



**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
Administrative and Management Records**

**Schedule Number:
GS 1018 Rev. 2**

- 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 GS 1018 dated 08/26/2016.**

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.	
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RECORDS MANAGEMENT CENTER

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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 or 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 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
10270	Annual Reports These are usually lengthy reports issued yearly by a public body, giving an account of its internal workings and especially its finances.	10 Years	After calendar year report issued/filed. If you are a State Agency, please: Send two (2) paper copies to the following address: <i>Library, Archives and Public Records, State Library of Arizona, Attn: State Docs, 1700 W Washington Ste #300, Phoenix, AZ 85007.</i> And send electronic copy to <i>research@azlibrary.gov</i> . If you are a Local Agency, please send one (1) hard copy to the following address: <i>Arizona State Archives, Attn: Arizona Collection, 1901 W. Madison St., Phoenix, AZ 85009.</i>	ARS 41-151.08	12/29/2015

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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
10271	Assurance Statements These are no longer being created. Statement from public bodies 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

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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.		7/18/2016
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. A risk assessment that provides the factual basis for activities proposed in the strategy to reduce losses from identified hazards, a description of the types, locations, and extent of all natural hazards that can affect the jurisdiction the plan shall include information on previous occurrences of hazard events and on the probability of future hazard events, an overall summary of each hazard and its impact on the community, all plans approved after October 1, 2008 must also address NFIP insured structures that have been repetitively damaged by floods, the plan should describe vulnerability in terms of: the types and numbers of existing and future buildings, infrastructure, and critical facilities located in the identified hazard areas; an estimate of the potential dollar losses to vulnerable structures and a description of the methodology used to prepare the estimate; a general description of land uses and development trends within the community so that mitigation options can be considered in future land use decisions, for multi-jurisdictional plans, the risk assessment section must assess each jurisdiction's risks where they vary from the risks facing the entire planning area, a mitigation strategy that provides the <i>(continued)</i>	5 Years	From the date of the approval of the previous plan.	44 CFR 201.6(d)(3)	8/26/2016

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30802 (continued)	<p>FEMA / Multi-Hazard Mitigation Plans - Local</p> <p>jurisdiction's blueprint for reducing the potential losses identified in the risk assessment, based on existing authorities, policies, programs and resources, and its ability to expand on and improve these existing tools. A description of mitigation goals to reduce or avoid long-term vulnerabilities to the identified hazards, a section that identifies and analyzes a comprehensive range of specific mitigation actions and projects being considered to reduce the effects of each hazard, with particular emphasis on new and existing buildings and infrastructure, an action plan describing how actions will be prioritized, implemented, and administered by the local jurisdiction, a plan maintenance process that includes a section describing the method and schedule of monitoring, evaluating, and updating the mitigation plan within a five-year cycle, a process by which local governments incorporate the requirements of the mitigation plan into other planning mechanisms such as comprehensive or capital improvement plans, when appropriate, discussion on how the community will continue public participation in the plan maintenance process, documentation that the plan has been formally adopted by the governing body of the jurisdiction requesting approval of the plan (e.g. city council, county commissioner, tribal council).</p>	5 Years	From the date of the approval of the previous plan.	44 CFR 201.6(d)(3)	8/26/2016
30800	<p>FEMA / Multi-Hazard Mitigation Plans - State Level, Enhanced</p> <p>Includes, but not limited to, documentation of the State's project implementation capability, identifying and demonstrating the ability to implement the plan, including: established eligibility criteria for multi-hazard mitigation measures. A system to determine the cost effectiveness of mitigation measures, consistent with OMB Circular A-94, Guidelines and Discount Rates for Benefit-Cost Analysis of Federal Programs, and to rank the measures according to the State's eligibility criteria. Demonstration that the State has the capability to effectively manage the HMGP as well as other mitigation grant programs, including a record of <i>(continued)</i></p>	5 Years	From the date of the approval of the previous plan.	44 CFR 201.5(c)	8/26/2016

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30800 (continued)	<p>FEMA / Multi-Hazard Mitigation Plans - State Level, Enhanced</p> <p>the following: Meeting HMGP and other mitigation grant application timeframes and submitting complete, technically feasible, and eligible project applications with appropriate supporting documentation; Preparing and submitting accurate environmental reviews and benefit-cost analyses; Submitting complete and accurate quarterly progress and financial reports on time; and Completing HMGP and other mitigation grant projects within established performance periods, including financial reconciliation. A system and strategy by which the State will conduct an assessment of the completed mitigation actions and include a record of the effectiveness (actual cost avoidance) of each mitigation action. Demonstration that the State effectively uses existing mitigation programs to achieve its mitigation goals. Demonstration that the State is committed to a comprehensive state mitigation program, which might include any of the following: A commitment to support local mitigation planning by providing workshops and training, State planning grants, or coordinated capability development of local officials, including Emergency Management and Floodplain Management certifications. A statewide program of hazard mitigation through the development of legislative initiatives, mitigation councils, formation of public/private partnerships, and/or other executive actions that promote hazard mitigation. The State provides a portion of the non-Federal match for HMGP and/or other mitigation projects. A comprehensive, multi-year plan to mitigate the risks posed to existing buildings that have been identified as necessary for post-disaster response and recovery operations. A comprehensive description of how the State integrates mitigation into its post-disaster recovery operations.</p>	5 Years	From the date of the approval of the previous plan.	44 CFR 201.5(c)	8/26/2016

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30799	<p>FEMA / Multi-Hazard Mitigation Plans - State Level, Standard</p> <p>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. Risk assessments that provide the factual basis for activities proposed in the strategy portion of the mitigation plan. Statewide risk assessments must characterize and analyze natural hazards and risks to provide a statewide overview. The risk assessment shall include the following: An overview of the type and location of all natural hazards that can affect the State, including information on previous occurrences of hazard events, as well as the probability of future hazard events, using maps where appropriate; An overview and analysis of the State's vulnerability to the hazards based on estimates provided in local risk assessments as well as the State risk assessment. The State shall describe vulnerability in terms of the jurisdictions most threatened by the identified hazards, and most vulnerable to damage and loss associated with hazard events. State owned or operated critical facilities located in the identified hazard areas shall also be addressed; An overview and analysis of potential losses to the identified vulnerable structures, based on estimates provided in local risk assessments as well as the State risk assessment. The State shall estimate the potential dollar losses to State owned or operated buildings, infrastructure, and critical facilities located in the identified hazard areas. A Mitigation Strategy that provides the State's blueprint for reducing the losses identified in the risk assessment. This section shall include: A description of State goals to guide the selection of activities to mitigate and reduce potential losses. A discussion of the State's pre- and post-disaster hazard management policies, programs, and capabilities to mitigate the hazards in the area, including: an evaluation of State laws, regulations, policies, and programs related to hazard mitigation as well as to development in hazard-prone areas; a discussion of State funding capabilities for hazard mitigation projects; and a general <i>(continued)</i></p>	5 Years	From the date of the approval of the previous plan.	44 CFR 201.4(d)	8/26/2016

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30799 (continued)	<p>FEMA / Multi-Hazard Mitigation Plans - State Level, Standard</p> <p>description and analysis of the effectiveness of local mitigation policies, programs, and capabilities. An identification, evaluation, and prioritization of cost-effective, environmentally sound, and technically feasible mitigation actions and activities the State is considering and an explanation of how each activity contributes to the overall mitigation strategy. This section should be linked to local plans, where specific local actions and projects are identified. Identification of current and potential sources of Federal, State, local, or private funding to implement mitigation activities. A State may request the reduced cost share authorized under Å§79.4(c)(2) of this chapter for the FMA and SRL programs, if it has an approved State Mitigation Plan meeting the requirements of this section that also identifies specific actions the State has taken to reduce the number of repetitive loss properties (which must include severe repetitive loss properties), and specifies how the State intends to reduce the number of such repetitive loss properties. In addition, the plan must describe the strategy the State has to ensure that local jurisdictions with severe repetitive loss properties take actions to reduce the number of these properties, including the development of local mitigation plans. A section on the Coordination of Local Mitigation Planning that includes the following: A description of the State process to support, through funding and technical assistance, the development of local mitigation plans. A description of the State process and timeframe by which the local plans will be reviewed, coordinated, and linked to the State Mitigation Plan. Criteria for prioritizing communities and local jurisdictions that would receive planning and project grants under available funding programs, which should include consideration for communities with the highest risks, repetitive loss properties, and most intense development pressures.</p>	5 Years	From the date of the approval of the previous plan.	44 CFR 201.4(d)	8/26/2016

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30801	<p>FEMA / Multi-Hazard Mitigation Plans - Tribal</p> <p>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. This shall include an opportunity for the public to comment on the plan during the drafting stage and prior to plan approval, including a description of how the Indian tribal government defined “public” as appropriate, an opportunity for neighboring communities, tribal and regional agencies involved in hazard mitigation activities, and agencies that have the authority to regulate development, as well as businesses, academia, and other private and nonprofit interests to be involved in the planning process; review and incorporation, if appropriate, of existing plans, studies, and reports; and a risk assessment that provides the factual basis for activities proposed in the strategy to reduce losses from identified hazards, tribal risk assessments must provide sufficient information to enable the Indian tribal government to identify and prioritize appropriate mitigation actions to reduce losses from identified hazards, the risk assessment shall include: a description of the type, location, and extent of all natural hazards that can affect the tribal planning area. The plan shall include information on previous occurrences of hazard events and on the probability of future hazard events. A description of the Indian tribal government's vulnerability and which shall include an overall summary of each hazard and its impact on the tribe. The plan should describe vulnerability in terms of: the types and numbers of existing and future buildings, infrastructure, and critical facilities located in the identified hazard areas; an estimate of the potential dollar losses to vulnerable structures and a description of the methodology used to prepare the estimate; a general description of land uses and development trends within the tribal planning area so that mitigation options can be considered in future land use decisions; and cultural and sacred sites that are significant, even if they cannot be valued in monetary terms. A mitigation strategy that provides <i>(continued)</i></p>	5 Years	From the date of the approval of the previous plan.	44 CFR 201.7(d)(3)	8/26/2016

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30801 (continued)	<p>FEMA / Multi-Hazard Mitigation Plans - Tribal</p> <p>the Indian tribal government's blueprint for reducing the potential losses identified in the risk assessment, based on existing authorities, policies, programs and resources, and its ability to expand on and improve these existing tools. This section shall include: a description of mitigation goals to reduce or avoid long-term vulnerabilities to the identified hazards. A section that identifies and analyzes a comprehensive range of specific mitigation actions and projects being considered to reduce the effects of each hazard, with particular emphasis on new and existing buildings and infrastructure. An action plan describing how the actions will be prioritized, implemented, and administered by the Indian Tribal government. A discussion of the Indian tribal government's pre- and post-disaster hazard management policies, programs, and capabilities to mitigate the hazards in the area, including: An evaluation of tribal laws, regulations, policies, and programs related to hazard mitigation as well as to development in hazard-prone areas; and a discussion of tribal funding capabilities for hazard mitigation projects. Identification of current and potential sources of Federal, tribal, or private funding to implement mitigation activities. A plan maintenance process that includes: A section describing the method and schedule of monitoring, evaluating, and updating the mitigation plan. A system for monitoring implementation of mitigation measures and project closeouts. A process by which the Indian tribal government incorporates the requirements of the mitigation plan into other planning mechanisms such as reservation master plans or capital improvement plans, when appropriate. Discussion on how the Indian tribal government will continue public participation in the plan maintenance process. A system for reviewing progress on achieving goals as well as activities and projects identified in the mitigation strategy.</p>	5 Years	From the date of the approval of the previous plan.	44 CFR 201.7(d)(3)	8/26/2016

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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
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, at the following link: https://azlibrary.gov/arm/guidance-standards-and-statutes .	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

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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
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

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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 Records created when a person applies 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 Recors 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.		12/29/2015

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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

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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, and meet the requirements found in the Guidance on Permanent and Historical Records, at the following link: https://azlibrary.gov/arm/guidance-standards-and-statutes .	Permanent	Retain per Arizona Standards for Permanent Records or transfer to State Archives when administrative value has been served.		12/29/2015
10296	Project Records - Non Historical Records that 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

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10297	<p>Publications Produced by Public Body</p> <p>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: <i>Library, Archives and Public Records, State Library of Arizona, Attn: State Docs 1700 W Washington St. #300, Phoenix, AZ 85007.</i> and Send electronic copy to: <i>research@azlibrary.gov</i>. If you are a Local Agency, send one (1) hard copy to the following address: <i>Arizona State Archives, Attn: Arizona Collection 1901 W. Madison St. Phoenix, AZ 85009.</i></p>	ARS 41-151.08	12/29/2015
10300	<p>Records Retention Schedules</p> <p>Official copy at LAPR/Archives and Records Management Branch.</p>		After superseded or obsolete.		12/29/2015

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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
10304	Rulemaking Records - Not Enacted / Adopted	1 Year	After calendar year rule rejected.		12/29/2015
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

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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>After film or image is verified. 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>		12/29/2015

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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
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

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Record Series Number	Record Series Title	Retention Period	Retention Remark	Legal Citation(s)	Approval Date
10311	<p>Training Records</p> <p>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 are found on the Human Resources/ Personnel General Retention Schedule.</p>	5 Years	After calendar year training is given.		12/29/2015
10312	<p>Training Records - Training Content Records</p> <p>These records are created when a training class is given by a Public Body. Includes handouts, manual, syllabi, and other training presentation materials.</p>	4 Years	After superseded or obsolete.		12/29/2015
10313	<p>Transitory Records</p> <p>Includes records of limited reference value, letters of transmittal and informational bulletins.</p>		After administrative or reference value has been served.		12/29/2015
10413	<p>Working Records</p> <p>Including, but not limited to drafts, feeder reports and notes used in the development of final or summary records.</p>		After final record created, or after reference value has been served, 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