



**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
Risk Management Records**

**Schedule Number:
GS-1038 Rev. 2**

- 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 1038, dated 05/05/2017.**

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>
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RECORDS MANAGEMENT CENTER

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Schedule Number: GS 1038 Rev. 2

Record Series Number	Record Series Title	Retention Period	Retention Remark	Legal Citation(s)	Approval Date
10314	Accident and Fire Prevention Program Plan Records Includes lists of first aid trained personnel.	1 Year	After superseded or obsolete.		8/15/2016
30845	Accident and Incident Prevention / Library / Public - Incident Records (Law Enforcement / Fire personnel notified) Includes, but not limited to records for which Law Enforcement/ Fire personnel were notified and which represent an on-ongoing safety issue for library staff and the public.	10 Years	After reported.		12/8/2016
30846	Accident and Incident Prevention / Library / Public - Routine Incident Records (Law Enforcement / Fire personnel not notified) Including, but not limited to records for which Law Enforcement/Fire personnel were not notified, and which do represent an on-going safety issue.	3 Years	After reported.		12/8/2016
30847	Accident and Incident Prevention / Library - Employee Related Records	5 Years	After reported.		12/8/2016
30278	Accident and Incident Prevention / Safety Program and Safety Training Records - Drills / Checks / Reviews Including, but not limited to, fire and disaster drill records, fire extinguisher safety checks, safety reviews of sites, and safety reviews of vehicles.	5 Years	After calendar year created, received, or audited.		5/18/2016

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30682	<p>Accident and Incident Prevention / Safety Program and Safety Training Records - Industrial Hygiene Monitoring Records</p> <p>Including, but not limited to, records (including data) generated from personal, area, bulk, and surface sample collection, direct reading monitoring, and observations performed to assess employee exposures to physical, chemical, biological and ergonomic hazards.</p>	30 Years	After calendar year created or received.	10 cfr 850, 10 cfr 851, 29 cfr 1910.1020, 29 cfr 1910 subpart z, 29 cfr 1926 subpart z	7/18/2016
30279	<p>Accident and Incident Prevention / Safety Program and Safety Training Records - Inspections</p> <p>Including, but not limited to, building inspection reports (official copy with risk management), fire marshall inspection records, property/equipment/vehicle inspection records, and risk management inspections - safety account.</p>	10 Years	After expired or after next cyclical inspection is conducted, whichever is later. Does not apply to private citizen property.		7/1/2016
30280	<p>Accident and Incident Prevention / Safety Program and Safety Training Records - Logs and Reports</p> <p>Including, but not limited to, emergency rescue records, federal and state safety report records (regarding safety status and recommendations for improvement), fire suppression records, fixed fire systems, hazard communication records, hazardous energy control program (HECP) records, safety log books, safety personal protection records, sprinkler fire alarm system documents, and storage of hazardous products records.</p>	15 Years	After calendar year created, received, or audited, Does not apply to private citizen property.		5/18/2016

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30281	Accident and Incident Prevention / Safety Program and Safety Training Records - Occupational Safety and Health Administration (OSHA) Records, Safety Data Sheets (SDS) Previously known as Material Safety Data Sheets (MSDS).	30 Years	After substance last received in workplace.	29 cfr 1910.1200	5/18/2016
30282	Accident and Incident Prevention / Safety Program and Safety Training Records - Occupational Safety and Health Administration (OSHA) Records, All Other Records Including, but not limited to, accident reports, annual summaries, citation records, hazard communication records, hazardous energy control program (HECP) records, logs, safety health audits, safety log books, safety personnel protection records, worksite safety inspections).	5 Years	After created or received or citation resolved, whichever is later.		10/13/2016
30283	Accident and Incident Prevention / Safety Program and Safety Training Records - Safety Permits	1 Year	After calendar year superseded or obsolete.		5/18/2016
30284	Accident and Incident Prevention / Safety Program and Safety Training Records - Asbestos Management Plans	-	Retain for life of facility.	29 CFR 1910.1001 (j)(3)(i)(ii)	5/18/2016
30286	Accident and Incident Prevention / Safety Program and Safety Training Records - Safety Programs Including, but not limited to, safety incentive program reports, respirator program records, and safety incentive program records.	5 Years	After superseded or obsolete.		5/18/2016

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30287	Accident and Incident Prevention / Safety Program and Safety Training Records - Training Including, but not limited to, asbestos training records, blood-borne pathogen training records, and hazardous materials (HAZMAT) training records.	1 Year	After employee terminated.	29 CFR 1910.1001(m)(4), 20 CFR 1010.1030(h)(2)(ii), 29 CFR 1910.120.	7/1/2016
53041	Accident Reports - Adult, Personal Injury Accident reports involving public body employee and publicly owned vehicles/equipment.	5 years	After accident occurred.		4/5/2017
53042	Accident Reports - Adult, No Personal Injury Accident reports involving public body employee and publicly owned vehicles/equipment.	3 Years	After accident occurred.		3/10/2017
53043	Accident Reports - Involving Minors With or Without Injury Accident reports involving public body employee and publicly owned vehicles/equipment.	-	After juvenile's 24th birthday.		3/10/2017
30288	Certificates of Insurance Includes proof of insurance coverage provided by public body to businesses, individuals, and other public bodies. In the event of litigation, the insurance policy provides proof of coverage.	19 Years	After created or received.		5/18/2016
30289	Certificates of Liability Includes proof of insurance for vendors who have done work for the public body.	6 Years	After contract with vendor expired, cancelled or revoked.		5/18/2016

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30290	Claim Records - Juvenile Including, but not limited to, checks for reimbursement, claim forms, incident reports, investigation records, invoices, notices of claims, pictures, recovery documentation on efforts at cost recovery for damage to public body buildings, equipment, vehicles, property, and subpoenas for paid and denied claims (for incapacitated juveniles who reach 24th birthday, use Claim Records/Incapacitated Adults record series G-30323).	24 Years	After date of birth.		6/7/2016
30291	Claim Records - Adults Including, but not limited to, checks for reimbursement, claim forms, incident reports, investigation records, invoices, notices of claims, pictures, recovery documentation on efforts at cost recovery for damage to public body buildings, equipment, vehicles, property, and subpoenas for paid and denied claims. (If juvenile is incapacitated and reaches 24 years of age from date of birth, use this record series).	5 Years	After claim closed.		6/7/2016
30677	Claim Records - Property Damage Including, but not limited to, checks for reimbursement, claim forms, incident reports, investigation records, invoices, notices of claims, pictures, recovery documentation on efforts at cost recovery for damage to public body buildings, equipment, vehicles, property, and subpoenas for paid and denied claims.	6 Years	After claim closed.		6/28/2016

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30323	Claim Records / Incapacitated Adults Including, but not limited to, checks for reimbursement, claim forms, incident reports, investigation records, invoices, notices of claims, pictures, recovery documentation on efforts at cost recovery for damage to public body buildings, equipment, vehicles, property, and subpoenas for paid and denied claims (for incapacitated juveniles who reach 24th birthday, use this record series).	80 Years -	After claim closed.	ARS 12-502	5/27/2016
30293	Claim Registers Includes voucher registers.	6 Years	After calendar year created.		5/18/2016
30294	Claim Related Queries and Reports	-	After administrative value has been served.		5/18/2016
30298	Insurance Policies - Property Includes auto, environmental, liability, and property. Including, but not limited to, audits of policies, aviation policies and bonds, crime, difference in conditions (DIC), earthquake, fine arts, flood, vehicle physical damage.	6 Years	After audited, cancelled, expired, or revoked.		5/18/2016
30299	Insurance Policies - Liability Includes auto, environmental, liability, and property. Including, but not limited to, directors and officers, errors and omissions, policies, and pollution.	6 Years	After audited, cancelled, expired, or revoked.		5/18/2016

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30300	Insurance Policies - Medical Malpractice	18 Years	After audited, cancelled, expired, or revoked.		5/18/2016
30301	Insurance Policies - Workers' Compensation	25 Years	After audited, cancelled, expired, or revoked.		5/18/2016
30324	Loss Control Records & Reports Including, but not limited to, Arizona division of occupational safety and health (ADOSH) collision investigation records, consultation, inspection audits, insurance carrier, internal reports, stolen property reports, and vandalism records (including reports and records of restitution).	5 Years	After closed.		5/27/2016
30303	Risk Analysis Records - Health Claims	6 Years	After calendar year created.		5/18/2016
30304	Risk Analysis Records - All others	-	After administrative value has been served.		5/18/2016