §39-101. Retain per Arizona Standards for Permanent Records or transfer to State Archives when administrative value has been served.	ARS §39-101
20757	<b>Union / Collective Bargaining Records - Election Records</b>	6 Years	After election held.	
20756	<b>Union / Collective Bargaining Records - Negotiation Records</b>  Including workbooks and signed articles but excluding minutes.	8 Years	After created or received.	
20759	<b>Unsolicited Applications</b>	-	After administrative value has been served.	

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**7/18/2016**

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20761	<p><b>Wellness Fair Records - All other Records</b></p> <p>Records concerning events hosted by the Public Body for their employees including correspondence, sign-in sheets, receipts of incentives and/ or logs and other related records.</p> <p><i>If any of the above records are kept in the Employee Personnel File, then retain those records in accordance with the retention period for item #20704, unless the record has a longer retention period than the retention period for personnel files. In that case, remove the record with the longer retention period and retain it according to the retention period for that record series and destroy the rest of the personnel file as directed above.</i></p> <p><b><i>Employee Medical and Exposure Records may not be filed in the Personnel File.</i></b></p>	6 Years	After event held.	
20760	<p><b>Wellness Fair Records - Health Related Records for Employees</b></p> <p>Records concerning events hosted by the Public Body for their employees including correspondence, sign-in sheets, receipts of incentives and/ or logs and other related records.</p> <p><i>If any of the above records are kept in the Employee Personnel File, then retain those records in accordance with the retention period for item #20704, unless the record has a longer retention period than the retention period for personnel files. In that case, remove the record with the longer retention period and retain it according to the retention period for that record series and destroy the rest of the personnel file as directed above.</i></p> <p><b><i>Employee Medical and Exposure Records may not be filed in the Personnel File.</i></b></p>	30 Years	After employee terminated.	

**General Records Retention Schedule Issued to:  
All State and Local Agencies  
Human Resources / Personnel Records  
GS 1006 (revised)**

**7/18/2016**

Record Series Number	Record Series Title	Retention Period	Retention Remark	Legal Citation
20763	<p><b>Workers' Compensation Records - Billing Records</b></p> <p>Includes State Compensation Fund.</p> <p><i>If any of the above records are kept in the Employee Personnel File, then retain those records in accordance with the retention period for item #20704, unless the record has a longer retention period than the retention period for personnel files. In that case, remove the record with the longer retention period and retain it according to the retention period for that record series and destroy the rest of the personnel file as directed above.</i></p> <p><b><i>Employee Medical and Exposure Records may not be filed in the Personnel File.</i></b></p>	5 Years	After created or received.	
20762	<p><b>Workers' Compensation Records - State Agency, Board and Commission Records</b></p> <p>Agency copy, official copy at Department of Administration (ADOA).</p> <p><i>If any of the above records are kept in the Employee Personnel File, then retain those records in accordance with the retention period for item #20704, unless the record has a longer retention period than the retention period for personnel files. In that case, remove the record with the longer retention period and retain it according to the retention period for that record series and destroy the rest of the personnel file as directed above.</i></p> <p><b><i>Employee Medical and Exposure Records may not be filed in the Personnel File.</i></b></p>	3 Years	After employee terminated.	

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Human Resources / Personnel Records  
GS 1006 (revised)**

**7/18/2016**

Record Series Number	Record Series Title	Retention Period	Retention Remark	Legal Citation
20766	<p><b>Workers' Compensation Records - Case Records</b></p> <p><i>If any of the above records are kept in the Employee Personnel File, then retain those records in accordance with the retention period for item #20704, unless the record has a longer retention period than the retention period for personnel files. In that case, remove the record with the longer retention period and retain it according to the retention period for that record series and destroy the rest of the personnel file as directed above.</i></p> <p><b><i>Employee Medical and Exposure Records may not be filed in the Personnel File.</i></b></p>	75 Years	After case closed.	
20764	<p><b>Workers' Compensation Records - Denied Claims</b></p> <p><i>If any of the above records are kept in the Employee Personnel File, then retain those records in accordance with the retention period for item #20704, unless the record has a longer retention period than the retention period for personnel files. In that case, remove the record with the longer retention period and retain it according to the retention period for that record series and destroy the rest of the personnel file as directed above.</i></p> <p><b><i>Employee Medical and Exposure Records may not be filed in the Personnel File.</i></b></p>	3 Years	After denied.	

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 GS 1006 (revised)**

**7/18/2016**

Record Series Number	Record Series Title	Retention Period	Retention Remark	Legal Citation
20765	<p><b>Workers' Compensation Records - Reports of Industrial Injury</b></p> <p>Includes employer and supervisors' reports.</p> <p><i>If any of the above records are kept in the Employee Personnel File, then retain those records in accordance with the retention period for item #20704, unless the record has a longer retention period than the retention period for personnel files. In that case, remove the record with the longer retention period and retain it according to the retention period for that record series and destroy the rest of the personnel file as directed above.</i></p> <p><b><i>Employee Medical and Exposure Records may not be filed in the Personnel File.</i></b></p>	5 Years	After created or received.	