



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



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

**Schedule Number:
GS-1021 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 General Schedule GS 1021, dated July 23, 2015.**

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

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Record Series Number	Record Series Title	Retention Period	Retention Remark	Legal Citation(s)	Approval Date
10147	Accomplishments, Awards, Opinions, Orders, Priority Statements, and Proclamations Records - Historical Some of these records can be found on official websites or social media sites.	Permanent	Retain per Arizona Standards for Permanent Records or transfer to State Archives when administrative value has been served.		7/23/2015
10148	Accomplishments, Awards, Opinions, Orders, Priority Statements, and Proclamations Records - Non Historical Some of these records can be found on official websites or social media sites.	4 Years	After calendar year created.		7/23/2015
10149	Activity / Progress / Statistical Reports and Performance Measurement Records These are reports submitted to Officials by Departments/Divisions they oversee within the public body. These records include weekly or monthly reports, status reports, metrics, benchmarks and other oversight and compliance records but don't include official annual report.	3 Years	After calendar year created or received.		7/23/2015
10150	Appointment Calendar / Schedule Records - Historical Records documenting the scheduling of meetings and public events that involve the Official.	Permanent	Retain per Arizona Standards for Permanent Records or transfer to State Archives when administrative value has been served.		7/23/2015

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10151	Appointment Calendar / Schedule Records - Non Historical Records documenting the scheduling of meetings and public events that involve the Official.		After term in office/ appointment/ position ends. This applies only to full time Officials.		7/23/2015
10152	Biographic Statement Records Some of these records can be found on websites or social media sites.	Permanent	Retain per Arizona Standards for Permanent Records or transfer to State Archives when administrative value has been served.		7/23/2015
10153	Constituent Correspondence Records - Historical Includes correspondence between any member of the public, organization or business, and an Official, including, but not limited to, citizen comments and complaints.	Permanent	Retain per Arizona Standards for Permanent Records or transfer to State Archives when administrative value has been served.		7/23/2015
10154	Constituent Correspondence Records - Non Historical Includes correspondence between any member of the public, organization or business, and an Official, including, but not limited to, citizen comments and complaints.	2 Years	After calendar year created or received.		7/23/2015

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10155	Events Records - Historical Records that document the planning for an event, the event itself, and any records related to or in response to the event, and includes presentation materials and handouts, registration and attendance lists, reports, and schedules of speakers and activities.	Permanent	Retain per Arizona Standards for Permanent Records or transfer to State Archives when administrative value has been served.		7/23/2015
10156	Events Records - Non Historical Records that document the planning for an event, the event itself, and any records related to or in response to the event, and includes presentation materials and handouts, registration and attendance lists, reports, and schedules of speakers and activities.	2 Years	After calendar year created or received.		7/23/2015
10157	Executive Correspondence Records Correspondence to or from an Official that sets or discusses policies.	Permanent	Retain per Arizona Standards for Permanent Records or transfer to State Archives when administrative value has been served.		7/23/2015
10158	Inauguration Records Records that document the planning for an inauguration, the inauguration itself, and any records related to the inauguration, including video. These Inauguration Records apply only to inaugurations that occur outside of a regularly scheduled Board, Council or Committee meeting.	Permanent	Retain per Arizona Standards for Permanent Records or transfer to State Archives when administrative value has been served.		7/23/2015

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10159	Lobbying Records These are records that are created or received by the Official, including accounting of hours.	5 Years	After calendar year created or received.		7/23/2015
10160	Press Release Records - Historical News releases and "News room" records that document significant events involving an Official, and may include news and communications to the public.	Permanent	Retain per Arizona Standards for Permanent Records or transfer to State Archives when administrative value has been served.		7/23/2015
10161	Press Release Records - Non Historical News releases and "News room" records that document significant events involving an Official, and may include news and communications to the public.	2 Years	After calendar year created or received.		7/23/2015

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10162	<p>Publications</p> <p>Publications produced by Official or their Office including, but not limited to, audits, brochures, budgets, capital improvement plans, comprehensive plans, newsletters, pamphlets, transportation studies and other published reports.</p>	1 Year	After superseded or obsolete. If you are an Official of a State Agency, please send two (2) paper copies to the following address: State Library of Arizona, Attn: State Docs, 1700 W Washington Ste #300, Phoenix, AZ 85007 AND Send an electronic copy to r	ARS Â§41-151.08.	7/23/2015
10163	<p>Speeches / Major Statement Records - Historical</p> <p>Speeches, addresses and other comments of historical value that document significant events of the Official and/or public body during ceremonies, interviews and other public meetings.</p>	Permanent	Retain per Arizona Standards for Permanent Records or transfer to State Archives when administrative value has been served.		7/23/2015
10164	<p>Speeches / Major Statement Records - Non Historical</p> <p>Speeches, addresses and other comments that document events of the Official and/or public body during ceremonies, interviews and other public meetings.</p>	2 Years	After calendar year created or received.		7/23/2015

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10165	<p>Transition Records - Historical</p> <p>These records document the transition from the incumbent official to the official-elect. These are records created by the incumbent official, and provided to the official-elect and their administration. Records may include reports, recommendations, working group records, budget records, press releases and other briefing materials. Also includes any continuing projects or issue-related records begun by the incumbent and inherited by the official-elect, which were completed or finalized by the incumbent administration.</p>	Permanent	Retain per Arizona Standards for Permanent Records or transfer to State Archives when administrative value has been served.		7/23/2015
10166	<p>Transition Records - Non Historical</p> <p>These records document the transition from the incumbent official to the official-elect. These are records created by the incumbent official, and provided to the official-elect and their administration. Records may include reports, recommendations, working group records, budget records, press releases and other briefing materials. Also includes any continuing projects or issue-related records begun by the incumbent and inherited by the official-elect, which were completed or finalized by the incumbent administration.</p>	1 Year	After calendar year official-elect takes office.		7/23/2015