



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



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

**Schedule Number:
GS-1004 Rev.1**

Criminal History Record Information Records (For Non-Criminal Justice Use)

- 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 Schedule Number GS 1004, dated September 26, 2014.**

Records Analyst, Secretary of State: Richard Carroll	State Records Management Officer, Arizona State Archives & Records Management Center: Dr. Ted Hale
<i>Records Series Electronically Approved in RSM Database</i>	<i>Records Series Electronically Approved in RSM Database</i>
Assistant Director of Archives: Dennis Preisler, Ph.D.	Records Management Officer:
<i>Records Series Electronically Approved in RSM Database</i>	Records series approval on file

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

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

Schedule Number: GS-1004 Rev.1

Criminal History Record Information Records (For Non-Criminal Justice Use)

Record Series Number	Record Series Title	Retention Period	Retention Remark	Legal Citation(s)	Approval Date
10044	<p>Applicant Review and Challenge of Criminal History Record Information (CHRI) Record</p> <p>An applicant or individual has the opportunity to review and challenge their criminal history record. These are the records created or received during that process.</p>		After process and any related appellate remedies, have been exhausted.	ARS 41-1750.G. 728 CFR 16.34	9/26/2014
10045	<p>Authorized Personnel Record</p> <p>Includes a list containing the current State and Local Agency personnel who are authorized to receive, view, handle, disseminate, store, retrieve, or dispose of CHRI. Also includes records related to designating a State or Local Agencies' Authorized Personnel, including, but not limited to, Acknowledgement Statement, Agency Information / Information Change Form, Agency Security, Contact (ASC) and Chief Executive Officer (CEO) Change Form, and User Agreement.</p>		After superseded or obsolete.		9/26/2014
10046	<p>Authorized Personnel Training Documentation Record</p> <p>Includes training logs and other records that document initial and repeated trainings by Authorized Personnel related to security and awareness, and privacy and security.</p>		After individual removed from Authorized Personnel List AND after calendar year Department of Public Safety (DPS), or its representatives, complete the Routine Audit.		9/26/2014

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

Schedule Number: GS-1004 Rev.1

Criminal History Record Information Records (For Non-Criminal Justice Use)

Record Series Number	Record Series Title	Retention Period	Retention Remark	Legal Citation(s)	Approval Date
10047	<p>Criminal History Records Information (CHRI) Record</p> <p>Means information that is collected by criminal justice agencies on individuals and that consists of identifiable descriptions and notations of arrests, detentions, indictments and other formal criminal charges, and any disposition arising from those actions, sentencing, formal correctional supervisory action and release."</p>		After suitability determination requiring CHRI request has been completed, OR after appeals / appeal process has been completed, OR after any regulatory guidelines have been satisfied, whichever is later.	Based upon the Arizona Noncriminal Justice Agency Guide for Fee-Based State and Federal Criminal History Checks, Section 3. (Edition: September 2014)	9/26/2014
10048	<p>Criminal History Records Information - Related Record</p> <p>These are records related to fingerprint cards and the request of CHRI that is received as a result of submitting a fingerprint card, and are retained as part of the Routine Audit process; includes fingerprint cards chain of custody documentation records, inventory sheets, and reject notice records.</p>		After calendar year Department of Public Safety (DPS), or its representatives, complete the Routine Audit.		9/26/2014
10049	<p>Fingerprint Card Record</p> <p>This is the card with the fingerprints on it, and is used to obtain CHRI. This Fingerprint Card does not contain any CHRI when prints are processed.</p>	6 months	After created or received, or until one reuse completed.		9/26/2014

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

Schedule Number: GS-1004 Rev.1

Criminal History Record Information Records (For Non-Criminal Justice Use)

Record Series Number	Record Series Title	Retention Period	Retention Remark	Legal Citation(s)	Approval Date
10050	<p>Fingerprint Card with CHRI Documented Records</p> <p>This is the card with the fingerprints on it, and is used to obtain CHRI. This Fingerprint Card does contain CHRI when prints are processed.</p>		Either becomes records series #10047, or has the same retention period as records series #10047.		9/26/2014
10051	<p>Secondary Dissemination Log Records</p> <p>A State or Local Agency receiving CHRI may not give this information to any other Agency or individual unless specifically authorized by law. Secondary Dissemination is this authorized "secondary" use of CHRI, and such instances of secondary dissemination must be documented.</p>	5 Years	After calendar year created.	ARS 41-1750.Q.3	9/26/2014