General Records Retention Schedule Issued to:
All Arizona Counties
Coroner / Medical Examiner Records

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 1048 dated 10/24/2018.

Schedule Number: GS-1048 Rev. 1
General Records Retention Schedule Issued to:  
All Arizona Counties  
Coroner / Medical Examiner Records

<table>
<thead>
<tr>
<th>Record Series Number</th>
<th>Record Series Title</th>
<th>Retention Period</th>
<th>Retention Remark</th>
<th>Legal Citation(s)</th>
<th>Approval Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>20268</td>
<td>Case Records, Accidental or Natural Causes</td>
<td>10 Years</td>
<td>After autopsy/examination completed but no more than 50 years after autopsy/examination completed.</td>
<td></td>
<td>5/4/2017</td>
</tr>
<tr>
<td></td>
<td>Including medical examiners' reports, X-rays, toxicology reports, audio/video recordings, photographs, kodachromes, case notes, and other related records (where autopsy done).</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>20266</td>
<td>Case Records, Homicides</td>
<td>30 Years</td>
<td>After autopsy/examination completed but no more than 50 years after autopsy/examination completed.</td>
<td></td>
<td>5/4/2017</td>
</tr>
<tr>
<td></td>
<td>Including medical examiners' reports, X-rays, toxicology reports, audio/video recordings, photographs, kodachromes, case notes, and other related records.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Including medical examiners' reports, X-rays, toxicology reports, audio/video recordings, photographs, kodachromes, case notes, and other related records. Unique because of circumstances of death, notoriety of the individual or very high level of press visibility.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>20269</td>
<td>Case Records, Natural Causes</td>
<td>5 Years</td>
<td>After examination competed but no more than 50 years after examination completed.</td>
<td></td>
<td>5/4/2017</td>
</tr>
<tr>
<td></td>
<td>Including medical examiners' reports, X-rays, toxicology reports, audio/video recordings, photographs, kodachromes, case notes, and other related records. No autopsy.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
# General Records Retention Schedule

## Issue to: All Arizona Counties

## Coroner / Medical Examiner Records

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<tbody>
<tr>
<td>20267</td>
<td><strong>Case Records, Suicides</strong>&lt;br&gt;Including medical examiners' reports, X-rays, toxicology reports, audio/video recordings, photographs, kodachromes, case notes, and other related records.</td>
<td>20 Years</td>
<td>After autopsy/examination completed but no more than 50 years after autopsy/examination completed.</td>
<td></td>
<td>5/4/2017</td>
</tr>
<tr>
<td>20265</td>
<td><strong>Case Records, Unidentified Person or Undetermined Death</strong>&lt;br&gt;Including medical examiners' reports, X-rays, toxicology reports, audio/video recordings, photographs, kodachromes, case notes, and other related records.</td>
<td>50 Years</td>
<td>After autopsy/examination completed.</td>
<td></td>
<td>5/4/2017</td>
</tr>
<tr>
<td>20270</td>
<td><strong>Cremation Records, Certificates (office copy)</strong>&lt;br&gt;Including maintenance logs.</td>
<td>1 Year</td>
<td>After calendar year created or received.</td>
<td></td>
<td>5/4/2017</td>
</tr>
<tr>
<td>20271</td>
<td><strong>Cremation Records, Logs</strong></td>
<td>1 Year</td>
<td>After calendar year created or received.</td>
<td></td>
<td>5/4/2017</td>
</tr>
<tr>
<td>20272</td>
<td><strong>Inquest Records</strong>&lt;br&gt;Including proceedings of coroners' inquest, identification of deceased, date of death, witnesses, coroners' jurors, testimony and verdict to cause and manner of death, and other related records.</td>
<td>Permanent</td>
<td>Preserve pursuant to ARS 39-101.</td>
<td>ARS 39-101</td>
<td>5/4/2017</td>
</tr>
<tr>
<td>53388</td>
<td><strong>Instrument Logs</strong>&lt;br&gt;Including maintenance logs.</td>
<td>10 Years</td>
<td>After the life of the instrument.</td>
<td></td>
<td>2/20/2019</td>
</tr>
<tr>
<td>Record Series Number</td>
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</tr>
<tr>
<td>53389</td>
<td>Lab Visitor Logs</td>
<td>5 Years</td>
<td>After calendar year created.</td>
<td></td>
<td>2/20/2019</td>
</tr>
<tr>
<td>20273</td>
<td>No Investigation or No Jurisdiction Records</td>
<td>5 Years</td>
<td>After calendar year created or received.</td>
<td></td>
<td>5/4/2017</td>
</tr>
<tr>
<td></td>
<td>Records for which no further investigation is required including notes on brief inquiries required to determine jurisdiction or to obtain medical history but not autopsy records.</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>20274</td>
<td>Personal Property Records</td>
<td>6 Years</td>
<td>After calendar year of release of property.</td>
<td></td>
<td>5/4/2017</td>
</tr>
<tr>
<td></td>
<td>Lists of personal property that arrived with body and documentation of its disposal.</td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>53391</td>
<td>Proficiency Test Results</td>
<td>10 Years</td>
<td>After calendar year created.</td>
<td></td>
<td>2/20/2019</td>
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<tr>
<td>53390</td>
<td>Quality Control Records</td>
<td>10 Years</td>
<td>After calendar year created.</td>
<td></td>
<td>2/20/2019</td>
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<tr>
<td>20275</td>
<td>Specimen Tracking Sheets</td>
<td>6 Years</td>
<td>After calendar year created or received.</td>
<td></td>
<td>5/4/2017</td>
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<tr>
<td>53387</td>
<td>Temperature Logs</td>
<td>3 Years</td>
<td>After calendar year created.</td>
<td></td>
<td>2/20/2019</td>
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</tbody>
</table>