



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



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

**Schedule Number:
GS-1030 Rev. 3**

- 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 1030 Rev. 2 dated December 03, 2020.**

Records Analyst, Secretary of State: Helena LaPina	Arizona State Archivist: Laura Palma Blandford
<i>Records Series Electronically Approved in RSM Database</i>	<i>Records Series Electronically Approved in RSM Database</i>
Deputy Arizona State Archivist: Carlos Lopez	
<i>Records Series Electronically Approved in RSM Database</i>	

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53107	Civil Records: Civil Asset Forfeiture Cases: Concluded by Settlement Agreement, Judgment, or Verdict.	5 Years	After date of final judgment.		4/30/2019
53108	Civil Records: Civil Asset Forfeiture Cases: Submitted and Turned Down with No Expectation of Prosecution.	3 Years	After date turned down.		5/1/2019
53073	Civil Records: Long Term Reference Matter Records. Including but not limited to, records related to environmental litigation and remediation.	99 Years	After final disposition of case. Review at time of disposition to determine if further retention is warranted.	42 U.S. Code 9607; A.R.S. 49-285(A).	7/2/2019
53077	Civil Records: Routine Matter Records: Legal Advice Records. Including but not limited to: administrative hearings, bankruptcy, bid disputes, bond forfeitures, chronological files, commitment cases, condemnation, correspondence, employment law, enforcement actions, fair housing, forcible detainers, garnishments, general litigation, interpleader, investigations, liability defense Self-Insured Retention (SIR), licensing, privilege license tax, orders to show cause, research, tort, public fiduciary, reference and example records, revenue and collection records, tax appeal, tax condemnation and zoning, waivers of conflicts of interest.	5 Years	After advice given or when administrative value has been served, whichever is later.		7/2/2019

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53078	Civil Records: Routine Matter Records: Litigation Records. Including but not limited to: administrative hearings, bankruptcy, bid disputes, bond forfeitures, chronological files, condemnation, employment law, enforcement actions, fair housing, forcible detainers, garnishments, general litigation, interpleader, investigations, liability defense Self-Insured Retention (SIR), licensing, privilege license tax, orders to show cause, tort, public fiduciary, reference and example records, revenue and collection records, tax appeal, tax condemnation and zoning.	5 Years	After final disposition of case.		7/2/2019
53079	Civil Records: Short Term Reference Matter Records. Including but not limited to: AHCCCS eligibility, bond approval, foreclosure cases, escheats, judgments and school district boundary change records.	3 Years	After final disposition of the matter or case.		7/2/2019
53398	Criminal Prosecution Records: Bad Check Records: Case Records: General. Includes cases with and without complaint and criminal complaint records (work copies).	1 Year	After final disposition of case or after notification of death of the defendant, whichever comes first.		5/3/2019
53083	Criminal Prosecution Records: Bad Check Records: Case Records: Restitution Accounting Records and Reports.	3 Years	After final restitution payment is made, but not less than 3 years from final disposition of associated case.		5/1/2019

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53081	Criminal Prosecution Records: Bad Check Records: Case Records with Complaint.	1 Year	After final disposition of case.		4/30/2019
53082	Criminal Prosecution Records: Bad Check Records: Case Records: Without Complaint.	1 Year	After final disposition of case and final restitution is paid or after notification of death, whichever comes first.		4/30/2019
53166	Criminal Prosecution Records: Cases Not Filed.	-	Follow the relevant Criminal Prosecution Records retention for these records.		9/12/2019
53084	Criminal Prosecution Records: Cases with Death Penalty Verdict/Sentence. Including defendant on death row, defendant executed, defendant dies of natural causes prior to execution, and defendant is re-sentenced to life lesser term or overturned.	100 Years	Then review for historical status. If historically significant consult with Archives to determine final disposition.		7/2/2019
53085	Criminal Prosecution Records: Completed Cases: Class 1 Felonies.	35 Years	After the date the case is closed/end of the sentence imposed or after notification of death of the defendant, whichever comes first.		5/1/2019

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53086	Criminal Prosecution Records: Completed Cases: Class 2-6 Felonies.	10 Years	After the date the case is closed/end of the sentence imposed or after notification of death of the defendant, whichever comes first.	Federal Rules of Evidence, 404(b)	5/1/2019
53087	Criminal Prosecution Records: Completed Cases: Domestic Violence, Driving Under the Influence and Misdemeanors.	1 Year	After the date the case is closed/end of the sentence imposed.		5/1/2019
53088	Criminal Prosecution Records: Completed Cases: Homicides.	100 Years	Then review for historical status. If historically significant consult with Archives to determine final disposition.	ARS 13-1101	7/2/2019
53089	Criminal Prosecution Records: Completed Cases: Misdemeanor and Petty Offenses.	1 Year	Date the case is closed/end of the sentence imposed or after notification of death of the defendant, whichever comes first.		5/3/2019

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Record Series Number	Record Series Title	Retention Period	Retention Remark	Legal Citation(s)	Approval Date
53090	Criminal Prosecution Records: Completed Cases: Sex Crime Felonies. Including but not limited to sexually violent persons cases.	35 Years	After the date the case is closed/ end of the sentence imposed or after notification of death of the defendant, whichever comes first.		5/9/2019
53091	Criminal Prosecution Records: Dismissals with Prejudice and Acquittals: Class 1 Felonies.	10 Years	After order of dismissal.		5/1/2019
53092	Criminal Prosecution Records: Dismissals with Prejudice and Acquittals: Class 2-6 Felonies. Excepting Homicides and Sex Crimes.	7 Years	After order of dismissal.		5/1/2019
53093	Criminal Prosecution Records: Dismissals with Prejudice and Acquittals: Diversion Dismissals.	-	Retain per the statute of limitations for the offense or after notification of death of the defendant, whichever comes first.		7/3/2019
53094	Criminal Prosecution Records: Dismissals With Prejudice and Acquittals: Misdemeanor and Petty Offenses	1 year	After order of dismissal.		4/30/2019

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53095	Criminal Prosecution Records: Dismissals with Prejudice and Acquittals: Sex Crime Felonies.	35 Years	After the date the case is closed/ end of the sentence imposed or after notification of death of the defendant, whichever comes first.	Federal Rules of Evidence, 404(c)	4/30/2019
53096	Criminal Prosecution Records: Dismissals without Prejudice, Dismissals with Plea and No True Bills: Class 1 Felonies.	-	Equal to the statute of limitations for the offense.		5/2/2019
53097	Criminal Prosecution Records: Dismissals without Prejudice, Dismissals with Plea and No True Bills: Class 2-3 Felonies.	7 Years	After order of dismissal.		5/1/2019
53098	Criminal Prosecution Records: Dismissals without Prejudice, Dismissals with Plea and No True Bills: Class 4-6 Felonies.	7 Years	After order of dismissal.		7/3/2019

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Record Series Number	Record Series Title	Retention Period	Retention Remark	Legal Citation(s)	Approval Date
53100	Criminal Prosecution Records: Dismissals without Prejudice, Dismissals with Plea and No True Bills: Sex Crime Offenses.	35 Years	After the date the case is closed/ end of the sentence imposed or after notification of death of the defendant, whichever comes first.		5/1/2019
53099	Criminal Prosecution Records: Dismissals without Prejudice, No True Bills: Misdemeanors and Petty Offenses.	1 Year	After order of dismissal.	ARS 13-107 (G)	5/1/2019
53101	Criminal Prosecution Records: Electronic Interception Records Rejected by Court for Lack of Probable Cause.	7 Years	After date of court ruling.		5/2/2019

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53102	General Records: All Historically Significant or Landmark Case Files.	Permanent	Retain per Arizona Standards for Permanent Records or transfer to State Archives when administrative value has been served. Final determination of historically significant status and permanent retention is at the discretion of the State Archives.		5/3/2019
53103	General Records: Appellate Cases to State Supreme Court, State Court of Appeals, or 9th Circuit Court of Appeals - Brief Bank. Including trial motions and memorandums with useful legal research.	10 Years	Or until administrative value has been served.		8/26/2019

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53104	General Records: Arrest Records.	-	Retain in office 2 years after calendar year of arrest, and then return original documents to police department or approved records management center for further retention according to the Law Enforcement Records schedule.		5/1/2019
53109	General Records: Evidence Destruction.	-	Retain until notice received from prosecuting agency of the final disposition of all related cases.		5/9/2019
53110	General Records: Extraditions: Contested.	5 Years	After final disposition of case.		7/3/2019
53111	General Records: Extraditions: Uncontested.	1 Year	After final disposition of case.		7/3/2019

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53112	General Records: Formal Legal Opinions.	10 Years	From the date of the issuance of the opinion.		5/3/2019
53113	General Records: Investigations. Including non-custodial police report reviews and intelligence files of continuing value (non-temporary).	5 Years	After decision made to decline, forward or prosecute.		5/3/2019
53114	General Records: Mediation Agreement Records.	7 Years	After mediation agreement completed or abandoned.		1/19/2022
53115	General Records: Mental Competency. Non-restorable.	10 Years	From the last day of court ordered treatment or denial of petition.		8/15/2019
53116	General Records: Post-Conviction Relief (PCR) Records: All Other Cases. Including client sign-in sheets and trust fund records.	4 Years	From the date the case is closed/end of the sentence imposed.		5/3/2019
53117	General Records: Post-Conviction Relief (PCR) Records: All Other Felonies. Including client sign-in sheets and trust fund records.	10 Years	After final disposition of case or discharged from probation, whichever is later; or after notification of death.		5/3/2019

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53118	General Records: Post-Conviction Relief (PCR) Records: Appeals. Excepting death penalty, homicide or lifetime probation. Including client sign-in sheets and trust fund records.	5 Years	After appellate decision or 2 years after sentence completed or discharged from probation, whichever is later; or after notification of death, whichever comes first.		5/3/2019
53119	General Records: Post-Conviction Relief (PCR) Records: Bench Warrants. Including client sign-in sheets and trust fund records.	-	After date of administrative order dismissing warrant or after notification of death, whichever comes first.		5/3/2019
53120	General Records: Post-Conviction Relief (PCR) Records: Death Penalty, Homicides and Lifetime Probation Including client sign-in sheets and trust fund records.	-	After notification of death.		5/1/2019
53122	General Records: Post-Conviction Relief (PCR) Records: Dismissals: Class 2-6 Felony. Including client sign-in sheets and trust fund records.	7 Years	After dismissal order issued.		5/1/2019
53123	General Records: Post-Conviction Relief (PCR) Records: Dismissals: Misdemeanor. Including client sign-in sheets and trust fund records.	1 Year	After dismissal order issued.		5/1/2019

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53124	General Records: Post-Conviction Relief (PCR) Records: Dismissals: Petty Offenses. Including client sign-in sheets and trust fund records.	6 Months	After dismissal order issued.		5/1/2019
53125	General Records: Post-Conviction Relief (PCR) Records: Involuntary Committal Records. Including client sign-in sheets and trust fund records.	5 Years	After final disposition of case or after notification of death, whichever comes first.		5/1/2019
53126	General Records: Post-Conviction Relief (PCR) Records: Misdemeanors: All Others. Including client sign-in sheets and trust fund records.	2 Years	After final disposition of case or discharged from probation, whichever is later; or after notification of death.		5/1/2019
53127	General Records: Post-Conviction Relief (PCR) Records: Misdemeanors: DUI. Including client sign-in sheets and trust fund records.	7 Years	After final disposition of case or discharged from probation, whichever is later; or after notification of death.		5/1/2019
53128	General Records: Post-Conviction Relief (PCR) Records: Sex Crime Cases. Including client sign-in sheets and trust fund records.	35 Years	After final disposition of case or after notification of death, whichever comes first.		5/2/2019
53129	Juvenile Case Records: Adoption Records: Attorney Files. Including work papers.	7 Years	After calendar year of final disposition of case.	ARS 8-120	7/2/2019

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53130	Juvenile Case Records: Adoption Records: Other Records. This record series includes material other than attorney files, that are not filed in or in the possession of a court.	99 Years	After calendar year of final disposition of case.	ARS 8-120	7/2/2019
53167	Juvenile Case Records: Cases Not Filed.	60 Days	From date submitted. After 60 days, return submittal documents to originating law enforcement agency.		5/1/2019
53131	Juvenile Case Records: Child Support Records.	4 Years	After youngest child's 18th birthday, court order of dismissal, court closing or settlement, whichever comes first.		5/13/2019
53132	Juvenile Case Records: Juvenile Civil Case Records. Including appeals and dependency / severance cases.	7 Years	After the youngest minor involved reaches the age of majority.		7/22/2019
53134	Juvenile Case Records: Juvenile Delinquency Work Records: DUI. Including petition / disposition for prosecuted cases.	-	When juvenile reaches 25 years of age or after notification of death of juvenile, whichever comes first.		7/2/2019

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53135	Juvenile Case Records: Juvenile Delinquency Work Records: Felonies/ARS 13-501 Offenses. Including petition / disposition for prosecuted cases.	-	When juvenile reaches 30 years of age, after rights restored or after notification of death of juvenile, whichever comes first.	ARS 13-501	5/9/2019
53133	Juvenile Case Records: Juvenile Delinquency Work Records: Misdemeanors and Citations. Including petition / disposition for prosecuted cases.	1 Year	After final disposition of case or after notification of death of juvenile, whichever comes first.		5/9/2019
53136	Juvenile Case Records: Litigation and Claim Records involving Minor Children.	20 Years	After date of birth of minor child.		5/13/2019
53137	Juvenile Case Records: Traffic Work Records.	-	After juvenile reaches 19 years of age.		8/15/2019
53138	Mental Health Case Records: Mental Health Case Files.	5 Years	After last court ordered treatment.		5/3/2019
53139	Victim / Witness Records: Intake Sheets.	2 Years	After calendar year created or received.		5/3/2019

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53140	Victim / Witness Records: Post-Conviction Notifications.	2 Years	After created or received.		5/1/2019
53141	Victim / Witness Records: Property Case Records.	-	After final disposition of case.		5/1/2019
53142	Victim / Witness Records: Victim Compensation Program Records: Approved Including applications and board decisions.	25 Years	After application is approved.		5/1/2019
53143	Victim / Witness Records: Victim Compensation Program Records: Denied or Incomplete. Including applications and board decisions.	3 Years	After denied or after date of receipt of non-processed claims.		5/1/2019
53145	Victim / Witness Records: Victim Services Field Case and Witness Records: Class 1 Felonies.	25 Years	After final disposition of case.		5/1/2019
53144	Victim / Witness Records: Victim Services Field Case and Witness Records: Other Offenses (Non Class 1 Felonies). Includes juvenile victim/witness records.	5 Years	After final disposition of case.		5/1/2019

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53146	Victim / Witness Records: Witness Client Records: All Others.	5 Years	After final disposition of case.		5/1/2019
53147	Victim / Witness Records: Witness Client Records: First Degree Homicides.	15 Years	After final disposition of case.		5/1/2019
53396	Victim/Witness Records: Miscellaneous Records. Including intake sheets, post-conviction notifications and property case records.	-	Follow the relevant Criminal Prosecution Records retention for these records.		5/13/2019
53397	Victim/Witness Records: Victim Services Field Case Records: Juvenile Delinquency Proceedings. Not specifically addressed.	-	Follow the relevant Juvenile Case Records retention for Juvenile felony and misdemeanor delinquency proceedings.		5/9/2019