



**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  
Parks and Recreation Records**

**Schedule Number:  
GS-1044 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 1044, dated 07/012016.**

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.	
<i>Records Series Electronically Approved in RSM Database</i>	

**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>
20915	<b>Archaeology Records</b>	Permanent	Preserve pursuant to ARS 39-101.	ARS 39-101	6/27/2012
20917	<b>Group Campground Rosters</b>	1 Year	After superseded or obsolete.		6/27/2012
20918	<b>Land Acquisition Records, Phase I Environmental records</b>	7 Years	After date of simple acquisition.		6/27/2012
20919	<b>Land Acquisition Records, Appraisal Reports and other records needed to acquire parcels through condemnation</b>	15 Years	After condemnation settled and related legal cases closed.		6/27/2012
20920	<b>Land Acquisition Records, Deeds and Title Insurance Policies</b>		After property sold, abandoned or transferred.		6/27/2012
20921	<b>Land Acquisition Records, Acquisition related correspondence</b>	1 Year	After acquisition completed or abandoned.		6/27/2012
20922	<b>Licensed Site Records, Court records regarding custody</b>	3 Years	After completed.		6/27/2012
20923	<b>Licensed Site Records, Program participant records</b> Including illness documentation and prescription authorization forms.	5 Years	After end of school year created or received.		6/27/2012

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20924	<b>Licensed Site Records, Required records</b> Including attendance sign-in sheets and payment authorization.	5 Years	After end of school year created or received.		6/27/2012
20925	<b>Maintenance Records</b>	3 Years	After created or received.		6/27/2012
20926	<b>Park and Trail Development and Planning Records</b> Including site programming records, meeting records, public input records, surveys, preliminary budgets and cost planning records.	10 Years	After created or received.		6/27/2012
20927	<b>Park Pass Information Records</b> Including annual passes.	1 Year	After superseded or obsolete.		6/27/2012
20928	<b>Park Plans and Blueprints, Historical</b>	Permanent	Preserve pursuant to ARS 39-101.	ARS 39-101	6/27/2012
20929	<b>Park Plans and Blueprints, All other records</b>		After property no longer serves as a park or is no longer owned by the public body.		6/27/2012
20930	<b>Park Ranger Daily Logs</b>	5 Years	After created.		6/27/2012
20931	<b>Permits</b> Including parks, basins, preserve and outdoor facilities.	1 Year	After created or received.		6/27/2012

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20932	<b>Pesticide / Herbicide Records</b> Including herbicide and pesticide spray records. Records documenting employee exposure or potential exposure to hazardous substances should be transferred to human resources for retention with employee medical and exposure records.	5 Years	After work completed		6/27/2012
20933	<b>Preserve Improvement Project Records</b> Including bids, plans and specifications for trails and access areas, and other related records.	3 Years	After construction completed		6/27/2012
20934	<b>Recreation, Activity and Event Records, Attendance records</b> Including schedules, advertisements, promotions, brochures, rosters, log books, and other related records.	1 Year	After date of program		6/27/2012
20935	<b>Recreation, Activity and Event Records, Development records</b> Including schedules, advertisements, promotions, brochures, rosters, log books, and other related records.	2 Years	After superseded or obsolete		6/27/2012
20936	<b>Recreation, Activity and Event Records, Registration records</b> Including schedules, advertisements, promotions, brochures, rosters, log books, and other related records.	3 Years	After created or received		6/27/2012
20937	<b>Recreation, Activity and Event Records, Schedules</b> Including schedules, advertisements, promotions, brochures, rosters, log books, and other related records.	1 Year	After superseded or obsolete		6/27/2012
20938	<b>Reservation Records</b> Including tennis courts, baseball diamonds, ramadas and other park areas.	6 Years	After date of reservation		6/27/2012

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20940	<b>Sports Complex Records, Spring Training Records</b> Records created during the preparation and operation for spring training.	3 Years	After end of season.		6/27/2012
20941	<b>Sports Complex Records, Off-Season Use Records</b> Including short term or seasonal facility rentals for sports or special events in the off-season.	6 Years	After date of reservation.		6/27/2012
20944	<b>Youth Development Records</b> Including Jobs Training Partnership Act (JPTA) records, X-Tattoo Removal records, First Offender records, Stop Crime Remove Urban Blight (SCRUB) records, Student Truancy Reduction Initiative Valuing Education (STRIVE) records, Young First Offender records and other related records.	7 Years	After completion of program.		6/27/2012