



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



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

**Schedule Number:
GS-1035 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 1035 Rev.2 dated November 24, 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	
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Record Series Number	Record Series Title	Retention Period	Retention Remark	Legal Citation(s)	Approval Date
10503	Book Discussion Group Records. Includes records of books checked out for book discussion groups.	1 Year	After created or received.		12/29/2015
10504	Bookmobile Program Records. Program documentation for the Preschoolers acquiring Literacy Skills (PALS) and County bookmobiles. Includes waiting lists of sites requesting service and sites currently receiving service, information brochures and schedules.		After administrative value has been served.		12/29/2015
10505	Borrowers / Cardholders / Visitor Registration Records. Includes records for users of public access computers.		After expired, updated or obsolete.		12/29/2015
10506	Catalog of Collection Holdings. Includes shelf lists.		After item referred to is removed from the collection.		12/29/2015
10508	Circulation Records - Book Title and/or Author Specific.		After administrative value has been served.		12/29/2015
10507	Circulation Records - Borrower Specific. Confidential pursuant to ARS 41-151.22.		After administrative value has been served.	ARS 41-151.22.	12/29/2015

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Record Series Number	Record Series Title	Retention Period	Retention Remark	Legal Citation(s)	Approval Date
10509	Community Service Records.	1 Year	After application received.		12/29/2015
10510	Donation / Gift Records - Added to Collection. Including one time and ongoing.		After administrative value has been served.		12/29/2015
10511	Donation / Gift Records - Not Added to Collection. Including one time and ongoing.		After administrative value has been served.		12/29/2015
10512	Equipment Reservation / Sign-up Records.		After administrative value has been served.		12/29/2015
10513	E-Rate Records. Includes technology plans.	10 Years	After the latter of the last day of the applicable funding year or the service delivery deadline for the funding request.	47 CFR 54.516.	9/25/2020
10516	Intra-library / Inter-library Loan Records - All Other Records.		After administrative value has been served.		12/29/2015

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10515	Intra-Library / Inter-library Loan Records - Photocopies of Periodicals. When borrowing in a manner that retains the numbers of copies of periodicals being borrowed.	3 Years	After calendar year created. In compliance with Commission on New Technology Uses (CONTU) guidelines/copyright laws.		12/29/2015
10517	Jail Library - Patron Request Records. Requests to borrow materials, or for the library to purchase materials not currently owned.		After administrative value has been served.		12/29/2015
10519	Library Display / Exhibit Records - All Other Records. Displays of art or authors. Including but not limited to forms, inventory lists, and waivers.	3 Years	After exhibit removed.		12/29/2015
10518	Library Display / Exhibit Records - Calendar of Exhibits. Displays of art or authors. Including but not limited to forms, inventory lists, and waivers.	10 Years	After created.		12/29/2015
10520	Library History Collection Records. Records regarding library buildings. Includes photographs of events and newsletters.	Permanent	Retain per Arizona Standards for Permanent Records or transfer to State Archives when administrative value has been served.		12/29/2015

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10521	Special Services Machine Exchange Records. Forms used to exchange machines from the Arizona Talking Book Library. Includes user name, address and phone number. Machines are owned by the Arizona Talking Book Library.	1 Year	After equipment returned.		12/29/2015
10522	Statistical Records. Does not include the Annual Report.		After cumulative update completed.		12/29/2015
10523	Summer Reading Program Records. Records of summer reading program. Including but not limited to any fees charged, information on incentive prizes, lists of presenters, registration materials and samples of handouts.		After administrative value has been served.		12/29/2015
10524	Working Records for Online Catalog. Includes item records downloaded from vendor or bibliographic utility databases for which local cataloging has not yet been completed.		After superseded or obsolete.		12/29/2015