



**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  
Electronic Communications, Social Media and Website Records**

**Schedule Number:  
GS-1026 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 1026, dated December 24, 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](mailto:records@azlibrary.gov)

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**Electronic Communications, Social Media and Website Records**

Record Series Number	Record Series Title	Retention Period	Retention Remark	Legal Citation(s)	Approval Date
10406	<p><b>Electronic Communications - Contracts, Agreements and Lease-Related Records</b></p> <p>Including any content in the actual message, any attachments or links and is not a duplicate record, transitory or retained elsewhere, and the appropriate, minimum required metadata., These records do not include construction contracts., Includes intergovernmental agreements (IGA), mutual / automatic aid agreements, cooperative agreements and memorandums of understanding (MOU).</p>	6 Years	After contract fulfilled, cancelled or revoked For additional information on Contracts, Agreements and Lease Records, please see Administrative and Management Records General Retention Schedule.		12/29/2015
10407	<p><b>Electronic Communications - General Correspondence - Related Records</b></p> <p>Including any content in the actual message, any attachments or links and is not a duplicate record, transitory or retained elsewhere, and the appropriate, minimum required metadata., 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.</p>		After administrative or reference value has been served., For additional information on General Correspondence Records, please see Administrative and Management Records General Retention Schedule.		12/29/2015

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Record Series Number	Record Series Title	Retention Period	Retention Remark	Legal Citation(s)	Approval Date
10408	<p><b>Electronic Communications - Time and Leave-Related Records, School Districts and Charter Schools</b></p> <p>Including any content in the actual message, any attachments or links and is not a duplicate record, transitory or retained elsewhere, and the appropriate, minimum required metadata., Including, but not limited to, compassionate leave, donated leave, and military leave.</p>	4 Years	After fiscal year created or received., For additional information on Time and Leave Records, please see Human Resources / Personnel Records General Retention Schedule.		12/29/2015
10409	<p><b>Electronic Communications - Time and Leave-Related Records, All Other Public Bodies</b></p> <p>Including any content in the actual message, any attachments or links and is not a duplicate record, transitory or retained elsewhere, and the appropriate, minimum required metadata., Including, but not limited to, compassionate leave, donated leave, and military leave.</p>	3 Years	After fiscal year created or received., For additional information on Time and Leave Records, please see Human Resources / Personnel Records General Retention Schedule.		12/29/2015

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10410	<p><b>Electronic Communications - Office Internal Administration - Related Records</b></p> <p>Including any content in the actual message, any attachments or links and is not a duplicate record, transitory or retained elsewhere, and the appropriate, minimum required metadata., Including, but not limited to, duty rosters, non-policy work procedures / manuals, office assignments, and work schedules.</p>	1 Year	After superseded or obsolete., For additional information on Office Internal Administrative Records, please see Administrative and Management Records General Retention Schedule.		12/29/2015
10411	<p><b>Electronic Communications - Working Records - Related</b></p> <p>Including any content in the actual message, any attachments or links and is not a duplicate record, transitory or retained elsewhere, and the appropriate, minimum required metadata., Including, but not limited to, drafts, feeder reports, and notes used in the development of final or summary records.</p>		After final records created., For additional information on Working (Draft) Records, please see Administrative and Management Records General Retention Schedule.		12/29/2015

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10412	<p><b>Electronic Communications - All Other Content (Topics)</b> Including any content in the actual message, any attachments or links and is not a duplicate record, transitory or retained elsewhere, and the appropriate, minimum required metadata.</p>		Determine which type of record series these communications would best fit under, refer to the corresponding retention period for that records series, and retain according to that retention period.		12/29/2015