



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



**General Records Retention Schedule Issued to:
School Districts and Charter Schools
Food Service / Student Activities / Auxiliary Operations**

**Schedule Number:
GS-1025 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 1025, 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

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Record Series Number	Record Series Title	Retention Period	Retention Remark	Legal Citation(s)	Approval Date
10396	Applications for Federal Assistance Reduced price on meals because of low income. Including, but not limited to, documentation of participation data by school in support of the Claim for Reimbursement, production and menu records, documentation to support performance-based cash assistance, written response to audit findings, information on civil rights complaints, if any; number of food safety inspections, prices for paid lunches charged, documentation of action taken to disallow improper claims submitted, records of USDA audit findings, records pertaining to civil rights responsibilities, records pertaining to annual food preference survey, and records to demonstrate compliance with the professional standards.	4 Years	After fiscal year final claim for reimbursement submitted, or after audit findings resolved, whichever is later.	7 CFR210.15; 210.20; 210.23.	12/29/2015
10397	Daily Report of Tickets / Meal Cards Issued	4 Years	After fiscal year created or received.		12/29/2015
10398	Daily Summaries of Meals Served	4 Years	After fiscal year created or received.		12/29/2015
10399	Extracurricular Activity Records Includes permission slips and field trip waivers.	4 Years	After fiscal year activity occurred.		12/29/2015
10400	Highly Qualified Teacher Forms	5 Years	After fiscal year created or received.		12/29/2015

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Record Series Number	Record Series Title	Retention Period	Retention Remark	Legal Citation(s)	Approval Date
10401	Logs of Tickets / Meal Cards Includes both District and School records. Includes records of tickets / cards on hand, issued and received.	4 Years	After fiscal year created or received.		12/29/2015
10402	School District Employee Reports (SDER)	4 Years	After fiscal year submitted.		12/29/2015
10403	Teacher Classroom Education Plans An outline of what the teachers will be teaching on a day to day basis.	1 Year	After fiscal year created or revised.		12/29/2015
10404	Title I and Title VII Records	4 Years	After fiscal year created or received.		12/29/2015
10405	Used Meal Tickets	1 Year	After fiscal year created or received.		12/29/2015