



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



**General Records Retention Schedule Issued to:
All Arizona Municipalities
Attorney, Municipal**

**Schedule Number:
GS-1051**

- 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 schedule dated April 4, 2002.**

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.	Records Management Officer:
<i>Records Series Electronically Approved in RSM Database</i>	Records series approval on file

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

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Record Series Number	Record Series Title	Retention Period	Retention Remark	Legal Citation(s)	Approval Date
20073	Arrest records Office copies.	2 Years	After calendar year of arrest (Official copy at police dept.)		10/10/2001
20074	Case files: Civil	3 Years	After case closes		10/10/2001
20075	Case files: Civil Traffic	1 Year	After case closes		10/10/2001
20076	Case files: Condemnations	3 Years	After case closes		10/10/2001
20077	Case files: Criminal excluding traffic	1 Year	After case closes		10/10/2001
53289	Case files: Criminal Traffic including DUIs	5 Years	After case closes		8/1/2018
20078	Case files: Zoning	3 Years	After case closes		10/10/2001
20079	Contracts, leases and agreements Office copies.	1 Year	After receiving copy for review (official copy at municipal clerk's office)		10/10/2001

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Record Series Number	Record Series Title	Retention Period	Retention Remark	Legal Citation(s)	Approval Date
20083	Covenants not to sue or not to enforce	6 Years	After receipt of covenant		10/10/2001
20080	Legal opinions	10 Years	After calendar year issued		10/10/2001
20081	Subpoenas and summons	1 Month	After served		10/10/2001
20084	Tax liens	3 Years	After lien is cleared		10/10/2001
20082	Victim assistance grants (State funded)	5 Years	After fiscal year received		10/10/2001