



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



**General Records Retention Schedule Issued to:
All Public Bodies
Bond Records**

**Schedule Number:
GS-1052**

- 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 Number 000-12-42, dated April 24, 2012.**

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

**General Records Retention Schedule Issued to:
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Schedule Number: GS-1052

Record Series Number	Record Series Title	Retention Period	Retention Remark	Legal Citation(s)	Approval Date
20143	Bond Catalog or Listing annual publication of all outstanding bonds and schedule of bonds	Permanent	Preserve pursuant to ARS 39-101	ARS 39-101	4/24/2012
20144	Bond Rating Records	1 Year	After superseded or after administrative value has been served, whichever is later		4/24/2012
20145	Bond Records, Summary Working records and final documentation related to the issuance of bonds for which the public body is obligated and including bond transcripts, authority to permit bond negotiations with paying agent, project schedules and budget, financing timetable, comparison of alternative funding methods, copies of bids received, bond agreements, official statements and other related records. Documents such as Feasibility Reports and Official Statements which include information about bond including amount authorized, description of how money spent, dates bond issued and redeemed.	Permanent	Preserve pursuant to ARS 39-101	ARS 39-101	4/24/2012
20146	Bond Records, All other records Working records and final documentation related to the issuance of bonds for which the public body is obligated and including bond transcripts, authority to permit bond negotiations with paying agent, project schedules and budget, financing timetable, comparison of alternative funding methods, copies of bids received, bond agreements, official statements and other related records.	5 Years	After fiscal year bond redeemed or after administrative value has been served, whichever is later		4/24/2012

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Record Series Number	Record Series Title	Retention Period	Retention Remark	Legal Citation(s)	Approval Date
20147	Bond Redemption Records Including bond registers, interest or coupon payment records, bond ledgers, interest checks, redeemed notes and coupons, and other related records.	5 Years	After fiscal year bond redeemed		4/24/2012
20148	Bond Registration Records Registrar's copies of bond registration stubs.	5 Years	After fiscal year bond redeemed		4/24/2012
20149	Bond Transaction Ledger cumulative report detailing all transactions associated with bond projects.	5 Years	After fiscal year bond redeemed		4/24/2012
20150	Trustee's Records including records of who bought and traded bonds.	5 Years	After fiscal year bond redeemed		4/24/2012
20151	Unissued Bond Records bonds approved but not issued.	5 Years	After fiscal year spending authority has lapsed		4/24/2012