



**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**

- 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 May 17, 2019.**

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

Revised: 7/2/2019

**General Records Retention Schedule Issued to:
All State and Local Agencies**

Schedule Number: GS-1016

Clerks Records

Record Series Number	Record Series Title	Retention Period	Retention Remark	Legal Citation(s)	Approval Date
10237	Abandonments, Easements and Right of Way (ROW) Records	Permanent	Retain per Arizona Standards for Permanent Records or transfer to State Archives when administrative value has been served.		12/29/2015
10238	Affidavits of Service of Process Records 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.	ARS 11-622, 12-821, 821.01.	12/29/2015
10239	Annexation / DeAnnexation Records - Petitions and property valuation records 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 f01m with the LAPR.	3 Years	After annexed.		12/29/2015
10240	Annexation / DeAnnexation Records - Recorded maps and other historically significant records 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 LAPR.	Permanent	Retain per Arizona Standards for Permanent Records or transfer to State Archives when administrative value has been served.		12/29/2015

**General Records Retention Schedule Issued to:
All State and Local Agencies
Clerks Records**

Schedule Number: GS-1016

Record Series Number	Record Series Title	Retention Period	Retention Remark	Legal Citation(s)	Approval Date
10241	Annexation / DeAnnexation Records - Refused	3 Years	After refused.		12/29/2015
10242	Annual Report Records These records are created by Special Districts, and a copy supplied to the County Board of Supervisors, in compliance with ARS 48-251.	Permanent	Retain per Arizona Standards for Permanent Records or transfer to State Archives when administrative value has been served.	ARS 48-251	12/29/2015
10243	Annual Report Records - Received and Reported 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.	ARS 48-251	12/29/2015
10244	Board of Equalization Records - Tax Roll Correction Order Records	1 Year	After board process ends.		12/29/2015
10245	Board of Equalization Records - Administrative Appeals Package Records	2 Years	After calendar year created.		12/29/2015
10246	Business Licenses Trial Balance Records Monthly listing of occupational (business) license accounts for which the license has not been paid.	5 Years	After fiscal year created.		12/29/2015
10247	Certificates of Sale / Notices of Trustee Sale Records	3 Years	After recorded.		12/29/2015

**General Records Retention Schedule Issued to:
All State and Local Agencies
Clerks Records**

Schedule Number: GS-1016

Record Series Number	Record Series Title	Retention Period	Retention Remark	Legal Citation(s)	Approval Date
10248	Charter, Amendment and Incorporation Records	Permanent	Retain per Arizona Standards for Permanent Records or transfer to State Archives when administrative value has been served.		12/29/2015
10249	Constable Log Records This is the copy filed monthly with the Clerk of the Board of Supervisors.	2 Years	After calendar year received.	ARS 11-445	12/29/2015
10250	Deeds / Titles to Buildings and Property To buildings and property owned by the public body.	3 Years	After building / property sold, transferred disposed of, or abandoned, or after building demolished.		12/29/2015
10251	Disciplinary Notices 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.	ARS 11-356	12/29/2015
10252	Franchise Records Including, but not limited to, utilities and cable television.	6 Years	After calendar year contract fulfilled, cancelled or revoked.		12/29/2015

**General Records Retention Schedule Issued to:
All State and Local Agencies
Clerks Records**

Schedule Number: GS-1016

Record Series Number	Record Series Title	Retention Period	Retention Remark	Legal Citation(s)	Approval Date
10253	License / Permit Records - Applications Not Approved Records	2 Years	After calendar year rejected.		12/29/2015
10254	License / Permit Records - Bingo, Emergency Vehicles, Fireworks, Liquor, and Parade Records	2 Years	After calendar year of recommendation.		12/29/2015
10255	License / Permit Records - Citizen Complaint Records	4 Years	After calendar year resolved.		12/29/2015
10256	License / Permit Records - Continuing Activity Records 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	License / Permit Records - Correspondence with Unlicensed / Not in Business Account Records	2 Years	After calendar year created or received.		12/29/2015
10258	License / Permit Records - Single Event Records Includes license / permit for special events.	3 Years	After calendar year issued.		12/29/2015
10259	List of Inactive Business Account Records		After superseded or obsolete.		12/29/2015

**General Records Retention Schedule Issued to:
All State and Local Agencies
Clerks Records**

Schedule Number: GS-1016

Record Series Number	Record Series Title	Retention Period	Retention Remark	Legal Citation(s)	Approval Date
10260	Minutes Records These records are created by public bodies that are subject to open meeting law. Records including, but not limited to, regular sessions, study and work study sessions. Includes agendas and back-up / supporting documentation for approved items from meet	Permanent	Retain per Arizona Standards for Permanent Records or transfer to State Archives when administrative value has been served.	ARS 38-431	12/29/2015
10261	Minutes Records - Executive Session Records 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	7 Years	After calendar year created or received.	ARS 38-431.03 (A)(1).	12/29/2015
10262	Minutes Records - Audio or Video Recordings of Meetings 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	3 Months	After date of meeting and after minutes transcribed or summarized and approved.		12/29/2015
10263	Minutes Records - Staff Meetings These records are created by public bodies that are subject to open meeting law. These are records created during routine staff meetings where policy is not set.		After administrative or reference value has been served.		12/29/2015

**General Records Retention Schedule Issued to:
All State and Local Agencies
Clerks Records**

Schedule Number: GS-1016

Record Series Number	Record Series Title	Retention Period	Retention Remark	Legal Citation(s)	Approval Date
10264	Ordinances 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	Proclamations	4 Years	After calendar year issued. If Proclamations are historical, please refer to the Officials Records General Retention Schedule.		12/29/2015
10431	Public Meeting Notice Records Includes affidavits of publication, certificate of posting for public meetings.	2 Years	After calendar year of meeting.	ARS 38-431.02.	12/29/2015
10432	Public Notice Records - Notice of Public Posting Location(s) Includes disclosure notices and statement of notice.		After superseded or obsolete.	ARS 38-431.02.	12/29/2015
10433	Request to Speak Records 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

**General Records Retention Schedule Issued to:
All State and Local Agencies
Clerks Records**

Schedule Number: GS-1016

Record Series Number	Record Series Title	Retention Period	Retention Remark	Legal Citation(s)	Approval Date
10434	Resolutions	Permanent	Retain per Arizona Standards for Permanent Records or transfer to State Archives when administrative value has been served.		12/29/2015
10435	School Facilities Board (SFB) Records - Reports and Surveys School districts and charter schools only.	5 Years	After calendar year created or sent to SFB.		12/29/2015
10436	Subdivision Plat Records	Permanent	Retain per Arizona Standards for Permanent Records or transfer to State Archives when administrative value has been served.		12/29/2015
10437	Task Force Report / Study Records	5 Years	After submitted.		12/29/2015
10438	Tax Deed Land Sale Records	5 Years	After submitted.		12/29/2015

General Records Retention Schedule Issued to:
All State and Local Agencies
Clerks Records

Schedule Number: GS-1016

Record Series Number	Record Series Title	Retention Period	Retention Remark	Legal Citation(s)	Approval Date
10439	Uniform Code Records 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