



**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
Disability Services / Accessibility Records**

**Schedule Number:
GS-1042**

- 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 1042, dated 06/28/2016.**

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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Record Series Number	Record Series Title	Retention Period	Retention Remark	Legal Citation(s)	Approval Date
30275	Disability Resources Student Records May include, but not limited to: Records from medical providers, psychologists, counselors, agencies, or other professionals regarding the individual's physical and/or mental health, Individualized Education Program (IEP) Testing form(s), psychological report(s), medical report(s), visual evaluation(s), communications with or about the student, Student Academic Accommodation Request (SAAR) forms, consent forms, other records related to providing reasonable accommodations.	7 Years	After graduation or date of last attendance. Confidential destruction is required.	20 U.S.C. 1232g, (FERPA)	6/28/2016
30276	Hearing Clinic Patient Records May include, but not limited to billing Records (general and Medicare), client clinic charts (adult, pediatric, Medicare), Arizona Department of Economic Security (AZDES), and Internship Agreements.	7 Years	After last contact with patient, and patient is of majority of age. Confidential destruction is required.	29 CFR 1910.1020 (h)(1)	7/1/2016
30277	Speech Clinic Patient Records May include, but not limited to: billing records (general and Medicare), client clinic charts (adult, pediatric, Medicare), Arizona Department of Economic Security (AZDES), and Internship Agreements.	7 Years	After last contact with patient, and patient is of majority of age. Confidential destruction is required.	29 CFR 1910.1020 (h)(1)	7/1/2016
30274	Student Counseling Records Student consultations, crisis services, group counseling, individual counseling, outreach.	7 Years	After graduation or last date of attendance.		6/28/2016