



**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  
Clerks Records**

**Schedule Number:  
GS-1016 Rev. 1**

- 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 1016, dated July 2, 2019.**

Records Analyst, Secretary of State: Richard Carroll	Arizona State Archivist: Dennis Preisler, PhD
<i>Records Series Electronically Approved in RSM Database</i>	<i>Records Series Electronically Approved in RSM Database</i>
Deputy Arizona State Archivist: Laura Palma-Blandford	
<i>Records Series Electronically Approved in RSM Database</i>	

**RECORDS MANAGEMENT CENTER**

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Record Series Number	Record Series Title	Retention Period	Retention Remark	Legal Citation(s)	Approval Date
10237	<b>Abandonments Easements and Right-of-Way (ROW) Records</b>	Permanent	Retain per Arizona Standards for Permanent Records, or transfer to State Archives when administrative value has been served.		12/29/2015
10238	<b>Affidavits of Service of Process Records</b> These records may be part of a Notice of Claim brought against a public body and filed with the authorized agent for that public body. These records may later become part of the Notice of Claim records.	1 Year	After calendar year received.	A.R.S. § 11-622, § 12-821, § 12-821.01	12/29/2015
10239	<b>Annexation / DeAnnexation Records: Petitions and Property Valuation Records</b> Whenever land/property is transferred from one public body to another, any records related to that land/property should be transferred as well. Please remember to complete and file a Transfer of Records Between Public Bodies with the Arizona State Library, Archives & Public Records.	3 Years	After annexed.		12/29/2015
10240	<b>Annexation / DeAnnexation Records: Recorded Maps and Other Historically Significant Records</b> Whenever land/property is transferred from one public body to another, any records related to that land/property should be transferred as well. Please remember to complete and file a Transfer of Records Between Public Bodies form with the Arizona State Library, Archives & Public Records.	Permanent	Retain per Arizona Standards for Permanent Records, or transfer to State Archives when administrative value has been served.		12/29/2015

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10241	<b>Annexation / DeAnnexation Records: Refused</b>	3 Years	After refused.		12/29/2015
10242	<b>Annual Report Records</b> These records are created by Special Districts, and a copy supplied to the County Board of Supervisors in compliance with A.R.S § 48-251.	Permanent	Retain per Arizona Standards for Permanent Records, or transfer to State Archives when administrative value has been served.	A.R.S § 48-251	12/29/2015
10243	<b>Annual Report Records - Received and Reported</b> These Reports are received by the County Board of Supervisors, and then a subsequent Compliance Report is submitted to the State.	5 Years	After calendar year received and report submitted.	A.R.S § 48-251	12/29/2015
10245	<b>Board of Equalization Records: Administrative Appeals Package Records</b>	2 Years	After calendar year created.		12/29/2015
10244	<b>Board of Equalization Records: Tax Roll Correction Order Records</b>	1 Year	After board process ends.		12/29/2015
10246	<b>Business Licenses Trial Balance Records</b> Monthly listing of occupational (business) license accounts for which the license has not been paid.	5 Years	After fiscal year created.		12/29/2015

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10247	<b>Certificates of Sale / Notices of Trustee Sale Records</b>	3 Years	After recorded.		12/29/2015
10248	<b>Charter Amendment and Incorporation Records</b>	Permanent	Retain per Arizona Standards for Permanent Records, or transfer to State Archives when administrative value has been served.		12/29/2015
10249	<b>Constable Log Records</b> This is the copy filed monthly with the Clerk of the Board of Supervisors.	2 Years	After calendar year received.	A.R.S § 11-445	12/29/2015
10250	<b>Deeds / Titles to Buildings and Property</b> To buildings and property owned by the public body.	3 Years	After building/property sold, transferred, disposed of, abandoned, or after building demolished.		12/29/2015
53384	<b>Delegation of Authority</b>	2 Years	After superseded or voided.		12/21/2018
10251	<b>Disciplinary Notices</b> This written order specifically states the reasons for the officer or employee dismissal, suspension, or reduction in rank. The order shall be filed with the Clerk of the Board of Supervisors.	3 Years	After calendar year received.	A.R.S § 11-356	12/29/2015

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10252	<b>Franchise Records</b> Including, but not limited to utilities and cable television.	6 Years	After calendar year contract fulfilled, cancelled, or revoked.		12/29/2015
10253	<b>License / Permit Records: Applications Not Approved Records</b>	2 Years	After calendar year rejected.		12/29/2015
10254	<b>License / Permit Records: Bingo, Emergency Vehicles, Fireworks, Liquor and Parade Records</b>	2 Years	After calendar year of recommendation.		12/29/2015
10255	<b>License / Permit Records: Citizen Complaint Records</b>	4 Years	After calendar year resolved.		12/29/2015
10256	<b>License / Permit Records: Continuing Activity Records</b> Including, but not limited to business licenses, regulatory licenses, and business occupational, and professional (BOP) records.	3 Years	After calendar year canceled expired or revoked.		12/29/2015
10257	<b>License / Permit Records: Correspondence with Unlicensed / Not in Business Account Records</b>	2 Years	After calendar year created or received.		12/29/2015

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10258	<b>License / Permit Records: Single Event Records</b> Includes license/permit for special events.	3 Years	After calendar year issued.		12/29/2015
10259	<b>List of Inactive Business Account Records</b>	-	After superseded or obsolete.		12/29/2015
10260	<b>Minutes Records</b> These records are created by public bodies that are subject to open meeting law. Records include, but not limited to, regular sessions, study and work study sessions. Includes agendas and back-up/supporting documentation for approved items from meeting packets of governing boards, commissions, committees and councils; other decision-making boards, commissions, committees, and councils; advisory boards, commissions, committees, councils, task forces, and ad hoc committees.	Permanent	Retain per Arizona Standards for Permanent Records, or transfer to State Archives when administrative value has been served.	A.R.S § 38-431	7/2/2019

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10261	<p><b>Minutes Records: Executive Session Records</b></p> <p>These records are created by public bodies that are subject to open meeting law. Includes written notice of executive session regarding discussion or consideration of employment matters to affected officers, appointees or employees; Also includes agendas and backup/supporting documentation for approved items from meeting packets of governing boards, commissions, committees and councils; other decision-making boards, commissions, committees, and councils; advisory boards, commissions, committees, councils, task forces, and ad hoc committees.</p>	7 Years	After calendar year created or received.	A.R.S § 38-431.03 (A)(1)	12/29/2015
10262	<p><b>Minutes Records: Audio or Video Recordings of Meetings</b></p> <p>These records are created by public bodies that are subject to open meeting law. The purpose of these recordings is to assist in the transcription/ creation of the Minutes. Includes Governing boards, commissions, committees and councils; other decision-making boards, commissions, committees, and councils; advisory boards, commissions, committees, councils, task forces, and ad hoc committees. Audio or video recordings for other purposes fall under the records series, "Audio I Video Records - Non Historical" on the Public Information and Marketing Records General Retention Schedule.</p>	3 Months	After date of meeting and after minutes transcribed, or summarized and approved.		12/29/2015

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10263	<b>Minutes Records: Staff Meetings</b> These are records created during routine staff meetings.	-	After administrative or reference value has been served.		11/17/2020
10264	<b>Ordinances</b> Includes County/Municipal Codes.	Permanent	Retain per Arizona Standards for Permanent Records, or transfer to State Archives when administrative value has been served.		12/29/2015
10430	<b>Proclamations</b>	4 Years	After calendar year issued. If Proclamations are historical please refer to the Officials Records General Retention Schedule.		12/29/2015
10431	<b>Public Meeting Notice Records</b> Includes affidavits of publication, certificate of posting for public meetings.	2 Years	After calendar year of meeting.	A.R.S § 38-431.02.	12/29/2015
10432	<b>Public Notice Records: Notice of Public Posting Location(s)</b> Includes disclosure notices, and statement of notice.	-	After superseded or obsolete.	A.R.S § 38-431.02.	12/29/2015
10433	<b>Request to Speak Records</b> These are completed by the public if they would like to speak at a public meeting.	-	After minutes are transcribed, and/or summarized and approved.		12/29/2015



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10434	<b>Resolutions</b>	Permanent	Retain per Arizona Standards for Permanent Records, or transfer to State Archives when administrative value has been served.		12/29/2015
10435	<b>School Facilities Board (SFB) Records: Reports and Surveys</b> School districts and charter schools only.	5 Years	After calendar year created, or sent to SFB.		12/29/2015
10436	<b>Subdivision Plat Records</b>	Permanent	Retain per Arizona Standards for Permanent Records, or transfer to State Archives when administrative value has been served.		12/29/2015
10437	<b>Task Force Report / Study Records</b>	5 Years	After submitted.		12/29/2015
10438	<b>Tax Deed Land Sale Records</b>	5 Years	After submitted.		12/29/2015
10439	<b>Uniform Code Records</b> Includes Uniform building codes, fire codes, plumbing codes, etc.	5 Years	After codes revised, or after reference value has been served, whichever is longer.		12/29/2015