



**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  
Library Records**

**Schedule Number:  
GS-1035 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 1035, 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](mailto:records@azlibrary.gov)

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<b>Record Series Number</b>	<b>Record Series Title</b>	<b>Retention Period</b>	<b>Retention Remark</b>	<b>Legal Citation(s)</b>	<b>Approval Date</b>
10503	<b>Book Discussion Group Records</b> Includes records of books checked out for book discussion groups.	1 Year	After created or received.		12/29/2015
10504	<b>Bookmobile Program Records</b> 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	<b>Borrowers / Cardholders / Visitor Registration Records</b> Includes records for users of public access computers.		After expired, updated or obsolete.		12/29/2015
10506	<b>Catalog of Collection Holdings</b> Includes shelf lists.		After item referred to is removed from the collection.		12/29/2015
10507	<b>Circulation Records - Borrower Specific</b> Confidential pursuant to ARS 41-151.22.		After administrative value has been served.	ARS 41-151.22	12/29/2015
10508	<b>Circulation Records - Book Title and / or Author Specific</b>		After administrative value has been served.		12/29/2015
10509	<b>Community Service Records</b>	1 Year	After application received.		12/29/2015
10510	<b>Donation / Gift Records - Added to Collection</b> Including one time and ongoing.		After administrative value has been served.		12/29/2015

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10511	<b>Donation / Gift Records - Not Added to Collection</b> Including one time and ongoing.		After administrative value has been served.		12/29/2015
10512	<b>Equipment Reservation / Sign-up Records</b>		After administrative value has been served.		12/29/2015
10513	<b>E-Rate Records</b> Includes technology plans.	6 Years	After fulfilled, cancelled or revoked.	47 CFR 54.516.	12/29/2015
10515	<b>Intra library / Inter library Loan Records - Photocopies of Periodicals</b> 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
10516	<b>Intra library / Inter library Loan Records - All Other Records</b>		After administrative value has been served.		12/29/2015
10517	<b>Jail Library - Patron Request Records</b> Requests to borrow materials or for the library to purchase materials not currently owned.		After administrative value has been served.		12/29/2015
10518	<b>Library Display / Exhibit Records - Calendar of Exhibits</b> Displays of art or authors. Including, but not limited to, forms, inventory lists and waivers.	10 Years	After created.		12/29/2015

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10519	<b>Library Display / Exhibit Records - All Other Records</b> Displays of art or authors. Including, but not limited to, forms, inventory lists and waivers.	3 Years	After exhibit removed.		12/29/2015
10520	<b>Library History Collection Records</b> 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
10521	<b>Special Services Machine Exchange Records</b> 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	<b>Statistical Records</b> Does not include the Annual Report.		After cumulative update completed.		12/29/2015
10523	<b>Summer Reading Program Records</b> 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	<b>Working Records for Online Catalog</b> 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