



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



**General Records Retention Schedule Issued to:
All Public Bodies
Administration and Management Records**

**Schedule Number:
GS-1018 Rev. 5**

- 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:** **This schedule supersedes General Schedule 1018 Rev. 4 dated February 8, 2021.**

Records Analyst, Secretary of State: Helena LaPina	Arizona State Archivist: Laura Palma Blandford
<i>Records Series Electronically Approved in RSM Database</i>	<i>Records Series Electronically Approved in RSM Database</i>
Deputy Arizona State Archivist: Carlos Lopez	
<i>Records Series Electronically Approved in RSM Database</i>	

**General Records Retention Schedule Issued to:
All Public Bodies**

Schedule Number: GS-1018 Rev. 5

Administration and Management Records

Record Series Number	Record Series Title	Retention Period	Retention Remark	Legal Citation(s)	Approval Date
10267	Administrative Orders, Board Orders, Directives, General Orders and Mission Statements Does not include office internal administrative procedure records.	Permanent	Retain per Arizona Standards for Permanent Records or transfer to State Archives when administrative value has been served.		12/29/2015
10268	Advertisement Records These are placed by the public body in publications, websites or other means of communicating with the public.	3 Years	After calendar year created.		12/29/2015

**General Records Retention Schedule Issued to:
All Public Bodies
Administration and Management Records**

Schedule Number: GS-1018 Rev. 5

Record Series Number	Record Series Title	Retention Period	Retention Remark	Legal Citation(s)	Approval Date
10270	Annual Reports Reports issued yearly by a public body giving an account of its internal workings and finances.	10 Years	If you are a State Agency: Send two (2) paper copies to Arizona State Library, Archives and Public Records; Attn: State Docs, Send an electronic copy to research@azlibrary.gov. If you are a Local Agency: Send one (1) paper copy to: Arizona State Library, Archives and Public Records, Attn: Arizona Collections, 1901 W. Madison St. Phoenix, AZ 85009.	ARS 41-151.08.	8/19/2020
10269	Appointment Calendar Records 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.	1 Year	After calendar year of entry.		12/29/2015

**General Records Retention Schedule Issued to:
All Public Bodies**

Schedule Number: GS-1018 Rev. 5

Administration and Management Records

Record Series Number	Record Series Title	Retention Period	Retention Remark	Legal Citation(s)	Approval Date
10271	Assurance Statements 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.		Send original record to LAPR. Destroy agency copy after superseded or obsolete.		12/29/2015
10272	Certificates of Compliance Records Certificate from microfilm vendors verifying microfilm meets Arizona Standards for Permanent Records. Official copy at LAPR / Archives and Records Management Branch.		Send original record to LAPR. Destroy agency copy after superseded or obsolete.		12/29/2015
10274	Citizenship Verification Records - Filed separately from application paperwork, Application Approved When applying for public benefit in response to ARS 1-501, 1-502 and similar.		Retain as long as applicant receives benefits.		12/29/2015
10275	Citizenship Verification Records - Filed separately from application paperwork, Application Denied When applying for public benefit in response to ARS 1-501, 1-502 and similar.	3 Years	After calendar year denied.		12/29/2015
10273	Citizenship Verification Records - Filed With Application Paperwork When applying for public benefit in response to ARS 1-501, 1-502 and similar.		Retain per retention requirements for corresponding application records.		12/29/2015

**General Records Retention Schedule Issued to:
All Public Bodies**

Schedule Number: GS-1018 Rev. 5

Administration and Management Records

Record Series Number	Record Series Title	Retention Period	Retention Remark	Legal Citation(s)	Approval Date
30678	Contracts, Agreements, Leases and Related Records 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).	6 Years	After fulfilled, expired, canceled or revoked.		5/13/2020
10276	Disaster Recovery Records Including business continuity plans and continuation of operations plans (COOP).		Keep current plan and most recent superseded plan.	29 CFR 1910.120	5/1/2017
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 plan contents.	5 Years	from the date of the approval of the previous plan.	44 CFR 201.6(d)(3)	8/26/2016
30800	FEMA / Multi-Hazard Mitigation Plans - State Level, Enhanced 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 plan contents.	5 Years	from the date of the approval of the previous plan.	44 CFR 201.5(c)	8/26/2016

**General Records Retention Schedule Issued to:
All Public Bodies**

Schedule Number: GS-1018 Rev. 5

Administration and Management Records

Record Series Number	Record Series Title	Retention Period	Retention Remark	Legal Citation(s)	Approval Date
30799	FEMA / Multi-Hazard Mitigation Plans - State Level, Standard 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.	5 Years	from the date of the approval of the previous plan.	44 CFR 201.4(d)	8/26/2016
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.	44 CFR 201.7(d)(3)	8/26/2016
10277	File Plans These plans detail the location where records are retained, the format of the records, etc.		After superseded or obsolete.		12/29/2015
10278	General Correspondence 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.		After administrative or reference value has been served.		12/29/2015

**General Records Retention Schedule Issued to:
All Public Bodies**

Schedule Number: GS-1018 Rev. 5

Administration and Management Records

Record Series Number	Record Series Title	Retention Period	Retention Remark	Legal Citation(s)	Approval Date
10279	Grant Records - Historical 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.	Permanent	Retain per Arizona Standards for Permanent Records or transfer to State Archives when administrative value has been served.		12/29/2015
10280	Grant Records - Non Historical Includes Administrative, financial and programmatic records.	3 Years	After quarterly, annual or final expenditure report submitted and approved or after funding agency requirements are met, whichever is longer.		12/29/2015
10281	Grant Records - Unsuccessful Applications	1 Year	After rejected or withdrawn.		12/29/2015
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.		7/18/2016

**General Records Retention Schedule Issued to:
All Public Bodies**

Schedule Number: GS-1018 Rev. 5

Administration and Management Records

Record Series Number	Record Series Title	Retention Period	Retention Remark	Legal Citation(s)	Approval Date
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.		12/29/2015
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.		12/29/2015
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.		12/29/2015
10286	Legislation Tracking Records	1 Year	After passed into law or defeated.		12/29/2015

**General Records Retention Schedule Issued to:
All Public Bodies**

Schedule Number: GS-1018 Rev. 5

Administration and Management Records

Record Series Number	Record Series Title	Retention Period	Retention Remark	Legal Citation(s)	Approval Date
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.		12/29/2015
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.	ARS 16-112.	12/29/2015
10289	Notary Records Includes notary journal(s) and notary seal.		Send to the Arizona Secretary of State after commission resigned.		12/29/2015
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.		6/11/2021

**General Records Retention Schedule Issued to:
All Public Bodies**

Schedule Number: GS-1018 Rev. 5

Administration and Management Records

Record Series Number	Record Series Title	Retention Period	Retention Remark	Legal Citation(s)	Approval Date
10291	Organizational Reporting Records 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.	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.		12/29/2015
10292	Permit Records These are records obtained by the Public Body and are NOT permits issued by Public Body.	3 Years	After permit expired, cancelled or revoked.		12/29/2015
10293	Policy and Procedure Records Official agency policy and procedure records. These records don't include internal office procedures records (see series #10290).	Permanent	Retain per Arizona Standards for Permanent Records or transfer to State Archives when administrative value has been served.		5/2/2017

**General Records Retention Schedule Issued to:
All Public Bodies**

Schedule Number: GS-1018 Rev. 5

Administration and Management Records

Record Series Number	Record Series Title	Retention Period	Retention Remark	Legal Citation(s)	Approval Date
10294	Progress / Activity / Statistical Reports and Performance Measurement Records 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.		After administrative or reference value has been served.		12/29/2015
10295	Project Records - Historical Historical records have enduring and significant value to the public body.	Permanent	Retain per Arizona Standards for Permanent Records or transfer to State Archives when administrative value has been served.		7/24/2020
10296	Project Records - Non Historical These records do not include construction projects.	3 Years	After project completed or abandoned.		12/29/2015
10299	Public Records Requests 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.	1 Year	After calendar year created or received.		12/29/2015
10298	Publication Printing Records and Program Logs Records required for reprinting of publications; may include purchase agreements and forms, publication inventories and catalogs, and price guides.	6 Years	After published or contract fulfilled, expired, cancelled or revoked.		12/29/2015

**General Records Retention Schedule Issued to:
All Public Bodies**

Schedule Number: GS-1018 Rev. 5

Administration and Management Records

Record Series Number	Record Series Title	Retention Period	Retention Remark	Legal Citation(s)	Approval Date
10297	<p>Publications Produced by Public Body Includes audits, brochures, budgets, capital improvement plans, comprehensive plans, newsletters, pamphlets, transportation studies and other published reports.</p>	1 Year	<p>After superseded or obsolete, unless otherwise specified in this retention schedule. If you are a State Agency, please: Send two (2) paper copies to the following address: Library, Archives and Public Records, State Library of Arizona, Attn: State Docs 1901 W Madison St., Phoenix, AZ 85009. and Send electronic copy to research@azlibrary.gov. If you are a Local Agency, please Send one (1) hard copy to the following address: Arizona State Archives, Attn: Arizona Collection 1901 W. Madison St. Phoenix, AZ 85009.</p>	ARS 41-151.08	7/24/2020

**General Records Retention Schedule Issued to:
All Public Bodies**

Schedule Number: GS-1018 Rev. 5

Administration and Management Records

Record Series Number	Record Series Title	Retention Period	Retention Remark	Legal Citation(s)	Approval Date
10300	Records Retention Schedules Official copy at LAPR / Archives and Records Management Branch.		After superseded or obsolete.		12/29/2015
10301	Reports of Records Destruction Includes Certificates of Records Destruction, Notice of Destruction Prior to Records Disposition, Pre-approval for Unscheduled Records Disposition, and Single Requests for Records Destruction / Transfer. Official copy at LAPR / Archives and Records Management Branch.		Send original record to LAPR. Destroy agency copy after administrative or reference value has been served.		12/29/2015
10302	Requests for Document Imaging of Public Records / Requests for Microfilming of Public Records 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.		Send original record to LAPR. Destroy agency copy after superseded or obsolete.		12/29/2015
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.		12/29/2015

**General Records Retention Schedule Issued to:
All Public Bodies**

Schedule Number: GS-1018 Rev. 5

Administration and Management Records

Record Series Number	Record Series Title	Retention Period	Retention Remark	Legal Citation(s)	Approval Date
10304	Rulemaking Records - Not Enacted / Not Adopted	1 Year	After calendar year rule rejected.		12/13/2019
10305	Source Documents - Data Entry Forms Including records used to update databases or other data collecting systems.		After entered data is verified.		12/29/2015

**General Records Retention Schedule Issued to:
All Public Bodies**

Schedule Number: GS-1018 Rev. 5

Administration and Management Records

Record Series Number	Record Series Title	Retention Period	Retention Remark	Legal Citation(s)	Approval Date
10306	<p>Source Documents - Scanning and / or Microfilm</p> <p>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.</p> <p>* 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.</p>		After film or image is verified.		12/29/2015

**General Records Retention Schedule Issued to:
All Public Bodies**

Schedule Number: GS-1018 Rev. 5

Administration and Management Records

Record Series Number	Record Series Title	Retention Period	Retention Remark	Legal Citation(s)	Approval Date
10307	Strategic Plans and Goal Records Including 5-year, 10-year and other long range planning records.	Permanent	Retain per Arizona Standards for Permanent Records or transfer to State Archives when administrative value has been served.		12/29/2015
10308	Surveillance Recordings 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.	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.		12/29/2015
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.		12/29/2015

**General Records Retention Schedule Issued to:
All Public Bodies**

Schedule Number: GS-1018 Rev. 5

Administration and Management Records

Record Series Number	Record Series Title	Retention Period	Retention Remark	Legal Citation(s)	Approval Date
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.		12/29/2015
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.		12/29/2015
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.		12/29/2015
10313	Transitory Records Includes records of limited reference value, letters of transmittal and informational bulletins.		After administrative or reference value has been served.		12/29/2015

**General Records Retention Schedule Issued to:
All Public Bodies**

Schedule Number: GS-1018 Rev. 5

Administration and Management Records

Record Series Number	Record Series Title	Retention Period	Retention Remark	Legal Citation(s)	Approval Date
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.		12/29/2015
52264	Indemnity Agreements Agreements between property owners regarding easements built within the public bodies' right-of-way.	10 Years	After completed, expired or cancelled.		10/13/2020