



**ARIZONA STATE
LIBRARY, ARCHIVES AND PUBLIC RECORDS**
A DIVISION OF THE ARIZONA SECRETARY OF STATE



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

**Schedule Number:
GS-1048 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 1048 dated 10/24/2018.**

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

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

Schedule Number: GS-1048 Rev.1

Record Series Number	Record Series Title	Retention Period	Retention Remark	Legal Citation(s)	Approval Date
20268	Case Records, Accidental or Natural Causes Including medical examiners' reports, X-rays, toxicology reports, audio/video recordings, photographs, kodachromes, case notes, and other related records (where autopsy done).	10 Years	After autopsy/examination completed but no more than 50 years after autopsy/examination completed.		5/4/2017
20266	Case Records, Homicides Including medical examiners' reports, X-rays, toxicology reports, audio/video recordings, photographs, kodachromes, case notes, and other related records.	30 Years	After autopsy/examination completed but no more than 50 years after autopsy/examination completed.		5/4/2017
20264	Case Records, Landmark Cases 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.	Permanent	Preserve pursuant to ARS 39-101	ARS 39-101	5/4/2017
20269	Case Records, Natural Causes Including medical examiners' reports, X-rays, toxicology reports, audio/video recordings, photographs, kodachromes, case notes, and other related records. No autopsy.	5 Years	After examination completed but no more than 50 years after examination completed.		5/4/2017

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

Schedule Number: GS-1048 Rev.1

Record Series Number	Record Series Title	Retention Period	Retention Remark	Legal Citation(s)	Approval Date
20267	Case Records, Suicides Including medical examiners' reports, X-rays, toxicology reports, audio/video recordings, photographs, kodachromes, case notes, and other related records.	20 Years	After autopsy/examination completed but no more than 50 years after autopsy/examination completed.		5/4/2017
20265	Case Records, Unidentified Person or Undetermined Death Including medical examiners' reports, X-rays, toxicology reports, audio/video recordings, photographs, kodachromes, case notes, and other related records.	50 Years	After autopsy/examination completed.		5/4/2017
20270	Cremation Records, Certificates (office copy)	1 Year	After calendar year created or received.		5/4/2017
20271	Cremation Records, Logs	1 Year	After calendar year created or received.		5/4/2017
20272	Inquest Records 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.	Permanent	Preserve pursuant to ARS 39-101.	ARS 39-101	5/4/2017
53388	Instrument Logs Including maintenance logs.	10 Years	After the life of the instrument.		2/20/2019

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

Schedule Number: GS-1048 Rev.1

Record Series Number	Record Series Title	Retention Period	Retention Remark	Legal Citation(s)	Approval Date
53389	Lab Visitor Logs	5 Years	After calendar year created.		2/20/2019
20273	No Investigation or No Jurisdiction Records 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.	5 Years	After calendar year created or received.		5/4/2017
20274	Personal Property Records Lists of personal property that arrived with body and documentation of its disposal.	6 Years	After calendar year of release of property.		5/4/2017
53391	Proficiency Test Results	10 Years	After calendar year created.		2/20/2019
53390	Quality Control Records	10 Years	After calendar year created.		2/20/2019
20275	Specimen Tracking Sheets	6 Years	After calendar year created or received.		5/4/2017
53387	Temperature Logs	3 Years	After calendar year created.		2/20/2019