



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



**General Records Retention Schedule Issued to:
Counties, Municipalities, State Agencies, Boards and Commissions
Civic, Convention, Cultural Facilities and Visitor's Bureau Records**

**Schedule Number:
GS-1054**

- Authority:** Pursuant to 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 (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 (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 000-12-44, dated June 11, 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

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Record Series Number	Record Series Title	Retention Period	Retention Remark	Legal Citation(s)	Approval Date
20182	Advertising Records Documents relating to advertising functions including books, budgets, and reports providing demographic information on visitors, costs for various collateral pieces produced, return on investments and other related records.	10 Years	After created or received		6/11/2012
20183	Collateral Records Including travel guides, calendar of events, meeting planners, tour and travel planners, media kits and other related records.	Permanent	Preserve pursuant to ARS, 39-101	ARS 39-101	6/11/2012
20184	Convention and Visitors; Bureau Studies, Historical Including studies conducted to research visitation and other visitor surveys.	Permanent	Preserve pursuant to ARS, 39-101	ARS 39-101	6/11/2012
20185	Convention and Visitors; Bureau Studies, All others Including studies conducted to research visitation and other visitor surveys.		After administrative value has been served		6/11/2012
20186	Customer Relation Management Records Information regarding media contacts and articles, tour operators, meeting planners and consumer contact information.		After administrative value has been served		6/11/2012
20187	Event Records, Historical Including applications, permits, proof/ certificates of insurance, event correspondence, set-up records, copies of contracts and other related records.	Permanent	Preserve pursuant to ARS, 39-101	ARS 39-101	6/11/2012
20188	Event Records, All other records Including applications, permits, proof/ certificates of insurance, event correspondence, set-up records, copies of contracts and other related records.	3 Years	After event is no longer renewed or scheduled		6/11/2012

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Record Series Number	Record Series Title	Retention Period	Retention Remark	Legal Citation(s)	Approval Date
20189	Revenue Per Available Room (Rev Par) Reports Documents sales tax revenues for the hotel industry.		After administrative value has been served		6/11/2012
20190	Visitor Center Records Reports regarding the number of walk-in visitors and customer service survey results.		After administrative value has been served		6/11/2012