



**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
Facilities and Grounds Management Records**

**Schedule Number:
GS-1023 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 1023, dated December 29, 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

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

Schedule Number: GS-1023 Rev. 1

Record Series Number	Record Series Title	Retention Period	Retention Remark	Legal Citation(s)	Approval Date
10315	Alarm Code and Key Control Records Records tracking employee access to buildings.	1 Year	After superseded or obsolete.		12/29/2015
10316	Architect / Consultant Records - Not Used	3 Years	After created or received.		12/29/2015
10317	As-built Plans, Drawings, Blueprints, Floor Plans, Layouts, Specifications and Americans with Disabilities Act (ADA) Compliance 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
10318	As-built Plans, Drawings, Blueprints, Floor Plans, Layouts, Specifications and Americans with Disabilities Act (ADA) Compliance Records - Non Historical	1 Year	After building abandoned, demolished, sold or transferred.		12/29/2015
10319	Building Inventory Records	3 Years	After superseded or obsolete.		12/29/2015
10320	Certificates of Inspection Records Includes Fire Marshall inspections.	1 Year	After expired or after next cyclical inspection is conducted, whichever is later.		12/29/2015

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

Schedule Number: GS-1023 Rev. 1

Record Series Number	Record Series Title	Retention Period	Retention Remark	Legal Citation(s)	Approval Date
10321	Construction Records - Completed These are records documenting the construction and major renovation of buildings for public bodies. Including, but not limited to, inspection reports, progress reports, meeting minutes, construction contracts, construction bonds, and site.	9 Years	After construction completed.		12/29/2015
10322	Construction Records - Proposed but not completed These are records documenting the construction and major renovation of buildings for public bodies. Including, but not limited to, inspection reports, progress reports, meeting minutes, construction contracts, construction bonds, and site.	7 Years	After project abandoned.		12/29/2015
10323	Construction Records - Guarantees / Warranties		After expired, or after reference value has been served.		12/29/2015
10324	Custodial / Landscape Services Records - Contracted Including, but not limited to, service schedules.	6 Years	After contract expired, cancelled or revoked.		12/29/2015
10325	Custodial / Landscape Services Records - Non-Contracted Including, but not limited to, service schedules.	2 Years	After work completed.		12/29/2015
10326	Environmental Records - Asbestos Inspection and Abatement Records and Management Plans Includes Hazard Emergency Response Act (AHERA) records. Records documenting employee exposure or potential exposure to hazardous substances should be transferred to Human Resources for retention with Employee Medical and Exposure Records.	50 Years	After building abandoned, demolished, sold or transferred.		12/29/2015

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

Schedule Number: GS-1023 Rev. 1

Record Series Number	Record Series Title	Retention Period	Retention Remark	Legal Citation(s)	Approval Date
10327	Environmental Records - Underground Storage Tank Records, Leaking	Permanent	Retain per Arizona Standards for Permanent Records or transfer to State Archives when administrative value has been served.		12/29/2015
10328	Environmental Records - Underground Storage Tank Records, Not Leaking	25 Years	After building abandoned, demolished, sold or transferred.		12/29/2015
10329	Environmental Records - Hazardous Materials Disposal Records	3 Years	After disposal of material.		12/29/2015
10330	Environmental Records - Hazardous Materials Incident Report Records	5 Years	After created or received.		12/29/2015
10331	Environmental Records - Lead-Based Paint Records Includes correspondence, inspection and remediation reports, Requests for Proposal (RFP's), Request for Quotes (RFQ's), sample lab reports, certification of liability insurance, and waste acceptance reports.	50 Years	After building abandoned, demolished, sold, or transferred, or after lease expired, cancelled or revoked.		12/29/2015

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

Schedule Number: GS-1023 Rev. 1

Record Series Number	Record Series Title	Retention Period	Retention Remark	Legal Citation(s)	Approval Date
10332	<p>Environmental Records - Internal Facility Environmental Monitoring Records</p> <p>Investigations regarding potential environmental issues in Public body-owned facilities/buildings and other buildings where Public employees work. Environmental issues may include air quality complaints for mold and/ or volatile organic compounds (VOC's); roof leaks, and pest infestations. This primarily includes annual facility inspections, spill prevention control and countermeasure (SPCC) plan and implementation, hazardous waste contingency plan and emergency response plan (HWCPERP) and implementation, annual reporting requirements, asbestos operations and maintenance (O&M) plan inspection, and indoor air quality sampling and visual inspection for mold growth and persistent moisture.</p>	3 Years	After building abandoned, demolished, sold, or transferred, or after lease expired, cancelled or revoked.		12/29/2015
10333	Facility Assessment Records		After building abandoned, demolished, sold or transferred.		12/29/2015
10334	<p>Facility Usage Records</p> <p>Includes applications and proof of insurance.</p>	6 Years	After calendar year facility used or access denied.		12/29/2015
10335	False Alarm Records	3 Years	After created or received.		12/29/2015

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

Schedule Number: GS-1023 Rev. 1

Record Series Number	Record Series Title	Retention Period	Retention Remark	Legal Citation(s)	Approval Date
10336	Fire Safety System Records - Planned / Preventative Maintenance Records Includes inspection, testing and repair records for alarms, break glass station alarms, fire extinguishers, smoke detectors, and sprinkler systems.	5 Years	After work performed.		12/29/2015
10337	Fire Safety System Records - All Other Records Including, but not limited to, equipment, installation, plans, renovations, specifications and other related records for alarms, fire extinguishers, smoke detectors, and sprinkler systems.		After equipment removed or replaced or after building abandoned, demolished, sold, or transferred, whichever comes first.		12/29/2015
10338	Maintenance / Repair Work Orders - Major Work		After building abandoned, demolished, sold or transferred.		12/29/2015
10339	Maintenance / Repair Work Orders - Routine Work	3 Years	After work order closed.		12/29/2015
10340	Master Plans - Historical Includes depmiment, agency, regional or state-wide. 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

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

Schedule Number: GS-1023 Rev. 1

Record Series Number	Record Series Title	Retention Period	Retention Remark	Legal Citation(s)	Approval Date
10341	Master Plans - Non Historical Includes department, agency, regional or statewide.	5 Years	After superseded or obsolete.		12/29/2015
10342	Pest Control Records - Termites Includes herbicide and pesticide spray records. Records documenting employee exposure or potential exposure to hazardous substances should be transferred to Human Resources for retention with Employee Medical and Exposure Records.	5 Years	After work completed.	A.A.C. R4-29-307.	12/29/2015
10343	Pest Control Records - All Other Pests Includes herbicide and pesticide spray records. Records documenting employee exposure or potential exposure to hazardous substances should be transferred to Human Resources for retention with Employee Medical and Exposure Records.	3 Years	After work completed.	A.A.C. R4-29-307.	12/29/2015
10344	Planned / Preventative Maintenance Records Includes schedules and documentation of work performed.		After equipment removed or replaced, or after building abandoned, demolished, sold or transferred, whichever comes first.		12/29/2015

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

Schedule Number: GS-1023 Rev. 1

Record Series Number	Record Series Title	Retention Period	Retention Remark	Legal Citation(s)	Approval Date
10345	Property Acquisition Records - Historical Includes acquisition agreements, correspondence, offer packages, appraisal reports, condemnation actions, escrow/closing documents, deeds, title insurance and title records. Records documenting employee exposure or potential exposure to hazardous substances should be transferred to Human Resources for retention with Employee Medical and Exposure Records.	Permanent	Retain per Arizona Standards for Permanent Records or transfer to State Archives when administrative value has been served.		12/29/2015
10346	Property Acquisition Records - Capital Improvement Project Related Includes acquisition agreements, correspondence, offer packages, appraisal reports, condemnation actions, escrow/closing documents, deeds, title insurance and title records.	3 Years	After acquisition has been abandoned, or after property has been abandoned or transferred, but not less than 25 years after Capital Improvement Project is completed and closed and the warranty period has expired.		12/29/2015
10347	Property Acquisition Records - Private Development Related Includes acquisition agreements, correspondence, offer packages, appraisal reports, condemnation actions, escrow/closing documents, deeds, title insurance and title records.	3 Years	After building abandoned, demolished, sold or transferred.		12/29/2015
10348	Security Records Includes records that document security plans for facilities.	3 Years	After superseded or obsolete.		12/29/2015

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

Schedule Number: GS-1023 Rev. 1

Record Series Number	Record Series Title	Retention Period	Retention Remark	Legal Citation(s)	Approval Date
10349	Soils Investigation Records Includes test reports.		After superseded or obsolete or after building/property is abandoned, demolished, sold or transferred, whichever is earlier.		12/29/2015
10350	Space Management Records Includes test reports.	3 Years	After superseded or obsolete.		12/29/2015
10351	Utility Records - Regulatory Fee Records	3 Years	After calendar year fee incurred.		12/29/2015
30273	Utility Records - Repair and Maintenance Records	5 Years	After calendar year created or received.		12/29/2015